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**UNIVERSITY OF ALBERTA STUDENTS' UNION**  
**OPERATING POLICIES**

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# **Students' Union Operating Policies**

## ***Introduction***

Operating policy 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.

## ***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 policy reviews. All such requests shall include a statement of the reasons as to why a policy review should be conducted, and shall be forwarded to the Executive Committee.

Responsibility for the effective administration of the operating policy manual, and all associated processes, shall rest with the Vice President (Operations & Finance) of the Students' Union.

The Manager of Office & Administrative Services, under the guidance and direction of the Vice President (Operations & Finance), shall be responsible for ensuring that:

- a) an up-to-date policy manual is made publicly available and easily accessible by both members and employees of the Students' Union;
- b) outdated versions of the operating policy manual are appropriately archived;
- c) the operating policy manual is formatted in a consistent and presentable manner; and
- d) any approved operating policy alterations are circulated to department heads.

## ***Enforcement***

Enforcement of operating policy shall be the responsibility of the Executive Committee.

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.

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.

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.

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.

# Table of Contents

<b>STUDENTS' UNION OPERATING POLICIES .....</b>	<b>1</b>
INTRODUCTION .....	1
ALTERATIONS .....	1
ENFORCEMENT .....	2
<b>TABLE OF CONTENTS .....</b>	<b>3</b>
<b>1.0 GENERAL .....</b>	<b>6</b>
1.00 INTRODUCTION .....	6
1.01 STATEMENTS MADE ON BEHALF OF THE STUDENTS' UNION .....	6
1.02 MEDIA RELEASES .....	6
1.03 REQUIREMENT FOR MEMBERSHIP IN EXTERNAL ORGANIZATIONS .....	6
1.04 ETHICAL BUSINESS PARTNERS .....	8
1.05 FRENCH TRANSLATIONS .....	10
1.06 MARKETING MATERIALS .....	11
<b>2.0 STUDENTS' UNION BUILDING &amp; SPACES .....</b>	<b>12</b>
2.00 INTRODUCTION .....	12
2.01 HOURS OF OPERATION .....	13
2.02 BUILDING USE .....	14
2.03 ISSUANCE OF KEYS .....	15
2.04 BUILDING ALTERATIONS .....	16
2.05 POSTERS & BULLETIN BOARDS .....	16
2.06 BANNERS .....	18
2.07 PUBLICATIONS DISTRIBUTION .....	19
2.08 DECORATIONS .....	20
2.09 WALL OF GOLD .....	20
2.10 GAMBLING .....	20
2.11 SALES & COMMERCIAL ACTIVITIES .....	20
2.12 SOLICITATION .....	21
2.13 DAMAGE & THEFT .....	21
2.14 SELECTION OF TENANTS .....	22
2.15 BOOKING OF STUDENTS' UNION FACILITIES .....	22
2.16 TABLE BOOKINGS .....	24
2.17 MAIN LOADING DOCK .....	26
2.18 MAILBOXES .....	27
2.19 CHAPLAIN'S OFFICE AND INTERFAITH CHAPEL .....	27
2.20 LIQUOR FUNCTIONS .....	28
2.21 LOUNGES .....	30
2.22 ALUMNI ROOM .....	30
2.23 SUBSTAGE .....	31
2.24 USE OF NON-COMMON AREA SPACES .....	31
2.25 CHEMICAL USE .....	33
<b>3.0 PERSONNEL .....</b>	<b>34</b>
3.00 INTRODUCTION .....	34
3.01 EMPLOYEE DEFINITIONS .....	34
3.02 PERSONNEL ADMINISTRATION .....	34
3.03 GENERAL HIRING PRINCIPLES .....	36
3.04 RECRUITMENT .....	36

