

Hiring Procedure MOU Proposal

- I. The following hiring policy shall be adopted upon signing, and all pieces which can be implemented for ongoing hiring will be:

Section 1. All vacancy announcements can be made by the Hiring Manager or HR Coordinator or equivalent, upon notice of the vacancy or funding of a position. A vacancy notice does not state that we are accepting applications. It only states the title of the position, a brief job description, and statement that the position may be advertised in the future to solicit applications.

All Job Posting announcements should be reviewed by the hiring committee before posting to include the following:

New position announcements will be coordinated with the Department involved and the board, upon the receipt of funding or application for funds of new positions

Job Posting Announcement should include the following:

- a. Title of the open position(s);
- b. Position description of duties and work to be performed (attached to posting);
- c. Starting pay range rates (in dollars), and whether the position will be part time or full time (with an estimate in hours per week, and until ratification, a statement on future announcements that the wages and benefits are subject to change due to ongoing CBA negotiations;
- d. Minimum qualifications for employment separated from preferred qualifications for employment
- e. A statement that the applicant must be open to and committed to active engagement towards the eradication of anti-Black racism.
- f. Gender neutral language.
- g. Deadline for applications, location to submit applications, and contact person with whom to file an application.
- h. The posting shall include whether the position is represented by the Union.

Section 2.

The Employer shall post any New Position posting for 10 days internally and then **1 week** to our community partners and Membership a total of (**17 Calendar days**). If after 17 days there are no internal candidates, members or community partner applicants, the employer reserves the right to post externally to community partners and members and the general public. If internal staff are surveyed **and given at least 2 working days to respond**, and no one has expressed a verbal interest in the position, management can

reasonably skip the ten day wait for internal candidates and post to members and partners when reasonably certain that there is not an internal candidate. Internal candidates are welcome to apply at anytime the application is open.

~~and the general public~~ The Employer is allowed to make a Job announcement that there will be new job postings coming to external sources prior to a "Job Posting." There will be a Job Posting to accept internal candidate applications before making them available to members, community partners and external candidates. After the 17 calendar days described in the first sentence, (seven days if there is no internal candidate) the Employer reserves the right to conduct internal, community partner and Membership candidates interviews while simultaneously posting job externally.

Section 3. The Employer will actively seek diversity in the workforce. After the internal and membership and partner postings , if no internal member or partner candidate is selected, the Employer shall distribute job postings widely to increase potential for hiring diverse employees. Position openings shall be shared on, at minimum, the following platforms: Partners for Diversity, Non-Profit Professional Now, CAT's website and all of CAT's social media platforms, and with any partner organizations.

Section 4. Once the employer has posted the job externally, the employer will keep the posting up for 2 weeks (14 Calendar days) Or until the position is filled.

Section 5. Hiring Committee. CAT will make every effort (including soliciting from members, the Board and Leadership Councils).to create initial hiring committees based on the following:

1. Hiring manager, a bargaining unit staff person, and a community member (a CAT member, renter or person from a partner organization), and a Director.
2. Majority BIPOC
3. At least 50% tenants, houseless, or formerly houseless participants
4. To the extent possible, the hiring committee will consist of staff and members from the area in which the position's primary job duties will take place or the cultural group of the people being served.

The hiring committee will be responsible for reviewing the vacancy announcement, conducting interviews, and reposting or expanding the job search if necessary, until a candidate accepts the vacant position(s). After doing outreach (which shall include but not be limited to: requesting the presence of tenants from the Leadership Council and other engaged tenant members [i.e. volunteers, etc.]) for 2 weeks (14 calendar days) to available staff or community members to form a hiring committee, the hiring manager can review applicants. If after a reasonable effort to recruit from staff, members, partners and volunteers, and there is not a response, the

hiring manager can create a reasonable hiring committee with the goal of unbiased review of candidates. The recommendation of the hiring will be decided by a democratic (i.e. majority) vote of the hiring committee. The decision, notes, and scoring will be forwarded to the department HR Manager, Hiring Managers and Executive Director for approval of the applicant and offer letter. If the recommended applicant of the hiring committee is not approved, then the HR Manager, Hiring Managers and Executive Director will have a meeting to discuss the recommended applicant upon request of the committee.

Section 6. Application and Screening Process. All applicants for a particular position shall be required to submit the same application materials. If the screening process is to be phased, the Employer shall describe the phased screening process with all invited applicants (i.e. the top five candidates will be interviewed remotely and asked to submit a writing sample, the top three candidates will have a secondary interview). The hiring committee or hiring manager can recommend changes to the hiring process, such as additional interviews, if applied to all qualifying applicants.

Section 7. Interviews. The Employer will ensure the following occurs during an applicant's interview process:

a. All candidates considered for a position shall undergo the same initial screening process using best available practices for unbiased hiring. For example, the hiring committee can ask a staff member, not on the hiring committee, to anonymize applicants for all the members of the hiring committee by sorting through initial applications to remove names before forwarding to the committee.

b. . All candidates that advance to the interview phase will receive a similar interview process.

The interview panel will consist of the members of the hiring committee

c. All candidate interviews shall be scored using the same scoring template designed by the hiring committee and approved by HR. The scoring template shall include categories covering lived experience with housing instability and lived experience with systemic racism.

d. Candidates of each applicant pool will receive the same number of interviews, the same initial interview questions, and the same interview panel unless extenuating circumstances such as staff illness or potential conflicts of interest due to pre-existing personal relationships to the candidate make it impossible to use the same interview panel.

e. Staff designated to serve on interview panels shall be trained on interview procedures on topics including, but not limited to: prevent leading questions, providing consistency between interviews, and allowable follow up interview questions and anti-bias training.

f. Applicants will be asked if they are CAT members and be given priority

and 5% point differential in the interview hiring rubric.

- II. Current staff will be given every consideration in hiring for the positions which have already been posted publicly. Where possible, all points agreed to in this memorandum shall be enacted in the ongoing hiring process.