



SSMU Employee Manual

Casual Staff

Revised April 7th, 2013



SSMU EMPLOYEE MANUAL –CASUAL STAFF

Table of Contents

A Message from the General Manager	4
SSMU’s History.....	5
SSMU’s Commitments and Expectations.....	6
GENERAL.....	7
1. Employee Manual Application	7
2. No Discrimination by Either Party	7
3. Classification of Employees.....	7
4. Personnel Files	7
5. Informing Employees.....	8
6. Hiring of Employees.....	8
7. Employee Orientation and Integration Process	10
8. Supervision and Evaluation	11
9. Performance Evaluation Objective.....	11
ATTENDANCE AND HOLIDAYS	12
10. Hours of Work and Overtime	12
11. Working Remotely	12
12. Attendance	13
13. Vacations and Holidays	13
14. Statutory Holidays.....	13
LEAVE.....	14
15. Leave of Absence	14
16. Salaries.....	14
17. Payment of Salaries, Wages and Allowances	14
18. Reimbursement of Travel Expenses.....	14
CONFLICT RESOLUTION.....	15
19. Disagreements	15
20. Sexual Harassment	15
21. Psychological Harassment	16
22. Procedure Against Sexual and Psychological Harassment	17
23. Disciplinary Measures and Administrative Measures.....	17
INTERNAL POLICIES	20
24. Confidentiality Agreement	20



SSMU EMPLOYEE MANUAL –CASUAL STAFF

25.	Public Disclosure.....	20
26.	Work Ethic	21
27.	Intellectual Property.....	21
28.	Personal Appearance and Hygiene.....	21
29.	Cleaning of Work Spaces, Resting Spaces and Maintenance of Equipment.....	21
30.	Use of Telephone and Cell Phone	21
31.	Use of the IT System, Internet and Emails	22
32.	Purchasing Items.....	22
33.	Non Solicitation.....	22
34.	Smoking Breaks.....	22
35.	Alcohol and Drugs.....	22
36.	Meetings.....	23
37.	Workplan Meetings	23
38.	Contact Person.....	23
39.	Employee Manual – Receipt.....	24



SSMU EMPLOYEE MANUAL –CASUAL STAFF

A Message from the General Manager

Welcome to the SSMU!

On behalf of the Executive Committee mandated each year to represent students and to ensure SSMU aligns with undergraduates of McGill University, I am glad to welcome new staff members.

In the employee manual, you will find the organization's history, engagements, expectations and working conditions. SSMU's mission is to represent and advance diverse needs of McGill University students by improving the quality and accessibility of education, providing outstanding services and promoting social, cultural and personal opportunities.

We count on you to read the manual and to voice any questions or comments. We hope you will be thrilled to be contributing to the objectives of the organization and by facing new challenges.

Jennifer Varkonyi
General Manager



SSMU EMPLOYEE MANUAL –CASUAL STAFF

SSMU's History

SSMU was composed in 1908 and became the official representative body for McGill students in 1909.

Throughout the Society's dense history, the SSMU has been a leader on and off campus. The SSMU has always ensured itself a seat at the bargaining table and has never been a silent or timid member of any organization or committee.

SSMU's voice and vision is constantly being pushed to the forefront by its leaders. Through the vision of the SSMU, campus projects are undertaken and completed. These projects include the SSMU Daycare, the Library Improvement Fund, renovations to the Shatner Building, and the launch of the Staff-Student Mentorship Program.

Our services extend themselves beyond McGill and reach out to the community that supports us, and our multicultural clubs forge links with the plethora of ethnic communities based in Montreal. Innovative events such as Culture Shock ensure that the SSMU is always willing to try something new, and major events such as Frosh are constantly being fine-tuned.

The SSMU focuses on students in all of its endeavors, and, although the SSMU has had to fight through adversity to achieve its successes, this vision is what makes SSMU a great organization that McGill students should be proud to call their own.



SSMU EMPLOYEE MANUAL –CASUAL STAFF

SSMU's Commitments and Expectations

In response to SSMU's mission and values, it is important that employees have a positive outlook and adopt professional behaviors to work in a constructive fashion. Our values must be reflected in attitudes, demeanors and working habits to ensure healthy working relations between all employees.