3.05	INTERVIEWING & SELECTIONS .....	37
3.06	UNION POSITIONS .....	38
3.07	MANAGEMENT POSITIONS .....	38
3.08	ESTABLISHMENT OF NEW POSITIONS .....	39
3.09	ELIMINATION OF POSITIONS.....	40
3.10	ORIENTATION & TRAINING .....	40
3.11	PROBATIONARY PERIODS.....	41
3.12	JOB SPECIFICATIONS.....	41
3.13	STAFF APPRAISALS .....	42
3.14	HOLIDAY & VACATION PAY.....	42
3.15	SICK LEAVE & OTHER LEAVES OF ABSENCE .....	44
3.16	OVERTIME .....	45
3.17	REMUNERATION .....	46
3.18	BENEFITS .....	46
3.19	DISCIPLINE & DISMISSALS .....	47
3.20	VOLUNTEER INSURANCE.....	49
3.21	STUDENT SERVICE TERM POSITION HIRING.....	50
3.22	YEAR-END REPORTS .....	50
3.23	HARASSMENT .....	51
3.24	CODE OF ETHICS.....	53
<b>4.0</b>	<b>TRAVEL &amp; CONFERENCES.....</b>	<b>56</b>
4.00	INTRODUCTION .....	56
4.01	ATTENDING CONFERENCES.....	56
4.02	HOSTING CONFERENCES.....	56
4.03	PER DIEM.....	57
4.04	TRAVEL EXPENSES: REIMBURSEMENT .....	58
4.05	TRAVEL EXPENSES: MOTOR VEHICLES .....	58
4.06	TRAVEL EXPENSES: AIR TRAVEL.....	59
4.07	TRAVEL EXPENSES: ACCOMODATIONS .....	60
<b>5.0</b>	<b>FINANCIAL .....</b>	<b>61</b>
5.00	INTRODUCTION .....	61
5.01	DEPARTMENTS & CHART OF ACCOUNTS .....	61
5.02	RE-ALLOCATION OF FUNDS (BUDGETED).....	61
5.03	INTER-DEPARTMENTAL TRANSFERS.....	61
5.04	EXPENDITURES .....	62
5.05	PURCHASE ORDERS.....	63
5.06	CHEQUE REQUISITIONS.....	64
5.07	CORPORATE CREDIT CARD .....	64
5.08	PETTY CASH .....	65
5.09	INVOICING EXTERNAL ORGANIZATIONS.....	66
5.10	VARIANCE REPORTS .....	66
5.11	CHEQUE SIGNATORIES.....	67
5.12	PRICE ADJUSTMENTS .....	67
5.13	AUDITORS .....	67
5.14	INTERNAL PR .....	67
5.15	VOLUNTEER PR .....	68
5.16	SPONSORSHIP.....	68
5.17	SPONSORSHIP OF EXTERNAL ORGANIZATIONS .....	69
5.18	ACCOUNTS RECEIVABLE.....	70
5.19	FACULTY ASSOCIATION & CAMPUS ASSOCIATION FINANCES.....	71
5.20	GRATUITY .....	72

<b>6.0</b>	<b>EQUIPMENT &amp; SUPPLIES.....</b>	<b>73</b>
6.00	INTRODUCTION .....	73
6.01	NEW ACQUISITIONS.....	73
6.02	PROCUREMENT .....	73
6.03	EQUIPMENT DISPOSAL .....	74
6.04	LOSSES & DESTRUCTIONS .....	74
6.05	PERSONAL USE OF STUDENTS' UNION EQUIPMENT.....	74
6.06	EQUIPMENT RENTALS.....	75
6.07	OFFICE SUPPLIES.....	75
6.08	COMPUTERS & LIGHTS.....	76
6.09	TELEPHONES.....	76
6.10	FAX & PHOTOCOPIER USE .....	76
6.11	EMPLOYEE COMPUTER PURCHASE PROGRAM.....	77

## **1.0 General**

### **1.00 Introduction**

The following policies are general operating policies that do not coalesce with any other defined category of operating policy.

### **1.01 Statements Made on Behalf of the Students' Union**

- a) 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.
- b) 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.
- c) 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.

### **1.02 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.

### **1.03 Requirement for Membership in External Organizations**

- a) 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:
  - 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.

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 voting member of the relevant board or committee.

- b) 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.
- c) 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.
- d) 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. The Students' Union must have the right to select its own voting delegates.
  - iii. Any other rights extended to other member organizations.
  - iv. 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.



- e) 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.
- f) 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.
- g) 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 the external organization must change its constitution, bylaws, 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.

