

# SEIU LOCAL 1021 STAFF HIRING POLICY

SEIU Local 1021 believes in having a dynamic and culturally diverse staff.

**CANDIDATE SCREENING:** A committee of the President or designee, Lead Director or designee, a staff member appointed by the Lead Director, the Personnel/Staffing Committee Chair or Co-Chair and the Head of Operations and Labor Relations (HOLR) shall review resumes submitted for field representative, organizer, program, and management staff positions throughout the Local, and select candidates to interview for open positions. (Candidates for organizer-in-training positions are not screened by this committee.) The committee is to meet and agree on a methodology to use in evaluating candidate resumes.

**HIRING INTERVIEWS:** An interview panel shall interview candidates and shall utilize a point system based on the criteria for the job to rate each candidate. The qualifications standards shall be formulated and in writing for all positions in the Local. All reasonably qualified rank and file members who apply will be guaranteed an interview for field representative, organizer, and program staff positions. For all promotions, the Local will seek in-house candidates before seeking candidates from outside the Local. The Lead Director or designee shall have the authority to hire from the top three (3) candidates rated acceptable by the interview panel. The interview panel may submit more than three (3) acceptable candidates if multiple vacancies are to be filled. If, in the final process, the Lead Director or designee has cause to choose a candidate not among the top three (3) acceptable candidates, the Lead Director or designee shall confer with the Personnel/Staffing Committee Chair. This policy shall apply to field representative, organizer, program, and field management staff hired into permanent positions. Organizer and program staff positions are considered to be Local-wide.

For field representative/organizer staff positions, the interview panel shall consist of:

- the President or designee;
- the Lead Director or designee;
- the Vice-President of Organizing for organizer positions;
- the appropriate Supervisor/Director;
- the Industry Chair selected by the Regional Vice-President;
- at least one (1) Area Representative from the relevant industry/region (when possible) selected by the Regional Vice President;
- one (1) Personnel/Staffing Committee member selected by the Personnel/Staffing Committee Chair or Co-Chair;
- no more than two (2) rank and file members
- one (1) line staff member appointed by the Lead Director

For program staff positions (e.g., legislative/political, training/education, communications or research staff), the interview panel shall consist of:

- the President or designee;
- the Lead Director or designee;
- the appropriate Director selected by the Lead Director;
- one (1) Personnel/Staffing Committee member selected by the Chair;
- the Vice President of Politics for legislative/political positions;
- at least one (1) but no more than two (2) rank and file members appointed by the President;
- two (2) Executive Board Members selected by the President in consultation with the Personnel/Staffing Committee Chair;
- one (1) line staff member appointed by the Lead Director;
- the Regional Vice President selected by the President.

For management staff positions (e.g., director, supervisor, etc.), the interview panel shall consist of:

- the President or designee;
- the Lead Director or designee;
- at least one (1) but not more than two (2) rank and file members appointed by the President or designee;
- one (1) Personnel/Staffing Committee member selected by the Chair;
- the appropriate Vice President or designee;
- two (2) Executive Board Members selected by the President in consultation with the Personnel/Staffing Committee Chair;
- the Deputy Field Director and Head of Operations and Labor Relations (HOLR) or designees;
- one (1) line staff member appointed by the Lead Director

Prior to the offer of employment to an applicant, s/he must pass background and reference checks. Once an applicant is offered a job, s/he will have five (5) working days to respond and accept the position or the position will be offered to the next candidate until the position is filled.

**TEMPORARY STAFF HIRING PROCEDURE:** Temporary staff may be hired without the interview procedure where there is a legitimate, immediate need for additional staff for a limited period of time not anticipated to exceed 180 days. The filling of a temporary position must have the agreement of the President in consultation with the Personnel/Staffing Committee Chair. Examples of circumstances that may require such temporary coverage may include but are not limited to:

- an emergency of unknown duration which would require additional staff or coverage because of illness or injury;
- an anticipated staffing need of unknown duration such as for an organizing campaign or strike which would require additional staff;
- an anticipated staffing need of fixed duration such as coverage for an extended leave, vacation or temporary and/or sudden vacancy.

All temporary hiring will be done by the Lead Director or his/her designee with the appropriate Vice President. Such hiring will be undertaken in consideration of the Local's affirmative action policy. The Local shall hire rank and file members for temporary positions when it is to the advantage of the Local.

Any extension of the 180-day limit must have the agreement of the Executive Board. An extension of the initial 180-day period can be made if deemed necessary, but for no longer than an additional 179-day period. A temporary employee may not remain on staff beyond 359 days.

All temporary hiring will be reported to the Executive Board at its next meeting.