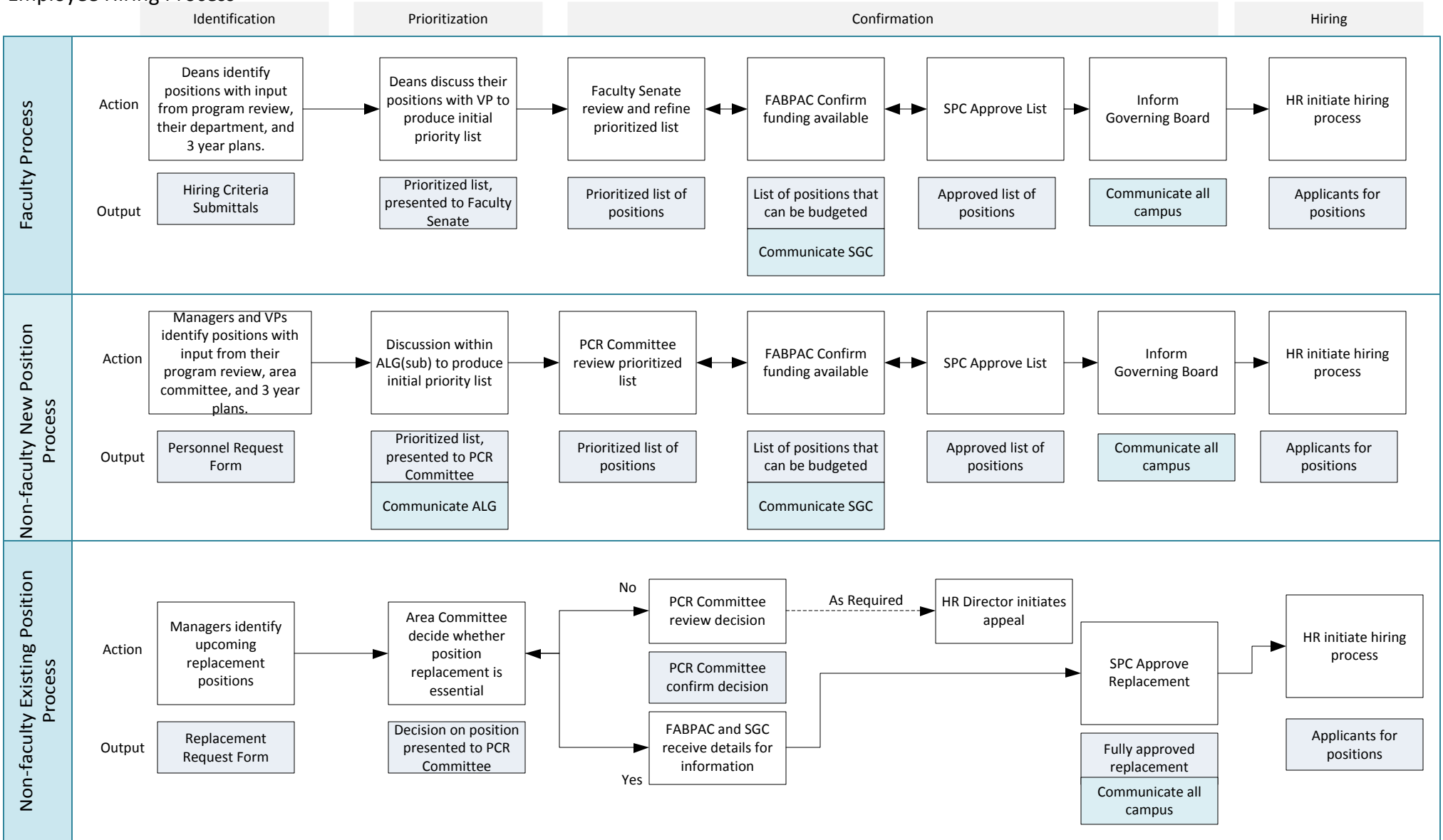


Employee Hiring Process



Timing: The new position process should happen once a year starting in March and complete before July. There will always be unforeseen circumstances that no amount of planning could have anticipated. In these exceptional cases the new position process is still followed but prioritization is evaluated in the context of the organization. The existing position process should happen as and when needed

ALG(sub): This committee is a sub committee of ALG, it is made up of representatives from Student Services (2), Academic Deans (2), Finance and Admin (2), SP Cabinet (1) and Student Government (1). The role of this committee is to help prioritize and provide feedback on staffing requests. The members of this committee should be non-partisan and knowledgeable of the strategic goals and objectives of the college.

Area Committees: These committees are the normal committee overseeing a particular area. Student Services Council discusses student services positions, EVP and Deans discuss academic administration positions, VP Business and Admin discuss business and admin positions, SPC will discuss other positions that have a reporting line to the S/P

Position Control Review Committee: This committee is made up of representatives from Local 39, CSEA, HR and ALG. The role of this committee is to review the priorities and decisions presented from ALG(sub) and identify and potential problems or issues with union contracts.

Upgraded positions and reclassifications: Upgraded and reclassified positions are not part of this process.