To ensure employees' success in the working environment, SSMU offers the following principles:

We support employees in skills development to stimulate and motivate them to realize their potential on a daily basis.

- We treat each individual with respect and consideration.
- We foster equity among the employees.
- We are committed in providing a safe and healthy working environment.
- We involve employees in changes affecting their tasks.

What we expect from employees:

- Staff members must participate in the improvement of the workplace through reaching organizational objectives.
- Employees must show interest towards their job and have a satisfactory performance in their work.
- Work must be completed with a positive attitude.
- Employees must meet the organizations' quality standards and accomplish their work on time.
- Staff must bring solutions to problems encountered.
- Each employee is asked to communicate clearly to his superior problems or conflicts sources as well as successes and positive feedback related to work.



SSMU EMPLOYEE MANUAL –CASUAL STAFF

GENERAL

1. Employee Manual Application

This employee manual applies to casual staff members.

The SSMU is committed to fair and professional employment practices. The SSMU recognizes and will abide by the Quebec Labor Standards, the Quebec Human Rights Code and applicable laws in all personnel matters.

The reference year runs from June 1st to May 31st of the following year.

2. No Discrimination by Either Party

Both parties agree that there shall be no discrimination, interference, restriction, or coercion exercised or practiced with respect to any employee in any matters related to hiring, wage rates, training, upgrades, promotion, transfer, lay-off, recall, discipline, discharge, or otherwise, by reason of age, ethnicity, creed, color, national origin, political or religious affiliation or activity, sex or marital status, sexual orientation, or place of residence.

3. Classification of Employees

A regular employee is an employee who is employed by the SSMU on a full-time or part-time basis, twelve (12) months of the year, in a continuing position.

A casual employee is an employee who is hired or appointed by the SSMU on a temporary basis.

A manager is an employee who is responsible for a department and a budget. The manager is also responsible for hiring and firing staff under his/her supervision and for assigning and organizing the work of team member(s).

4. Personnel Files

Personnel files of present and former employees shall be maintained by the Human Resources Advisor and shall be available only to the Human Resources Advisor. Only in the extreme case of absence of the Human Resources Advisor, the General Manager shall have access to the files.

The employee has the right to review the entire content of their file in the presence of the General Manager. No contents of the file may be removed by the employee.

Files shall contain all relevant data pertaining to the employee's employment, including, but not limited to, basic employee data, performance appraisals, and a copy of the employee's signed job description.



SSMU EMPLOYEE MANUAL –CASUAL STAFF

The employee may respond to any document contained in the file. The response of the employee shall be added to the file's contents.

No anonymous information may be retained in the file.

Files of former employees shall be maintained for at least seven (7) years after their last date of employment.

5. Informing Employees

A copy of the employee manual and all updated versions shall be given to all employees of the SSMU, and all subsequent changes will be distributed to employees in a timely fashion.

HIRING AND PROBATION PERIOD

6. Hiring of Employees

6.1. Principle

At the SSMU, the hiring of staff is crucial for maintaining the level of services provided to students. We believe that having qualified staff assigned to the right position will lead to goals achievement. We opt for a process that will include multiple staff members that will interact with the individual once working in the job. In a context where institutional memory is crucial, we encourage internal resources promotion in consideration for continuity.

6.2. Staffing Need Assessment

The immediate supervisor and the General Manager must approve replacements for existing positions. Once a job opens, the hiring manager and the Human Resources Advisor will review the work organization and the departments' structure. After the job analysis identifying the position's requirements, the recruitment process will be started but, for new positions, only after the job and budget is approved.

6.3. Internal progression

The SSMU encourages job enrichment and internal progression.

6.4. Job Openings

Staff members will be informed of internal job openings. Interested employees shall inform the Resources Advisor.

6.5. External Recruitment

If internal recruitment is impossible, the SSMU will be recruiting externally.



SSMU EMPLOYEE MANUAL –CASUAL STAFF

6.6. Recruitment Process

The hiring manager is responsible for screening received resumes.