#### **1.04 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;
  - iii. Inflict excessive or unnecessary suffering upon animals.
- b) The Students' Union shall, where practical and feasible, establish business relationships with companies that have strong records in:
  - i. Environmental management systems and environmental policy;
  - ii. Commendation for environmental performance;
  - iii. Voluntary adherence to standards of ecological regulation or employee care in excess of statutory requirements;
  - iv. Effectively implemented and monitored equal opportunity policies covering race, gender, religion, disability and sexual orientation;

- v. Effectively enforced policies against discrimination or harassment on grounds of race, gender, religion, disability or sexual orientation;
  - vi. Paid parental leave above and beyond statutory requirements;
  - vii. Provision of childcare facilities, job sharing, flextime or career breaks;
  - viii. 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) Companies with which the Students' Union has had no previous dealings, shall be asked to provide information on items §1.04(b) and §1.04(c) at the time of initiation of discussions between them and the Students' Union in cases where the discussions pertain to:
- i. Sponsorship of the Students' Union or a Students' Union event
  - ii. The drafting of a contract that requires the approval of Students' Council
- 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 section §1.04(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 to be in violation of this policy by the procedure set out in §1.04ss(f), the Students' Union shall cease commercial relations with that company unless contractual obligations make this impossible.
- h) 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.
- i) 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.
- j) The Executive Committee or designate shall ensure that adherence to this policy does not unreasonably affect the quality or cost of goods provided.
- k) The Students' Union shall only purchase fair trade designated coffee.

### **1.05 French Translations**

- a) All translations shall be performed by a professional translator or translation service.
- b) The Senior Manager (Marketing and 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 and Communications department by the appropriate deadlines.
- d) The Marketing and Communications department shall be responsible for all interactions relating to translators and translation services.
- e) All translated material shall be prepared for distribution in tandem with the English version of the material.
  - i. The University of Alberta Students' Union may produce French versions of its University-wide advertising under the following conditions:
  - ii. 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.

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

### **1.06 Marketing Materials**

- a) 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.

## **2.0 Students' Union Building & Spaces**

### **2.00 Introduction**

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:

- a) is student-run and operated;
- b) 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;
- c) enables members of the University community—students, faculty, staff, and alumni—to meet and get to know each other as people;
- d) encourages all individuals to share their own diversities in the pursuit of a better understanding of each other and the world around them; and
- e) enhances the image of the Students' Union and the University of Alberta by providing a welcoming atmosphere to the greater community.

The Students' Union Building shall accomplish these aims by providing:

- a) services and amenities that are essential or important to the convenience and well-being of students;
- b) activities which are characteristic of life as a student;
- c) services and facilities which address the social, economic, and cultural needs of a broad spectrum of students and other patrons;
- d) opportunities for relaxation, recreation, entertainment, social interaction, and personal development;
- e) opportunities for the generation of revenue for the Students' Union, to be used in support of student-initiated activities;

- f) a cohesive approach which ensures that the building functions as a whole, rather than as a collection of divergent initiatives; and
- g) 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.

## **2.01 Hours of Operation**

- a) Decisions as to hours of operation may be made by the Vice President (Operations & Finance), in consultation with the Senior Manager (Facilities & Operations).
- b) All suggested changes from the regular schedule adopted must be submitted to the Executive Committee for approval.
- c) During the Fall and Winter sessions, the Students' Union Building is open 24 hours a day, except for the Christmas holiday period.
- d) Hours of operation for the Students' Union Building from May to August and during the Christmas holiday period are as follows:
  - i. Sunday - Thursday            7:00 a.m. to 11:00 p.m.
  - ii. Friday & Saturday            7:00 a.m. to 12:00 midnight
- e) The Building shall be closed on statutory holidays during the May to August period.
- f) Generally, the elevator is in service to each area during that area's hours of operation:
  - i. Lower Level                    7:00 a.m. to 11:00 p.m.
  - ii. Main Floor                    7:00 a.m. to 11:00 p.m.
  - iii. 2<sup>nd</sup> Floor                    7:00 a.m. to 11:00 p.m.

iv. 3 <sup>rd</sup> Floor	Business Hours
v. 4 <sup>th</sup> Floor	Business Hours
vi. 5 <sup>th</sup> Floor	Business Hours
vii. 6 <sup>th</sup> Floor	7:00 a.m. to 11:00 p.m.
viii. 7 <sup>th</sup> Floor	Business Hours

- g) Building hours shall be posted at all entrances of the Students' Union Building.

## **2.02 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 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.
  - iii. University Related Groups - these shall include 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 - these are 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 their authorized agent(s).
  - 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.
  - iii. 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).

