

# SS&T EMPLOYMENT POLICY

The following describes the employment process adopted by Sudbury Swim & Tennis:

## Availability of a Position

At the end of each season the responsible hiring person will determine whether to re-hire employees and will communicate to any employees the reasons for not rehiring as soon as practicable after the end of the season. Returning employees will receive offers which will be required to be accepted no later than January 30th to secure their position for the upcoming season. Positions not filled will then be posted by February 15th.

All available positions will be advertised on the Club website and/or in the local newspapers. The ad or posting shall indicate a cutoff date after which applications will no longer be accepted.

Returning staff will be given higher priority over new hires for hours scheduled during the summer. Seniority, performance and availability will also be considered in allocating hours to returning staff.

## Access to a Position

All new candidates for employment shall be required to submit an Employment Application to the hiring person no later than the advertised or posted cutoff date. Check the website for the application form and deadlines and instructions for where to send the application.

Some of the factors considered in the hiring process are as follows: availability during the summer, relevant prior experience and certifications. While club members will be considered for open positions, they will not be given priority in the hiring process.

Swim team coaches and swim instructors are required to be available for the entire swim team season. Applicants may request up to four days off during the six or seven week season and swim team applicants may request to miss no more than two meets during the season. Those requests must be made to the Club and Swim Director at the beginning of the season for approval.

Applicants for tennis instructor positions are required to be available for the entire seven week tennis season. Any non-scheduled days off during this seven week season must be approved by the Tennis Director and must be communicated early enough to allow the employee or the Tennis Director to find suitable staff coverage for that day. If coverage cannot be found, the employee must be available to work on that day.

## Interviewing

The hiring person shall screen the candidates' applications to determine if an interview is warranted. If warranted, the hiring person shall arrange for an in-person interview with the candidate. The interview shall be conducted by no less than two Club members.

Typically, returning staff are not required to attend an interview unless there are performance issues to be discussed.

### **Hiring Decisions**

Hiring decisions will be made and communicated by the Club Director, and/or the Swim Director and/or the Tennis Director (as appropriate). The candidate understands and agrees as part of the employment process that various background checks may be performed, including but not limited to a CORI check.

### **Acceptance of Offer**

Upon receipt of an offer, the candidate must return a signed copy of the offer letter as directed in the offer letter.