

Human Resources Policy & Procedures

Ratified On:

(ratified 'date')

BACKGROUND

The Human Resources Policy and Procedures acts as a guideline for employee/employer relations within the Arts Undergraduate Society. This document shall encompass the role of the Secretary General and their mandate pertaining to payroll, mediation, employees, stipends, volunteering, independent contracting, social media use, recruitment, and termination. This document shall work in conjunction with the Accountability Bylaws, seeking to expand upon the organization's Human Resources criteria.

ARTICLE I: DEFINITIONS

- 1.1 “AUS” shall refer to the Arts Undergraduate Society of McGill University, an accredited student association representing all undergraduate students enrolled in a Bachelor of Arts or a Bachelor of Arts & Science program at McGill University.
- 1.2 “AUS Executive” shall refer to the President or a Vice-President member of the AUS Executive Committee, as outlined in Article 11 of the AUS Constitution.
- 1.3 “AUS Executive Work Study Program” shall refer to the portion of the AUS Work Study Fund allocated towards AUS Executive and AUS employees compensation by the Work Study administrators of the McGill Scholarships and Student Aid Office.
- 1.4 “Timesheets” shall refer to the hour logs submitted bi-weekly by AUS Executives and AUS employees enrolled in the AUS Executive Work Study Program.
- 1.5 “Legislative Council” shall refer to the governing body of the AUS, as outlined in Articles 6 and 7 of the AUS Constitution.
- 1.6 “Secretary General” shall refer to an independent officer of the AUS as defined in Article 3 of the Accountability Bylaws.
- 1.7 “Employee” shall refer employees of the AUS under hourly wage or salary based paid contracts paid on a bi-weekly basis.
- 1.8 “Stipend” shall refer to a financial award for a Stipend Volunteer following the completion of their assignment.
- 1.9 “Non-Stipend Volunteer” is an individual who freely chooses to provide services to the AUS without being remunerated or paid.
- 1.10 “Stipend Volunteer” is an individual who freely chooses to provide services to the AUS without being salaried or an employee of the AUS. A Stipend volunteer will receive a financial award via a stipend in consideration of their volunteered efforts under the condition they have been satisfactorily completed.
- 1.11 “Independent Contractor” is a an individual independent of the AUS who is contracted to provide paid services on an ad hoc basis based upon a prearranged contract by which they will be

paid. Independent contractors may be from the AUS or greater McGill community.

1.12 “The AUS Application Online Module” refers to the online Google Forms medium for AUS job and stipend volunteer opportunities.

1.13 “Contract” refers to the written agreement signed between the AUS and its employees or Stipend Volunteers.

1.14 Social Media shall refer to all online based networking platforms such as Facebook, Twitter, and Instagram.

ARTICLE II: SECRETARY GENERAL & DEPUTY SECRETARY GENERAL ROLES

2.1 Specifying the role outlined in Article 3 of the 2015 Accountability Bylaws, the Secretary General is responsible for the support and facilitation of the AUS’s Human Resources

2.1.1 The AUS Human Resources mandate includes the:

- i) Recruitment & Selection Policy
- ii) Payroll Procedure
- iii) Employee Policy
- iv) Volunteer Policy
- v) Stipend Distribution Policy
- vi) Conflict Mediation Policy
- vii) Termination Policy
- viii) Social Media Policy

2.2 A Deputy Secretary General will be selected by the incumbent Secretary General and AUS President each academic year as an assistant to the duties of the Secretary General with:

2.2.1 The supposition that they will fill the Secretary General’s position upon its expiration, conditional upon a lack of objection by either the AUS President and the incumbent Secretary General should they not meet their obligations to the position.

2.2.2 It is an expectation that the Secretary General provide the Deputy Secretary General with the resources and training throughout their term to prepare them to succeed their superior’s role.

2.2.3 The Deputy Secretary General appointment shall be approved by a two-thirds vote of AUS Legislative Council.

2.2.4 Removal of the Deputy Secretary General prior to the end of their term shall be subject to a two-thirds vote of AUS Legislative Council.

ARTICLE III: RECRUITMENT & SELECTION POLICY

3.1 Policy

3.1.1 The AUS is committed to recruiting and selecting individuals who are the most qualified to perform the requirements of each position available. Candidates for paid and volunteer opportunities may be from existing staff, the AUS membership, or the greater McGill community

3.1.1.1 Hiring criteria shall vary depending on the given position, wherein some positions may require mandatory previous experience, including but not limited to BdA Managers.

3.1.2 The successful applicants for a job or stipend volunteer vacancy shall be given a written contract that outlines all the terms and conditions for that job. The applicant must accept the contract by signing it before commencing work.

3.1.2.1 In the event that the contract is signed before the hiring manager formally begins their tenure, the contract will be signed between the successful applicant and the AUS Executive currently in charge of the portfolio. The hiring manager will add their signature as soon as they obtain signing authority. The contract is valid from the moment it is signed by both a representative of the AUS Vice-President in charge and the hired party.