### **2.03 Issuance of Keys**

- a) Any person or group having an office within the Students' Union Building shall be issued one (1) key for that space.
- b) 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:
  - i. 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
  - ii. 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.
- c) Responsibility for Keys
  - i. Each area manager of the Students' Union shall request and sign for the keys required in his/her department by his/her staff members.
  - ii. Each area manager shall assume the responsibility for all the keys issued in his/her area.
  - iii. Each director of a Students' Union service shall be responsible for maintaining control of keys authorized for that service.
  - iv. 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.
- d) 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.



- e) 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.
- f) Lock-outs
  - i. Office doors shall be opened by the custodial staff only upon authorization from the area manager or director responsible for that area.
  - ii. 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.
- g) 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.
- h) The master control and implementation of the key issuance system shall be carried out by the Senior Manager (Facilities & Operations) or his/her designee.

#### **2.04 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 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 any other changes to the building.
- b) No space in the building may be permanently assigned for any use other than what was originally intended (see [§2.00](#)) without the express permission of the Executive Committee.

#### **2.05 Posters & Bulletin Boards**

- a) Posters must be approved, by way 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.
- b) Infolink shall approve:

- i. Any poster from the Students' Union, including any of its businesses and services;
- ii. Any poster from a registered Student Group, 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;
- 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) Infolink shall not approve:

- i. Any poster that does not meet the criteria outlined in §2.05(b);
- ii. Regardless of §2.05(b), any poster with any dimension greater than 0.7 metres, or with a surface area greater than 0.4 square metres;
- iii. Regardless of §2.05(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 §2.5.b;
- iv. Regardless of §2.05(b), any poster advertising an event whose revenues go to a for-profit corporation, even if it is promoted by a student group.
- v. Regardless of §2.05(b), any poster containing material that is sexist, racist, homophobic, or otherwise defamatory.
- vi. Regardless of §2.05(b), any poster that contains offensive pictures or language.
- vii. Regardless of §2.05(b), any poster that is not written in English or French.

- d) Any poster not approved by Infolink may be approved by the Vice President (Operations & Finance).
- e) Any poster not approved by Infolink or the Vice President (Operations & Finance) may be approved by the Executive Committee.
- f) All posters shall be confined to bulletin boards specifically designated for that purpose.
- g) Only tacks shall be used to affix posters.
- h) No single poster may occupy more than one quarter (25%) of the area on a single bulletin board.
- i) 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.
- j) 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
- k) 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.
- l) Any poster in contravention of this policy shall be removed by Infolink or facilities staff.

## **2.06 Banners**

- a) 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.
- b) 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.
- c) 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.

- d) 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.
- e) The booking procedure is on a first-come, first served basis.
- f) Groups and/or individuals may only book one banner spot per event.
- g) Banners may remain up for a maximum of two weeks.
- h) 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.
- i) Any banners not picked up by the pick up date stated on the banner booking form shall be thrown away.
- j) No commercial banners are allowed with the exception of those fulfilling the Students' Union's contractual obligations with sponsors or commercial marketing clients.

## ***2.07 Publications Distribution***

- a) All publications must be approved by the Vice President (Operations & Finance) before being distributed in the Building.
- b) 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.
- c) 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.
- d) 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.
- e) Organizations wishing to distribute publications through the Students' Union Building Infolink Booth must receive permission from the Senior Manager (Student Services).

## **2.08 Decorations**

- a) 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.
- b) 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.
- c) 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.
- d) Proper flag etiquette shall be shown in the Students' Union Building.

## **2.09 Wall of Gold**

- a) The 'Wall of Gold' shall only be used in the promotion of Students' Union services, advocacy efforts, elections, or executive projects.
- b) There shall be no more than one (1) project on the wall at any given time.
- c) Scheduling of the material placement and removal shall be coordinated by the Senior Manager (Marketing & Communications).
- d) All material that appears on the wall must first be approved by the Vice President (Operations & Finance).

## **2.10 Gambling**

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

## **2.11 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 his/her designee.
- 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 Assistant (Managers). These are subject to the provisions of [§2.16](#).
  - d) Policies concerning retail sales in Students' Union commercial space are governed by [§2.14](#).

