

KCR POLICY AND PROCEDURE: HIRING

Kootenay Coop Radio Hiring Policy Overview

- Hiring Policy and Procedure varies depending on the type of position available (ongoing, time-limited and independently funded, or temporary)
- The Policy attempts to capture hiring scenarios stemming from project proposals from a member, partnership with an external organization or group, extraordinary donations/ grants, and departing staff.
- The Policy outlines areas of authority among staff, the Board of Directors, and the Personnel Committee in the various hiring scenarios.
- The policy outlines hiring committee composition, but not code of conduct .
- The policy explains when *Letters of Understanding* are required, and by whom they must be signed.

1.0 INTRODUCTION

This policy pertains to hiring of paid employees at KCR. It intends to provide clarity regarding the responsibilities of the Board, The Personnel Committee, Station Management, and station volunteers in the realm of obtaining paid employment through the station.

1.1 RELATED POLICIES AND DOCUMENTS

Hiring Committee Terms of Reference and Code of Conduct December 2002.
Letters of Understanding Regarding Employment through Kootenay Coop Radio
Leave of Absence Policy
Extraordinary Donations Policy, March, 05

1.2 GENERAL PRINCIPLES

Kootenay Coop Radio does not currently have an Affirmative Action Policy in place. In accordance with our CRTC mandate, however, and the Coop's principles, we actively encourage applications from individuals currently or historically disadvantaged in the job market, and we strive to be an equal opportunity employer in the case of candidates with equivalent qualifications. Preference will also be given, in the case of candidates with equivalent qualifications, to those who are members of the Coop and who reside in the West Kootenay.

1.2 Definitions

Type 1 position	Associated with time limited, independently funded projects. e.g project coordinators for granted projects, participants in granted projects.
Type 2 position	Positions related to ongoing station operations or management. e.g. administrative manager, operations manager, Sponsorship Director (Station Staff).
Temporary Position	Positions related to the filling of an existing position, with a predetermined schedule on a temporary basis for more than 4 weeks and less than or equal to 12 weeks.

2.0 PROCESS

2.1 TYPE 1

The Administrative Manager is responsible for hiring Type 1 employees.

Scenario A

When a station-related project concept, for which external funding will be sought, is proposed to staff or a Board member by a non staff person, the following procedure applies:

- a. The non staff person (hereafter called the proponent) shall prepare and submit a written summary of the project proposal, including information about budget, a summary of the project and goals and a brief job description for all proposed paid positions as well as associated remuneration, to the Administrative Manager prior to submitting any applications for funding.
- b. If the proponent intends to seek employment through the project, it should be clearly stated in the summary, which should then also include a brief outline of the proponent's relevant qualifications.
- c. The Administrative Manager will review the summary to determine whether the project is currently appropriate for KCR, that there is not a funding conflict, and that the person involved has the appropriate skills to write the proposal (and, if applicable, to fulfill the proposed job description). If the Administrative Manager feels satisfied with the proposal summary (and proposed project employee if applicable), he/she will bring the project summary to the board of directors for approval before the proponent submits any funding proposals. It is understood that if the proposed project changes shape significantly at any time after the initial approval by the board, the proponent must inform the Administrative Manager, and the Board of such changes. The Board reserves the right to rescind approval if, at any time before the funding proposals are submitted, the proposed project ceases to be aligned with current goals of the station.
- d. The Administrative Manager will then meet with the proponent to discuss the outcome of this process, and will relay information (if applicable) about whether the proponent is deemed suitable for the proposed coordinator position, or any other proposed positions. If deemed suitable, the proponent will then be hired, subject to funding approval and delivery. *If deemed unsuitable, then the onus is on the proponent to decide to continue the process of applying for funding, or not. It is understood that it would be unethical for the AM to pursue the project without the proponent's expressed consent.*
- e. If the project funding is approved, the Administrative Manager is ultimately responsible for all hiring required. He/she will decide, in consultation with the proponent , and with input from the board, whether positions should be appointed, posted to members, or advertised to the general public. Once the Project Coordinator is in place, The Administrative Manager, in consultation with the Project coordinator, will interview and hire the project's other employees, with the Project Coordinator's recommendations normally being approved. In case of disagreement, the AM has the authority to make the final choice. In the case of funding that requires positions to be posted publicly, the Administrative Manager will adhere to that requirement, although priority in hiring will be given to those qualified applicants who have prior experience with KCR or similar working environments.
- f. *A Letter of Understanding will be drawn up and signed between the Project Coordinator and the Administrative Manager outlining mutual expectations and responsibilities. Further Letters of Understanding will be drawn up and signed with all other project personnel.*
- g. The project coordinator must agree to frequent reporting to the Administrative Manager on the status of the project and new developments, and will agree to vet all additional funding requests

by the Administrative Manager for approval prior to their submission. The Administrative Manager will pass relevant information on to the board in his/her monthly board reports.

