



Post-Landfill Action Network (PLAN) Hiring Policy

Updated 5/11/2018

This Hiring Policy is largely informed and partially adapted from the Dalhousie University [South House Sexual and Gender Resource Center](#) Hiring Policy.

I. Statement of Intent:

When it comes to people's experiences and job qualifications, a 'level playing field' does not exist because of structural injustices that shape our society. We believe that employment equity is a necessary practice to challenge these injustices. To this end, we intentionally prioritize building a team of staff and interns with various lived experiences and skills for communicating and engaging with communities.

As PLAN strives for employment equity, we commit to proactively recruiting people from groups who have been historically marginalized by our society. A non-comprehensive list of these groups includes folks who identify as: womyn or femmes, indigenous folks, people of color, queer people, non-binary and transgender people, single parents, working class people, religious minorities, immigrants, and people with disabilities.**We commit to the practices outlined in this policy, annually assessing our team to ensure that we have representation that will push us to execute our mission and vision as an organization.

***Language within movements is constantly being created, evolving and changing. We want to recognize that some identities may be missing from this list. We encourage you to [call us in](#) if you feel this list should be changed. PLAN commits to revisiting this list often and updating it accordingly.*

II. Clear Up-Front Communication and Information:

a. Working with PLAN:

The following statement describes who we are as a team, and what we commit to in terms of supporting new and current staff members. This statement will be updated biannually, and is available with the entirety of this policy on our "[Careers & Internships](#)" page:

We are a 5 year old organization with 9 staff members across 4 states. Our average age is 24 years old. We come from academic backgrounds such as Biology, Computer Science, Women and Gender Studies, Graphic Design and African American Studies. We come to our work with passions within and beyond waste, like food security research, social justice conference organizing, sustainable design thinking, and non-violent direct action, just to name a few. We are southern belles, new jersey punks, queers, nerds and a drag queen working toward the common goal of a just and sustainable world.

Every week we have at least two full team meetings. We work to maintain a horizontal structure of leadership by developing and revising our self governance system, establishing co-directorship and holding bi-annual full staff retreats. We adhere to a [Safer Space Policy](#) and work together to develop policies that push us to be better such as an Ethical Partnership Policy and a Diversity, Equity and Inclusion Mandate.



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As an organization we strive to build environments that allow all of our staff to thrive. To do this we have developed the following support systems and plan to build this list as need and organizational capacities arise. These benefits are available to all full time salaried staff members. For non-salaried staff a conversation can be had with supervisor about benefits. PLAN also remains responsive to additional needs expressed by our team, and develops new policies as needed.

- Staff receive 200 hours of **paid time off (PTO)** to be used throughout the year. This includes holiday time off. In addition to the standard PTO allotment overtime hours worked (more than 40 hours per week) are added to available PTO. Meaning, if you work 43 hours in a week you will receive an additional 3 hours of PTO to be used within that year.
- **The Laptops and Electronic gear policy** allocates \$1000 (every three years) per staff member to purchase the equipment needed to accomplish their work within the organization.
- We recognize that this work requires a working cell phone with a flexible data plan. All staff are eligible to opt into the **Cell Phone Policy** to receive a cell phone on an organizational plan at no cost to them during their time with PLAN.
- Each staff member is eligible to receive an annual \$3,000 **health insurance stipend** to purchase their own plan on the Marketplace should they need it.
- Further financial assistance is available in the form of **financing and paycheck advances** for up-front needed expenses (such as moving) with a no-interest pay back schedule.
- **Extended leaves of absence** (both paid and unpaid) are available for Parental Leave (regardless of gender or means), Bereavement Leave, Community Service Leave, Jury and Witness Duty, Military Leave, Sick Leave, Travel and Personal Leave.
- Nearly all staff are eligible for **flexible work schedules**, to be determined by position and need. This allows staff members to work outside of a typical 9-5pm schedule.
- Staff are eligible on an as-needed basis for a **monthly travel stipend** to cover daily transit into our Philadelphia office.