## **2.12 Solicitation**

- a) 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 [§2.16](#)) or the use of SUBstage (see [§2.23](#)).
- b) Active distribution of handbills/flyers in the Students' Union Building shall be prohibited.
- c) The Executive Committee may, from time to time, grant exceptions based upon the following criteria:
  - i. The solicitation activity is in promotion of a Students' Union activity or service.
  - ii. 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.

## **2.13 Damage & Theft**

- a) Users of the 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 thirty (30) days, the organization shall have its building privileges suspended.

- ii. 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.
- c) The Executive Committee through its agents, the supervisory 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.
- d) Damage and maintenance billings, or suspension of building privileges, may be appealed to the Vice President (Operations & Finance), who shall refer the appeal to the Executive Committee.
- e) All cases of intentional damage to Students' Union property, or of theft to Students' Union property, shall be reported to Campus Security Services.
- f) 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 Infolink.
  - ii. Unclaimed articles shall be turned over to Campus Security Services.

### **2.14 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 [§2.00](#)).
- b) All Students' Union Building tenants must be approved by the Executive Committee.

### **2.15 Booking of Students' Union Facilities**

- a) 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.
- b) 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.

c) Priorities for meeting room space shall be as set out in [§2.02](#).

d) Normal Booking

- i. Persons wishing to rent facilities within the Students' Union Building must fill out the required scheduling form.
- ii. 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.
- iii. 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.
- iv. The receptionist shall confirm a booking at the time of application.

e) Block Bookings

- i. 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.
- ii. The receptionist shall confirm a block booking at the time of application.
- iii. 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.
- iv. 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.

f) An hourly rental rate may be charged. These rates may be reviewed and revised at the discretion of the Executive Committee.

g) Meeting Rooms available for scheduling:

<i>Room</i>	<i>Capacity</i>
Lower Level Meeting Room	20
114 (Alumni Room)	150



3-06	66
4-20	25
4-24	18
4-26	15
4-30	15
6-06	25

- h) All bookings for room 3-06 must be approved by the Senior Manager (Facilities & Operations).
- i) Organizations or individuals shall be held responsible for the cleanup of items used in the production or promotion of an event.
  - i. The organization shall be charged for any cleanup undertaken by the Students' Union.
  - ii. 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.
- j) Exceptions to this policy may be made by the Vice President (Operations & Finance) in the case of special circumstances.

## **2.16 Table Bookings**

- a) From Mondays to Wednesdays, priority for tables booked in the Students' Union Building shall be granted to:
  - i. Students' Union departments, followed by
  - ii. Registered student groups and recipients of Students' Union dedicated fees, followed by
  - iii. other University-related groups, followed by
  - iv. community groups not engaged in any kind of commercial activity, including advertising.
- b) On Thursdays and Fridays, priority for tables booked in the Students' Union Building shall be granted to:
  - i. University of Alberta students engaging in commercial activity of some kind, followed by

- ii. non-students engaging in commercial activity of some kind.
- c) Where there is not sufficient demand on any given day to fill all table spaces with those groups given priority under §2.16(a) and §2.16(b), groups not given priority on that day shall be granted table bookings.
- d) 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.
- e) Only paid sponsors may book tables during Week of Welcome. The Sponsorship Coordinator shall administer these tables.
- f) Applicants shall be refused if:
  - i. 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;
  - ii. the individual or group shall use the table for the sale or distribution of food or beverage products;
  - 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;
  - v. The individual or group is promoting a commercial service which would compete with a University or Students' Union operation;
  - vi. 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.
- g) 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.
- h) Notwithstanding §2.16(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.

- i) Payment for table bookings shall be made no later than 11:00 on the day of the booking, except for block bookings as outlined in §2.16(k); payment for such bookings shall be made in advance of the first day for which the tables have been booked.
- j) 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 §2.16(m)(vi), or any other Students' Union bylaw or policy, the table booking shall not be approved.
- k) 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.
- l) Where an individual or group contravenes §2.16(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 group shall be banned from booking tables in the Students' Union Building until the following May 1.
- m) The Vice President (Operations & Finance) has the authority to approve booking requests that do not strictly adhere to this policy.
- n) Individuals or groups booking tables shall be shown a copy of this policy at the time of booking.

## **2.17 Main Loading Dock**

- a) 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.

- 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.