6.7. Selection Process

The selection process will include a first interview and may include a second interview with future colleagues. If applicable, candidates may complete a technical test or other pertinent evaluations. Upon written consent of the candidate, the Human Resources Advisor will proceed to the reference check.

6.8. Hiring Committee Members

An ad-hoc committee composed of the following will be responsible for the hiring of all casual positions of the SSMU:

- The Vice-President of the relevant portfolio; and
- The relevant regular employee, if required, and determined by the Human Resources Advisor.

It is the responsibility of the Human Resources Advisor to initiate, schedule, and facilitate the hiring of employees for casual positions. The hiring of all casual employees must be approved by the Executive Committee as well as the relevant regular staff member.

6.9. Required Qualifications

In those areas where SSMU employees deal directly with the community at large and/or have direct contact with the Society's Clubs, Services or Activities, all employees hired must be bilingual (French/English).

6.10. Employment Equity

The SSMU is committed to employment equity. Individuals shall have equal opportunities of employment or benefits, except for reasons related to ability. Individuals shall not be disadvantaged because of, but not limited to, ethnicity, national origin, color, religion, sex, age, mental or physical disability, sexual orientation, or mother tongue different than French and English.

6.11. Restrictions

The SSMU shall not employ any member of the Council in any full-time or part-time position except as provided for in the by-laws of the SSMU or by motions passed by the Council.

All employees of the SSMU shall be eligible to work in Canada and have a valid social insurance number before being hired.



SSMU EMPLOYEE MANUAL –CASUAL STAFF

6.12. Employment Offer and Job Description

Prior to being hired, all employees must be provided with an offer of employment that includes the following:

- Hours;
- Salary/Wage;
- Vacation allowance;
- Duties;
- Responsibilities; and
- Name of immediate supervisor.

All job descriptions and changes to them must be mutually agreed upon by the immediate supervisor, the Human Resources Advisor and the employee. All job descriptions are confidential between the Executive Committee, the General Manager, Human Resources Advisor and/or the immediate supervisor and the employee, unless otherwise agreed upon by all parties.

In the event that the need arises, job descriptions may be reviewed by the Executive Committee.

7. Employee Orientation and Integration Process

The SSMU understands the importance of supporting new staff members in their role. The objective of the orientation and integration process is to provide new staff members the opportunity to learn about SSMU's mission, values and expectations towards employees. This process will ensure on-boarding staff members develop a feeling of belonging to the organization.

7.1. Probationary Period for Casual Employees

When commencing employment, casual employees will be provided with a written description of their position and will be advised by their immediate supervisor of the required standard of performance.

During the first two (2) months of employment, casual employees will have at least one interview with their immediate supervisor in which their job performance and continuation of employment will be discussed. The supervisor will present a copy of the written record of the interview to the employee, who will sign it as acknowledgement of receipt and accuracy.

Before the end of the initial two (2) months period of employment, the immediate supervisor will review the job performance of a casual employee and make one of the following decisions:

- That the employee be released;
- That the probationary period be extended up to another two (2) months; or
- That the probationary period end and employment be continued.



SSMU EMPLOYEE MANUAL –CASUAL STAFF

In the event that the probationary period is extended, the immediate supervisor, the General Manager and the President will review the job performance of a casual employee at the end of the period, and make one of the following decisions that shall be approved by the President:

- That the employee be released; or
- That the probation period end and employment be continued.

After one two (2) month probationary period, a regular employee may be released for any reason with one (1) week's notice.

7.2. End of Probationary and Integration Process

Once the probationary period is successful, the employee's integration process is considered completed. In the probation evaluation meeting, feedback from the employee on the integration process and about the organization is greatly appreciated.

8. Supervision and Evaluation

Employees shall report to their immediate supervisor.

Any problems and concerns of employees should be directed to their immediate supervisor and/or the General Manager. In such cases where a concern involves the General Manager, the problem must be directed to the President, who will act only after consultation with the Executive Committee.

The Human Resources Advisor shall make recommendations to the immediate supervisor, the General Manager and/or the President.

