

## Students' Union of St. Thomas University, Inc. Policy Manual

### OP3 - Human Resources

#### Part I – Hiring

S.1. The St. Thomas University Students' Union Human Resources Policy has been developed to ensure that the Students' Union fills vacancies for its' various employed positions in a fair and equitable manner, and in a manner which will select the most suitable candidates.

S.2. The Human Resources Committee shall be responsible for the enforcement of this Policy.

S.3. The St. Thomas University Students' Union firmly believes in the principle of employment equity, and as such shall conduct its human resource practices without discrimination on the basis of race, religion, colour, gender, sexual orientation, physical disability, mental disability, ancestry, place of origin, age, marital status or family status.

S.4. The Human Resources Committee shall be responsible for ensuring that human resources practices conform to applicable legislation and personnel policies.

S.5. All vacancies shall be clearly and effectively advertised to the Members of the Students' Union, by means of posters, internet notices, or any other prudent measures.

S.6. In the case of a conflict of interest between a member of the Committee and an applicant, the Committee Member shall recuse themselves from the discussion on the applicant's candidacy.

S.7. Barring objection from a member of the committee, the chair of Human Resources Committee may invite other persons to be present at meetings of the committee or any interview conducted by the committee.

S.8. The Human Resources Committee shall cause a description of the duties and responsibilities of the vacant position to be made available to all individuals applying.

S.9. The Human Resources Committee shall cause the statement "*The St. Thomas University Students Union is committed to the principle of employment equity*" to appear on all advertisements.

S.10. All vacancies shall be advertised for at least one (1) week.

S.11. The Human Resources Committee shall not extend an offer of employment to any individual without first conducting a thorough employment interview.

S.12. The Human Resources Committee shall contact at least one (1) reference per applicant prior to making any offer of employment.

S.13. The Human Resources Committee shall contact all applicants for a given position to notify them of the decision of the Committee, whether they are successful or unsuccessful in their application.

S.14. Applicants must be Students of St. Thomas University and Members of the Students' Union in order for their application for employment with the Students' Union to be deemed eligible.

## **Part II – Employees of the Students' Union**

S.1. The General Manager shall be supervised by the President of the Students' Union and shall:

- (a) Schedule meetings for Members of the SRC upon request;
- (b) maintain the Main Office of the Students' Union from 9:00am to 5:00pm on days of business;
- (c) answer telephones and receive messages;
- (d) distribute mail daily;
- (e) carry out special assignments and research as may be directed by the SRC;
- (f) maintain a filing system in the Main Office, accessible and understandable to the SRC;
- (g) in coordination with the President, provide information on the Students' Union to the Members and the public, and refer inquires to the appropriate Students' Union office immediately;
- (h) ensure that all Students' Union offices have adequate office

supplies;

(i) provide a weekly, written report to the SEC on all undertakings;

(j) complete daily time sheets to record hours worked and submit them to the President;

(k) attend meetings of the SEC when held during regular business hours;

(l) perform all internal bookkeeping;

(m) provide the Auditor with any and all necessary documents for the completion of the audit;

(n) be a signing officer for the Students' Union;

(o) in coordination with the Vice President Administration, administer the payroll for employees of the Students' Union;

(p) maintain a record of purchase orders, cheque requisitions and invoices;

(q) perform banking as required;

(r) be a member of the Finance Committee, Human Resources Committee and the Emergency Bursaries Committee;

