

Loaded Ladle Hiring Policy

Preamble/Purpose:

The Loaded Ladle integrates paid staff into its structure in order to make sure that operations run smoothly and consistently, allow for the expansion of operation, and free up Board Members' time for planning and oversight. The Loaded Ladle acknowledges the challenges inherent in an environment where paid and unpaid labourers work together

The Loaded Ladle's hiring policy seeks to ensure that **employment equity is central to our hiring procedures. Employment equity requires that the Ladle actively seek to have employees from a variety of backgrounds and experiences** as per our employment equity policy..

The Loaded Ladle commits itself to a non-tokenistic, but socially conscious approach to hiring, which incorporates an awareness and recognition of systemic oppression.

The Loaded Ladle will conduct all hiring according to the following procedures:

Employment Equity:

The Loaded Ladle recognizes that with regards to peoples' experiences and job qualifications, a 'level playing field' does not currently exist because of the structural injustices of our society. We believe that employment equity is a necessary practice to challenge some of these injustices.

The Loaded Ladle sees Employment Equity as a pro-active measure to recruit people from historically disadvantaged groups. A non-comprehensive list of these groups includes First Nations people, women, people of colour, Black Nova Scotians, Inuit and Métis people, lesbian, bisexual, gay, two spirit, transgender, transsexual, queer and intersex people, people with disabilities, Acadians, and working class people. This policy seeks to act as an extension of the Loaded Ladle's Anti-Oppression Mandate.

Privacy and Discretion:

A hiring committee approved by the board or the Human Interactions Committee will make decisions regarding staff. Other Loaded Ladle members are not invited to these meetings in order to protect the privacy of employees around sensitive matters. All hiring and staff relations should respect the privacy of potential candidates and not share the contents of their applications.

Resumes should be sent to the Loaded Ladle email account or to the personal email of a member of the hiring committee, not the Ladle Board list.

Conflict of Interest:

Current board members may not apply for Staff positions.

Type of Employment:

Contract: The employee is contracted to do a specific project. The term of employment will run until the project is completed. A deadline for completion can be set.

Fixed term, fixed hours: The duration of employment and number of hours per week are determined in advance.

Fixed term, flexible hours: The duration of employment is set. The employee will be paid for the hours logged. An average or expected number of hours per week can be set as a guideline, however this can vary from week to week. A maximum number of hours total or per week can be set.

Hiring Policy:

Hiring Committees:

Prior to public notice of a vacancy, the Board and staff will have at least one joint discussion about the kinds of representation and experiences that are least reflected in the Loaded Ladle at that time. The Hiring Committee will be struck at this meeting.

Staff can be on the hiring committee. The Hiring Committee shall be comprised of at least three members, two of which need to be Board members. Exceptions to this guideline would be determined by consensus among the Board and Staff.

The Hiring Committee should be committed to the tasks of developing and distributing the job posting, receiving applications, reviewing applications, selecting candidates for interviews, conducting interviews with the selected candidates, and providing a recommendation to the Board of who to hire.

Job Postings:

A job posting will be created that describes the length of the position, number of hours (if applicable), tasks to be performed, qualifications (required and preferred), contact

information, and application deadline. The job posting should ask applicants to identify if they feel they come from a marginalized or under-represented community and wish to be considered for employment equity.

In recognition of the fact that some qualifications typically listed in a job description might be unavailable or inaccessible to peoples from marginalized communities, the Loaded Ladle will clearly describe the basic (or minimum) requirements for the job, and distinguish these from any assets that are also listed.

Experience as a board member or volunteer at the Ladle is not required to become a staff member; requirements in job postings should reflect that.

Jobs will be posted for at least 10 working days.

The Loaded Ladle will circulate all job opportunities through a variety of channels in order to reach a broad audience. This includes posting job opportunities in communities and organizations, on and off campus, that represent and/or service marginalized populations. This includes, but is not limited to, anti-poverty groups, working class communities, women's groups, Indigenous communities, churches and other places of worship, and cultural centres. Some examples are the Black Student Advising Centre at Dal and SMU, the Dal & SMU Women's Centres, Transition Year Program, Dal-Out, First People's House, and the Black Students' Network. Similarly, job opportunities will be posted to all relevant listservs.

Short-Listing:

The Hiring committee will review the applications and select applicants that they want to interview based on criteria in the job posting and the needs of the Loaded Ladle.

The hiring committee will commit to including applicants who have asked to be considered for employment equity in their shortlist of candidates as per Loaded Ladle's commitment to recognizing skills and qualifications outside formalized channels.

In addition to the date, time and location of an interview, all candidates contacted for an interview shall be given information on the approximate length of the interview and information of the accessibility of the interview location. Each applicant will be asked if there are any accommodations to the above that can make the interview process more accessible to their abilities.

All interviews shall include questions asking the candidate about their understanding of

anti-oppression, social and environmental justice, and how this relates to their lives. A brief statement of the Loaded Ladle's mandate shall precede these questions. The following is a sample question: " How do you challenge structures of power and privilege in your life? Feel free to draw from work related or personal experiences."

Hiring:

The hiring committee will refer to the Conflict of Interest Policy in regards to social connections between hiring committee members and applicants.

The hiring committee will share duties of note-taking and asking questions. The committee will discuss each interview after it happens, and have a wrap-up discussion when all interviews have been completed.

Unless there is a clear difference in skills and a clear lack of aptitude and enthusiasm for skill development, the hiring committee will favour a candidate who asked to be considered for employment equity.

The hiring committee will document the selection process in writing, and this documentation can be referred to if there are any concerns with the hiring process as per the anti-oppression framework of the Loaded Ladle.

The hiring committee will strive to have as expedient a process as possible. decision should be made within two to three (2-3) weeks of the closing date for applications.

Hiring committees should, whenever possible, avoid doing second interviews. However, it is recognized that sometimes, in order to make a good and accountable decision, this may be necessary. .

If a candidate has volunteered with the Ladle, **the volunteer coordinator** or relevant staff or board member will be consulted about this candidate.

The board shall receive candidate resumes and a short report from the hiring committee allowing it to make an informed decision about its hiring proposal. This report shall name the hiring committee's candidate of choice and shall defend the committee's choice by detailing how the candidate is best according to employment equity, job criteria, skills and experience.

The only information to be given out to anyone else outside of the Board (with the exception of candidates asking about their own information) is: the total number of

applicants, the total number of interviews, breakdowns of applicants with regards to employment equity (i.e.: how many women, people of colour, people with disabilities etc.), details about the hiring policy, and suggestions for future hiring processes.

All resumes and hiring notes will be sent to confidential recycling for shredding within 2 weeks of the end of the hiring process, and digital copies will be deleted permanently from the Loaded Ladle and individual's email, cloud storage, drive, and any other storage devices

There will be follow-up with all candidates who were interviewed, promptly after a decision is made. The candidates will be encouraged to ask questions about the decision-making process with regards to their own evaluation in relation to this policy.

Communication of Policy:

The Hiring Policy shall be made available to any and all job candidates who request it.

The policy shall also be available to the membership in the Ladle's operations manual and on the Ladle's website.

The Board shall be responsible for ensuring the Hiring Committee follows the procedure as laid out above; the Hiring Committee shall report to the Board throughout the hiring process.