

## **γ: HIRING AND TRANSITION**

*Preamble: The Hiring and Transition Policy outlines all appointed positions within Engsoc. The hiring processes for all appointed and paid position including Advertising for the position, time frame for application period and interviewing procedure and notifying the applicants. The policy for dealing with grievances with the hiring processes and dismissing employees is also outlined.*

### **A. Appointments**

#### **Part I: Purpose**

1. Appointments include those done at the start of the executive and council term, those done as appointed terms end, special replacement appointments and executive appointments.

#### **Part II: Appointment Types**

2. Executive Term Appointments are done as the first substantial action by a new council and its executive. Appointments are to be performed according to the EngSoc Hiring Policy, as seen in Grouping B. The positions covered include:

- a. Director of Professional Development;
- b. Director of Events;
- c. Director of Internal Affairs;
- d. Director of External Communications;
- e. Director of First Year;
- f. Director of Services;
- g. Director of Finance;
- h. Equality Issues Committee Chair;
- i. EngSoc Student representative for the Board of Directors;
- j. Campus Equipment Outfitters Managers;
- k. BEWS, WIC and BEWIC Sticks;
- l. Carol Service Director;
- m. Fungineering Chair and Committee;
- n. Chief Returning Officer;
- o. Deputy Returning Officer(s);
- p. Constitutional Guru
- q. Computer Managers;
- r. Information Technology (IT) Officer
- s. Web Administrator and Webmasters;
- t. Chief Internal Records Officer;
- u. Budget Managers and Budget Approval Committee;

- v. Kamikaze Koordinator;
- w. EngWeek Chair;
- x. Buddy System Coordinator(s);
- y. QEC Chair;
- z. Welcome Back Week Coordinator;
- aa. Terry Fox Coordinator;
- bb. Students for Engineering Education Development (SEED) Co-Chairs;
- cc. Better Equipment Donation Fund Coordinator
- dd. CIRQUE+ Chair
- ee. WISE Chair;
- ff. Engineering Society Review Board; and

3. Ongoing Replacement Appointments include all positions that do not transition with the executive. Appointments are to be performed according to the EngSoc Hiring Policy, as seen in Grouping B. The positions covered include:

- a. Science Quest Directors;
- b. QPID Director(s);
- c. Chief FREC; and
- d. Orientation Chair

4. Special Replacement Appointments occur if an appointed position is vacated. The appointment committee is as described in Grouping B

5. Executive Supplement Positions occur when the executive asks Council to appoint an additional member to the executive. This provision is used to handle a special task within the executive, such as the temporary replacement of an executive member. The appointee does not vote on the executive or council, unless he/she is already a voting council member. The hiring policy is as described in Grouping B. Additionally, the Chair of the EngSoc Review Board is a voting member of the interview committee.

6. All logistics for these appointments are to the discretion of the committee chair, including interview team. Promotion must follow Policy outlined in Grouping B, but is the responsibility of the committee chair. Ratification is not required by council. These committees include:

- a. CIRQUE+;
- b. QPID executive;
- c. CWIE;
- d. QEC;
- e. CEEC;
- f. External Relations Committee;
- g. Clark Hall Pub Staff;

- h. Science Quest Instructors;
- i. FREC Committee;
- j. Engweek Committee; and
- k. Campus Equipment Outfitters Committee.

### **Part III: Process and Logistics**

7. Any positions available for appointment must be advertised for two consecutive issues of Golden Words before the applications are due. Advertisements may be done as part of "This is for Real" and do not need to be paid advertisements. Advertising logistics are the responsibility of the Vice-President (Society Affairs).
8. Job descriptions must be available on the Engsoc website
9. It is the responsibility of the Vice-President (Society Affairs) to plan one or more "Appointment Fairs" or information sessions where outgoing position holders, and the new executive are available to answer questions regarding positions.
10. All applicants must use, but are not limited to, the standard EngSoc application form.
11. Completed applications are to be kept on confidential file by the Vice-President (Society Affairs) or Vice-President (Operations) in the case of Services.
12. If pre-screening is to be used it must be so noted in any advertisements for the positions.
13. The interview team shall be as defined in Grouping B: EngSoc Hiring Policy.
14. Interview times and scheduling are responsibility of the Vice-President (Society Affairs) or the Vice-President (Operations) in the case of services, and should be posted 24 hours before the start of interviews.
15. The interview process is entirely up to the discretion of the interview team; however it must be consistent for all potential candidates.
16. Selection is done by consensus or vote within the interview team. The senior executive member (as defined in the Constitution, By-Law 3, Part II) will make the decision in a tie vote.
17. Notification must be made verbally to all candidates before an official posting is made.
18. All appointments must be ratified by EngSoc Council. Non-engineers must be ratified by a two-thirds majority vote.

