



MOUNT ALLISON STUDENTS' UNION

HUMAN RESOURCE POLICY MANUAL

OPERATING PROCEDURE X



TABLE OF CONTENTS

CONTENTS

PREAMBLE & DEFINITIONS	3
EMPLOYED POSITIONS	4
JOB DESCRIPTIONS	4
FAIR CONDUCT & EQUAL OPPORTUNITY	15
HIRING PROCEDURE	17
HIRING PANEL COMPOSITION	20
RESIGNATION & TEMPORARY EMPLOYMENT	23
ACCOUNTABILITY	26
REVIEW TERMS OF REFERENCE	26
APPEALS	27
ORIENTATION & EXIT	29
WORK HABIT EXPECTATIONS	30
CONFIDENTIALITY	31
CONFLICTS OF INTEREST	32



PREAMBLE & DEFINITIONS

PURPOSE

The following sections of Operating Procedure X shall constitute the Human Resource Policy of the Mount Allison Students' Union, herein referred to as the MASU. This policy provides a framework to ensure that the MASU's various employed positions are filled in a fair and equitable manner, and that human resource practices are consistent.

This responsibility of maintaining and upholding this Operating Procedure shall rest with the Offices of the Vice-President, Finance and Operations and of the Appoint Chair, in conjunction with the Human Resource Committee.

DEFINITIONS

In this policy,

“Academic Year” — shall refer to the period extending from September to April

“Council” — shall refer to the Council defined in Law II

“Executive” — shall refer to the Executive defined in Law IV

“Hired Executives” — shall refer to those members of the Executive not listed in Law III, namely the Vice-President, Communications and the Vice-President, Finance and Operations

“Member” — shall refer to the Members of the MASU defined in Article II.1 of the Constitution

“Simple Majority” — shall refer to a majority of at least fifty (50%) of voting members of council, plus one (1)

“University” — shall refer to Mount Allison University

EMPLOYED POSITIONS

PURPOSE

The following powers and duties shall be entrusted to the appointed positions of the MASU. These job descriptions shall:

1. Exist for all employment positions of the MASU, outlining the responsibilities associated with the position;
2. Be subject to timely review and amendment by the Human Resource Committee, as outlined in Law VI, subject to approval by Council.
3. Form a metric for the evaluation of employed positions.

JOB DESCRIPTIONS

1. The **Accessibility Affairs Coordinator** shall:
 - a. serve a term of office from the first day of May to the thirtieth day of the following April;
 - b. chair the Accessibility Affairs Committee;
 - c. raise awareness about issues of accessibility at Mount Allison;
 - d. act as liaison between the MASU and the University on matters related to accessibility;
 - e. hold a forum at least once per semester allowing students with disabilities to voice their concerns;
 - f. maintain regular contact with counsellors from the Wellness Centre and the Meighen Centre;
 - g. serve as a student representative on the Senate Committee on Students with Disabilities;
 - h. serve as a student representative on the Facilities Committee;
 - i. ensure the availability of activities for disabled students during Orientation week;
 - j. complete tasks as required by Council and the MASU and assigned by the Vice-President, Campus Life;
 - k. report to the Vice-President, Campus Life on all issues of accessibility at Mount Allison; and
 - l. a final report is required to be submitted to Council.
2. The **Allisonian Editor(s)** shall:
 - a. report to the Vice-President, Communications for the overall production of the yearbook;
 - b. follow the guidelines set down by Council:
 - i. the MASU Executive Committee has the right to evaluate any facet of the yearbook at any time during its production to make sure it coincides with the general overall wishes of the student body;
 - ii. the yearbook should contain content oriented towards memorabilia;
 - iii. all factions of the University community be represented in the yearbook;
 - iv. deadlines should be followed to ensure that the yearbook will be completed and returned to students by the end of October or early November;

EMPLOYED POSITIONS

- v. the final production of the yearbook must be approved by the Executive Committee;
 - c. be familiar with the operations of a yearbook and the photographic process;
 - d. be responsible for co-ordination of sections with other yearbook assistants;
 - e. along with the Vice-President, Finance and Operations and MASU Administrator, ensure the Allisonian is completed on budget and on time;
 - f. the incoming editor(s) will go through a brief training period with the outgoing editor(s). The editor should be available to attend a week-long course at the end of the summer sponsored by the publishing company, if applicable. The editor is required to stay in Sackville over the summer or until the yearbook is finished;
 - g. there is an honorarium with this position; and
 - h. two reports are required to be submitted to the Executive Committee; one report should occur midway through production and a final report upon completion of the yearbook.
3. The **Appointment Chair** shall:
- a. serve a term of office from the first of May to the thirtieth day of the following April;
 - b. report to the Vice-President, Finance and Operations as a neutral member of the Executive on all matters of human resources;
 - c. carry out the hiring, appointment, and recruitment processes for all employed positions of the MASU, including:
 - i. chairing hiring panels,
 - ii. collecting and circulating application materials to appropriate recipients
 - iii. scheduling and conducting interviews, and
 - iv. communicating with the Vice-President, Communications to organize recruitment for employed positions;
 - d. chair the Human Resource Committee, and ensure that human resource documents, including job descriptions and policy, are up-to-date and accurate;
 - e. abide by Operating Procedure X to ensure that hiring practices are consistent, fair, and equitable
 - f. work in conjunction with the Vice-President, Finance and Operations and the MASU Ombudsperson to ensure that human resource-related complaints are handled in accordance to Operating Procedure X
4. The **Bike Co-op Coordinator** shall:
- a. serve a term of office from the first of May to the thirtieth day of the following April;
 - b. be available to work in Sackville to fulfill the duties of the Bike Co-op Coordinator position during the months of May to August;
 - c. oversee the day-to-day operations of Bike Co-op, including but not limited to:
 - i. bicycle repairs and maintenance;
 - ii. ensuring all bicycles are rented and returned with their respective bike lock and helmet;
 - iii. holding members accountable by retaining the damage deposit, and putting it into repair costs, if a member returns a damaged bicycle. This also includes working with the RCMP if a bicycle is not returned at all;
 - iv. taking inventory and recommending the purchase of repair tools and parts as needed;
 - v. organizing and executing community-based events to raise awareness for and attract members to the co-op;