### **2.18 Mailboxes**

- a) 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.
- b) 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.
- c) 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.
- d) All assignments are re-evaluated by the Manager of Student Group Services and the receptionist annually.

### **2.19 Chaplain's Office and Interfaith Chapel**

- a) Chaplains' Office
  - 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' Office 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' Office.
- 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.
- g) Religious groups requiring a larger area than the Interfaith Chapel may make applications to the Operations Manager (Venues) for use of Dinwoodie Lounge.

## **2.20 Liquor Functions**

- a) Alcoholic beverages in the Students' Union Building are restricted to those organized events that have been approved in accordance with this policy.
- b) All functions must conform to Students' Union Building policy, Alberta Liquor Control Board regulations, and University of Alberta liquor policy.
- c) 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.
- d) 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.
- e) Procedure:
  - i. 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.
  - ii. Liquor permits must then be obtained through the Office of the Director of Ancillary Services.

- iii. 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.
- f) Rooms approved for liquor functions
- i. Room 114 (Alumni Room) (see [§2.22](#))
  - ii. Dinwoodie Lounge
  - iii. Myer Horowitz Theatre Lobby
- g) 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.
- h) 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).
- i) Liquor permits must be displayed at the function.
- j) Alcohol must be purchased from an on-campus liquor outlet (Room at the Top or Dewey's).
- k) Liquor permit hours must conform with those indicated on the room booking form. An overtime penalty equal to the original room rental shall be assessed if these times are exceeded.
- l) 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 the Department of Ancillary Services.
- m) Food and non-alcoholic beverages must be made available.
- n) 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).

## **2.21 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).

## **2.22 Alumni Room**

- a) Persons wishing to book the Alumni Room may do so through the Students' Union receptionist in 2-900 of the Students' Union Building. The appropriate scheduling form must be completed.
- b) 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.
- c) The room shall only be booked for functions after 15:00 Monday to Sunday during spring and summer session.
- d) 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.
- e) A damage deposit of \$500.00 shall be required when food or beverages are part of an event.

- f) Functions booked in the Alumni Room shall also be subject to the provisions of [§2.15](#) and [§2.20](#).
- g) Students' Union departments may book the Alumni Room outside of normal booking hours with approval from the Vice President (Operations & Finance).

### **2.23 SUBstage**

- a) The Operations Manager (Venues) shall be responsible for booking SUBstage.
- b) 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).
- c) SUBstage may not be booked during the exam periods as set out by the University Calendar for the respective year.
- d) 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.
- e) Any events outside the parameters established in §2.23(b) or §2.23(d) must be approved by the Vice President (Operations & Finance).
- f) SUBstage users shall not violate any agreements or contracts the Students' Union has with other parties, or any Students' Union policies regarding acceptable content.

### **2.24 Use of Non-Common Area Spaces**

- a) 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.
- b) 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.



- c) 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.
- d) 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.
- e) 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.
- f) 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.
  - i. 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.
  - ii. 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.
  - iii. The Vice President (Operations & Finance) shall notify the user group of the decision of the Executive Committee.
  - iv. 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.

- v. 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.
  
- g) 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.

## **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 University of Alberta Students' Union shall not use cleaning materials that have been tested on animals.
  
- c) The Students' Union shall not use any pesticides, artificial fertilizers, chemical weedkillers or insecticides in maintenance of lawns, plants or for any other purpose.
  
- d) The Students' Union shall use natural fertilizers, and natural pest control methods whenever needed.

## **3.0 Personnel**

### **3.00 Introduction**

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.

### **3.01 Employee Definitions**

- a) Term Positions are those non-union positions for which students are elected or are hired on a year-to-year basis.
- b) 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.
- c) 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:
  - i. General Manager,
  - ii. Senior Manager (Facilities & Operations),
  - iii. Senior Manager (Finance & Administration),
  - iv. Senior Manager (Food & Beverage Operations),
  - v. Senior Manager (Marketing & Communications),
  - vi. Senior Manager (Programming & Venues),
  - vii. Senior Manager (Student Services), and
  - viii. Director of Research & Political Affairs.
- d) 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.
- e) Non-Union Salary Positions are non-union, salaried positions within a Students' Union department, excluding Management Positions and Term Positions.

### **3.02 Personnel Administration**

- a) Primary responsibility for personnel administration shall rest with the Personnel Manager of the Students' Union.

