

Operating Policy Manual

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Admin
← Older edit

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Admin

Line 1:

–	'''Introduction'''
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–	Operating policv acts as a standing directive from the Executive Committee to the organization and outlines policies and procedures that all employees and departments of the Students' Union are expected to follow.
–	
–	It shall be expected that department-specific operating policies are maintained by the head of the department in consultation with Senior Management and the Executive Committee.
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–	'''Alterations'''
–	
–	Operating policies may be created, amended, suspended, or retired by either the Executive Committee or Students' Council. Any alteration to operating policy shall be reported to Students' Council as information.
–	
–	Individuals other than members of the Executive Committee may make requests for policv reviews. All such requests shall include a statement of the reasons as to whv a policv review should be conducted, and shall be forwarded to the Executive Committee.
–	
–	Responsibility for the effective administration of the operating policv manual, and all associated processes, shall rest with the Vice President (Operations & Finance) of the Students' Union.
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Line 1:

+	Operating policv acts as a standing directive from the Executive Committee to the organization and outlines policies and procedures that all employees, volunteers, members of Students' Council and departments of the Students' Union are expected to follow.
+	
+	It shall be expected that department-specific operating policies are maintained by the head of the department in consultation with Core Management and the Executive Committee.
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<p>– The Manager of Office & Administrative Services. under the guidance and direction of the Vice President (Operations & Finance), shall be responsible for ensuring that:</p>	<p>+</p>	
<p>– # an up-to-date policy manual is made publicly available and easily accessible by both members and employees of the Students' Union;</p>	<p>+</p>	
<p>– # outdated versions of the operating policy manual are appropriately archived;</p>	<p>+</p>	
<p>– # the operating policy manual is formatted in a consistent and presentable manner; and</p>	<p>+</p>	
<p>– # any approved operating policy alterations are circulated to department heads.</p>	<p>+</p>	
<p>–</p>	<p>+</p>	
<p>– ""Enforcement""</p>	<p>+</p>	
<p>–</p>	<p>+</p>	
<p>– Enforcement of operating policy shall be the responsibility of the Executive Committee.</p>	<p>+</p>	
<p>–</p>	<p>+</p>	
<p>– Any contravention of operating policy shall be discussed by the Executive Committee. The individual(s) or group(s) in violation of the policy may be asked to appear before the Executive Committee to explain their actions.</p>	<p>+</p>	
<p>–</p>	<p>+</p>	
<p>– The Executive Committee shall determine an appropriate form of discipline based on the severity of the violation. Any past contraventions of operating policy by the party or parties shall also be taken into consideration.</p>	<p>+</p>	
<p>–</p>	<p>+</p>	
<p>– Decisions may be appealed to Students' Council, who shall decide whether to uphold the decision of the Executive Committee, or issue an alternative disciplinary action.</p>	<p>+</p>	
<p>–</p>	<p>+</p>	
<p>– In all cases, a record shall be kept of the nature of the violation, the name(s) of the individual(s) involved, and the decision of the Executive Committee and/or Students' Council, so that this information is available when future cases are considered. This record shall be maintained by the Manager of Office & Administrative Services.</p>	<p>+</p>	

<p>== General ==</p>	<p>== General ==</p>
<p>- The following policies are general operating policies that do not coalesce with any other defined category of operating policy.</p>	<p>+ === Alterations to Operating Policy ===</p>
	<p>+ # Operating policies may be created, amended, suspended, or retired by either the Executive Committee or Students' Council.</p>
	<p>+ ## Any alterations approved by the Executive Committee shall be reported to Students' Council.</p>
	<p>+ # Individuals may make requests for policy reviews to the Executive Committee. Requests which must include a statement of the reasons as to why a policy review should be conducted.</p>
	<p>+ # Responsibility for the effective administration of the operating policy manual shall rest with the Vice President (Operations & Finance).</p>
	<p>+ # The Executive Coordinator, under the guidance and direction of the Vice President (Operations & Finance), shall be responsible for ensuring that:</p>
	<p>+ ## an up-to-date policy manual is made publicly available and easily accessible by both members and employees of the Students' Union;</p>
	<p>+ ## outdated versions of the operating policy manual are appropriately archived;</p>
	<p>+ ## the operating policy manual is formatted in a consistent and presentable manner; and</p>
	<p>+ ## any approved operating policy alterations are circulated to department heads, Core Management and Students' Council.</p>
<p>- === Statements Made on Behalf of the Students' Union ===</p>	<p>+ === Enforcement of Operating Policy ===</p>
<p>- # The President shall serve as the primary official spokesperson of the organization, but all elected members of the Executive Committee may serve as spokespersons. Spokespersons shall speak to the media and general public on behalf of the membership of the Students' Union and convey the official position on issues pertinent to students and/or the Students' Union.</p>	<p>+ # Enforcement of operating policy shall be the responsibility of the Executive Committee (or designate).</p>
<p>- # Elected members of the Executive Committee may delegate their authority as spokespersons to other elected officials or employees of the Students' Union in specific instances when necessary.</p>	<p>+ # Any contravention of operating policy shall be discussed by the Executive Committee (or designate). The individual(s) or group(s) in violation of the policy may be asked to appear before the Executive Committee (or designate) to explain their actions.</p>

- # **Select employees, when necessary in the undertaking of their job duties, may interact with the media to share pertinent public information and coordinate on behalf of the Students' Union; however, they shall not speak on behalf of the organization nor offer official comment.**

+ # **The Executive Committee (or designate) shall determine an appropriate form of discipline based on the severity of the violation. Any past contraventions of operating policy by the party or parties shall also be taken into consideration.**

+ # **In all cases, a record shall be kept of the nature of the violation, the name(s) of the individual(s) involved, and the decision(s) made, so that this information is available when future cases are considered. This record shall be maintained by the Human Resources Manager.**

- === **Media Releases** ===

+ === **Membership in External Organizations** ===

- # **All media releases must receive approval from an elected member of the Executive Committee prior to distribution.**

+ # **Any organization which the Students' Union is a member of must be open and transparent in its decision-making processes.**

- # **All media releases must be provided as information to the Executive Committee.**

+ # **The Students' Union must have full access to all documentation relevant to all organizational meetings, including, but not limited to:**

- === **Requirement for Membership in External Organizations** ===

+ ## **briefing** documents;

- # **The external organization must be open and transparent in its decision-making processes. The Students' Union must have full access to all documentation relevant to all organizational meetings, including, but not limited to:**

+ ## **meeting** agendas;

- ## **Briefing** documents,

+ ## **meeting** minutes;

- ## **Meeting** agendas,

+ ## **any** and all documents distributed or presented at organizational meetings; and

- ## **Meeting** minutes,

+ ## **the** constitution, bylaws, and operating policies of the organization.

- ## **Any** and all documents distributed or presented at organizational meetings, and

+ # **§(b)** does not exclude the possibility that the Students' Union may not be granted access to documents of an in camera nature in cases where the Students' Union is not a voting member of the relevant board or committee.

- ## **The** constitution, bylaws, and operating policies of the organization.

+ # **The Students' Union must have the right to attend any organizational meeting appropriate to its level of membership within the organization.**

- # **This** does not exclude the possibility that the Students' Union may not be granted access to documents of an in camera nature in cases where the Students' Union is not a

+ ## **This** does not exclude the possibility that the Students' Union may be excluded from meetings in which there is a clear conflict of interest in its attendance. In these circumstances the Students' Union must be granted prior knowledge that it shall be asked to be absent from the meeting and must agree to this absence.

<p>voting member of the relevant board or committee.</p>	
<p>- # The Students' Union must have the right to attend any organizational meeting appropriate to its level of membership within the organization. This does not exclude the possibility that the Students' Union may be excluded from meetings in which there is a clear conflict of interest in its attendance. In these circumstances the Students' Union must be granted prior knowledge that it shall be asked to be absent from the meeting and must agree to this absence.</p>	<p>+</p>
<p># The external organization must be financially open and transparent. The Students' Union must be able to hold the organization accountable for all of its expenditures in order to allow the Students' Union to be fully accountable to its members for any funds paid to the external organization.</p>	<p># The external organization must be financially open and transparent. The Students' Union must be able to hold the organization accountable for all of its expenditures in order to allow the Students' Union to be fully accountable to its members for any funds paid to the external organization.</p>
<p># The Students' Union must be the organization that is recognized as holding the membership in the external organization. As such, the Students' Union shall be entitled to:</p>	<p># The Students' Union must be the organization that is recognized as holding the membership in the external organization. As such, the Students' Union shall be entitled to:</p>
<p>- ## Select the delegates that shall attend any conference or meeting on behalf of the Students' Union.</p>	<p>+</p> <p>## select the delegates that shall attend any conference or meeting on behalf of the Students' Union;</p>
<p>- ## Voting rights as extended to other member organizations. The Students' Union must have the right to select its own voting delegates.</p>	<p>+</p> <p>## voting rights as extended to other member organizations;</p>
<p>- ## Any other rights extended to other member organizations.</p>	<p>+</p> <p>## the right to select its own voting delegates;</p>
<p>- ## Full access to all financial records of the organization and consultation in setting the financial direction for the organization. The Students' Union must also be afforded full access to the budget of the organization.</p>	<p>+</p> <p>## full access to the budget and all financial records of the organization;</p>
<p></p>	<p>+</p> <p>## consultation in setting the financial direction for the organization; and</p>
<p></p>	<p>+</p> <p>## any other rights extended to other member organizations.</p>
<p># The Students' Union must be able to become a member in the organization within its current framework of organizational memberships. The Students' Union must not enter into a new membership that may create a conflict of interest with another organization in which the Students' Union is involved.</p>	<p># The Students' Union must be able to become a member in the organization within its current framework of organizational memberships. The Students' Union must not enter into a new membership that may create a conflict of interest with another organization in which the Students' Union is involved.</p>
<p># The Executive Committee of the Students' Union must approve any activity of the external organization which is to take place on areas of the University of Alberta campus under Students' Union jurisdiction, or which shall have a direct impact upon the Students' Union.</p>	<p># The Executive Committee of the Students' Union must approve any activity of the external organization which is to take place on areas of the University of Alberta campus under Students' Union jurisdiction, or which shall have a direct impact upon the Students' Union.</p>
<p># The constitution, bylaws, and standing orders of the external organization must not contradict those of the Students' Union in a manner that would force the Students' Union to breach its constitution, bylaws, or standing orders. In cases where a contradiction exists</p>	<p># The constitution, bylaws, and standing orders of the external organization must not contradict those of the Students' Union in a manner that would force the Students' Union to breach its bylaws, policies or other legislation.</p>

<p>- the external organization must change its constitution. bvlaws. or standing orders accordingly prior to the Students' Union becoming a member of the organization or must reach an agreement with the Students' Union that addresses all concerns of this nature.</p>	<p>+</p>
<p>=== Ethical Business Partners ===</p>	<p>=== Ethical Business Partners ===</p>
<p># Where alternatives exist in the industry, the Students' Union shall not knowingly conduct business of any kind with companies that:</p>	<p># Where alternatives exist in the industry, the Students' Union shall not knowingly conduct business of any kind with companies that:</p>
<p>- ## Fail to meet basic standards of environmental protection;</p>	<p>+ ## fail to meet basic standards of environmental protection;</p>
<p>- ## Actively undermine or fail to respect basic human rights, as defined by the United Nations Declaration of Human Rights;</p>	<p>+ ## actively undermine or fail to respect basic human rights, as defined by the United Nations Declaration of Human Rights; or</p>
<p>- ## Inflict excessive or unnecessary suffering upon animals.</p>	<p>+ ## inflict excessive or unnecessary suffering upon animals.</p>
<p>- # The Students' Union shall, where practical and feasible, establish business relationships with companies that have strong records in:</p>	<p>+ # The Students' Union shall, where practical and feasible, establish business relationships with companies that demonstrate a strong commitment to corporate social responsibility. This may be indicated by effective policies and actions in the areas of:</p>
<p>- ## Environmental management systems and environmental policy;</p>	<p>+ ## environmental management systems and environmental policy;</p>
<p>- ## Commendation for environmental performance;</p>	<p>+ ## voluntary adherence to standards of ecological regulation or employee care in excess of statutory requirements;</p>
<p>- ## Voluntary adherence to standards of ecological regulation or employee care in excess of statutory requirements;</p>	<p>+ ## effectively implemented and monitored equal opportunity policies covering race, gender, religion, disability and sexual orientation;</p>
<p>- ## Effectively implemented and monitored equal opportunity policies covering race, gender, religion, disability and sexual orientation;</p>	<p>+ ## effectively enforced policies against discrimination or harassment on grounds of race, gender, religion, disability or sexual orientation;</p>
<p>- ## Effectively enforced policies against discrimination or harassment on grounds of race, gender, religion, disability or sexual orientation;</p>	<p>+ ## paid parental leave above and beyond statutory requirements;</p>
<p>- ## Paid parental leave above and beyond statutory requirements;</p>	<p>+ ## provision of childcare facilities, job sharing, flextime or career breaks; and/or</p>
<p>- ## Provision of childcare facilities, job sharing, flextime or career breaks;</p>	<p>+ ## constructive industrial relations, co-operation with trade unions or operation of a works council.</p>
<p>- ## Constructive industrial relations, co-operation with trade unions or operation of a works council.</p>	<p>+</p>
<p># The Students' Union shall give preference to companies that:</p>	<p># The Students' Union shall give preference to companies that:</p>
<p>- ## Are based in Canada;</p>	<p>+ ## are based in Canada;</p>

- **## Are** energy efficient in their production;

+ **## are** energy efficient in their production;

- **## Use** minimal packaging;

+ **## use** minimal packaging;

- **## Use** recycled or reused materials where possible;

+ **## use** recycled or reused materials where possible;

- **## Produce** organic products and/or;

+ **## produce** organic products; and/or

- **## Possess** a fair trade label.

+ **## possess** a fair trade label.

- **# Companies** with which the Students' Union has had no previous dealings, shall be asked to provide information **on items §(b) and §(c) at the time of initiation of discussions between them and the Students' Union in cases where the discussions pertain to:**

+ **# Wherever practical, companies** with which the Students' Union has had no previous dealings shall be asked to provide information **in order to verify §(b) and §(c).**

- **## Sponsorship of the Students' Union or a Students' Union event**

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- **## The drafting of a contract that requires the approval of Students' Council**

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All companies with which the Students' Union currently does business shall be deemed to meet these criteria, unless violations are found through the complaint procedures outlined in §(f).

All companies with which the Students' Union currently does business shall be deemed to meet these criteria, unless violations are found through the complaint procedures outlined in §(f).

Any member of the Students' Union shall be entitled to lodge a complaint with the Vice President (Operations & Finance) regarding a company with which the Students' Union currently does business, such complaint to be heard and ruled upon by the Executive Committee.

Any member of the Students' Union shall be entitled to lodge a complaint with the Vice President (Operations & Finance) regarding a company with which the Students' Union currently does business, such complaint to be heard and ruled upon by the Executive Committee.

- # Where a company is found to be in violation of this policy **by the procedure set out in §(f)**, the Students' Union shall cease commercial relations with that company **unless contractual obligations make this impossible.**

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Where a company is found **by the Executive Committee** to be in violation of this policy:

- **# Where a company has been found to be in violation of this policy, and where the Students' Union is contractually obligated to continue dealing with that company,** the Students' Union shall notify that company of this policy.

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where possible, the Students' Union shall cease commercial relations with that company;

- **# If, upon expiration of a contractual obligation with a company found to be in violation of this policy,** the company continues to be in violation of this policy, the contract shall not be renewed.

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where contractual obligations exist, the Students' Union shall notify that company of this policy; **and**

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upon expiration of contractual obligations, if the company continues to be in violation of this policy, the contract shall not be renewed.

The Executive Committee or designate shall ensure that adherence to this policy does not unreasonably affect the quality or cost of goods provided.

The Executive Committee or designate shall ensure that adherence to this policy does not unreasonably affect the quality or cost of goods provided.

- **# The Students' Union shall only purchase fair trade designated coffee.**

- === French Translations ===

- # All translations shall be performed by a professional translator or translation service.

- # The Senior Manager (Marketing and Communications) shall be responsible for maintaining an up-to-date list of approved translators and translation services.

- # The department commissioning the advertisement shall be responsible for submitting all texts to the Marketing and Communications department by the appropriate deadlines.

- # The Marketing and Communications department shall be responsible for all interactions relating to translators and translation services.

- # All translated material shall be prepared for distribution in tandem with the English version of the material.

- ## The University of Alberta Students' Union may produce French versions of its University-wide advertising under the following conditions:

- ## The advertisement is not required to be identical in design or print quality, but it must conform to the same basic visual identity and convey the same critical information as the English version.

- # The cost of professional translation for the advertisement is not prohibitively expensive.

- === Marketing Materials ===

- # All official materials produced by a department of the Students' Union for public distribution must include, when feasible, the Students' Union logo. This includes, but is not limited to, brochures, pamphlets, posters, and banners.

== Students' Union Building & Spaces ==

- === Introduction ===

The Students' Union exists to provide programs,

+ === Information Management & Retention ===

+ # All contracts and agreements to which the Students' Union is a party to shall be retained, until at least the contract's expiration, as follows:

+ ## an original signed copy shall be stored in the Students' Union safe room; and

+ ## a digitally scanned signed copy shall be stored in the Students' Union's digital contracts repository.

+ # All contracts and agreements shall be provided to the Executive Coordinator, who will coordinate their retention in the central physical and electronic repositories.

+ # The management and implementation of the Students' Union's information management, retention and destruction systems shall be carried out by the Senior Manager (Business Development) or designate.

+ ## Confidential information shall only be disposed of via secure destruction methods approved by the Senior Manager (Business Development).

+ ## All cases of lost, stolen, or otherwise potentially compromised confidential information shall be reported to the Senior Manager (Business Development).

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== Students' Union Building & Spaces ==

+ === Mission of the Students' Union Building ===

The Students' Union exists to provide programs,

services, facilities, and activities that meet the needs of students. As a primary asset of the Students' Union, the Students' Union Building exists to serve the University community, but primarily to meet the needs of students—past, present, and future.

In seeking to fulfill this mandate, the Students' Union Building shall provide a facility that:

services, facilities, and activities that meet the needs of students. As a primary asset of the Students' Union, the Students' Union Building exists to serve the University community, but primarily to meet the needs of students—past, present, and future.

In seeking to fulfill this mandate, the Students' Union Building shall provide a facility that:

Line 128:

an atmosphere of togetherness and celebration.

While the Students' Union Building shall always be focused primarily on the task of providing for the various non-academic needs of students, it shall also seek to bring a broader and equally rewarding dimension to campus life.

- **# Although its primary role shall be to act as the venue for a wide array of student-targeted services, amenities and activities, and although it shall also serve as the students' "living room"—their home away from home—it can do much to bring the campus community, as a whole, closer together.**

- # The Students' Union Building should reflect the excitement and optimism of **the students of Alberta and Canada**, and should also help to bridge the gap that often separates students from the faculty, staff and alumni of their University.

=== Hours of Operation ===

- **# Decisions as to hours of operation may be made by the Vice President (Operations & Finance), in consultation with the Senior Manager (Facilities & Operations).**

- **# All suggested changes from the regular schedule adopted must be submitted to the Executive Committee for approval.**

- **# During the Fall and Winter sessions, the Students' Union Building is open 24 hours a day, except for the Christmas holiday period.**

- # Hours of operation for the Students' Union Building **from May to August and during the Christmas holiday period** are as follows:

- ## Sunday - Thursday:

- ### 7:00 a.m. to 11:00 p.m.

- ## Friday & Saturday :

- ### 7:00 a.m. to 12:00 midnight

Line 103:

an atmosphere of togetherness and celebration.

While the Students' Union Building shall always be focused primarily on the task of providing for the various non-academic needs of students, it shall also seek to bring a broader and equally rewarding dimension to campus life.

+ # The Students' Union Building should reflect the excitement and optimism of students, and should also help to bridge the gap that often separates students from the faculty, staff and alumni of their University.

+

=== Hours of Operation ===

+ # Hours of operation for the Students' Union Building are as follows:

+ ## Sunday **to** Thursday: 7:00 a.m. to 11:00 p.m.

+ ## Friday **and** Saturday: 7:00 a.m. to 12:00 midnight

+ **# During the Fall and Winter sessions, the main floor of the Students' Union Building shall be open 24 hours a day.**

+ # The **Students' Union** Building shall be closed:

+ ## on statutory holidays during the May to August **period**; **and**

+ ## **during the year-end holiday** period.

+ # Generally, the elevator is in service to each area during that area's hours of operation.

- # The Building shall be closed on statutory holidays during the May to August period.	+	
- # Generally, the elevator is in service to each area during that area's hours of operation:	+	
- ## Lower Level:	+	
- ### 7:00 a.m. to 11:00 p.m.	+	
- ## Main Floor:	+	
- ### 7:00 a.m. to 11:00 p.m.	+	
- ## 2nd Floor:	+	
- ### 7:00 a.m. to 11:00 p.m.	+	
- ## 3rd Floor:	+	
- ### Business Hours	+	
- ## 4th Floor:	+	
- ### Business Hours	+	
- ## 5th Floor:	+	
- ### Business Hours	+	
- ## 6th Floor:	+	
- ### 7:00 a.m. to 11:00 p.m.	+	
- ## 7th Floor:	+	
- ### Business Hours	+	
# Building hours shall be posted at all entrances of the Students' Union Building.		# Building hours shall be posted at all entrances of the Students' Union Building.

Line 163:

For the purposes of these policies, organizations wishing to use the building shall be classed as follows, with the priority being in the order shown.
"'Students' Union Departments:'" any internal department of the Students' Union.
- ## "'Registered Student Clubs and Dedicated Fee Recipients:'" clubs listed Student Groups Services having registered with the Students' Union or organizations that are the recipients of a dedicated fee.
- ## "'University Related Groups:'" these shall include organizations formed by the faculty or staff of the University and groups or committees sponsored by any of

Line 119:

For the purposes of these policies, organizations wishing to use the building shall be classed as follows, with the priority being in the order shown.
"'Students' Union Departments:'" any internal department of the Students' Union.
+ ## "'Registered Student Groups, Student Representative Associations and Dedicated Fee Recipients:'" student groups registered with the Students' Union. Student Representative Associations as defined in Students' Union bylaw , or organizations that are the recipients of a dedicated fee from the Students' Union .
+ ## "'University Related Groups:'" organizations formed by the faculty or staff of the University, and groups or committees sponsored by any of the departments of the

<p>the departments of the University.</p>	<p>University.</p>
<p>- ## "'Non-University Groups:'" these are groups from outside the University community.</p>	<p>+ ## "'Non-University Groups:'" groups from outside the University community.</p>
<p># The following groups shall have restricted use of the Students' Union Building:</p>	<p># The following groups shall have restricted use of the Students' Union Building:</p>
<p>- ## "'Commercial Entities'" other than the University Bookstore and tenants of the Students' Union, shall not be permitted any use of the building, unless express permission is given by the Executive Committee or their authorized agent(s).</p>	<p>+ ## "'Commercial Entities'" other than the University Bookstore and tenants of the Students' Union shall not be permitted any use of the building, unless express permission is given by the Executive Committee or designate.</p>
<p>## "'Non-University Groups'" whose members are not of adult age shall not be permitted use of the building unless under responsible adult sponsorship and adequate supervision for the event in question.</p>	<p>## "'Non-University Groups'" whose members are not of adult age shall not be permitted use of the building unless under responsible adult sponsorship and adequate supervision for the event in question.</p>
<p>- ## Groups or individuals that wish to book activities or events in the building which may appear to conflict with programs established or planned by the Students' Union shall be referred to the Vice President (Operations & Finance).</p>	<p>+ # Groups or individuals that wish to book activities or events in the building which may appear to conflict with programs established or planned by the Students' Union shall be referred to the Vice President (Operations & Finance).</p>
<p></p>	<p>+ # The Executive Committee through its agents, the supervisorv staff, the Senior Manager (Facilities & Operations) and designates, shall have the responsibility and the right of enforcing the policies applying to the building.</p>
<p></p>	<p></p>
<p>- === Issuance of Keys ===</p>	<p>+ === Keys, Codes and Access Cards ===</p>
<p>- # Any person or group having an office within the Students' Union Building shall be issued one (1) key for that space.</p>	<p>+ # Any person or group having registered space within the Students' Union Building shall initially be issued:</p>
<p>- # Any person desiring an additional key to Students' Union space in the Students' Union Building (whether it be first issuance or renewal) must comply with the following procedure:</p>	<p>+ ## one key for that space; or</p>
<p>- ## Outline the reasons for requiring a key to the Senior Manager (Facilities & Operations) in email form. If the need is a justifiable one, the Senior Manager (Facilities & Operations) shall give authorization for keys</p>	<p>+ ## one card or code for use with the space's electronic lock.</p>
<p>- ## Present the key authorization to the Administrative Assistant (Managers) and pay the required key deposit. Permanent employees of the Students' Union shall not be required to pay a deposit. The Administrative Assistant (Managers) shall then give the applicant a copy of the receipt for the key deposit and issue the applicant a key.</p>	<p>+ # All requests for keys, cards and/or codes must be made to the area manager responsible for the space, who must receive approval from the Senior Manager (Facilities & Operations) or designate.</p>
<p>- # Responsibility for Keys</p>	<p>+ # Deposits may be assessed. Adjustments to deposit rates shall be approved by the Vice President (Operations & Finance).</p>
<p>- ## Each area manager of the Students' Union shall request and sign for the keys required in his/her</p>	<p>+ # Each area manager shall be responsible for all keys, cards and codes issued in their area.</p>

<p>department by his/her staff members.</p>	
<p>- ## Each area manager shall assume the responsibility for all the keys issued in his/her area.</p>	<p>+ # Master keys (BMK, BMK2) and exterior door keys shall be issued only to the Executive Committee. Anyone else requiring one of these keys must obtain permission from the Senior Manager (Facilities & Operations).</p>
<p>- ## Each director of a Students' Union service shall be responsible for maintaining control of keys authorized for that service.</p>	<p>+ # In extenuating circumstances, doors shall be opened by the custodial staff only upon authorization from the area manager responsible for the space.</p>
<p>- ## The president or equivalent of any student group allocated office space in the Students' Union Building shall be responsible for maintaining control of keys authorized for that group.</p>	<p>+ # Any lost, stolen or compromised keys, cards or codes must be immediately reported to the Senior Manager (Facilities & Operations).</p>
<p>- # A maximum of three (3) keys shall be assigned per group unless the Vice President (Operations & Finance) deems it necessary to issue more in special cases.</p>	<p>+ # In the case of keys, cards or codes being lost, compromised or not being returned at the end of term, and wherein this loss constitutes a security problem to a given area:</p>
<p>- # Master keys (BMK, BMK2), exterior door keys, and elevator keys shall be issued only to the Executive Committee. Anyone else requiring one of these keys must obtain permission from the Senior Manager (Facilities & Operations) using the procedure outlined above.</p>	<p>+ ## the area responsible shall be charged for re-keying and/or re-programming; and</p>
<p>- # Lock-outs</p>	<p>+ ## the deposits shall be forfeited for the person(s) responsible.</p>
<p>- ## Office doors shall be opened by the custodial staff only upon authorization from the area manager or director responsible for that area.</p>	<p>+ # For the purposes of this policy, a student group president (or equivalent) shall be considered to be the area manager of any space provided to a student group.</p>
<p>- ## This procedure should occur only in extenuating circumstances. as the control of the office is the responsibility of the individual controlling security in his/her given area.</p>	<p>+ # The master control and implementation of the access control and issuance system shall be carried out by the Senior Manager (Facilities & Operations) or designate.</p>
<p>- # In the case of keys being lost or not being returned at the end of term, and wherein this loss constitutes a security problem to a given area, the area responsible shall be charged for re-keying and the key deposits shall be forfeited for the person(s) responsible.</p>	
<p>- # The master control and implementation of the key issuance system shall be carried out by the Senior Manager (Facilities & Operations) or his/her designee.</p>	
<p>=== Building Alterations ===</p>	<p>=== Building Alterations ===</p>
<p>- # Alterations to any area of the building may be permitted only upon approval of the work order request by the Vice President (Operations & Finance) and Senior Manager (Facilities & Operations). Where applicable, alterations must be done within the stipulations of the Master Agreement between The Students' Union and the Governors of the University of Alberta. These alterations include painting, putting up walls, wiring, conduit, or</p>	<p>+ # Alterations to any area of the building may be permitted only upon approval of the work order request by the Vice President (Operations & Finance) and the Senior Manager (Facilities & Operations).</p>

<p>any other changes to the building.</p>	
<p>- # No space in the building may be permanently assigned for anv use other than what was originally intended (see [Introduction §2.1]]) without the express permission of the Executive Committee.</p>	<p>+ ## Alterations include painting, putting up walls, wiring, conduit, or any other changes to the building.</p>
	<p>+ # Where applicable, alterations must be done within the stipulations of the Master Agreement between The Students' Union and the Governors of the University of Alberta.</p>
	<p>+ # No space in the building may be permanently assigned for any use other than what was originally intended without approval from the Executive Committee.</p>
<p>=== Posters & Bulletin Boards ===</p>	<p>=== Posters & Bulletin Boards ===</p>
<p>- # Posters must be approved. by wav of a rubber stamp indicating such approval and the date on which such approval expires, by Infolink before being posted in the Students' Union Building.</p>	<p>+ # Posters must be stamped and approved by Student Life Central staff before being posted in the Students' Union Building.</p>
<p>- # Infolink shall approve:</p>	<p>+ # Student Life Central staff shall approve:</p>
<p>- ## Any poster from the Students' Union, including any of its businesses and services;</p>	<p>+ ## any poster from the Students' Union, including any of its businesses and services;</p>
<p>- ## Any poster from a registered Student Group, provided that any such poster includes the name and/or logo of said group;</p>	<p>+ ## anv poster from a registered student group or a student representative association, provided that any such poster includes the name and/or logo of said group;</p>
<p>- ## Any poster advertising an event to take place on the University of Alberta campus, provided that the name and/or logo of the event's organizer is included on the poster;</p>	<p>+ ## any poster advertising an event to take place on the University of Alberta campus, provided that the name and/or logo of the event's organizer is included on the poster;</p>
<p>- ## Any poster from the University of Alberta or any department thereof, provided that any such poster includes the name and/or logo of the University or of the department of the University;</p>	<p>+ ## any poster from the University of Alberta or any department thereof, provided that any such poster includes the name and/or logo of the University or of the department of the University; and</p>
<p>- ## Any poster put out by any group receiving a dedicated fee from the Students' Union, provided that any such poster include the name and or/logo of the group is included on the poster.</p>	<p>+ ## any poster put out by any group receiving a dedicated fee from the Students' Union, provided that any such poster include the name and or/logo of the group is included on the poster.</p>
<p>- # Infolink shall not approve:</p>	<p>+ # Student Life Central staff shall not approve:</p>
<p>- ## Any poster that does not meet the criteria outlined in §(b);</p>	<p>- ## Any poster that does not meet the criteria outlined in §(b);</p>
<p>- ## Regardless of §(b), anv poster with anv dimension greater than 0.7 metres, or with a surface area greater than 0.4 square metres;</p>	<p>+ ## Regardless of §(b);</p>
<p>- ## Regardless of §(b), any poster bearing the name and/or logo of any person or group who is suspended from posting in the Students' Union Building under §(b);</p>	<p>+ ### any poster with a combined width and height greater than 30 inches;</p>

<p>- ## Regardless of §(b), any poster advertising an event whose revenues go to a for-profit corporation, even if it is promoted by a student group.</p>	<p>+ ### any poster bearing the name and/or logo of any person or group who is suspended from posting in the Students' Union Building;</p>
<p>- ## Regardless of §(b), any poster containing material that is sexist, racist, homophobic, or otherwise defamatory.</p>	<p>+ ### any poster advertising an event whose revenues go to a for-profit corporation, even if it is promoted by a student group;</p>
<p>- ## Regardless of §(b), any poster that contains offensive pictures or language.</p>	<p>+ ### any poster containing material that is sexist, racist, homophobic, or otherwise defamatory;</p>
<p>- ## Regardless of §(b), any poster that is not written in English or French.</p>	<p>+ ### any poster that contains offensive pictures or language;</p>
<p>- # Any poster not approved by Infolink may be approved by the Vice President (Operations & Finance).</p>	<p>+ ### any poster that contains offensive insensitive content; or</p>
<p>- # Any poster not approved by Infolink or the Vice President (Operations & Finance) may be approved by the Executive Committee.</p>	<p>+ ### any poster that is entirely written in a language other than English or French.</p>
	<p>+ # Regardless of this policy, any poster may be approved or refused by:</p>
	<p>+ ## the Vice President (Operations & Finance). who shall report such approval or refusal to the Executive Committee; or</p>
	<p>+ ## the Executive Committee.</p>
<p># All posters shall be confined to bulletin boards specifically designated for that purpose.</p>	<p># All posters shall be confined to bulletin boards specifically designated for that purpose.</p>
<p># Only tacks shall be used to affix posters.</p>	<p># Only tacks shall be used to affix posters.</p>
<p>- # No single poster may occupy more than one quarter (25%) of the area on a single bulletin board.</p>	<p>+ # No more than one poster posted by any one organization or to advertise any one event may be posted on any bulletin board, with the exception of the exterior bulletin wall.</p>
<p>- # No more than one (1) poster posted by any one organization or to advertise any one event may be posted on any bulletin board, with the exception of the exterior bulletin wall.</p>	<p>+ # Posters may be re-arranged on the same bulletin board in order to accommodate a new poster, however in no case may this re-arrangement remove or obscure any portion of duly approved posters.</p>
<p>- # Posters may be re-arranged on the same bulletin board in order to accommodate a new poster, however in no case may any remove or obscure any portion of duly approved posters</p>	<p>+ # Any person or group in contravention of this policy shall be given one warning, verbal or written, and shall, upon a second offence, be suspended from posting any posters in the Students' Union Building until the following May 1.</p>
<p>- # Any person or group in contravention of this policy shall be given one (1) warning, verbal or written, and shall, upon a second offence, be suspended from posting any posters in the Students' Union Building until the following May 1.</p>	<p>+ # Any poster in contravention of this policy shall be removed by Student Life Central staff or facilities staff.</p>
<p>- # Any poster in contravention of this policy shall be removed by Infolink or facilities staff.</p>	
<p>=== Banners ===</p>	<p>=== Banners ===</p>

- # The Students' Union allows a maximum of **twelve (12)** banners to be hung on the main level of the Students' Union Building. At least one banner location shall be reserved for internal use at all times.

+ # The Students' Union allows a maximum of 12 banners to be hung on the main level of the Students' Union Building.

- # **The use of banners inside the Students' Union Building may be permitted on the approval of the Vice President (Operations & Finance) or the Senior Manager (Facilities & Operations).** The Senior Manager (Facilities & Operations) must be consulted as to means of attachment.

++ At least one banner location shall be reserved for internal use at all times.

- # **No banner in the Students' Union Building shall exceed four (4) metres in width or one (1) metre in height. Only one (1) banner shall be hung in the Students' Union Building for any group or individual at any one time.**

+ # **Banners shall only be hung and removed by Students' Union facilities staff.** The Senior Manager (Facilities & Operations) must be consulted as to means of attachment.

- # Individuals wishing to book a banner space may do so **through** the **Students' Union receptionist** in 2-900 SUB. The appropriate **scheduling** form must be completed.

+ # Individuals wishing to book a banner space may do so **though** the **Administrative Services staff** in 2-900 SUB. The appropriate **booking request** form must be completed.

- # **The booking procedure is** on a first-come, first served basis.

+ # **Bookings are approved** on a first-come, first served basis.

- # **Groups and/or individuals may only book one banner spot per event.**

+ # **Only one banner shall be hung in the Students' Union Building for any group or individual at any one time.**

Banners may remain up for a maximum of two weeks.

Banners may remain up for a maximum of two weeks.

- # Banners must be flameproofed and the receipt must be attached to the bottom. Flameproofing spray may be purchased from **the receptionist** in 2-900 SUB.

+ # **No banner in the Students' Union Building shall exceed 4 metres in width or 1 metre in height.**

- # Any banners not picked up by the pick up date stated on the banner booking form shall be **thrown away.**

+ # Banners must be **appropriately** flameproofed and the receipt must be attached to the bottom. Flameproofing spray may be purchased from 2-900 SUB.

+ # Any banners not picked up by the pick up date stated on the banner booking form shall be **disposed of.**

No commercial banners are allowed with the exception of those fulfilling the Students' Union's contractual obligations with sponsors or commercial marketing clients.

No commercial banners are allowed with the exception of those fulfilling the Students' Union's contractual obligations with sponsors or commercial marketing clients.