### ***B. Hiring Policy***

*In keeping with the spirit of the mission statement of the Engineering Society, the mission of the Engineering Society Hiring Policy is to ensure that the mandate of the society is met through*

*hiring the most suited candidate for the position while emphasizing personal and educational growth for the successful candidate; suitability is based on qualifications, cohesiveness of group and a priority of giving learning opportunities to as many society members as possible.*

### **Part I: General**

1. Unless otherwise outlined within the Engineering Society Constitution, the following applies to all appointed positions as stated in the Engineering Society Policy Manual, Section  $\alpha$ .D. - Appointments, and all positions which fall under those mentioned therein.
2. The policy sets a fair and systematic hiring process that can be readily followed by all those involved. The policy provides accountability by clearly defining the duties and responsibilities of each person involved in the hiring process.

### **Part II: Eligibility**

3. Unless otherwise stated in the Engineering Society Constitution, a candidate must be a member of the Engineering Society of Queen's University to be eligible to hold an Engineering Society appointed position.
4. The eligibility and qualifications required for each position must be clearly assessed and advertised when recruiting candidates.

### **Part III: Recruitment and Advertising**

5. Each position must be advertised in two consecutive issues of Golden Words before the applications are due. Advertisements may be done as part of "This is for Real" and do not need to be paid advertisements. Other forms of promotion and advertisement are also encouraged. Advertising logistics are the responsibility of the interviewing committee chair with the help of the outgoing position holder.
  - a. The Vice-President (Society Affairs) may waive these requirements at their discretion.
6. When advertising the position, the following must be clearly defined:
  - a. Eligibility or experience requirements.
  - b. Material required as part of the application process.
  - c. Application due dates and expected interview dates.
  - d. The fact that interviews may be granted on the basis of application forms.
  - e. Contact person and information.
  - f. Monetary compensation (if applicable) – amount should not be specified.
7. As a resource to the candidates, job descriptions must be made readily available on the EngSoc website.
8. At the discretion of the hiring committee, the deadline for application packages may be extended if it is decided that there is an unsatisfactory number of qualified

applicants by the original due date. In such a case, it is the responsibility of the interviewing committee to inform all of the original applicants within 24 hours of the original due date.

#### **Part IV: The Application Process**

9. Unless otherwise specified, the EngSoc Application is to be used as the template application form for all positions.
10. If the interviewing committee requires resumes, proposals, or other information, this must be made clear in the position's advertisement. If such material is included and not required, it may be taken into consideration, but its inclusion must not be used as a deciding factor in the hiring process.
11. The application package may not include questions or information regarding physical features (age, race, colour, sex, etc.), creed or ethnic background, religion, place of origin or citizenship, sexual orientation, marital or family status, disabilities, political or social status. If such information is included, it shall be disregarded.

#### **Part V: Pre-Interview Process**

12. Interviews shall be granted only to those applicants that meet the publicized deadline.
13. It is encouraged to grant all applicants meeting the position's criteria an interview. The use of a lottery system must not be employed.
14. It is the responsibility of the interviewing committee to find and make arrangements for a suitable interview location. The location should be one that is physically comfortable for the applicant and interviewing committee, not unnecessarily intimidating for the applicant, private and professional to ensure confidentiality and easily accessible to the AMS Walkhome Service or a telephone. When necessary, an alternate interview location with wheelchair accessibility must be arranged.
15. Interviews may not be scheduled during final examination periods.
16. Interview times must be made available to the applicants at least 24 hours prior to the first scheduled interview.
17. In the case of a candidate not being able to make his/her scheduled interview time for a valid reason, it is his/her responsibility to inform the interview committee of the case at least 24 hours prior to the interview unless extenuating circumstances exist. If such notice is given, the interviewing committee shall accommodate a change in interview time.