EMPLOYED POSITIONS

- vi. maintaining communication with all stakeholders to ensure rental procedures are being effectively and efficiently followed;
 - d. report to the Vice-President, External Affairs;
 - e. there is an honorarium with this position; and
 - f. a final report is required to be submitted to Council.
5. The **Chief Returning Officer (CRO)** shall:
 - a. serve a term of office from the first of September to the thirtieth of April;
 - b. report to the Vice-President, Finance & Operations as a neutral member of the Executive;
 - c. report to Council
 - d. be responsible for all MASU affiliated elections and referenda;
 - e. oversee the Elections Office;
 - f. be responsible for the advertising of elections and forums in concert with the Vice-President, Communications;
 - g. be responsible for organizing candidate forums before various elections;
 - h. adhere to the MASU election and referendum procedures as outlined in the Bylaws, Operating Procedure V - Elections, and Operating Procedure XII - Referenda; any variance to these Bylaws or Operating Procedures must first be approved by Council;
 - i. be responsible for informing candidates of the election rules and regulations and shall take disciplinary action if these rules are not adhered to as outlined in the Bylaws and Operating Procedure V - Elections;
 - j. waive her/his right to vote in any election called by Council and/or the MASU while serving as CRO;
 - k. ensure the enforcement of Law III and all other election procedures;
 - l. perform such duties as may be assigned by Council and the MASU;
 - m. there is an honorarium with this position; and
 - n. a final report is required to be submitted to Council.
6. The **Deputy Returning Officer (DRO)** shall:
 - a. serve a term of office from the first of September to the thirtieth of April;
 - b. assume the duties of the MASU CRO in the event of their absence or incapacity;
 - c. report to the CRO;
 - d. be responsible for the advertising of elections and forums in concert with the Vice-President, Communications;
 - e. be responsible for organizing candidate forums before various elections in collaboration with the CRO;
 - f. adhere to the MASU election and referendum procedures as outlined in the Bylaws, Operating Procedure V - Elections, and Operating Procedure XII - Referenda; any variance to these Bylaws or Operating Procedures must first be approved by Council;
 - g. waive her/his right to vote in any election called by Council and/or the MASU;
 - h. perform such duties as may be assigned by the CRO, Council and the MASU;
 - i. there is an honorarium with this position; and
 - j. a final report is required to be submitted to Council.
7. The **Community Services Coordinator** shall:
 - a. serve a term of office from the first day of May to the thirtieth day of the following April;



EMPLOYED POSITIONS

- b. sit on the Off-Campus Affairs Committee;
 - c. oversee the recruitment, training and management of a student tutor program for local schools;
 - d. recruit and maintain a volunteer database of students and community members;
 - e. promote the MASU volunteer database to local community organizations and initiatives;
 - f. advertise community events to members of the MASU;
 - g. maintain regular communication with Renaissance Sackville;
 - h. promote local engagement through other projects as directed by Council and the Executive Committee;
 - i. complete tasks as required by SAC and MASU and assigned by the Vice-President, External Affairs;
 - j. report to the Vice-President, External Affairs no less than once per month on community issues in Sackville;
 - k. there is an honorarium with this position; and
 - l. a final report is required to be submitted to Council.
8. The **Entertainment Director** shall:
- a. serve a term of office from the first day of May to the thirtieth day of the following April;
 - b. report to the Vice-President, Campus Life;
 - c. be required to be in constant consultation with the Vice-President, Finance and Operations and the MASU Administrator in terms of organizing and budgeting of MASU sponsored events;
 - d. provide information for entertainment to clubs and societies and special events committees;
 - e. coordinate and organize entertainment functions throughout the entire academic year;
 - f. develop and maintain communications with various booking agents and with other entertainment coordinators in the Maritimes;
 - g. chair the Entertainment Committee;
 - h. negotiate all entertainment arrangements and contracts in consultation with the Vice-President, Finance and Operations and the MASU Administrator;
 - i. be responsible for hosting entertainers;
 - j. market and promote all MASU sponsored entertainment on campus in conjunction with the Vice-President, Communications;
 - k. work closely with the Orientation Chair in booking entertainment and looking after bands during events;
 - l. report to the Vice-President, Campus Life and Vice-President, Finance and Operations on all entertainment events in addition to any other relevant campus events (house events, clubs and societies events, etc.);
 - m. if circumstances permit, the Entertainment Director shall attend the COCA Conference;
 - n. there is an honorarium with this position; and
 - o. a final report is required to be submitted to Council.
9. The **Assistant Entertainment Director** shall:
- a. serve a term of office from the first day of May to the thirtieth day of the following April;
 - b. report to the Entertainment Director;