+ # **Regardless of this policy, any banner may be approved or refused by:**

+ ## **the Vice President (Operations & Finance), who shall report such approval or refusal to the Executive Committee; or**

+ ## **the Executive Committee.**

=== Publications Distribution ===

=== Publications Distribution ===

- # All publications must be approved by the Vice President (Operations & Finance) before being distributed in the

+ # All publications must be approved by the Vice President (Operations & Finance) before being distributed in the

<p>Building.</p>	<p>Students' Union Building.</p>
<p>- # All publications must be in good taste, and relevant to the needs of the student population. Publications that are sexist, racist, homophobic or otherwise defamatory shall not be permitted.</p>	<p>+ # All publications must be in good taste, and relevant to the needs of the student population.</p>
<p>- # Where an individual or group believes that its publication has been inaccurately deemed to be sexist, racist, or homophobic or otherwise defamatory, that individual may appeal to the Executive Committee.</p>	<p>+ ## Publications deemed to be sexist, racist, homophobic or otherwise defamatory shall not be permitted.</p>
<p>- # Any box used for the distribution of a publication must be deemed suitable by the Vice President (Operations & Finance). The distribution box must be the property of the publisher, or the owner of the distribution box must grant the publisher permission for the use of the distribution box.</p>	<p>+ # Any box used for the distribution of a publication must be deemed suitable by the Vice President (Operations & Finance).</p>
<p>- # Organizations wishing to distribute publications through the Students' Union Building Infolink Booth must receive permission from the Senior Manager (Student Services).</p>	<p>+ ## The distribution box must be the property of the publisher, or the owner of the distribution box must grant the publisher permission for the use of the distribution box.</p>
<p></p>	<p>+ # Organizations wishing to distribute publications through at any Infolink locations must receive permission from the Director of Student Life (or designate).</p>
<p></p>	<p></p>
<p>=== Decorations ===</p>	<p>=== Decorations ===</p>
<p>- # For events involving major decoration, it shall be necessary for the person in charge of decorations to meet with the Senior Manager (Facilities & Operations) for instructions relative to use of items included in the building to accommodate decorations, and for approval of items not normally included in decorations.</p>	<p>+ # No items may be attached to any walls, doors, ceilings, floors, furniture, etc. in the Students' Union Building unless otherwise permitted in operating policy or approved by the Senior Manager (Facilities & Operations) or designate.</p>
<p>- # If groups are going to decorate extensively and require time in advance of that scheduled for their event for decorating, special arrangements must be made with the Senior Manager (Facilities & Operations) to avoid conflict with other groups using the area.</p>	<p>+ # Any cleanup or damage resulting from the use of decorations shall be charged to the person(s) or group(s) responsible for the decorations.</p>
<p>- # Ordinarily, arrangements must be made to remove decorations promptly following the event. The Senior Manager (Facilities & Operations) can grant extensions of time into the next day if the room is not scheduled by another group prior to the time that the decorations can be taken down, but these special arrangements must be made with the Senior Manager (Facilities & Operations) prior to the actual event.</p>	<p></p>
<p># Proper flag etiquette shall be shown in the Students' Union Building.</p>	<p># Proper flag etiquette shall be shown in the Students' Union Building.</p>
<p></p>	<p></p>
<p></p>	<p></p>

<p>=== Wall of Gold ===</p>	<p>=== Wall of Gold ===</p>
<p>- # The 'Wall of Gold' is reserved for the promotion of Students' Union services, advocacy efforts, elections, or executive projects.</p>	<p>+ # The Wall of Gold is reserved for the promotion of Students' Union services, advocacy efforts, elections, or executive projects.</p>
<p># The Wall of Gold is exclusively reserved for Student Elections from the beginning of February to the end of the third week in March.</p>	<p># The Wall of Gold is exclusively reserved for Student Elections from the beginning of February to the end of the third week in March.</p>
<p>- # At the sole discretion of the Executive, the Wall may be used by other parties for projects that directly relate to specific goals of the Students' Union.</p>	<p>+ # At the sole discretion of the Executive Committee, the Wall of Gold may be used by other parties for projects that directly relate to specific goals of the Students' Union.</p>
<p>- # No more than one (1) project may be on the wall at any one time.</p>	<p>+ # No more than one project may be on the Wall of Gold at any one time without permission from the Senior Manager (Marketing & Communications) or designate.</p>
<p>- # The Senior Manager (Marketing & Communications) will coordinate all Wall of Gold bookings.</p>	<p>+ # The Senior Manager (Marketing & Communications) or designate shall coordinate all Wall of Gold bookings.</p>
<p>- # The organization using the Wall is responsible for mounting and removal of promotional material and also for any damage done to the Wall while they are using it.</p>	<p>+ # The organization using the Wall of Gold is responsible for mounting and removal of promotional material and for any damage to the wall while they are using it.</p>
<p>- # Although material that appears on the wall is not reviewed before hand, the SU reserves the right to remove any material it considers unsuitable or inappropriate.</p>	<p>+ # The Students' Union reserves the right to remove any material it considers unsuitable or inappropriate.</p>
<p></p>	<p></p>
<p>=== Gambling ===</p>	<p>=== Gambling ===</p>
<p>- # No gambling is permitted within the Students' Union Building unless proper licensing is obtained from the Alberta Liquor & Gaming Commission.</p>	<p>+ # No gambling is permitted within the Students' Union Building unless proper licensing is obtained from the Alberta Gaming & Liquor Commission and prior approval is received from the Executive Committee.</p>
<p>## This applies to card games, billiards, and any other form of gambling not specifically listed.</p>	<p>## This applies to card games, billiards, and any other form of gambling not specifically listed.</p>
<p></p>	<p></p>
<p>=== Sales & Commercial Activities ===</p>	<p>=== Sales & Commercial Activities ===</p>
<p>- # Sales by any organization or individual in those areas under the jurisdiction of the Students' Union must request and receive specific approval in writing from the Vice President (Operations & Finance), or his/her designee.</p>	<p>+ # Sales by any organization or individual in those areas under the jurisdiction of the Students' Union must request and receive specific approval in writing from the Vice President (Operations & Finance) or designate.</p>
<p># In all cases, items sold must be relevant to the needs of the student population, as determined by the Vice President (Operations & Finance) or the Executive Committee.</p>	<p># In all cases, items sold must be relevant to the needs of the student population, as determined by the Vice President (Operations & Finance) or the Executive Committee.</p>
<p>- # Sales may be permitted at tables in the Students' Union Building by contacting the Administrative Assistant (Managers). These are subject to the provisions of [[#Table_Bookings \$2.17]].</p>	<p>+ # Sales may be permitted at tables in the Students' Union Building by contacting the Administrative Services staff in 2-900 SUB. These are subject to the provisions of [[#Table_Bookings \$2.17]].</p>
<p>- # Policies concerning retail sales in Students' Union commercial space are governed by</p>	<p>+ # Policies concerning retail sales in Students' Union commercial spaces are governed by</p>

[[#Selection_of_Tenants §2.15]].	[[#Selection_of_Tenants §2.15]].
=== Solicitation ===	=== Solicitation ===
- # Solicitation is prohibited in the Students' Union Building and all other Students' Union spaces for purposes commercial or otherwise. with the exception of table bookings (see [[#Table Bookings §2.17]]) or the use of SUBstage (see [[#SUBstage §2.24]]).	+ # Solicitation is prohibited in the Students' Union Building and all other Students' Union spaces for purposes commercial or otherwise.
- # Active distribution of handbills/flyers in the Students' Union Building shall be prohibited.	+ # Active distribution of handbills/flyers in the Students' Union Building is prohibited.
- # The Executive Committee mav. from time to time, grant exceptions based upon the following criteria:	+ # The Executive Committee mav. from time to time, grant exceptions to this policy provided that the solicitation activity:
- ## The solicitation activity is in promotion of a Students' Union activity or service.	+ ## is in promotion of a Students' Union activity or service;
- ## The solicitation activity is to be confined to the main floor of the Students' Union Building and shall not take place in either the Alumni Room or Quiet Room.	+ ## is to be confined to the common areas of the main floor and lower level; and
	+ ## does not take place in the Alumni Room or the Quiet Room.
=== Damage & Theft ===	=== Damage & Theft ===
- # Users of the Building shall not intentionally cause damage to Building facilities or equipment.	+ # Users of the Students' Union Building shall not intentionally cause damage to building facilities or equipment.
# Organizations or individuals who inflict damage upon the building or Students' Union equipment or cause loss of said equipment therein may be charged for repair or replacement of damaged property.	# Organizations or individuals who inflict damage upon the building or Students' Union equipment or cause loss of said equipment therein may be charged for repair or replacement of damaged property.
- ## If this charge is not paid within thirty (30) days, the organization shall have its building privileges suspended.	+ ## If this charge is not paid within 30 days, the organization shall have its building privileges suspended.
- ## Individuals may be requested to appear before the Executive Committee in cases of damage to Students' Union Building property. Failure to appear before the Executive Committee may result in disciplinary action.	+ # Damage and maintenance billings, or suspension of building privileges, may be appealed to the Executive Committee.
- # The Executive Committee through its agents, the supervisorv staff, the Senior Manager (Facilities & Operations) or his/her representative(s), shall have the responsibility and the right of enforcing the policies applying to the building.	+ # All cases of intentional damage to Students' Union property, or of theft to Students' Union property, shall be reported to University of Alberta Protective Services, and may be reported to Edmonton Police Services where appropriate.
- # Damage and maintenance billings, or suspension of building privileges, mav be appealed to the Vice President (Operations & Finance), who shall refer the appeal to the Executive Committee.	
# All cases of intentional damage to Students' Union	

-	property, or of theft to Students' Union property, shall be reported to Campus Security Services.
	# The Students' Union shall not accept any responsibility for personal articles lost within the building.
-	## Lost and found facilities are to be maintained by Infolink .
-	## Unclaimed articles shall be turned over to Campus Security Services.
	=== Selection of Tenants ===

+	
	# The Students' Union shall not accept any responsibility for personal articles lost within the building.
+	## Lost and found facilities are to be maintained by Student Life Central .
+	## Unclaimed articles shall be turned over to University of Alberta Protective Services.
	=== Selection of Tenants ===

Line 286:

	# All Students' Union Building tenants must be approved by the Executive Committee.
-	=== Booking of Students' Union Facilities ===
-	# Facility bookings for registered Student Groups may be made through Student Group Services . in Room 0-40A of the Students' Union Building and may be facilitated over the phone . All bookings that require a financial exchange or block booking shall occur through the Students' Union receptionist , in Room 2-900 Students' Union Building .
-	# Facility bookings for all other groups may be made through the Students' Union receptionist , in Room 2-900 of the Students' Union Building . Bookings shall not be taken over the phone .
	# Priorities for meeting room space shall be as set out in [[#Building_Use §2.3]].
-	# Normal Booking
-	## Persons wishing to rent facilities within the Students' Union Building must fill out the required scheduling form .
-	## With the consultation of Executive Committee and their approval of the request. rooms may be booked up to one (1) academic year in advance of the date .
-	## Bookings should be made at least twenty-four (24) hours in advance of the date required, or before 1:30 p.m. the day before .
	## The receptionist shall confirm a booking at the

Line 248:

	# All Students' Union Building tenants must be approved by the Executive Committee.
+	=== Meeting Room Bookings ===
+	# Meeting room bookings for registered Student Groups may be made through Student Life Central , in the lower level of the Students' Union Building.
+	# Meeting room bookings for all other groups, as well as all bookings that require a financial exchange. shall occur through the Students' Union general office in 2-900 SUB . Bookings normally need to be made in-person .
+	# Bookings should be made before 2:00 p.m. on the previous business day .
	# Priorities for meeting room space shall be as set out in [[#Building_Use §2.3]].
+	# If space permits, a group may be permitted to block book one room in the Students' Union Building for up to one meeting per week for the duration of one academic term.
+	## Internal boards, committees and departments of the Students' Union are not subject to block booking restrictions .
+	## Groups block booking rooms who fail to use them as scheduled and who fail to cancel shall be given one warning. verbal or written, and may, upon a second offence:
+	### have their existing block bookings cancelled; and
	### lose the ability to make block bookings for the

-	time of application.	+	remainder of the term.
-	# Block Bookings	+	
-	## If space permits, a group may be permitted to block book one (1) room in the Students' Union Building for one (1) meeting per week for the duration of one (1) academic term.	+	
-	## The receptionist shall confirm a block booking at the time of application.	+	
-	## The boards and committees of the Students' Union shall have the option of block booking required meeting dates in advance of the September and/or May booking dates.	+	
-	## Groups block booking rooms who fail to use them as scheduled and who fail to cancel. shall be sent a letter the first time warning them that a second occurrence shall result in canceling of the remainder of their block booking schedule. If this occurs. the group must then schedule its meetings one at a time.	+	
	# An hourly rental rate may be charged. These rates may be reviewed and revised at the discretion of the Executive Committee.		# An hourly rental rate may be charged. These rates may be reviewed and revised at the discretion of the Executive Committee.
-	# Meeting Rooms available for scheduling:	+	# A damage deposit of \$500.00 shall be required when food or beverages are part of an event.
-	## Lower Level Meeting Room (capacity 20)	+	# Organizations or individuals shall be held responsible for the cleanup of items used in the production or promotion of an event. The organization shall be charged for any cleanup undertaken by the Students' Union.
-	## 114 (Alumni Room) (capacity 150)	+	# The Alumni Room shall only be booked for functions:
-	## 3-06 (capacity 66)	+	## during fall and winter sessions:
-	## 4-20 (capacity 25)	+	### after 17:00 Monday to Thursday
-	## 4-24 (capacity 18)	+	### after 15:00 Friday, Saturday, and Sunday
-	## 4-26 (capacity 15)	+	## during spring and summer sessions:
-	## 4-30 (capacity 15)	+	### after 15:00 Monday to Sunday
-	## 6-06 (capacity 25)	+	# The Alumni Room shall not be available for bookings:
-	# All bookings for room 3-06 must be approved by the Senior Manager (Facilities & Operations).	+	## during final exam periods; and
-	# Organizations or individuals shall be held responsible for the cleanup of items used in the production or promotion of an event.	+	## the two weeks preceding final exam periods of both fall and winter terms.
-	## The organization shall be charged for any cleanup undertaken by the Students' Union.	+	# At the discretion of the Executive Committee (or designate), organizations that fail to adhere to this room

			bookings policy may be suspended from or denied further use of the facilities of the Students' Union Building.
-	## At the discretion of the Executive Committee, organizations that fail to adhere to this policy may be suspended from or denied further use of the facilities of the Students' Union Building.	+	# The Administrative Services department may develop additional policies and procedures for room bookings. subject to approval by the Vice President (Operations & Finance).
-	# Exceptions to this policy may be made by the Vice President (Operations & Finance) in the case of special circumstances.	+	# Exceptions to this policy may be made by the Vice President (Operations & Finance) or the Executive Committee in the case of special circumstances.
	=== Table Bookings ===		=== Table Bookings ===
-	# From Mondays to Wednesdays. priority for tables booked in the Students' Union Building shall be granted to:	+	# Table bookings and payment (if applicable) shall be arranged through the Administrative Services staff in 2-900 SUB . The Vice President (Operations & Finance) shall be consulted on nonstandard applicants.
-	## Students' Union departments, followed by	+	# Only paid sponsors may book tables during Week of Welcome. The Advertising & Sponsorship Manager shall administer these tables.
-	## Registered student groups and recipients of Students' Union dedicated fees, followed by	+	
-	## other University-related groups, followed by	+	
-	## community groups not engaged in any kind of commercial activity, including advertising.	+	
-	# On Thursdays and Fridays. priority for tables booked in the Students' Union Building shall be granted to:	+	
-	## University of Alberta students engaging in commercial activity of some kind, followed by	+	
-	## non-students engaging in commercial activity of some kind.	+	
-	# Where there is not sufficient demand on any given day to fill all table spaces with those groups given priority under §(a) and §(b). groups not given priority on that day shall be granted table bookings.	+	
-	# Table bookings and payment (if applicable) shall be arranged through the Administrative Assistant (Managers) . The Vice President (Operations & Finance) shall be consulted on nonstandard applicants.	+	
-	# Only paid sponsors may book tables during Week of Welcome. The Sponsorship Coordinator shall administer these tables.	+	
	# Applicants shall be refused if:		# Applicants shall be refused if:
-	## the individual or group submitting the request plans on engaging in commercial activities that would directly conflict with those commercial activities engaged in by one or more of the Students' Union's tenants;	+	## the individual or group is promoting a commercial service or engaging in commercial activities that would compete with a University or Students' Union operation or a Students' Union tenant;

<p>- ## the individual or group shall use the table for the sale or distribution of food or beverage products;</p>	<p>+ ## the individual or group shall use the table for the sale or distribution of food or beverage products (with the exception of Farmers' Market vendors);</p>
<p>## accepting the applicant would place the Students' Union in contravention of any federal, provincial or Students' Union legislation;</p>	<p>## accepting the applicant would place the Students' Union in contravention of any federal, provincial or Students' Union legislation;</p>
<p>- ## the individual or group submitting the request has been banned from booking tables in the Students' Union Building;</p>	<p>+ ## the individual or group submitting the request has been banned from booking tables in the Students' Union Building; or</p>
<p>- ## The individual or group is promoting a commercial service which would compete with a University or Students' Union operation;</p>	<p>+ ## the individual or group intends to disseminate any material, verbal, written, or otherwise, that is racist, sexist, homophobic, or otherwise defamatory, inaccurate or patently false.</p>
<p>- ## The individual or group intends to disseminate any material, verbal, written, or otherwise, that is racist, sexist, homophobic, or otherwise defamatory, medically inaccurate or patently false.</p>	<p>+ # Individuals or groups wishing to book tables may be required to provide any material intended for distribution prior to the approval of the booking.</p>
<p>- # Individuals or groups wishing to book tables Thursdays or Fridays shall do so after 09:00 on the Tuesday of the week in which the tables are to be booked.</p>	<p>+ ## In the event that the materials contravene §(c), or any other Students' Union bylaw or policy, the table booking shall not be approved.</p>
<p>- # Notwithstanding §(l), an individual or group shall be permitted to block book a single table for up to four (4) consecutive weeks, provided that at no time more than half of the tables available for a given day are booked in such a manner.</p>	<p>+ </p>
<p>- # Pavment for table bookings shall be made no later than 11:00 on the day of the booking. except for block bookings as outlined in §(k): pavment for such bookings shall be made in advance of the first day for which the tables have been booked.</p>	<p>+ </p>
<p>- # Individuals or groups wishing to book tables may be required to provide any material intended for distribution prior to the approval of the booking. Materials intended for distribution include but are not limited to handbills, pamphlets, photocopies or any other sort of documentation. In the event that the materials contravene section §(m)(vi), or any other Students' Union bylaw or policy, the table booking shall not be approved.</p>	<p>+ </p>
<p># Individuals or groups booking tables shall:</p>	<p># Individuals or groups booking tables shall:</p>
<p>## ensure that tables are manned at all times;</p>	<p>## ensure that tables are manned at all times;</p>
<p>## use the tables only for the purpose for which the application was approved; and</p>	<p>## use the tables only for the purpose for which the application was approved; and</p>
<p>## not actively solicit interest from passers by.</p>	<p>## not actively solicit interest from passers by.</p>
<p>- # Where an individual or group contravenes §(r), that individual or group shall receive one (1) written warning from the Vice President (Operations & Finance), and, upon receipt of a second warning during any given day or a third warning during any given year, that individual or</p>	<p>+ # Where an individual or group contravenes §(e), that individual or group shall receive one warning (written or verbal) and, upon receipt of a second warning during any given day or a third warning during any given year, that individual or group shall be banned from booking tables in</p>

group shall be banned from booking tables in the Students' Union Building until the following May 1.

the Students' Union Building until the following May 1.

The Vice President (Operations & Finance) has the authority to approve booking requests that do not strictly adhere to this policy.

At the discretion of the Vice President (Operations & Finance) or designate, specific categories of table bookers may be given preference to book certain table dates and/or locations.

Individuals or groups booking tables shall be shown a copy of this policy at the time of booking.

Regardless of this policy, any table booking may be approved or refused by:

the Vice President (Operations & Finance), who shall report such approval or refusal to the Executive Committee; or

the Executive Committee.

The Administrative Services department may develop additional policies and procedures for table bookings, subject to approval by the Vice President (Operations & Finance).

=== Main Loading Dock ===

=== Main Loading Dock ===

Shipping and receiving are the responsibility of the individual areas of the Students' Union. The manager or director of each area is responsible for dispatching and/or receiving expected shipments or deliveries. If assistance is required, the Senior Manager (Facilities & Operations) may be contacted.

Shipping and receiving are the responsibility of the individual areas of the Students' Union. The manager of each area is responsible for dispatching and/or receiving expected shipments or deliveries. If assistance is required, the Senior Manager (Facilities & Operations) may be contacted.

Shipments should be removed from the loading dock as quickly as possible.

Shipments should be removed from the loading dock as quickly as possible.

No vehicles should remain parked in the loading dock for extended periods of time.

No vehicles should remain parked in the loading dock for extended periods of time.

=== Mailboxes ===

=== Mailboxes ===

Interested groups may request a mailbox from the receptionist of the Students' Union in 2-900 of the Students' Union Building by filling out the required form. Mailboxes shall be assigned to interested parties as availability allows.

A limited number of mailboxes are available for use outside of 2-900 SUB. Interested groups may request a mailbox from the Administrative Services staff in 2-900 by filling out the required form.

A deposit of \$20.00 shall be assessed for each key, which shall be refunded when the key is returned. Rates may be reviewed and revised at any time by the Executive Committee.

The Administrative Services department shall be responsible for developing mailbox procedures and application criteria, subject to approval by the Vice President (Operations & Finance). Mailboxes shall be assigned to interested parties as availability allows.

Individuals renting mailboxes must renew their key for their mailbox by April 30th. Student groups renting mailboxes must renew their key for their mailbox by October 31st. Failure to do so shall result in the loss of their mailbox and their \$20.00 deposit.

A deposit shall be assessed for each key, which shall be refunded if the key is returned on time. Rates may be reviewed and revised at any time by the Executive Committee.

All assignments are re-evaluated by the Manager of Student Group Services and the receptionist annually.

Individuals renting mailboxes must renew their mailbox by April 30 of each year. Student groups renting

-	+ mailboxes must renew their mailbox by September 30 of each year . Failure to do so shall result in the loss of their mailbox and their deposit.
	+ # All assignments shall be re-evaluated by the Administrative Services staff annually.
-	+ === Chaplain's Office and Interfaith Chapel ===
-	+ # Chaplains' Offices
-	+ ## The Chaplains' Association is responsible for allocating the chaplains' offices in the Students' Union Building, according to need and availability.
	## The offices shall be allocated only to those who are members of the Chaplains' Association, as outlined in the association's constitution.
	# Because of the demand for office space, offices shall only be allocated to those who spend at least 50% of their working time on campus.
	# The Chaplains' Association reserves the right to re-allocate the offices if persons using them do not meet the criteria outlined above.
	# The Interfaith Chapel
-	+ ## The Interfaith Chapel is intended primarily for use by religious groups. Other meetings may be deemed suitable by the Chaplains' Office and the Vice President (Operations & Finance).
	## A principle of equal opportunity shall be applied for all religions or religious groups.
-	+ # Scheduling of the Interfaith Chapel shall be coordinated by the Chaplains' Association .
	# Groups shall supply their own vestments and symbols. Individuals or organizations using the Interfaith Chapel shall be expected to remove these vestments or symbols after a service.
-	
	=== Liquor Functions ===
-	+ # Alcoholic beverages in the Students' Union Building are restricted to those organized events that have been approved in accordance with this policy.
-	+ ## organized events that have been approved in accordance with this policy; and

<p>- # Regular University procedures must be followed. as outlined in the Alcohol Awareness and Policy Manual and on the Students' Union "Scheduling Form for Socials", and all provincial laws must be enforced.</p>	<p>+</p>	<p>## Room at the Top.</p>
<p>- # All student groups desiring to hold an alcohol function in the Students' Union Building must have attended a mandatory alcohol awareness seminar organized annually by Student Group Services.</p>	<p>+</p>	<p># All functions must conform to Students' Union policy, Alberta Gaming & Liquor Commission regulations, and University of Alberta liquor policy.</p>
<p>- # Procedure:</p>	<p>+</p>	<p># Student groups desiring to hold an alcohol function in the Students' Union Building must have completed all necessary alcohol training as required by Student Group Services and the University of Alberta.</p>
<p>- ## Rooms must be booked through the Students' Union receptionist in 2-900 of the Students' Union Building. and the appropriate scheduling form must be filled out. Only those rooms listed below are available to be booked for liquor functions.</p>	<p>+</p>	<p># For licensed functions to be held in the Myer Horowitz Theatre or Dinwoodie Lounge, the service of alcohol must be controlled and regulated by the Operations Manager (Venues).</p>
<p>- ## Liquor permits must then be obtained through the Office of the Director of Ancillary Services.</p>	<p>+</p>	<p># Proper liquor permits must be obtained from the University of Alberta and displayed at the function.</p>
<p>- ## Final arrangements. including payment of the damage deposit. must be made at least ten working days prior to the date of the booking. with a copy of the liquor permit presented to the receptionist. The receptionist shall not confirm the room booking until the permit and deposit have been received. If they are not received by the receptionist at this time, the booking is not valid.</p>	<p>+</p>	
<p>- # Rooms approved for liquor functions</p>	<p>+</p>	
<p>- ## Room 114 (Alumni Room) (see [[#Alumni_Room §2.23]])</p>	<p>+</p>	
<p>- ## Dinwoodie Lounge</p>	<p>+</p>	
<p>- ## Myer Horowitz Theatre Lobby</p>	<p>+</p>	
<p>- # For licensed functions to be held in the Alumni Room. groups without University affiliations must approach the Alberta Liquor Control Board to obtain a special liquor permit which shall allow them to purchase their own alcohol.</p>	<p>+</p>	
<p>- # For licensed functions to be held in the Myer Horowitz Theatre lobby or Dinwoodie Lounge, the service of alcohol must be controlled and regulated by the Operations Manager (Venues).</p>	<p>+</p>	
<p>- # Liquor permits must be displayed at the function.</p>	<p>+</p>	
<p># Alcohol must be purchased from an on-campus liquor outlet (Room at the Top or Dewey's).</p>		<p># Alcohol must be purchased from an on-campus liquor outlet (Room at the Top or Dewey's).</p>
<p># Liquor permit hours must conform with those indicated on the room booking form. An overtime penalty equal to the original room rental shall be</p>		<p># Adequate supervision in the form of security staff who are unable to partake of alcoholic beverages for the duration of the event must be provided by the</p>

- **assessed if these times are exceeded.**

+ organization to assure good conduct at the event. Adequate security staffing is defined by the University of Alberta's campus alcohol policy, as monitored and enforced by Ancillary Services.

- # Adequate supervision in the form of security staff who are unable to partake of alcoholic beverages for the duration of the event must be provided by the organization to assure good conduct at the event. Adequate security staffing is defined by the University of Alberta's campus alcohol policv. as monitored and enforced by **the Department of** Ancillary Services.

+ # Adequate supervision in the form of security staff who are unable to partake of alcoholic beverages for the duration of the event must be provided by the organization to assure good conduct at the event. Adequate security staffing is defined by the University of Alberta's campus alcohol policv. as monitored and enforced by **the Department of** Ancillary Services.

- # Food and non-alcoholic beverages must be made available.

+ # Food and non-alcoholic beverages must be made available.

- # Violation of this policy shall result in disciplinary action. Such measures may include suspension of building and/or liquor privileges, or such other action as deemed appropriate by Student **Groups** Services (for violations by student groups) or the Executive Committee (for violations by **other groups**).

+ # Violation of this policy shall result in disciplinary action. Such measures may include suspension of building and/or liquor privileges, or such other action as deemed appropriate by Student **Group** Services (for violations by student groups) **and/or** the Executive Committee (for violations by **any group or individual**).

=== Lounges ===

=== Lounges ===

- # The lounges found within the building are intended to fulfill five functions:

+ # The lounges found within the building are intended to fulfill five functions:

- ## **To** act as hospitality centres where students can meet their friends and guests,

+ ## **to** act as hospitality centres where students can meet their friends and guests;

- ## **To** provide shelter while waiting for transport or events,

+ ## **to** provide shelter while waiting for transport or events;

- ## **To** provide study reading areas,

+ ## **to** provide study reading areas;

- ## **To** handle the traffic flow to many parts of the building, and

+ ## **to** handle the traffic flow to many parts of the building; and

- ## **To** provide a place for people to eat.

+ ## **to** provide a place for people to eat.

- # The lounges that fulfill these purposes shall be open to students and the general public for the full period of the operation of the building, unless otherwise specified.

+ # The lounges that fulfill these purposes shall be open to students and the general public for the full period of the operation of the building, unless otherwise specified.

- # The Myer Horowitz Theatre lobby may be used by organizations seeking space for rehearsals, displays and other activities. The Myer Horowitz lobby area shall not be designated as a student lounge space when not in use. Approval for use must be obtained through the Operations Manager (Venues).

+ # The Myer Horowitz Theatre lobby may be used by organizations seeking space for rehearsals, displays and other activities. The Myer Horowitz lobby area shall not be designated as a student lounge space when not in use. Approval for use must be obtained through the Operations Manager (Venues).

- # Any other use of a lounge area must be approved by the Vice President (Operations & Finance).

+ # Any other use of a lounge area must be approved by the Vice President (Operations & Finance).

- === **Alumni Room** ===

- # **Persons wishing to book the Alumni Room mav do so through the Students' Union receptionist in 2-900 of**

<p>the Students' Union Building. The appropriate scheduling form must be completed.</p>	
<p>- # The room shall only be booked for functions after 17:00 Monday to Thursday, and after 15:00 on Friday, Saturday, and Sunday during fall and winter sessions.</p>	
<p>- # The room shall only be booked for functions after 15:00 Monday to Sunday during spring and summer session.</p>	
<p>- # The Alumni Room shall not be available for bookings during exam weeks, the two weeks preceding final exams and ten (10) calendar days preceding the last day of classes of both fall and winter terms.</p>	
<p>- # A damage deposit of \$500.00 shall be required when food or beverages are part of an event.</p>	
<p>- # Functions booked in the Alumni Room shall also be subject to the provisions of [[#Booking of Students.E2.80.99 Union Facilities §2.16]] and [[#Liquor_Functions §2.21]].</p>	
<p>- # Students' Union departments may book the Alumni Room outside of normal booking hours with approval from the Vice President (Operations & Finance).</p>	
<p></p>	
<p>=== SUBstage ===</p>	<p>=== SUBstage ===</p>
<p>- # The Operations Manager (Venues) shall be responsible for booking SUBstage.</p>	<p>+ # The Programming & Venues department shall be responsible for the booking and use of SUBstage.</p>
<p>- # SUBstage may be booked between the following hours: Monday - Friday: 12:00 - 13:30 and after 16:30. Saturdays and Sundays may be booked at the discretion of the Operations Manager (Venues).</p>	<p>+ # SUBstage may be booked between the following hours:</p>
<p>- # SUBstage may not be booked during the exam periods as set out by the University Calendar for the respective year.</p>	<p>+ ## Monday to Friday: 12:00-13:30, and after 16:30.</p>
<p>- # Groups that book more once per week, two events per month, may have further bookings for that month restricted at the discretion of the Operations Manager (Venues). Bookings must be made no less than ten (10) working days in advance.</p>	<p>+ ## Saturday and Sunday: at the discretion of the Operations Manager (Venues).</p>
<p>- # Any events outside the parameters established in §(b) or §(d) must be approved by the Vice President (Operations & Finance).</p>	<p>+ # Sound restrictions may apply during certain times/days.</p>
<p>- # SUBstage users shall not violate any agreements or contracts the Students' Union has with other parties, or any Students' Union policies regarding acceptable content.</p>	<p>+ # SUBstage may not be booked during final exam periods.</p>
	<p>+ # Any bookings outside the parameters established in this policy must be approved by the Vice President (Operations & Finance).</p>

	<p>+ # Additional policies surrounding the booking and use of SUBstage may be developed by the Programming & Venues department.</p>
<p>- === Use of Non-Common Area Spaces ===</p>	<p>+ # SUBstage users shall not violate any agreements or contracts the Students' Union has with other parties, or any Students' Union policies.</p>
<p>- # All user groups must be either a business or service unit of the Students' Union, a registered student group, a business or service unit of the University of Alberta, or a group that has reached a contractual space use agreement with the Students' Union.</p>	<p>+ === Use of Non-Common Areas ===</p>
<p>- # All user groups are expected to make active and effective use of their space for a minimum number of hours each week. as agreed to in a space agreement approved by the Vice President (Operations & Finance). For groups with multiple spaces within their space it is expected that these spaces are to be effectively used for a minimum number of hours each week.</p>	<p>+ # All user groups for non-common areas must be:</p>
<p>- # These spaces shall be deemed effectively used if they provide services that benefit students, are open to all students, and if the user group meets the use requirements agreed to in a space agreement. This space agreement may include a minimum number of hours of utilization per week. a specification of the services provided from the space, and any other space use requirements that the user group or the Vice President (Operations & Finance) believe to be necessary. Adherence to this space use agreement shall be monitored on an ongoing basis by Students' Union staff as well as via a yearly audit report on the use of the space. which all user groups shall be responsible for providing to the Vice President (Operations & Finance). The date by which this audit report shall be due shall be set as a part of the space agreement. The results of this monitoring and auditing shall be taken into consideration in further applications by the user group for space.</p>	<p>+ ## a unit of the Students' Union;</p>
	<p>+ ## a registered student group or student representative association;</p>
	<p>+ ## a unit of the University of Alberta; or</p>
	<p>+ ## a group that has reached a contractual space use agreement with the Students' Union.</p>
	<p>+ # All user groups are expected to make active and effective use of their space. A space shall be deemed effectively used if:</p>
	<p>+ ## it provide services that benefit students;</p>
	<p>+ ## it is open to all students; and</p>
	<p>+ ## the user group meets the use requirements agreed to</p>

			in a space agreement.
		+	# Use of non-common areas by a user group shall be governed by a space agreement between the Students' Union and the user group. The space agreement shall include:
		+	## a minimum number of hours of utilization per week; and
		+	## any other space use requirements that the Students' Union or user group believe to be necessary.
		+	# Adherence to this space use agreement shall be monitored on an ongoing basis by Students' Union staff. The results of this monitoring shall be taken into consideration in further applications by the user group for space.
	# It is the responsibility of each user group to keep their space clean at all times and to inform the Students' Union of any structural or mechanical problems within the space.		# It is the responsibility of each user group to keep their space clean at all times and to inform the Students' Union of any structural or mechanical problems within the space.
-	# No user group may make changes to their space without the express consent of the Senior Manager (Facilities & Operations) and Vice President (Operations & Finance). This includes re-painting of the space as well as changes to the structural or mechanical aspects of the space.	+	# When possible. lights in workspaces shall be turned off when not in use.
-	# Any user group that does not meet the above criteria may be asked to make changes to their operation, including the potential that they may be asked to share space with other user groups. or to vacate the Students' Union Building via the following process.	+	# No user group may make changes to their space without the written consent of the Senior Manager (Facilities & Operations) and the Vice President (Operations & Finance).
-	## The Vice President (Operations & Finance) shall document breaches of this operating policy and shall bring such breaches to the attention of the Executive Committee of the Students' Union.	+	## This includes re-painting of the space as well as changes to the structural or mechanical aspects of the space.
-	## The Executive Committee of the Students' Union shall reach a decision on an appropriate course of action to ensure that the space is effectively used.	+	# Any user group that does not meet the above criteria may be required by the Executive Committee to:
-	## The Vice President (Operations & Finance) shall notify the user group of the decision of the Executive Committee.	+	## make changes to their operation, including the potential that they may be asked to share space with other user groups; or
-	## The user group shall have a minimum of thirty (30) days from the date of notification to carry out the course of action set by the Executive Committee. In cases where the Executive Committee has decided that it would like a user group to vacate the building this shall give the user group a minimum of thirty (30) days to do so.	+	## vacate the Students' Union Building.
-	## If a user group does not carry out the course of action set by the Executive Committee within 30 days it shall be asked to vacate the building.	+	

<p>- # Following a period of suspension set by the Executive Committee a user group that has been asked to vacate the Students' Union Building may apply for reinstatement in the building. In order to apply for reinstatement they must provide a written report to the Vice President (Operations & Finance) detailing the procedural and policy related changes that they have made in order to ensure that there shall be no further breaches of this policy. The Vice President (Operations & Finance) shall review this report and shall make a recommendation based upon it to the Executive Committee, which shall make a decision on the application.</p>	<p>+</p>
<p>=== Chemical Use ===</p>	<p>=== Chemical Use ===</p>
<p># Whenever possible, aerosol-based products containing CFC based materials shall not be used in the Students' Union Building.</p>	<p># Whenever possible, aerosol-based products containing CFC based materials shall not be used in the Students' Union Building.</p>
<p>- # The University of Alberta Students' Union shall not use cleaning materials that have been tested on animals.</p>	<p>+</p> <p># The Students' Union:</p>
<p>- # The Students' Union shall not use any pesticides, artificial fertilizers, chemical weedkillers or insecticides in maintenance of lawns, plants or for any other purpose.</p>	<p>+</p> <p>## shall not use cleaning materials that have been tested on animals;</p>
<p>- # The Students' Union shall use natural fertilizers, and natural pest control methods whenever needed.</p>	<p>+</p> <p>## shall not use any pesticides, artificial fertilizers, chemical weedkillers or insecticides in maintenance of lawns, plants or for any other purpose; and</p>
	<p>+</p> <p>## shall use natural fertilizers, and natural pest control methods whenever needed.</p>
<p>== Personnel ==</p>	<p>== Personnel ==</p>
<p>- The following policies outline procedures for the administration of personnel of the Students' Union. Topics include recruitment, hiring & selection, appraisal & evaluations, discipline & dismissals. The following policies are subject to the Alberta Employment Standards Code and the CUPE Local 1368 Collective Agreement.</p>	<p>+</p> <p>The following policies outline procedures for the administration of personnel of the Students' Union. Topics include recruitment, hiring & selection, appraisal & evaluations, discipline & dismissals. The following policies are subject to the Alberta Employment Standards Code and the current Agreement between the Students' Union and The Canadian Union of Public Employees Local 1368 (hereafter "the Collective Agreement").</p>
<p>=== Employee Definitions ===</p>	<p>=== Employee Definitions ===</p>
<p>- # "Term Positions" are those non-union positions for which students are elected or are hired on a year-to-year basis.</p>	<p>+</p> <p># "Management Positions" are those permanent positions responsible for the day-to-day management of an operation, area, or activity. Positions designated as Core Management shall be the following:</p>

<p>- # "Union Positions" are those jobs as specified in the CUPE Local 1368 Collective Agreement (Article 2.02). They may be full-time, hourly, term, temporary, or relief positions.</p>	+	<p>## General Manager;</p>
<p>- # "Management Positions" are those permanent positions responsible for the day-to-day management of an operation, area, or activity. Positions designated as Senior Management shall be the following:</p>	+	<p>## Controller;</p>
<p>- ## General Manager,</p>	+	<p>## Director of Student Life;</p>
<p>- ## Senior Manager (Facilities & Operations),</p>	+	<p>## Senior Manager (Business Development);</p>
<p>- ## Senior Manager (Finance & Administration),</p>	+	<p>## Senior Manager (Facilities & Operations);</p>
<p>- ## Senior Manager (Food & Beverage Operations),</p>	+	<p>## Senior Manager (Marketing & Communications);</p>
<p>- ## Senior Manager (Marketing & Communications),</p>	+	<p>## Human Resources Manager;</p>
<p>- ## Senior Manager (Programming & Venues),</p>	+	<p>## Manager of Discover Governance; and</p>
<p>- ## Senior Manager (Student Services), and</p>	+	
<p>## Director of Research & Political Affairs.</p>		<p>## Director of Research & Political Affairs.</p>
	+	<p># "Union Positions" are those jobs as specified in the Collective Agreement (Article 2.02). They may be full-time, hourly, term, temporary, or relief positions.</p>
	+	<p># "Non-Union Salary Positions" are non-union, salaried positions within a Students' Union department. excluding Management Positions and Term Positions. They may be full-time or part-time positions.</p>
	+	<p># "Term Positions" are those non-union positions for which students are elected or are hired on a year-to-year basis.</p>
<p># "Non-Union Hourly Positions" are those non-union, non-permanent positions within a Students' Union department for which the employee is paid on an hourly basis.</p>		<p># "Non-Union Hourly Positions" are those non-union, non-permanent positions within a Students' Union department for which the employee is paid on an hourly basis.</p>
<p>- # "Non-Union Salary Positions" are non-union, salaried positions within a Students' Union department. excluding Management Positions and Term Positions.</p>		
<p>=== Personnel Administration ===</p>		<p>=== Personnel Administration ===</p>
<p>- # Primary responsibility for personnel administration shall rest with the Personnel Manager of the Students' Union.</p>		<p># Primary responsibility for personnel administration shall rest with the Human Resources Manager of the Students' Union.</p>
<p>- # The Personnel Manager shall maintain information on all Students' Union employees within a locked file.</p>	+	<p># The Human Resources Manager shall maintain an employment record on all Students' Union employees within a locked file and/or on a secure server.</p>

<p># All positions within the Students' Union shall be governed by a job specification, which shall be subject to the approval of the Executive Committee.</p>	<p># All positions within the Students' Union shall be governed by a job specification, which shall be subject to the approval of the Executive Committee.</p>
<p>## The Personnel Manager shall maintain copies of all job specifications.</p>	<p>## The amount of detail contained in the specification shall be appropriate to the level of the position; however, each specification should contain the following:</p>
<p># As soon as possible after a successful applicant is notified, the Personnel Manager shall meet with the new employee and his/her supervisor to develop a contract to be signed by both parties and to review job specifications, unless covered under the Collective Agreement.</p>	<p>### Title</p>
<p>## Copies of all contracts shall be maintained by the Personnel Manager.</p>	<p>### Job Summary</p>
<p># A successful job applicant shall not be considered an employee of the Students' Union until they have signed a contract developed by the Personnel Manager.</p>	<p>### Duties & Responsibilities</p>
<p># A successful job applicant shall not be given access to any area of the Students' Union related to their prospective position until after they have signed their contract.</p>	<p>### Qualifications</p>
<p># A successful job applicant shall not be added to the Students' Union payroll until they have signed their contract.</p>	<p>### Reporting structure</p>
<p># Should a successful job applicant fail to sign the contract offered to them by the Students' Union on or before their start date, the applicant shall be deemed to have declined the offered position that shall then be subject to an immediate re-posting.</p>	<p>### Union or Non-union</p>
<p># §(c) - §(h) shall not apply to the Executive Committee.</p>	<p>### Date written</p>
<p># Payroll functions for Term, Management, and other</p>	<p>## Job specifications shall be written by the Human</p>

- **non-hourly** positions shall be the responsibility of the **Personnel** Manager. The accounting department shall be responsible for payroll for all hourly positions.

- # As soon as possible after a new employee is hired, the employee's supervisor shall ensure that the employee fills out the appropriate forms, and shall forward all relevant employment information to **either the Personnel Manager or** the accounting department.

- # **The General Manager and President** shall be responsible for maintaining the organizational chart of the Students' Union and for updating it when changes are made.

+ **Resources Manager. in conjunction with the person responsible for supervising** the position.

+ ## **Job specifications shall be approved by** the Executive Committee.

+ ## **The Human Resources Manager shall maintain copies of all job specifications.**

+ # Payroll functions for **salaried** positions shall be the responsibility of the **Human Resources** Manager. The accounting department shall be responsible for payroll for all hourly positions.

+ # As soon as possible after a new employee is hired, the employee's supervisor shall ensure that the employee fills out the appropriate forms, and shall forward all relevant employment information to the **Human Resources Manager and** the accounting department.

+ # **As soon as possible after an employee leaves their position with the Students' Union. the employee's supervisor shall notify the Human Resources Manager and the accounting department.**

+ # **The Human Resources Manager** shall be responsible for maintaining the organizational chart of the Students' Union and for updating it when changes are made.

Exceptions to this policy may be extended by order of the President, or designate.

Exceptions to this policy may be extended by order of the President, or designate.

Line 484:

For this purpose, an undergraduate student shall be defined as a registered U of A undergraduate student enrolled in a minimum of one (1) class per Fall & Winter semester who have paid their full Students' Union fees.

Elected members of Students' Council may not serve as Students' Union permanent employees and/or term employees unless otherwise stipulated in Students' Union bylaw or approval is received from Students' Council. Members of Students' Council are eligible for employment as a Union or Non-union hourly employee.

Line 438:

For this purpose, an undergraduate student shall be defined as a registered U of A undergraduate student enrolled in a minimum of one (1) class per Fall & Winter semester who have paid their full Students' Union fees.

Elected members of Students' Council may not serve as Students' Union permanent employees and/or term employees unless otherwise stipulated in Students' Union bylaw or approval is received from Students' Council. Members of Students' Council are eligible for employment as a Union or Non-union hourly employee.

+

+ **=== Establishment of New Positions ===**

+ # **Prior to establishing any new position. a proposed job specification must be developed. as outlined in [Personnel Administration |§3.21]. and must be approved by the appropriate bodies, as outlined below.**

- + ## New Non-Union positions must be approved by the Executive Committee.
- + ## New Union positions must be approved by the General Manager and are subject to the approval of the Union as outlined in Article 26 of the Collective Agreement.
- + # In approving the establishment of a new position, the individual(s) or bodies granting approval shall consider the following:
 - + ## the impact the position shall have on current resources (including financial, human, equipment, and space resources);
 - + ## how any additional resources required shall be provided;
 - + ## the impact the new position shall have in the long-term; and
 - + ## whether the benefits of adding the position outweigh the costs. and whether establishing the position shall help the Students' Union to better serve the needs of students.
- + # All new positions shall be hired in accordance with the same principles set out in this manual for established positions.
- +
- + === Elimination of Positions ===
- + # Elimination of Non-Union positions must be approved by the Executive Committee.
- + # Elimination of Union positions must be approved by the General Manager. and must also be approved by the Union. in accordance with Article 26 of the Collective Agreement.

=== Recruitment ===

- # A review of job responsibilities shall be conducted prior to beginning recruitment for a position, if deemed necessary by the supervisor of the position, in conjunction with the **Personnel** Manager and outgoing employee if appropriate.
- ## With the results of the review, the supervisor, in conjunction with the **Personnel** Manager, shall develop and/or amend the job specification.
- # If it is a new position, the supervisor shall develop a job specification, in conjunction with the **Personnel** Manager, and must receive the approval from the appropriate body for the creation of the position, as outlined in [[#Establishment_of_New_Positions |§3.8]].

=== Recruitment ===

- + # A review of job responsibilities shall be conducted prior to beginning recruitment for a position, if deemed necessary by the supervisor of the position, in conjunction with the **Human Resources** Manager and outgoing employee if appropriate.
- + ## With the results of the review. the supervisor, in conjunction with the **Human Resources** Manager, shall develop and/or amend the job specification.
- + # If it is a new position, the supervisor shall develop a job specification, in conjunction with the **Human Resources** Manager, and must receive the approval from the appropriate body for the creation of the position, as outlined in [[#Establishment_of_New_Positions |§3.4]].

