

## Personnel Administration

*Purpose:*

To ensure the proper coordination and management of employees.

*Policy:*

- Personnel administration is an operational aspect of the ASA; therefore primary responsibility for the coordination and management of all paid employees falls under the authority of the Executive Director.
- The Executive Director shall maintain information on all part-time and hourly employees of the Students' Association.
- All positions within the Students' Association shall be governed by a job specification, which shall be subject to the approval of the Executive Committee. The Executive Director shall maintain copies of all job specifications.
- As soon as possible after a successful applicant is notified, the Executive Director shall meet with the new employee to develop a contract to be signed by both parties and to review job specifications. Copies of all contracts shall be maintained by the Executive Director.
- A successful job applicant shall not be considered an employee of the Students' Association until they have signed an employment contract developed by the Executive Director.
- A successful job applicant shall not be added to the payroll or given access to any area of the Students' Association related to their position until they have signed their contract.
- Should a successful job applicant fail to sign the contract offered to them by the Students' Association on or before their start date, the applicant shall be deemed to have declined the offered position which will then be subject to an immediate re-posting.
- Payroll functions for hourly and part-time employees shall be the responsibility of the Executive Director.
- As soon as possible after a new employee is hired the supervisor, if applicable, shall ensure that the employee fills out the appropriate forms, and shall forward all relevant employment information to the Executive Director.
- The Executive Director and President shall be responsible for maintaining the organizational chart of the Students' Association and for updating it when changes are made.
- Applications will be received by the Executive Director and assembled for the Hiring Committee.