9. Performance Evaluation Objective

For returning casual employees, twice a year, the employee meets with the immediate supervisor to discuss goals achievement and future projects. This meeting gives the employee the opportunity to understand the organization's expectations, to get to know about evaluation criteria, to receive feedback on performance and to determine actions to be taken.

To ensure the success of the evaluation meeting, staff members are asked to prepare a self-evaluation. The exchange between the immediate supervisor and the employee is essential to clarify objectives, incidents, requirements and expected behaviors.

9.1. Performance Evaluation Process

A written performance evaluation shall be conducted twice annually by the immediate supervisor of the employee. The semi-annual performance evaluation must be conducted at a date no later than December 20th. The annual performance evaluation must be conducted at a date no later than April 30th.



SSMU EMPLOYEE MANUAL –CASUAL STAFF

This evaluation shall permit the immediate supervisor and the employee to discuss:

- The employee's fulfillment of duties as defined by their job description, their general attitude towards work and other employees, and any indications of extraordinary or noteworthy effort;
- Any questions or concerns the employee may have with regards to their employment;
- Any ideas as to how to expand the employee's job description to include new skills or projects.

Any written documentation stemming from this evaluation will be confidential and must be read and initialed by all parties involved in the interview. Should this written documentation result in a conflict between the employer and the employee, the employee shall act under section 19.2. of this employee manual.

Copies of any written documentation will be provided to the employee and to the the Human Resources Advisor to be added to the employee's file.

In the event that letters of reprimand or criticism be added to an employee's file, the employee concerned shall be notified and required to read and initial such material. In the event that an error is determined, the files shall be corrected and the erroneous material removed.

ATTENDANCE AND HOLIDAYS

10. Hours of Work and Overtime

A casual staff member is responsible for not exceeding the total hours in his/her contract. If exceeding time is foreseen, the immediate supervisor shall be notified and an approval from Executive Committee shall be requested.

Overtime hours are to be paid after 40 hours in a workweek. Overtime hours shall be approved in advance by the General Manager.

Employees working on a part-time basis are entitled to an unpaid meal break of a minimum of 30 minutes after 5 consecutive hours. Employees must be paid for the meal break if unable to leave the work station.

Part-time employees hired to work for periods less than 3 consecutive hours do not receive indemnities equal to 3 hours of pay, in accordance with the Quebec Standard Labour Laws.

11. Working Remotely

With the approval of the immediate supervisor, casual staff may work remotely.



SSMU EMPLOYEE MANUAL –CASUAL STAFF

Being optional, no reimbursement related to working from home will be made to the employee, including long distance calls.

The supervisor and the employee will determine a workplan. The supervisor will evaluate the employee on results and will get information on the progress of work.

Equipment and documents supplied by the employer must be used only for working purposes and not for personal use. At any time, the employer can request the equipment and documents to be brought back to the workplace.

12. Attendance

Casual staff are expected to respect their work schedule. Recurring lateness will impact the employee performance evaluation and will lead to disciplinary measures outlined in the Release Notice and Dismissal section.

The immediate supervisor should be notified no later than fifteen (15) minutes after the normal start time of the employee if the employee is to be late or is unable to report for work.

13. Vacations and Holidays

Vacation of casual staff is paid as an indemnity on each pay cheque and is based on a percentage rate in accordance with the Quebec Labor Standards.

Casual employees shall not be eligible for paid vacation. Unpaid vacation may be scheduled at the discretion of the immediate supervisor and/or General Manager.

14. Statutory Holidays

The SSMU shall recognize the following days as paid holidays:

- January 1st;
- Good Friday and Easter Monday;
- The Monday prior to May 25th (Victoria Day);
- June 24th (La Fête Nationale);
- July 1st (Canada Day), if the date ends up being a Sunday, on July 2nd;
- The 1st Monday in September (Labor Day);
- The 2nd Monday in October (Thanksgiving);
- December 25th.

To benefit a Statutory Holiday, a staff member shall not have been absent from work without an authorization from the immediate supervisor or without a valid reason, on the working day preceding or following the holiday.

The indemnity is calculated according to the following formula: 1/20 of the wages earned during the four complete weeks of pay preceding the week of the holiday, excluding overtime.