<p># All positions shall be suitably advertised, at least across campus, to ensure a wide variety of applicants.</p>	<p># All positions shall be suitably advertised, at least across campus, to ensure a wide variety of applicants.</p>
<p># All positions suitable for students shall be advertised in The Gateway.</p>	
<p># All management positions shall be advertised at least citywide, and, if appropriate, provincially and/or nationally.</p>	<p># All management positions shall be advertised at least citywide, and, if appropriate, provincially and/or nationally.</p>
<p># Openings for Union positions must be posted internally for a minimum of 7 working days.</p>	<p># Openings for Union positions must be posted internally for a minimum of 7 days.</p>
<p># All job postings must state the following:</p>	<p># All job postings must state the following:</p>
<p>## qualifications, including required knowledge, education, and skills;</p>	<p>## qualifications, including required knowledge, education, and skills;</p>
<p>## duties and responsibilities;</p>	<p>## duties and responsibilities;</p>
<p>## wage, salary, or honorarium (exceptions may be made for management or non-union positions);</p>	<p>## wage, salary, or honorarium (exceptions may be made for non-union positions);</p>
<p>## required hours or shift (if applicable);</p>	<p>## required hours or shift (if applicable);</p>
<p>## length of employment contract (if applicable);</p>	<p>## length of employment contract (if applicable);</p>
<p>## deadline for applications;</p>	<p>## deadline for applications; and</p>
<p>## a contact person for further information;</p>	<p>## a contact person for further information.</p>
<p># Union positions must be hired in accordance with Article 14 of the Collective Agreement.</p>	<p># Union positions must be hired in accordance with Article 14 of the Collective Agreement.</p>
<p></p>	<p></p>
<p>=== Interviewing & Selections ===</p>	<p>=== Interviewing & Selections ===</p>
<p># All members of a selection committee shall be given a copy of this policy as part of their orientation, as well as copies of any bylaws that apply to the selection of positions for which they are hiring.</p>	<p># All members of a selection committee shall be informed of this policy as part of their orientation, as well as of any bylaws that apply to the selection of positions for which they are hiring.</p>
<p># Prior to the commencement of interviews, criteria for short-listing the applications shall be developed, based on the job specification. Candidates shall then be short listed to these criteria.</p>	<p># Prior to the commencement of interviews, criteria for short-listing the applications shall be developed, based on the job specification. Candidates shall then be short listed to these criteria.</p>
<p># Where appropriate, the interviewer or selection committee shall make every effort to consult with the outgoing employee in the position to be vacated, or any other person with extensive knowledge of the position to be filled, prior to the commencement of short listing and interviewing.</p>	<p>## Where appropriate, the interviewer or selection committee shall make every effort to consult with the outgoing employee in the position to be vacated, or any other person with extensive knowledge of the position to be filled, prior to the commencement of short listing and interviewing.</p>
<p># Questions shall be developed prior to the interviews, but this shall not prevent the interviewer or members of the selection committee from asking additional questions as they see fit.</p>	<p># Questions shall be developed prior to the interviews, but this shall not prevent the interviewer or members of the selection committee from asking additional questions as they see fit.</p>
<p># Selection of the candidate shall be made on the basis of the interviews and application package, and shall be made by those members present at all of the interviews.</p>	<p># Selection of the candidate shall be made on the basis of the interviews and application package, and shall be made by those members present at all of the interviews.</p>

- # Before the successful applicant is notified, reference checks shall be completed by the interviewer, chair of the committee (if applicable), or the Personnel Manager, where appropriate. In some cases a medical examination may be required;	+ # Members of any selection committee shall remove themselves from the decision for specific candidate(s) for which they perceive a conflict of interest that may affect their impartiality.
- # Unsuccessful applicants, who appeared for an interview, shall be notified, if at all possible, on the same day as the successful applicant is notified, by interviewer, chair of the committee, or the Personnel Manager.	+ # All material and discussions presented during selection committee meetings shall be kept in the strictest confidence.
	+ # Before the successful applicant is notified, reference checks shall be completed by the interviewer, chair of the committee (if applicable), or the Human Resources Manager, where appropriate. In some cases a medical examination may be required.
	+ # Unsuccessful applicants, who appeared for an interview, shall be notified, if at all possible, on the same day as the successful applicant is notified, by interviewer, chair of the committee, or the Human Resources Manager.
	+ # Applications for a position shall be re-opened if no qualified applications have been received for that position or at the selection committee's discretion.
	+ # All hiring notes shall be kept in a locked file in the Human Resources area for a period of one (1) year.
	+ # A successful applicant's application and interview notes shall become part of their employment file.
	+ # As soon as possible after a successful applicant is notified, the Human Resources Manager shall develop an employment agreement to be signed by both parties.
	+ ## Copies of all employment agreements shall be maintained by the Human Resources Manager.
	+ # A successful job applicant shall not be considered an employee of the Students' Union until they have signed a job offer or employment agreement developed by the Human Resources Manager.
	+ # A successful job applicant shall not be given access to any area of the Students' Union related to their prospective position until after they have signed their employment agreement.
	+ # A successful job applicant shall not be added to the Students' Union payroll until they have signed their employment agreement and completed all necessary paperwork.
	+ # Should a successful job applicant fail to sign the employment agreement offered to them by the Students' Union on or before their start date, the applicant shall be deemed to have declined the offered position that shall then be subject to an immediate re-posting.

		+	# This section shall not apply to voting members of the Executive Committee.
	=== Union Positions ===		=== Union Positions ===
-	# These hiring practices shall be in accordance with the principles contained in this policy, and with practices as outlined in the most recent CUPE Local 1368 Collective Agreement.	+	# These hiring practices shall be in accordance with the principles contained in this policy, and with practices as outlined in the Collective Agreement.
	# Applicants shall be interviewed and selected by the appropriate manager, along with a selection committee, if appropriate.		# Applicants shall be interviewed and selected by the appropriate manager, along with a selection committee, if appropriate.
	# Applications for a position may be re-opened, at the discretion of the manager, if less than two (2) qualified applicants have applied for that position.		# Applications for a position may be re-opened, at the discretion of the manager, if less than two (2) qualified applicants have applied for that position.
Line 519:		Line 499:	
	=== Management Positions ===		=== Management Positions ===
	# All management positions within the Students' Union shall be hired as stipulated in a manner prescribed by the General Manager in consultation with the Executive Committee.		# All management positions within the Students' Union shall be hired as stipulated in a manner prescribed by the General Manager in consultation with the Executive Committee.
-	# Interviews shall be scheduled by the Personnel Manager.	+	# Interviews for Core Management positions shall be conducted by a selection committee that includes the General Manager and at least one voting member of the Executive Committee.
-	# Interviews for Senior Management positions shall be conducted by a selection committee that includes the General Manager at least one voting member of the Executive Committee.	+	## Interviews for the General Manager and Director of Research & Political Affairs are exceptional, and shall be conducted in a manner prescribed by the Executive Committee and/or relevant Students' Union bylaw.
-	## Interviews for the General Manager and Director of Research & Political Affairs are exceptional to §(c) , and shall be conducted in a manner prescribed by the Executive Committee and/or relevant Students' Union bylaw.	+	# Students' Council shall be kept informed of the hiring process of Core Management positions.
-	# All proceedings of a selection committee are confidential. and shall only be released upon request to Students' Council or the Discipline. Interpretation, and Enforcement Board. Minutes or notes shall be kept in a locked file in the Personnel Manager's area for a period of one (1) year. A successful applicant's application shall be kept in their personnel file for the duration of employment.	+	
-	# Applications for a position shall be re-opened if no qualified applications have been received for that position or at the selection committee's discretion.	+	
-	# Students' Council shall be kept informed of the hiring process of Senior Management positions.	+	
-		+	

-	=== Establishment of New Positions ===	+	
-	# Prior to establishing any new position, a proposed job specification must be developed, as outlined in [1]#Job Specifications [3.121], and must be approved by the appropriate bodies, as outlined below.	+	
-	## New Term positions must be approved by the Executive Committee.	+	
-	## New Union positions must be approved by the General Manager and are subject to the approval of the Union as outlined in Article 26 of the CUPE Local 1368 Collective Agreement. If appropriate, Executive Committee approval must also be obtained.	+	
-	## New Management positions must be approved by the Executive Committee.	+	
-	## New Non-Union positions must be approved by the Executive Committee.	+	
-	# In approving the establishment of a new position, the individual(s) or bodies granting approval shall consider the following:	+	
-	## the impact the position shall have on current resources (including financial, human, equipment, and space resources);	+	
-	## how any additional resources required shall be provided;	+	
-	## the impact the new position shall have in the long-term;	+	
-	## whether the benefits of adding the position outweigh the costs, and whether establishing the position shall help the Students' Union to better serve the needs of students.	+	
-	# All new positions shall be hired in accordance with the same principles set out in this manual for established positions.	+	
-		+	
-	=== Elimination of Positions ===	+	
-	# As a general rule, approval for elimination of a position should be granted by the same individual or body that approved its creation.	+	
-	# Elimination of Union positions must be approved by the General Manager, and may require approval from the Executive Committee. Elimination of Union positions must also be approved by the Union, in accordance with Article 26 of the CUPE Local 1368 Collective Agreement.	+	
-	# Elimination of Management positions must be approved by the Executive Committee.	+	
-		+	

<p>- # Elimination of Non-Union Hourly positions must be approved by the Executive Committee.</p>	<p>+</p>	
<p>=== Orientation & Training ===</p>		<p>=== Orientation & Training ===</p>
<p>- # As soon as possible after hiring, a new employee shall meet with his/her supervisor and the Personnel Manager to discuss personnel matters (e.g. benefits, policies, wage, contracts, etc.).</p>	<p>+</p>	<p># As soon as possible after hiring, a new employee shall meet with their supervisor and the Human Resources Manager to discuss personnel matters (e.g. benefits, policies, wage, contracts, etc.).</p>
<p>- # The following documentation shall be made available to all new Term and Management employees, and members of Students' Council:</p>	<p>+</p>	<p># As soon as possible after hiring, a new employee shall complete a Health and Safety orientation.</p>
<p>- ## the Students' Union Organizational Chart,</p>	<p>+</p>	<p># The following documentation shall be made available to all employees and members of Students' Council:</p>
<p>- ## the Policy and Procedure Manual,</p>	<p>+</p>	<p>## the Students' Union Organizational Chart;</p>
<p>- ## the Political Policy Manual, and</p>	<p>+</p>	<p>## the Students' Union Strategic Plan;</p>
<p>- ## the Students' Union Bylaws.</p>	<p>+</p>	<p>## Students' Union Operating Policies;</p>
<p>- # A copy of the CUPE Local 1368 Collective Agreement shall also be made available to Management employees.</p>	<p>+</p>	<p>## Students' Union Political Policies; and</p>
<p>- # Union employees shall be given a copy of the CUPE Local 1368 Collective Agreement and the Organizational Chart.</p>	<p>+</p>	<p>## Students' Union Bylaws.</p>
<p>- # The Students' Union shall annually arrange orientation seminars for both incoming Term staff and members of Students' Council.</p>	<p>+</p>	<p># A copy of the Collective Agreement shall also be made available to Union and Management employees.</p>
<p>- # The Personnel Manager shall annually arrange an appropriate management training seminar for all new Management, Directors, and the Executive.</p>	<p>+</p>	<p># The Students' Union shall annually arrange orientation seminars for incoming Executive, Term staff and members of Students' Council.</p>
<p></p>	<p>+</p>	<p># The Students' Union shall annually arrange a professional development seminar for all Management, the Executive and other staff as deemed appropriate.</p>
<p>=== Probationary Periods ===</p>		<p>=== Probationary Periods ===</p>
<p># All Term, Management, Union, and non-Union Hourly employees shall be subject to a probationary period.</p>		<p># All Term, Management, Union, and non-Union Hourly employees shall be subject to a probationary period.</p>
<p>- # Should an employee fail to comply with the duties and requirements of his/her position, or if there is concern about the employee's attitude or conduct, his/her employment may be terminated at any time during the probationary period, subject to [[#Discipline_26_Dismissals §3.19]]. At the discretion of the employee's supervisor, the probationary period may also be extended. The President and General Manager should be consulted before any terminations or extensions of probationary periods.</p>	<p>+</p>	<p># Should an employee fail to comply with the duties and requirements of their position, or if there is concern about the employee's attitude or conduct, their employment may be terminated at any time during the probationary period, subject to [[#Discipline_26_Dismissals §3.19]]. At the discretion of the employee's supervisor, the probationary period may also be extended. The President and General Manager should be consulted before any terminations or extensions of probationary periods.</p>
<p># Term employees and Non-Union employees shall be</p>		<p># Term employees and Non-Union employees shall be</p>

subject to a six (6) month probationary period.

Union employees shall be subject to a six (6) month probationary period, in accordance with Article 13 of the Collective Agreement.

Management employees shall be subject to a one (1) year probationary period.

subject to a six (6) month probationary period.

Union employees shall be subject to a six (6) month probationary period, in accordance with Article 13 of the Collective Agreement.

Management employees shall be subject to a one (1) year probationary period.

=== Job Specifications ===

Every position in the Students' Union shall be governed by a job specification.

The amount of detail contained in the specification shall be appropriate to the level of the position: however, each specification should contain the following:

Title

Job Summary

Duties & Responsibilities

Qualifications

Reporting structure

Salary, Wages, or Honorarium (except for Management positions)

Union or Non-union

Date written

Job specifications shall be written by the Personnel Manager, in conjunction with the person responsible for supervising the position.

Job specifications shall be approved by the Executive Committee.

The Personnel Manager shall ensure that a copy is maintained in a central file.

=== Staff Appraisals ===

All Students' Union employees shall be given regular performance appraisals **as outlined below**.

The process used, and the level of detail of the appraisal shall depend on the level of responsibility of the position.

The appraisal process for each position shall be developed by the supervisor of the position, and the **Personnel Manager**.

=== Staff Appraisals ===

All Students' Union employees shall be given regular performance appraisals.

The process used, and the level of detail of the appraisal shall depend on the level of responsibility of the position.

The appraisal process for each position shall be developed by the supervisor of the position, and the **Human Resources Manager**.

# All employees holding similar positions shall be appraised according to the same procedure.		# All employees holding similar positions shall be appraised according to the same procedure.
# Performance appraisals shall be kept on file indefinitely for full-time permanent employees, and for a period of two years for Term position and Non-Union Hourly positions.	+	# Performance appraisals shall be added to the employee's personnel file.
# Term employees shall be appraised at least twice during their term.		# Term employees shall be appraised at least twice during their term.
# Union employees shall be appraised mid-probation, at the end of probation, and annually thereafter.	+	# Union employees shall be appraised:
# Management employees shall be appraised annually.	+	## mid-probation;
# Non-Union employees shall be appraised twice in the first twelve (12) months and annually thereafter.	+	## at the end of probation; and
	+	## annually thereafter.
	+	# Non-Union employees shall be appraised:
	+	## mid-probation;
	+	## at the end of probation; and
	+	## around the end of each fiscal year.
=== Holiday & Vacation Pay ===	+	=== Year-end Reports ===
#Holidays	+	# Year-end reports shall be completed by term employees.
## The Students' Union recognizes the following as paid holidays for Term, full-time Union, and Management employees:	+	# Annual reports shall be completed by Core Management members as part of the annual performance appraisal process.
### New Year's Day	+	# Reports shall contain, at minimum:
### Family Day	+	## a summary of all major issues faced during the year;
### Good Friday	+	## ongoing issues;
### Easter Monday	+	## roles and responsibilities above and beyond the standard job description as reference for later in time; and
### Victoria Day	+	## goals for the year: both goals accomplished and goals not accomplished, reason(s) why and future recommendations.
### Canada Day	+	# Enforcement
### Civic Holiday (August)	+	## Reports shall be submitted prior to the 20th of the final month of the term contract for all term employees.
### Labour Day		## Employees who fail to submit a report to both the

-	+	<p>Human Resources Manager and the department head prior to the date specified in §(c)(i) shall forfeit \$250.00 from their final paycheque.</p>
-	+	<p>## As contracts are written. the Human Resources Manager shall ensure that the stipulations of this policy are written into those contracts as follows if applicable.</p>
-	+	<p># Year-end reports shall be archived annually by each department head.</p>
-	+	
-	+	<p>=== Attendance ===</p>
-	+	<p># Hours of work and breaks for Full-time and Hourly Union employees shall be in accordance with article 16 of the Collective Agreement.</p>
-	+	<p># All employees are expected to report and be prepared to work at the times as scheduled by their supervisor.</p>
-	+	<p>## Should any of these fall on a full-time employee's or full-time term employee's scheduled day off, the employee shall receive another day off with pay at a time mutually agreed upon between the employee and the Employer.</p>
-	+	<p>## Union hourly employees shall receive a statutory holiday pay allowance each pay period of 5% of their basic pay in lieu of pay for the above noted holidays.</p>
-	+	<p>## Full-time employees are entitled to receive (2) two fifteen-minute paid breaks and one half hour unpaid break in a regular 8 hour day. These breaks may be combined into a full hour break.</p>
-	+	<p>## Term employees are expected to work the number of hours per week as specified in their employment contract. Term employees are expected to prepare a work schedule in consultation with their supervisor and are expected to adhere to that schedule.</p>
-	+	<p>## Employees must earn vacation entitlement before it may be used.</p>
-	+	<p>## Term employees are entitled to a paid 15 minute break after 4 hours of work and an additional unpaid 30 minute break after 5 hours of work. If a term employee is working an 8 hour day. they are entitled to the same breaks as a full-time employee.</p>
-	+	<p>## Hourly non-union employees are entitled to the same breaks as Hourly Union employees.</p> <p># There are instances where an employee will arrive late or need to leave early. Employees must contact their supervisor as soon as they know they will be late or will need to leave early. If a pattern of tardiness or leaving early arises, the employee may be subject to disciplinary action.</p>

+ **# If an employee must be absent from scheduled work. they must report their absence at least one-half (½) hour prior to the start of the scheduled shift. Employees must report their absence each day that they will miss except when they have a doctor's note or other professional certificate that covers multiple days. Failure to report an absence is considered a no call/no show and the employee may be subject to disciplinary action.**

+

+ **=== Remuneration ===**

+ **# Union employees shall be paid in accordance with Article 24 of the Collective Agreement.**

+ **# Salaries and wages for non-union employees shall be determined by the General Manager and approved by the Executive Committee.**

+ **# Requests for extraordinary increases in salaries or honoraria must be approved by the General Manager and the Executive Committee.**

+

+ **=== Overtime ===**

+ **# Employees shall be expected to fulfill the hours of work required in their employment agreement: time worked in excess of the required amount shall be considered overtime. In all cases, overtime must be approved by the supervisor before the time is worked.**

+ **## Union employees shall be paid overtime in accordance with Article 17 of the Collective Agreement;**

+ **## Non-Union Hourly employees shall be paid overtime for hours worked in excess of 8 hours per day or 44 hours per week, in accordance with the Alberta Employment Standards Code;**

+ **## Term and Non-Union salaried employees may bank a reasonable amount of time, as determined by that employee's supervisor, in lieu of overtime.**

+ **## Management employees are not eligible for overtime pay or time in lieu of overtime.**

+

+ **=== Benefits ===**

+ **# Union positions are entitled to the benefits outlined in Article 27 of the Collective Agreement.**

+ **# Term and Non-Union hourly positions are not eligible for group health and dental insurance benefits or the group Registered Retirement Savings**

	Plan.
+	# Full-time non-union positions are entitled to the same benefits as full-time Union employees.
+	# Full-time employees have the option of continuing comprehensive insurance medical coverage during a leave of absence. provided they pay 100% of the premiums in the form of post-dated cheques.
+	
+	=== Holidays ===
+	# The Students' Union recognizes the following as paid holidays for full-time salaried employees:
+	## New Year's Day
+	## Family Day
+	## Good Friday
+	## Easter Monday
+	## Victoria Day
+	## Canada Day
+	## Civic Holiday (August)
+	## Labour Day
+	## Thanksgiving Day
+	## Remembrance Day
+	## Christmas Eve
+	## Christmas Day
+	## Boxing Day
+	## and any other day proclaimed as a paid holiday by the Federal, Provincial and/or Municipal governments.
+	# Should any of these fall on a full-time salaried employee's scheduled day off, the employee shall receive another day off with pay at a time mutually agreed upon between the employee and the Employer.
+	# Hourly Union employees shall receive holiday pay allowance in accordance with the Collective Agreement.
+	
+	=== Vacation ===
+	# Hourly Employees
	## Union and non-union hourly employees shall receive 4% vacation pay for each pay period,

Full-time Union employees shall receive an annual paid vacation in accordance with the stipulations of Article 20 of the Collective Agreement.

- ## Management employees receive the same vacation privileges as full-time Union employees.

- ## Union and Non-Union Hourly employees shall receive 4% vacation pay for each pay period. commensurate with Alberta Labour Standards.

- ## Approval for vacation leave should be requested from the employee's supervisor in advance, and the employee must inform the Personnel Manager of the number of days he/she intends to take as paid vacation. Union employees must also follow the procedures outlined in Article 20 of the Collective Agreement.

- ## Should the employee be unable to use some or any of his/her paid vacation time, he/she shall be paid for the number of unused days at the end of his/her term (for Term employees) or the amount may be carried over to the following year (for Management and Union employees) with the General Manager's approval. Otherwise, any vacation entitlement remaining from the previous year for management and union employees must be taken by December 31 of the year following the vacation year.

+ commensurate with Alberta Labour Standards. This will be included in their pay cheque.

+ #Term Employees

+ ## Term employees shall receive 10 days paid vacation during their 12 month term, except for Executive Committee members, who shall receive 15 days paid vacation during their 12 month term. **This vacation entitlement shall be pro-rated for terms shorter or longer than 12 months in length.**

+ ## Term employees are expected to use all their vacation days over the course of their 12 month term.

+ ## If a term employee leaves for any reason before the end of their contracted term, vacation entitlement will be pro-rated for the time worked. Any vacation time taken in excess of the pro-rated amount will be deducted from the final paycheque.

+ ## If a term employee is unable to use some of their paid vacation time, they shall be paid for the number of unused days at the end of their term.

+ #Full-Time Union Employees

Full-time Union employees shall receive an annual paid vacation in accordance with the stipulations of Article 20 of the Collective Agreement.

+ #Full-Time Non-Union Employees

+ ## Each vacation year shall be from June 1 to May 30.

+ ## Vacation entitlement is accrued at the following rate:

+ ### Less than 1 year: 1.25 days per month

+ ### 1 year to 2 years: 15 days

+ ### 2 years to 7 years: 20 days

- + **### 7 or more years: 25 days**
- + **### 10th year and every 10th year thereafter: 40 days**
- + **## Employees must secure the approval of their manager before taking vacation. Employees are expected to give their manager plenty of advance notice.**
- + **## Employees may request to 'borrow' up to five days of unearned vacation. This request must be made in writing to the employee's supervisor and the General Manager. If employment ends for any reason, vacation time taken in advance will be deducted from the final paycheque.**
- + **## Employees are expected to take a minimum amount of vacation each year at the following rate:**
- + **### 1 year to 5 years: 10 days**
- + **### 6 or more years: 15 days**
- + **## If employees have not taken the minimum vacation time listed above, or have not notified their manager of their vacation plans by March 31st, the Students' Union will schedule the vacation time and give the employee a minimum of 14 days notice.**
- + **## Vacation entitlement remaining from the previous year must be taken by December 31 of the year following the vacation year. Unused vacation will be forfeit.**
- + **### Employees may request a carry forward of vacation days for one additional year. This request must be made in writing to the Employee's supervisor and the General Manager. Any such requests must be made by June 30th of the year in which the entitlement will expire.**
- + **## No payment of earned, unused vacation may be made to employees.**
- + **## When a holiday listed in §3.18(a) occurs during the employee's vacation time, the employee will receive the paid holiday instead of using a vacation day.**
- + **## If the employee is seriously ill while on vacation, and has proper documentation of the illness, one half of the vacation time lost due to illness will be reinstated.**
- + **## If an employee qualifies for other approved leave (i.e. bereavement, jury, or special leave), and has proper documentation, the vacation time lost due to this leave may be reinstated.**
- + **## When employment ends for any reason, vacation time earned but not taken by the employee will be included in the employee's final paycheque. At the**

			<p>same time, vacation time taken in advance will be deducted from the final paycheque.</p>
		+	<p>## In addition to the vacation entitlement. full-time non-union employees will receive two floater days each year:</p>
		+	<p>### One Winter Floater to be taken between September 1 - April 30</p>
		+	<p>### One Summer Floater to be taken between May 1 - August 31</p>
		+	<p>## Floater days shall not carry forward from year to year. will not be paid out at termination. and. if not taken during the period and year of entitlement. shall be lost. To use a floater day. employees must secure the approval of their manager.</p>
-	=== Sick Leave & Other Leaves of Absence ===	+	=== Sick Leave ===
-	# Union employees shall be entitled to leaves of absence in accordance with Articles 22 and 23 of the Collective Agreement.	+	# Union employees shall be entitled to sick leave in accordance with Article 22 of the Collective Agreement.
-	# Sick Leave	+	# Non-Union Employees
-	## Term employees shall be entitled to two and one-half (2.5) days of paid leave due to illness during his/her term. Executive members shall be entitled to five (5) days.	+	## Term employees shall be entitled to five days of sick leave due to illness during their term.
-	## Management employees shall be entitled to one and one-half (1.5) days sick leave per month.	+	## Full-time permanent employees shall be entitled to 1.5 days of sick leave per month.
-	## Any employee suspected of abuse of sick leave may be required to provide evidence of illness in the form of a doctor's note. or to see a doctor of the Students' Union's choice. Union employees are also subject to the provisions of Article 22 of the Collective Agreement.	+	## Employees may be required to provide evidence of illness in the form of a doctor's note, and/or to see a health care professional of the Students' Union's choice.
-	## Any employee found to be abusing sick leave shall be disciplined. Disciplinary actions may include, but are not limited to, suspension , deductions of pay for time missed, or dismissal.	+	## Any employee found to be abusing sick leave shall be disciplined. Disciplinary actions may include, but are not limited to, deductions of pay for time missed, suspension or dismissal.
		+	
		+	=== Maternity and Parental Leave ===
		+	# Union employees shall be entitled to maternity and parental leave in accordance with Article 23.10 of the Collective Agreement.
		+	# Maternity Leave
		+	## A pregnant employee who has been employed by the Students' Union for at least 52 consecutive weeks is entitled to 15 weeks of maternity leave without pay.

- + ## Maternity leave may begin at any time within 12 weeks before the estimated due date and at the latest on the birth date.
- + ## The employee must give at least 6 weeks of written notice of the date she will start her maternity leave. The employee may be required to provide a medical certificate that estimates the date of birth.
- + ### An employee who has a health condition related to her pregnancy may begin leave without giving 6 weeks notice but must provide a certificate that confirms that she is unable to work due to the health-related condition.
- + ## A pregnant employee must take at least six weeks of leave after the birth of her child.
- + ### If an employee wants to return to work early, she must provide a medical certificate stating that she is able to return to work.
- + ## If a pregnant employee has not been employed for 52 consecutive weeks, she may apply for a health-related leave.
- + ## Full-Time employees are entitled to salary and benefits for the waiting period prior to Employment Insurance benefits taking effect.
- + ## Employees who are part of the Group Benefits Plan may choose to continue their benefits during their maternity leave but must pay the full cost of the premiums. Employees must advise the Human Resources Manager in writing if they would like to continue these benefits.
- + ## Employees must give written notice of intent to return at least 4 weeks before the end of the leave period to which they are entitled or 4 weeks before the date on which the employee has previously specified as the end of their leave period, whichever is earlier. Omission of notice to return to work will be considered a resignation.

Parental Leave

- ## **Term, Management,** and Union employees are entitled to salary and benefits for the waiting period for **parental leave** prior to unemployment insurance taking effect.

- ## **Term, Management, and Union employees** are also entitled to parental leave of **fifteen (15) weeks without pay. and, upon request, an additional twenty (20) weeks leave of absence, without pay. This does not apply where the employee's spouse remains at home with the child.**

- ## **Term, Management, and Union** employees shall be given up to two (2) days leave with pay to attend the birth

Parental Leave

+ ## **An employee who has been employed by the Students' Union for at least 52 consecutive weeks is entitled to 37 weeks of parental leave without pay after the birth or adoption of their child.**

+ ## **Parental leave must begin and be completed within 52 weeks after the birth or adoption.**

+ ## **The employee must give at least 6 weeks of written notice of the date they will start their parental**

<p>or adoption of their own children.</p>	
<p>– # Leave without Pay: Term and Management employees may receive leave without pay under the following circumstances:</p>	<p>+ leave.</p>
<p>– ## to participate as candidates in Federal, Provincial, Municipal, and School Board elections; or</p>	<p>+ ### A birth mother may take parental leave immediately after maternity leave ends and does not need to give notice of starting the parental leave.</p> <p>+ ### If an employee cannot give the required 6 weeks notice due to health-related reasons or circumstances related to an adoption. they must give written notice as soon as possible. The employee may be required to provide a certificate that confirms the health-related condition or the adoption.</p>
<p>– ## for good and sufficient cause, as determined by the employee's supervisor. provided leave is requested and approved by the supervisor in advance.</p>	<p>+ ## If both parents are employed by the Students' Union and intend to share the parental leave. they may not take the parental leave at the same time.</p>
	<p>+ ## Full-Time employees are entitled to salary and benefits for the waiting period prior to unemployment insurance taking effect. This does not apply if a birth mother has also taken maternity leave.</p>
	<p>+ ## Employees who are part of the Group Benefits Plan may choose to continue their benefits during their parental leave but must pay the full cost of the premiums. Employees must advise the Human Resources Manager in writing if they would like to continue these benefits.</p>
	<p>+ ## Employees must give written notice of intent to return at least 4 weeks before the end of the leave period to which they are entitled or 4 weeks before the date on which the employee has previously specified as the end of their leave period. whichever is earlier. Omission of notice to return to work will be considered a resignation.</p>
	<p>+ # Birth Leave</p>
	<p>+ ## Full-time employees who are not on a leave of absence shall be given up to two (2) days leave with pay to attend the birth or adoption of their own children.</p>
	<p>+ ## Employees must give written notice of intent to return at least 4 weeks before the end of the leave period to which they are entitled or 4 weeks before the date on which the employee has previously specified as the end of their leave period. whichever is earlier. Omission of notice to return to work will be considered a resignation.</p>
	<p>+ </p>
	<p>+ === Other Leaves of Absence ===</p>
	<p>+ # Appointment Time</p>
	<p>+ ## Full-time employees will be allowed up to 21 working hours per year to attend to meetings and appointments for health and professional services when these appointments cannot be made outside</p>

	work hours.
+	# Compassionate Care Leave
+	## An employee who is the primary caregiver may take a leave without pay to give care or support a seriously ill family member who is at risk of death within 26 weeks.
+	### The definition of "family member" is outlined in the Alberta Employment Standards Code but in general includes a parent, spouse, child, parent-in-law, sibling, grandparent, grandchild, uncle, aunt, niece and nephew.
+	### The employee must provide a physician's certificate which identifies that there is a significant risk that the family member will die within 26 weeks and that the family member requires care or support of one or more family members.
+	## To be eligible for the leave, the employee must have worked for the Students' Union for at least 52 consecutive weeks.
+	## The maximum length of the leave is 8 weeks but it may be broken into two different periods. The leave must be taken before the 26-week window expires.
+	## The employee must give at least two weeks' written notice before taking the leave unless an emergency situation occurs.
+	## The employee must give at least two weeks' written notice of the date the employee will return to work unless the Students' Union agrees in writing to a shorter notice period.
+	# Bereavement
+	## An employee may take up to 4 consecutive days of bereavement leave with pay for the death of a parent, spouse, sibling, child, parent-in-law, grandparent, grandchild, finance, or any second degree relative residing in the same household.
+	## Where the the burial of a relative as identified above takes place outside of the province, the employee may take up to 2 additional days with pay.
+	## An employee may take one day to attend the funeral of a close friend and/or relative not included above.
+	#Jury Duty
+	## Employees shall be given a leave of absence to serve as a juror or witness in a court.
+	## For full time employees, the Students' Union will pay the difference between the employee's regular earnings and the payment they receive from the court excluding expenses. The employee must provide proof

SU Election Leave

Executive members and term employees are required to take a leave of absence to stand as a candidate in the SU Executive elections.

of service and the amount of pay received.

SU Election Leave

Executive members and term employees are required to take a leave of absence to stand as a candidate in the SU Executive elections.

Line 637:

Line 695:

Term employees may elect to take this leave as vacation time (at 100% of their regular rate of pay); as special Leave with Pay (at 75% of their regular rate of pay); or as Leave without Pay.

Term employees may elect to take this leave as vacation time (at 100% of their regular rate of pay); as special Leave with Pay (at 75% of their regular rate of pay); or as Leave without Pay.

This section does not apply if the position that the employee is standing for is uncontested.

This section does not apply if the position that the employee is standing for is uncontested.

Employees may take such leave for a maximum of one (1) month, if approved by their supervisor. Further extensions shall be dealt with on a case-by-case basis.

Other Leaves **with Pay**

Other Leaves

Term and Full-time employees may **receive** leave with **pay** under the **following circumstances:**

Other paid leaves include jury duty, family bereavement, moving, disaster, death of a friend, pollbearer duties, marriage, and other special leaves as defined in Article 23 of the CUPE Local 1368 Collective Agreement, and apply to both Non-Union and Management employees.

Moving their household: 1 day/year

All other employees not covered by §(g)(i) may apply for a leave to the General Manager.

Natural Disaster (i.e. fire or flood): Up to 3 days/year

To prepare for their marriage or to get married: 1 day/year

=== Overtime ===

Leave without Pay

Term employees shall be expected to fulfill the office hours required in their employment contract.

Term and Management employees may receive leave without pay under the following circumstances:

These shall be considered the expected minimum number of hours of work required per week, and Term employees shall not be paid overtime for hours worked in excess of this minimum.

for a health-related reason which requires more than 3 consecutive days off work;

Term employees may take off a reasonable amount of time, as determined by that employee's supervisor, in lieu of overtime.

to participate as candidates in Federal, Provincial, Municipal, and School Board elections; or

Union employees shall be paid overtime in accordance with Article 17 of the Collective Agreement;

for good and sufficient cause, as determined by the employee's supervisor, provided leave is requested and approved by the supervisor in advance.

Management employees shall not be paid for overtime

Employees may take such leave for a maximum of one (1) month, if approved by their supervisor. Further extensions shall be dealt with on a case-by-case basis.

Management employees may take off a reasonable

All employees not covered by any of the leaves noted

-	amount of time. as determined by that employee's supervisor, in lieu of overtime;	+	above may apply to the General Manager for a leave.
-	# Non-Union Hourly employees shall be paid overtime for hours worked in excess of 8 hours per day or 44 hours per week. in accordance with the Alberta Employment Standards Code;	+	
-		+	
-	=== Remuneration ===	+	
-	# All remuneration must be considered in the budget approved by Students' Council.	+	
-	# Term Positions	+	
-	## Honorariums and salaries for Term employees that report to Students' Council shall be determined and approved by Students' Council and/or its subcommittees.	+	
-	## Honorariums and salaries for Term employees not covered in §(b)(i) shall be determined by the Executive Committee in consultation with Senior Management where appropriate.	+	
-	## a Term employee's final cheque may be withheld until such time as he/she submits his/her keys;	+	
-	# Union employees shall be paid in accordance with Article 24 of the Collective Agreement;	+	
-	# Salaries for Management employees shall be determined by the Executive Committee in conjunction with the General Manager	+	
-	# The wage for Non-Union Hourly employees shall be determined by the Executive Committee in consultation with Senior Management where appropriate.	+	
-	# Requests for extraordinary increases in salaries or honoraria must be submitted to the Budget and Finance Committee through the Vice-President (Operations & Finance).	+	
-		+	
-	=== Benefits ===	+	
-	# Union positions are entitled to the benefits outlined in Article 27 of the Collective Agreement.	+	
-	# Term and Non-Union positions are not eligible for health and dental insurance benefits.	+	
-	# Management positions are entitled to the same benefits as full-time Union employees.	+	
-	# Union and Management employees have the option of continuing comprehensive insurance medical coverage during parental leave, provided they pay	+	

-	100% of the premiums in the form of post-dated cheques. Alberta Health Care is the responsibility of the employee during this time.	+	
-		+	
-	=== Discipline & Dismissals ===	+	
-	# This section applies to Term. Management. Non-Union employees. Discipline. suspension. and discharge of Union employees is governed by Article 11 of the Collective Agreement.	+	
-	# Should there be concern regarding an employee's performance. the supervisor should first attempt to solve the problem through verbal discussion with the employee. The supervisor should try to discover the underlying reasons for the problem. and discuss with the employee how the problem could be resolved. Written. dated summaries of these discussions should be kept on file with the Personnel Manager.	+	
-	# If there is continued concern. or if the actions of the employee are considered to be of a magnitude that verbal discussion is not considered an adequate level of discipline, a formal written warning should be issued. The following procedure should be followed:	+	
-	## The supervisor shall have a formal discussion with the employee regarding the reasons for dissatisfaction;	+	
-	## Within five (5) working days the supervisor shall provide the employee with a letter outlining the reasons for dissatisfaction, the corrective measures required. the date by which these corrective measures must be taken. and the disciplinary measures that may follow if the corrective action is not taken;	+	
-	## If corrective action is not taken by the date specified. a second written warning shall be issued, following the same procedure outlined above;	+	
-	## If there is continued concern. the supervisor has the option of suspending or dismissing the employee.	+	
-	## The President and General Manager should be consulted before any suspensions or dismissals are carried out.	+	
-	## The Personnel Manager should be advised of all suspensions or dismissals.	+	
-	# A supervisor may suspend an employee without pay for an appropriate length of time if the disciplinary actions outlined above are not effective. The supervisor should inform his/her own supervisor and the Personnel Manager prior to the suspension. as well as the reasons for the suspension and the prior disciplinary actions taken.	+	
-	# Employees who do not respond to formal written		

-	warnings. as outlined above, may be dismissed, provided that:	+	
-	## the written warning notices are given not less than two (2) weeks apart for Managers and Directors. and not less than one (1) week apart for Associate Directors and Non-Union Hourly employees;	+	
-	## they are given written notice of termination. or equivalent salary in lieu of such period of notice. in accordance with the Alberta Employment Standards Code;	+	
-	## the dismissal is approved by the Executive Committee, in the case of a Management employee.	+	
-	# An employee may be immediately dismissed. without written warning notices. period of notice, or salary in lieu of notice, for the following reasons:	+	
-	## theft, fraud, or other criminal activities;	+	
-	## using. or being under the influence of, alcohol or illegal drugs while on the job;	+	
-	## breach of confidentiality;	+	
-	## continual shortages of cash or materials in the employee's control;	+	
-	## failure to inform his/her supervisor of non-attendance	+	
-	## insubordination	+	
-	# Proper approval for such dismissal must be obtained as in §(c).	+	
-	# Supervisors should keep an accurate record of all incidences in which employees do not perform their required duties. or do not perform them to an acceptable standard. This record should include dates. reasons for concern, discussion which took place with the employee. and any disciplinary actions taken. The Personnel Manager should also be provided copies of all correspondence with the employee.	+	
-	# The personnel record of an employee shall not be used against him/her after eighteen (18) months have passed since a suspension. or since the issuance of a letter of reprimand. provided there has been no recurrence of a similar and/or other infraction.	+	
	=== Volunteer Insurance ===		=== Volunteer Insurance ===

Line 707:

Where appropriate, volunteers are to be advised that the Students' Union may not provide insurance coverage for personal vehicles. Volunteers who shall be driving

Line 721:

Where appropriate, volunteers are to be advised that the Students' Union may not provide insurance coverage for personal vehicles. Volunteers who shall be driving