EMPLOYED POSITIONS

- c. act as Entertainment Director in the absence or incapacity of the Entertainment Director;
 - d. remain in constant contact with the Entertainment Director over the summer;
 - e. assist the Entertainment Director with all aspects of entertainment events, with the exception of bookings;
 - f. be responsible for all promotion and marketing of various MASU and clubs and societies sponsored events;
 - g. be responsible for developing alternative types of entertainment (i.e. movie nights, coffee houses, etc.);
 - h. be in constant communication with the Vice-President, Finance and Operations and the MASU Administrator in terms of budgeting events;
 - i. there is an honorarium with this position; and
 - j. a final report is required to be submitted to Council.
10. The **MASU Judicial Chair** shall:
- a. serve a term of office from the first of September to the thirtieth day of the following April;
 - b. call and chair all meetings of the Judicial Committee;
 - c. keep accurate documents and ensure that an official report is filed with the Office of the Ombudsperson for all judicial matters; and
 - d. a final report is required to be submitted to Council.
11. The **Orientation Chair** shall:
- a. serve a term as designated in their contract with Student Affairs;
 - b. prepare for Orientation Week, in consultation with both Student Affairs and the MASU;
 - c. organize the selection process for Orientation Committee Members. Interview Committee shall consist of the Orientation Chair (Past and Present) and the President or appointee. Recommendations are made to the Director, Student Life before offers are made;
 - d. select Student Guides by March 1st, 2010 in collaboration with the MASU and the Orientation Committee;
 - e. prepare packages for guides by Mid-August;
 - f. prepare the typeset and lay-out of Orientation newsletter in consultation with the Vice-President, Communications and Vice-President, Finance & Operations, who shall oversee the sponsorships in the newsletter;
 - g. ensure that all entertainment events are arranged in conjunction with Council Entertainment Director;
 - h. prepare in collaboration with the MASU Administrator, a detailed budget to be submitted to the Vice-President, Finance and Operations and President by the end of June;
 - i. report, at least once a month, to the Vice-President, Finance and Operations detailing the current budget and expectations for Orientation Week;
 - j. ensure that any contractual agreements be signed & approved by the MASU Administrator and Director, Student Life;
 - k. prepare MASU Orientation Packages;
 - l. be responsible for fundraising;
 - m. carry out other duties assigned by the Director, Student Life, MASU Administrator, and/or MASU Executive;
 - n. there is an honorarium with this position; and

EMPLOYED POSITIONS

- o. a final report is to be submitted to Council no later than the final Council meeting of October.

12. The **Policy, Research and Archiving Officer** shall:

- a. serve a term of office from the first day of May to the thirtieth day of the following April;
- b. report to the President;
- c. develop and analyze key policies and operating procedures as directed by the Executive committee;
- d. develop position papers and lobby documents pertaining to post-secondary issues as directed by the Executive committee;
- e. conduct research to inform existing and expired policies and provide argumentation for their statements;
- f. be versed on current post-secondary education policies and best practices;
- g. be responsible for maintain the MASU archives;
- h. work a minimum five hours per week from September to April, as determined in conjunction with the Executive Committee prior to the beginning of the year;
- i. sit on the Academic Affairs Committee, the External Affairs Committee, and the Campus Life Committee;
- j. perform such duties as may be required by Council or the MASU;
- k. there is an honorarium with this position; and
- l. a final report is required to be submitted to Council.

13. The **Social Justice Coordinator** shall:

- a. serve a term of office from the first of May to the thirtieth day of the following April;
- b. chair the Social Justice Committee;
- c. maintain regular contact with all interested MASU clubs and societies;
- d. act as a liaison between clubs/societies and the MASU, as well as between clubs/societies themselves;
- e. work together with the Sustainability Committee on issues as deemed appropriate;
- f. work together with the Communications committee on issues as deemed appropriate;
- g. report to the Vice-President, External Affairs, no less than twice per month, on the issues of social justice at Mount Allison;
- h. complete tasks as required by Council and the MASU and assigned by the Vice-President, External Affairs;
- i. there is an honorarium with this position; and
- j. a final report is required to be submitted to Council.

14. The **Student International Affairs Coordinator** shall:

- a. serve a term of office from the first of May to the thirtieth day of the following April;
- b. chair the International Affairs Committee;
- c. act as an advocate for international issues concerning the student body;
- d. regularly attend meetings of international student groups and maintain constant communication with the University's International Student Advisor in order to be aware of emerging issues from the International Centre;
- e. seek new ideas and initiatives for increasing the participation of international students in MASU and University initiatives;
- f. complete tasks as required by Council and the MASU and assigned by the Vice-President, Campus Life;



EMPLOYED POSITIONS

- g. report to the Vice-President, Campus Life no less than once per month; and
- h. a final report is required to be submitted to Council.