- b) The Personnel Manager shall maintain information on all Students' Union employees within a locked file.
- 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.

The Personnel Manager shall maintain copies of all job specifications.

- d) 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.

Copies of all contracts shall be maintained by the Personnel Manager.

- e) 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.
- f) 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.
- g) A successful job applicant shall not be added to the Students' Union payroll until they have signed their contract.
- h) 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.
- i) §3.02(c) – §3.02(h) shall not apply to the Executive Committee.
- j) Payroll functions for Term, Management, and other non-hourly positions shall be the responsibility of the Personnel Manager. The accounting department shall be responsible for payroll for all hourly positions.
- k) 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.

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

### **3.03 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.

### **3.04 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 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.

- b) 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 [§3.08](#).

- c) All positions shall be suitably advertised, at least across campus, to ensure a wide variety of applicants.
- d) All positions suitable for students shall be advertised in The Gateway.
- e) All management positions shall be advertised at least citywide, and, if appropriate, provincially and/or nationally.
- f) Openings for Union positions must be posted internally for a minimum of 7 working days.
- g) 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 management or non-union positions);
  - iv. required hours or shift (if applicable);
  - v. length of employment contract (if applicable);
  - vi. deadline for applications;
  - vii. a contact person for further information;
- h) Union positions must be hired in accordance with Article 14 of the Collective Agreement.

### ***3.05 Interviewing & Selections***

- a) 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.
- 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.
- c) 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.
- d) 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.

- e) 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.
- f) 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;
- g) 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.

### **3.06 Union Positions**

- a) 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.
- 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.

### **3.07 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 shall be scheduled by the Personnel Manager.
- c) 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.
  - i. Interviews for the General Manager and Director of Research & Political Affairs are exceptional to §3.07(c), and shall be conducted in a manner prescribed by the Executive Committee and/or relevant Students' Union bylaw.
- d) 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.

- e) 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.
- f) Students' Council shall be kept informed of the hiring process of Senior Management positions.

### **3.08 Establishment of New Positions**

- a) Prior to establishing any new position, a proposed job specification must be developed, as outlined in [§3.12](#), and must be approved by the appropriate bodies, as outlined below.
  - i. New Term 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 CUPE Local 1368 Collective Agreement. If appropriate, Executive Committee approval must also be obtained.
  - iii. New Management positions must be approved by the Executive Committee.
  - iv. New Non-Union positions must be approved by the Executive Committee.
- 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;
  - 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.

### **3.09 Elimination of Positions**

- a) As a general rule, approval for elimination of a position should be granted by the same individual or body that approved its creation.
- b) 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.
- c) Elimination of Management positions must be approved by the Executive Committee.
- d) Elimination of Non-Union Hourly positions must be approved by the Executive Committee.

### **3.10 Orientation & Training**

- a) 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.).
- b) The following documentation shall be made available to all new Term and Management employees, and members of Students' Council:
  - i. the Students' Union Organizational Chart,
  - ii. the Policy and Procedure Manual,
  - iii. the Political Policy Manual, and
  - iv. the Students' Union Bylaws.

A copy of the CUPE Local 1368 Collective Agreement shall also be made available to Management employees.

- c) Union employees shall be given a copy of the CUPE Local 1368 Collective Agreement and the Organizational Chart.
- d) The Students' Union shall annually arrange orientation seminars for both incoming Term staff and members of Students' Council.
- e) The Personnel Manager shall annually arrange an appropriate management training seminar for all new Management, Directors, and the Executive.

### **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 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 [§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 Job Specifications**

- a) Every position in the Students' Union shall be governed by a job specification.
- b) The amount of detail contained in the specification shall be appropriate to the level of the position; however, each specification should contain the following:
  - i. Title
  - ii. Job Summary
  - iii. Duties & Responsibilities
  - iv. Qualifications
  - v. Reporting structure
  - vi. Salary, Wages, or Honorarium (except for Management positions)
  - vii. Union or Non-union
  - viii. Date written
- c) Job specifications shall be written by the Personnel Manager, in conjunction with the person responsible for supervising the position.
- d) Job specifications shall be approved by the Executive Committee.

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

### **3.13 Staff Appraisals**

- a) All Students' Union employees shall be given regular performance appraisals as outlined below.
- b) 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.