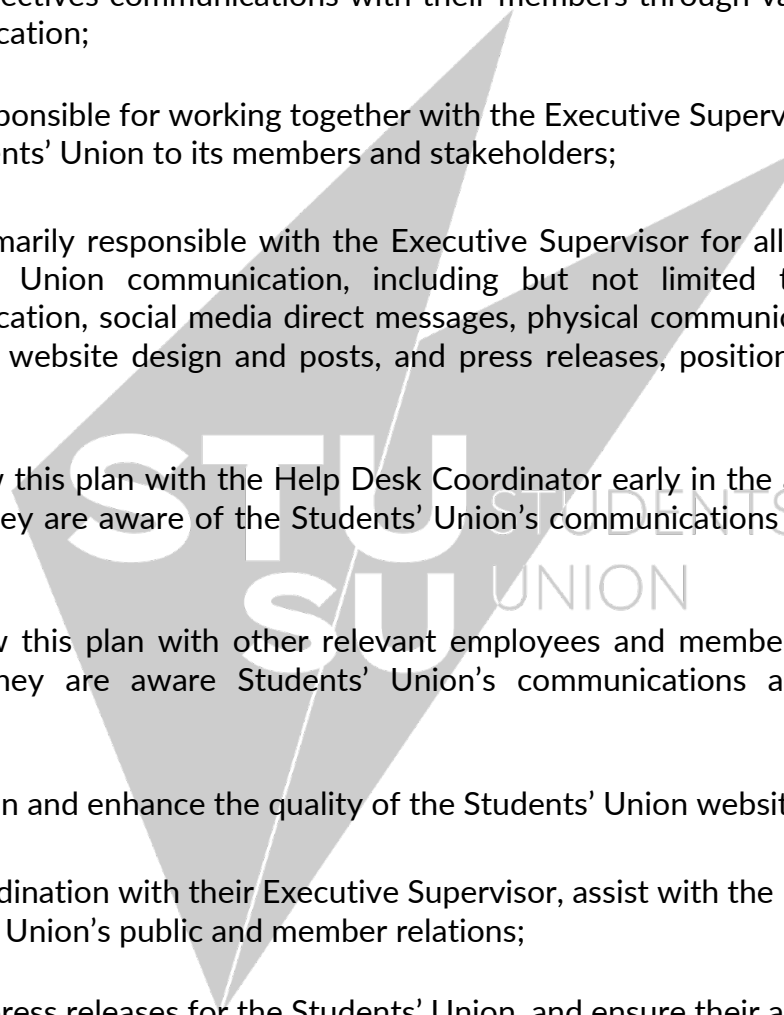
(s) train Members of the SRC and employees on the proper use of Students' Union equipment;

(t) be a resource person for the Members of SRC and SEC upon their taking of office;

(u) provide a monthly, written report to the President and Vice President Administration regarding all financial dealings of the Students' Union; and

(v) attend at least one (1) regular meeting of the SRC per month.

S.2. The Director of Communications shall be supervised by the Executive Supervisor, as determined by the SEC and shall:

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- (a) review the Communications Plan annually with their Executive Supervisor and make any necessary changes;
- (b) review the Students' Union Branding Guide annually;
- (c) report to their Executive Supervisor on a weekly basis;
- (d) work in coordination with their Executive Supervisor to ensure the Students' Union effective communications with their members through various vehicles of communication;
- (e) be responsible for working together with the Executive Supervisor to market the Students' Union to its members and stakeholders;
- (f) be primarily responsible with the Executive Supervisor for all forms of official Students' Union communication, including but not limited to: social media communication, social media direct messages, physical communications materials, branding, website design and posts, and press releases, position statements and more;
- (g) review this plan with the Help Desk Coordinator early in the academic year to ensure they are aware of the Students' Union's communications and social media practices;
- (h) review this plan with other relevant employees and members of the SRC to ensure they are aware Students' Union's communications and social media practices;
- (i) maintain and enhance the quality of the Students' Union website;
- (j) in coordination with their Executive Supervisor, assist with the Students' Union's public and member relations;
- (k) draft press releases for the Students' Union, and ensure their approval by their Executive Supervisor and the President before release;
- (l) ensure that Students' Union events, activities and initiatives are publicized within the St. Thomas University community;
- (m) advise the Executive Supervisor and SEC on responses to media inquiries, when required;

- (n) enforce the Students' Union's Branding Guide, in coordination with the Executive Supervisor;
- (o) design and distribute Physical Communications Materials as required and by the process set out in the Communications Plan;
- (p) Chair, or designate a Chair of, the Member Relations Committee;
- (q) Co-Chair the Communications Committee with their Executive Supervisor;
- (r) assume any other responsibilities set out in the Communications Plan; and
- (s) maintain no less than fifteen (15) office hours per week.

S.3. The Welcome Week Chair shall be supervised by the President of the Students' Union and shall:

- (a) be responsible for ensuring that new students of St. Thomas University and Members of the Students' Union are properly introduced to the community;
- (b) be responsible for fundraising the required funding for Welcome Week;
- (c) organize alcohol-free activities for Welcome Week;
- (d) recruit and coordinate Welcome Week volunteers;
- (e) be a member of the Welcome Week Committee at St. Thomas University;
- (f) be a member of any committee regarding new student orientation at the City of Fredericton;
- (g) report weekly to the President;
- (h) draft and release letters to the new students of St. Thomas University at least two (2) times during the summer months;
- (i) work closely with the Head Welcome Week Leaders of the Residences and Off-Campus; and
- (j) report on Welcome Week to the SRC by the end of September.