Scenario B

In the event of an external group getting funded to partner with KCR and to provide money to the cooperative, the board, (or the administrative manager—up to a limit of \$1500) can designate from that income funds for a paid liaison/ coordinator. This person, agreed upon by the Board, can be appointed by the Administrative Manager from amongst the membership, or can be hired by the Administrative Manager after posting the position to the membership, or to the community if no qualified member can be located.

The person hired will report regularly to the Administrative Manager on the progress of the partnership.

Scenario C

In the event that KCR receives a donation/bursary/grant to finance some to-be-negotiated project, the Administrative Manager will consult with the Board of Directors before making a commitment to a project or proponent. See *Extraordinary Donations Policy, March, 05*.

2.2 TYPE 2

The Board of Directors through the Personnel Committee is responsible for hiring Type 2 positions, with the exception of the Sponsorship Director, who is hired by the Personnel Committee and the Administrative Manager.

Scenario A

The Personnel Committee will take an initiating and leading role in this process, will complete the mechanics of the hiring, and will present a recommendation to the Board for approval at the end of the hiring process.

Type 2 positions must be hired by a committee, composed of 2 station representatives and 1 outside person (or 3 station representatives and 2 outside people, depending on the enormity of the position). The Committee will adhere to *the Hiring Committee Terms of Reference and Code of Conduct (Dec 2003)*. Station representatives can be outgoing employees, board members, personnel committee members, or other long-time volunteers; **at least one station representative must be a board member**. The hiring committee may choose to form a sub-committee to carry out interviews, which should contain at least two station representatives and 1 outside person. These committees and their work will be ultimately accountable to the Board, who agree to be diligent and responsive

Ongoing Station Operations (Type 2) Positions, remuneration for which is taken out of KCR's operating expenses, are to be posted to the membership, and externally.

Any KCR member, or anyone willing to become a member, can apply for these positions.

Employees hired for type 2 positions will be provided with a *Letter of Understanding* to sign, outlining station and employee responsibilities and the terms of employment. They will be supported and supervised by the Personnel Committee, and specifically by one Personnel Committee liaison who will report to the board on the performance of the employee and any difficulties that arise.

Type 2 employees will also be evaluated after a 6 month probationary period.

Scenario B

The Sponsorship Director Position will be hired with the same process and guidelines as other type 2 positions, as outlined under scenario A, with the following distinction:

The Personnel Committee, in conjunction with the Administrative Manager, will take an initiating and leading role in this process, will complete the mechanics of the hiring, and will present a recommendation to the Board for approval at the end of the hiring process.

The Administrative Manager will sit on the hiring and interview committee, in place of one of the station representatives. The Administrative Manager and the Personnel Committee must reach consensus on the successful applicant.

Type 2 employees will also be evaluated after a 6 month probationary period.

2.3 TEMPORARY POSITIONS

Temporary Positions will be filled through a consultative process on two levels:

- 2.3.1** If the Temporary position is to replace a Type 1 employee, either the Administrative Manager or the Project Coordinator is ultimately responsible for the hiring.
- 2.3.1a** In the event of a Project Coordinator taking a leave, the Administrative Manager will consult (in the form of providing a suggestion for approval) with the Board before hiring.
- 2.3.1b** In the case of a Project Employee taking a leave, The Project Coordinator will consult (in the form of presenting a suggestion for approval) to the Administrative Manager before hiring.

In each of these cases, the Board will be kept informed through monthly meeting reports.

- 2.3.2** If the Temporary Position is to replace a type 2 position, the Board is ultimately responsible for the hiring, according to the following procedure:
 - 2.3.2a** The staff member proposing a leave of absence will make a recommendation to the Board, with a suggested temporary replacement person, and two alternates, at least 45 days prior to the proposed leave of absence. The recommendation will include a summary of the proposed replacement's qualifications.
 - 2.3.2b** If the Board agrees to accept the recommendation, the proposed temporary staff person will attend the Board meeting immediately prior to his/ her temporary employment start date, where introductions and arrangements for signing a *Letter of Understanding* will be made.
 - 2.3.2c** If the Board does not agree to accept the recommendation, the Personnel Committee and the outgoing employee must work together to come to consensus on an outcome, and shall bring their decision to the Board prior to the beginning of the Leave of Absence.

The fifth version of this policy was made official February 05. Previous drafts were from March 99, August 99 and April 03.