SSMU EMPLOYEE MANUAL –CASUAL STAFF

The SSMU shall recognize employees' religious observances and grant additional days off to affected employees. The employees shall inform the General Manager of absence at least one (1) week in advance.

LEAVE

15. Leave of Absence

Leave of absence shall be granted to casual staff as per the Quebec Standard Laws.

REMUNERATION AND BENEFITS

16. Salaries

Salaries may be adjusted annually for regular and casual employees within the range of the established pay scale.

This pay scale shall be adjusted taking into account a variety of factors. These factors shall include various indices of the current and projected inflation rates (produced by Statistics Canada and other organizations).

Approval of inflation adjustments and salary scale decisions shall be recommended by the General Manager and the Human Resources Advisor, and approved by the Executive Committee no later than May 1st.

Casual pay rates shall be applicable according to the pay equity scale for all employees of the SSMU.

Any annual increases shall be effective June 1st unless otherwise decided by the General Manager and the Executive Committee.

17. Payment of Salaries, Wages and Allowances

Salaries shall be paid by the Society every two (2) weeks.

18. Reimbursement of Travel Expenses

SSMU shall reimburse travel expenses to the regular staff and casual staff when required in the functions.

All travel expenses shall be approved by the immediate supervisor and the General Manager 48 hours in advance.

Meals shall be reimbursed upon submission of receipt to a maximum of 30\$ per day and a maximum of 15\$ per meal including service and taxes.



SSMU EMPLOYEE MANUAL –CASUAL STAFF

The usage of a staff's private vehicle to travel for work related activities and for errands is reimbursed at a rate of \$0.50 per kilometer.

CONFLICT RESOLUTION

19. Disagreements

Despite each individual's good faith, disagreement can happen and can have different roots due to insufficient understanding of politics and practices, insufficient knowledge of circumstances around a decision, interpersonal conflicts, etc.

SSMU's objective is to maintain a harmonious working environment, free from conflicts. To do so, your collaboration is required, and particularly if you believe being a victim of a decision (arbitrary or unjust), it is necessary to manifest your disagreement in using the following procedure. Most of the time, an explanation from both parties brings clarifications and necessary solutions.

For sexual harassment and harassment cases, victims must act as per the Sexual and Psychological Harassment procedure.

An employee of the SSMU may use the following procedure without prejudice to their employment.

19.1. Step 1 - Conflict Resolution Procedure

The staff member shall discuss the issue with the immediate supervisor. The discussion must be requested in a timely manner, within one week of the employee's knowledge of the cause.

19.2. Step 2 – Conflict Resolution Procedure

Should the employee be unsatisfied with the informal discussion, their disagreement may be put in writing to the immediate supervisor. Copies must be given to the General Manager, the Human Resources Advisor and the President. A decision by the supervisor on the issue must be given to the employee, in writing, within five (5) working days of its receipt. Copies of the decision must be given to the General Manager, the Human Resources Advisor and the President.

20. Sexual Harassment

Allegations of sexual harassment reported to, or made known to the Executive Committee, within the scope of its responsibilities and powers to act, shall be processed and/or acted upon in accordance with these by-laws and the procedures established pursuant thereto:

- Notwithstanding any of the by-laws or procedures established by the Council respecting sexual harassment, any individual has the right to have their complaint heard by the Quebec Human Rights Commission;



SSMU EMPLOYEE MANUAL –CASUAL STAFF

- The Executive Committee and the Council is committed to the use of reasonable discretion in the administration of this by-law and its procedure.

Sexual harassment is defined as:

Any conduct of a sexual nature directed towards another person where:

- Sexual activity is made an explicit or implicit term or condition of an individual's employment or activity; or
- Sexual activity is used as a basis for an employment decision affecting an individual.
- Any conduct of a sexual nature directed towards another person, the effect of which is to impair that person's work performance, where it is known or ought to be known that the conduct is unwelcome; and
- Any conduct that:
 - Is discriminatory or hostile to those persons because of their sex in a manner that the person knows, or ought reasonably to know creates for those persons an intimidating, hostile, or offensive working environment; and
 - Exceed the bounds of freedom of expression or academic freedom.