3.2 Purpose

3.2.1 The purpose of this Statement of Policy and Procedure is to ensure a consistent approach to the recruitment and selection of staff and to ensure compliance with all legislative requirements.

3.3 Responsibility

3.3.1 AUS Executives and Managers are responsible for:

- a) initiating the recruitment process, as necessary
- b) developing and placing job and volunteer opportunity advertisements and taking them down in a timely fashion
- c) developing and/or understanding the job selection criteria for the job or volunteer vacancies
- d) screening candidates in accordance with the job or volunteer selection criteria
- e) selecting the final candidates to fill a job or volunteer vacancy
- f) conducting candidate reference checks, as necessary
- g) ensuring the successful applicant a proper and thorough orientations to their new position and to the organization

3.4 Procedure

3.4.1 Each job vacancy for which recruitment is deemed necessary, either for a replacement candidate or a new position, requires the approval of the head of relevant portfolio. Supporting documentation shall include:

- a) Job description
- b) Job selection criteria
- c) Salary, wage, or stipend award amount, if applicable
- d) The following paragraph
 - 1) “The Arts Undergraduate Society is committed to providing equal opportunity to candidates, of which includes a commitment to not discriminate against on the basis of sex, gender, race, ethnicity, creed, ability, or sexual orientation. If you feel that you have not been properly considered or been discriminated against in relation to this hiring process, please direct your concerns to the Secretary-General portfolio: secretarygeneral.aus@gmail.com, the AUS portfolio in charge of human resources practices.”

3.4.2 Positions will be advertised through the AUS website, the AUS listserv, AUS organization listservs, and AUS social media.

3.4.3 All candidates for employment are required to complete an AUS Job Application online form, which includes submitting a CV.

3.4.4 The Secretary General is expected to make note of and report to the relevant portfolio manager individuals who submit applications to multiple AUS employment or volunteer positions.

3.5 Selection Criteria

3.5.1 Performance, skill, and ability to perform the job, and previous directly related experience are the primary considerations for selecting candidates.

3.5.2 If a selected candidate requests an accommodation, the AUS shall consult with the candidate and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the candidates accessibility needs.

3.5.3 Hiring managers must respect the AUS Equity Policy, outlined in the Constitution Bylaws, in candidate selection, providing equal opportunity to candidates, of which includes a commitment to not discriminate against on the basis of sex, gender, race, ethnicity, creed, ability, or sexual orientation.

3.6 Miscellaneous

After the hiring is completed, the employer shall send or hand out a digital copy of this hiring policy to their employee, to ensure that they are aware of their responsibilities and rights.

ARTICLE IV: PAYROLL PROCEDURE

4.1 Further to Article 6 of the 2015 Accountability Bylaws, Payroll will be administered by the Secretary General portfolio as a means to provide compensation for AUS executives and other AUS employees who qualify under the AUS Executive Work Study Program

4.2 Paid AUS employees are expected to submit a Work Study timesheet bi-weekly, ending on Saturday, to claim their hours to be compensated by the Work Study program

4.2.1 Work Study Timesheets must be submitted each Sunday prior to their administration on the Monday following

4.2.2 Work Study Timesheets may be submitted to the AUS Office 'Timesheet Folder' or electronically via secretarygeneral.aus@gmail.com

4.2.3 Work Study Timesheets will only be processed if completed legibly

4.2.4 Employee hours may only be claimed in increments as small as 0.25 of an hour

4.2.5 Work Study Timesheets will be audited by the Secretary General and the greater Accountability Bylaw Committee pursuant to Article 6 of the 2015 AUS Accountability Bylaws

4.3 The Secretary General portfolio is expected to process payroll on time each pay period,

4.3.1 Making detailed records of both timesheet hours and final pay to be reviewed for approval at anytime by the AUS President or VP Finance, as well as,

4.3.2 Providing payment record within two (2) days of submitting payroll via email to each paid employees, detailing their hours paid, rate of pay, and if necessary their total claimed Work Study Hours for the given semester

4.4 The Secretary General portfolio is expected to remit employees in accordance to the hours allotted to the Work Study program each semester

4.5 The Secretary General portfolio must distribute all T4 tax forms delivered to the AUS to all current and former employees within one (1) week of receiving them.