15. The **Sustainability Coordinator** shall:

- a. serve a term of office from the first of May to the thirtieth day of the following April;
- b. chair the Sustainability Committee and be responsible for administering the Green Investment Fund;
- c. serve as a student representative on the University Environmental Issues Committee;
- d. maintain regular contact with the chair of the University Environmental Issues Committee;
- e. act as a liaison between environmentally geared clubs and societies, first initiated during Orientation;
- f. provide guidance and support to all environmental clubs and societies,
- g. report to the Vice-President, External Affairs no less than once per month on environmental issues at Mount Allison;
- h. complete tasks as required by Council and the MASU and assigned by the Vice-President, External Affairs;
- i. serve as the MASU representative on the Sustainable Sackville Steering Committee (SSSC);
- j. serve as the Mount Allison University representative on the Atlantic Youth Environmental Council (AYEC);
- k. serve as the MASU representative on the Transportation for Tantramar Board of Directors;
- l. there is an honorarium with this position; and
- m. a final report is required to be submitted to Council.

16. The **Summer Office Manager / Shinerama Campaign Chair** shall:

- a. serve a term of office from the first day of May to the thirtieth day of the following April;
- b. assume the duties of the Summer Office Manager for the MASU and be responsible for organizing the MASU's Shinerama fundraiser to take place during Orientation Week;
- c. attend the annual Shinerama National and Regional Conferences;
- d. prepare a budget for the campaign in conjunction with the Vice-President, Finance & Operations and the MASU Administrator;
- e. report to the Vice-President, Finance & Operations and the MASU Administrator to ensure timely and accurate reporting of the campaign total to Cystic Fibrosis Canada, Council, the University community and external sources;
- f. report to the Vice-President, Communications on all campaign materials to ensure the MASU is represented as the campaign organizer;
- g. report to the President on all campaign activities to ensure the MASU is being well represented during the campaign;
- h. be available to work after Convocation in Sackville at the MASU office, fulfilling the duties of Office Manager during the summer months;
- i. prior to the start of the term, coordinate with the MASU office staff to arrange any additional support needed;
- j. perform such duties as may be assigned by the President, Council and the MASU;
- k. work as scheduled by the MASU Administrator;
- l. there is an honorarium with this position; and



EMPLOYED POSITIONS

- m. a final report is required to be submitted to Council.

17. The **MASU Promotions Manager** shall:

- a. report to the Vice-President, Communications;
- b. be responsible for the promotion of MASU events via social media;
- c. be responsible for the promotion of approved Club & Society events via social media;
- d. be responsible for the promotion of approved Residence events via social media;
- e. act as a resource for Clubs & Societies in promoting events;
- f. act as a resource for residences in promoting events;
- g. sit as an ex officio member of the Communications Steering Committee;
- h. there is an honorarium included with this position; and
- i. a final report is to be submitted to the Vice-President, Communications, which will be included in their final report to council.

18. The **MASU Photographer** shall:

- a. report to the Vice-President, Communications;
- b. be responsible for taking photo at all MASU events;
- c. attend all residence events for the purpose of taking photos to be hosted on the MASU Facebook page;
- d. attend approved Club & Society events that have requested a photographer;
- e. sit as an ex officio member of the Communications Steering Committee;
- f. there is an honorarium included with this position; and
- g. a final report is to be submitted to the Vice-President, Communications, which will be included in their final report to council.

19. The **MASU Graphic Designer** shall:

- a. report to the Vice-President, Communications;
- b. have a thorough grasp of basic design software for the purposes of creating digital and print promotional materials;
- c. be responsible for the creation of any and all promotional materials both digital and print.
- d. create digital and print promotional posters and signs for approved Clubs & Society events;
- e. create digital and print promotional posters and signs for approved residence events;
- f. act as a resource for Clubs & Societies in aiding with designing promotional posters and signs;
- g. act as a resource for residence in aiding with designing promotional posters and signs;
- h. sit as an ex officio member of the Communications Steering Committee;
- i. there is an honorarium included with this position; and
- j. a final report is to be submitted to the Vice-President, Communications, which will be included in their final report to council.



FAIR CONDUCT & EQUAL OPPORTUNITY

PURPOSE

Where the MASU strives to be inclusive and provide opportunities for its Members to be involved in its operation, this policy will outline the policies and procedures for the hiring and appointment of individuals with an aim hold these practices to a standard of transparency and fairness.

The MASU shall be an equal opportunity employer. As such, it shall work towards eliminating all barriers for individuals wishing to become involved. The MASU aims to ensure participation may take place without fear of prejudice or discrimination.

Similarly, the MASU strives to provide a work environment that is positive, safe, and conducive to productive endeavours. Violence—as defined by physical harm and the threat thereof, harassment—as defined by any interaction that is both unwelcomed and can be reasonably understood to upset or cause discomfort, and sexual harassment will be treated as serious breaches of professionalism.

HUMAN RESOURCE TERMS OF REFERENCE

1. Recruitment, selection, review, hiring, development, and training of individuals will be executed without bias, including bias based on race, cultural and ethnic heritage, gender, personal identity, political affiliation, religion, faith, creed, physical characteristics, disability, or sexuality.
2. Resources will be available to all agents of the organization so that each individual is able to work in their position to the best of their ability.
3. The competencies and responsibilities of all agents of the organization will be available to any hired, volunteer, or representative positions so that they are aware of the organization's expectations.
4. Any opportunities for development or training provided to agents of the organization will be awarded to individuals based on the benefit of the organization.