<p>their own personal vehicles are to be advised that they are responsible for providing their own insurance.</p>	<p>their own personal vehicles are to be advised that they are responsible for providing their own insurance.</p>
<p></p>	<p></p>
<p>=== Student Service Term Position Hiring ===</p>	<p>=== Outside Activities ===</p>
<p># The Senior Manager (Student Services) shall coordinate & establish all selection committees for student service term positions. Suitable members of the Executive Committee (incoming and outgoing) shall be invited to participate in all selection committees, where appropriate.</p>	<p># The Students' Union has no objection to an employee holding simultaneous employment or undertake outside activities except under the following circumstances:</p>
<p># Members of any selection committee shall remove themselves from the decision for specific candidate(s) for which they perceive a conflict of interest that may affect their impartiality.</p>	<p>## The outside activities create a conflict of interest with the employee's duties and responsibilities at the Students' Union.</p>
<p># All material and discussions presented during selection committee meetings shall be kept in the strictest confidence and all non-critical information shall be destroyed at the adjournment of such process.</p>	<p>## The outside activities create a conflict of interest with the Students' Union interests.</p>
<p></p>	<p>## The employee used Students' Union time and/or resources to undertake the activities or projects.</p>
<p></p>	<p>## The outside activities affect the employee's ability to perform their duties and responsibilities faithfully, diligently, honestly and with good effort.</p>
<p></p>	<p># Should an employee wish to obtain outside employment, it should be discussed with their supervisor prior to accepting outside employment.</p>
<p></p>	<p># New employees must disclose existing outside employment at the time of hire.</p>
<p></p>	<p></p>
<p>=== Year-end Reports ===</p>	<p>=== Substance Use ===</p>
<p># Year-end reports shall be completed by</p>	<p># All employees are expected to be fit for duty when reporting to work and remain fit for the duration of the day. This implies that employees must not be impaired by alcohol, illegal drugs, or prescription drugs. If an employee is required to take prescription drugs, these drugs should not inhibit their ability to proficiently perform their job functions.</p>
<p>## Term employees</p>	<p># Employees are not to have illegal drugs or related paraphernalia in their possession while in the work place.</p>
<p>## Senior Management</p>	<p># Possession, use, or selling of drugs, or drug paraphernalia on Students' Union property or in organizational vehicles is prohibited.</p>
<p># Year-end reports shall contain at minimum</p>	<p># Use of alcohol for social functions or any circumstances related to organizational business may be permitted provided that a liquor licence is obtained</p>

		or the event is held in a licensed facility. Appropriate steps must be taken to ensure the safety of the guests.
-	## a summary of all major issues faced during the year, separated under headers,	+ # Policy violations
-	## ongoing issues that new staff shall be required to face,	+ ## Should there be reason to believe that an employee's job performance is being negatively affected by alcohol, illegal or prescription drugs, or that this policy is being violated in anyway, the Students' Union is entitled to inquire as to the nature of the problem and to take appropriate action; which may include disciplinary action.
-	## roles and responsibilities above and beyond the standard job description as reference for later in time, and	+ ## The Students' union will differentiate between behaviour that is properly characterized as an illness or disability, and behaviour that is not. The Students' Union may require that the employee submits to a professional assessment by an appropriate health care practitioner.
-	## goals for the year: both goals accomplished and goals not accomplished, reason(s) why and future recommendations.	+ ## Should an illness or disability be present. The Students' Union will work with the employee towards a goal of rehabilitation and the duty to accommodate under the Human Rights Code.
-	# Enforcement	+
-	## Reports shall be submitted by April 30 of each year for the May 1 - April 30 term preceding it for Senior Management employees.	+
-	## Reports shall be submitted prior to the last day of the month that follows the final month of the term contract for all term employees.	+
-	## Until the report is received and acknowledged by both the Personnel Manager and Manager of Office and Administrative Services. \$250.00 shall be withheld from the final paycheque of Term employees. Employees who fail to submit a report prior to the date specified in §(c)(ii) shall forfeit this amount.	+
-	## As contracts are written, the Personnel Manager shall ensure that the stipulations of this policy are written into those contracts as follows if applicable.	+
-	# Year-end reports shall be archived annually by the Manager of Office and Administrative Services.	+
-	=== Harassment ===	+ === Respectful Workplace ===
-	# Sexual harassment is any unwelcome behavior that is sexual in nature. The Alberta Human Rights Commission defines sexual harassment as follows:	+ # The Student Union is committed to a positive workplace environment, which is inclusive and diverse. All employees, students and visitors can expect to be treated with respect and dignity, free from any form of disrespectful behaviour including but not limited to discrimination, harassment (including sexual and personal harassment), bullying

			and violence.
-	## "Sexual harassment. being discrimination on the grounds of gender . is a violation of the Individual Rights Protection Act . Unwanted sexual advances. unwanted requests for sexual favors. and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when:"	+	# The Students' Union will not tolerate or condone disrespectful behaviour. and will take all reasonably practical steps to prevent this type of behaviour and to stop it if it occurs.
-	### "Submission to such conduct is made either explicitly or implicitly as a term of or condition of an individual's employment,"	+	# Respectful Behaviour
-	### "Submission to or rejection of such conduct by an individual affects that individual's employment."	+	## Characteristics that define a respectful workplace include:
-	# Sexual harassment is illegal under the provisions of the Individual Rights Protection Act.	+	### everyone is treated with respect and dignity;
-	# Sexual harassment can include such things as pinching. patting. rubbing or leering. dirty jokes, pictures or pornographic materials. comments. suggestions. innuendoes, requests or demands of a sexual nature.	+	### individual differences are acknowledged and celebrated;
-	# The behavior need not be intentional in order to be considered sexual harassment. It is offensive and in many cases it intimidates others. It shall not be tolerated within our organization.	+	### conflicts and concerns are dealt with in a timely and effective manner; and
-	# Other harassment may include discrimination on the basis of race. national or ethnic origin. religion. sex. gender. sexual orientation, age, or mental or physical disability.	+	### positive communication is encouraged.
-	# If you are being harassed:	+	## The following are examples of behavioural norms that support a culture of respect:
-	## Tell the individual his/her behavior is unwelcome and ask him/her to stop;	+	### Avoid talking negatively. making assumptions, or being judgmental about others.
-	## Keep a record of incidents (dates. times. location, possible witnesses. what happened, your response). You do not have to have a record of events in order to file a complaint. but a record can strengthen your case and help you remember details over time;	+	### Think about how others may react before speaking or acting.
-	## File a complaint. If. after asking the harasser to stop his/her behavior, the harassment continues, report the problem to one of the following individuals:	+	### Listen to what others have to say with an open mind.
-	### Your immediate supervisor;	+	### Be open and curious about differences in others.
-	### The President of the Students' Union;	+	### Avoid comments or jokes that demean, insult or target others.
-	### The Personnel Manager of the Students' Union;	+	### Pay attention to verbal and non-verbal responses from others. which may indicate disapproval, discomfort or embarrassment.
-	### The General Manager of the Students' Union;	+	### Maintain confidentiality if a colleague asks for advice or divulges personal or sensitive

<p>### The Student OmbudService of the Students' Union; and/or</p>	<p>+</p>	<p>information to you.</p> <p>### If you do something that offends or bothers someone take responsibility for your actions. apologize. think about why it happened, and do not repeat the behaviour.</p>
<p>### The Office of Human Rights and Safe Disclosure at the University of Alberta.</p>	<p>+</p>	<p>### Refuse to participate in workplace harassment and challenge it when you experience or witness it.</p>
<p>## You also have the right to contact the Alberta Human Rights Commission to file a complaint of harassment and, if circumstances warrant it, the police, to file a charge.</p>	<p>+</p>	<p># Disrespectful Behaviour</p>
<p># Once a complaint is received, it shall be kept strictly confidential. An investigation shall be undertaken immediately and all necessary steps taken to resolve the problem. If a complaint is filed through the union as a grievance, a meeting shall be held with the union representative before and after the investigation;</p>	<p>+</p>	<p>## Characteristics that define a disrespectful behaviour include</p>
<p># The complainant and the alleged harasser shall be interviewed along with any individuals who may be able to provide relevant information. All information shall be kept in confidence;</p>	<p>+</p>	<p>### Physical, visual or verbal conduct, whether intended or unintended, that is inappropriate, degrading, demeaning or otherwise offensive resulting in an uncomfortable, hostile and/or intimidating work environment.</p>
<p># If the investigation reveals evidence to support the complaint of harassment, the harasser shall be disciplined appropriately. Discipline may include suspension or dismissal, and the incident shall be documented in the harasser's file. No documentation whatsoever shall be placed in the complainant's file where the complaint is filed in good faith, whether the complaint is upheld or not;</p>	<p>+</p>	<p>### Discrimination and/or harassment based on one or more of the prohibited grounds in the Alberta Human Rights Code: age, gender, race, colour, ancestry, place of origin, religious beliefs, marital status, physical or mental disability, family status, sexual orientation, source of income.</p>
<p># If the investigation fails to find evidence to support the complaint, there shall be no documentation concerning the complaint in the file of the alleged harasser;</p>	<p>+</p>	<p>### Unwelcome conduct that is sexual in nature which may detrimentally affect the work environment or lead to adverse job-related consequences for the victim of the harassment.</p>
<p># Regardless of the outcome of a harassment complaint made in good faith, the employee or volunteer lodging the complaint, as well as anyone providing information, shall be protected from any form of retaliation by either co-workers or superiors. This includes demotion, unwanted transfer, denial of opportunities within the organization, as well as harassment of the individual as a result of him/her having made a complaint or having provided evidence regarding the complaint;</p>	<p>+</p>	<p>### Any inappropriate conduct or comment by a person that the person knew or reasonably ought to have known would cause humiliation or intimidation.</p>
<p># It is the responsibility of a director, manager, or any person within the Students' Union supervising one or more employees or volunteers, to take immediate and appropriate action to report or deal with incidents of harassment whether brought to their attention or personally observed. Under no circumstances should a legitimate complaint be dismissed or downplayed or the complainant told to deal with it personally.</p>	<p>+</p>	<p>### Disrespectful Behaviour may be found to have taken place in and outside of the workplace.</p>

- + **### It may be one incident or a series of incidents depending upon the context.**
- + **##Examples of behaviour considered to be disrespectful include but are not limited to:**
- + **### Offensive or inappropriate remarks, innuendoes, jokes, cartoons, gestures, material or behaviour;**
- + **### Grouping or isolating (example: on ethnic origin, religion, sex);**
- + **### Discrimination as defined under human rights legislation;**
- + **### Persistent, unwelcome, or uninvited invitations or requests;**
- + **### Unwelcome questions or sharing of information regarding a person's sexuality, sexual activity or sexual orientation;**
- + **### Leering, ogling, or other gestures;**
- + **### Unwarranted physical contact;**
- + **### Yelling;**
- + **### Belittling;**
- + **### Reprimanding in the presence of others;**
- + **### Written or verbal abuse or threats;**
- + **### Vandalizing personal belongings;**
- + **### Physical violence;**
- + **### Threatening behaviours (i.e. shaking fists, destroying property, throwing objects);**
- + **### Subtle forms of harassment like facial expressions, tone and other non-verbal communication used to ridicule or demean others;**
- + **### Patronizing or condescending behaviour;**
- + **### Humiliating employees in front of co-workers;**
- + **### Spreading malicious rumours, gossip, or innuendo;**
- + **### Cyber bullying;**
- + **### Disrespectful internet postings;**
- + **### Abuse of authority that undermines job performance or threatens a career path;**
- + **### Covert behaviour, i.e. inappropriately**

- + **withholding information, undermining, underhandedness, or sabotaging;**
- ### Any other conduct or comments intended to or
- + **having the effect of creating an intimidating, hostile or offensive environment.**
- + **# What is not considered disrespectful behaviour:**
- ## This policy does not extend or apply to day-to-day management of supervisory decisions involving work assignments, job assessment and evaluation. Workplace inspections, implementation of appropriate dress codes and disciplinary action are not considered to be disrespectful behaviour even if they sometimes involve unpleasant consequences. However, managerial actions must be carried out in a manner that is reasonable and not abusive.
- + ## Other situations that do not constitute disrespectful behaviour include:
- + ### Consensual banter or relationships;
- + ### Expressing differences in opinions in a respectful manner;
- + ### Offering constructive feedback, guidance, or advice about work-related behaviour and performance
- + ### Providing legitimate, reasonable direction or instruction, operational change, coaching, and /or counselling;
- + ### Feedback and performance management;
- + ### Undertaking disciplinary action for proven misconduct;
- + ### Making a legitimate complaint through established procedures;
- + ### Physical contact necessary for the performance of the work using acceptable industry standards;
- + ### Overseeing injury or illness processes in accordance with Health & Safety Compensation legislation;
- + ### Conduct which all parties agree is inoffensive or welcome.
- + **# Workplace Conflict:**
- ## Conflict can arise in all workplaces. Causes include personality differences, differences of opinion or values, personal problems such as substance abuse, childcare issues, office romances, etc., as well as organizational issues such as leadership, management, performance discrepancies, power

struggles and scarce resources. Workplace conflicts should be addressed in a timely manner. Points to keep in mind for conflict resolution include:

- + **### Clearly articulate the causes of the conflict - openly acknowledging there will be differing perceptions of the problem(s).**
- + **### Make a clear statement of why the conflict needs to be resolved and communicate how you want the conflict resolved.**
- + **### Schedule a time and a private setting for conflict resolution. Arrange for an impartial mediator if necessary.**
- + **### Address the issues face-to face (notes, emails, memos, texts or social media are not a productive way to resolve differences).**
- + **### Stick to the issues. It is tempting to bring up issues from the past or resort to personal criticism but it is important to address only the specific behaviours and situations that need resolution.**
- + **### Listen to the other person(s) perspective with an open mind.**
- + **### Take responsibility for your own behaviour or actions that may be contributing to the conflict.**
- + **### Take time out if necessary. Emotions may interfere with resolving the conflict positively. If this transpires, take a time-out and resume the conflict resolution at another designated time.**
- + **# Supervisor and Manager's responsibilities:**
- + **### As far as reasonably practical, foster a safe working environment free of disrespectful behaviour.**
- + **### Inform employees about the policies and advise them on their rights and responsibilities.**
- + **### Model healthy professional relationships between colleagues, direct reports, and all employees, volunteers and persons having a business relationship with the Students' Union.**
- + **### Take immediate and appropriate action to report or deal with incidents of inappropriate behaviour whether brought to their attention or personally observed. Under no circumstances should a legitimate complaint be dismissed or downplayed or the complainant told to deal with it personally.**
- + **# Complaint Procedure:**
- + **## In many cases, the situation can be resolved through an informal process.**
- ### If reasonable and comfortable: tell the**

- + individual **their behaviour** is unwelcome and ask **them** to stop. **This discussion should take place out of the immediate work area. in a private and confidential setting, or may take place in writing.**
- + **### Seek advice from a supervisor. manager, union representative. or the Human Resources Manager. These individuals can help you choose a course of action, draft a way to tell or write to the person that you want them to behave differently, or arrange for conciliation or mediation.**
- + **## If, after asking the individual to stop their behaviour. the behaviour continues or if the employee chooses not to discuss the matter with the individual, the employee may file a written complaint detailing the allegations. The complaint must be submitted to one of the following:**
- + **### Your immediate supervisor;**
- + **### The President of the Students' Union;**
- + **### The Human Resources Manager of the Students' Union; and/or**
- + **### The General Manager of the Students' Union.**
- + **## Keep a record of incidents (dates. times. location, possible witnesses. what happened, your response). You do not have to have a record of events in order to file a complaint. but a record can strengthen your case and help you remember details over time.**
- + **## You also have the right to contact the Alberta Human Rights Commission to file a complaint and, if circumstances warrant it, the police, to file a charge.**
- + **# Investigation Process:**
- + **## Once a complaint is received, it shall be kept strictly confidential. An investigation shall be undertaken immediately and all necessary steps taken to resolve the problem. If a complaint is filed through the union as a grievance, a meeting shall be held with the union representative before and after the investigation.**
- + **## In complex or sensitive situations, an external investigator may be hired.**
- + **## The investigator shall**
- + **### support all parties involved in a complaint without judgement,**
- + **### maintain confidentiality,**
- + **### ensure the respondent has received a written statement of the allegation,**
- + **### ensure all parties involved have been informed of their rights and responsibilities,**

- + **### interview the parties concerned and any witnesses,**
- + **### collect all pertinent information,**
- + **### use a mediation process where appropriate,**
- + **### determine the appropriate actions for resolution,**
- + **### prepare a report, and**
- + **### ensure the investigation is completed in a timely fashion.**
- + **## Any complainant(s), respondent(s) and witnesses have the responsibility to maintain confidentiality and to cooperate with those responsible for dealing with the investigation.**
- + **## Both the complainant(s) and the respondent(s) have the right to be accompanied by a person of their choice during the interview.**
- + **# Resolution:**
- + **## If the investigation reveals evidence to support the complaint of disrespectful behaviour, the respondent shall be subjected to corrective action that may include education or training and/or discipline up to and including dismissal. The incident shall be documented in the respondent's employment or volunteer file.**
- + **## If the investigation fails to find evidence to support the complaint, there shall be no documentation concerning the complaint in the file of the respondent.**
- + **## No documentation whatsoever shall be placed in the complainant's file where the complaint is filed in good faith, whether the complaint is upheld or not.**
- + **## Complaints which are made in bad faith and are vexatious in nature may lead to discipline up to and including dismissal for the complainant.**
- + **## If the individual about whom the complaint is made is not an employee or a volunteer of the Students' Union, actions to ensure a respectful workplace may include discontinuing business with individual, barring the person from Students' Union facilities or services, reporting the incident to The Office of Human Rights and Safe Disclosure at the University of Alberta, and/or reporting the incident to the University of Alberta Protective Services or the Edmonton Police Service.**
- + **## Any interference with the conduct of an investigation, or retaliation against a complainant, respondent or witness, may itself result in disciplinary action. Retaliation includes demotion, unwanted**

+ transfer, denial of opportunities within the organization, as well as harassment of the individual as a result of **them** having made a complaint, **having been named in a complaint**, or having provided evidence regarding the complaint.

Measures to rehabilitate the workplace culture may be implemented. These measures may include, but are not limited to. ensuring all employees are aware of the Respectful Workplace policy: conducting training on creating a respectful workplace: developing rules of engagement for what respect looks like in the workplace: calling out poor behaviour in the moment to send the message that it won't be tolerated.

=== Code of Ethics ===

=== Code of Ethics ===

Line 769:

Employees may not directly supervise or evaluate the performance of a relative.

Employees may take supplementary employment, including self-employment, but shall not accept payment for these duties if normally performed as a Students' Union employee. Where it is apparent that a conflict of interest may arise, the employee must notify their immediate supervisor in writing as to the nature and purpose of outside employment.

- # Employees are encouraged to seek guidance and clarification from their immediate supervisor or the **Personnel** Manager on any question related to the application and interpretation of this Code.

Employees who do not comply with any provisions of this Code of Ethics may be subject to disciplinary action, up to and including dismissal.

-

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+ # Employees are encouraged to seek guidance and clarification from their immediate supervisor or the **Human Resources** Manager on any question related to the application and interpretation of this Code.

Employees who do not comply with any provisions of this Code of Ethics may be subject to disciplinary action, up to and including dismissal.

+

+ === Discipline & Dismissals ===

+ # This section applies to Term. Management. Non-Union employees. Discipline. suspension. and discharge of Union employees is governed by Article 11 of the Collective Agreement.

+ # Should there be concern regarding an employee's performance. the supervisor should first attempt to solve the problem through verbal discussion with the employee. The supervisor should try to discover the underlying reasons for the problem. and discuss with the employee how the problem could be resolved. Written. dated summaries of these discussions should be kept on file with the Human Resources Manager.

If there is continued concern. or if the actions of the employee are considered to be of a magnitude that

- + **verbal discussion is not considered an adequate level of discipline. a formal written warning should be issued. The following procedure should be followed:**
- + **## The supervisor shall have a formal discussion with the employee regarding the reasons for dissatisfaction;**
- + **## Within five (5) working days the supervisor shall provide the employee with a letter outlining the reasons for dissatisfaction. the corrective measures required. the date by which these corrective measures must be taken. and the disciplinary measures that may follow if the corrective action is not taken;**
- + **## If corrective action is not taken by the date specified. a second written warning shall be issued, following the same procedure outlined above;**
- + **## If there is continued concern. the supervisor has the option of suspending or dismissing the employee.**
- + **## The General Manager and the Human Resources Manager should be consulted before any suspensions or dismissals are carried out.**
- + **# A supervisor may suspend an employee without pay for an appropriate length of time if the disciplinary actions outlined above are not effective. The supervisor should inform their own supervisor and the Human Resources Manager prior to the suspension. as well as the reasons for the suspension and the prior disciplinary actions taken.**
- + **# Employees who do not respond to formal written warnings. as outlined above, may be dismissed, provided that:**
- + **## the written warning notices are given not less than two weeks apart for Non-Union salaried employees, and not less than one week apart for Non-Union hourly employees;**
- + **## they are given written notice of termination. or equivalent salary in lieu of such period of notice. in accordance with the Alberta Employment Standards Code; and**
- + **## the dismissal is approved by the Executive Committee, in the case of a Core Management employee.**
- + **# An employee may be immediately dismissed. without written warning notices. period of notice, or salary in lieu of notice, for the following reasons:**
- + **## theft, fraud, or other criminal activities;**
- + **## using. or being under the influence of, alcohol or illegal drugs while on the job;**
- + **## breach of confidentiality;**

- + ## continual shortages of cash or materials in the employee's control;
- + ## failure to inform their supervisor of non-attendance
- + ## insubordination
- + # Proper approval for such dismissal must be obtained as in §(c).
- + # Supervisors should keep an accurate record of all incidences in which employees do not perform their required duties. or do not perform them to an acceptable standard. This record should include dates. reasons for concern. discussion which took place with the employee. and any disciplinary actions taken. The Human Resources Manager should also be provided copies of all correspondence with the employee.
- + # The personnel record of an employee shall not be used against them after eighteen (18) months have passed since a suspension. or since the issuance of a letter of reprimand. provided there has been no recurrence of a similar and/or other infraction.
- +

== Travel & Conferences ==

== Travel & Conferences ==

Line 778:

- === Attending Conferences ===
- # The associated costs to attend a conference must be budgeted for the employee wishing to attend.
 - # Employees are required to receive approval from the Senior Manager responsible for their department prior to attending a conference.
 - # Senior Managers are required to receive approval from the General Manager prior to attending a conference.
 - # Members of the Executive Committee are required to receive approval from the Executive Committee prior to attending a conference.
 - # Approval to attend a conference may be granted only after the employee has submitted a conference request form.
 - # Conference requests shall only be considered from paid employees of the Students' Union.
 - # Upon returning from a conference. the employee must submit a written report outlining the benefits of attendance within two weeks of returning from the

Line 903:

- === Attending Conferences ===
- # Conference requests shall only be considered from paid employees of the Students' Union.
 - # Conference requests require approval as follows:

- conference. **what impact said attendance shall have on the Students' Union, and a recommendation on attendance in the future. The report shall also include actual costs of the conference to the Students' Union, compared against the approved amounts.**

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- **## Conference reports from members of the Executive Committee shall be forwarded to Students' Council for information.**

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Employees are required to receive approval from the Core Manager responsible for their department prior to attending a conference.

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Core Managers are required to receive approval from the General Manager prior to attending a conference.

+

Members of the Executive Committee are required to receive approval from the Executive Committee prior to attending a conference.

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Upon returning from a conference, the employee's supervisor may require that the employee provide a written report or presentation on the conference.

=== Hosting Conferences ===

=== Hosting Conferences ===

- # All persons or operating units of the Students' Union wishing to host a conference must submit a written proposal requesting approval to do so prior to bidding or pursuing the conference. This proposal must include a summary of sessions or activities that are relevant to the **University of Alberta** Students' Union and a list of benefits that shall be brought back to our organization and University of Alberta students.

+

All persons or operating units of the Students' Union wishing to host a conference must submit a written proposal requesting approval to do so prior to bidding or pursuing the conference. This proposal must include a summary of sessions or activities that are relevant to the Students' Union and a list of benefits that shall be brought back to our organization and University of Alberta students.

- # The Executive Committee, **the Budget and Finance Committee, and Students' Council** must grant approval for the conference. Approval to pursue the bidding of a conference must be documented in writing.

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The Executive Committee must grant approval for the conference. Approval to pursue the bidding of a conference must be documented in writing.

- # Expenses associated with hosting a conference must be budgeted and included with the written proposal. All budgeted and related expenses must have obtained prior approval **of** the Executive Committee, **Budget and Finance Committee, and Students' Council.**

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Expenses associated with hosting a conference must be budgeted and included with the written proposal. All budgeted and related expenses must have obtained prior approval **from** the Executive Committee.

- # **The Executive Committee shall determine if the benefits of hosting the conference justify the expenses associated with it.**

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- # **If approval from Executive Committee is not obtained, then the employee or operating unit shall not further pursue hosting the conference.**

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The Students' Union shall consider requests to host conferences from paid staff members only.

The Students' Union shall consider requests to host conferences from paid staff members only.

- # If approval has been granted to host a conference, a **conference coordinator** shall be appointed **for the conference, and shall be a director, manager, or executive of the Students' Union.** The conference coordinator shall be in continuous contact with the

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If approval has been granted to host a conference, a **staff member** shall be appointed conference **coordinator.** The conference coordinator shall be in continuous contact with the Executive Committee regarding the progress and status of the conference.

<p>Executive Committee regarding the progress and status of the conference.</p>	
<p># The conference coordinator shall be accountable for any deficits incurred and any issues related to, or resulting from, the conference.</p>	<p># The conference coordinator shall be accountable for any deficits incurred and any issues related to, or resulting from, the conference.</p>
<p>- # Upon completion of the conference, the conference coordinator is required to submit a written report outlining the benefit of hosting the conference, what was learned, and what implications it has for our campus. This report shall go to the Executive Committee, the Budget and Finance Committee, and Students' Council for information.</p>	<p>+ # Upon completion of the conference, the conference coordinator is required to submit a written report outlining the benefit of hosting the conference, what was learned, and what implications it has for our campus. This report shall go to the Executive Committee, the Finance Committee, and Students' Council for information.</p>
<p>=== Per Diem ===</p>	<p>=== Per Diem ===</p>
<p>- # For conferences/travel outside of the City of Edmonton, where meals are not included as part of the conference registration or event, a per diem allowance of \$50.00 shall be given to each attending delegate from the Students' Union.</p>	<p>+ # For conferences/travel outside of the City of Edmonton, where meals are not included as part of the conference registration or event, a per diem allowance of \$65.00 shall be given to each attending delegate from the Students' Union.</p>
<p># If the following meals are included as part of the conference registration or event, the following amounts shall be deducted from the per diem:</p>	<p># If the following meals are included as part of the conference registration or event, the following amounts shall be deducted from the per diem:</p>
<p>- ## Breakfast: \$10.00</p>	<p>+ ## Breakfast: \$15.00</p>
<p>- ## Lunch: \$15.00</p>	<p>+ ## Lunch: \$20.00</p>
<p>- ## Dinner \$25.00</p>	<p>+ ## Dinner \$30.00</p>
<p>- # Each delegate shall be issued per diem by completing a cheque requisition (see [[#Cheque_Requisitions \$5.6]]).</p>	<p>+ # For conferences/travel in the United States. the per diem allowance shall be considered to be in U.S. dollars. and will be converted to Canadian dollars using the [http://www.bankofcanada.ca/rates/exchange/10-year-converter/ Bank of Canada 10-year rate converter] on the first date that the per diem is claimed for.</p>
<p>- # The per diem allowance may be issued to each delegate no earlier than two weeks in advance of the date of departure.</p>	<p>+ ## For conferences/travel elsewhere. the per diem allowance shall be in Canadian dollars.</p>
	<p>+ # Each delegate shall be issued per diem by completing a cheque requisition (see [[#Cheque_Requisitions \$5.5]]).</p>
<p>=== Travel Expenses: Reimbursement ===</p>	<p>=== Travel Expenses: Reimbursement ===</p>
<p># All relevant travel expenses, wherever possible, shall be incurred using a Students' Union corporate credit card (see [[#Corporate_Credit_Card \$5.7]]).</p>	<p># All relevant travel expenses, wherever possible, shall be incurred using a Students' Union corporate credit card (see [[#Corporate_Credit_Card \$5.7]]).</p>
<p>- # If an employee is unable to use a Students' Union credit card to incur travel expenses, and is therefore required to purchase a good or service with his/her own funds, a</p>	<p>+ # If an employee is unable to use a Students' Union credit card to incur travel expenses, and is therefore required to purchase a good or service with their own funds, a</p>

<p>request for reimbursement can be issued. Reimbursable expenses shall be outlined in the following sections, where applicable.</p>	<p>request for reimbursement can be issued. Reimbursable expenses shall be outlined in the following sections, where applicable.</p>
<p>=== Travel Expenses: Motor Vehicles ===</p>	<p>=== Travel Expenses: Motor Vehicles ===</p>
<p># Any employee traveling on behalf of the Students' Union shall use the most practical, cost-effective, and readily available transportation.</p>	<p># Any employee traveling on behalf of the Students' Union shall use the most practical, cost-effective, and readily available transportation.</p>
<p>- # When traveling any distance over forty (40) kilometres by motor vehicle, employees shall use a rental vehicle or public transportation where possible.</p>	<p>+ # When traveling any distance over 40 kilometres by motor vehicle, employees shall use a rental vehicle or public transportation where possible.</p>
<p>## Reimbursable expenses include the rental fee, the kilometer/mileage charge by the rental agency, fuel charges and insurance coverage when applicable.</p>	<p>## Reimbursable expenses include the rental fee, the kilometer/mileage charge by the rental agency, fuel charges and insurance coverage when applicable.</p>
<p>## It is the responsibility of the traveler to ensure that they have the appropriate license to drive a vehicle while on Students' Union business.</p>	<p>## It is the responsibility of the traveler to ensure that they have the appropriate license to drive a vehicle while on Students' Union business.</p>
<p>## It is the responsibility of the traveler to ensure that adequate insurance is in place for all drivers of the vehicle.</p>	<p>## It is the responsibility of the traveler to ensure that adequate insurance is in place for all drivers of the vehicle.</p>
<p>- # If it is absolutely necessary for an employee to drive a personal vehicle substantial distances (over forty (40) kilometres) on Students' Union business, the employee may be reimbursed at a rate of \$0.35/km. This rate includes the cost of fuel and vehicle "wear and tear."</p>	<p>+ # If it is absolutely necessary for an employee to drive a personal vehicle substantial distances (over 40 kilometres) on Students' Union business, the employee may be reimbursed at a rate of \$0.35/km. This rate includes the cost of fuel and vehicle "wear and tear."</p>
<p>## It is the responsibility of the traveler to ensure that they have the appropriate license to drive a vehicle while on Students' Union business.</p>	<p>## It is the responsibility of the traveler to ensure that they have the appropriate license to drive a vehicle while on Students' Union business.</p>
<p>## It is the responsibility of the traveler to ensure that adequate insurance is in place for all drivers of the vehicle.</p>	<p>## It is the responsibility of the traveler to ensure that adequate insurance is in place for all drivers of the vehicle.</p>
<p>## Staff members traveling as passengers in a private automobile cannot claim mileage or the cost of any equivalent transportation.</p>	<p>## Staff members traveling as passengers in a private automobile cannot claim mileage or the cost of any equivalent transportation.</p>
<p>- # Private automobiles used for Students' Union business may not be covered by the Students' Union's insurance policy. Claimants are advised to check with their own insurance provider to secure any necessary additional insurance coverage. The Students' Union does not reimburse for personal insurance or vehicle registration costs.</p>	<p>+ # Private automobiles used for Students' Union business may not be covered by the Students' Union's insurance policy. Claimants are advised to check with their own insurance provider to secure any necessary additional insurance coverage.</p>
	<p>+ # The Students' Union does not reimburse for personal insurance or vehicle registration costs.</p>
<p>=== Travel Expenses: Air Travel ===</p>	<p>=== Travel Expenses: Air Travel ===</p>
<p>- # Any employee traveling by aircraft on behalf of the Students' Union shall use the most practical, cost-</p>	<p>+ # Any employee traveling by aircraft on behalf of the Students' Union shall use the most practical, cost-</p>

<p>effective, and readily available transportation.</p>	
<p>- ## Only the lowest available fares appropriate to particular itineraries. to a maximum of full economy may be purchased or reimbursed.</p>	<p>+ # The following items may be purchased or reimbursed:</p>
<p>- ## Students' Union employees may not purchase or be reimbursed business or first class fares.</p>	<p>+ ## the lowest available fares appropriate to particular itineraries, to a maximum of full economy;</p>
<p>- ## Flights purchased using frequent flyer points are not reimbursable for a cash equivalent as there is no cash surrender value.</p>	<p>+ ## flight cancellation insurance, where appropriate; and</p>
<p>- ## Flight cancellation insurance enables the traveler to be reimbursed for the cost of the flight when cancellation was due to events that are not under their control. e.g. medical reasons. The cost of this insurance may be purchased or reimbursed.</p>	<p>+ ## excess baggage fees, as warranted by need.</p>
<p>- ## Excess baggage fees, as warranted by need, may be purchased or reimbursed.</p>	<p>+ # Business or first class fares may not be purchased or reimbursed.</p>
<p>- # The choice of airline or routing for business travel should be based on the lowest fare, rather than on personal frequent flyer program incentives.</p>	<p>+ # Flights purchased using frequent flyer points are not reimbursable for a cash equivalent as there is no cash surrender value.</p>
	<p>+ # The choice of flights should be based on business travel requirements and on the lowest cost. rather than on personal frequent flyer programs or other personal incentives.</p>
<p>=== Travel Expenses: Accomodations ===</p>	<p>=== Travel Expenses: Accomodations ===</p>
<p># When making arrangements for travel accommodation, Students' Union employees shall seek out the most practical, cost-effective, and readily available hotel room rate available.</p>	<p># When making arrangements for travel accommodation, Students' Union employees shall seek out the most practical, cost-effective, and readily available hotel room rate available.</p>
<p>## Sharing rooms is encouraged whenever possible.</p>	<p>## Sharing rooms is encouraged whenever possible.</p>
<p>- ## Hotel/accommodation rates may be reimbursed.</p>	<p>+ # Hotel/accommodation rates may be reimbursed.</p>
<p># Accommodation for one night before and after an event is acceptable if the start and end times warrant such travel logistics. Longer periods are also acceptable if airfare savings or avoidance of travel hazards (e.g. weather) can be demonstrated. Where applicable, dates should coincide with those on the air ticket.</p>	<p># Accommodation for one night before and after an event is acceptable if the start and end times warrant such travel logistics. Longer periods are also acceptable if airfare savings or avoidance of travel hazards (e.g. weather) can be demonstrated. Where applicable, dates should coincide with those on the air ticket.</p>
<p>- # The choice of accommodation should be based on business travel requirements rather than personal membership program incentives.</p>	<p>+ # The choice of accommodation should be based on business travel requirements and on the lowest cost. rather than on personal membership programs or other personal incentives.</p>
<p>- # If the traveler stays with friends or family instead of at a hotel, they may be reimbursed as a modest gesture of appreciation up to a maximum of \$140.00 for stays of seven days or less. and no more than \$20.00 per day to a maximum of \$300.00 for the entire trip.</p>	<p>+ # If the traveler stays with friends or family instead of at a hotel, they may be reimbursed as a modest gesture of appreciation up to a maximum of \$30.00 per night.</p>

Line 845:

Critical to the success of the Students' Union is its ability to maintain its finances. To achieve our vision as an organization, we must appropriately allocate our limited funds. The following policies exist in order to maintain our viability, to operate effectively and efficiently, and ensure we remain accountable to the members of the Students' Union.

- **=== Departments & Chart of Accounts ===**

- # All purchase orders, cheque requisitions, inter-departmental transfers, invoices, and other accounting paperwork must be properly coded with the **proper Department number, Account number, and Sub-Account number**, so that transactions can be properly tracked and communicated.

GST must be identified and properly coded on all accounting paperwork.

- **=== Re-allocation of Funds (Budgeted) ===**

- # **All requests for re-allocation of budgeted funds, reallocation of funds within departments and between departments must be approved by the Vice President (Operations & Finance) or the Executive Committee;**

- # **All requests for budget re-allocations** must be approved in advance by the Vice President (Operations & Finance) **and/or** the Executive Committee, and must be **forwarded** to the **Budget & Finance Committee for information.**

- **=== Inter-departmental Transfers ===**

- # **Budgeted Inter-departmental Transfers**

- ## **Budgeted inter-departmental transfers under \$250.00** require **the** approval from the head of the department supplying **the good or service, as well as the head of the department receiving** the good or service;

- ## **Budgeted inter-departmental transfers exceeding \$250.00** require the **approval** of **both department heads, as well as the executive member or senior**

Line 969:

Critical to the success of the Students' Union is its ability to maintain its finances. To achieve our vision as an organization, we must appropriately allocate our limited funds. The following policies exist in order to maintain our viability, to operate effectively and efficiently, and ensure we remain accountable to the members of the Students' Union.

+ **=== Coding of Accounts ===**

+ # All purchase orders, cheque requisitions, inter-departmental transfers, invoices, and other accounting paperwork must be properly coded with the **following information** so that transactions can be properly tracked and communicated:

+ ## **department number;**

+ ## **account number; and**

+ ## **sub-account number.**

GST must be identified and properly coded on all accounting paperwork.

+ **=== Re-allocation of Funds ===**

+ # **Re-allocations** of funds between departments must be approved in advance by the Vice President (Operations & Finance) or the Executive Committee, and must be **reported** to the Finance Committee.

+ # **Re-allocations of funds within a department may take place at the discretion of the department head.**

+ **=== Inter-departmental Transfers ===**

+ # Inter-departmental transfers require approval from:

+ ## **the head of the department supplying the good or service; and**

+ ## **the head** of the department receiving the good or service.

<p>manager responsible for the department which is receiving the good or service;</p>	
<p>## Copies of the transfer form must be supplied to the accounting department, the department supplying the good or service, and the department receiving the good or service.</p>	<p># Copies of the transfer form must be supplied to:</p>
<p># Unbudgeted Inter-departmental Transfers</p>	<p>## the accounting department;</p>
<p>## Requests for unbudgeted inter-departmental transfers are the equivalent of requesting additional funds. and are therefore subject to the approval process outlined in [[#Expenditures \$5.4]].</p>	<p>## the department supplying the good or service; and</p>
	<p>## the department receiving the good or service.</p>
<p>=== Expenditures ===</p>	<p>=== Expenditures & Accounts Payable ===</p>
<p># Only budgeted expenditures shall be permitted.</p>	<p># Only budgeted expenditures shall be permitted.</p>
<p>## All expenditures of unbudgeted funds must be approved in advance;</p>	<p># All expenditures must be approved in advance by the department head or other authority.</p>
<p>## Requests for additional funds should be forwarded to the Vice President (Operations & Finance);</p>	<p># The following options are available for purchasing goods and services:</p>
<p>## Expenditures of unbudgeted funds under \$1000.00 require the approval of the department head, as well as the Vice President (Operations & Finance);</p>	<p>## invoices and cheque requisitions (see [[#Cheque_Requisitions \$5.5]]);</p>
<p>## Expenditures of unbudgeted funds between \$1000.00 and \$2500.00 require the approval of the Executive Committee. and must be forwarded to the Budget and Finance Committee for information;</p>	<p>## purchase orders (see [[#Purchase_Orders \$5.6]]);</p>
<p>## Expenditures of unbudgeted funds between \$2500.00 and \$5000.00 must be approved by the Budget and Finance Committee. and must be forwarded to Students' Council for information;</p>	<p>## corporate credit card (see [[#Corporate_Credit_Card \$5.7]]); and</p>
<p>## Expenditures of unbudgeted funds over \$5000.00 must be approved by both the Budget and Finance Committee and Students' Council.</p>	<p>## reimbursement (see [[#Cheque_Requisitions \$5.6]] and [[#Petty_Cash \$5.8]]).</p>
<p># Non-budgeted. non-approved expenditures shall not be reimbursed by the Students' Union.</p>	<p># Preference is given to:</p>
<p># A number of options are available for purchasing goods and services:</p>	<p>## invoices and cheque requisitions (for making purchases from companies with whom the Students' Union has credit); or</p>
<p>## Purchase Order: the employee fills out a purchase order form. so that the Students' Union is billed by the company supplying the good or service, following its delivery. (See [[#Purchase_Orders \$5.5]])</p>	<p>## purchase orders (for making purchases from companies with whom the Students' Union is not able to obtain credit).</p>
<p>## Cheque: the employee requests a cheque from the Accounting department. which is given to the company supplying the good or service at the time of its delivery or after the invoice is submitted. (See [[#Cheque_Requisitions \$5.6]])</p>	<p># Wherever practical and reasonable, the employee purchasing the good or service must obtain a minimum of three price quotes.</p>

<p>- ## Reimbursement: the employee purchases the good or service with his/her own funds. and requests reimbursement from the Students' Union. (See [[#Cheque_Requisitions §5.6]] and [[#Petty_Cash §5.8]])</p>	<p>+</p>	
<p>- ## Corporate Credit Card: the employee uses the Students' Union's corporate credit card to purchase the good or service. (See [[#Corporate_Credit_Card §5.7]])</p>	<p>+</p>	<p>=== Invoices & Cheque Requisitions ===</p>
<p>- # Preference is given to purchase orders (for making purchases from companies with whom the Students' Union has credit) or cheques (for making purchases from companies with whom the Students' Union is not able to obtain credit).</p>	<p>+</p>	<p># Invoices must be reviewed for accuracv. approved by the department head, and coded to their relevant expense accounts.</p>
<p>- # Wherever possible, the employee purchasing the good or service must obtain a minimum of three (3) price quotes.</p>	<p>+</p>	<p># Should an invoice not be available. a cheque requisition form must be completed. Cheque requisition forms can be obtained in the mail room in 2-900 SUB.</p>
	<p>+</p>	<p># Reimbursement cheques shall be issued for approved. reasonable expenditures made by an employee or designated volunteer, provided that the expenditure is budgeted.</p>
	<p>+</p>	<p>## Expenditures deemed unreasonable or inappropriate shall not be reimbursed.</p>
	<p>+</p>	<p># Before completing cheque requisitions for student groups or individuals. the department requesting the cheque shall consult the aged accounts receivable listing to ensure that no monevs are owed to the Students' Union by those groups. If so. this money must be deducted from their payments.</p>
	<p>+</p>	<p># The cheque requisition must be approved by:</p>
	<p>+</p>	<p>## the department head;</p>
	<p>+</p>	<p>## the Vice President (Operations & Finance) or designate; and</p>
	<p>+</p>	<p>## the Controller or designate.</p>
	<p>+</p>	<p># Appropriate back-up documentation must be attached to the cheque requisition wherever possible.</p>
<p>=== Purchase Orders ===</p>		<p>=== Purchase Orders ===</p>
<p>- # Where possible, all purchases other than inventory items require a purchase order and a cost estimate/quote from the vendor.</p>	<p>+</p>	<p># Where possible and practical, all purchases require a purchase order and a cost estimate/quote from the vendor.</p>
<p># Completed purchase orders must be submitted before ordering goods or services. Purchase order forms can be obtained from the accounting department.</p>		<p># Completed purchase orders must be submitted before ordering goods or services. Purchase order forms can be obtained from the accounting department.</p>
<p># Individuals completing a purchase order require the following information: supplier name and address, list of</p>		<p># Individuals completing a purchase order require the following information:</p>

-	items to be purchased, and the estimated (or actual) cost - - this amount shall be noted on the purchase order as the "not to exceed" amount	+	
-	## The amount on the purchase order may not exceed the amount remaining in the budget, under the account number to which the item shall be charged.	+	## supplier name and address;
-	# The purchase order must be approved by the department head. the Executive Committee member, or senior manager responsible for that department: the Vice President (Operations & Finance); and the Senior Manager (Finance & Administration).	+	## list of items to be purchased; and
-	# The appropriate copies of the purchase order must be submitted to the Accounting department after the order is filled.	+	## the estimated (or actual) cost -- this amount shall be noted on the purchase order as the "not to exceed" amount.
-		+	# The amount on the purchase order may not exceed the amount remaining in the budget, under the account number to which the item shall be charged.
-	=== Cheque Requisitions ===	+	# The purchase order must be approved by:
-	# Cheque requisitions can be obtained in the mail room.	+	## the department head;
-	# Where possible. cheques for suppliers for goods or services ordered shall be requested before the order is placed.	+	## the Vice President (Operations & Finance) or designate; and
-	# Reimbursement cheques shall be issued for reasonable expenditures made by an employee or designated volunteer for business purposes, provided the expenditure is budgeted.	+	## the Controller or designate.
-	## The Vice President (Operations & Finance) shall determine whether an expense is "reasonable."	+	# The appropriate copies of the purchase order must be submitted to the accounting department.
-	## Expenditures deemed unreasonable shall not be reimbursed.	+	# Once an invoice has been provided by the vendor to the department head. it should be coded to the appropriate accounts. and submitted to accounting along with a copy of any approved purchase orders.
-	# Before completing cheque requisitions for student groups or individuals. the department requesting the cheque shall consult the aged accounts receivable listing to ensure that no moneys are owed to the Students' Union by those groups. If so. this money must be deducted from their payments;	+	
-	# The cheque requisition must be approved by the department head. the Executive Committee member. or senior manager responsible for that department: the Vice President (Operations & Finance); and the Senior Manager (Finance & Administration).	+	
-	# Appropriate back-up documentation must be attached to the cheque requisition wherever possible;	+	
-	# The completed cheque requisition should be submitted to the accounting department no later than Wednesday morning at 10:30 a.m. in order to have a	+	

cheque prepared for that week's cheque run.

