

Students' Union of St. Thomas University, Inc.

Policy Manual

a Policy respecting Human Resources

This Policy may be cited as the "Human Resources Policy."

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

S.4. 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.5. 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.6. 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.7. All vacancies shall be advertised for at least one (1) week.

S.8. The Human Resources Committee shall not extend an offer of employment to any individual without first conducting a thorough employment interview.

S.9. The Human Resources Committee shall contact at least one (1) reference per applicant prior to making any offer of employment.

S.10. 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.11. Students of St. Thomas University and Members of the Students' Union shall be given preference in hiring.

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

S.2. The Communications Coordinator shall be supervised by the President of the Students' Union and shall:

- (a) report to the President on a weekly basis;
- (b) maintain and enhance the quality of the Students' Union website;
- (c) publish and circulate the *Tommy Times* as required;
- (d) in coordination with the President, assist with the Students' Union's public and member relations;

- (e) upon request, draft press releases for the Students' Union, and ensure their approval by the SEC before release;
- (f) ensure that Students' Union events, activities and initiatives are publicised within the St. Thomas University community;
- (g) accept media inquires and refer them to the appropriate Students Union office;
- (h) design and distribute promotional materials as required;
- (i) Chair, or designate a Chair of, the Public Relations Committee;
- (j) maintain no less than ten (10) 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) organise 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) in cooperation with the Communications Coordinator, publicise elections;
- (c) present a report to the Vice President Administration on the outcome and procedures of elections within three (3) weeks of the day of voting;
- (d) 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;
- (e) attend all regular and special meetings of the SRC;
- (f) be the Deputy Chairman of the SRC in the absence, inability or refusal to act of the Chairman, as shall be determined by the SRC.

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;
- (e) assist the Chairman in the efficient administration of meetings of the SRC.

S.6. The Chairman 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;
- (e) be the Chief Appeal Officer of the Union.

S.7. 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 Office of the Rentalsman;
- (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) hold at least ten (10) office hours per week;
- (n) assist Members of the Students' Union in engaging the services of the Students' Union's legal counsel; and
- (o) submit written reports to the SRC at least once per month detailing activities undertaken.

S.8. The Social Issues Advocate shall be supervised by the Vice President Student Life and shall:

- (a) work to develop a high sensitivity and awareness of social issues on campus regarding human rights, sexuality, sexual violence, sexual diversity, poverty, and racial discrimination, and shall advocate for these issues and ensure they are not silenced;
- (c) maintain no less than five (5) office hours per week;
- (d) be the official liaison between the Students' Union and the Meal Exchange Programme, and coordinate and execute Trick or Eat, Skip a Meal, and Clear the Shelves.

(e) promote human rights issues on campus by educating and informing students about human rights issues, and planning and executive one (1) fundraising initiative for a charitable issue per academic semester;

(f) organize and execute Sexuality Awareness Week in cooperation with the University;

(g) work with various student groups with a same and similar mandate.

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

(b) maintain no less than five (5) office hours per week;

(c) report no less than once per week to the Vice President Student Life;

(d) in cooperation with Campus Ministry, ensure that the Food Bank meets the needs and best serves Members of the Students' Union and the St. Thomas University community;

(e) maintain the Food Bank and perform general upkeep;

(f) promote awareness of the Food Bank and its services;

(g) recruit and coordinate volunteers to operate the Food Bank;

(h) campaign and fundraise donations for the Food Bank;

(i) promote healthy and affordable eating options; and

(j) work with the Social Issues Advocate during Meal Exchange programs.

S.10. 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 Chairman 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.11. The Sustainability Coordinator shall be supervised by the Vice President Student Life and shall:

(a) be aware of environmental issues on campus, and, through awareness, lead initiatives with other community members to ensure the optimum health of our ecosystems and engage in sustainable development;

(b) ensure the ongoing activities of environmental groups on campus by offering support to their activities and facilitating ongoing communications with the Students' Union;

(c) serve as a member of the President's Advisory Committee on Environmental Policy, conduct research therefore and assist with relevant business;

(d) monitor and recommend sustainable practices on campus;

(e) lobby relevant officials at all levels of government to promote ecological sustainability, and partner with all relevant advocacy groups to that end;

(f) maintain contact with other student organizations and Universities regarding their sustainability initiatives and facilitate cooperation on inter-university initiatives;

(g) promote and manage the campus carpool service; and

(h) maintain no less than five (5) office hours per week.

S.12. 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 Chairman of the Yearbook Committee;
- (d) meeting 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) office hours per week.

S.13. 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.

S.14. The Employment and Training Coordinator shall be supervised by the Vice President Student Life and shall:

- (a) be hired only upon confirmation of external funding of the position and associated expenses;
- (b) be responsible for the coordination of Union efforts to aid students in the attainment and maintenance of employment suitable to their needs, abilities and circumstances;
- (c) maintain ongoing student access to and awareness of current and suitable employment opportunities through at least one (1) public means, including, but not limited to, bulletin boards, campus media, resource centres, etcetera;
- (d) execute at least one (1) job or career fair per academic year;
- (e) locate and/or organize on- and off-campus training opportunities that would benefit students' employability, including, but not limited to: first aid certification, language training, crisis management, resume building, etcetera;
- (f) sit as a member of the University's Committee on Student Employment, and cooperate with University and Community counterparts on matters of student employment;
- (g) collect data on activities in accordance with high standards of reliability and validity, and perform other tasks as deemed necessary by the Vice President Student Life and/or the SRC; and
- (h) maintain no less than five (5) 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) The employee's supervisor, and the Vice President Administration, shall give to the employee at least two (2) written warnings, in a standard form prescribed by the Human Resources Committee.

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

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

(d) 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.

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

(f) 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;

(d) conferences and events where members of the SRC or employees of the Union are representatives of the Students' Union; and

(e) any other occasion or place where the business of the Union is the purpose of gathering.

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 Union.

(e) Intoxication, whether by alcohol, narcotics, or other substances, shall not be tolerated at non-alcoholic Union events.

(f) 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 Union.

(g) 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 Chairman of the Committee, in the case of Committees of the SRC.

(h) All members and employees shall remain mindful that 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 Union.