

## **SEIU LOCAL 1021** **STAFF HIRING POLICY**

SEIU Local 1021 is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. The Local carries out its recruiting and hiring process in accordance with applicable federal, state and local laws and provides equal employment opportunities to all applicants without regard to any protected status.

The hiring Head of Operations (HOLR) or Executive Director (ED) are responsible for the recruitment process for open positions. All open positions are posted in accordance with applicable language in SEIU 1021 staff contracts. The hiring HOLR or ED, in consultation with the President and Personnel/Staffing Committee (PSC) Chair, will determine when a pool of qualified candidates has been identified.

### **CANDIDATE SCREENING:**

A standing committee shall review resumes submitted for staff positions throughout the Local, and select candidates to interview for open positions. The committee is to meet and agree on a methodology to use in evaluating candidate resumes. The standing committee shall be comprised of the following:

- the President or designee;
- the Personnel/Staffing Committee Chair or designee;
- Executive Director or designee;
- a field and program staff member appointed by the ED (for field and program positions); an operations staff member appointed by the HOLR (for operations positions);
- the Head of Operations and Labor Relations designee

### **HIRING INTERVIEWS:**

An interview panel shall interview candidates and shall utilize a point system based on the interview questions and any written exercise(s) for the job to rate each candidate. All internal staff applications shall be given serious consideration. For all promotions, the Local will seek in-house candidates before seeking candidates from outside the Local.

Interview panels shall be comprised of the following:

For Field and Program Vacancies (designated by the President and Executive Director):

- the President or designee;
- the Executive Director or designee;
- the Personnel/Staffing Committee Chair or designee;
- Personnel Director;

- the appropriate Supervisor/Director; or Deputy Director
- two (2) Executive Board Members (selected by the President in consultation with the Personnel/Staffing Committee Chair);
- the appropriate Vice-President;
- in addition to the above, when possible:
  - no more than two (2) rank and file members;
  - one (1) line staff member;
  - for managerial positions the HOLR or designee;

For Operations Vacancies (designated by the President and HOLR):

- the President or designee;
- the HOLR or designee;
- the Personnel/Staffing Committee Chair or designee;
- Personnel Director;
- the appropriate Supervisor/Director/Manager;
- two (2) Executive Board Members (selected by the President in consultation with the Personnel/Staffing Committee Chair);
- the appropriate Vice-President;
- in addition to the above, whenever possible:
  - no more than two (2) rank and file members;
  - one (1) line staff member;
  - for managerial positions the Executive Director or designee

Candidates rated acceptable by the interview panel shall be eligible for hire into the vacancy for which they interviewed or a lower-ranked position in series, as long as contractual posting requirements have been fulfilled and internal candidates have been duly considered. For example, candidates interviewed and rated acceptable for a Field Director vacancy may be hired for Field Supervisor or Field Representative vacancies.

In the event that the candidate is not rated acceptable for the position, but the interview panel rates them acceptable for a lower-ranked position in a series, they may recommend these candidates to the ED (for field and program positions) or HOLR (for operations positions), who are authorized to hire them for the lower-ranked recommended position.

The ED (for field and program positions) and HOLR (for operations positions) or their designee shall have the authority to hire from the top three (3) candidates rated acceptable by the interview panel. The interview panel may submit more than three (3) acceptable candidates, if multiple vacancies are to be filled. If, in the final process, the hiring authority has cause to choose a candidate not among the top three (3) acceptable candidates, they shall confer with the Personnel/Staffing Committee Chair. This policy shall apply to staff hired into permanent positions.

Upon successful completion of reference checks, the Personnel Director, in collaboration with the ED or HOLR, will make the job offer. Once an applicant is offered a job, they will have five (5) working days to respond and accept the position or the position will be offered to the next candidate, or the recruitment process reopened.

**TEMPORARY STAFF HIRING PROCEDURE:**

Temporary staff may be hired without the interview procedure where there is a legitimate, immediate need for additional staff for a limited period of time not anticipated to exceed 180 days. The filling of a temporary position must have the agreement of the President in consultation with the Personnel/Staffing Committee Chair.

Examples of circumstances that may require such temporary coverage may include but are not limited to:

- an emergency of unknown duration which would require additional staff or coverage because of illness or injury;
- an anticipated staffing need of unknown duration such as for an organizing campaign or strike which would require additional staff;
- an anticipated staffing need of fixed duration such as coverage for an extended leave, vacation or temporary and/or sudden vacancy.

All temporary hiring will be done by the ED (for field and program positions) and the HOLR (for operations positions) or their designee with the appropriate Vice President. Such hiring will be undertaken in consideration of the Local's affirmative action policy. The Local shall hire rank and file members for temporary positions when it is to the advantage of the Local.

Any extension of the 180-day limit must have the agreement of the Executive Board. Extensions shall be made consistent with the Local's applicable staff union agreements.

All temporary hiring, whether agency or direct hire temps, will be reported to the Executive Board at its regular meeting.