S.4. The Chief Returning Officer shall be supervised by the Vice President Administration and shall:

- (a) oversee elections of the Students' Union in accordance with the By-laws;
- (b) act as a liaison with the third party online voting company, selected by the SRC, as necessary;
- (c) in cooperation with the Director of Communications, publicize elections;
- (d) upon request, present a report to the Vice President Administration on the outcome and procedures of elections within three (3) weeks of the day of voting;
- (e) recruit poll workers and returning officers as necessary, maintain records of their hours worked and submit such records to the Vice President Administration within three (3) weeks of the day of voting;
- (f) attend all regular and special meetings of the SRC; and
- (g) be the Deputy Chair of the SRC in the absence, inability, or refusal to act of the Chair.

S.5. The Recording Secretary shall be supervised by the Vice President Administration and shall:

- (a) record minutes of all regular and special meetings of the SRC;
- (b) attend all regular and special meetings of the SRC;
- (c) distribute the minutes to all members of the SRC within seventy-two (72) hours of the meeting for approval;
- (d) upon approval, make available to the Members the minutes; and
- (e) assist the Chairman in the efficient administration of meetings of the SRC.

S.6. The Chair of the Students' Representative Council shall be supervised by the Vice President Administration and shall:

- (a) chair all regular and special meetings of the SRC;
- (b) attend all regular and special meetings of the SRC;
- (c) assure that all meetings of the SRC are in accordance with the Constitution, By-laws, Policy Manual and Robert's Rules of Order;
- (d) express no personal opinion or bias on matters before the SRC; and
- (e) be the Chief Appeal Officer of the Union.

S.7. If hired, the Student Advocate shall be supervised by the Vice President Student Life and shall:

- (a) ensure that Members of the Students' Union are properly informed and assisted with problems and issues they may have, and ensure that students are aware of their rights and procedures;
- (b) express no personal opinion or bias on matters arising in the course of their employment;
- (c) report monthly to the Vice President Student Life;
- (d) maintain thorough records of all cases and issues dealt with in a confidential manner;
- (e) assist Members of the Students' Union with appeals of student loans;
- (f) assist Members of the Students' Union with academic appeals and committee procedures;
- (g) assist Members of the Students' Union with tenancy and landlord issues, and liaise with the Residential Tenancies Tribunal;
- (h) assist Members of the Students' Union in contacting University officials on student grievances;
- (i) assist Members of the Students' Union in alleviating harassment from collection agencies;

- (j) assist Members of the Students' Union ending procedural issues with governments;
- (k) assist Members of the Students' Union in complaints against businesses and enterprises;
- (l) contact government officials and civil servants, and University officials who may assist with complaints;
- (m) assist Members of the Students' Union in engaging the services of the Students' Union's legal counsel;
- (n) submit written reports to the SRC at least once per month detailing activities undertaken; and
- (o) maintain no less than ten (10) office hours per week.

S.8. If hired, the Emergency Bursaries Coordinator shall be supervised by the Vice President Student Life and shall:

- (a) be the Chair of the Emergency Bursaries Committee;
- (b) review and update the Emergency Bursary application form to ensure maximum ease and efficiency of the application process;
- (c) be responsible for receiving and evaluating all Emergency Bursary applications;
- (d) hold an interview with each applicant to determine legitimacy of request;
- (e) make recommendations on applications to the Emergency Bursaries Committee; and
- (f) maintain no less than ten (10) office hours per week.

S.9. The Activities Coordinator shall be supervised by the Vice President Student Life and shall:

- (a) be responsible for the coordination and general management of all social activities, including organization, bookings, space and license applications, set-up, good conduct, and take-down and clean-up of all activities;



(b) cooperate with all individuals responsible for fundraising activities;

(c) be Chair of the Activities and Events Committee;

(d) organize and execute one (1) activity per month during the Fall and Winter Academic Semesters; and

(e) maintain no less than ten (10) office hours per week.