=== Corporate Credit Card ===

- # The following individuals are permitted holders of **the** Students' Union's credit card:

President;

Vice President (Academic);

=== Corporate Credit Card ===

+ # The following individuals are permitted holders of **a** Students' Union **corporate** credit card:

President;

Vice President (Academic);

Line 905:

Vice President (Student Life);

General Manager;

- ## **Senior Manager (Finance & Administration);**

Senior Manager (Marketing and Communications);

- ## **Senior Manager (Programming and Venues);**

- ## **Senior Manager (Student Services);**

Senior Operations Manager (Retail);

Director of Research and Political Affairs.

- # Holders of **the** corporate credit card are responsible for purchases made on their **cards** and must be aware of their responsibilities.

All receipts and credit slips must be properly coded and retained by the cardholder until the credit card statement arrives.

- # The Vice President (Operations & Finance) shall have the authority, to invoice the holder of a credit card for any inappropriate use of **the card**.

- # **Inappropriate use of the credit card shall include, but is not limited to, the purchases of alcohol, with the exception of purchasing alcohol for the unforeseen circumstance that a licensed venue or activity's inventory of an alcoholic product runs low.**

- # Personal expenditures shall not be made on Students' Union credit cards.

Line 1,037:

Vice President (Student Life);

General Manager;

+ ## **Controller;**

+ ## **Director of Student Life;**

Senior Manager (Marketing and Communications);

Senior Operations Manager (Retail);

Director of Research and Political Affairs.

+ # Holders of **a** corporate credit card are responsible for purchases made on their **card** and must be aware of their responsibilities.

All receipts and credit slips must be properly coded and retained by the cardholder until the credit card statement arrives.

+ # **Once the credit card statement is available, it shall be submitted to Accounting with receipts.**

+ ## **Should any transaction be missing a receipt, proper explanation must be submitted in its absence.**

+ # The Vice President (Operations & Finance) shall have the authority to invoice the holder of a credit card for any inappropriate use of **a corporate** credit card.

+ # Personal expenditures shall not be made on Students' Union **corporate** credit cards.

=== Petty Cash ===

Petty cash disbursements are available in amounts up

=== Petty Cash ===

Petty cash disbursements are available in amounts up

<p>to \$50.00.</p>	<p>to \$50.00.</p>
<p># Disbursements must be approved by the head of the department to which the amount is to be charged.</p>	<p># Disbursements must be approved by the head of the department to which the amount is to be charged.</p>
<p>- # Petty cash can be obtained from the Administrative Assistant (Managers), who shall complete the appropriate form.</p>	<p>+ # Petty cash can be obtained from the Administrative Services staff in 2-900 SUB, who shall complete the appropriate form.</p>
<p>- # Receipts must be submitted to the Administrative Assistant (Managers) for purchases made with petty cash, which are to be attached to the petty cash form.</p>	<p>+ ## Receipts must be submitted and attached to the petty cash form.</p>
<p># Room at the Top, Dewey's, L'Express, and the Myer Horowitz Theatre have their own petty cash of varying amounts.</p>	<p># Room at the Top, Dewey's, L'Express, and the Myer Horowitz Theatre have their own petty cash of varying amounts.</p>
<p>## Disbursements of these petty cash allotments require approval by the department head, as well as the proper documentation and receipt, as outlined above.</p>	<p>## Disbursements of these petty cash allotments require approval by the department head, as well as the proper documentation and receipt, as outlined above.</p>
<p>- # In order to replenish the petty cash, a petty cash form must be completed, and must be approved by both the department head responsible for the petty cash allotment, and either the Vice President (Operations & Finance) or the Senior Manager (Finance & Administration).</p>	<p>+ # In order to replenish the petty cash, a petty cash form must be completed, and must be approved by:</p>
<p></p>	<p>+ ## the department head responsible for the petty cash allotment; and</p>
<p></p>	<p>+ ## the Controller or the General Manager.</p>
<p></p>	<p></p>
<p>- === Invoicing External Organizations ===</p>	<p>+ === Invoicing External Organizations (Accounts Receivable) ===</p>
<p>- # Department heads who request the accounting department to invoice an organization require the following billing information: the name of the organization, a contact name, address, and account number of the receiver, a list of the goods or services supplied, and the dollar value of the goods or services.</p>	<p>+ # Department heads who request the accounting department to invoice an organization require the following billing information:</p>
<p>- # At the end of every month an outstanding accounts receivable list shall be supplied to the department heads who shall be required to follow up on their respective billings.</p>	<p>+ ## the name of the organization;</p>
<p>- # Wherever possible, before supplying the goods and/or services, and before invoicing an organization, the aged accounts receivable listing should be consulted by the department head to ensure that the organization has no outstanding debts to the Students' Union. The aged accounts receivable listing is available through the Administrative Assistant (Managers) and the Accounting Clerk (Receivables).</p>	<p>+ ## contact name;</p>
<p></p>	<p>+ ## address of the receiver;</p>
<p></p>	<p>+ ## account number of the receiver;</p>

- + ## a list **or description** of the goods **and/or** services supplied; and
- + ## the dollar value of the goods or services.
- + # At the end of every month an outstanding accounts receivable list shall be supplied to department heads, who shall be required to follow up on their respective billings.
- + # Wherever possible, before supplying the goods and/or services, and before invoicing an organization, the aged accounts receivable listing should be consulted by the department head to ensure that the organization has no outstanding debts to the Students' Union.
- + ## The aged accounts receivable listing is available **from** the Accounting Clerk (Receivables).
- + # **Departments that generate an invoice request to accounting shall be required to keep a copy of that invoice for follow-up.**
- + # **Department heads (or desienate) shall be required to check monthlv aging reports to ensure that all outstanding invoices within their department have not exceeded a net of 30 days.**
- + # **If pavment for an invoice has not been received subsequent to 30 days. the following action can take place for external organizations:**
- + ## **31-60 Davs: Person responsible for the invoice shall send a letter reminding the external organization that the invoice is to be paid.**
- + ## **61-90 Davs: Person responsible for the invoice shall make a phone call to the organization requesting that the invoice be paid.**
- + ## **91+ Davs: A form letter shall be sent stating that pavment needs to be provided within seven (7) days or the Students' Union shall only be prepared to enact business on a cash basis. If no pavment is received the outstanding amount shall be sent to collection.**

- **=== Variance Reports ===**
- # Near the beginning of each month, **all** department heads shall receive a profit and loss statement with **related** details pertaining to the previous month's activity for their department(s).
- # The statements must be reviewed, and all significant variances (in excess of ±5%) between actual and budgeted amounts explained to the **Assistant Manager (Finance & Administration)** within four **(4)** working days of receiving the statement.
- # Information from all variance reports shall be supplied to the Vice President (Operations & Finance).

- + **=== Variances ===**
- + # Near the beginning of each month, department heads shall receive a profit and loss statement with details pertaining to the previous month's activity for their department(s).
- + # The statements must be reviewed, and all significant variances (in excess of ±5%) between actual and budgeted amounts explained to the **Accounting Supervisor** within four working days of receiving the statement.
- + # Information from all variance reports shall be supplied to the Vice President (Operations & Finance).

- # Department heads shall be held accountable for all variances not acceptable to the Vice President (Operations & Finance) or the Audit Committee.
- # A summary of the variance reports, in the form of a consolidated profit and loss statement, shall be provided to the Audit Committee **as** requested.

- + # Department heads shall be held accountable for all variances not acceptable to:
- + **## the Controller;**
- + **## the Vice President (Operations & Finance); and/or**
- + **## the Audit Committee.**
- + # A summary of the variance reports, in the form of a consolidated profit and loss statement, shall be provided to the Audit Committee **whenever** requested.

=== Cheque Signatories ===

=== Cheque Signatories ===

Line 946:

- ## Management:
- ### General Manager
- **### Senior Manager (Finance & Administration)**
- ### Senior Manager (Facilities & Operations)
- # All cheques require two signatories. The preference is that cheques be signed by one individual in the "Executive" category, and one individual in the "Management" category, and further, the preference is that these two individuals be the Vice President (Operations & Finance) and the **Senior Manager (Finance & Administration)**.
- === Price Adjustments ===
- # Price adjustments must **first** be approved by the **Executive Committee member** or **senior manager** responsible for that service or business. and must receive final approval from the **Budget and Finance** Committee.

=== Auditors ===

Line 957:

As per Bylaw 100, the Audit Committee shall select the Students' Union auditor.

Line 1,096:

- ## Management:
- ### General Manager
- + **### Controller**
- ### Senior Manager (Facilities & Operations)
- + # All cheques require two signatories. The preference is that cheques be signed by one individual in the "Executive" category, and one individual in the "Management" category, and further, the preference is that these two individuals be the Vice President (Operations & Finance) and the **Controller**.
- === Price Adjustments ===
- + # Price adjustments must be approved by the **Core Manager responsible for that service or business**.
- + **# Changes to pricing policies must first be approved by the Core Manager** responsible for that service or business. and must receive final approval from the **Executive** Committee.

=== Auditors ===

Line 1,108:

As per Bylaw 100, the Audit Committee shall select the Students' Union auditor.

-	=== Internal PR ===	+	=== PR ===
-	# Every department head shall use his/her own discretion when expensing something to their respective Internal PR budget.	+	# Department heads shall use their own discretion when expensing something to their respective Internal, External and/or Volunteer PR budget(s) .
-	# The Vice President (Operations & Finance) shall have the authority to invoice the department head any inappropriate use of the Internal PR budget.	+	# The Vice President (Operations & Finance) shall have the authority to invoice the department head any inappropriate use of the PR budget(s).
-	## Inappropriate use of Internal PR shall include, but is not limited to , the purchase of alcohol .	+	# Alcohol, excluding stock for a licensed event or venue, may only be expensed if approved as follows:
-	# The amount budgeted under Internal PR may cover expenses associated with recognizing and rewarding staff, including, but not limited to, food at meetings (excluding workshops), parties, t-shirts, etc.	+	## Anv purchase by an employee must be approved in advance by the General Manager, who shall report such approval to the Executive Committee.
-	# All expenses for Internal PR must be budgeted.	+	## Anv purchase by a member of the Executive Committee must be approved by:
-		+	### the President, who shall report such approval to the Executive Committee; or
-	=== Volunteer PR ===	+	### the Executive Committee.
-	# A volunteer is any member of a Students' Union service or of a Students' Union board/committee (councillor or student-at-large member) who is not paid a salary or an honoraria.	+	# The amount budgeted under PR may cover expenses associated with recognizing and rewarding staff (Internal PR) and volunteers (Volunteer PR), including, but not limited to, food at meetings (excluding workshops), parties, t-shirts, etc.
-	# In preparing a departmental submission to the budget, each department shall consider both the expected total number of volunteers and practical, cost-effective methods of rewarding volunteers when requesting a Volunteer PR expense account.	+	# A volunteer is any member of a Students' Union service or of a Students' Union board/committee (councillor or student-at-large member) who is not paid a salary or an honoraria.
-	# The amount budgeted under Volunteer PR must cover all expenses associated with recognizing and rewarding volunteers, including, but not limited to, food at meetings (excluding workshops), parties, t-shirts, etc.	+	# In preparing a departmental PR submission to the annual budget, each department head shall look to find the most practical, cost-effective methods of rewarding staff and volunteers.
-	# The Vice President (Operations & Finance) shall have the authority to invoice the department head any inappropriate use of the Volunteer PR budget.	+	
-	## Inappropriate use of Volunteer PR shall include, but is not limited to, the purchase of alcohol.	+	
-	# All expenses for Volunteer PR must be budgeted.	+	
	=== Sponsorship and Donations ===		=== Sponsorship and Donations ===

Line 977:

- ## Vice President (Student Life) or designate;
- ## General Manager;

Line 1,125:

- ## Vice President (Student Life) or designate;
- ## General Manager;

- ## Senior Manager, Finance & Administration;

- ## Senior Manager, Marketing & Communications;

- ## Director, Student Life;

- ## Manager, Programming & Venues; and

Advertising & Sponsorship Manager, who shall also serve as coordinator for the Committee.

Quorum for the Sponsorship and Donations Committee shall be one executive member (or designate) and four non-executive members.

+ ## Controller;

+ ## Senior Manager (Marketing & Communications);

+ ## Director of Student Life;

+ ## Manager of Programming & Venues; and

Advertising & Sponsorship Manager, who shall also serve as coordinator for the Committee.

Quorum for the Sponsorship and Donations Committee shall be one executive member (or designate) and four non-executive members.

Line 993:

the Executive Committee.

A sponsor and/or donor relationship shall only be established if:

- ## the relationship is in alignment with the Students' Union's organizational objectives and the Ethical Business Partners policy;

the Sponsorship and Donations Committee has determined the appropriate capital and/or operating account to which the funds shall be provided to;

a provision exists allowing the Students' Union to end the relationship if at any time the sponsor/donor represents a reputational risk to the Students' Union; and

Line 1,141:

the Executive Committee.

A sponsor and/or donor relationship shall only be established if:

+ ## the relationship is in alignment with the Students' Union's organizational objectives and the **[[#Ethical_Business_Partners|Ethical Business Partners]]** policy;

the Sponsorship and Donations Committee has determined the appropriate capital and/or operating account to which the funds shall be provided to;

a provision exists allowing the Students' Union to end the relationship if at any time the sponsor/donor represents a reputational risk to the Students' Union; and

Line 999:

Any sponsor and/or donor relationship involving the naming of Students' Union facilities shall be reported to the Executive Committee and to Students' Council.

Any permanent, perpetual and/or honorific naming shall only be approved by Students' Council.

- # A written Letter of Agreement between the Students' Union and each sponsor/donor shall be drafted by the Advertising & Sponsorship Manager. The Letter of Agreement shall be signed by the Vice President (Operations & Finance) and the General Manager, and shall ensure compliance with this policy, the Ethical Business Partners policy and any other related policies.

Donations for which no obligations are placed on the Students' Union shall not require a written Letter of Agreement, but in all cases shall be appropriately documented by the Advertising & Sponsorship Manager.

The administration of sponsor and/or donor transactions shall take place as follows:

Line 1,147:

Any sponsor and/or donor relationship involving the naming of Students' Union facilities shall be reported to the Executive Committee and to Students' Council.

Any permanent, perpetual and/or honorific naming shall only be approved by Students' Council.

+ # A written Letter of Agreement between the Students' Union and each sponsor/donor shall be drafted by the Advertising & Sponsorship Manager. The Letter of Agreement shall be signed by the Vice President (Operations & Finance) and the General Manager, and shall ensure compliance with this policy, the **[[#Ethical_Business_Partners|Ethical Business Partners]]** policy and any other related policies.

Donations for which no obligations are placed on the Students' Union shall not require a written Letter of Agreement, but in all cases shall be appropriately documented by the Advertising & Sponsorship Manager.

The administration of sponsor and/or donor transactions shall take place as follows:

Line 1,010:

Line 1,158:

## a full budget, for the particular event or activity shall be presented with the funding request;	## a full budget, for the particular event or activity shall be presented with the funding request;
## the event must contribute in a significant way to the well-being of University of Alberta undergraduate students;	## the event must contribute in a significant way to the well-being of University of Alberta undergraduate students;
## the event or activity shall make use of Students' Union facilities or businesses, including, but not limited to: SUBtitles , Room At The Top, L'Express, Dewey's or SUBstage;	## the event or activity shall make use of Students' Union facilities or businesses, including, but not limited to: SUBmart , Room At The Top, L'Express, Dewey's or SUBstage;
## there must be clear, tangible benefits to the Students' Union, including, but not limited to: verbal recognition, recognition in print, prominent Students' Union logo placement, speaking and/or presentation opportunities;	## there must be clear, tangible benefits to the Students' Union, including, but not limited to: verbal recognition, recognition in print, prominent Students' Union logo placement, speaking and/or presentation opportunities;
## the event must not meet the granting criteria for the Students Groups Granting Committee, or any dedicated fee; and	## the event must not meet the granting criteria for the Students Groups Granting Committee, or any dedicated fee; and

Line 1,019:

The Executive Committee shall be solely responsible for sponsorship requests.
=== Accounts Receivable ===
Departments that generate an invoice request to accounting shall be required to keep a copy of that invoice for follow-up (see [#Invoicing_External_Organizations \$5.9]).
Department heads (or designate) shall be required to check monthly aging reports to ensure that all outstanding invoices within their department have not exceeded a net of 30 days.
If payment for an invoice has not been received subsequent to 30 days. the following action can take place for external organizations:
31-60 Days: Person responsible for the invoice shall send a letter reminding the external organization that the invoice is to be paid.
61-90 Days: Person responsible for the invoice shall make a phone call to the organization requesting that the invoice be paid.
91+ Days: A form letter shall be sent stating that payment needs to be provided within seven (7) days or the Students' Union shall only be prepared to enact business on a cash basis. If no payment is received the outstanding amount shall be sent to collection.

Line 1,167:

The Executive Committee shall be solely responsible for sponsorship requests.
=== Student Representative Association Finances ===
The Students' Union shall liaise with the University to collect all fees on behalf of Student Representative Associations and collaborative programs with external Student Associations.
Any changes or additions to Student Representative Association Fees (SRAF) , Campus Association Transfer Payments (CATP) and/or Faculty Membership Fees (FMF) must be presented to Students' Council and voted on as per Students' Union bylaw.
Prior to submission to Students' Council , any changes or additions to SRAF , CATP and/or FMF fees shall be reviewed with Core Management to ensure all procedural points are being followed and documented.
Any changes or additions to SRAF , CATP and/or FMF fees for the upcoming year must be presented to the University by the Students' Union no later than March 31 of any given year.

-	<p>=== Faculty Association & Campus Association Finances ===</p>	+	
-	<p># The Students' Union shall liaise with the University to collect all fees on behalf of Faculty Associations, Campus Associations and collaborative programs with external Student Associations.</p>	+	
-	<p># Any changes or additions to Faculty Association Membership Fees (FAMF), Faculty Association Special Fees (FASF), Campus Association Transfer Payment (CATP) and/or Faculty Membership Fees (FMF) must be presented to council and voted on as per Students' Union bylaw.</p>	+	
-	<p># Prior to submission to council, any changes or additions to FAMF, FASF, CATP and/or FMF fees shall be reviewed with Students' Union administration to ensure all procedural points are being followed and documented.</p>	+	
-	<p># Any changes or additions to FAMF, FASF, CATP and/or FMF fees for the upcoming year must be presented to the University by the Students' Union no later than March 31 of any given year.</p>	+	
	<p># The University disbursement schedule on fees is as follows:</p>		<p># The University disbursement schedule on fees is as follows:</p>
	<p>## Intersession Fees - payment to the Students' Union shall be no later than the end of July</p>		<p>## Intersession Fees - payment to the Students' Union shall be no later than the end of July</p>

Line 1,037:

	<p>## Winter Term Fees – payment to the Students' Union shall be no later than the third week in February</p>
	<p># The University sends supporting enrollment numbers to the Students' Union within one week of disbursement of fees.</p>
-	<p># The Students' Union shall forward payment to all affected FAMF's, FASF's, CATP's and FMF's within two weeks of receiving funds from the University for that specific term.</p>
-	<p># All payments shall include a brief summary of enrollment numbers, the calculation used to determine the total funds being paid, the date the Students' Union received the money, and any relevant supporting documentation from the University.</p>

Line 1,177:

	<p>## Winter Term Fees – payment to the Students' Union shall be no later than the third week in February</p>
	<p># The University sends supporting enrollment numbers to the Students' Union within one week of disbursement of fees.</p>
+	<p># The Students' Union shall forward payment to all affected Student Representative Associations within two weeks of receiving funds from the University for that specific term.</p>
+	<p># All payments shall include a brief summary including:</p>
+	<p>## enrollment numbers;</p>
+	<p>## the calculation used to determine the total funds being paid;</p>
+	<p>## the date the Students' Union received the payment; and</p>
+	<p>## any relevant supporting documentation from the University.</p>

<p>=== Gratuity ===</p>	<p>=== Gratuity ===</p>
<p>- # The maximum amount that the Students' Union shall be responsible for shall be twenty (20) percent of the before-tax subtotal of and bill/invoice where gratuity is customary and the expense is budgeted.</p>	<p>+ # The maximum gratuity amount that the Students' Union shall be responsible for shall be 20 percent of the before-tax subtotal of the bill/invoice where gratuity is customary and the expense is budgeted.</p>
<p>- # The Students' Union shall not reimburse and individual an amount in excess of the allowance stated in §(a).</p>	<p>+ # The Students' Union shall not reimburse any amount in excess of the allowance stated in §(a).</p>
<p>- # The Vice President (Operations & Finance) shall have the authoritv to invoice the holder of a credit card for any amount in excess of the allowance stated in §(a).</p>	<p>+ # The Vice President (Operations & Finance) and the Audit Committee shall each have the authority to invoice the holder of a credit card for any amount in excess of the allowance stated in §(a).</p>
<p>- # The Audit Committee shall have the authority to invoice the holder of a credit card for any amount in excess of the allowance stated in §(a).</p>	<p>+ </p>
<p></p>	<p></p>
<p>== Equipment & Supplies ==</p>	<p>== Equipment & Supplies ==</p>
<p></p>	<p></p>
<p>- The following policies outline Students' Union procedure relating to capital equipment and supplies. Topics include procurement, disposal, rental, and usage of equipment and supplies.</p>	<p>+ The following policies relate to capital equipment and supplies. Topics include procurement, disposal, rental, and usage of equipment and supplies.</p>
<p></p>	<p></p>
<p>=== New Acquisitions ===</p>	<p>=== New Acquisitions ===</p>
<p>- # All capital equipment purchases must be budgeted for in the Students' Union Annual Budget, as approved by Students' Council.</p>	<p>+ # All capital equipment purchases must be budgeted for in the Students' Union annual budget, as approved by Students' Council.</p>
<p># Should an area manager wish to purchase capital equipment that has not been budgeted for in the annual budget, the request shall be made to the Vice President (Operations & Finance), who shall consider the request, or refer the request to the appropriate body as provided for in Students' Union bylaw.</p>	<p># Should an area manager wish to purchase capital equipment that has not been budgeted for in the annual budget, the request shall be made to the Vice President (Operations & Finance), who shall consider the request, or refer the request to the appropriate body as provided for in Students' Union bylaw.</p>
<p>- # The purchase shall be made using proper purchasing procedures, as outlined in [[#Financial §5]].</p>	<p>+ # Purchases shall be made in compliance with all relevant policies and procedures, including:</p>
<p>- </p>	<p>+ ## purchasing procedures, as outlined in [[#Financial §5]]; and</p>
<p>- === Procurement ===</p>	<p>+ ## the [[#Ethical_Business_Partners Ethical Business Partners]] policy.</p>
<p>- # The University of Alberta Students' Union shall review contracts, tenders and specifications for goods and services to ensure that whenever possible and feasible, they are amended to provide for the expanded use of products and services that contain the maximum level of post-consumer reusable or</p>	<p>+ # Computers and computer equipment should be procured directly by the information technology department whenever possible, and in all cases the procurement of computers and computer equipment must first be approved by the information technology department.</p>

<p>recyclable waste /or recyclable content. To this end the Students' Union shall:</p>	
<p>## Work with the ECOS office when possible to identify new environmentally friendly products and services and improvements/changes in industry standards that may impact on our environment.</p>	<p>## All computers and computer equipment must be appropriately tagged and configured by the information technology department before use.</p>
<p>## Purchase, whenever possible and feasible, from suppliers that provide environmentally friendly products and services or suppliers that are environmentally sensitive in their daily operations.</p>	
<p>## Promote the purchase of goods and services, which support the three R's where available and practical, for the day-to-day operation of the Students' Union.</p>	
<p>## Seek new suppliers and encourage existing suppliers to review the manner in which their goods are packaged. Working with ECOS and suppliers in the areas of reduction and reuse of packaging materials.</p>	
<p>## Make suppliers aware of the University's Environmental Procurement Policy, sending a clear message that the Students' Union shall favour those suppliers whose products meet the environmental objectives of the University.</p>	
<p>=== Equipment Disposal ===</p>	<p>=== Equipment Disposal ===</p>
<p># Capital equipment items may be disposed of when they have become obsolete, or when the Students' Union recognizes no further present or future use for the item.</p>	<p># Capital equipment items may be disposed of when they have become obsolete, or when the Students' Union recognizes no further present or future use for the item.</p>
<p># Disposal of capital items must be approved by the area supervisor, after consultation with senior management to determine whether other areas could use the equipment</p>	<p># Disposal of capital items must be approved by the area supervisor, after consultation with Core Management to determine whether other areas could use the equipment.</p>
<p># Whenever possible and feasible, the item shall be donated to a recognized charity or shall be sold to a company who is able to reclaim the item.</p>	<p># Whenever possible and feasible, the item shall be donated to a recognized charity or shall be sold to a company or individual who is able to reclaim the item.</p>
<p># If the item can not be donated or sold, whenever possible and feasible the item shall be recycled or disposed of in the most environmentally friendly manner.</p>	<p># If the item can not be donated or sold, whenever possible and feasible the item shall be recycled or disposed of in the most environmentally friendly manner.</p>
<p></p>	<p># Any computer equipment capable of storing electronic information must be provided to the information technology department, who will ensure any sensitive data is securely erased and/or that the equipment is appropriately destroyed.</p>
<p></p>	<p>## Hard drives from any Students' Union servers or other central hardware must be physically destroyed in addition to any erasing processes. Other hard drives may be physically destroyed at the discretion of the information technology department.</p>

=== Losses & Destructions ===

- # All cases of lost, stolen, or destroyed equipment shall be reported to the Senior Manager (Facilities & Operations) and the **Senior Manager (Finance & Administration)**. In the case of theft, the Senior Manager (Facilities & Operations) shall report the incident to **Campus Security Services**, and Edmonton Police Services if required.

- # If the item is not, or cannot be, recovered, and the item is covered under the Students' Union's insurance policy, the loss of the item shall be reported to the Students' Union's insurance company.

=== Losses & Destructions ===

+ # All cases of lost, stolen, or destroyed equipment shall be reported to the Senior Manager (Facilities & Operations) and the **Controller**. In the case of theft, the Senior Manager (Facilities & Operations) shall report the incident to **University of Alberta Protective Services**, and to Edmonton Police Services if required.

+ # If the item is not, or cannot be, recovered, and the item is covered under the Students' Union's insurance policy, the loss of the item shall be reported to the Students' Union's insurance company.

Line 1,077:

- # Priority for use of Students' Union equipment shall be for employees carrying out their duties in the course of normal Students' Union business.

- # Personal use of Students' Union equipment shall be permitted by Students' Union employees and volunteers only, provided this use does not interfere with §(a).

- # In cases where a cost is incurred by the Students' Union (**e.g. photocopying, facsimile transmissions, computer printing**) the use of the equipment shall be limited to Students' Union employees. Use of the equipment must be properly documented, and the cost shall be charged to the employee.

- # **If an employee is completing his/her term with the Students' Union. and has outstanding charges for personal use the Students' Union equipment. the amount outstanding shall be deducted from his/her final paycheque.**

- # **Students' Union employees may not remove equipment from the Students' Union Building. unless permission to do so has been granted by the appropriate individual or body.**

Line 1,218:

+ # Priority for use of Students' Union equipment shall be for employees carrying out their duties in the course of normal Students' Union business.

+ # Personal use of Students' Union equipment shall be permitted by Students' Union employees and volunteers only, provided this use does not interfere with §(a).

+ # In cases where a cost is incurred by the Students' Union, the use of the equipment shall be limited to Students' Union employees. Use of the equipment must be properly documented. and the cost shall be charged to the employee **wherever possible and practical.**

+ # **No** equipment may **leave** the Students' Union Building **without proper** permission.

=== Equipment Rentals ===

- # Equipment may be rented to groups or individuals **who have booked space in** the Students' Union, **following the appropriate procedure outlined in [Booking_of_Students.E2.80.99_Union_Facilities | §2.16]].**

- # Rental rates shall be set by the Executive Committee.

- # **A popcorn machine is available for rental from the Administrative Assistant (Managers) at a rental rate of \$10.00 per day. A deposit of \$50.00 is required at the**

=== Equipment Rentals ===

+ # Equipment may be rented to groups or individuals, **provided that:**

+ ## **the rental does not interfere with any necessary use of the equipment by a Students' Union department; and**

+ ## **an effective rental management. policy and tracking svstem is implemented and approved by the department head responsible for the equipment.**

time of booking.

Equipment rented from the Students' Union cannot leave the Students' Union Building, due to damage and insurance concerns.

Rental **and deposit** rates shall be set by the Executive Committee.

No equipment may leave the Students' Union Building **without proper permission.**

=== Office Supplies ===

=== Office Supplies ===

Office supplies taken must be properly recorded on the form provided, **including** the date, budget number, name of the individual taking the item, and a description of the item.

Office supplies taken must be properly recorded on the form provided, **indicating:**

the date the item was taken;

the budget number to assess the charge to;

the name of the individual taking the item; and

a description of the item.

Supplies taken for personal use must be recorded in the same manner and shall be invoiced at the end of the month.

Supplies taken for personal use must be recorded in the same manner and shall be invoiced at the end of the month.

Items required by staff that are not **available** in the **Mail Room must** be requested from the Administrative Assistant. **These items shall be ordered on a weekly basis. and requests must be received by noon on Tuesdays in order for the order to be processed that week.**

Items required by staff that are not **stocked** in the **supply room may** be requested from the Administrative Services staff.

All orders require the authorization of the department head in order to be processed.

Whenever possible **and** practical, items shall be reused and recycled.

Rush orders can be filled. but only under extenuating circumstances.

Whenever possible, practical, **and feasible**, items shall be reused and recycled.

=== Computers & Lights ===

When possible. employees shall turn off the lights in workspaces when not in use.

Computers that are designated to a specific employee shall be turned completely off when not in use for more than two hours.

=== Telephones ===

=== Telephones ===

All requests for either installation or removal of telephones must come to the Senior Manager (Facilities &

All requests for either installation or removal of telephones must come to the Senior Manager (Facilities &

<p>Operations). Requests must be submitted a minimum of one (1) month prior to the actual date of installation or removal.</p>	<p>Operations). Requests must be submitted a minimum of one (1) month prior to the actual date of installation or removal.</p>
<p>- # Under normal circumstances, the group is responsible for all costs incurred relating to installation, use and removal of their telephone.</p>	<p>+ # Departments are responsible for all costs incurred relating to installation, use and removal of their telephone.</p>
<p>- # Groups shall be billed individually on a monthly basis for telephone use by the Students' Union accounting department.</p>	<p>+ </p>
<p>- # Long distance codes shall only be made available to employees of the Students' Union. and only as necessary. Requests can be made to the Manager (Office & Administrative Systems).</p>	<p>+ === Printer & Photocopier Use ===</p>
<p>- # Personal long distance calls shall be permitted. provided a record of the calls is made. and is submitted to the Students' Union accounting department.</p>	<p>+ # Wherever possible and practical. the use of printers and photocopiers shall be tracked and charged to individual departments.</p>
<p>- # The Students' Union accepts no responsibility for bills incurred by use or misuse of the line.</p>	<p>+ # Wherever possible and practical, prints shall be double-sided.</p>
	<p>+ </p>
	<p>+ </p>
	<p>+ == Communications & Marketing ==</p>
	<p>+ </p>
	<p>+ === Statements Made on Behalf of the Students' Union ===</p>
	<p>+ # Spokespersons shall speak to the media and general public on behalf of the membership of the Students' Union and convey the official position on issues pertinent to students and/or the Students' Union.</p>
	<p>+ # The President shall serve as the primary official spokesperson of the organization. but all elected members of the Executive Committee may serve as spokespersons.</p>
	<p>+ # Elected members of the Executive Committee may delegate their authority as spokespersons to other elected officials or employees of the Students' Union in specific instances when necessary.</p>
	<p>+ # Select employees. when necessary in the undertaking of their job duties. may interact with the media to share pertinent public information and coordinate on behalf of the Students' Union: however. they shall not speak on behalf of the organization nor offer official comment.</p>
	<p>+ # Statements on social media may be made as follows:</p>
	<p>+ ## The Senior Manager (Marketing & Communications), or designate, may interact on social</p>

	media on behalf of the Students' Union.
+	## Each department head. or designate. may interact on social media on behalf of their respective department. provided the subject matter pertains to their area of responsibility.
+	
+	=== Media Releases ===
+	# All media releases must receive approval from an elected member of the Executive Committee prior to distribution.
+	# All media releases must be provided as information to the Executive Committee.
+	
+	=== Marketing Materials ===
+	# All official materials produced by a department of the Students' Union for public distribution must include the Students' Union logo. This includes, but is not limited to, brochures, pamphlets, posters, and banners.
+	# Exceptions to this policy may be made by the Senior Manager (Marketing & Communications) or designate.
+	
+	=== French Translations ===
+	# All translations shall be performed by a professional translator or translation service.
+	# The Senior Manager (Marketing & Communications) shall be responsible for maintaining an up-to-date list of approved translators and translation services.
+	# The department commissioning the advertisement shall be responsible for submitting all texts to the Marketing & Communications department by the appropriate deadlines.
+	# The Marketing & Communications department shall be responsible for all interactions relating to translators and translation services.
+	# The Students' Union may produce French versions of its advertising under the following conditions:
+	## the advertisement must conform to the same basic visual identity and convey the same critical information as the English version; and
+	## the cost of professional translation is not prohibitively expensive.
+	

+	
+	== Information Technology ==
+	
+	=== Computer and Network Use ===
+	# Staff and volunteers are expected to use computer and network services responsibly and productively. Unacceptable activities include but are not limited to:
+	## using computers to perpetrate any form of fraud, piracy or other illegal activity;
+	## hacking or otherwise accessing any computer or network without permission;
+	## introducing unauthorized software, connecting unauthorized equipment to the network, or otherwise jeopardizing the security of the organization's computer systems and network;
+	## stealing, using or disclosing someone else's account or password without authorization; and/or
+	## intentionally accessing, creating and/or distributing inappropriate, objectionable or illegal content.
+	# Usernames and passwords that have been assigned to an individual are their own responsibility to safeguard. All passwords must:
+	## never be shared with anyone;
+	## be sufficiently complex;
+	## not consist only of words from the dictionary;
+	## be changed at a minimum frequency as determined by the information technology department; and
+	## be changed immediately if it may have been compromised for any reason.
+	# Any potentially compromised passwords, accounts or electronic data must be immediately reported to the Senior Manager (Business Development).
+	# Software may be installed on a Students' Union computer only upon explicit approval by the information technology department. All software and other intellectual property must be appropriately licensed for use on each computer it is installed on.
+	## Licenses owned by the Students' Union may only be used on Students' Union computers.
	# Administrative and/or system settings on a

- + **Students' Union computer may be modified only upon explicit approval by the information technology department.**
- + **# Desktop computers that are designated to a specific employee shall be turned completely off when not in use for more than two hours.**
- + **# All electronic data that is composed, stored, transmitted and/or received by the Students' Union's computer systems is considered property of the Students' Union.**
- + **# With the approval of the General Manager, information technology staff have the right to suspend or modify users' access privileges, and may examine files, passwords, data, computer usage, network traffic, and any other material that may aid in an investigation of possible misuse.**
- +
- + **=== Electronic Information ===**
- + **# All Students' Union electronic data shall reside exclusively on Students' Union computer systems unless approval has been provided by the Senior Manager (Business Development).**
- + **## The following data may reside on Google servers via the Students' Union's Google Apps system:**
- + **### email messages;**
- + **### calendar entries;**
- + **### contact entries and information; and**
- + **### transitory and/or working documents that are actively in use.**
- + **## The Students' Union's Google Apps system shall not be considered a reliable location to store information. Any critical, historical or otherwise important information must be stored on a computer system hosted by the Students' Union.**
- + **# Wherever possible, electronic documents and data shall be stored on a central Students' Union server instead of on a personal workstation.**
- + **# All Students' Union laptop computers must have their entire hard drive encrypted at all times.**
- + **# Access to Students' Union confidential information from outside of the University of Alberta network must take place through an encrypted connection.**
- + **# In the event that confidential information is required and is impractical to access remotely, staff may copy the data to an additional location, provided that:**

- + **## the data is stored in an encrypted format;**
- + **## the data is stored on a device that is not accessible to the general public;**
- + **## the data is password protected and is not accessible to any non-staff members; and**
- + **## the data is securely erased from the additional location as soon as it is no longer required.**
- +
- + **=== Personal Information Provided by the University of Alberta ===**
- + **# In addition to all other Students' Union policies, the following policies shall apply to any personal information provided to the Students' Union by the University of Alberta:**
- + **## Access to personal information will only be provided on a 'need-to-know' basis.**
- + **### Personal information may be provided to the General Manager and to information technology staff. Personal information may only be provided to other individuals if approved by the General Manager.**
- + **### Individuals with access to personal information:**
- + **#### shall treat the information with the strictest confidence;**
- + **#### shall be provided a copy of this policy; and**
- + **#### must sign an agreement with the Students' Union (such as an employment contract) acknowledging and agreeing to this policy.**
- + **## Personal information shall only be used for purposes agreed upon with the University of Alberta, as communicated in the Information Sharing Agreement(s) currently in effect with the University of Alberta.**
- + **## Activities surrounding personal information must at all times comply with information security policies and guidelines that are in force at the University of Alberta, including the Information Technology Security Policy and its associated procedures.**
- + **## Personal information must at all times remain encrypted using methods acceptable under the University of Alberta's information security policies and guidelines, and must be stored on physical volumes which are fully encrypted.**
- + **## A Certificate of Destruction of Data must be completed by the General Manager (or designate) and provided to the University of Alberta six months after any respective personal information is received.**

- + **## Any unauthorized access, collection, disclosure, use, modification and/or deletion of personal information must be immediately reported to the General Manager, who shall notify the University of Alberta accordingly.**
- + **=== Electronic Communications ===**
- + **# Wherever possible, electronic communications to or from Students' Union staff and volunteers shall take place using official accounts issued by the Students' Union.**
- + **# The Students' Union shall be the sole owner of all data stored in Students' Union electronic communications accounts (including email accounts), and may retain, view, share, destroy or perform any other action to any of this data.**
- + **# Wherever possible, email sent and/or received using a Students' Union email account is copied to a Master Email Archive.**
- + **## Direct access to the Master Email Archive shall only be provided to the General Manager and to Students' Union information technology staff.**
- + **## Where technical support resources allow, Students' Union staff may obtain copies of messages from the Master Email Archive for which they are the sender and/or recipient.**
- + **## Messages in the Master Email Archive shall only be provided to other individuals with the approval of the General Manager.**
- + **# Email and other electronic communications accounts may be shared with an individual's job successor(s) at the discretion of the area's Core Manager.**

- **=== Fax & Photocopier Use ===**
- **# Employees using the Students' Union fax machine to send long distance faxes must record the date and time of their call, the number called, and the department to which the call should be charged. A binder is kept in the photocopy area for this purpose.**
- **## Personal long distance faxes are charged \$0.50 per page and must be paid to the Administrative Assistant (Managers).**
- **# The photocopier shall be programmed with access codes for each department of the Students' Union. An employee using the photocopier must enter the**

- + **=== Internet Domain Names ===**
- + **# All Internet domain names shall be registered by the information technology department. Departments shall not register or manage their own domain names.**
- + **# Departments may request a domain name to be registered. Requests require the approval of the department's Core Manager.**
- + **# Any registered domain names should be part of a long-term communications strategy, and will be automatically renewed annually.**

<p>number of the department to which the cost should be charged.</p>		
<p>- # Employees using the Students' Union photocopier shall double side all photocopies whenever possible and feasible.</p>	<p>+</p>	<p># All registration and renewal costs shall be assessed to the department which requested the domain name.</p>
<p>=== Employee Computer Purchase Program ===</p>		<p>=== Employee Computer Purchase Program ===</p>
<p>- # Salaried employees who make extensive use of the computers in the fulfillment of their responsibilities shall be eligible for the program. The following factors shall be taken into consideration when determining eligibility:</p>	<p>+</p>	<p># Salaried employees who make extensive use of the computers in the fulfillment of their responsibilities shall be eligible for the employee computer purchase program.</p>
<p>- ## whether the employee has adequate financial resources to fulfill their commitment to the Students' Union;</p>	<p>+</p>	<p>## The Students' Union may limit access to the program as it deems appropriate.</p>
<p>- ## whether the application serves the larger purpose of the program; and</p>	<p>+</p>	<p># Applications for access into the program shall be considered and approved by the Controller.</p>
<p>- ## whether the financial considerations and risk pose concerns for the Students' Union.</p>	<p>+</p>	<p># A repayment schedule shall be determined in advance by the Controller and the employee. The requirements for repayment are as follows:</p>
<p>- # Applications for access into the program shall be considered and approved by the Vice President (Operations & Finance) or the Senior Manager (Finance & Administration).</p>	<p>+</p>	<p>## the repayment period shall not exceed the remaining portion of the employee's contract, or one year, whichever is shorter; and</p>
<p>- # A repayment schedule shall be determined in consultation with the Senior Manager (Finance & Administration). The requirements for repayment are as follows:</p>	<p>+</p>	<p>## the reimbursement shall take the form of direct deductions from the employee's pay.</p>
<p>- ## The repayment period shall not exceed the remaining portion of the employee's contract (for term employees) or one year, whichever is shorter;</p>	<p>+</p>	<p># Once a written quote for the computer has been provided to the Controller, the employee shall sign a computer loan agreement, and a copy shall be provided immediately to the Human Resources Manager, who shall start payroll deductions.</p>
<p>- ## The reimbursement shall take the form of direct deductions from the employee's paycheque. The amount of the deductions shall be determined as follows: For term employees, the outstanding balance remaining to be paid to the Students' Union as of the 15th day of the last month of their contract must be less than the amount, after deductions, of their final paycheque.</p>	<p>+</p>	
<p>- # The employee, after receiving verbal approval, shall go to the computer supplier and get a written quote of the total cost of the computer equipment (GST is exempt for this purchase plan).</p>	<p>+</p>	
<p>- ## Once the written quote has been provided to the Senior Manager (Finance & Administration), the employee shall sign a computer loan agreement and a copy shall be provided immediately to the Personnel</p>	<p>+</p>	

<p>Manager, who shall start payroll deductions.</p>	
<p>## The Senior Manager (Finance & Administration) shall issue a purchase order (see ¶#Purchase Orders \$5.511) on the amount quoted for the computer equipment.</p>	<p>+</p>
<p>## The employee shall take the purchase order to the computer supplier.</p>	<p>+</p>
<p>## Once the computer is selected. the invoice shall be turned in to the Senior Manager (Finance & Administration) for payment.</p>	<p>+</p>
<p># The cost of the computer may be paid back in full at any time. The computer shall remain the property of the Students' Union until such time as the Students' Union has been reimbursed the full purchase price of the computer system.</p>	<p># The cost of the computer may be paid back in full at any time. The computer shall remain the property of the Students' Union until such time as the Students' Union has been reimbursed the full purchase price of the computer system.</p>
<p># Should an employee leave the employ of the Students' Union before the cost of the computer is reimbursed in full, the Students' Union shall, at its discretion, either take possession of the computer or deduct the outstanding balance from the employee's final paycheque.</p>	<p>+</p> <p># Should an employee leave the employ of the Students' Union before the cost of the computer is reimbursed in full, the Students' Union shall, at its discretion:</p>
<p># Due to cash flow constraints. the number of employees eligible for the program shall be restricted to fifteen (15) per fiscal year and on a first come. first served basis. The accessibility of the program may be further limited from time to time. in accordance with the immediate financial needs of the Students' Union.</p>	<p>+</p> <p>## take possession of the computer; or</p>
<p># Computers purchased under the program are not intended to be used instead of the computers offered by the Students' Union. No additional remuneration or compensation shall be given to those who opt to use their personal computer as opposed to the computers the Students' Union provides.</p>	<p>+</p> <p>## deduct the outstanding balance from the employee's final paycheque.</p> <p># Computers purchased under the program are not intended to be used instead of the computers offered by the Students' Union. No additional remuneration or compensation shall be given to those who opt to use their personal computer as opposed to the computers the Students' Union provides.</p>

Line 1,220:

<p># In order to be registered as a University, SU Student Group, or Graduate Student Group, approval must be obtained by following these registration procedures. Sports clubs applications are processed separately by the Faculty of Physical Education and Recreation and are forwarded to SGS for Bearsden listings.</p>
<p>## Student Groups must file a Registration application annually with the University through SGS. In addition to registering with the University, Student Groups may also register with the SU or the GSA subject to meeting the additional requirements.</p>
<p>## To become a registered Student Group, a group must complete the appropriate registration form (available on</p>

Line 1,447:

<p># In order to be registered as a University, SU Student Group, or Graduate Student Group, approval must be obtained by following these registration procedures. Sports clubs applications are processed separately by the Faculty of Physical Education and Recreation and are forwarded to SGS for Bearsden listings.</p>
<p>## Student Groups must file a Registration application annually with the University through SGS. In addition to registering with the University, Student Groups may also register with the SU or the GSA subject to meeting the additional requirements.</p>
<p>## To become a registered Student Group, a group must complete the appropriate registration form (available on</p>

- www.bearshden.ualberta.ca) and must be able to provide satisfactory evidence of the items listed in 7.1.

