



Policy Title: Hiring for Contracted Services
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Approved by: S.O.A.R. Board of Directors
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Approval Date: 13 April 2022

This policy sets out S.O.A.R.'s intentions and requirements when hiring for contracted services.

All contracted services must be pre-approved by the Board before any offer is made to a potential candidate.

S.O.A.R. does not hire employees. S.O.A.R. hires for contracted services on a term-limited contractual basis only. The successful candidate shall have no expectation of automatic renewal of the contract.

A term-limited contract will give details on the tasks expected to be achieved within the terms of the contract. It is advisable to list the tasks in terms of deliverables that will be evaluated by S.O.A.R. before accepting the products. It is advisable that payment to the candidate should be contractually tied to S.O.A.R.'s acceptance of those deliverables.

A term-limited contract will not dictate the candidate's hours nor location of work unless it is required to deliver the product. The contract also will not dictate how the task is accomplished, except to detail the quality of the deliverable.

A term-limited contract will offer no benefits to the candidate. The candidate will be responsible for their own contributions to the Canada Revenue Agency, the Canada Pension Plan, the Employment Insurance benefit, the Worker's Compensation Board, health insurance and dental insurance and any other work-related benefit.

It is recommended that a S.O.A.R. hiring panel contain at least two S.O.A.R. members.

If the term-limited contract requires any interaction between the successful candidate and S.O.A.R. members, then the candidate is required to submit a Criminal Record Check and a Vulnerable Sector Check before beginning the contract.

S.O.A.R. will require and check all references provided before awarding the contract to a candidate.

S.O.A.R. will provide appropriate organizational orientation to the successful candidate.

A candidate shall be paid upon submission of proper invoices to S.O.A.R. for the hours worked or tasks accomplished.

Disputes between S.O.A.R. and the successful candidate should be brought to the supervisor first. If there is no resolution that is satisfactory to both parties, then the dispute shall be brought to the Board. If there is no resolution at the Board level that is satisfactory to both parties, then both parties shall seek independent counsel for next steps.