VIOLENCE & HARASSMENT

Any instances of violence, harassment, or sexual harassment perpetrated by a staff or representative of the organization are to be reported to the General Manager:

1. A record of the complaint will be kept on file and, depending on the severity of the transgression, the office administrator may launch an investigation into the alleged incident.
2. If appropriate, official warnings will be issued to the individual.
3. If the incident is deemed to be serious enough, or behaviour does not improve after repeated warnings, the Executive Committee will be informed. The Executive Committee will be tasked with taking the appropriate route to investigate the individual's behaviour and, if necessary, seek the dismissal of the individual from their position.



HIRING PROCEDURE

PURPOSE

This procedure will outline processes of recruitment and appointment in which standards of consistency, transparency, and accountability will be enshrined. This procedure concerns the recruitment and appointment of hired Executives, coordinators, and other employed positions.

In addition, the recruitment and appointment procedure for neutral positions of the MASU will be established.

Where the continued operations of the MASU require employees to carry out the duties delegated to them in Section 2 of this Operating Procedure, there will be a hiring panel that will be responsible for organizing and conducting the interviews of applicants to these employed positions.

APPLICATION & RECRUITMENT PROCEDURE

1. Recruitment shall begin with public advertisement of the positions available within the MASU for a minimum period of seven (7) days, during which times application forms will be made available on the MASU website and in the MASU office;
2. The following information shall be collected as application materials, and will be present on the aforementioned application forms in electronic and hard copy:
 - a. The applicant's full name,
 - b. Address, phone number, and email address
 - c. Faculty, year of study,
 - d. The position(s) to which the applicant wishes to apply,
 - e. A description of why the applicant is applying,
 - f. A description of what the applicant can offer to the position, and
 - g. Any supporting documents evidencing the applicant's work history and competencies, including résumés and curricula vitae.
3. The Appointment Chair shall circulate application materials to the appropriate hiring panels within two (2) days of the application deadline date;
4. The Appointment Chair shall confirm the receipt of application materials within two (2) days of the application deadline date. At the discretion of the Appointment Chair, late applications may be accepted for reasons including but not limited to illness or server malfunction.

INTERVIEW PROCEDURE

1. The composition of the hiring panel will pertain to each position being interviewed as outlined in Section 5 of this Operating Procedure, and shall remain the same for all interviews for a particular position.
2. The hiring panel will deliberate upon receipt of application materials:
 - a. All applicants shall be entitled to an interview;
 - b. The preceding clause notwithstanding, an application may not be granted an interview at the discretion of the appropriate hiring panel. Such decisions must be



HIRING PROCEDURE

made with consensus of the panel, and scrutinized by the Vice-President, Finance and Operations and the Appointment Chair.

3. Applicants shall be notified of the status of their application, including the time and location of their interview within one (1) week of the application deadline date by the Appointment Chair;
4. Should applicants wish to retract their application, reschedule their interview, or request accommodations, they shall be permitted to do so up to two (2) days before their interview;
5. Interviews shall be executed in accordance with Section 3 of this policy; and shall be consistent within all contested positions in all matters of:
 - a. Panel member attendance,
 - b. Questioning,
 - c. Additional materials and/or presentations requested of candidates, and
 - d. Notes and comments recorded by members of the panel;
6. The responsibility of scheduling interviews and monitoring their consistency and fairness shall rest with the Appointment Chair;
7. Upon completion of the interview process, deliberations will begin. Only at this point may recorded materials be compared between panel members. When inconsistencies in the attendance of panel members exist, the Appointment Chair shall alert the panel to this fact, in the interest of accounting for unintentional bias;
8. In compliance with Section 12 of this Operating Procedure, conflicts of interest are to be made clear to the panel at the beginning of the hiring process;
9. Such a deliberation process shall take place within three (3) days of the interview periods, and shall last no more than three (3) days;
10. In the event that consensus regarding an appointment recommendation cannot be reached, the hiring panel will vote to eliminate candidates individually until one candidate remains. In the event of a tie or stalemate, the Appointment Chair shall have the final decision;
11. All discussion and materials created and held by the hiring panel are to remain strictly confidential. Panel members found to be in breach of confidentiality shall be dismissed by the Appointment Chair and replaced by a suitable candidate, as approved by remaining panel members;
12. The power to dismiss panel members found to be in breach of any aspect of this Operating Procedure not pertaining to confidentiality rests with the Human Resource Committee. The responsibility for convening the Human Resource Committee rests with the Appointment Chair.

APPOINTMENT PROCEDURE

1. The Appointment Chair shall document the recommendation of each position's hiring panel in the form a brief report. Such a report shall include the merits of the successful candidate(s) regarding their ability to fulfill the duties of the position.
2. The Appointment Chair shall submit the aforementioned reports to the Vice-President, Finance and Operations, who shall present a motion *in camera* to approve each appointment at the next meeting of council. At this meeting of Council,
 - a. The Appointment Chair shall summarize the report, including the result of deliberations and the merits of the recommended applicant;



HIRING PROCEDURE

- b. The appointment will be put to a vote, requiring a simple majority to pass;
3. In the event that an appointment should fail, the appropriate hiring panel shall be informed within two (2) days, and shall reopen the hiring process for the position.
4. The preceding clause notwithstanding, the appropriate hiring panel may choose to submit an alternate recommendation from among the applicants interviewed following the same process as outlined above. Such decisions must be made with consensus of the panel, and scrutinized by the Vice-President, Finance and Operations and the Appointment Chair.



