

AUS Work Study Program Information Package

The purpose of this information package is to provide background on the AUS Work Study Program and describe the issue to be discussed at AUS Council on December 2nd: whether or not AUS Executives should be able to receive compensation for the time they spend at Council. The original referendum question that created the AUS Work Study Program and links to further information are included in the appendix.

Background on the AUS Work Study Program

In 2013-2014, AUS put forth in the referendum a question to add AUS Executives to the Work Study program, citing accessibility and diversity of candidates as motivating factors. The 'whereas' clauses of the original motion, without alteration, are below:

“Whereas, AUS Executive Committee positions are a significant volunteer time commitment, and as mostly full-time students, executive members' abilities to complete their mandate as best they can to improve conditions for Arts and Arts & Science students are affected by being full-time students and needing to work if in financial need;

Whereas, one-third of McGill undergraduate students are on government financial aid;

Whereas, in the Winter 2013 elections, four of the seven AUS Executive positions were uncontested;

Whereas, providing financial support to AUS Executives in financial need can increase the diversity and number of students who are able to make the necessary time commitment to serve the members of the AUS;

Whereas, funding for this program would mostly come from the AUS Work Study Program, a fund composed of half of the Arts Student Employment Fund (ASEF), which is matched by McGill University; minimal funding would come from the AUS Operating Budget;

Whereas, funding would be capped at a limited number of hours per week;

Whereas, the AUS has met with the Office of the Deputy Provost (Student Life and Learning) and the Scholarships and Student Aid Office (SSAO) and has received all necessary authorizations to begin this program for the 2014-2015 AUS Executive Committee, pending student approval in a referendum.”

Structure of AUS Work Study Program

AUS Executives Work Study program falls under the general umbrella of the McGill Scholarships and Student Aid Office Work Study program. The eligibility of an AUS Executive to be on the Work Study program is judged independently of their status as an AUS Exec: eligibility is completely based on demonstrated financial need, as determined by the Work Study office at Scholarships and Student Aid Office (SSAO). An Executive cannot be paid if they do not own an SIN number and their pay is subject to all legal restrictions and tax deductions at source.

The AUS VP Finance is responsible for filing a Project Application to the Work Study office. In addition, each Executive on Work Study is responsible for sending a Job Assignment Form to SSAO. The process is very similar to any Work Study job available on campus.

After a few weeks of processing time, SSAO approves the AUS Executive Work Study Program project and allocates a certain number of hours for each semester. The unofficial cap for hours per week amounts to 15-20 a week in the Fall and Winter semesters, and slightly more in the Summer semester. While an Executive can be paid for more than 15-20 hours per week, the net average of hours worked in a week cannot exceed this unofficial cap of 15-20 hours a week as the Executive would exhaust the number of hours allocated to them.

SSAO will assign a certain number of hours to the AUS Executives in total. In 2014-2015 the total number of hours allocated was 1000 hours/semester for Summer 2014, Fall 2014 and Winter 2015. This year AUS was given 800 hours/semester for Summer 2015, Fall 2015 and Winter 2016. Before SSAO made no distinction in the number of executives on Work Study and the hours allocated to AUS Executives, so hours were not split equally amongst Executives. However this was changed this year so that now, instead of having one lump sum total number of hours allocated to all Executives, the SSAO agreed to allocate a total number of hours per Executive on Work Study to the AUS, which ensures an equal split of hours between executives.

Executive pay is pegged at minimum wage, which jumped from \$10.35/hour last year to \$10.55 this year. \$5 of the pay comes from the Arts Student Employment Fund or ASEF, \$5 is contributed by the SSAO Work Study program (funded by the Quebec Government) and the remaining \$0.55 comes from the AUS operating budget.

AUS Executive pay flows through the official AUS payroll system and not the SSAO payroll system. SSAO therefore must reimburse the AUS via cheque at the end of each semester. The AUS VP Finance submits all timesheets and the corresponding payroll documents to SSAO, which upon receipt of proofs of pay delivers a cheque to the AUS.

Issue: Compensation for Council

The issue currently before Council is whether AUS Executives who are paid through the Work Study Program should be able to include the time they spend at AUS Council on their timesheets, ie. whether or not they should be compensated for being at AUS Council. This is not outlined explicitly in the AUS Constitution nor in any AUS Bylaws. The AUS Executive Work Study Program was created through a referendum in Winter 2014, with the following constitutional amendment (highlighting added):

11.5 Positions on the AUS Executive Committee shall be considered service-oriented: to provide representation, events, and services for members of the Arts Undergraduate Society.

11.5.1 To improve accessibility to positions on the AUS Executive Committee outlined in Article 11.2, members of the AUS Executive Committee who demonstrate financial need in accordance with McGill Work Study eligibility criteria shall be eligible for remuneration for their tenure on the AUS Executive Committee through the AUS Work Study Program (AUS WSP).

This states that positions on the AUS Executive Committee shall be considered service-oriented: to provide representation, events, and services for members of the Arts Undergraduate Society. If sitting on Council is considered as representation, and representation is part of an Executive's "tenure on the AUS Executive Committee," it may be implied that the remuneration should include the representation part of being on Executive Committee.

Appendix I: Referendum Question

QUESTION REGARDING THE ACCESSIBILITY OF AUS EXECUTIVE POSITIONS AND WORK STUDY PAYMENT FOR AUS EXECUTIVES IN FINANCIAL NEED

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Do you agree to amend the AUS Constitution as follows?

ADD ARTICLE 11.5:

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demonstrate financial need in accordance with McGill Work Study eligibility criteria shall be eligible for remuneration for their tenure on the AUS Executive Committee through the AUS Work Study Program (AUS WSP).

Moved by:

Justin Fletcher, AUS President

Jacob Greenspon, AUS VP Academic

Enbal Singer, AUS VP Internal

Lucy Ava Liu, AUS VP Communications

Samuel Higgs, AUS VP Finance

http://www.mcgill.ca/senate/sites/mcgill.ca.senate/files/d12-22_cesa_annual_report.pdf

(Note: Link does not work – did not want to leave out since it appeared as part of original motion)

Appendix II: Links for More Information on Work Study

Work Study Job Assignment Form:

<https://www.mcgill.ca/files/studentaid/WSJobAssignment.pdf>

Instructions for Employers (aka AUS): <https://www.mcgill.ca/studentaid/work-study/employers>

Reimbursement Process (Note AUS is unique – read and you'll find payroll process differs):

<https://www.mcgill.ca/studentaid/work-study/employers/reimbursement-subsidy>

Project Application Information: <https://www.mcgill.ca/studentaid/work-study/employers/submit-project-application>