

# Hiring Committee Terms of Reference

## Terms of Reference

Approved November 27 2013

### **Purpose**

The Hiring Committee is an ad-hoc committee designed to complete the recruitment and selection process on behalf of the board of directions, and provide a recommendation for a suitable bargaining member position as per the outline in the collective agreement.

Hiring that is not a position in the bargaining unit be hired by the Station Manager as per the agreement between the Station Manager and Board of Directors.

### **Committee Composition**

Hiring recommendations to the Board of Directors for all bargaining unit positions shall be made by a Hiring Committee. The Hiring Committee shall be consistent with the Collective Agreement and shall consist of the Station Manager, who shall chair the committee, the Chair of the Board (or a designate from the Board), The shop steward or hir designate or a member of the bargaining unit selected by the Union and Employees, and a station volunteer chosen in consultation with the Union. Where possible, the committee composition will include 50% people who self-identify as being from a historically disadvantaged group in society, including but not limited to women, racialized people, people of colour, aboriginal people, queer people and people with disabilities.

Any member of the Committee may be asked to leave if a 66% or greater secret ballot is passed after a motion to exclude is brought forth when a clearly defined reason such as extended absence, personal biases, obstruction of process, etc is defined.

### **Duties and Responsibilities**

- Ensure the hiring practices are standard with respect to the collective agreement.
- The committee shall operate in a manner consistent with provisions of the Collective Agreement, employment equity committee, CFRU Bylaw, Canadian labour laws and practices and any other relevant legislation.

### **Accountability**

- The Committee shall review the terms of reference for the ad-hoc Committee in advance of a recruitment and selection period, and make recommendations to the Board as required upon the completion of the board to alterations to this terms of reference.
- Committee members shall announce any personal connections or biases in the hiring process, and abstain from the process or withdraw from the committee.
- The Committee shall keep a record of its hiring process in writing and send reports to the Board of Directors at the next Board Meeting or as requested
- The decision of the committee will be communicated with the Board of Directors via the Station Manager (Or hir designate) within 24 hours of the selection outcome.
- The Committee shall work and maintain complete confidential information.

- Questions surrounding the hiring decision will be communicated by the Station Manager, in consultation with the Board of Directors and Hiring Committee if necessary. (i.e. committee members are not to discuss the hiring decisions made with candidates or others).

## **Approval**

Drafted by: Barry Rooke Board of Directors Chair – February 2013

Approved by: Bargaining Committee – February 2013

Modified by: Barry Rooke – Station Manager – November 18 2013

Sent for Approval: Board of Directors – November 25 2013

Approved by: Board of Directors – November 27 2013