#### **Part VI: The Interviewing Committee**

18. For non-service appointed positions, the interviewing committee shall consist of the direct supervisor(s) and any other EngSoc member(s) deemed necessary to complete the committee.

19. At least one male and one female must sit on the hiring committee at all times.
20. The interview committee cannot exceed 6 people.
21. Each member shall be excluded as a candidate for any position which falls directly under the position for which the interview is being held.

#### **Part VII: The Interview**

22. The interviewing committee shall select a chair prior to the commencement of the interviews. The chair's responsibility is to
  - a. facilitate the interview.
  - b. make introductions.
  - c. to make his or her position as chair known to the applicant at the beginning of each interview.
  - d. outline the means of appeal process as seen in Part X: Means of Appeal.
23. A list of questions relevant to the position must be agreed upon prior to the interview.
24. Questions asked during the interview must be selected from the aforementioned list. However, follow up questions may be asked when appropriate.
25. The documentation format must be agreed upon prior to the interview.
26. Any member of the interviewing committee must communicate a perceived conflict of interest to the other committee members prior to the interview.
27. Questions asked must be in compliance with the Queen's Human Rights Code. That is, they shall not be of a sexual, sexist, racist, homophobic or discriminatory nature.
28. In addition, questions involving, but not limited to, physical features (age, race, colour, sex), creed or ethnic background, religion, place of origin or citizenship, sexual orientation, marital or family status, disabilities, political or social status may not be asked during an interview and hence may not be used as criteria in decision making.
29. The same interviewing committee must interview all applicants for a given position, unless extenuating circumstances occur.

#### **Part VIII: Decision Making and Documentation**

30. Decisions shall be made solely on the criteria relevant to and based on the requirements of the position.
31. The interviewing committee shall strive to reach a consensus on the successful applicant(s). In the case that consensus cannot be reached, the Chair of the interviewing committee will have final say in the decision.
32. EngSoc Council must ratify all appointments. Non-engineers must be ratified by a two-thirds majority vote.

**33.** The interview chair must submit all documentation to the Vice-President (Society Affairs).

**Part IX: Notification**

**34.** The committee shall notify all applicants individually. Successful applicants shall be notified first.

**35.** If the first successful applicant declines the position, the interviewing committee will determine the next most suitable candidate and notify them next. This process will continue until a successful candidate is found.

**36.** Upon notification of successful applicant(s), it shall be made clear that the decision is not final until ratified by the Engineering Society Council.

**37.** Unsuccessful applicants shall be reminded of the means of appeal process upon notification.

**38.** Other notification processes may be used if deemed necessary.

**Part X: Means of Appeal**

**39.** Any person wishing to appeal a decision that has been made under the Hiring Policy shall file a grievance with the Engineering Society Review Board.

**a.** Legitimate grievances are defined as improper procedure, interviewing committee bias or any apparent discrimination in either the procedure or the committee.

**b.** A grievance must be filed, in writing, prior to the ratification of the successful applicant.

**c.** Grievances must be signed, include contact information and be placed in a sealed envelope labeled "Engineering Society Review Board" and the envelope placed in the Black Box in the Engineering Society Lounge. A follow up email must be sent to [erb@engsoc.queensu.ca](mailto:erb@engsoc.queensu.ca) to inform the Engineering Society Review Board of the grievance submission.

**40.** Should the Engineering Society Review Board determine that re-interview is necessary, the structure of the interviewing committee shall be changed to include the Chair of the Engineering Society Review Board and possibly the removal or replacement of members of the original committee.

**a.** The Speaker of the Engineering Society Council does not have to participate in the interview but shall ensure the fairness and policy of the interview and interview committee.

**b.** In structuring a new interview committee, the Review Board shall follow the structure outlined in Part VI: The Interviewing Committee.

**c.** The decision of the re-interview committee shall be final and no grievances shall be allowed. This decision will then be moved for ratification in Council.

41. In the case of dismissal of the grievance, ratification of the original candidate chosen by the interview committee shall be moved to Council.