S.10. If hired, the Yearbook Editor shall be supervised by the Vice President Student Life and shall:

(a) compile and edit the *Aquinas* Yearbook, including photography, write-ups, design, layout, advertising, cover and end sheets, and the meeting of all deadlines;

(b) be responsible for the sale of yearbooks, including pre-ordering and arranging for the sale of the entire supply of yearbooks;

(c) be Chair of the Yearbook Committee;

(d) meet with representatives of the yearbook's publishing company to facilitate the progress of the yearbook;

(e) update the SRC frequently on the progress of the yearbook; and

(f) maintain no less than ten (10) offices hours per week.

S.11. The Help Desk Manager shall be supervised by the Vice President Student Life and shall:

(a) be responsible for the coordination of the Help Desk in Sir James Dunn Hall, its operations and the recruitment and management of volunteer staff;

(b) ensure that the Help Desk is open weekdays during regular business hours;

(c) advise the Vice President Student Life and the General Manager on the requirements of the Help Desk, including equipment, supplies, and inform the Vice President Administration on the finances of the Help Desk;

(d) operate any services as required by the SRC; and

(e) maintain no less than ten (10) office hours per week.

### **Part III – Termination of Employment and Dismissal**

S.1. In the event that an employee of the Union is not fulfilling their duties, the following actions shall be undertaken:

(a) As stated in the Collective Agreement, the Students' Union recognizes the principle of progressive discipline. The Students' Union recognizes that, prior to imposing discipline, an employee shall be given every reasonable opportunity to correct a situation where there has been a complaint.

(b) In order of severity, the types of disciplinary action to be considered in a progressive manner shall be:

i. The employee's supervisor, and the Vice President Administration, shall give to the employee at least one (1) written warning, in a standard form prescribed by the Human Resources Committee.

ii. As the second stage of disciplinary action, the employee's supervisor, and the Vice President Administration, shall suspend the employee for a set amount of time deemed by the Human Resources Committee.

iii. As the final stage of disciplinary action, the employee's supervisor, and the Vice President Administration, shall discharge the employee.

(c) As per the Collective Agreement, verbal, or written counselling and, or an oral reprimand shall not be considered to be forms of disciplinary action.

(d) The Vice President Administration shall notify the Human Resources Committee of any warnings issued.

(e) The Human Resources Committee shall be charged with determining any further course of action, as outlined above, including the authority to execute a termination of employment and dismissal of the employee.

(f) The Human Resources Committee shall observe all relevant employment standards regulations as set forth by the Province and by Canada, and shall consult with legal counsel before engaging in any termination of employment.

(g) The Vice President Administration shall notify the employee in question of the termination of their employment and dismissal.

(h) The Vice President Administration shall notify the Students' Representative Council as soon as is practicable of the termination of employment and dismissal of an employee.

## Part IV – Code of Conduct

S.1. The Code of Conduct shall ensure that the Students' Representative Council and employees of the Students' Union conduct themselves in a fair, productive, professional, and courteous manner. The Students' Union encourages the values of acceptance, self-determination, individuality, respect, and cooperating in serving the membership of the Union.

S.2. The following persons shall be subject to the Code of Conduct:

- (a) all members of the Students' Representative Council;
- (b) all employees of the Students' Union;
- (c) all members of Committees of the SRC; and
- (d) volunteers of Union activities and services, including, but not limited to, Welcome Week, the Help Desk, and social activities, as determined by the SRC

S.3. The following occasions and places shall fall under the jurisdiction of this Code of Conduct:

- (a) meetings of the SRC;
- (b) meetings of Committees of the SRC;
- (c) activities and events of the Union or funded by the Students' Union;
- (d) conferences and events where members of the SRC or employees of the Union are representatives of the Students' Union;
- (e) any other occasion or place where the business of the Union is the purpose of gathering;

(f) all methods of electronic media;

(g) when an Employee or Representative of the Students' Union interacts with general members of the Students' Union in a way that is required by their position;

(h) when formally or informally meeting with University Staff, Faculty or Government Officials; and

(i) when communicating with media as a representative of the Students' Union.

S.4. The Vice President Administration shall be charged with the enforcement of this Code of Conduct.

S.5. Complaints regarding members of the SRC or employees of the Union shall be addressed to the Vice President Administration.

S.6. Complaints regarding the Vice President Administration shall be addressed to the President.

S.7. The Human Resources Committee shall review all complaints and decide on the proper enforcement of the Code of Conduct, mindful of the status of the individual as a member of the SRC or as an employee of the Union.