Any employee, who is subjected to sexual harassment, may choose to follow the Sexual and Psychological Harassment procedure.

21. Psychological Harassment

Psychological harassment is defined as:

Vexatious behavior that manifests itself in the form of conduct, verbal comments, actions, or gestures characterized by the following four (4) criteria:

- They are repetitive (sexual harassment at work is also included in this definition);
- They are hostile or unwanted;
- They affect the person's dignity or psychological integrity; and
- They result in a harmful work environment.

Allegations of psychological harassment reported to, or made known to, the Executive Committee within the scope of its responsibilities and powers to act, shall be processed and/or acted upon in accordance with this employee manual and the procedures established pursuant thereto.

Prevention remains the best means for the SSMU to combat psychological harassment. It is the SSMU's responsibility to take reasonable steps to prevent psychological harassment and to put a stop to such behavior when it is brought to the attention of the General Manager, or of the Human Resources Advisor if the General Manager is involved.



SSMU EMPLOYEE MANUAL –CASUAL STAFF

SSMU will:

- Promote respectful interpersonal communication;
- Manage the members of its staff fairly; and
- Take quick and appropriate action to manage conflicts and to not allow the situation to deteriorate.

Any employee, who is subjected to harassment, may choose to follow the Sexual and Psychological Harassment procedure.

22. Procedure Against Sexual and Psychological Harassment

22.1. Step 1 - Procedure Against Sexual and Psychological Harassment

Any employee considering they are a victim of sexual harassment or psychological harassment must, as a first step, you must take action by verbally asking the person or the group considered to be harassing to stop.

22.2. Step 2 - Procedure Against Sexual and Psychological Harassment

The staff member shall discuss the issue with the Human Resources Advisor. The discussion must be requested in a timely manner, within one week of the employee's knowledge of the cause and the immediate supervisor shall take the appropriate actions to put a stop to the situation.

22.3. Step 3 - Procedure Against Sexual and Psychological Harassment

Should the harassment reoccur, the issue may be put in writing to the immediate supervisor. Copies must be given to the General Manager, the Human Resources Advisor and the President. A decision by the supervisor on the issue must be given to the employee, in writing, within five (5) working days of its receipt. Copies of the decision must be given to the General Manager, the Human Resources Advisor and the President.

23. Disciplinary Measures and Administrative Measures

Immediate supervisors have the responsibility to make decisions for the benefit of smooth operations and not to adversely affect employees. For example, it is up to the immediate supervisor to decide what work must be done, how it must be done and when it must be done.

The immediate supervisor cannot reprimand an employee twice for the same mistake.

23.1. Disciplinary Measures

Disciplinary measures may be applied by the immediate supervisor for the following reasons:

- Misconduct;
- Bad attitude;



SSMU EMPLOYEE MANUAL –CASUAL STAFF

The immediate supervisor shall document all events leading to a disciplinary measure and communicate it to the Human Resources Advisor.

Casual staff member are subject to progressive disciplinary measures given by the immediate supervisor in proportion with the degree of the misconduct(s) according to the following steps.

23.2. Step 1 - Disciplinary Measure

As a first step, except in extreme cases, a casual employee (during the term of employment) of the SSMU will receive a verbal warning from the immediate supervisor outlining the misconduct(s).

- Facts supporting the reprimand;
- Corrections required;
- Measures recommended to take to correct the behavior or misconduct;
- A statement that progressive disciplinary measures will apply in case of relapse.

23.3. Step 2 - Disciplinary Measures

As a second step, except in extreme cases, a casual employee (during the term of employment) of the SSMU, will be interviewed and given a written warning from the immediate supervisor outlining the misconduct(s) and stating that the continuance of the problem(s) will lead to dismissal.

23.4. Step 3 - Disciplinary Measures

As a third step, the employee shall be dismissed. The SSMU shall not discharge any employee except for just cause.

23.5. Administrative Measures

Administrative measures may be applied by the immediate supervisor for the following reasons:

- Lack of skills;
- Insufficient performance;
- Incompetence.