HIRING PANEL COMPOSITION

PURPOSE

To uphold the values and principles of good human resource practices, as outlined in this Operating Procedure, the composition of the hiring panels will depend on the contested positions. These panels shall be comprised of individuals who, through their expertise or previous experience, are able to adequately evaluate the eligibility of a candidate.

The hiring panels outlined below will oversee the hiring of each employed position of the MASU. The Appointment Chair shall preside over each panel.

“Incoming” shall refer to an elected or appointed individual whose term in office starts on the following May 1st.

COMPOSITION

Vice-President, Finance and Operations

- Vice-President, Finance and Operations
- President
- Incoming President
- General Manager

Vice-President, Communications

- Vice-President, Communications
- President
- Incoming President,
- General Manager

Accessibility Affairs Coordinator

- Vice-President, Campus Life
- Incoming Vice-President, Campus Life
- Accessibility Affairs Coordinator

The Allisonian Editors

- Vice-President, Communications
- Incoming Vice-President, Communications
- Vice-President, Finance & Operations
- Incoming Vice-President, Finance & Operations
- Allisonian Editors

Bike Co-op Coordinator

- Vice-President, External
- Incoming Vice-President, External
- Bike Co-op Coordinator

Chief Returning Officer

- Chief Returning Officer



HIRING PANEL COMPOSITION

- Vice-President, Finance & Operations
- Incoming Vice-President, Finance & Operations

Deputy Returning Officer

- Deputy Returning Officer
- Vice-President, Finance & Operations
- Chief Returning Officer
- Incoming Chief Returning Officer

Community Service Coordinator

- Vice-President, External
- Incoming Vice-President, External
- Community Services Coordinator

Entertainment Director

- Vice-President, Campus Life
- Incoming Vice-President, Campus Life
- Entertainment Director
- General Manager

Assistant Entertainment Director

- Vice-President, Campus Life
- Incoming Vice-President, Campus Life
- Entertainment Director
- Assistant Entertainment Director
- General Manager

Judicial Chair

- President
- Incoming President
- Judicial Chair

Orientation Chair

- Incoming President
- Appointed in collaboration with university

Social Justice Coordinator

- Vice-President, External
- Incoming Vice-President, External
- Social Justice Coordinator

Student International Affairs Coordinator

- Vice-President, Campus Life
- Incoming Vice-President, Campus Life
- Student International Affairs Coordinator

Sustainability Coordinator

- Vice-President, External
- Incoming Vice-President, External



HIRING PANEL COMPOSITION

- Sustainability Coordinator

Summer Office Manager/Shine Chair

- President
- Incoming President
- Office Administrator
- General Manager

MASU Promotions Manager

- Vice-President, Communications
- Incoming Vice-President, Communications

MASU Photographer

- Vice-President, Communications
- Incoming Vice-President, Communications

MASU Graphic Designer

- Vice-President, Communications
- Incoming Vice-President, Communications



RESIGNATION & TEMPORARY APPOINTMENT

PURPOSE

The following procedure outlines the procedure by which individuals occupying employed or representative positions shall tender their resignations. This procedure aims to act as a standard of professionalism, minimizing the negative ramifications of vacant positions on the organization.

Two (2) weeks notice shall be considered the minimum period during which notice of resignation may be tendered.

RESIGNATION OF REPRESENTATIVE OFFICERS

1. A formal, written notice of notification shall be tendered to the Chair of Council;
2. At the next meeting of Council, the Chair shall delegate the President, or in the case of the President's resignation, the Vice-President, Finance & Operations, to inform Council of the notice of resignation;
3. If the President, for any reason, chooses to resign from their position, the next member of the Executive Committee responsible, as outlined in Law IV, will become Interim President before arranging a by-election in accordance with Law V.4.d;
4. If the President resigns during the summer the interim period will extend until the earliest possible time to run an election in the fall;
5. If a member of the Executive other than the President, for any reason, chooses to resign from their position, the remaining members of the Executive can appoint an elected member of Council or appoint an interim leader from among Members before arranging a by-election in accordance with Law V.4.d;
6. If a non-Executive, voting member of Council, for any reason, chooses to resign from their position, the Chief Returning Officer shall then proceed to arrange a by-election within fourteen (14) days of notification. This process may be overridden for any elected, non-Executive position with a two-thirds (2/3) majority vote of Council. Until that time the Vice-President, Communications shall represent the constituency in question as a non-voting member;
7. Any appointment to a hired Executive position must be ratified by a two-thirds (2/3) majority vote of Council;

RESIGNATION OF EMPLOYED POSITIONS

1. If an individual holding an employed position, for any reason, chooses to resign from their position, a formal notice of resignation shall be tendered to the Officer to whom the individual reports. The aforementioned Officer shall present the resignation to the Human Resource Committee within a week of receipt;
2. The Human Resource Committee shall convene to determine whether the hiring process for that position shall reopen;
 - a. Should the Committee recommend that the position remain vacant for the remainder of the term, the Committee's deliberations shall be summarized in a Letter of Finding, to be presented by the Vice-President, Finance and Operations on behalf of



RESIGNATION & TEMPORARY APPOINTMENT

the Committee at the next meeting of Council. Should Council fail to ratify a motion to leave vacant the position by a two-thirds (2/3) majority, the hiring process will reopen for the.

