



# 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. It is a policy administered by the Board of Directors through its Human Resources Committee and through the Human Resources Department, as defined below.

## 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 the Legislative Council or of the Board of Directors;
- (h) “**Director-level**” shall refer to Supervisors who report directly to the General Manager and/or the Board of Directors. Officers and the General Manager are to be considered Director-level.
- (i) “**Guides**” shall refer to comprehensive documents detailing pertinent information related to projects, events and routine administrative functions within each portfolio;



- (j) **“Human Resources Committee”** shall refer to the committee duly established in the Internal Regulations of the Committee Terms of Reference Book;
- (k) **“Human Resources Department”** shall refer to the department of the Society consisting of the Human Resources Manager, the Anti-Violence Coordinators, and any other Permanent Staff and Student Staff whose primary areas of responsibility include human resources;
- (l) **“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;
- (m) **“Staff”** shall include both Permanent Staff and Student Staff;
- (n) **“Student Staff”** shall refer to casual staff of the Society, who have employment contracts that specify specific end dates;
- (o) and **“Supervisor”** shall refer to Officers and Permanent Staff of the Society who are directly or indirectly responsible for the performance of other staff members. Supervisors are not necessarily Director-level Staff.

## 4. Hiring Process

**4.1. General.** Each Supervisor shall be responsible for the hiring of the Staff that they supervise. In February of each year, the Human Resources department of the Society shall advertise the available Student Staff positions to the Members. All hirings must be approved by the Executive Committee and ratified by the Board of Directors.

**4.2. Affiliation disclosure.** When presented to the Executive Committee 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 Staff being considered for hire, submitted verbally or in writing.

**4.3. Employment Equity.** The Human Resources Committee shall be responsible for the creation, implementation and end-of-year 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 of the Society 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

All substantive 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.

All substantive changes to the job descriptions of Permanent Staff must be made in consultation with the position's Supervisor, the General Manager, and the Human Resources Committee, and then subsequently approved by 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, including job descriptions, must be filed with the Office of the Human Resources Manager for archiving.

**6.2. Archives of Supervisors.** It is the responsibility of all Supervisors to provide organized electronic and paper files to their successors, along with a detailed exit report outlining the major events of their tenure and advice in navigating key areas of responsibility in their role. Exit reports shall also be created for projects and events under the responsibility of the Supervisor. All exit reports shall be considered confidential.

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.

**6.2.1 Guides.** All Supervisors shall develop and maintain Guides on routine projects and processes within their portfolio, where applicable. 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.

It shall be the responsibility of the Office of the General Manager 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 distribute the following documents to new Student Staff:



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

New Permanent Staff and Officers will receive:

- (a) the Employee Manual;
- (b) the position's Training checklist; and
- (c) the two (2) most recent exit reports for their position, where applicable.

Newly-elected Officers will receive:

- (a) the two (2) most recent exit reports for their position; and
- (b) the Employee Manual.

7.1.1. International students serving as Officers will also receive a guide on the suggested steps to take in order to avoid violating their study visa as part-time students.

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) going over documents distributed by the Human Resources department with incoming Staff in advance of the academic year;
- (b) providing Student Staff with an orientation to the SSMU office and introducing them to the Permanent Staff.

7.3. **Additional training.** Each Supervisor shall ensure that the 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.** Supervisors 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.** During orientation, all Supervisors shall attend a training on Mental Health, Gendered and Sexual Violence, and Equity prior to commencing supervision of any Staff. This training will be arranged through the Office of the President, in conjunction with the Human Resources Department, and will serve to ensure that the SSMU is a mental health-positive and equitable workplace free from oppression and violence.



## 8. Reporting

New and renewed job descriptions will include the requirement to regularly report to the relevant Supervisor regarding the status of work-related projects and activities with a frequency as negotiated with the Supervisor.

8.1. 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. These reports may be submitted either verbally or in writing.

8.2. In addition to reporting to the General Manager of the Society, Director-level Staff must report at least once per quarter to the Board of Directors. Director-level Staff have the option of reporting as a bloc.

## 9. Vacancy

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

9.2. **Filing vacancies.** In general, a new Commissioner or Supervisor will be hired or elected as the case may be. Notwithstanding this, the body to which that position reports reserves the right to halt the hiring process, for reasons including, but not limited to, the obsolescence of the position or the lateness of the academic year.

## 10. Compensation

10.1. **Pay scale.** The Human Resources 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 made available to any inquiring Members however the individual pay rates for each position shall be considered confidential to the Board of Directors.

## 11. Conflicts

11.1. **General.** All Staff may consult the Human Resources Department in the event that they have a conflict or issue with their Supervisor or another coworker.



**11.2. 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 by the Human Resources Manager, and, depending on the nature of the complaint, the Equity Commissioners or Anti-Violence Coordinators, who may also involve the President and any other staff on a case-by-case basis. Both parties to the conflict will be notified as to the outcome of the mediation, along with any sanctions imposed, as soon as this information becomes available.

**11.3.** When the complaint involves Supervisors, the Human Resources Manager shall report cases and outcomes to the Human Resources Committee.

## 12. Employee manual

**12.1. General.** To support the Student Staff and Permanent Staff, 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;

**12.2. Scope.** The Employee Manual shall apply to all Student Staff and Permanent Staff. The Employee Manual shall be considered public and made available to all inquiring Members, and an up-to-date digital copy shall be made available on the Society's website.

**12.3. Maintenance.** It shall be the responsibility of the Human Resources Committee to keep the Employee Manual updated and to propose amendments to it as necessary, and at least once annually as a part of this Policy's review cycle.

**12.4. Amendment.** Any amendments to the Employee Manual shall require the Board of Directors. The Human Resources Committee shall, during the Winter Semester, propose amendments to this Policy when appropriate.