### ***C. Dismissal Policy***

#### **Part I: Purpose**

1. The Dismissal Policy can be employed as a means to remove any person who holds an appointed position within the Engineering Society from that position.
2. Actions that can lead to dismissal include, but are not limited to, violations of the Engineering Society Code of Honour or Ethics Policy, violations of the Queen's University Code of Conduct, theft, vandalism, trespassing, fraud, harassment, assault, negligence and other actions that compromise the integrity or image of the Engineering Society.

#### **Part II: Process and Logistics**

3. A written and signed complaint must be filed.
  - a. Complaints can either be placed in the Black Box in the Engineering Society Lounge and should be directed to, or given directly to, the Vice-President (Society Affairs).
  - b. Anonymous complaints will not be accepted.
  - c. Every attempt shall be made to preserve the confidentiality of all parties involved throughout the course of the investigation.
4. The Vice-President (Society Affairs) shall conduct a preliminary investigation to determine if the complaint is valid.
  - a. The Engineering Society Executive shall be notified of the complaint prior to commencing the preliminary investigation.
  - b. The appropriate Vice-President and/or Director can be involved in the investigation.
  - c. Both parties involved shall be notified at this time. The investigation should proceed generally as follows, but can be adapted with respect to the nature of each complaint,
    - i. The Vice-President (Society Affairs) shall discuss the incident with the accused.
    - ii. The Vice-President (Society Affairs) shall discuss the incident with the accuser.
    - iii. The Vice-President (Society Affairs) shall discuss the incident with any relevant third parties (such as witnesses, committee members, etc.).
  - d. The Vice-President (Society Affairs) shall keep a detailed record of the investigation.
  - e. The complainant shall not be named at this stage of the investigation.

5. If the complaint is not considered to be valid, the Vice-President (Society Affairs) shall notify the Executive and both parties of the decision.
6. If the complaint is considered valid, the Executive will meet within 72 hours to decide on an appropriate course of action.
  - a. Possible courses of action include: verbal warning, written warning, suspension, removal or other sanctions at the discretion of the Executive. (These sanctions can include, but are not limited to, Clark Hall Pub ban, loss of access to funds, suspension of privileges, etc.)
  - b. If applicable, the Engineering Society will defer to an appropriate non-academic disciplinary committee such as the Engineering Society Review Board or the AMS Judicial Committee. Any Engineering Society investigation can either run concurrently with any other investigation or be delayed until the appropriate non-academic disciplinary committee has reached a decision on the matter.
7. The Vice-President (Society Affairs) shall enforce whatever actions or sanctions are decided upon by the Executive.

### **Part III: Means of Appeal**

- a. Any person wishing to appeal a decision that has been made under the Dismissal Policy must file a grievance according to Policy Manual ε.C.
8. The Engineering Society Review Board shall convene within 48 hours of the receipt of the grievance decide upon the validity of the grievance and an appropriate course of action.
  - a. A secretary shall be chosen from the members of the Review Board.
  - b. A timeline for meetings and hearings shall be decided upon.
  - c. A list of individuals to be interviewed shall be decided upon. The Review Board must at least hear the individual who has made the appeal.
  - d. All parties shall be informed of the timeline within 72 hours and every effort shall be made to expedite the grievance process.
9. Closed hearings shall take place in which the Engineering Society Review Board shall have the opportunity to interview each of the parties involved.
  - a. The Chair of the Engineering Society Review Board shall chair all hearings.
  - b. Hearings shall include a question period and opportunities for the individual to make light of any facts or opinions that were not covered during the question period.
10. The Engineering Society Review Board shall review all accounts and official documentation and come to a consensus.

- a. Decisions can range from the dismissal of the grievance to reversing any actions taken against the individual. In the case of reversal of sanctions, the original status of the individual shall be restored immediately.
- b. All parties shall be informed of the decision within 24 hours and shall be informed of any subsequent methods of appeal.
- c. The Review Board shall make a public statement, indicating the decision that has been reached, at the next open session of EngSoc Council.
- d. The Chair of the Review Board shall maintain all records of the grievance procedure until the end of his/her term or for six months, whichever is longer.

## ***D. Transition***

### **Part I: General**

1. Effective transition is essential in maintaining continuity within groups from year to year. Transition reports are the most important tool in this process, as they can be referred to years down the road.
2. Transition reports are maintained by the Vice-President (Society Affairs) so that anyone wishing to find out about the previous operations of a particular group may easily do so.

