



Building Healthy Minds and Bodies since 1977

4.2 HIRING PRACTICES and CONDITIONS OF EMPLOYMENT POLICY

PURPOSE

To hire qualified staff to coach and support all participants who attend Okanagan Gymnastics Centre (OGC).

To protect OGC and to ensure consistency. Potential OGC employees must agree to certain conditions of employment before employment commences.

POLICY

Hiring practices ensure the selection of applicants whose education, training and experience enable them to fulfill expectations outlined in their job description. Only applicants who meet minimum employment requirements related to health, safety, and eligibility to work in Canada and ability to perform duties and responsibilities are considered. Successful applicants demonstrate honesty, integrity, initiative, and an ability and willingness to work cooperatively.

Where more than one eligible applicant is competing for a position, the applicant determined, through the hiring process, to have the qualifications and abilities best suited to the position, is offered the position first. Objective and consistent hiring practices are applied.

The OGC Director of Operations or designate determines whether a vacant position exists. The process for posting and filling vacancies allows sufficient time to fill the position appropriately and minimize disruption to service and is responsible to ensure terms and conditions of employment are met and signed off by employee before commencement of employment.

PROCEDURE

At no time will OGC discriminate against any applicant on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, gender, sexual orientation, age or conviction unrelated to employment, except where such discrimination constitutes bona fide occupational requirement. Internal job postings reflect job descriptions.

- **Hiring process:** This involves examination of documents, an interview, and reference checks. Potential performance, based on qualifications, abilities, and past performance, is assessed in the areas detailed in job descriptions and performance appraisals. For each hiring, consideration is given to the specific needs of OGC and/or the board.
- **Resume:** Applicants must submit a resume and a signed letter indicating their intention to apply for a position.
- **Employment requirements:** Prior to arranging an interview, the Director of Operations, or designate, reviews the applicant's resume and accompanying documents. Ability to meet employment requirements listed on the job posting/job description is considered before an applicant is selected for an interview.
- **Interview questions:** Are consistent for all applicants for that posting. In leadership positions such as Team Leaders and Director of Operations the appropriate questions and their score is determined according to the position to be filled. Those responsible for hiring determine the minimum acceptable interview score needed to proceed to a reference check.
- **Reference Check:** For those applicants being considered after the interview assessment, a minimum of one reference check for internal applicants and two (2) reference checks for external applicants, are completed and recorded. Reference check forms are used; additional questions may be added.
- **Criminal Record Check:** Prior to making the offer to hire, documentation provided is reviewed in relation to the job description to determine that all requirements are in place. Receipt for a criminal record search must be submitted before a potential new employee begins orientation. The hiring process is not considered complete and the selected applicant is not scheduled to work until the criminal record search and other requirements have been determined to be in accordance with policy.
- **Letter of Hire:** The selected applicant receives a letter of hire, outlining the requirements of the position, starting date, salary, benefits and other conditions of employment.
- **Confidentiality:** All employees of OGC have a legal and ethical responsibility to protect the confidential information of OGC employees, members, and stakeholders. OGC employees shall not disclose nor discuss member information acquired during the course of their work except to authorized personnel. See Confidentiality Policy and Privacy Policy.
- **Driver's license:** Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license. Any changes to the driver's license must be reported the Director of Operations. Employees who operate vehicles provided by OGC (rental vehicles), or operate their own vehicles in performing their jobs, are financially and legally responsible for any traffic or parking violations and are required to abide by all traffic laws. Employees driving their own vehicle for business purposes must maintain adequate insurance at all times on their own expense.

Any exceptions to the Hiring Practices and Conditions of Employment policy and related forms and procedures are only made with the authorization of the Personnel Committee, and recorded in writing with a date.

APPROVED BY OGC BOARD OF DIRECTORS AUGUST 11, 2016
AMMENDED BY OGC BOARD OF DIRECTORS OCTOBER 12, 2016