23.6. Step 1 - Administrative Measures

As a first step, except in extreme cases, a casual employee (during the term of employment) of the SSMU will receive a verbal warning from the immediate supervisor outlining the problem(s).



SSMU EMPLOYEE MANUAL –CASUAL STAFF

23.7. Step 2 – Administrative Measures

As a second step, except in extreme cases, a casual employee (during the term of employment) of the SSMU, will be interviewed and given a written warning from the immediate supervisor outlining the problem(s) and stating that the continuance of the problem(s) will lead to dismissal. The written warning will provide the SSMU employee the opportunity to understand and correct the problem(s) involved.

The warning shall consist of:

- Reason(s) for the warning;
- Recommendations for improvement;
- A statement that termination will occur if the problem(s) is not rectified; and
- A date at which time the situation will be reviewed.
- All copies of written warnings are to be initialed by the employee as an acknowledgement that the contents have been read and understood, but not necessarily agreed upon.
- If, after thirty (30) days from the date of the initial written warning, the employee's immediate supervisor is not satisfied with the employee's performance, a second interview will be held, involving the Human Resources Advisor. This meeting will serve as a final warning for the employee concerned, and additional discussion of ways in which concerns can be rectified must take place and be put in writing within twenty four (24) hours of the meeting.

23.8. Extreme Cases

In extreme cases, such as theft or other unlawful conduct relating to their job, an employee will be interviewed and suspended indefinitely from work, without pay. Such action shall be confirmed in writing within twenty four (24) hours. An employee who is found guilty of willful misconduct or disobedience or willful neglect of duty that, after review, has not been condoned by the General Manager, the Executive Committee or Council, may be released from their employment without prior notice or warning.

The SSMU shall not discharge any employee except for just cause.

23.9. Release Notice

Employees are entitled to a combination of release notice and/or pay in lieu of notice, in accordance with the following schedule:

<u>Years of service:</u>	<u>Release:</u>
Less than 12 months	1 week
Less than 24 months	2 weeks
2 to less than 5 years	4 weeks
5 to less than 10 years	8 weeks
or more years of service	12 weeks



SSMU EMPLOYEE MANUAL –CASUAL STAFF

Reasonable time off shall be granted to the employee for job interviews during the severance notice period.

Where applicable, pay in lieu of notice shall be paid in a lump sum at the time of release.

When an employee resigns from their position, the SSMU shall be given:

- Where the employee has less than five (5) years service, a minimum of fourteen (14) days notice;
- Where the employee has five (5) or more years of service, a minimum of thirty (30) days notice.

The employee may appear before the Executive Committee to give a presentation and answer questions.

The following schedule of the combination of release notice and/or pay in lieu of notice will apply in cases of discharge for just cause, except in extreme cases:

<u>Years of service</u>	<u>Release notice:</u>
Less than 12 months	1 week
Less than 24 months	1 week
2 to less than 5 years	2 weeks
5 to less than 10 years	4 weeks
10 or more years of service	8 weeks

INTERNAL POLICIES

24. Confidentiality Agreement

All SSMU staff members must uphold the confidentiality of SSMU's affairs.

In your work, you might have access to confidential information concerning the Society or the employees. You must uphold confidentiality of those information and not use it unless if it is essential to accomplish your work.

Regular and casual staff members are responsible for ensuring information remains confidential. If you are uncertain of confidential nature of information, please consult your immediate supervisor.

25. Public Disclosure

Employees must direct any public question and request to the relevant Executive. The SSMU employees are not authorized to be interviewed by journalists or reporters unless the employee is asked to join the Executive member and the decision is approved by the Executive Committee.



SSMU EMPLOYEE MANUAL –CASUAL STAFF

26. Work Ethic

Staff members must abide by the following work ethic code:

- The employee commits to providing a quality service and to respond to demands addressed to the SSMU.
- The employee accepts avoiding actions that lead to prejudice to interests, image and reputation of the SSMU members or customers.
- At all stages of a project, the employee commits to remitting all documents, reports, notes, electronic files or any other documentation produced in accomplishing a project, becoming the exclusive property of the SSMU.