Once all registration forms and supporting documentation have been submitted, they will be reviewed and SGS will notify the group as to its status.

A group's initial registration may occur at any time of the year; re-registration must be completed annually within two (2) months of the group's election of new executive members.

+ www.bearshden.ualberta.ca) and must be able to provide satisfactory evidence of the items listed in §9.1.

Once all registration forms and supporting documentation have been submitted, they will be reviewed and SGS will notify the group as to its status.

A group's initial registration may occur at any time of the year; re-registration must be completed annually within two (2) months of the group's election of new executive members.

Latest revision as of 15:46, 4 May 2015

Operating policy acts as a standing directive from the Executive Committee to the organization and outlines policies and procedures that all employees, volunteers, members of Students' Council and departments of the Students' Union are expected to follow.

It shall be expected that department-specific operating policies are maintained by the head of the department in consultation with Core Management and the Executive Committee.

1 General

1.1 Alterations to Operating Policy

- a. Operating policies may be created, amended, suspended, or retired by either the Executive Committee or Students' Council.
 - i. Any alterations approved by the Executive Committee shall be reported to Students' Council.
- b. Individuals may make requests for policy reviews to the Executive Committee. Requests which must include a statement of the reasons as to why a policy review should be conducted.
- c. Responsibility for the effective administration of the operating policy manual shall rest with the Vice President (Operations & Finance).
- d. The Executive Coordinator, under the guidance and direction of the Vice President (Operations & Finance), shall be responsible for ensuring that:
 - i. an up-to-date policy manual is made publicly available and easily accessible by both members and employees of the Students' Union;
 - ii. outdated versions of the operating policy manual are appropriately archived;
 - iii. the operating policy manual is formatted in a consistent and presentable manner; and
 - iv. any approved operating policy alterations are circulated to department heads, Core Management and Students' Council.

1.2 Enforcement of Operating Policy

- a. Enforcement of operating policy shall be the responsibility of the Executive Committee (or designate).
- b. Any contravention of operating policy shall be discussed by the Executive Committee (or designate). The individual(s) or group(s) in violation of the policy may be asked to appear before the Executive Committee (or designate) to explain their actions.
- c. The Executive Committee (or designate) shall determine an appropriate form of discipline based on the severity of the violation. Any past contraventions of operating policy by the party or parties shall also be taken into consideration.
- d. In all cases, a record shall be kept of the nature of the violation, the name(s) of the individual(s) involved, and the decision(s) made, so that this information is available when future cases are considered. This record shall be

maintained by the Human Resources Manager.

1.3 Membership in External Organizations

- a. Any organization which the Students' Union is a member of must be open and transparent in its decision-making processes.
- b. The Students' Union must have full access to all documentation relevant to all organizational meetings, including, but not limited to:
 - i. briefing documents;
 - ii. meeting agendas;
 - iii. meeting minutes;
 - iv. any and all documents distributed or presented at organizational meetings; and
 - v. the constitution, bylaws, and operating policies of the organization.
- c. §(b) does not exclude the possibility that the Students' Union may not be granted access to documents of an in camera nature in cases where the Students' Union is not a voting member of the relevant board or committee.
- d. The Students' Union must have the right to attend any organizational meeting appropriate to its level of membership within the organization.
 - i. This does not exclude the possibility that the Students' Union may be excluded from meetings in which there is a clear conflict of interest in its attendance. In these circumstances the Students' Union must be granted prior knowledge that it shall be asked to be absent from the meeting and must agree to this absence.
- e. The external organization must be financially open and transparent. The Students' Union must be able to hold the organization accountable for all of its expenditures in order to allow the Students' Union to be fully accountable to its members for any funds paid to the external organization.
- f. The Students' Union must be the organization that is recognized as holding the membership in the external organization. As such, the Students' Union shall be entitled to:
 - i. select the delegates that shall attend any conference or meeting on behalf of the Students' Union;
 - ii. voting rights as extended to other member organizations;
 - iii. the right to select its own voting delegates;
 - iv. full access to the budget and all financial records of the organization;
 - v. consultation in setting the financial direction for the organization; and
 - vi. any other rights extended to other member organizations.
- g. The Students' Union must be able to become a member in the organization within its current framework of organizational memberships. The Students' Union must not enter into a new membership that may create a conflict of interest with another organization in which the Students' Union is involved.
- h. The Executive Committee of the Students' Union must approve any activity of the external organization which is to take place on areas of the University of Alberta campus under Students' Union jurisdiction, or which shall have a direct impact upon the Students' Union.
 - i. The constitution, bylaws, and standing orders of the external organization must not contradict those of the Students' Union in a manner that would force the Students' Union to breach its bylaws, policies or other legislation.

1.4 Ethical Business Partners

- a. Where alternatives exist in the industry, the Students' Union shall not knowingly conduct business of any kind with companies that:
 - i. fail to meet basic standards of environmental protection;
 - ii. actively undermine or fail to respect basic human rights, as defined by the United Nations Declaration of Human Rights; or
 - iii. inflict excessive or unnecessary suffering upon animals.
- b. The Students' Union shall, where practical and feasible, establish business relationships with companies that demonstrate a strong commitment to corporate social responsibility. This may be indicated by effective policies and actions in the areas of:

- i. environmental management systems and environmental policy;
 - ii. voluntary adherence to standards of ecological regulation or employee care in excess of statutory requirements;
 - iii. effectively implemented and monitored equal opportunity policies covering race, gender, religion, disability and sexual orientation;
 - iv. effectively enforced policies against discrimination or harassment on grounds of race, gender, religion, disability or sexual orientation;
 - v. paid parental leave above and beyond statutory requirements;
 - vi. provision of childcare facilities, job sharing, flextime or career breaks; and/or
 - vii. constructive industrial relations, co-operation with trade unions or operation of a works council.
- c. The Students' Union shall give preference to companies that:
- i. are based in Canada;
 - ii. are energy efficient in their production;
 - iii. use minimal packaging;
 - iv. use recycled or reused materials where possible;
 - v. produce organic products; and/or
 - vi. possess a fair trade label.
- d. Wherever practical, companies with which the Students' Union has had no previous dealings shall be asked to provide information in order to verify §(b) and §(c).
- e. All companies with which the Students' Union currently does business shall be deemed to meet these criteria, unless violations are found through the complaint procedures outlined in §(f).
- f. Any member of the Students' Union shall be entitled to lodge a complaint with the Vice President (Operations & Finance) regarding a company with which the Students' Union currently does business, such complaint to be heard and ruled upon by the Executive Committee.
- g. Where a company is found by the Executive Committee to be in violation of this policy:
- i. where possible, the Students' Union shall cease commercial relations with that company;
 - ii. where contractual obligations exist, the Students' Union shall notify that company of this policy; and
 - iii. upon expiration of contractual obligations, if the company continues to be in violation of this policy, the contract shall not be renewed.
- h. The Executive Committee or designate shall ensure that adherence to this policy does not unreasonably affect the quality or cost of goods provided.

1.5 Information Management & Retention

- a. All contracts and agreements to which the Students' Union is a party to shall be retained, until at least the contract's expiration, as follows:
 - i. an original signed copy shall be stored in the Students' Union safe room; and
 - ii. a digitally scanned signed copy shall be stored in the Students' Union's digital contracts repository.
- b. All contracts and agreements shall be provided to the Executive Coordinator, who will coordinate their retention in the central physical and electronic repositories.
- c. The management and implementation of the Students' Union's information management, retention and destruction systems shall be carried out by the Senior Manager (Business Development) or designate.
 - i. Confidential information shall only be disposed of via secure destruction methods approved by the Senior Manager (Business Development).
 - ii. All cases of lost, stolen, or otherwise potentially compromised confidential information shall be reported to the Senior Manager (Business Development).

2 Students' Union Building & Spaces

2.1 Mission of the Students' Union Building

- a. The Students' Union exists to provide programs, services, facilities, and activities that meet the needs of students. As a primary asset of the Students' Union, the Students' Union Building exists to serve the University community, but primarily to meet the needs of students—past, present, and future.
- b. In seeking to fulfill this mandate, the Students' Union Building shall provide a facility that:
 - i. is student-run and operated;
 - ii. offers a unique environment and atmosphere, distinct from the academic facilities which surround it, so as to serve as the focal and gathering point of non-academic student life;
 - iii. enables members of the University community—students, faculty, staff, and alumni—to meet and get to know each other as people;
 - iv. encourages all individuals to share their own diversities in the pursuit of a better understanding of each other and the world around them; and
 - v. enhances the image of the Students' Union and the University of Alberta by providing a welcoming atmosphere to the greater community.
- c. The Students' Union Building shall accomplish these aims by providing:
 - i. services and amenities that are essential or important to the convenience and well-being of students;
 - ii. activities which are characteristic of life as a student;
 - iii. services and facilities which address the social, economic, and cultural needs of a broad spectrum of students and other patrons;
 - iv. opportunities for relaxation, recreation, entertainment, social interaction, and personal development;
 - v. opportunities for the generation of revenue for the Students' Union, to be used in support of student-initiated activities;
 - vi. a cohesive approach which ensures that the building functions as a whole, rather than as a collection of divergent initiatives; and
 - vii. an atmosphere of togetherness and celebration.
- d. While the Students' Union Building shall always be focused primarily on the task of providing for the various non-academic needs of students, it shall also seek to bring a broader and equally rewarding dimension to campus life.
- e. The Students' Union Building should reflect the excitement and optimism of students, and should also help to bridge the gap that often separates students from the faculty, staff and alumni of their University.

2.2 Hours of Operation

- a. Hours of operation for the Students' Union Building are as follows:
 - i. Sunday to Thursday: 7:00 a.m. to 11:00 p.m.
 - ii. Friday and Saturday: 7:00 a.m. to 12:00 midnight
- b. During the Fall and Winter sessions, the main floor of the Students' Union Building shall be open 24 hours a day.
- c. The Students' Union Building shall be closed:
 - i. on statutory holidays during the May to August period; and
 - ii. during the year-end holiday period.
- d. Generally, the elevator is in service to each area during that area's hours of operation.
- e. Building hours shall be posted at all entrances of the Students' Union Building.

2.3 Building Use

- a. For the purposes of these policies, organizations wishing to use the building shall be classed as follows, with the priority being in the order shown.
 - i. **Students' Union Departments:** any internal department of the Students' Union.
 - ii. **Registered Student Groups, Student Representative Associations and Dedicated Fee Recipients:** student groups registered with the Students' Union, Student Representative Associations as defined in Students' Union bylaw, or organizations that are the recipients of a dedicated fee from the Students' Union.
 - iii. **University Related Groups:** organizations formed by the faculty or staff of the University, and groups or committees sponsored by any of the departments of the University.
 - iv. **Non-University Groups:** groups from outside the University community.
- b. The following groups shall have restricted use of the Students' Union Building:

- i. **Commercial Entities** other than the University Bookstore and tenants of the Students' Union shall not be permitted any use of the building, unless express permission is given by the Executive Committee or designate.
- ii. **Non-University Groups** whose members are not of adult age shall not be permitted use of the building unless under responsible adult sponsorship and adequate supervision for the event in question.
- c. Groups or individuals that wish to book activities or events in the building which may appear to conflict with programs established or planned by the Students' Union shall be referred to the Vice President (Operations & Finance).
- d. The Executive Committee through its agents, the supervisory staff, the Senior Manager (Facilities & Operations) and designates, shall have the responsibility and the right of enforcing the policies applying to the building.

2.4 Keys, Codes and Access Cards

- a. Any person or group having registered space within the Students' Union Building shall initially be issued:
 - i. one key for that space; or
 - ii. one card or code for use with the space's electronic lock.
- b. All requests for keys, cards and/or codes must be made to the area manager responsible for the space, who must receive approval from the Senior Manager (Facilities & Operations) or designate.
- c. Deposits may be assessed. Adjustments to deposit rates shall be approved by the Vice President (Operations & Finance).
- d. Each area manager shall be responsible for all keys, cards and codes issued in their area.
- e. Master keys (BMK, BMK2) and exterior door keys shall be issued only to the Executive Committee. Anyone else requiring one of these keys must obtain permission from the Senior Manager (Facilities & Operations).
- f. In extenuating circumstances, doors shall be opened by the custodial staff only upon authorization from the area manager responsible for the space.
- g. Any lost, stolen or compromised keys, cards or codes must be immediately reported to the Senior Manager (Facilities & Operations).
- h. In the case of keys, cards or codes being lost, compromised or not being returned at the end of term, and wherein this loss constitutes a security problem to a given area:
 - i. the area responsible shall be charged for re-keying and/or re-programming; and
 - ii. the deposits shall be forfeited for the person(s) responsible.
- i. For the purposes of this policy, a student group president (or equivalent) shall be considered to be the area manager of any space provided to a student group.
- j. The master control and implementation of the access control and issuance system shall be carried out by the Senior Manager (Facilities & Operations) or designate.

2.5 Building Alterations

- a. Alterations to any area of the building may be permitted only upon approval of the work order request by the Vice President (Operations & Finance) and the Senior Manager (Facilities & Operations).
 - i. Alterations include painting, putting up walls, wiring, conduit, or any other changes to the building.
- b. Where applicable, alterations must be done within the stipulations of the Master Agreement between The Students' Union and the Governors of the University of Alberta.
- c. No space in the building may be permanently assigned for any use other than what was originally intended without approval from the Executive Committee.

2.6 Posters & Bulletin Boards

- a. Posters must be stamped and approved by Student Life Central staff before being posted in the Students' Union Building.
- b. Student Life Central staff shall approve:
 - i. any poster from the Students' Union, including any of its businesses and services;

- ii. any poster from a registered student group or a student representative association, provided that any such poster includes the name and/or logo of said group;
 - iii. any poster advertising an event to take place on the University of Alberta campus, provided that the name and/or logo of the event's organizer is included on the poster;
 - iv. any poster from the University of Alberta or any department thereof, provided that any such poster includes the name and/or logo of the University or of the department of the University; and
 - v. any poster put out by any group receiving a dedicated fee from the Students' Union, provided that any such poster include the name and or/logo of the group is included on the poster.
- c. Student Life Central staff shall not approve:
- i. Any poster that does not meet the criteria outlined in §(b);
 - ii. Regardless of §(b):
 - a. any poster with a combined width and height greater than 30 inches;
 - b. any poster bearing the name and/or logo of any person or group who is suspended from posting in the Students' Union Building;
 - c. any poster advertising an event whose revenues go to a for-profit corporation, even if it is promoted by a student group;
 - d. any poster containing material that is sexist, racist, homophobic, or otherwise defamatory;
 - e. any poster that contains offensive pictures or language;
 - f. any poster that contains offensive insensitive content; or
 - g. any poster that is entirely written in a language other than English or French.
- d. Regardless of this policy, any poster may be approved or refused by:
- i. the Vice President (Operations & Finance), who shall report such approval or refusal to the Executive Committee; or
 - ii. the Executive Committee.
- e. All posters shall be confined to bulletin boards specifically designated for that purpose.
- f. Only tacks shall be used to affix posters.
- g. No more than one poster posted by any one organization or to advertise any one event may be posted on any bulletin board, with the exception of the exterior bulletin wall.
- h. Posters may be re-arranged on the same bulletin board in order to accommodate a new poster, however in no case may this re-arrangement remove or obscure any portion of duly approved posters.
- i. Any person or group in contravention of this policy shall be given one warning, verbal or written, and shall, upon a second offence, be suspended from posting any posters in the Students' Union Building until the following May 1.
- j. Any poster in contravention of this policy shall be removed by Student Life Central staff or facilities staff.

2.7 Banners

- a. The Students' Union allows a maximum of 12 banners to be hung on the main level of the Students' Union Building.
 - i. At least one banner location shall be reserved for internal use at all times.
- b. Banners shall only be hung and removed by Students' Union facilities staff. The Senior Manager (Facilities & Operations) must be consulted as to means of attachment.
- c. Individuals wishing to book a banner space may do so through the Administrative Services staff in 2-900 SUB. The appropriate booking request form must be completed.
- d. Bookings are approved on a first-come, first served basis.
- e. Only one banner shall be hung in the Students' Union Building for any group or individual at any one time.
- f. Banners may remain up for a maximum of two weeks.
- g. No banner in the Students' Union Building shall exceed 4 metres in width or 1 metre in height.
- h. Banners must be appropriately flameproofed and the receipt must be attached to the bottom. Flameproofing spray may be purchased from 2-900 SUB.
- i. Any banners not picked up by the pick up date stated on the banner booking form shall be disposed of.
- j. No commercial banners are allowed with the exception of those fulfilling the Students' Union's contractual obligations with sponsors or commercial marketing clients.
- k. Regardless of this policy, any banner may be approved or refused by:

- i. the Vice President (Operations & Finance), who shall report such approval or refusal to the Executive Committee; or
- ii. the Executive Committee.

2.8 Publications Distribution

- a. All publications must be approved by the Vice President (Operations & Finance) before being distributed in the Students' Union Building.
- b. All publications must be in good taste, and relevant to the needs of the student population.
 - i. Publications deemed to be sexist, racist, homophobic or otherwise defamatory shall not be permitted.
- c. Any box used for the distribution of a publication must be deemed suitable by the Vice President (Operations & Finance).
 - i. The distribution box must be the property of the publisher, or the owner of the distribution box must grant the publisher permission for the use of the distribution box.
- d. Organizations wishing to distribute publications through at any Infolink locations must receive permission from the Director of Student Life (or designate).

2.9 Decorations

- a. No items may be attached to any walls, doors, ceilings, floors, furniture, etc. in the Students' Union Building unless otherwise permitted in operating policy or approved by the Senior Manager (Facilities & Operations) or designate.
- b. Any cleanup or damage resulting from the use of decorations shall be charged to the person(s) or group(s) responsible for the decorations.
- c. Proper flag etiquette shall be shown in the Students' Union Building.

2.10 Wall of Gold

- a. The Wall of Gold is reserved for the promotion of Students' Union services, advocacy efforts, elections, or executive projects.
- b. The Wall of Gold is exclusively reserved for Student Elections from the beginning of February to the end of the third week in March.
- c. At the sole discretion of the Executive Committee, the Wall of Gold may be used by other parties for projects that directly relate to specific goals of the Students' Union.
- d. No more than one project may be on the Wall of Gold at any one time without permission from the Senior Manager (Marketing & Communications) or designate.
- e. The Senior Manager (Marketing & Communications) or designate shall coordinate all Wall of Gold bookings.
- f. The organization using the Wall of Gold is responsible for mounting and removal of promotional material and for any damage to the wall while they are using it.
- g. The Students' Union reserves the right to remove any material it considers unsuitable or inappropriate.

2.11 Gambling

- a. No gambling is permitted within the Students' Union Building unless proper licensing is obtained from the Alberta Gaming & Liquor Commission and prior approval is received from the Executive Committee.
 - i. This applies to card games, billiards, and any other form of gambling not specifically listed.

2.12 Sales & Commercial Activities

- a. Sales by any organization or individual in those areas under the jurisdiction of the Students' Union must request and receive specific approval in writing from the Vice President (Operations & Finance) or designate.
- b. In all cases, items sold must be relevant to the needs of the student population, as determined by the Vice

President (Operations & Finance) or the Executive Committee.

- c. Sales may be permitted at tables in the Students' Union Building by contacting the Administrative Services staff in 2-900 SUB. These are subject to the provisions of §2.17.
- d. Policies concerning retail sales in Students' Union commercial spaces are governed by §2.15.

2.13 Solicitation

- a. Solicitation is prohibited in the Students' Union Building and all other Students' Union spaces for purposes commercial or otherwise.
- b. Active distribution of handbills/flyers in the Students' Union Building is prohibited.
- c. The Executive Committee may, from time to time, grant exceptions to this policy provided that the solicitation activity:
 - i. is in promotion of a Students' Union activity or service;
 - ii. is to be confined to the common areas of the main floor and lower level; and
 - iii. does not take place in the Alumni Room or the Quiet Room.

2.14 Damage & Theft

- a. Users of the Students' Union Building shall not intentionally cause damage to building facilities or equipment.
- b. Organizations or individuals who inflict damage upon the building or Students' Union equipment or cause loss of said equipment therein may be charged for repair or replacement of damaged property.
 - i. If this charge is not paid within 30 days, the organization shall have its building privileges suspended.
- c. Damage and maintenance billings, or suspension of building privileges, may be appealed to the Executive Committee.
- d. All cases of intentional damage to Students' Union property, or of theft to Students' Union property, shall be reported to University of Alberta Protective Services, and may be reported to Edmonton Police Services where appropriate.
- e. The Students' Union shall not accept any responsibility for personal articles lost within the building.
 - i. Lost and found facilities are to be maintained by Student Life Central.
 - ii. Unclaimed articles shall be turned over to University of Alberta Protective Services.

2.15 Selection of Tenants

- a. Each potential tenant shall be evaluated on the basis of the extent to which it meets the objectives of the Students' Union, and the extent to which it helps the Students' Union to continue the Mission of the Students' Union Building (see §2.1).
- b. All Students' Union Building tenants must be approved by the Executive Committee.

2.16 Meeting Room Bookings

- a. Meeting room bookings for registered Student Groups may be made through Student Life Central, in the lower level of the Students' Union Building.
- b. Meeting room bookings for all other groups, as well as all bookings that require a financial exchange, shall occur through the Students' Union general office in 2-900 SUB. Bookings normally need to be made in-person.
- c. Bookings should be made before 2:00 p.m. on the previous business day.
- d. Priorities for meeting room space shall be as set out in §2.3.
- e. If space permits, a group may be permitted to block book one room in the Students' Union Building for up to one meeting per week for the duration of one academic term.
 - i. Internal boards, committees and departments of the Students' Union are not subject to block booking restrictions.
 - ii. Groups block booking rooms who fail to use them as scheduled and who fail to cancel shall be given one warning, verbal or written, and may, upon a second offence:

- a. have their existing block bookings cancelled; and
- b. lose the ability to make block bookings for the remainder of the term.
- f. An hourly rental rate may be charged. These rates may be reviewed and revised at the discretion of the Executive Committee.
- g. A damage deposit of \$500.00 shall be required when food or beverages are part of an event.
- h. Organizations or individuals shall be held responsible for the cleanup of items used in the production or promotion of an event. The organization shall be charged for any cleanup undertaken by the Students' Union.
- i. The Alumni Room shall only be booked for functions:
 - i. during fall and winter sessions:
 - a. after 17:00 Monday to Thursday
 - b. after 15:00 Friday, Saturday, and Sunday
 - ii. during spring and summer sessions:
 - a. after 15:00 Monday to Sunday
- j. The Alumni Room shall not be available for bookings:
 - i. during final exam periods; and
 - ii. the two weeks preceding final exam periods of both fall and winter terms.
- k. At the discretion of the Executive Committee (or designate), organizations that fail to adhere to this room bookings policy may be suspended from or denied further use of the facilities of the Students' Union Building.
- l. The Administrative Services department may develop additional policies and procedures for room bookings, subject to approval by the Vice President (Operations & Finance).
- m. Exceptions to this policy may be made by the Vice President (Operations & Finance) or the Executive Committee in the case of special circumstances.

2.17 Table Bookings

- a. Table bookings and payment (if applicable) shall be arranged through the Administrative Services staff in 2-900 SUB. The Vice President (Operations & Finance) shall be consulted on nonstandard applicants.
- b. Only paid sponsors may book tables during Week of Welcome. The Advertising & Sponsorship Manager shall administer these tables.
- c. Applicants shall be refused if:
 - i. the individual or group is promoting a commercial service or engaging in commercial activities that would compete with a University or Students' Union operation or a Students' Union tenant;
 - ii. the individual or group shall use the table for the sale or distribution of food or beverage products (with the exception of Farmers' Market vendors);
 - iii. accepting the applicant would place the Students' Union in contravention of any federal, provincial or Students' Union legislation;
 - iv. the individual or group submitting the request has been banned from booking tables in the Students' Union Building; or
 - v. the individual or group intends to disseminate any material, verbal, written, or otherwise, that is racist, sexist, homophobic, or otherwise defamatory, inaccurate or patently false.
- d. Individuals or groups wishing to book tables may be required to provide any material intended for distribution prior to the approval of the booking.
 - i. In the event that the materials contravene §(c), or any other Students' Union bylaw or policy, the table booking shall not be approved.
- e. Individuals or groups booking tables shall:
 - i. ensure that tables are manned at all times;
 - ii. use the tables only for the purpose for which the application was approved; and
 - iii. not actively solicit interest from passers by.
- f. Where an individual or group contravenes §(e), that individual or group shall receive one warning (written or verbal) and, upon receipt of a second warning during any given day or a third warning during any given year, that individual or group shall be banned from booking tables in the Students' Union Building until the following May 1.
- g. At the discretion of the Vice President (Operations & Finance) or designate, specific categories of table bookers may be given preference to book certain table dates and/or locations.

- h. Regardless of this policy, any table booking may be approved or refused by:
 - i. the Vice President (Operations & Finance), who shall report such approval or refusal to the Executive Committee; or
 - ii. the Executive Committee.
- i. The Administrative Services department may develop additional policies and procedures for table bookings, subject to approval by the Vice President (Operations & Finance).

2.18 Main Loading Dock

- a. Shipping and receiving are the responsibility of the individual areas of the Students' Union. The manager of each area is responsible for dispatching and/or receiving expected shipments or deliveries. If assistance is required, the Senior Manager (Facilities & Operations) may be contacted.
- b. Shipments should be removed from the loading dock as quickly as possible.
- c. No vehicles should remain parked in the loading dock for extended periods of time.

2.19 Mailboxes

- a. A limited number of mailboxes are available for use outside of 2-900 SUB. Interested groups may request a mailbox from the Administrative Services staff in 2-900 by filling out the required form.
- b. The Administrative Services department shall be responsible for developing mailbox procedures and application criteria, subject to approval by the Vice President (Operations & Finance). Mailboxes shall be assigned to interested parties as availability allows.
- c. A deposit shall be assessed for each key, which shall be refunded if the key is returned on time. Rates may be reviewed and revised at any time by the Executive Committee.
- d. Individuals renting mailboxes must renew their mailbox by April 30 of each year. Student groups renting mailboxes must renew their mailbox by September 30 of each year. Failure to do so shall result in the loss of their mailbox and their deposit.
- e. All assignments shall be re-evaluated by the Administrative Services staff annually.

2.20 Chaplains' Offices and Interfaith Chapel

- a. Chaplains' Offices
 - i. The Chaplains' Association is responsible for allocating the chaplains' offices in the Students' Union Building, according to need and availability.
 - ii. The offices shall be allocated only to those who are members of the Chaplains' Association, as outlined in the association's constitution.
- b. Because of the demand for office space, offices shall only be allocated to those who spend at least 50% of their working time on campus.
- c. The Chaplains' Association reserves the right to re-allocate the offices if persons using them do not meet the criteria outlined above.
- d. The Interfaith Chapel
 - i. The Interfaith Chapel is intended primarily for use by religious groups. Other meetings may be deemed suitable by the Chaplains' Association and the Vice President (Operations & Finance).
 - ii. A principle of equal opportunity shall be applied for all religions or religious groups.
- e. Scheduling of the Interfaith Chapel shall be coordinated by the Chaplains' Association.
- f. Groups shall supply their own vestments and symbols. Individuals or organizations using the Interfaith Chapel shall be expected to remove these vestments or symbols after a service.

2.21 Liquor Functions

- a. Alcoholic beverages in the Students' Union Building are restricted to:
 - i. organized events that have been approved in accordance with this policy; and

- ii. Room at the Top.
- b. All functions must conform to Students' Union policy, Alberta Gaming & Liquor Commission regulations, and University of Alberta liquor policy.
- c. Student groups desiring to hold an alcohol function in the Students' Union Building must have completed all necessary alcohol training as required by Student Group Services and the University of Alberta.
- d. For licensed functions to be held in the Myer Horowitz Theatre or Dinwoodie Lounge, the service of alcohol must be controlled and regulated by the Operations Manager (Venues).
- e. Proper liquor permits must be obtained from the University of Alberta and displayed at the function.
- f. Alcohol must be purchased from an on-campus liquor outlet (Room at the Top or Dewey's).
- g. Adequate supervision in the form of security staff who are unable to partake of alcoholic beverages for the duration of the event must be provided by the organization to assure good conduct at the event. Adequate security staffing is defined by the University of Alberta's campus alcohol policy, as monitored and enforced by Ancillary Services.
- h. Food and non-alcoholic beverages must be made available.
- i. Violation of this policy shall result in disciplinary action. Such measures may include suspension of building and/or liquor privileges, or such other action as deemed appropriate by Student Group Services (for violations by student groups) and/or the Executive Committee (for violations by any group or individual).

2.22 Lounges

- a. The lounges found within the building are intended to fulfill five functions:
 - i. to act as hospitality centres where students can meet their friends and guests;
 - ii. to provide shelter while waiting for transport or events;
 - iii. to provide study reading areas;
 - iv. to handle the traffic flow to many parts of the building; and
 - v. to provide a place for people to eat.
- b. The lounges that fulfill these purposes shall be open to students and the general public for the full period of the operation of the building, unless otherwise specified.
- c. The Myer Horowitz Theatre lobby may be used by organizations seeking space for rehearsals, displays and other activities. The Myer Horowitz lobby area shall not be designated as a student lounge space when not in use. Approval for use must be obtained through the Operations Manager (Venues).
- d. Any other use of a lounge area must be approved by the Vice President (Operations & Finance).

2.23 SUBstage

- a. The Programming & Venues department shall be responsible for the booking and use of SUBstage.
- b. SUBstage may be booked between the following hours:
 - i. Monday to Friday: 12:00-13:30, and after 16:30.
 - ii. Saturday and Sunday: at the discretion of the Operations Manager (Venues).
- c. Sound restrictions may apply during certain times/days.
- d. SUBstage may not be booked during final exam periods.
- e. Any bookings outside the parameters established in this policy must be approved by the Vice President (Operations & Finance).
- f. Additional policies surrounding the booking and use of SUBstage may be developed by the Programming & Venues department.
- g. SUBstage users shall not violate any agreements or contracts the Students' Union has with other parties, or any Students' Union policies.

2.24 Use of Non-Common Areas

- a. All user groups for non-common areas must be:
 - i. a unit of the Students' Union;

- ii. a registered student group or student representative association;
 - iii. a unit of the University of Alberta; or
 - iv. a group that has reached a contractual space use agreement with the Students' Union.
- b. All user groups are expected to make active and effective use of their space. A space shall be deemed effectively used if:
- i. it provide services that benefit students;
 - ii. it is open to all students; and
 - iii. the user group meets the use requirements agreed to in a space agreement.
- c. Use of non-common areas by a user group shall be governed by a space agreement between the Students' Union and the user group. The space agreement shall include:
- i. a minimum number of hours of utilization per week; and
 - ii. any other space use requirements that the Students' Union or user group believe to be necessary.
- d. Adherence to this space use agreement shall be monitored on an ongoing basis by Students' Union staff. The results of this monitoring shall be taken into consideration in further applications by the user group for space.
- e. It is the responsibility of each user group to keep their space clean at all times and to inform the Students' Union of any structural or mechanical problems within the space.
- f. When possible, lights in workspaces shall be turned off when not in use.
- g. No user group may make changes to their space without the written consent of the Senior Manager (Facilities & Operations) and the Vice President (Operations & Finance).
- i. This includes re-painting of the space as well as changes to the structural or mechanical aspects of the space.
- h. Any user group that does not meet the above criteria may be required by the Executive Committee to:
- i. make changes to their operation, including the potential that they may be asked to share space with other user groups; or
 - ii. vacate the Students' Union Building.

2.25 Chemical Use

- a. Whenever possible, aerosol-based products containing CFC based materials shall not be used in the Students' Union Building.
- b. The Students' Union:
 - i. shall not use cleaning materials that have been tested on animals;
 - ii. shall not use any pesticides, artificial fertilizers, chemical weedkillers or insecticides in maintenance of lawns, plants or for any other purpose; and
 - iii. shall use natural fertilizers, and natural pest control methods whenever needed.

3 Personnel

The following policies outline procedures for the administration of personnel of the Students' Union. Topics include recruitment, hiring & selection, appraisal & evaluations, discipline & dismissals. The following policies are subject to the Alberta Employment Standards Code and the current Agreement between the Students' Union and The Canadian Union of Public Employees Local 1368 (hereafter "the Collective Agreement").

3.1 Employee Definitions

- a. **Management Positions** are those permanent positions responsible for the day-to-day management of an operation, area, or activity. Positions designated as Core Management shall be the following:
 - i. General Manager;
 - ii. Controller;
 - iii. Director of Student Life;
 - iv. Senior Manager (Business Development);

- v. Senior Manager (Facilities & Operations);
 - vi. Senior Manager (Marketing & Communications);
 - vii. Human Resources Manager;
 - viii. Manager of Discover Governance; and
 - ix. Director of Research & Political Affairs.
- b. **Union Positions** are those jobs as specified in the Collective Agreement (Article 2.02). They may be full-time, hourly, term, temporary, or relief positions.
 - c. **Non-Union Salary Positions** are non-union, salaried positions within a Students' Union department, excluding Management Positions and Term Positions. They may be full-time or part-time positions.
 - d. **Term Positions** are those non-union positions for which students are elected or are hired on a year-to-year basis.
 - e. **Non-Union Hourly Positions** are those non-union, non-permanent positions within a Students' Union department for which the employee is paid on an hourly basis.

3.2 Personnel Administration

- a. Primary responsibility for personnel administration shall rest with the Human Resources Manager of the Students' Union.
- b. The Human Resources Manager shall maintain an employment record on all Students' Union employees within a locked file and/or on a secure server.
 - i. Employment files will be kept for the duration of employment and up to seven (7) years after the employee has left the Students' Union.
 - ii. Employees are required to communicate any changes to their personal information in a timely manner to Human Resources.
 - iii. Employment records are strictly confidential.
 - a. Only Human Resources and the General Manager will have full access to the files.
 - b. Access to specific information may be obtained by Core Management, by the employee's supervisor, or by accounting through Human Resources.
 - c. Employees have the right to view and request copies of their employment record by providing written notice of their request to Human Resources.
- c. All positions within the Students' Union shall be governed by a job specification, which shall be subject to the approval of the Executive Committee.
 - i. The amount of detail contained in the specification shall be appropriate to the level of the position; however, each specification should contain the following:
 - a. Title
 - b. Job Summary
 - c. Duties & Responsibilities
 - d. Qualifications
 - e. Reporting structure
 - f. Union or Non-union
 - g. Date written
 - ii. Job specifications shall be written by the Human Resources Manager, in conjunction with the person responsible for supervising the position.
 - iii. Job specifications shall be approved by the Executive Committee.
 - iv. The Human Resources Manager shall maintain copies of all job specifications.
- d. Payroll functions for salaried positions shall be the responsibility of the Human Resources Manager. The accounting department shall be responsible for payroll for all hourly positions.
- e. As soon as possible after a new employee is hired, the employee's supervisor shall ensure that the employee fills out the appropriate forms, and shall forward all relevant employment information to the Human Resources Manager and the accounting department.
- f. As soon as possible after an employee leaves their position with the Students' Union, the employee's supervisor shall notify the Human Resources Manager and the accounting department.
- g. The Human Resources Manager shall be responsible for maintaining the organizational chart of the Students' Union and for updating it when changes are made.

- h. Exceptions to this policy may be extended by order of the President, or designate.

3.3 General Hiring Principles

- a. All hiring procedures shall be conducted in confidence and shall remain in confidence, to protect the candidates, current Students' Union employees, and the integrity of the process;
- b. The Students' Union at the University of Alberta shall not differentiate or discriminate between applicants on the basis of race, national or ethnic origin, religion, sex, gender, sexual orientation, age, or mental or physical disability. Selections shall be made on the basis of merit.
- c. For all suitable positions, the Students' Union shall attempt to recruit qualified undergraduate students at the University of Alberta.
 - i. For this purpose, an undergraduate student shall be defined as a registered U of A undergraduate student enrolled in a minimum of one (1) class per Fall & Winter semester who have paid their full Students' Union fees.
- d. Elected members of Students' Council may not serve as Students' Union permanent employees and/or term employees unless otherwise stipulated in Students' Union bylaw or approval is received from Students' Council. Members of Students' Council are eligible for employment as a Union or Non-union hourly employee.

3.4 Establishment of New Positions

- a. Prior to establishing any new position, a proposed job specification must be developed, as outlined in §3.2, and must be approved by the appropriate bodies, as outlined below.
 - i. New Non-Union positions must be approved by the Executive Committee.
 - ii. New Union positions must be approved by the General Manager and are subject to the approval of the Union as outlined in Article 26 of the Collective Agreement.
- b. In approving the establishment of a new position, the individual(s) or bodies granting approval shall consider the following:
 - i. the impact the position shall have on current resources (including financial, human, equipment, and space resources);
 - ii. how any additional resources required shall be provided;
 - iii. the impact the new position shall have in the long-term; and
 - iv. whether the benefits of adding the position outweigh the costs, and whether establishing the position shall help the Students' Union to better serve the needs of students.
- c. All new positions shall be hired in accordance with the same principles set out in this manual for established positions.

3.5 Elimination of Positions

- a. Elimination of Non-Union positions must be approved by the Executive Committee.
- b. Elimination of Union positions must be approved by the General Manager, and must also be approved by the Union, in accordance with Article 26 of the Collective Agreement.

