



SUBJECT: Personnel Administration	POLICY NO: HR - 1	LAST REVISED: June 28, 2015
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Policy

The Saskatchewan Polytechnic Students' Association Inc. recognizes the need for all job descriptions and policies and procedures, governing any department of the SPSA, to be understood and supported within the Organization. The SPSA believes in the values each employee brings to the services the SPSA provides its members by the participation of all employees in in-service programs.

Procedure

The primary responsibility for personnel administration shall rest with the General Manager of the SPSA.

The primary responsibility for personnel administration related to the employment and performance of the General Manager shall rest with the Executive Council facilitated by the President or designate of the SPSA.

The SPSA believes that an effective employment program should include:

1. **Creation of Positions**
Employees hired by the SPSA to carry out the day-to-day business of the Association and act as a resource for the SPSA Executive. No Executive Member will be hired for a full-time position as SPSA staff for a period of two years after the term of office is completed.

2. **Position Profiles**
Every employee function within SPSA shall be directed and governed by a Position Profile ratified by the SPSA Executive Council.

Each Position Profile shall contain the following:

- a. Title;
- b. Reporting Structure;
- c. Organizational Status;
- d. Compensation;
- e. Date;
- f. Position Summary;
- g. Required Qualifications; and
- h. Responsibilities & Duties.

The General Manager will ensure that a copy of each Position Profile is maintained in the SPSA General Manager's Office.



3. Posting, Interviewing & Selection

The hiring procedures will be conducted in confidence and will remain in confidence, to protect the candidate, current employees, and the integrity of the process. Provincial Privacy Laws shall govern all hiring practices and procedures.

4. Performance Appraisal

All SPSA employees shall receive a performance appraisal within the timeline of their probationary period. Subsequent performance appraisals shall occur annually thereafter. When possible performance appraisals shall be done in person.

The General Manager will conduct the performance appraisals with exception of the position of General Manager, which will be performed by the SPSA President.

The performance appraisal shall be kept confidential to the General Manager and employee or SPSA President and General Manager.

All SPSA employees shall be entitled to a copy of their own completed appraisal.

5. Employment Equity

The SPSA will not differentiate or discriminate between applications on the basis of race, nationality or ethnic origin, religion, sex, sexual orientation, age, and mental or physical disability. Selections of all qualified candidates shall be made on the basis of merit.

6. Personnel Files

The General Manager shall maintain working personnel files within the SPSA Provincial Office, on all full-time and part-time employees with respect to the following: staff evaluations, position profiles, employment contracts, information relating to the administration of the General Manager's health and dental plans; and records pertaining to vacation days, sick days, and other absences.