27. Intellectual Property

All SSMU employees give all rights that s/he has, will have or could have on processes, research, work of art, inventions, discovery, development, improvement, IT programs, drawings, documents or other materials that can be subject to intellectual property rights created during the course of the employment for the SSMU.

28. Personal Appearance and Hygiene

Regular and casual staff members must be conscious about the personal image projected to members, customers and suppliers. A dress code appropriate to your function is required. Any excess must be avoided.

This internal policy is required because members, visitors, customers, suppliers visit the SSMU office and the SSMU building recurrently.

29. Cleaning of Work Spaces, Resting Spaces and Maintenance of Equipment

The SSMU work spaces, resting spaces and maintenance of equipment are reflected by cleanliness and daily maintenance. Everyone is responsible for ensuring cleanliness and maintenance by respecting appropriate cleaning measures.

The immediate supervisor holds the authority in taking appropriate measures to immediately correct a situation affecting a space's security or cleanliness, by an employee.

30. Use of Telephone and Cell Phone

Telephone use must be primarily for work.

If a call must be placed for personal reasons, the call must be brief and discrete. Long distance calls for personal use are prohibited.



SSMU EMPLOYEE MANUAL –CASUAL STAFF

Those measures are required to ensure members and customers demands are adequately responded to.

To maintain a professional service and to lower distractions, cell phones must be on vibration mode when coming in to work.

31. Use of the IT System, Internet and Emails

The use of internet and emails during working hours is limited to working purposes. The use of video games is not tolerated during working hours.

The employee must receive the approval of the immediate supervisor to install software on any work computers.

32. Purchasing Items

All office supplies purchases must go through the Front Desk by filling a request for office supply. Purchases can be made by employees following the approval of a purchase order. A minimum of two (2) quotations are required to be submitted with a purchase order over five hundred dollars (\$500.00).

33. Non Solicitation

Any form of solicitation activities directed towards staff members is prohibited, unless a request is submitted to the Executive Committee for approval and the approval is communicated to all staff members.

34. Smoking Breaks

SSMU doesn't offer breaks, but regular staff wishing to take smoking breaks shall do so no longer than 10 minutes four (4) times a day, and shall make up the time for it at the end of the day.

35. Alcohol and Drugs

Any employee under the influence of alcohol or drugs will be refused the access to the SSMU Office and building and disciplinary measures will be imposed.

Staff members required to take any medication impairing awareness must inform their immediate supervisor.



SSMU EMPLOYEE MANUAL –CASUAL STAFF

36. Meetings

Meetings can be called for various reasons. For keeping a level of professionalism and efficiency in meetings, the following responsibilities are asked to all staff members.

Unless otherwise determined by the immediate supervisor, the employee calling a meeting is responsible for:

- Determining the location of the meeting;
- Determining the duration of the meeting;
- Determining attendees;
- Communicating the meeting agenda;
- Rescheduling the meeting, if necessary;
- Communicating action items to attendees after the meeting.

Unless otherwise determined by the immediate supervisor, attendees are responsible for:

- Confirming their presence;
- Proposing a better time, if unavailable;
- Preparing themselves in advance for the meeting;
- Being on time at the meeting;
- Advising the meeting organizer in advance, if impossible to be present;
- Acting upon items once those are approved by the immediate supervisor.

37. Workplan Meetings

Workplan meetings are held required and called by the immediate supervisor. Workplan meetings enable the employee and the immediate supervisor to discuss ongoing projects, progress, difficulties and to share and develop ideas.

38. Contact Person

The contact person for questions on the Employee Manual:

Marie-Elaine Reid, CRHA / Human Resources Advisor
Telephone: 514-398-8036
Email: hr@ssmu.mcgill.ca



SSMU EMPLOYEE MANUAL –CASUAL STAFF

39. Employee Manual – Receipt

First Name: _____

Last Name: _____

Position: _____

I (please print) _____, hereby declare that I have received, read and understood, the Students' Society of McGill University's Employee Manual.

Employee's Signature : _____

Date : _____

Employee Manual Submitted by: _____

Date: _____