

# WORONI

Re-hiring Policy

Australian National University Student Media

RE-HIRING POLICY

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## Purpose

Section 11. 1. c. of the ANU Student Media Constitution (ANUSM) reads that ‘The Board, subject to the Act, the regulations, this Constitution and to any resolution passed by the Association in a General Meeting, must:

c. appoint, encourage and manage employees, sub-editors, volunteers and contributors of the Association and its media platforms.’

Section 12. 5. a. – d. reads that ‘In addition:

a. The Content Editor and the News Editor must appoint and manage sub-editors to assist with the management of the print and online media platform Woroni, and must oversee the involvement of volunteers and contributors.

b. The Television Editor must appoint and manage sub-editors to assist with the management of the media platform Woroni TV, and must oversee the involvement of volunteers and contributors.

c. The Radio Editor must appoint and manage sub-editors to assist with the management of the media platform Woroni Radio, and must oversee the involvement of volunteers and contributors.

d. The Art Editor must appoint and manage sub-editors to assist with the art and design aspects of the Association and the Association’s media platforms, and must oversee the involvement of volunteers and contributors.

This procedure has been created in light of sections 11. 1. c. and 12. 5. a. – d.

This policy recognises the need for a consistent turnover of sub-editors and Editors at Woroni in order to ensure that ANUSM remains an easily accessible organisation, and that it does not stagnate with sub-editors and Editors who, having worked at the organisation for a long time, become complacent or cliquy.

It also recognises that re-hiring procedures are a common corporate practice to maintain satisfactory work levels in an organisation, and that it is an effective means of removing sub-editors who do not violate their MOU (see Woroni Dismissal Policy) but who nonetheless could achieve more in the organisation.

Further, this policy recognises that a standardised system in this case is better than practices which differ between each portfolio. It shifts sole responsibility from the Editor to the Board and the organisation and hence mitigates the individual element of the process.

## Definitions

**Sub-editor:** a sub-editor is a co-opted member of the Association who works at Woroni on an ongoing basis, with a signed Memorandum of Understanding, and who receives honoraria as a senior sub-editor or sub-editor, regardless of their working title.

- a. As of the time of writing, this encompasses all senior sub-editors and sub-editors.

**Memorandum of Understanding (MOU):** An MOU is a written agreement between the relevant editor and a sub-editor of Woroni, stipulating the workload and expectations of the latter in their capacity as a sub-editor of Woroni.

**To apply:** To apply means to submit a written application and undergo an interview pursuant to Woroni hiring practices.

**Position:** the role a sub-editor performs within the portfolio and for which they are hired. For example: senior reporter, senior artist and executive producer are all positions, existing independently of the sub-editor which fills them.

**To re-apply:** To re-apply means to request to remain in a position for the duration of a MOU.

**To not be re-hired:** To not be re-hired does not mean that a sub-editor has been dismissed but that a more suitable applicant has been, or can be, found for the position.

#### Other Policy Documents

This policy should be read in conjunction with ANUSM's:

- a. Constitution
- b. Woroni Dismissal Policy
- c. Grievances and Disputes Procedure
- d. any relevant Memorandum's of Understanding

## Woroni Re-hiring Policy

1. When a sub-editor's MOU expires, they must re-apply for that position.
  - a. This does not apply if, within the MOU period, the Editor has already had the sub-editors in the portfolio re-apply for their positions.
2. If an Editor does not want to re-hire a sub-editor, and the sub-editor wants to continue to contribute to Woroni, both parties must, in good faith, attempt to renegotiate the MOU to better suit both of them. Any new MOU created would apply to the position.
  - a. A sub-editor may not be re-hired because either:
    - i. There is another applicant better suited to the position, or;
    - ii. it is highly likely that there could be another applicant better suited to the position.
3. The Editor should give three clear reasons to the sub-editor and to the Board in writing as to why they feel one, or both, of the criteria in clause 2 have been satisfied.
4. Re-hiring should be the last recourse of an Editor, and throughout the process, they must be acting only to improve the calibre of the team. Editors unhappy with the work of a sub-editor should first look to the *Dismissal Policy*.

5. If a sub-editor is not re-hired, the position in question must continue to exist for the remainder of the semester.
  - a. This does not apply if the Editor changes in the meantime. That is, a new Editor could disestablish a vacant position made by a prior Editor's decision to not re-hire.
  - b. An Editor cannot not re-hire a sub-editor and then choose to disestablish the position.
    - i. If an Editor wishes to do this, they must either make the position redundant or dismiss the sub-editor, pursuant to the *Woroni Dismissal Policy*.
  - c. The position may be disestablished only after a semester, or equivalent period of time, has passed since the sub-editor was not re-hired.
6. If a sub-editor is not re-hired, the Editor must, to the utmost of their abilities, attempt to fill the vacant position.
  - a. If the position remains vacant for six weeks, the sub-editor may make the case that they should be re-hired, however the decision to re-hire remains at the discretion of the Editor.
7. Re-hiring does not have to follow the same procedures as hiring. It is up to the discretion of the Editor. They can, for instance, have an informal interview with the sub-editor and this would constitute a re-application, or they can have a formal process of written application and interview. At the bare minimum, the sub-editor must be asked if they wish to continue in the position.
  - a. Regardless of formality, the sub-editor has the option to nominate a member of the Association to observe their re-application.
8. It is recommended that MOUs stipulate the length of time for which they are valid, and that this length be six months or a semester.
9. At any time, any member of the organisation is allowed to refer this process to the Editor-in-Chief, the Board as a whole, or to the Grievances and Disputes Panel.