3.6 Recruitment

- a. A review of job responsibilities shall be conducted prior to beginning recruitment for a position, if deemed necessary by the supervisor of the position, in conjunction with the Human Resources Manager and outgoing employee if appropriate.
 - i. With the results of the review, the supervisor, in conjunction with the Human Resources Manager, shall develop and/or amend the job specification.
- b. If it is a new position, the supervisor shall develop a job specification, in conjunction with the Human Resources Manager, and must receive the approval from the appropriate body for the creation of the position, as outlined in §3.4.

- c. All positions shall be suitably advertised, at least across campus, to ensure a wide variety of applicants.
- d. All management positions shall be advertised at least citywide, and, if appropriate, provincially and/or nationally.
- e. Openings for Union positions must be posted internally for a minimum of 7 days.
- f. All job postings must state the following:
 - i. qualifications, including required knowledge, education, and skills;
 - ii. duties and responsibilities;
 - iii. wage, salary, or honorarium (exceptions may be made for non-union positions);
 - iv. required hours or shift (if applicable);
 - v. length of employment contract (if applicable);
 - vi. deadline for applications; and
 - vii. a contact person for further information.
- g. Union positions must be hired in accordance with Article 14 of the Collective Agreement.

3.7 Interviewing & Selections

- a. All members of a selection committee shall be informed of this policy as part of their orientation, as well as of any bylaws that apply to the selection of positions for which they are hiring.
- b. Prior to the commencement of interviews, criteria for short-listing the applications shall be developed, based on the job specification. Candidates shall then be short listed to these criteria.
 - i. Where appropriate, the interviewer or selection committee shall make every effort to consult with the outgoing employee in the position to be vacated, or any other person with extensive knowledge of the position to be filled, prior to the commencement of short listing and interviewing.
- c. Questions shall be developed prior to the interviews, but this shall not prevent the interviewer or members of the selection committee from asking additional questions as they see fit.
- d. Selection of the candidate shall be made on the basis of the interviews and application package, and shall be made by those members present at all of the interviews.
- e. Members of any selection committee shall remove themselves from the decision for specific candidate(s) for which they perceive a conflict of interest that may affect their impartiality.
- f. All material and discussions presented during selection committee meetings shall be kept in the strictest confidence.
- g. Before the successful applicant is notified, reference checks shall be completed by the interviewer, chair of the committee (if applicable), or the Human Resources Manager, where appropriate. In some cases a medical examination may be required.
- h. Unsuccessful applicants, who appeared for an interview, shall be notified, if at all possible, on the same day as the successful applicant is notified, by interviewer, chair of the committee, or the Human Resources Manager.
 - i. Applications for a position shall be re-opened if no qualified applications have been received for that position or at the selection committee's discretion.
 - j. All hiring notes shall be kept in a locked file in the Human Resources area for a period of one (1) year.
 - k. A successful applicant's application and interview notes shall become part of their employment file.
 - l. As soon as possible after a successful applicant is notified, the Human Resources Manager shall develop an employment agreement to be signed by both parties.
 - i. Copies of all employment agreements shall be maintained by the Human Resources Manager.
- m. A successful job applicant shall not be considered an employee of the Students' Union until they have signed a job offer or employment agreement developed by the Human Resources Manager.
- n. A successful job applicant shall not be given access to any area of the Students' Union related to their prospective position until after they have signed their employment agreement.
- o. A successful job applicant shall not be added to the Students' Union payroll until they have signed their employment agreement and completed all necessary paperwork.
- p. Should a successful job applicant fail to sign the employment agreement offered to them by the Students' Union on or before their start date, the applicant shall be deemed to have declined the offered position that shall then be subject to an immediate re-posting.
- q. This section shall not apply to voting members of the Executive Committee.

3.8 Union Positions

- a. These hiring practices shall be in accordance with the principles contained in this policy, and with practices as outlined in the Collective Agreement.
- b. Applicants shall be interviewed and selected by the appropriate manager, along with a selection committee, if appropriate.
- c. Applications for a position may be re-opened, at the discretion of the manager, if less than two (2) qualified applicants have applied for that position.

3.9 Management Positions

- a. All management positions within the Students' Union shall be hired as stipulated in a manner prescribed by the General Manager in consultation with the Executive Committee.
- b. Interviews for Core Management positions shall be conducted by a selection committee that includes the General Manager and at least one voting member of the Executive Committee.
 - i. Interviews for the General Manager and Director of Research & Political Affairs are exceptional, and shall be conducted in a manner prescribed by the Executive Committee and/or relevant Students' Union bylaw.
- c. Students' Council shall be kept informed of the hiring process of Core Management positions.

3.10 Orientation & Training

- a. As soon as possible after hiring, a new employee shall meet with their supervisor and the Human Resources Manager to discuss personnel matters (e.g. benefits, policies, wage, contracts, etc.).
- b. As soon as possible after hiring, a new employee shall complete a Health and Safety orientation.
- c. The following documentation shall be made available to all employees and members of Students' Council:
 - i. the Students' Union Organizational Chart;
 - ii. the Students' Union Strategic Plan;
 - iii. Students' Union Operating Policies;
 - iv. Students' Union Political Policies; and
 - v. Students' Union Bylaws.
- d. A copy of the Collective Agreement shall also be made available to Union and Management employees.
- e. The Students' Union shall annually arrange orientation seminars for incoming Executive, Term staff and members of Students' Council.
- f. The Students' Union shall annually arrange a professional development seminar for all Management, the Executive and other staff as deemed appropriate.

3.11 Probationary Periods

- a. All Term, Management, Union, and non-Union Hourly employees shall be subject to a probationary period.
- b. Should an employee fail to comply with the duties and requirements of their position, or if there is concern about the employee's attitude or conduct, their employment may be terminated at any time during the probationary period, subject to §3.19. At the discretion of the employee's supervisor, the probationary period may also be extended. The President and General Manager should be consulted before any terminations or extensions of probationary periods.
- c. Term employees and Non-Union employees shall be subject to a six (6) month probationary period.
- d. Union employees shall be subject to a six (6) month probationary period, in accordance with Article 13 of the Collective Agreement.
- e. Management employees shall be subject to a one (1) year probationary period.

3.12 Staff Appraisals

- a. All Students' Union employees shall be given regular performance appraisals.
- b. The process used, and the level of detail of the appraisal shall depend on the level of responsibility of the position.
- c. The appraisal process for each position shall be developed by the supervisor of the position, and the Human Resources Manager.
- d. All employees holding similar positions shall be appraised according to the same procedure.
- e. Performance appraisals shall be added to the employee's personnel file.
- f. Term employees shall be appraised at least twice during their term.
- g. Union employees shall be appraised:
 - i. mid-probation;
 - ii. at the end of probation; and
 - iii. annually thereafter.
- h. Non-Union employees shall be appraised:
 - i. mid-probation;
 - ii. at the end of probation; and
 - iii. around the end of each fiscal year.

3.13 Year-end Reports

- a. Year-end reports shall be completed by term employees.
- b. Annual reports shall be completed by Core Management members as part of the annual performance appraisal process.
- c. Reports shall contain, at minimum:
 - i. a summary of all major issues faced during the year;
 - ii. ongoing issues;
 - iii. roles and responsibilities above and beyond the standard job description as reference for later in time; and
 - iv. goals for the year: both goals accomplished and goals not accomplished, reason(s) why and future recommendations.
- d. Enforcement
 - i. Reports shall be submitted prior to the 20th of the final month of the term contract for all term employees.
 - ii. Employees who fail to submit a report to both the Human Resources Manager and the department head prior to the date specified in §(c)(i) shall forfeit \$250.00 from their final paycheque.
 - iii. As contracts are written, the Human Resources Manager shall ensure that the stipulations of this policy are written into those contracts as follows if applicable.
- e. Year-end reports shall be archived annually by each department head.

3.14 Attendance

- a. Hours of work and breaks for Full-time and Hourly Union employees shall be in accordance with article 16 of the Collective Agreement.
- b. All employees are expected to report and be prepared to work at the times as scheduled by their supervisor.
 - i. Full-time non-union employees are expected to work 40 hours a week unless alternate arrangements have been made with their supervisor.
 - a. Full-time employees are entitled to receive (2) two fifteen-minute paid breaks and one half hour unpaid break in a regular 8 hour day. These breaks may be combined into a full hour break.
 - ii. Term employees are expected to work the number of hours per week as specified in their employment contract. Term employees are expected to prepare a work schedule in consultation with their supervisor and are expected to adhere to that schedule.
 - a. Term employees are entitled to a paid 15 minute break after 4 hours of work and an additional unpaid 30 minute break after 5 hours of work. If a term employee is working an 8 hour day, they are entitled to the same breaks as a full-time employee.
 - iii. Hourly non-union employees are entitled to the same breaks as Hourly Union employees.
- c. There are instances where an employee will arrive late or need to leave early. Employees must contact their supervisor as soon as they know they will be late or will need to leave early. If a pattern of tardiness or leaving early

arises, the employee may be subject to disciplinary action.

- d. If an employee must be absent from scheduled work, they must report their absence at least one-half (½) hour prior to the start of the scheduled shift. Employees must report their absence each day that they will miss except when they have a doctor's note or other professional certificate that covers multiple days. Failure to report an absence is considered a no call/no show and the employee may be subject to disciplinary action.

3.15 Remuneration

- a. Union employees shall be paid in accordance with Article 24 of the Collective Agreement.
- b. Salaries and wages for non-union employees shall be determined by the General Manager and approved by the Executive Committee.
- c. Requests for extraordinary increases in salaries or honoraria must be approved by the General Manager and the Executive Committee.

3.16 Overtime

- a. Employees shall be expected to fulfill the hours of work required in their employment agreement; time worked in excess of the required amount shall be considered overtime. In all cases, overtime must be approved by the supervisor before the time is worked.
 - i. Union employees shall be paid overtime in accordance with Article 17 of the Collective Agreement;
 - ii. Non-Union Hourly employees shall be paid overtime for hours worked in excess of 8 hours per day or 44 hours per week, in accordance with the Alberta Employment Standards Code;
 - iii. Term and Non-Union salaried employees may bank a reasonable amount of time, as determined by that employee's supervisor, in lieu of overtime.
 - iv. Management employees are not eligible for overtime pay or time in lieu of overtime.

3.17 Benefits

- a. Union positions are entitled to the benefits outlined in Article 27 of the Collective Agreement.
- b. Term and Non-Union hourly positions are not eligible for group health and dental insurance benefits or the group Registered Retirement Savings Plan.
- c. Full-time non-union positions are entitled to the same benefits as full-time Union employees.
- d. Full-time employees have the option of continuing comprehensive insurance medical coverage during a leave of absence, provided they pay 100% of the premiums in the form of post-dated cheques.

3.18 Holidays

- a. The Students' Union recognizes the following as paid holidays for full-time salaried employees:
 - i. New Year's Day
 - ii. Family Day
 - iii. Good Friday
 - iv. Easter Monday
 - v. Victoria Day
 - vi. Canada Day
 - vii. Civic Holiday (August)
 - viii. Labour Day
 - ix. Thanksgiving Day
 - x. Remembrance Day
 - xi. Christmas Eve
 - xii. Christmas Day
 - xiii. Boxing Day
 - xiv. and any other day proclaimed as a paid holiday by the Federal, Provincial and/or Municipal governments.

- b. Should any of these fall on a full-time salaried employee's scheduled day off, the employee shall receive another day off with pay at a time mutually agreed upon between the employee and the Employer.
- c. Hourly Union employees shall receive holiday pay allowance in accordance with the Collective Agreement.

3.19 Vacation

- a. Hourly Employees
 - i. Union and non-union hourly employees shall receive 4% vacation pay for each pay period, commensurate with Alberta Labour Standards. This will be included in their pay cheque.
- b. Term Employees
 - i. Term employees shall receive 10 days paid vacation during their 12 month term, except for Executive Committee members, who shall receive 15 days paid vacation during their 12 month term. This vacation entitlement shall be pro-rated for terms shorter or longer than 12 months in length.
 - ii. Term employees are expected to use all their vacation days over the course of their 12 month term.
 - iii. If a term employee leaves for any reason before the end of their contracted term, vacation entitlement will be pro-rated for the time worked. Any vacation time taken in excess of the pro-rated amount will be deducted from the final paycheque.
 - iv. If a term employee is unable to use some of their paid vacation time, they shall be paid for the number of unused days at the end of their term.
- c. Full-Time Union Employees
 - i. Full-time Union employees shall receive an annual paid vacation in accordance with the stipulations of Article 20 of the Collective Agreement.
- d. Full-Time Non-Union Employees
 - i. Each vacation year shall be from June 1 to May 30.
 - ii. Vacation entitlement is accrued at the following rate:
 - a. Less than 1 year: 1.25 days per month
 - b. 1 year to 2 years: 15 days
 - c. 2 years to 7 years: 20 days
 - d. 7 or more years: 25 days
 - e. 10th year and every 10th year thereafter: 40 days
 - iii. Employees must secure the approval of their manager before taking vacation. Employees are expected to give their manager plenty of advance notice.
 - iv. Employees may request to 'borrow' up to five days of unearned vacation. This request must be made in writing to the employee's supervisor and the General Manager. If employment ends for any reason, vacation time taken in advance will be deducted from the final paycheque.
 - v. Employees are expected to take a minimum amount of vacation each year at the following rate:
 - a. 1 year to 5 years: 10 days
 - b. 6 or more years: 15 days
 - vi. If employees have not taken the minimum vacation time listed above, or have not notified their manager of their vacation plans by March 31st, the Students' Union will schedule the vacation time and give the employee a minimum of 14 days notice.
 - vii. Vacation entitlement remaining from the previous year must be taken by December 31 of the year following the vacation year. Unused vacation will be forfeit.
 - a. Employees may request a carry forward of vacation days for one additional year. This request must be made in writing to the Employee's supervisor and the General Manager. Any such requests must be made by June 30th of the year in which the entitlement will expire.
 - viii. No payment of earned, unused vacation may be made to employees.
 - ix. When a holiday listed in §3.18(a) occurs during the employee's vacation time, the employee will receive the paid holiday instead of using a vacation day.
 - x. If the employee is seriously ill while on vacation, and has proper documentation of the illness, one half of the vacation time lost due to illness will be reinstated.
 - xi. If an employee qualifies for other approved leave (i.e. bereavement, juror, or special leave), and has proper documentation, the vacation time lost due to this leave may be reinstated.

- xii. When employment ends for any reason, vacation time earned but not taken by the employee will be included in the employee's final paycheque. At the same time, vacation time taken in advance will be deducted from the final paycheque.
- xiii. In addition to the vacation entitlement, full-time non-union employees will receive two floater days each year:
 - a. One Winter Floater to be taken between September 1 - April 30
 - b. One Summer Floater to be taken between May 1 - August 31
- xiv. Floater days shall not carry forward from year to year, will not be paid out at termination, and, if not taken during the period and year of entitlement, shall be lost. To use a floater day, employees must secure the approval of their manager.

3.20 Sick Leave

- a. Union employees shall be entitled to sick leave in accordance with Article 22 of the Collective Agreement.
- b. Non-Union Employees
 - i. Term employees shall be entitled to five days of sick leave due to illness during their term.
 - ii. Full-time permanent employees shall be entitled to 1.5 days of sick leave per month.
 - iii. Employees may be required to provide evidence of illness in the form of a doctor's note, and/or to see a health care professional of the Students' Union's choice.
 - iv. Any employee found to be abusing sick leave shall be disciplined. Disciplinary actions may include, but are not limited to, deductions of pay for time missed, suspension or dismissal.

3.21 Maternity and Parental Leave

- a. Union employees shall be entitled to maternity and parental leave in accordance with Article 23.10 of the Collective Agreement.
- b. Maternity Leave
 - i. A pregnant employee who has been employed by the Students' Union for at least 52 consecutive weeks is entitled to 15 weeks of maternity leave without pay.
 - ii. Maternity leave may begin at anytime within 12 weeks before the estimated due date and at the latest on the birth date.
 - iii. The employee must give at least 6 weeks of written notice of the date she will start her maternity leave. The employee may be required to provide a medical certificate that estimates the date of birth.
 - a. An employee who has a health condition related to her pregnancy may begin leave without giving 6 weeks notice but must provide a certificate that confirms that she is unable to work due to the health-related condition.
 - iv. A pregnant employee must take at least six weeks of leave after the birth of her child.
 - a. If an employee wants to return to work early, she must provide a medical certificate stating that she is able to return to work.
 - v. If a pregnant employee has not been employed for 52 consecutive weeks, she may apply for a health-related leave.
 - vi. Full-Time employees are entitled to salary and benefits for the waiting period prior to Employment Insurance benefits taking effect.
 - vii. Employees who are part of the Group Benefits Plan may choose to continue their benefits during their maternity leave but must pay the full cost of the premiums. Employees must advise the Human Resources Manager in writing if they would like to continue these benefits.
 - viii. Employees must give written notice of intent to return at least 4 weeks before the end of the leave period to which they are entitled or 4 weeks before the date on which the employee has previously specified as the end of their leave period, whichever is earlier. Omission of notice to return to work will be considered a resignation.
- c. Parental Leave
 - i. An employee who has been employed by the Students' Union for at least 52 consecutive weeks is entitled to 37 weeks of parental leave without pay after the birth or adoption of their child.

- ii. Parental leave must begin and be completed within 52 weeks after the birth or adoption.
 - iii. The employee must give at least 6 weeks of written notice of the date they will start their parental leave.
 - a. A birth mother may take parental leave immediately after maternity leave ends and does not need to give notice of starting the parental leave.
 - b. If an employee cannot give the required 6 weeks notice due to health-related reasons or circumstances related to an adoption, they must give written notice as soon as possible. The employee may be required to provide a certificate that confirms the health-related condition or the adoption.
 - iv. If both parents are employed by the Students' Union and intend to share the parental leave, they may not take the parental leave at the same time.
 - v. Full-Time employees are entitled to salary and benefits for the waiting period prior to unemployment insurance taking effect. This does not apply if a birth mother has also taken maternity leave.
 - vi. Employees who are part of the Group Benefits Plan may choose to continue their benefits during their parental leave but must pay the full cost of the premiums. Employees must advise the Human Resources Manager in writing if they would like to continue these benefits.
 - vii. Employees must give written notice of intent to return at least 4 weeks before the end of the leave period to which they are entitled or 4 weeks before the date on which the employee has previously specified as the end of their leave period, whichever is earlier. Omission of notice to return to work will be considered a resignation.
- d. Birth Leave
- i. Full-time employees who are not on a leave of absence shall be given up to two (2) days leave with pay to attend the birth or adoption of their own children.
 - ii. Employees must give written notice of intent to return at least 4 weeks before the end of the leave period to which they are entitled or 4 weeks before the date on which the employee has previously specified as the end of their leave period, whichever is earlier. Omission of notice to return to work will be considered a resignation.

3.22 Other Leaves of Absence

- a. Appointment Time
 - i. Full-time employees will be allowed up to 21 working hours per year to attend to meetings and appointments for health and professional services when these appointments cannot be made outside work hours.
- b. Compassionate Care Leave
 - i. An employee who is the primary caregiver may take a leave without pay to give care or support a seriously ill family member who is at risk of death within 26 weeks.
 - a. The definition of "family member" is outlined in the Alberta Employment Standards Code but in general includes a parent, spouse, child, parent-in-law, sibling, grandparent, grandchild, uncle, aunt, niece and nephew.
 - b. The employee must provide a physician's certificate which identifies that there is a significant risk that the family member will die within 26 weeks and that the family member requires care or support of one or more family members.
 - ii. To be eligible for the leave, the employee must have worked for the Students' Union for at least 52 consecutive weeks.
 - iii. The maximum length of the leave is 8 weeks but it may be broken into two different periods. The leave must be taken before the 26-week window expires.
 - iv. The employee must give at least two weeks' written notice before taking the leave unless an emergency situation occurs.
 - v. The employee must give at least two weeks' written notice of the date the employee will return to work unless the Students' Union agrees in writing to a shorter notice period.
- c. Bereavement
 - i. An employee may take up to 4 consecutive days of bereavement leave with pay for the death of a parent, spouse, sibling, child, parent-in-law, grandparent, grandchild, finance, or any second degree relative residing

in the same household.

- ii. Where the the burial of a relative as identified above takes place outside of the province, the employee may take up to 2 additional days with pay.
 - iii. An employee may take one day to attend the funeral of a close friend and/or relative not included above.
- d. Jury Duty
- i. Employees shall be given a leave of absence to serve as a juror or witness in a court.
 - ii. For full time employees, the Students' Union will pay the difference between the employee's regular earnings and the payment they receive from the court excluding expenses. The employee must provide proof of service and the amount of pay received.
- e. SU Election Leave
- i. Executive members and term employees are required to take a leave of absence to stand as a candidate in the SU Executive elections.
 - ii. This leave shall be from the close of nominations until the close of polling.
 - iii. Term employees may elect to take this leave as vacation time (at 100% of their regular rate of pay); as special Leave with Pay (at 75% of their regular rate of pay); or as Leave without Pay.
 - iv. This section does not apply if the position that the employee is standing for is uncontested.
- f. Other Leaves with Pay
- i. Term and Full-time employees may receive leave with pay under the following circumstances:
 - a. Moving their household: 1 day/year
 - b. Natural Disaster (i.e. fire or flood): Up to 3 days/year
 - c. To prepare for their marriage or to get married: 1 day/year
- g. Leave without Pay
- i. Term and Management employees may receive leave without pay under the following circumstances:
 - a. for a health-related reason which requires more than 3 consecutive days off work;
 - b. to participate as candidates in Federal, Provincial, Municipal, and School Board elections; or
 - c. for good and sufficient cause, as determined by the employee's supervisor, provided leave is requested and approved by the supervisor in advance.
 - ii. Employees may take such leave for a maximum of one (1) month, if approved by their supervisor. Further extensions shall be dealt with on an case-by-case basis.
- h. All employees not covered by any of the leaves noted above may apply to the General Manager for a leave.

3.23 Volunteer Insurance

- a. Liability Exposure of Volunteers
- i. Liability of the volunteer to third parties: Just like any individual, a volunteer is potentially liable for the consequences of their actions. In carrying out their volunteer duties, an individual could be sued by a third party.
 - ii. Liability of the Students' Union to the volunteers: The Students' Union has obligations to volunteers just as it does to employees in terms of providing a safe working environment and adhering to fair recruitment, supervision and termination practices.
 - iii. Liability of the Students' Union because of the volunteer: Volunteers acting on behalf of the Students' Union expose the Students' Union to potential liability, should their actions result in harm or loss to a third party.
- b. Volunteer Risk Management - in order to manage the risks and liabilities inherent in volunteer activities, all Students' Union Department are required to follow these guidelines:
- i. All volunteers must be registered by means of a written agreement which clarifies their duties, reporting relationship and duration of their volunteer service. This form shall also provide the volunteer with information about liability and insurance matters.
 - ii. Departments registering volunteers are responsible for ensuring that the volunteer receives adequate training, including safety training where appropriate, for carrying out their duties.
 - iii. Volunteers should be at least 18 years old. In exceptional circumstances involving low-risk activities, volunteers may be under 18 but this must be arranged in advance with Students' Union Administration Office.

- iv. If a volunteer is involved in a situation which may give rise to liability (i.e.. they are injured, their property is damaged or they are involved in a situation involving injury or damage to a third party), the incident must be reported immediately to Campus Security.
- v. Volunteers shall at all times be named as "additional insured" on relevant insurance policies which the Students' Union carries.
- c. Where appropriate, volunteers are to be advised that the Students' Union may not provide insurance coverage for personal vehicles. Volunteers who shall be driving their own personal vehicles are to be advised that they are responsible for providing their own insurance.

3.24 Outside Activities

- a. The Students' Union has no objection to an employee holding simultaneous employment or undertake outside activities except under the following circumstances:
 - i. The outside activities create a conflict of interest with the employee's duties and responsibilities at the Students' Union.
 - ii. The outside activities create a conflict of interest with the Students' Union interests.
 - iii. The employee used Students' Union time and/or resources to undertake the activities or projects.
 - iv. The outside activities affect the employee's ability to perform their duties and responsibilities faithfully, diligently, honestly and with good effort.
- b. Should an employee wish to obtain outside employment, it should be discussed with their supervisor prior to accepting outside employment.
- c. New employees must disclose existing outside employment at the time of hire.

3.25 Substance Use

- a. All employees are expected to be fit for duty when reporting to work and remain fit for the duration of the day. This implies that employees must not be impaired by alcohol, illegal drugs, or prescription drugs. If an employee is required to take prescription drugs, these drugs should not inhibit their ability to proficiently perform their job functions.
- b. Employees are not to have illegal drugs or related paraphernalia in their possession while in the work place.
- c. Possession, use, or selling of drugs, or drug paraphernalia on Students' Union property or in organizational vehicles is prohibited.
- d. Use of alcohol for social functions or any circumstances related to organizational business may be permitted provided that a liquor licence is obtained or the event is held in a licensed facility. Appropriate steps must be taken to ensure the safety of the guests.
- e. Policy violations
 - i. Should there be reason to believe that an employee's job performance is being negatively affected by alcohol, illegal or prescription drugs, or that this policy is being violated in anyway, the Students' Union is entitled to inquire as to the nature of the problem and to take appropriate action; which may include disciplinary action.
 - ii. The Students' union will differentiate between behaviour that is properly characterized as an illness or disability, and behaviour that is not. The Students' Union may require that the employee submits to a professional assessment by an appropriate health care practitioner.
 - iii. Should an illness or disability be present, The Students' Union will work with the employee towards a goal of rehabilitation and the duty to accommodate under the Human Rights Code.

3.26 Respectful Workplace

- a. The Student Union is committed to a positive workplace environment, which is inclusive and diverse. All employees, students and visitors can expect to be treated with respect and dignity, free from any form of disrespectful behaviour including but not limited to discrimination, harassment (including sexual and personal harassment), bullying and violence.

- b. The Students' Union will not tolerate or condone disrespectful behaviour, and will take all reasonably practical steps to prevent this type of behaviour and to stop it if it occurs.
- c. Respectful Behaviour
 - i. Characteristics that define a respectful workplace include:
 - a. everyone is treated with respect and dignity;
 - b. individual differences are acknowledged and celebrated;
 - c. conflicts and concerns are dealt with in a timely and effective manner; and
 - d. positive communication is encouraged.
 - ii. The following are examples of behavioural norms that support a culture of respect:
 - a. Avoid talking negatively, making assumptions, or being judgmental about others.
 - b. Think about how others may react before speaking or acting.
 - c. Listen to what others have to say with an open mind.
 - d. Be open and curious about differences in others.
 - e. Avoid comments or jokes that demean, insult or target others.
 - f. Pay attention to verbal and non-verbal responses from others, which may indicate disapproval, discomfort or embarrassment.
 - g. Maintain confidentiality if a colleague asks for advice or divulges personal or sensitive information to you.
 - h. If you do something that offends or bothers someone take responsibility for your actions, apologize, think about why it happened, and do not repeat the behaviour.
 - i. Refuse to participate in workplace harassment and challenge it when you experience or witness it.
- d. Disrespectful Behaviour
 - i. Characteristics that define a disrespectful behaviour include
 - a. Physical, visual or verbal conduct, whether intended or unintended, that is inappropriate, degrading, demeaning or otherwise offensive resulting in an uncomfortable, hostile and/or intimidating work environment.
 - b. Discrimination and/or harassment based on one or more of the prohibited grounds in the Alberta Human Rights Code: age, gender, race, colour, ancestry, place of origin, religious beliefs, marital status, physical or mental disability, family status, sexual orientation, source of income.
 - c. Unwelcome conduct that is sexual in nature which may detrimentally affect the work environment or lead to adverse job-related consequences for the victim of the harassment.
 - d. Any inappropriate conduct or comment by a person that the person knew or reasonably ought to have known would cause humiliation or intimidation.
 - e. Disrespectful Behaviour may be found to have taken place in and outside of the workplace.
 - f. It may be one incident or a series of incidents depending upon the context.
 - ii. Examples of behaviour considered to be disrespectful include but are not limited to:
 - a. Offensive or inappropriate remarks, innuendoes, jokes, cartoons, gestures, material or behaviour;
 - b. Grouping or isolating (example: on ethnic origin, religion, sex);
 - c. Discrimination as defined under human rights legislation;
 - d. Persistent, unwelcome, or uninvited invitations or requests;
 - e. Unwelcome questions or sharing of information regarding a person's sexuality, sexual activity or sexual orientation;
 - f. Leering, ogling, or other gestures;
 - g. Unwarranted physical contact;
 - h. Yelling;
 - i. Belittling;
 - j. Reprimanding in the presence of others;
 - k. Written or verbal abuse or threats;
 - l. Vandalizing personal belongings;
 - m. Physical violence;
 - n. Threatening behaviours (i.e. shaking fists, destroying property, throwing objects);
 - o. Subtle forms of harassment like facial expressions, tone and other non-verbal communication used to ridicule or demean others;
 - p. Patronizing or condescending behaviour;

- q. Humiliating employees in front of co-workers;
 - r. Spreading malicious rumours, gossip, or innuendo;
 - s. Cyber bullying;
 - t. Disrespectful internet postings;
 - u. Abuse of authority that undermines job performance or threatens a career path;
 - v. Covert behaviour, i.e. inappropriately withholding information, undermining, underhandedness, or sabotaging;
 - w. Any other conduct or comments intended to or having the effect of, creating an intimidating, hostile or offensive environment.
- e. What is not considered disrespectful behaviour:
- i. This policy does not extend or apply to day-to-day management of supervisory decisions involving work assignments, job assessment and evaluation. Workplace inspections, implementation of appropriate dress codes and disciplinary action are not considered to be disrespectful behaviour even if they sometimes involve unpleasant consequences. However, managerial actions must be carried out in a manner that is reasonable and not abusive.
 - ii. Other situations that do not constitute disrespectful behaviour include:
 - a. Consensual banter or relationships;
 - b. Expressing differences in opinions in a respectful manner;
 - c. Offering constructive feedback, guidance, or advice about work-related behaviour and performance
 - d. Providing legitimate, reasonable direction or instruction, operational change, coaching, and /or counselling;
 - e. Feedback and performance management;
 - f. Undertaking disciplinary action for proven misconduct;
 - g. Making a legitimate complaint through established procedures;
 - h. Physical contact necessary for the performance of the work using acceptable industry standards;
 - i. Overseeing injury or illness processes in accordance with Health & Safety Compensation legislation;
 - j. Conduct which all parties agree is inoffensive or welcome.
- f. Workplace Conflict:
- i. Conflict can arise in all workplaces. Causes include personality differences, differences of opinion or values, personal problems such as substance abuse, childcare issues, office romances, etc., as well as organizational issues such as leadership, management, performance discrepancies, power struggles and scarce resources. Workplace conflicts should be addressed in a timely manner. Points to keep in mind for conflict resolution include:
 - a. Clearly articulate the causes of the conflict - openly acknowledging there will be differing perceptions of the problem(s).
 - b. Make a clear statement of why the conflict needs to be resolved and communicate how you want the conflict resolved.
 - c. Schedule a time and a private setting for conflict resolution. Arrange for an impartial mediator if necessary.
 - d. Address the issues face-to face (notes, emails, memos, texts or social media are not a productive way to resolve differences).
 - e. Stick to the issues. It is tempting to bring up issues from the past or resort to personal criticism but it is important to address only the specific behaviours and situations that need resolution.
 - f. Listen to the other person(s) perspective with an open mind.
 - g. Take responsibility for your own behaviour or actions that may be contributing to the conflict.
 - h. Take time out if necessary. Emotions may interfere with resolving the conflict positively. If this transpires, take a time-out and resume the conflict resolution at another designated time.
- g. Supervisor and Manager's responsibilities:
- i.
 - a. As far as reasonably practical, foster a safe working environment free of disrespectful behaviour.
 - b. Inform employees about the policies and advise them on their rights and responsibilities.
 - c. Model healthy professional relationships between colleagues, direct reports, and all employees, volunteers and persons having a business relationship with the Students' Union.
 - d. Take immediate and appropriate action to report or deal with incidents of inappropriate behaviour whether brought to their attention or personally observed. Under no circumstances should a

legitimate complaint be dismissed or downplayed or the complainant told to deal with it personally.

h. Complaint Procedure:

- i. In many cases, the situation can be resolved through an informal process.
 - a. If reasonable and comfortable: tell the individual their behaviour is unwelcome and ask them to stop. This discussion should take place out of the immediate work area, in a private and confidential setting, or may take place in writing.
 - b. Seek advice from a supervisor, manager, union representative, or the Human Resources Manager. These individuals can help you choose a course of action, draft a way to tell or write to the person that you want them to behave differently, or arrange for conciliation or mediation.
- ii. If, after asking the individual to stop their behaviour, the behaviour continues or if the employee chooses not to discuss the matter with the individual, the employee may file a written complaint detailing the allegations. The complaint must be submitted to one of the following:
 - a. Your immediate supervisor;
 - b. The President of the Students' Union;
 - c. The Human Resources Manager of the Students' Union; and/or
 - d. The General Manager of the Students' Union.
- iii. Keep a record of incidents (dates, times, location, possible witnesses, what happened, your response). You do not have to have a record of events in order to file a complaint, but a record can strengthen your case and help you remember details over time.
- iv. You also have the right to contact the Alberta Human Rights Commission to file a complaint and, if circumstances warrant it, the police, to file a charge.

i. Investigation Process:

- i. Once a complaint is received, it shall be kept strictly confidential. An investigation shall be undertaken immediately and all necessary steps taken to resolve the problem. If a complaint is filed through the union as a grievance, a meeting shall be held with the union representative before and after the investigation.
- ii. In complex or sensitive situations, an external investigator may be hired.
- iii. The investigator shall
 - a. support all parties involved in a complaint without judgement,
 - b. maintain confidentiality,
 - c. ensure the respondent has received a written statement of the allegation,
 - d. ensure all parties involved have been informed of their rights and responsibilities,
 - e. interview the parties concerned and any witnesses,
 - f. collect all pertinent information,
 - g. use a mediation process where appropriate,
 - h. determine the appropriate actions for resolution,
 - i. prepare a report, and
 - j. ensure the investigation is completed in a timely fashion.
- iv. Any complainant(s), respondent(s) and witnesses have the responsibility to maintain confidentiality and to cooperate with those responsible for dealing with the investigation.
- v. Both the complainant(s) and the respondent(s) have the right to be accompanied by a person of their choice during the interview.

j. Resolution:

- i. If the investigation reveals evidence to support the complaint of disrespectful behaviour, the respondent shall be subjected to corrective action that may include education or training and/or discipline up to and including dismissal. The incident shall be documented in the respondent's employment or volunteer file.
- ii. If the investigation fails to find evidence to support the complaint, there shall be no documentation concerning the complaint in the file of the respondent.
- iii. No documentation whatsoever shall be placed in the complainant's file where the complaint is filed in good faith, whether the complaint is upheld or not.
- iv. Complaints which are made in bad faith and are vexatious in nature may lead to discipline up to and including dismissal for the complainant.
- v. If the individual about whom the complaint is made is not an employee or a volunteer of the Students' Union, actions to ensure a respectful workplace may include discontinuing business with individual, barring the person from Students' Union facilities or services, reporting the incident to The Office of Human Rights

and Safe Disclosure at the University of Alberta, and/or reporting the incident to the University of Alberta Protective Services or the Edmonton Police Service.

- vi. Any interference with the conduct of an investigation, or retaliation against a complainant, respondent or witness, may itself result in disciplinary action. Retaliation includes demotion, unwanted transfer, denial of opportunities within the organization, as well as harassment of the individual as a result of them having made a complaint, having been named in a complaint, or having provided evidence regarding the complaint.
- vii. Measures to rehabilitate the workplace culture may be implemented. These measures may include, but are not limited to, ensuring all employees are aware of the Respectful Workplace policy; conducting training on creating a respectful workplace; developing rules of engagement for what respect looks like in the workplace; calling out poor behaviour in the moment to send the message that it won't be tolerated.

3.27 Code of Ethics

- a. The Students' Union expects all Employees to conduct themselves in accordance with this Code and it shall hold all employees accountable for their conduct.
- b. Employees are expected in all regards to conduct their duties with impartiality, and are required to disclose to their immediate supervisor any situation involving them that is a conflict or an apparent conflict of interest.
- c. Employees are expected to act with integrity, and without discrimination in carrying out their roles and functions.
- d. Employees shall act honestly and in good faith while carrying out their duties, with a view to the best interest of the Students' Union and shall avoid situations involving a conflict or potential conflict between their personal interests and the interest of the Students' Union.
- e. Employees are in conflict of interest and in violation of this Code if they:
 - i. take part in a decision or action in the course of carrying out their duties knowing that the decision might further the private interest of the employee,
 - ii. use their position, role, or contacts to influence or seek to influence a Students' Union decision, or go against the purpose of such decision to further a private interest of the employee, or
 - iii. use or communicate information not available to anyone outside of the area in which the employee works, or the general public, that was gained by the employee in the course of carrying out their duties, to further or seek to further a private interest of the employee.
- f. The goals and initiatives of the Students' Union may be discussed directly with the Executive Committee or Management, however the employee shall not engage in activities against the goals and initiatives of the Students' Union.
- g. Employees shall positively support the message of the Students' Union as part of their role within the organization.
- h. Personal interests and/or business activities should not influence or appear to influence employee decisions made in the normal course of employment. This includes decisions and recommendations in awarding contracts, staff recruitment, and supervision decisions.
 - i. Employees may not directly supervise or evaluate the performance of a relative.
 - j. Employees may take supplementary employment, including self-employment, but shall not accept payment for these duties if normally performed as a Students' Union employee. Where it is apparent that a conflict of interest may arise, the employee must notify their immediate supervisor in writing as to the nature and purpose of outside employment.
- k. Employees are encouraged to seek guidance and clarification from their immediate supervisor or the Human Resources Manager on any question related to the application and interpretation of this Code.
- l. Employees who do not comply with any provisions of this Code of Ethics may be subject to disciplinary action, up to and including dismissal.

3.28 Discipline & Dismissals

- a. This section applies to Term, Management, Non-Union employees. Discipline, suspension, and discharge of Union employees is governed by Article 11 of the Collective Agreement.
- b. Should there be concern regarding an employee's performance, the supervisor should first attempt to solve the problem through verbal discussion with the employee. The supervisor should try to discover the underlying

- reasons for the problem, and discuss with the employee how the problem could be resolved. Written, dated summaries of these discussions should be kept on file with the Human Resources Manager.
- c. If there is continued concern, or if the actions of the employee are considered to be of a magnitude that verbal discussion is not considered an adequate level of discipline, a formal written warning should be issued. The following procedure should be followed:
 - i. The supervisor shall have a formal discussion with the employee regarding the reasons for dissatisfaction;
 - ii. Within five (5) working days the supervisor shall provide the employee with a letter outlining the reasons for dissatisfaction, the corrective measures required, the date by which these corrective measures must be taken, and the disciplinary measures that may follow if the corrective action is not taken;
 - iii. If corrective action is not taken by the date specified, a second written warning shall be issued, following the same procedure outlined above;
 - iv. If there is continued concern, the supervisor has the option of suspending or dismissing the employee.
 - v. The General Manager and the Human Resources Manager should be consulted before any suspensions or dismissals are carried out.
 - d. A supervisor may suspend an employee without pay for an appropriate length of time if the disciplinary actions outlined above are not effective. The supervisor should inform their own supervisor and the Human Resources Manager prior to the suspension, as well as the reasons for the suspension and the prior disciplinary actions taken.
 - e. Employees who do not respond to formal written warnings, as outlined above, may be dismissed, provided that:
 - i. the written warning notices are given not less than two weeks apart for Non-Union salaried employees, and not less than one week apart for Non-Union hourly employees;
 - ii. they are given written notice of termination, or equivalent salary in lieu of such period of notice, in accordance with the Alberta Employment Standards Code; and
 - iii. the dismissal is approved by the Executive Committee, in the case of a Core Management employee.
 - f. An employee may be immediately dismissed, without written warning notices, period of notice, or salary in lieu of notice, for the following reasons:
 - i. theft, fraud, or other criminal activities;
 - ii. using, or being under the influence of, alcohol or illegal drugs while on the job;
 - iii. breach of confidentiality;
 - iv. continual shortages of cash or materials in the employee's control;
 - v. failure to inform their supervisor of non-attendance
 - vi. insubordination
 - g. Proper approval for such dismissal must be obtained as in §(c).
 - h. Supervisors should keep an accurate record of all incidences in which employees do not perform their required duties, or do not perform them to an acceptable standard. This record should include dates, reasons for concern, discussion which took place with the employee, and any disciplinary actions taken. The Human Resources Manager should also be provided copies of all correspondence with the employee.
 - i. The personnel record of an employee shall not be used against them after eighteen (18) months have passed since a suspension, or since the issuance of a letter of reprimand, provided there has been no recurrence of a similar and/or other infraction.

4 Travel & Conferences

Sending representatives of the Students' Union to external conferences or the hosting of conferences can be one of the most effective ways of building relationships with other groups and of obtaining new information or different perspectives which shall make our operations more effective. This policy outlines the circumstances under which a conference may be attended and travel undertaken, the procedure for obtaining approval, requirements of the delegate after returning, and also the process for hosting conferences.

4.1 Attending Conferences

- a. Conference requests shall only be considered from paid employees of the Students' Union.

- b. Conference requests require approval as follows:
 - i. Employees are required to receive approval from the Core Manager responsible for their department prior to attending a conference.
 - ii. Core Managers are required to receive approval from the General Manager prior to attending a conference.
 - iii. Members of the Executive Committee are required to receive approval from the Executive Committee prior to attending a conference.
- c. Upon returning from a conference, the employee's supervisor may require that the employee provide a written report or presentation on the conference.

