



# HUMAN RESOURCES POLICY

Adopted by Legislative Council: 2016/04/07

Expires: 2021/01/01

[Adopted Motion \(Link\)](#)

## 1. Background

This policy aims to ensure that the human resources practices of the Society are well documented, accessible, and conducive to a productive and healthy work environment.

## 2. Scope

This policy shall apply to all remunerated staff of the Society.

## 3. Definitions

The following terms used in this policy shall have the same definitions as in the Constitution.

- (a) **“Board of Directors”**
- (b) **“Executive Committee”**
- (c) **“General Manager”**
- (d) **“Legislative Council”**
- (e) **“Member”**
- (f) **“Officer”**

The following definitions shall apply to this policy:

- (g) **“Commissioner”** shall refer to a Student Staff member who coordinates a committee of Legislative Council or of the Board of Directors;
- (h) **“Guides”** shall refer to comprehensive documents detailing pertinent information related to projects, events and routine administrative functions within each portfolio;
- (i) **“Human Resources Department”** shall refer to the department of the Society consisting of the General Manager, the Vice-President (Finance), and any Permanent Staff and Student Staff whose primary areas of responsibility include human resources;
- (j) **“Permanent Staff”** shall refer to full-time or part-time staff of the Society who are employed for an indefinite term with contracts that do not have an end date;



- (k) **“Staff”** shall include both Permanent Staff and Student Staff;
- (l) **“Student Staff”** shall refer to casual staff of the Society, who have employment contracts that specify specific end dates;
- (m) and **“Supervisor”** shall refer to Officers and staff members of the Society who are the direct supervisors of other staff members. Supervisors are not necessarily Managers.

## 4. Recruitment

**4.1. Hiring of student staff.** Each Supervisor shall be responsible for the hiring of the Student Staff in their portfolio. All hirings of Student Staff must be approved by the Executive Committee and reported to the Board of Directors.

### 4.2. Hiring of permanent staff.

Each Supervisor shall be responsible for the hiring of the Permanent Staff that they supervise. All hirings of Permanent Staff must be approved by the Executive Committee and the Board of Directors.

**4.1. Affiliation disclosure.** When presented to the Executive Committee for ratification and reported to the Board of Directors, all hirings for approval shall be accompanied by disclosures of any affiliation that the hiring Supervisor has with the Student Staff being considered for hire.

**4.2 Advertisement.** In February of each year, the human resources department of the SSMU shall advertise the application process for Student Staff positions.

**4.3. Employment Equity.** The Offices of the Vice-President (Finance) and Vice-President (University Affairs), in conjunction with the Human Resources Department shall be responsible for the creation, implementation and annual review of procedures surrounding employment equity. These procedures shall, at minimum, satisfy legal standards for employment equity.

**4.4. Notification of status.** All applicants to remunerated positions within the SSMU shall be notified of the status of their candidacy as soon as said information is available to the Human Resources Department, within reasonable constraints. All efforts shall be made to inform candidates of their status in a timely fashion.

**4.5. Interview feedback.** Interviewed candidates shall be informed of the opportunity to receive feedback regarding their interviews. This feedback shall be issued through the Human Resources Department.

## 5. Job descriptions

**5.1. Student staff job descriptions.** The Supervisor for each position shall be responsible for the maintenance of the job descriptions for the Student Staff that they supervise. All changes to job



descriptions of Student Staff must be approved by the Executive Committee. All Student Staff job descriptions shall be considered public and made available to all inquiring Members.

**5.2. Permanent staff job descriptions.** The Executive Committee and the General manager shall be responsible for the maintenance job descriptions of all Permanent Staff. All changes to job descriptions of Permanent Staff must be approved by the Executive Committee and the Board of Directors. All Permanent Staff job descriptions shall be considered public and made available to all inquiring Members.

## 6. Institutional memory

**6.1. Employment contracts.** Copies of all employment contracts and employee-related documentation must be filed with the Office of the General Manager for archiving.