### **Part II: Means**

3. One of the duties of all those who hold EngSoc elected and appointed positions is to complete a transition report, regardless of whether or not it is specified in their job description. Unless otherwise specified, the content and form of this transition report should follow that outlined in the "EngSoc Guide To Transition Reports". The content and form of this transition report is outlined in Parts III, IV, and V of this policy.
4. Those whose positions concern the organization of a specific event(s) should complete a transition report within two weeks of the completion of that event(s).
5. Those whose positions concern a continuous service or committee should complete a transition report at least two weeks previous to the appointment of their successor.
6. It is the responsibility of the relevant executive member to ensure that transition reports are completed by the time specified in the guidelines above, and that they are sufficiently detailed and useful.
7. Upon completion of a transition report for a certain position, copies should be distributed to the Vice-President (Society Affairs), the executive member responsible for that position, and the succeeding appointee for that position.
8. Transition reports are maintained by the Vice-President (Society Affairs) so that anyone wishing to find out about the previous operations of a particular group may easily do so.

### **Part III: Executive and Director Transitioning**

9. A Position Report is due on the Monday of Week 2 of the second semester and is to be handed in to the Chief Returning Officer and to Vice President (Society Affairs).
10. The position report is to be brief and will include:
  - a. brief position summary
  - b. job description from policy
  - c. a list of what the portfolio contains
  - d. a brief description of tasks within the portfolio
  - e. a brief yearly timeline
  - f. contact info of outgoing person
11. A Final Transition Report is due on the Friday of Week 8 of the second semester and is to be handed in to the outgoing President, outgoing Vice President (Society Affairs), and to the EngSoc Review Board Chair.
12. The final transition report will be complete and specific. It will include:
  - a. summary
  - b. job description from policy
  - c. a detailed description of the portfolio
  - d. a thorough detailing of any duties re: directors
  - e. a thorough detailing of all duties pertaining to the portfolio
  - f. all officer transition reports pertaining to the portfolio
  - g. a copy of the budget
  - h. a detailing of strengths
  - i. a detailing of weaknesses
  - j. a detailing of future ideas and recommendations
  - k. a detailed timeline for yearly tasks
  - l. contact info of the outgoing person and any other useful contacts
13. If the Final Transition Report is not complete and submitted by the specified date, the member may not receive any honoraria or final paycheck until it is completed and submitted.
14. The executive member elect shall shadow the outgoing executive member for a period starting on the day after the elections through to the 5th Council meeting of the winter term.

### **Part IV: Officer Transitioning**

15. An Officer Transition Report is due on the Friday of Week 6 of the second semester to the Executive member in charge of the portfolio in which the position falls.
16. The transition report should include:

- i.** summary of position
- ii.** a copy of the budget
- iii.** a description of any events done throughout the year
- iv.** a detailing of strengths
- v.** a detailing of weaknesses
- vi.** a detailing of ideas and recommendations
- vii.** a yearly timeline
- viii.** any useful contact info

**Part V: Event Organizer Transitioning**

**17.** An Event Organizer's Transition Report is due to the Executive member or Director in charge of the portfolio in which the event falls within two weeks of the completion of the event. It shall be the responsibility of the Executive member or Director to ensure that the transition report is passed on to the Event Organizer's successor.

**18.** The transition report should include:

- i.** summary of position
- ii.** a copy of the budget
- iii.** a description of any events done throughout the year
- iv.** a detailing of strengths
- v.** a detailing of weaknesses
- vi.** a detailing of ideas and recommendations
- vii.** a yearly timeline
- viii.** any useful contact info

**Part VI: Service Manager Transitioning**

**19.** A Service Manager Transition report is due on the Monday of Week 10 of the second semester and is to be handed in to the incoming service manager as well as the incoming Vice President (Services).

**20.** The service manager transition report should include:

- a.** summary of position
- b.** a copy of the budget
- c.** a detailing of strengths
- d.** a detailing of weaknesses
- e.** a detailing of ideas and recommendations
- f.** a yearly timeline
- g.** any useful contact info

**21.** The member may not receive any honoraria or his /her final paycheck until the transition report is complete and submitted.