

Saint John Track & Field Club Inc.

POLICY STATEMENT 5.0: Hiring and Employment Policy

- 5.1 In its coaching and development programs, Saint John Track & Field Club from time to time hires full time and summer students to assist with coaching and program delivery. In addition the Club may at times enter into employment arrangements with partners such as Athletics New Brunswick and University of New Brunswick to cost share the employment of a coach or coaches. The Club follows the policies below in the selection, screening, management and contracting of those positions.
- 5.2 All New Hires are to be filled through the following process:
- a) Advertising the position: Any new position for employment must be advertised and promoted publicly including but not limited to the following: Club website, social media channels, Club membership emails, ANB website and any other media as deemed appropriate by the Board of Directors.
 - b) All applicants will be required to provide the following:
 - i. Resume with a minimum of two references.
 - c) All applicants are subject to the Club Risk Management and Screening Policy (SJTC Policy 2.0)
 - d) The selection committee will be subject to the Conflict of Interest Policy (SJTC Policy 9.0) in respect to any family members who apply for positions. The Board will make the final decision on hiring.
- 5.3 Rehiring a past employee: In cases where an employee is returning to a position they have successfully filled in the previous year, the Board at its discretion can rehire the employee without advertising the position.
- 5.4 Performance Management
- a) The President and Board of Directors will be responsible for the management of all staff including the completion of any performance reviews.
 - b) Performance reviews will be done at least once annually for full time staff.
 - c) Performance reviews will not be required for summer part time staff.
- 5.5 Dismissal: Dismissal of any employee can only be done by the Board of Directors.
- 5.6 Staff contracted with partner agencies will be subject to the same policies as if directly hired. Any action to hire / contract / dismiss a contract employee must be approved by the Board of Directors. Performance reviews of these staff should be done by the President or Board annually to assess performance as it relates to the employees Club roles and responsibilities.

Adopted, BoD; March 20, 2014