ARTICLE V: EMPLOYEE POLICY

5.1 The AUS may employ both hourly wage and salaried employees on a by need basis via contract.

5.1.1 Hourly wage employees include but are not limited to AUS Executives, AUS Executive Assistants, and SNAX cashiers

5.1.2 Salaried employees include but are not limited to Snax Manager and Snax Assistant

Manager

5.2 Budgeting for employment shall be at the discretion of the VP Finance subject to approval by Executive Committee

5.2.1 This includes the discretion to set wage and salaries of employees with respect for all applicable wage laws and Work Study Program guidelines

5.2.2 The VP Finance shall work with the Secretary General to ensure payroll is administered correctly and within the guidelines of the Work Study Program when applicable

5.3 Employees are bound to the provisions within their employment contract upon signature

5.4 Employment is subject to Termination Policy outlined in Article X.

ARTICLE VI: VOLUNTEER POLICY

6.1 Outline

5.1.1 The AUS may use Non-Stipend Volunteers.

6.1.1.1 Non-Stipend Volunteers with the AUS will not receive any remuneration for their services.

6.1.1.2 The AUS reserves the right to request the volunteer to provide references prior to commencing volunteer duties.

6.1.2 The AUS may use Stipend Volunteers.

6.1.2.1 Stipend Volunteers with the AUS will receive a pre agreed upon financial award for their volunteered time.

6.1.2.2 The AUS reserves the right to request the volunteer to provide references prior to a Stipend Volunteer commencing their duties

6.2 Purpose

6.2.1 Periodically, the AUS may need to use the valuable resources provided by volunteers to assist or enhance its operations and/or its services or to provide an opportunity to volunteers to acquire knowledge or skills related to the AUS's operations or services.

ARTICLE VII: STIPEND DISTRIBUTION POLICY

7.1 Stipend awards for Stipend Volunteers within the AUS must be awarded via cheque on the pre agreed upon date in their contract.

7.1.1 The AUS Executive to which a Stipend Volunteer is responsible for is expected to procure and inform the recipient of their stipend award within five (5) days of the date stipulated in their contract.

7.1.2 Both parties (the AUS and the Stipend Volunteer) are expected to retain copies of the signed contract in the event of a dispute over the amount awarded or date of procurement.

7.2. The Secretary General is expected to compile an organized payment schedule for the VP Finance detailing the name of the recipient, date, and amount awarded for each stipend by the end of September of the current academic year.

ARTICLE VIII: INDEPENDENT CONTRACTOR POLICY

8.1 Outline

8.1.1 The AUS may use independent contractors.

8.1.1.1 Independent contractors with the AUS will receive payment for work based upon a predetermined rate for services provided.

8.1.1.2 Independent contractors are expected to complete their provided services within the established timeline to receive payment.

8.2 Purpose

8.2.1 The AUS may use independent contractors for short-term ad hoc AUS services that demand autonomy such as but not limited to AUS Peer Tutors.

ARTICLE IX: MEDIATION POLICY

9.1 Expanding upon Article 4 of the Accountability Bylaws, should they be contacted, the Secretary General will facilitate and, should the situation require, mediate conflict resolution within the AUS between:

9.1.1 AUS Employees or AUS Stipend Volunteers and AUS Executives

9.1.2 AUS Organization Representatives and AUS Executives

9.1.3 Any other concern brought to the Secretary General at their discretion

9.2 Mediation Process

9.2.1 Submit your concern through the online form on the AUS website. In the interim, please send us an e-mail at secretarygeneral.aus@gmail.com.

9.2.2 Once your form is submitted, you will receive an acknowledgment of your form within 3 business days.

9.2.3 The AUS Secretary General and Deputy Secretary General will consult with each other to decide on the best possible method for conflict resolution, and will set up a meeting with the

plaintiff within 5 business days.

9.2.4 If your conflict is an emergency (i.e. if you don't feel like your workplace is not safe for you to exist in), please contact AUS Secretary General directly. Current direct contact information is posted on the AUS website.

9.2.5 In the event that your conflict is outside the Secretary-General's purview, the Secretary-General will be responsible for putting you in contact with the appropriate resource, and will outsource the resolution task to the competent body.

ARTICLE X: TERMINATION

10.1 Employees and Stipend Volunteers may be terminated by the manager of their portfolio

10.2 Grounds for termination shall be derived from a breach of the employee's contract or their relevant obligations outlined in the AUS Constitution.

10.3 Portfolio managers must inform all relevant members of the organization either in person or via email and the employee in writing.

10.2 Portfolio managers must inform and receive authorization from the Secretary General to terminate an employee as a mechanism to ensure proper human resources practices are being adhered to.

10.3 Terminated employees and Stipend Volunteers must receive all proper compensation as outlined in their contracts for services rendered prior to termination.

10.4 Terminated employees may use the Secretary General as a resource for human resources related matters.

ARTICLE XI: SOCIAL MEDIA POLICY

11.1 AUS employees, stipend volunteers, non-stipend volunteers, and independent contractors are expected to respect and adhere to the AUS Equity Policy when making publications accessible to other members of McGill, as well as, the greater online community.

ARTICLE XII: INTERPRETATION

12.1 These policies and procedures shall be interpreted in a manner consistent with the by-laws and Constitution of the AUS.

ARTICLE XIII: AMENDMENTS

13.1 Amendments to these policies and procedures shall follow by-law and amendment procedures as laid out in Article 23 of the AUS Constitution.