III. Hiring Process:

a. Position Design & Onboarding

- i. Most of the positions we hire for are entry level. Instead of “Required Qualifications” we outline what we are looking for in a candidate as “Preferred Skills”. This creates more space for our hiring decisions to be based off of candidates’ skills and potential, rather than experiences that are only attainable through certain privileges (e.g. college degree, unpaid internships, years in a field).
- ii. Our onboarding process is intentionally built to incorporate a long orientation period and ramping up of responsibility. This is to ensure that folks who enter a job with less experience in a field will have the opportunity for training and education.
- iii. We recognize that during the course of an appointment the needs of a position may change. To keep up with this we offer our staff regular professional



development opportunities, both those facilitated by an external trainer and those facilitated internally by another staff member.

b. Hiring Team

- i. Every new position is decided upon via full-team consensus. Once positions are confirmed, hiring teams are established for each position, composed of at least two staff members to lead the applicant review process. At least one staff member from each hiring team will have a direct role in working with or supervising the position.
- ii. Hiring teams oversee the writing of the job description, the initial review of position candidates, and the facilitation of the interview process. See D(iii) below for more on the application review process.
- iii. The hiring team will be primarily responsible for facilitating the process so the full team can collectively make final decisions.

c. Job Notices

- i. Each position is advertised for at least 14 days.
- ii. Position information is shared with our member campus network, partner organizations and companies, higher ed listservs, and press resources in the communities of our four office locations. We also share listings on online spaces which intentionally center and prioritize, including but not limited to, the following groups: womyn or femmes, indigenous folks, people of color, queer people, non-binary and transgender people, single parents, working class people, religious minorities, immigrants, and people with disabilities.**
- iii. All postings contain the following: preferred skills, responsibilities, expected learning, location(s), salary or compensation rate, application timeline and start date, hiring team contact information, and how to apply.
- iv. We are working toward adapting the application process so that applicants have the opportunity to submit visual, audio, or written applications. This will increase accessibility in the application process and help us get to know applicants better.
- v. Around one week after a position is first advertised, we host an online informational session open to all explaining what we are seeking in applicants and other general tips for applying. This session is recorded and available to those unable to attend. The intent is to support applicants to the best of our ability through every step of the hiring process, particularly those who have had less experience in job applications.

d. Reviewing Applications and Selecting candidates for Interview:

- i. Applicants are asked to submit a resume and cover letter for hiring team
- ii. members to review. After each PLAN team member has had an opportunity to review all applications, hiring team members will come together to compare notes and select candidates for interview.



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- iii. We encourage applicants to use their cover letter as an opportunity to share how their unique lived experience will inform their contributions to the position which they are applying. Our intent is to prioritize the contributions that members of marginalized communities can bring to the work.
- iv. All applicants considered for an interview are provided with email instructions explaining the interview process, its location, a copy of the questions that will be used to guide the interview, and any requested documents, such as writing samples or references. This email also asks candidates if they have any special needs/requests they'd like us to consider during the process.
- v. As requested, interview questions can be provided in any alternative format document necessary to ensure accessibility to all applicants (i.e. large print, e-mail, voice recording etc.).
- vi. At the beginning of each interview, the Hiring team asks the applicant permission to record the interview so that other team members have the opportunity to review the interview at a later date for the purpose of consensus decision making. This recording and any notes taken by the hiring team during the interview are only be shared with other PLAN staff members.

IV. Hiring Decisions:

- a. After a first-round of interviews are conducted, the hiring team for each position convenes to decide on next steps. Possible next steps include choosing their top two candidates for the position or requesting a second interviews with any stand-out candidates. During this time, the hiring team may also contact the candidates' references to assist in their decision making process.
- b. Once each hiring team comes to a decision on their top candidates, all PLAN staff convene for a full-team discussion and vote on positions.
- c. Top candidates offered a position are given at least 3 business days to respond to the job offer, with a clear deadline of when a decision needs to be communicated to the hiring team. If the offer is rejected, the hiring team will offer the position to the 2nd top candidate as decided on in 4a.

V. Process for Rejection:

- a. All applicants who are not offered a position receive a personalized rejection email from a PLAN staff member that reviewed their application. This email offers:
 - i. The opportunity to request constructive feedback on their application, the goal being to support the growth of all candidates, including those we did not accept.
 - ii. Free registration code for the next Students for Zero Waste conference.
 - iii. If appropriate, an offer to work with the candidate in another capacity, including, but not limited to, upcoming projects for which they exemplified a specific skill set.