**6.2. Archives of supervisors.** It is the responsibility of all Supervisors to provide organized electronic and paper files to their successor.

**6.3. Exit report.** It is the responsibility of all Supervisors to ensure that exit reports from outgoing Student Staff are transmitted to the incoming Student Staff within their portfolio.

**6.4. Guides.** All Supervisors shall develop and/or update Guides specific to both routine and one-time projects and processes within their portfolio, as is feasible and relevant to their portfolio. These shall be separate from the Supervisors' exit reports and shall include, but not be limited to, reports on events, reports on large-scale projects, and details regarding routine administrative processes.

- (a) It shall be the joint responsibility of the Office of the Vice-President (Finance) and the Office of the President to distribute templates which Supervisors can use for this purpose.

## 7. Training

**7.1. Documents.** It shall be the responsibility of the Human Resources Department to maintain the following documents:

- (a) the Student Staff Integration Guide;
- (b) the Student Staff Orientation Guide; and
- (c) the Student Staff Training Checklist.

**7.2. Orientation.** It shall be the responsibility of each Supervisor, with the support of the Human Resources Department, to ensure that all Student Staff receive sufficient orientation in their position in order to fulfill their roles to the best of their abilities. This orientation shall include, but not be limited to:

- (a) annually distributing the Student Staff Orientation Guide to all Student Staff in advance of the academic year;



- (b) providing Student Staff with the Student Staff Training Checklist; and
- (c) providing Student Staff with an orientation to the SSMU office and introducing them to the Permanent Staff.

**7.3. Additional training.** Each Manager shall ensure that the Student Staff under their supervision are informed that requests for additional training may be made at any point during the year, within reasonable time constraints and financial constraints.

**7.4. Integration.** Each Manager shall consult the Human Resources Department and the Student Staff Integration Guide when a Student Staff is hired outside of the regular recruitment period.

**7.5. Mandatory trainings.** All Supervisors shall attend a training on Mental Health and Equity prior to commencing supervision of any Staff. This training will be arranged through the Offices of the Vice-President (Student Life) and Vice-President (University Affairs), in conjunction with the Human Resources Department, and will serve to ensure that the SSMU is a mental health-positive and equitable workplace.

## 8. Commissioners

**8.1. Reporting.** Commissioners must report at least once per semester to either the Legislative Council or the Board of Directors, depending on the nature of their work.

**8.2. Vacancy.** The Board of Directors or Legislative Council, depending on the nature of the position, shall be notified in the event that a Commissioner position is vacant.

## 9. Compensation

**9.1. Pay scale.** The Executive Committee shall set and adjust the annual pay scale for Student Staff, maintained by the Human Resources Department of the Society. The scale, including the range of rates and the method for determining each pay rate, shall be public and made available to any inquiring Members however the individual pay rates for each position shall be considered confidential to the Board of Directors.

## 10. Conflicts

**10.1. Conflict.** All Staff may consult the Human Resources Department in the event that they have a conflict or issue with their Supervisor.

**10.2. Complaints.** All Staff may file an official complaint with the Human Resources Department in the event that a conflict or issue cannot be resolved informally. Such complaints will be handled jointly by



the General Manager and the Vice-President (Finance), who may also involve the President and any other staff that they feel are relevant.

## 11. Employee manual

**11.1. General.** There shall exist an Employee Manual which shall contain internal information and procedures regarding recruitment, office rules, probationary periods, training, attendance, holidays and personal days, compensation, benefits, and other policies as are relevant to the Society's staff;

**11.2 Scope.** The Employee Manual shall apply to all Staff. The Employee Manual shall be considered public and made available to all inquiring Members

**11.3 Maintenance.** It shall be the responsibility of the Human Resources Department to keep the Employee Manual updated and to propose amendments to it as necessary.

## 12. Amendment

**12.1** Any amendments to the Employee Manual shall require the approval of the Executive Committee and shall be reported to the Board of Directors