4.2 Hosting Conferences

- a. All persons or operating units of the Students' Union wishing to host a conference must submit a written proposal requesting approval to do so prior to bidding or pursuing the conference. This proposal must include a summary of sessions or activities that are relevant to the Students' Union and a list of benefits that shall be brought back to our organization and University of Alberta students.
- b. The Executive Committee must grant approval for the conference. Approval to pursue the bidding of a conference must be documented in writing.
- c. Expenses associated with hosting a conference must be budgeted and included with the written proposal. All budgeted and related expenses must have obtained prior approval from the Executive Committee.
- d. The Students' Union shall consider requests to host conferences from paid staff members only.
- e. If approval has been granted to host a conference, a staff member shall be appointed conference coordinator. The conference coordinator shall be in continuous contact with the Executive Committee regarding the progress and status of the conference.
- f. The conference coordinator shall be accountable for any deficits incurred and any issues related to, or resulting from, the conference.
- g. Upon completion of the conference, the conference coordinator is required to submit a written report outlining the benefit of hosting the conference, what was learned, and what implications it has for our campus. This report shall go to the Executive Committee, the Finance Committee, and Students' Council for information.

4.3 Per Diem

- a. For conferences/travel outside of the City of Edmonton, where meals are not included as part of the conference registration or event, a per diem allowance of \$65.00 shall be given to each attending delegate from the Students' Union.
- b. If the following meals are included as part of the conference registration or event, the following amounts shall be deducted from the per diem:
 - i. Breakfast: \$15.00
 - ii. Lunch: \$20.00
 - iii. Dinner \$30.00
- c. For conferences/travel in the United States, the per diem allowance shall be considered to be in U.S. dollars, and will be converted to Canadian dollars using the [Bank of Canada 10-year rate converter](#) on the first date that the per diem is claimed for.
 - i. For conferences/travel elsewhere, the per diem allowance shall be in Canadian dollars.
- d. Each delegate shall be issued per diem by completing a cheque requisition (see [§5.5](#)).

4.4 Travel Expenses: Reimbursement

- a. All relevant travel expenses, wherever possible, shall be incurred using a Students' Union corporate credit card (see [§5.7](#)).
- b. If an employee is unable to use a Students' Union credit card to incur travel expenses, and is therefore required to purchase a good or service with their own funds, a request for reimbursement can be issued. Reimbursable expenses shall be outlined in the following sections, where applicable.

4.5 Travel Expenses: Motor Vehicles

- a. Any employee traveling on behalf of the Students' Union shall use the most practical, cost-effective, and readily available transportation.
- b. When traveling any distance over 40 kilometres by motor vehicle, employees shall use a rental vehicle or public transportation where possible.
 - i. Reimbursable expenses include the rental fee, the kilometer/mileage charge by the rental agency, fuel charges and insurance coverage when applicable.
 - ii. It is the responsibility of the traveler to ensure that they have the appropriate license to drive a vehicle while on Students' Union business.
 - iii. It is the responsibility of the traveler to ensure that adequate insurance is in place for all drivers of the vehicle.
- c. If it is absolutely necessary for an employee to drive a personal vehicle substantial distances (over 40 kilometres) on Students' Union business, the employee may be reimbursed at a rate of \$0.35/km. This rate includes the cost of fuel and vehicle "wear and tear."
 - i. It is the responsibility of the traveler to ensure that they have the appropriate license to drive a vehicle while on Students' Union business.
 - ii. It is the responsibility of the traveler to ensure that adequate insurance is in place for all drivers of the vehicle.
 - iii. Staff members traveling as passengers in a private automobile cannot claim mileage or the cost of any equivalent transportation.
- d. Private automobiles used for Students' Union business may not be covered by the Students' Union's insurance policy. Claimants are advised to check with their own insurance provider to secure any necessary additional insurance coverage.
- e. The Students' Union does not reimburse for personal insurance or vehicle registration costs.

4.6 Travel Expenses: Air Travel

- a. Any employee traveling by aircraft on behalf of the Students' Union shall use the most practical, cost-effective, and readily available transportation.
- b. The following items may be purchased or reimbursed:
 - i. the lowest available fares appropriate to particular itineraries, to a maximum of full economy;
 - ii. flight cancellation insurance, where appropriate; and
 - iii. excess baggage fees, as warranted by need.
- c. Business or first class fares may not be purchased or reimbursed.
- d. Flights purchased using frequent flyer points are not reimbursable for a cash equivalent as there is no cash surrender value.
- e. The choice of flights should be based on business travel requirements and on the lowest cost, rather than on personal frequent flyer programs or other personal incentives.

4.7 Travel Expenses: Accommodations

- a. When making arrangements for travel accommodation, Students' Union employees shall seek out the most practical, cost-effective, and readily available hotel room rate available.
 - i. Sharing rooms is encouraged whenever possible.
- b. Hotel/accommodation rates may be reimbursed.
- c. Accommodation for one night before and after an event is acceptable if the start and end times warrant such travel logistics. Longer periods are also acceptable if airfare savings or avoidance of travel hazards (e.g. weather) can be demonstrated. Where applicable, dates should coincide with those on the air ticket.
- d. The choice of accommodation should be based on business travel requirements and on the lowest cost, rather than on personal membership programs or other personal incentives.
- e. If the traveler stays with friends or family instead of at a hotel, they may be reimbursed as a modest gesture of

appreciation up to a maximum of \$30.00 per night.

5 Financial

Critical to the success of the Students' Union is its ability to maintain its finances. To achieve our vision as an organization, we must appropriately allocate our limited funds. The following policies exist in order to maintain our viability, to operate effectively and efficiently, and ensure we remain accountable to the members of the Students' Union.

5.1 Coding of Accounts

- a. All purchase orders, cheque requisitions, inter-departmental transfers, invoices, and other accounting paperwork must be properly coded with the following information so that transactions can be properly tracked and communicated:
 - i. department number;
 - ii. account number; and
 - iii. sub-account number.
- b. GST must be identified and properly coded on all accounting paperwork.

5.2 Re-allocation of Funds

- a. Re-allocations of funds between departments must be approved in advance by the Vice President (Operations & Finance) or the Executive Committee, and must be reported to the Finance Committee.
- b. Re-allocations of funds within a department may take place at the discretion of the department head.

5.3 Inter-departmental Transfers

- a. Inter-departmental transfers require approval from:
 - i. the head of the department supplying the good or service; and
 - ii. the head of the department receiving the good or service.
- b. Copies of the transfer form must be supplied to:
 - i. the accounting department;
 - ii. the department supplying the good or service; and
 - iii. the department receiving the good or service.

5.4 Expenditures & Accounts Payable

- a. Only budgeted expenditures shall be permitted.
- b. All expenditures must be approved in advance by the department head or other authority.
- c. The following options are available for purchasing goods and services:
 - i. invoices and cheque requisitions (see §5.5);
 - ii. purchase orders (see §5.6);
 - iii. corporate credit card (see §5.7); and
 - iv. reimbursement (see §5.6 and §5.8).
- d. Preference is given to:
 - i. invoices and cheque requisitions (for making purchases from companies with whom the Students' Union has credit); or
 - ii. purchase orders (for making purchases from companies with whom the Students' Union is not able to obtain credit).
- e. Wherever practical and reasonable, the employee purchasing the good or service must obtain a minimum of three price quotes.

5.5 Invoices & Cheque Requisitions

- a. Invoices must be reviewed for accuracy, approved by the department head, and coded to their relevant expense accounts.
- b. Should an invoice not be available, a cheque requisition form must be completed. Cheque requisition forms can be obtained in the mail room in 2-900 SUB.
- c. Reimbursement cheques shall be issued for approved, reasonable expenditures made by an employee or designated volunteer, provided that the expenditure is budgeted.
 - i. Expenditures deemed unreasonable or inappropriate shall not be reimbursed.
- d. Before completing cheque requisitions for student groups or individuals, the department requesting the cheque shall consult the aged accounts receivable listing to ensure that no moneys are owed to the Students' Union by those groups. If so, this money must be deducted from their payments.
- e. The cheque requisition must be approved by:
 - i. the department head;
 - ii. the Vice President (Operations & Finance) or designate; and
 - iii. the Controller or designate.
- f. Appropriate back-up documentation must be attached to the cheque requisition wherever possible.

5.6 Purchase Orders

- a. Where possible and practical, all purchases require a purchase order and a cost estimate/quote from the vendor.
- b. Completed purchase orders must be submitted before ordering goods or services. Purchase order forms can be obtained from the accounting department.
- c. Individuals completing a purchase order require the following information:
 - i. supplier name and address;
 - ii. list of items to be purchased; and
 - iii. the estimated (or actual) cost -- this amount shall be noted on the purchase order as the "not to exceed" amount.
- d. The amount on the purchase order may not exceed the amount remaining in the budget, under the account number to which the item shall be charged.
- e. The purchase order must be approved by:
 - i. the department head;
 - ii. the Vice President (Operations & Finance) or designate; and
 - iii. the Controller or designate.
- f. The appropriate copies of the purchase order must be submitted to the accounting department.
- g. Once an invoice has been provided by the vendor to the department head, it should be coded to the appropriate accounts, and submitted to accounting along with a copy of any approved purchase orders.

5.7 Corporate Credit Card

- a. The following individuals are permitted holders of a Students' Union corporate credit card:
 - i. President;
 - ii. Vice President (Academic);
 - iii. Vice President (External);
 - iv. Vice President (Operations & Finance);
 - v. Vice President (Student Life);
 - vi. General Manager;
 - vii. Controller;
 - viii. Director of Student Life;
 - ix. Senior Manager (Marketing and Communications);
 - x. Senior Operations Manager (Retail);
 - xi. Director of Research and Political Affairs.

- b. Holders of a corporate credit card are responsible for purchases made on their card and must be aware of their responsibilities.
- c. All receipts and credit slips must be properly coded and retained by the cardholder until the credit card statement arrives.
- d. Once the credit card statement is available, it shall be submitted to Accounting with receipts.
 - i. Should any transaction be missing a receipt, proper explanation must be submitted in its absence.
- e. The Vice President (Operations & Finance) shall have the authority to invoice the holder of a credit card for any inappropriate use of a corporate credit card.
- f. Personal expenditures shall not be made on Students' Union corporate credit cards.

5.8 Petty Cash

- a. Petty cash disbursements are available in amounts up to \$50.00.
- b. Disbursements must be approved by the head of the department to which the amount is to be charged.
- c. Petty cash can be obtained from the Administrative Services staff in 2-900 SUB, who shall complete the appropriate form.
 - i. Receipts must be submitted and attached to the petty cash form.
- d. Room at the Top, Dewey's, L'Express, and the Myer Horowitz Theatre have their own petty cash of varying amounts.
 - i. Disbursements of these petty cash allotments require approval by the department head, as well as the proper documentation and receipt, as outlined above.
- e. In order to replenish the petty cash, a petty cash form must be completed, and must be approved by:
 - i. the department head responsible for the petty cash allotment; and
 - ii. the Controller or the General Manager.

5.9 Invoicing External Organizations (Accounts Receivable)

- a. Department heads who request the accounting department to invoice an organization require the following billing information:
 - i. the name of the organization;
 - ii. contact name;
 - iii. address of the receiver;
 - iv. account number of the receiver;
 - v. a list or description of the goods and/or services supplied; and
 - vi. the dollar value of the goods or services.
- b. At the end of every month an outstanding accounts receivable list shall be supplied to department heads, who shall be required to follow up on their respective billings.
- c. Wherever possible, before supplying the goods and/or services, and before invoicing an organization, the aged accounts receivable listing should be consulted by the department head to ensure that the organization has no outstanding debts to the Students' Union.
 - i. The aged accounts receivable listing is available from the Accounting Clerk (Receivables).
- d. Departments that generate an invoice request to accounting shall be required to keep a copy of that invoice for follow-up.
- e. Department heads (or designate) shall be required to check monthly aging reports to ensure that all outstanding invoices within their department have not exceeded a net of 30 days.
- f. If payment for an invoice has not been received subsequent to 30 days, the following action can take place for external organizations:
 - i. 31-60 Days: Person responsible for the invoice shall send a letter reminding the external organization that the invoice is to be paid.
 - ii. 61-90 Days: Person responsible for the invoice shall make a phone call to the organization requesting that the invoice be paid.
 - iii. 91+ Days: A form letter shall be sent stating that payment needs to be provided within seven (7) days or the Students' Union shall only be prepared to enact business on a cash basis. If no payment is received the

outstanding amount shall be sent to collection.

5.10 Variances

- a. Near the beginning of each month, department heads shall receive a profit and loss statement with details pertaining to the previous month's activity for their department(s).
- b. The statements must be reviewed, and all significant variances (in excess of $\pm 5\%$) between actual and budgeted amounts explained to the Accounting Supervisor within four working days of receiving the statement.
- c. Information from all variance reports shall be supplied to the Vice President (Operations & Finance).
- d. Department heads shall be held accountable for all variances not acceptable to:
 - i. the Controller;
 - ii. the Vice President (Operations & Finance); and/or
 - iii. the Audit Committee.
- e. A summary of the variance reports, in the form of a consolidated profit and loss statement, shall be provided to the Audit Committee whenever requested.

5.11 Cheque Signatories

- a. Only the following individuals have cheque signing authority:
 - i. Executive:
 - a. President
 - b. Vice President (Operations & Finance)
 - c. Vice President (External)
 - ii. Management:
 - a. General Manager
 - b. Controller
 - c. Senior Manager (Facilities & Operations)
- b. All cheques require two signatories. The preference is that cheques be signed by one individual in the "Executive" category, and one individual in the "Management" category, and further, the preference is that these two individuals be the Vice President (Operations & Finance) and the Controller.

5.12 Price Adjustments

- a. Price adjustments must be approved by the Core Manager responsible for that service or business.
- b. Changes to pricing policies must first be approved by the Core Manager responsible for that service or business, and must receive final approval from the Executive Committee.

5.13 Auditors

- a. An audit must be conducted every year by an outside accounting firm to ensure that proper accounting procedures are being followed.
- b. As per Bylaw 100, the Audit Committee shall select the Students' Union auditor.

5.14 PR

- a. Department heads shall use their own discretion when expensing something to their respective Internal, External and/or Volunteer PR budget(s).
- b. The Vice President (Operations & Finance) shall have the authority to invoice the department head any inappropriate use of the PR budget(s).
- c. Alcohol, excluding stock for a licensed event or venue, may only be expensed if approved as follows:
 - i. Any purchase by an employee must be approved in advance by the General Manager, who shall report such

approval to the Executive Committee.

- ii. Any purchase by a member of the Executive Committee must be approved by:
 - a. the President, who shall report such approval to the Executive Committee; or
 - b. the Executive Committee.
- d. The amount budgeted under PR may cover expenses associated with recognizing and rewarding staff (Internal PR) and volunteers (Volunteer PR), including, but not limited to, food at meetings (excluding workshops), parties, t-shirts, etc.
- e. A volunteer is any member of a Students' Union service or of a Students' Union board/committee (councillor or student-at-large member) who is not paid a salary or an honoraria.
- f. In preparing a departmental PR submission to the annual budget, each department head shall look to find the most practical, cost-effective methods of rewarding staff and volunteers.

5.15 Sponsorship and Donations

- a. A Sponsorship and Donations Committee shall be established and shall consist of the following individuals:
 - i. Vice President (Operations & Finance) or designate;
 - ii. Vice President (Student Life) or designate;
 - iii. General Manager;
 - iv. Controller;
 - v. Senior Manager (Marketing & Communications);
 - vi. Director of Student Life;
 - vii. Manager of Programming & Venues; and
 - viii. Advertising & Sponsorship Manager, who shall also serve as coordinator for the Committee.
- b. Quorum for the Sponsorship and Donations Committee shall be one executive member (or designate) and four non-executive members.
- c. The Sponsorship and Donations Committee shall:
 - i. review and discuss requests from services or departments that wish to seek sponsorship and/or donations;
 - ii. ensure all sponsorship and fundraising activities are based on organizational objectives;
 - iii. develop a sponsorship plan for the organization;
 - iv. identify potential areas in which sponsorship, donation and/or naming opportunities may exist; and
 - v. evaluate all potential sponsorship and/or donation arrangements before they are confirmed.
- d. Individual Students' Union services and departments may seek sponsorship and/or donations only after explicit approval is received from:
 - i. the Sponsorship and Donations Committee; or
 - ii. the Executive Committee.
- e. A sponsor and/or donor relationship shall only be established if:
 - i. the relationship is in alignment with the Students' Union's organizational objectives and the **Ethical Business Partners** policy;
 - ii. the Sponsorship and Donations Committee has determined the appropriate capital and/or operating account to which the funds shall be provided to;
 - iii. a provision exists allowing the Students' Union to end the relationship if at any time the sponsor/donor represents a reputational risk to the Students' Union; and
 - iv. the relationship has received approval from the Sponsorship and Donations Committee.
- f. Any sponsor and/or donor relationship involving the naming of Students' Union facilities shall be reported to the Executive Committee and to Students' Council.
- g. Any permanent, perpetual and/or honorific naming shall only be approved by Students' Council.
- h. A written Letter of Agreement between the Students' Union and each sponsor/donor shall be drafted by the Advertising & Sponsorship Manager. The Letter of Agreement shall be signed by the Vice President (Operations & Finance) and the General Manager, and shall ensure compliance with this policy, the **Ethical Business Partners** policy and any other related policies.
 - i. Donations for which no obligations are placed on the Students' Union shall not require a written Letter of Agreement, but in all cases shall be appropriately documented by the Advertising & Sponsorship Manager.
- i. The administration of sponsor and/or donor transactions shall take place as follows:

- i. All financial transactions shall be forwarded to the Sponsorship and Donations Committee and to the Finance Committee for information.
- ii. All financial transactions, gifts in kind, and etcetera shall be represented in the affected department's budget, to ensure cost effectiveness is maintained.
- j. A master list of sponsors and donors shall be maintained by the Advertising & Sponsorship Manager. This list shall be reviewed on at least a yearly basis.

5.16 Sponsorship of External Organizations

- a. External sponsorship shall be defined as a grant by the Students' Union, excepting the Student Groups Granting Committee and all dedicated fee activities to a group external to the Students' Union for a particular event or activity. This sponsorship is conditional upon the following factors:
 - i. a full budget, for the particular event or activity shall be presented with the funding request;
 - ii. the event must contribute in a significant way to the well-being of University of Alberta undergraduate students;
 - iii. the event or activity shall make use of Students' Union facilities or businesses, including, but not limited to: SUBmart, Room At The Top, L'Express, Dewey's or SUBstage;
 - iv. there must be clear, tangible benefits to the Students' Union, including, but not limited to: verbal recognition, recognition in print, prominent Students' Union logo placement, speaking and/or presentation opportunities;
 - v. the event must not meet the granting criteria for the Students Groups Granting Committee, or any dedicated fee; and
 - vi. all sponsorship decisions shall be apolitical, but the event or activity must not espouse any views running contrary to any Students' Union political policies.
- b. The organization must be willing to make a presentation to the Executive Committee previous to and/or subsequent to receiving funding from the Students' Union.
- c. All funding requests must be consistent with the organizational values of the Students' Union.
- d. The Executive Committee may choose not to consider sponsorship requests from organizations whose operating budget is funded significantly by mandatory student fees.
- e. The Executive Committee shall be solely responsible for sponsorship requests.

5.17 Student Representative Association Finances

- a. The Students' Union shall liaise with the University to collect all fees on behalf of Student Representative Associations and collaborative programs with external Student Associations.
- b. Any changes or additions to Student Representative Association Fees (SRAF), Campus Association Transfer Payments (CATP) and/or Faculty Membership Fees (FMF) must be presented to Students' Council and voted on as per Students' Union bylaw.
- c. Prior to submission to Students' Council, any changes or additions to SRAF, CATP and/or FMF fees shall be reviewed with Core Management to ensure all procedural points are being followed and documented.
- d. Any changes or additions to SRAF, CATP and/or FMF fees for the upcoming year must be presented to the University by the Students' Union no later than March 31 of any given year.
- e. The University disbursement schedule on fees is as follows:
 - i. Intersession Fees - payment to the Students' Union shall be no later than the end of July
 - ii. Fall Term Fees – payment to the Students' Union shall be no later than the third week in October
 - iii. Winter Term Fees – payment to the Students' Union shall be no later than the third week in February
- f. The University sends supporting enrollment numbers to the Students' Union within one week of disbursement of fees.
- g. The Students' Union shall forward payment to all affected Student Representative Associations within two weeks of receiving funds from the University for that specific term.
- h. All payments shall include a brief summary including:
 - i. enrollment numbers;
 - ii. the calculation used to determine the total funds being paid;

- iii. the date the Students' Union received the payment; and
- iv. any relevant supporting documentation from the University.

5.18 Gratuity

- a. The maximum gratuity amount that the Students' Union shall be responsible for shall be 20 percent of the before-tax subtotal of the bill/invoice where gratuity is customary and the expense is budgeted.
- b. The Students' Union shall not reimburse any amount in excess of the allowance stated in §(a).
- c. The Vice President (Operations & Finance) and the Audit Committee shall each have the authority to invoice the holder of a credit card for any amount in excess of the allowance stated in §(a).

6 Equipment & Supplies

The following policies relate to capital equipment and supplies. Topics include procurement, disposal, rental, and usage of equipment and supplies.

6.1 New Acquisitions

- a. All capital equipment purchases must be budgeted for in the Students' Union annual budget, as approved by Students' Council.
- b. Should an area manager wish to purchase capital equipment that has not been budgeted for in the annual budget, the request shall be made to the Vice President (Operations & Finance), who shall consider the request, or refer the request to the appropriate body as provided for in Students' Union bylaw.
- c. Purchases shall be made in compliance with all relevant policies and procedures, including:
 - i. purchasing procedures, as outlined in §5; and
 - ii. the **Ethical Business Partners** policy.
- d. Computers and computer equipment should be procured directly by the information technology department whenever possible, and in all cases the procurement of computers and computer equipment must first be approved by the information technology department.
 - i. All computers and computer equipment must be appropriately tagged and configured by the information technology department before use.

6.2 Equipment Disposal

- a. Capital equipment items may be disposed of when they have become obsolete, or when the Students' Union recognizes no further present or future use for the item.
- b. Disposal of capital items must be approved by the area supervisor, after consultation with Core Management to determine whether other areas could use the equipment.
- c. Whenever possible and feasible, the item shall be donated to a recognized charity or shall be sold to a company or individual who is able to reclaim the item.
- d. If the item can not be donated or sold, whenever possible and feasible the item shall be recycled or disposed of in the most environmentally friendly manner.
- e. Any computer equipment capable of storing electronic information must be provided to the information technology department, who will ensure any sensitive data is securely erased and/or that the equipment is appropriately destroyed.
 - i. Hard drives from any Students' Union servers or other central hardware must be physically destroyed in addition to any erasing processes. Other hard drives may be physically destroyed at the discretion of the information technology department.

6.3 Losses & Destructions

- a. All cases of lost, stolen, or destroyed equipment shall be reported to the Senior Manager (Facilities & Operations) and the Controller. In the case of theft, the Senior Manager (Facilities & Operations) shall report the incident to University of Alberta Protective Services, and to Edmonton Police Services if required.
- b. If the item is not, or cannot be, recovered, and the item is covered under the Students' Union's insurance policy, the loss of the item shall be reported to the Students' Union's insurance company.

6.4 Personal Use of Students' Union Equipment

- a. Priority for use of Students' Union equipment shall be for employees carrying out their duties in the course of normal Students' Union business.
- b. Personal use of Students' Union equipment shall be permitted by Students' Union employees and volunteers only, provided this use does not interfere with §(a).
- c. In cases where a cost is incurred by the Students' Union, the use of the equipment shall be limited to Students' Union employees. Use of the equipment must be properly documented, and the cost shall be charged to the employee wherever possible and practical.
- d. No equipment may leave the Students' Union Building without proper permission.

6.5 Equipment Rentals

- a. Equipment may be rented to groups or individuals, provided that:
 - i. the rental does not interfere with any necessary use of the equipment by a Students' Union department; and
 - ii. an effective rental management, policy and tracking system is implemented and approved by the department head responsible for the equipment.
- b. Rental and deposit rates shall be set by the Executive Committee.
- c. No equipment may leave the Students' Union Building without proper permission.

6.6 Office Supplies

- a. Office supplies taken must be properly recorded on the form provided, indicating:
 - i. the date the item was taken;
 - ii. the budget number to assess the charge to;
 - iii. the name of the individual taking the item; and
 - iv. a description of the item.
- b. Supplies taken for personal use must be recorded in the same manner and shall be invoiced at the end of the month.
- c. Items required by staff that are not stocked in the supply room may be requested from the Administrative Services staff.
- d. Whenever possible and practical, items shall be reused and recycled.

6.7 Telephones

- a. All requests for either installation or removal of telephones must come to the Senior Manager (Facilities & Operations). Requests must be submitted a minimum of one (1) month prior to the actual date of installation or removal.
- b. Departments are responsible for all costs incurred relating to installation, use and removal of their telephone.

6.8 Printer & Photocopier Use

- a. Wherever possible and practical, the use of printers and photocopiers shall be tracked and charged to individual departments.

- b. Wherever possible and practical, prints shall be double-sided.

7 Communications & Marketing

7.1 Statements Made on Behalf of the Students' Union

- a. Spokespersons shall speak to the media and general public on behalf of the membership of the Students' Union and convey the official position on issues pertinent to students and/or the Students' Union.
- b. The President shall serve as the primary official spokesperson of the organization, but all elected members of the Executive Committee may serve as spokespersons.
- c. Elected members of the Executive Committee may delegate their authority as spokespersons to other elected officials or employees of the Students' Union in specific instances when necessary.
- d. Select employees, when necessary in the undertaking of their job duties, may interact with the media to share pertinent public information and coordinate on behalf of the Students' Union; however, they shall not speak on behalf of the organization nor offer official comment.
- e. Statements on social media may be made as follows:
 - i. The Senior Manager (Marketing & Communications), or designate, may interact on social media on behalf of the Students' Union.
 - ii. Each department head, or designate, may interact on social media on behalf of their respective department, provided the subject matter pertains to their area of responsibility.

7.2 Media Releases

- a. All media releases must receive approval from an elected member of the Executive Committee prior to distribution.
- b. All media releases must be provided as information to the Executive Committee.

7.3 Marketing Materials

- a. All official materials produced by a department of the Students' Union for public distribution must include the Students' Union logo. This includes, but is not limited to, brochures, pamphlets, posters, and banners.
- b. Exceptions to this policy may be made by the Senior Manager (Marketing & Communications) or designate.

7.4 French Translations

- a. All translations shall be performed by a professional translator or translation service.
- b. The Senior Manager (Marketing & Communications) shall be responsible for maintaining an up-to-date list of approved translators and translation services.
- c. The department commissioning the advertisement shall be responsible for submitting all texts to the Marketing & Communications department by the appropriate deadlines.
- d. The Marketing & Communications department shall be responsible for all interactions relating to translators and translation services.
- e. The Students' Union may produce French versions of its advertising under the following conditions:
 - i. the advertisement must conform to the same basic visual identity and convey the same critical information as the English version; and
 - ii. the cost of professional translation is not prohibitively expensive.

8 Information Technology

8.1 Computer and Network Use

- a. Staff and volunteers are expected to use computer and network services responsibly and productively. Unacceptable activities include but are not limited to:
 - i. using computers to perpetrate any form of fraud, piracy or other illegal activity;
 - ii. hacking or otherwise accessing any computer or network without permission;
 - iii. introducing unauthorized software, connecting unauthorized equipment to the network, or otherwise jeopardizing the security of the organization's computer systems and network;
 - iv. stealing, using or disclosing someone else's account or password without authorization; and/or
 - v. intentionally accessing, creating and/or distributing inappropriate, objectionable or illegal content.
- b. Usernames and passwords that have been assigned to an individual are their own responsibility to safeguard. All passwords must:
 - i. never be shared with anyone;
 - ii. be sufficiently complex;
 - iii. not consist only of words from the dictionary;
 - iv. be changed at a minimum frequency as determined by the information technology department; and
 - v. be changed immediately if it may have been compromised for any reason.
- c. Any potentially compromised passwords, accounts or electronic data must be immediately reported to the Senior Manager (Business Development).
- d. Software may be installed on a Students' Union computer only upon explicit approval by the information technology department. All software and other intellectual property must be appropriately licensed for use on each computer it is installed on.
 - i. Licenses owned by the Students' Union may only be used on Students' Union computers.
- e. Administrative and/or system settings on a Students' Union computer may be modified only upon explicit approval by the information technology department.
- f. Desktop computers that are designated to a specific employee shall be turned completely off when not in use for more than two hours.
- g. All electronic data that is composed, stored, transmitted and/or received by the Students' Union's computer systems is considered property of the Students' Union.
- h. With the approval of the General Manager, information technology staff have the right to suspend or modify users' access privileges, and may examine files, passwords, data, computer usage, network traffic, and any other material that may aid in an investigation of possible misuse.

8.2 Electronic Information

- a. All Students' Union electronic data shall reside exclusively on Students' Union computer systems unless approval has been provided by the Senior Manager (Business Development).
 - i. The following data may reside on Google servers via the Students' Union's Google Apps system:
 - a. email messages;
 - b. calendar entries;
 - c. contact entries and information; and
 - d. transitory and/or working documents that are actively in use.
 - ii. The Students' Union's Google Apps system shall not be considered a reliable location to store information. Any critical, historical or otherwise important information must be stored on a computer system hosted by the Students' Union.
- b. Wherever possible, electronic documents and data shall be stored on a central Students' Union server instead of on a personal workstation.
- c. All Students' Union laptop computers must have their entire hard drive encrypted at all times.
- d. Access to Students' Union confidential information from outside of the University of Alberta network must take place through an encrypted connection.

- e. In the event that confidential information is required and is impractical to access remotely, staff may copy the data to an additional location, provided that:
 - i. the data is stored in an encrypted format;
 - ii. the data is stored on a device that is not accessible to the general public;
 - iii. the data is password protected and is not accessible to any non-staff members; and
 - iv. the data is securely erased from the additional location as soon as it is no longer required.

8.3 Personal Information Provided by the University of Alberta

- a. In addition to all other Students' Union policies, the following policies shall apply to any personal information provided to the Students' Union by the University of Alberta:
 - i. Access to personal information will only be provided on a 'need-to-know' basis.
 - a. Personal information may be provided to the General Manager and to information technology staff. Personal information may only be provided to other individuals if approved by the General Manager.
 - b. Individuals with access to personal information:
 - i. shall treat the information with the strictest confidence;
 - ii. shall be provided a copy of this policy; and
 - iii. must sign an agreement with the Students' Union (such as an employment contract) acknowledging and agreeing to this policy.
 - ii. Personal information shall only be used for purposes agreed upon with the University of Alberta, as communicated in the Information Sharing Agreement(s) currently in effect with the University of Alberta.
 - iii. Activities surrounding personal information must at all times comply with information security policies and guidelines that are in force at the University of Alberta, including the Information Technology Security Policy and its associated procedures.
 - iv. Personal information must at all times remain encrypted using methods acceptable under the University of Alberta's information security policies and guidelines, and must be stored on physical volumes which are fully encrypted.
 - v. A Certificate of Destruction of Data must be completed by the General Manager (or designate) and provided to the University of Alberta six months after any respective personal information is received.
 - vi. Any unauthorized access, collection, disclosure, use, modification and/or deletion of personal information must be immediately reported to the General Manager, who shall notify the University of Alberta accordingly.

8.4 Electronic Communications

- a. Wherever possible, electronic communications to or from Students' Union staff and volunteers shall take place using official accounts issued by the Students' Union.
- b. The Students' Union shall be the sole owner of all data stored in Students' Union electronic communications accounts (including email accounts), and may retain, view, share, destroy or perform any other action to any of this data.
- c. Wherever possible, email sent and/or received using a Students' Union email account is copied to a Master Email Archive.
 - i. Direct access to the Master Email Archive shall only be provided to the General Manager and to Students' Union information technology staff.
 - ii. Where technical support resources allow, Students' Union staff may obtain copies of messages from the Master Email Archive for which they are the sender and/or recipient.
 - iii. Messages in the Master Email Archive shall only be provided to other individuals with the approval of the General Manager.
- d. Email and other electronic communications accounts may be shared with an individual's job successor(s) at the discretion of the area's Core Manager.

8.5 Internet Domain Names

- a. All Internet domain names shall be registered by the information technology department. Departments shall not register or manage their own domain names.
- b. Departments may request a domain name to be registered. Requests require the approval of the department's Core Manager.
- c. Any registered domain names should be part of a long-term communications strategy, and will be automatically renewed annually.
- d. All registration and renewal costs shall be assessed to the department which requested the domain name.

8.6 Employee Computer Purchase Program

- a. Salaried employees who make extensive use of the computers in the fulfillment of their responsibilities shall be eligible for the employee computer purchase program.
 - i. The Students' Union may limit access to the program as it deems appropriate.
- b. Applications for access into the program shall be considered and approved by the Controller.
- c. A repayment schedule shall be determined in advance by the Controller and the employee. The requirements for repayment are as follows:
 - i. the repayment period shall not exceed the remaining portion of the employee's contract, or one year, whichever is shorter; and
 - ii. the reimbursement shall take the form of direct deductions from the employee's pay.
- d. Once a written quote for the computer has been provided to the Controller, the employee shall sign a computer loan agreement, and a copy shall be provided immediately to the Human Resources Manager, who shall start payroll deductions.
- e. The cost of the computer may be paid back in full at any time. The computer shall remain the property of the Students' Union until such time as the Students' Union has been reimbursed the full purchase price of the computer system.
- f. Should an employee leave the employ of the Students' Union before the cost of the computer is reimbursed in full, the Students' Union shall, at its discretion:
 - i. take possession of the computer; or
 - ii. deduct the outstanding balance from the employee's final paycheque.
- g. Computers purchased under the program are not intended to be used instead of the computers offered by the Students' Union. No additional remuneration or compensation shall be given to those who opt to use their personal computer as opposed to the computers the Students' Union provides.

9 Student Groups

Student Groups are an integral part of the student experience on campus. Supporting student groups is a valuable service of the Students' Union (SU). The following policies exist to support and provide structure for student groups such that they can achieve their mandates, and we can administer those services in the most efficient way possible.

9.1 Registration Requirements

- a. The following are the requirements for each type of student group that register with Student Group Services (SGS). These requirements are from University and Graduate Students' Association (GSA) policy documents as noted. SU Student Group requirements come from this policy. If there is a discrepancy between these requirements and University policy, the external policy shall be followed.
 - i. University Student Group Requirements (UAPPOL: Student Groups Procedure)
 - a. Membership Requirements
 - i. Minimum ten (10) students are members of the group
 - ii. 100% of the voting executive members of the groups are U of A students
 - iii. When groups have more than ten (10) student members, the remaining ratio of members must be comprised of two-thirds current University of Alberta students.

- b. Constitutional Requirements - That an acceptable constitution exists. (Guidelines for drafting a group constitution are available from SGS). The constitution must:
 - i. Outline the purpose of group;
 - ii. Outline the membership eligibility;
 - iii. Outline the executive and membership roles and responsibilities;
 - iv. Demonstrate that the group functions in a democratic manner by outlining the elections process;
 - v. Outline financial requirements that meet or exceed the University's requirements as outlined below, and address what will happen to any assets, financial or otherwise, if the group should cease to exist for whatever reason.
- c. Meeting Requirements
 - i. That a minimum of one general meeting is scheduled during the next twelve months.
 - ii. That, in the case of groups previously Recognized, a minimum of one general meeting has been held during the past twelve months.
- d. Financial Requirements - That, if the group is handling money, the appropriate financial arrangements are in place, including:
 - i. A bank account in the name of the group, or an acceptable alternative (under no circumstances can money held by student groups be deposited into a University bank account);
 - ii. A requirement that at least two signatures of executive officers are necessary for all banking transactions;
 - iii. The direction that all monies of the Student Group go toward the operating expenses of the group, as it carries out its stated purpose/objectives/goals; and
 - iv. The maintenance of financial records in proper order for possible auditing.
- e. Activity and Liability Requirements
 - i. Based on the nature of the activities being organized by the Student Group, the Dean of Students may determine additional requirements, which may include, but are not limited to, additional oversight structures, additional risk management requirements, and additional insurance coverage.
 - ii. In order for the Student Group to be Recognized, the University's Liability and Indemnification Agreement must be signed by two members of a Student Group's executive prior to final approval.
- f. Training Requirements - Where the Student Group receives Recognized or Provisional status, the president, treasurer and the individual responsible for event planning and risk management must attend training provided by SGS. This must occur on an annual basis.
- ii. SU Student Group Requirements
 - a. The group must fulfil University Requirements.
 - b. The majority (>50%) of members are undergraduate students.
 - c. The majority (>50%) of the executive are undergraduate students.
 - d. The President and Treasurer or equivalents must be undergraduate students.
 - e. Executives with signing authority must be undergraduate students.
 - f. SGS may waive specific requirements with the approval of the Vice President (Student Life). The Vice President (Student Life) must report exceptions granted to SU Student Groups to the Executive Committee.
- iii. Graduate Student Group Requirements (GSA Bylaws)
 - a. Graduate Student Groups may register as University Student Groups to gain access to University Student Group privileges.
 - b. Graduate Student Groups must be academically related. Requirements for academically related Graduate Student Groups are found in GSA Board Policy.
 - c. The membership must be composed of at least two-thirds (2/3) graduate students.
 - d. The executive must be composed of at least three-quarters (3/4) graduate students.
 - e. Graduate Student Groups may restrict their voting membership to their constituents.
- iv. Student Representative Associations (SU Bylaw 5600/8100)
 - a. Student Representative Association status and Student Group Status are concurrent and separate

- registration processes.
- b. Student Representative Associations are subject to the SU Bylaw 8000 series.
- c. Student Representative Associations may restrict their voting membership to their constituents.
- v. Fraternities and Sororities (UAPPOL: Student Groups Procedure)
 - a. The group must fulfil University Requirements.
 - b. All members must be part-time or full-time University of Alberta students registered during the current academic year.
- vi. Campus Recreation Sports Clubs (Faculty of Physical Education and Recreation)
 - a. Sports clubs register primarily with the Faculty of Physical Education and Recreation. The registration process for Sports Clubs can be found on their website.

9.2 Privileges and Services

- a. If the student group fulfils and registers as a University group, SU group, or GSA group according to the previous section, they qualify for the following privileges.
 - i. University Student Groups
 - a. Ability to book space with the University;
 - b. Use of the University's institutional liquor licenses and the ability to receive permission for gaming events;
 - c. Use of the University's name and insignia;
 - d. Exclusive use of the group's name on campus;
 - e. Access to and ability to rent University property and equipment;
 - f. Use of campus facilities for solicitation of membership;
 - g. Ticket distribution for events through InfoLink;
 - h. Access to book tables for SGS Events like Clubs Fair;
 - i. Access and ability to rent equipment through SGS;
 - j. Access to student group storage space in SUB (if available); and
 - k. Ability to apply for Activity and Conference grants.
 - ii. SU Student Groups
 - a. Access to University Student Group privileges (see §(a)(i));
 - b. Support from Discover Governance on governance topics;
 - c. Access and ability to obtain student group office space in SUB;
 - d. Priority access to student group storage space in SUB;
 - e. Access to the SGS Executive VIP Card and associated discounts;
 - f. Discounted booking of SU venues like Dinwoodie Lounge, Room at The Top, SUBstage, Myer Horowitz Theatre and Dewey's; and
 - g. Ability to apply for Start Up Grants and Re-Start Grants through the Student Group Granting Program.
 - iii. Graduate Student Groups
 - a. Ability to apply for and receive a GSA grant; and
 - b. Only groups registered with the GSA may use the GSA's name or derivatives of that name in their title and/or promotional materials.
 - iv. Student Representative Associations
 - a. Additional resources will be created for use by SRAs by Discover Governance
 - b. Specialized assistance will be provided to SRAs by Discover Governance
 - v. Campus Recreation Sports Clubs
 - a. Access to University Student Group privileges (see §(a)(i)); and
 - b. Additional support from Recreation Services.

9.3 Administrative Framework

- a. In order to be registered as a University, SU Student Group, or Graduate Student Group, approval must be obtained by following these registration procedures. Sports clubs applications are processed separately by the

Faculty of Physical Education and Recreation and are forwarded to SGS for Bearsden listings.

- i. Student Groups must file a Registration application annually with the University through SGS. In addition to registering with the University, Student Groups may also register with the SU or the GSA subject to meeting the additional requirements.
- ii. To become a registered Student Group, a group must complete the appropriate registration form (available on www.bearsden.ualberta.ca) and must be able to provide satisfactory evidence of the items listed in §9.1.
- iii. Once all registration forms and supporting documentation have been submitted, they will be reviewed and SGS will notify the group as to its status.
- iv. A group's initial registration may occur at any time of the year; re-registration must be completed annually within two (2) months of the group's election of new executive members.

9.4 Constitutional Reviews of Student Groups

- a. Constitutional reviews of student groups will be conducted on a three year cycle, with one-third of constitutions being reviewed each year.
- b. Changes in policy that affect student groups will be documented and student groups will be asked to update their constitutions accordingly, but only when their constitution comes up on the regular three-year cycle.
 - i. Some policy changes may require immediate compliance of constitutions; these changes include changes in financial, electoral, or legal responsibilities.
- c. Wherever a constitution comes into conflict or is silent, the relevant regulations of the highest legislative body take precedence:
 - i. Federal Law
 - ii. Provincial Law
 - iii. Municipal Law
 - iv. University of Alberta Policies
 - v. Code of Student Behaviour
 - vi. SU or GSA Bylaws, as appropriate
 - vii. SU or GSA Policy, as appropriate

9.5 Grounds for Suspension and Termination

- a. The University, Students' Union, and Graduate Students' Association each reserve the right to deny, suspend, or terminate their respective group status.
 - i. The Dean of Students may deny a group Recognition, or revoke or temporarily suspend Recognition under specific circumstances. (UAPPOL: Student Groups Procedure)
 - ii. The GSA reserves the right to suspend a Graduate Student Group's registration, and all rights and privileges associated with such registration. (GSA Bylaw)
 - iii. The SU may terminate a SU Student Group's registration or suspend a SU Student Group's activities. (SU Bylaw)
 - iv. The SU reserves the right to restrict access to SU resources and services.

9.6 Granting

- a. Grants are available for all student groups through application to SGS. Grants are allocated by SGS according to SU Finance Committee Standing Orders.
- b. Graduate Student Groups who register as University Student Groups may apply for grants through SGS.
- c. Graduate Student Groups may apply for a GSA grant.