TEMPORARY LEAVE

In the event that an individual occupying an employed or representative position requires temporary relief from their duties, they may do so at the discretion of the appropriate body. A formal request shall be tendered following the same process as with resignation.

1. If a MASU non-contract staff person leaves the University for an extended period of time, they will be asked to resign. If said position is absent due to medical or reasons deemed excusable by the Human Resource Committee, and this official plans on returning to the University during the same Academic Year, they will be pardoned for up to two months, or a time agreed upon by the Human Resource Committee;
 - a. Should the Committee decide to extend pardon beyond two months, a brief Letter of Finding shall be presented by the Vice-President, Finance and Operations on behalf of the Committee at the next meeting of Council. Should Council fail to ratify the associated motion by a two-thirds (2/3) majority, the hiring process will reopen for the vacated position;
2. During the time the non-contract staff person is absent, the Executive Committee shall assume/delegate said member's duties, as they feel appropriate;
3. For a member of council, the request for temporary leave shall be tendered to the Chair of Council, who shall either approve or dismiss the request;
 - a. In the event that the Chair grants temporary leave, the Chair shall announce the vacancy at the next meeting of Council, and shall entertain a motion to fill the vacant representative position.
 - i. Should Council fail to ratify this motion by a two-thirds (2/3) majority, the vacant position shall be advertised to Members by the Chair for a minimum of one (1) week, during which written applications shall be accepted by the Chair;
 - ii. Applications will be presented to Council by the Chair, and an *in camera* discussion will take place, followed by a vote by secret ballot. Such a vote will determine which applicant shall fill the vacancy.

CONTRACT STAFF

1. Should an individual occupying a contract staff position wish to resign or to request temporary leave, a notice of resignation or of temporary leave shall be tendered to the Executive Committee, who shall determine the appropriate course of action;
2. The above clause notwithstanding, human resource matters relating to contract staff shall be overseen by the General Manager, who shall report on such matters to the Executive Committee.



ACCOUNTABILITY & REMOVAL OF STAFF

PURPOSE

Where the MASU entrusts its employed positions with certain powers and duties, a standard of accountability and responsibility must be maintained across positions in the interest of the operations of the organization. In the event that an individual fails to execute the duties for which their position is responsible, the following procedure shall attempt to mediate the ramifications of such circumstances.

This procedure recognizes the opportunity for growth that arises from clear communication of expectations and professional, constructive criticism.

HUMAN RESOURCE REVIEW TERMS OF REFERENCE

1. In addition to an informative, in-depth orientation, individuals occupying employed positions are entitled to regular communication with the Offices to which they report about their performance within their position, including constructive criticisms of their work. Similarly, the Officer responsible for a particular employed position is encouraged to regularly review the employed individual's performance, and comment on professional areas where further development would be beneficial.
2. In the event that an individual, herein referred to as the respondent, fails to perform their duties as mandated to them by the above job descriptions and evaluated by the Officer to whom they are responsible, or acts in a manner that would discredit the organization, its policies, or its values,
 - a. The Officer to whom the individual is responsible, herein referred to as the supervising Officer, shall engage in verbal communication with the respondent to outline any claims of negligence or misconduct against the respondent, to determine any underlying cause, and to establish a procedure for responding to the claim;
 - b. In the event that the negligence or misconduct expressed in the aforementioned claim persists, the supervising Officer shall report the circumstances to the Vice-President, Finance and Operations, and shall, in conjunction with the Vice-President, form a written warning to be submitted to the respondent by the supervising Officer;
 - c. The Vice-President, Finance and Operations shall notify the Human Resource Committee of any such warnings issued;
 - i. The above clause notwithstanding, members of the Human Resource Committee shall remove themselves if currently under review;
 - ii. In the event of a claim made against the Vice-President, Finance and Operations, the President shall occupy the Vice-President's role in this procedure;
3. Should the individual against whom the complaint is made fail to respond adequately to two (2) written warnings, the issue of which followed the procedure outlined in the preceding clause,
 - a. The Appointment Chair shall be contacted by the supervising Officer to convene the Human Resource Committee to investigate the matter further;
 - b. The Appointment Chair shall notify the respondent, as well as any witnesses deemed appropriate by the Committee, of the time and place of the Committee meeting, as well as inform the respondent of the complaints made against them;

ACCOUNTABILITY & REMOVAL OF STAFF

- c. At the next meeting, Committee shall hear any witnesses individually, and then shall call the respondent to present an interpretation of the complaints and to present any additional information;
- d. The results of the Committees deliberations shall be reported in a Letter of Finding, to be submitted by the Appointment Chair to the respondent. This letter shall include:
 - i. Any decision to suspend, terminate, withhold honoraria, or submit the respondent to additional training,
 - ii. Information concerning the appeal process outlined in the following subsection of this Operating Procedure;
- e. In the event of termination, the position shall be treated as vacant, to be filled in accordance with Section 6 of this Operating Procedure.