S.8. The Vice President Administration shall meet with the subject of the complaint in person and inform them of the complaint in writing. The subject shall be asked to sign, indicating receipt and understanding of the complaint.

S.9. The Human Resources Committee shall prescribe the proper forms to be utilized in enforcing the Code of Conduct.

S.10. Code of Conduct:

(a) all members and employees shall treat each other with respect and dignity;

(b) all members and employees shall be mindful of their remarks concerning other members and employees, or other members and employees' opinions;

(c) all members and employees shall be respectful of others' backgrounds, on the basis of race, religion, culture, disability, gender, age, sexual orientation, and any other category of discrimination;

(d) severe and persistent harassment or discrimination shall be grounds for an immediate notice of motion of removal, in the case of a member of the SRC, or immediate termination of employment and dismissal, in the case of an employee of the Students' Union;

(e) harassment or discrimination to any extent shall be grounds for the imposition of a sanction deemed sufficient by the Human Resources Committee;

(f) no employee or member shall assault a person sexually, threaten another person with sexual assault or commit an act of sexual harassment;

(g) no employee or member shall assault another person, threaten another person with bodily harm or make another person fear bodily harm;

(h) no employee or member shall engage in conduct that threatens or endangers the health or wellbeing of another person;

(i) no employee or member shall unnecessarily create a condition that endangers the well-being, health or safety of another member of the Students' Union;

(j) no employee or member shall encourage, coerce, incite or entice another person into committing an act which would humiliate or demean that person or any other person;

(k) no employee or member shall defame or attempt to defame the character of another member of the SRC as to lower them in the esteem of right-thinking members of society;

(l) no employee or member of the Students' Union shall video or audio record another member without their consent and disseminate such content knowing that it might cause injury or distress;

(m) no employee or member of the Students' Union shall support hostile or harassing behaviour through mediums including but not limited to the use of an electronic device, mail, print media, social media, instant message, and email

(n) no employee or representative shall engage in acts of dishonesty including but not limited to: Knowingly providing false information to any member of the Students' Union, forgery alteration, the misuse of any official Students' Union

documents or information or the impersonation of another member for the purpose of fraud;

(o) no employee or representative shall take action that can be reasonably said to put the reputation of the Students' Union into dispute;

(p) intoxication, whether by alcohol, narcotics, or other substances, shall not be tolerated at non-alcoholic Students' Union events;

(q) Intoxication, as set forth in the above paragraph, shall not be tolerated at meetings of the SRC, and shall be grounds for an immediate notice of motion of removal, in the case of a member of the SRC, or immediate termination of employment and dismissal, in the case of an employee of the Students' Union;

(r) all members of the SRC shall attend each regular and special meeting of the SRC, and each regular and special meeting of the Committees to which they are assigned, unless regrets have been submitted in a fashion acceptable to the Vice President Administration, in the case of the SRC, or the Chair of the Committee, in the case of Committees of the SRC;

(s) all members and employees shall remain mindful of their position and the prominence associated with membership in the SRC or employment by the Union, and shall be mindful of their public image, and shall be encouraged to participate and volunteer beyond their regularly paid or mandated service to the Students' Union; and

(t) this Code of Conduct empowers the Human Resources Committee to conclude that a breach of conduct has occurred when actions are in contradiction to the guiding principles of this policy even if they are not specifically stated in the above sections.

## **Part V - Code of Conduct Sanctions**

S.1. The following sanctions may be imposed upon a person found in violation of this Code of Conduct:

(a) **Warning:** Written notice given to the person informing them that they are violating or have violated the code of conduct and should desist from engaging in such conduct and refrain from engaging in such behavior in the future;

(b) **Conditions:** The individual will be required to meet specific conditions deemed acceptable by the Human Resources Committee in order to keep their position

on the SRC;

(c) Suspension: The individual will be temporarily removed from the SRC for a time deemed acceptable by the Human Resources Committee; and

(d) Removal: The individual will be removed from the SRC following the guidelines established in the By-Laws.

S.2. The Human Resources Committee has the discretion to recommend any of the aforementioned sanctions to the SRC in which there shall be a vote on the matter.

S.3. Employees shall not be subjected to the sanctions under this article, as situation involving disciplinary actions for employees shall be determined by the Collective Agreement.