APPEALS

1. The respondent, against whom punitive action was taken, is entitled to appeal the outcome determined by the Human Resource Committee. The respondent has three (3) business days from the time that the Letter of Finding was submitted to write a Letter of Appeal to the MASU Ombudsperson:
 - a. Failure to provide a written Letter of Appeal, or a written letter of grievance shall be considered a serious and a material omission, and grounds for the dismissal of the grievance;
 - b. This letter shall present the respondent's interpretation of the outcome determined by the Human Resource Committee, as well as a proposal for a resolution to the grievance;
2. The Office of the Ombudsperson shall assess the validity of the appeal, and shall, if deemed appropriate, present the Letter of Finding, the Letter of Appeal, and any additional pertinent information gathered during the Ombudsperson's investigation to the Chair of Council:
 - a. The Chair of Council shall entertain *in camera* deliberation to determine the appropriate course of action. During this time, the Ombudsperson is invited to present their findings and materials.

SEVERE MISCONDUCT

1. At the discretion of the supervising Officer, the misconduct of an employed or representative position may be deemed exceptionally severe. In such circumstances, or in instances when expediency is of the highest importance,
 - a. Such decisions must be brought forward immediately to the Executive Committee by the supervising Officer. The Executive Committee shall temporarily assume the power of the Human Resource Committee to dismiss the individual and to reappoint, when appropriate, another individual to ensure the execution of the dismissed individual's position.
 - b. In such instances, the President shall present such a decision for ratification by a two-thirds (2/3) majority at the next meeting Council.
2. The abuse by a supervising Officer or the Executive of this power shall be deemed a serious offence and a breach of professionalism. In the event that Council fails to ratify the



ACCOUNTABILITY & REMOVAL OF STAFF

Officer's decision, the Human Resource Committee shall convene to determine and execute the appropriate corrective action.



ORIENTATION & EXIT

PURPOSE

In order to prepare incoming employed and representative individuals to fulfill the expectations of their positions to the best of their ability, the MASU shall provide resources and training to incoming individuals.

The institutional memory, from which agents of the organization may gain experiential learning and deeper understandings of their roles, relies on the effective transition from outgoing to incoming individuals. In the regard, the following procedure outlines the process by which incoming and outgoing individuals are expected to transition to and from their positions, respectively.

EXIT FROM EMPLOYED AND REPRESENTATIVE POSITIONS

1. Individuals finishing their terms in employed or representative positions will be expected to make the transition for the incoming individual as smooth as reasonably possible. First and foremost, a detailed final report shall be submitted, detailing
 - a. The individual's professional activities while in office,
 - b. An outline of the position,
 - c. Any projects undertaken while in office, and any notable successes and failures, and
 - d. Any passwords, organizational email addresses, and unfinished business;
2. Outgoing individuals occupying employed positions are encouraged to allow their successor to job shadow, or to formally convene with their successor for an in-person discussion about the duties of the position.

ORIENTATION

1. Each incoming employed or representative individual is entitled to an orientation, in which they are expected to participate. Duties and responsibilities will be outlined, as well as any additional expectations.
2. The incoming individual is encouraged to read reports gathered from previous individuals within their position to gain insight into their position and the organization's structure.
3. The incoming individual should attempt gain an understanding, and to request additional information from their supervising Officers.



CONFIDENTIALITY

PURPOSE

As an organization providing services for its members, the MASU collects and maintains confidential information that must be properly used by the staff. As an organization, the MASU also produces internal information that is essential for its continued operations.

By necessity of their position with the MASU, certain staff members will have access to confidential material about both the organization and its members. Individuals who are privy to this information will be held accountable to maintaining confidentiality.

LIABILITY

1. Information falling under protection of the organization include: names, birthdates, and other personal attributes of members, financial documents, contracts, leases, and other legal documentation, information collected during the recruitment process, non public meeting minutes, records on staff and councilors, internal documentation, strategic plans, and unreleased reports or presentations.
2. As the holder of this information, the MASU has legal liability over the release of the information to individuals. Where the disclosure of this information might be detrimental to the continued operations of the organization, the MASU will require confidentiality agreements with individuals who are given access to the information.
3. These agreements will outline what information the individual has access to and the proper procedures to use and handle the information.
4. Breach of confidentiality shall be considered serious misconduct. The Human Resource Committee and any administrative or legal council shall hold an Officer who breaches confidentiality accountable.



CONFLICTS OF INTEREST

PURPOSE

In ensuring the best interests of the organization are being represented, the MASU will require disclosure of all possible conflicts of interest of staff and other representatives.

DEFINITIONS

“Conflict of interest” — shall be defined as any personal interest or obligation to a third party organization which may unduly affect an individual’s ability to make decisions that are objectively in the best interest of the MASU.

“Decision making body” — shall be defined as any body of the organization with the authority to alter policy, governance, or operations of the MASU. This includes Council and its Committees, and the Executive.

TERMS OF REFERENCE FOR REPORTING CONFLICTS OF INTEREST

1. All representative Officers are expected to disclose conflicts of interest to the other members of a decision making body. As long as a conflict of interest is fully disclosed, the individual may participate in discussions, but must waive their right to any votes by abstaining. Individuals may opt to excuse themselves entirely if they feel that it is appropriate. Employed individuals are also expected to disclose conflicts of interest to the Human Resource committee. At the Committee’s discretion, a staff member may be dismissed from a particular duty;
2. In the event of a representative Officer’s disclosure of a conflict of interest to the Human Resource Committee, the Committee shall inform the Chair of Council, who shall, at their discretion,
 - a. Inform Council that the conflict of interest in advance of any discussion pertaining to the third party.