- c) All employees holding similar positions shall be appraised according to the same procedure.
- d) 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.
- e) Term employees shall be appraised at least twice during their term.
- f) Union employees shall be appraised mid-probation, at the end of probation, and annually thereafter.
- g) Management employees shall be appraised annually.
- h) Non-Union employees shall be appraised twice in the first twelve (12) months and annually thereafter.

### **3.14 Holiday & Vacation Pay**

- a) Holidays
  - i. The Students' Union recognizes the following as paid holidays for Term, full-time Union, and Management employees:

New Year's Day  
Family Day  
Good Friday  
Remembrance Day  
Christmas Eve  
Canada Day  
Civic Holiday (August)

Labour Day  
Thanksgiving Day  
Easter Monday  
Victoria Day  
Christmas Day  
Boxing Day

and any other day proclaimed as a paid holiday by the Federal, Provincial, or Municipal governments

- ii. 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.
- iii. 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.

b) Vacation

- i. Employees must earn vacation entitlement before it may be used.
- ii. Term employees shall receive ten (10) days paid vacation during their 12 month term, except for Executive Committee members, who shall receive fifteen (15) days paid vacation during their 12 month term. Notwithstanding §3.15(b)(i), term employees may take their vacation entitlement prior to earning it by signing an advance contract.
- iii. Full-time Union employees shall receive an annual paid vacation in accordance with the stipulations of Article 20 of the Collective Agreement.
- iv. Management employees receive the same vacation privileges as full-time Union employees.
- v. Union and Non-Union Hourly employees shall receive 4% vacation pay for each pay period, commensurate with Alberta Labour Standards.
- vi. 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.
- vii. 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.

### **3.15 Sick Leave & Other Leaves of Absence**

a) Union employees shall be entitled to leaves of absence in accordance with Articles 22 and 23 of the Collective Agreement.

b) Sick Leave

- i. 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.
- ii. Management employees shall be entitled to one and one-half (1.5) days sick leave per month.
- iii. 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.

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.

c) Parental Leave

- i. Term, Management, and Union employees are entitled to salary and benefits for the waiting period for parental leave prior to unemployment insurance taking effect.
- ii. 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.
- iii. Term, Management, and Union employees shall be given up to two (2) days leave with pay to attend the birth or adoption of their own children.

- d) Leave without Pay: Term and Management employees may receive leave without pay under the following circumstances:
  - i. to participate as candidates in Federal, Provincial, Municipal, and School Board elections and SU elections; or
  - ii. for good and sufficient cause, as determined by the employee's supervisor, provided leave is requested and approved by the supervisor in advance.
- e) 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.
- f) Other Leaves
  - i. Other paid leaves include jury duty, family bereavement, moving, disaster, death of a friend, pallbearer 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.
  - ii. All other employees not covered by §3.15(f)(i) may apply for a leave to the General Manager.

### **3.16 Overtime**

- a) Term employees shall be expected to fulfill the office hours required in their employment contract.
  - i. 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.
  - ii. Term employees may take off a reasonable amount of time, as determined by that employee's supervisor, in lieu of overtime.
- b) Union employees shall be paid overtime in accordance with Article 17 of the Collective Agreement;
- c) Management employees shall not be paid for overtime
  - i. Management employees may take off a reasonable amount of time, as determined by that employee's supervisor, in lieu of overtime;

- d) 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;

### **3.17 Remuneration**

- a) All remuneration must be considered in the budget approved by Students' Council.
- b) Term Positions
  - i. Honorariums and salaries for Term employees that report to Students' Council shall be determined and approved by Students' Council and/or its subcommittees.
  - ii. Honorariums and salaries for Term employees not covered in §3.17(b)(i) shall be determined by the Executive Committee in consultation with Senior Management where appropriate.
  - iii. a Term employee's final cheque may be withheld until such time as he/she submits his/her keys;
- c) Union employees shall be paid in accordance with Article 24 of the Collective Agreement;
- d) Salaries for Management employees shall be determined by the Executive Committee in conjunction with the General Manager
- e) The wage for Non-Union Hourly employees shall be determined by the Executive Committee in consultation with Senior Management where appropriate.
- f) Requests for extraordinary increases in salaries or honoraria must be submitted to the Budget and Finance Committee through the Vice-President (Operations & Finance);

### **3.18 Benefits**

- a) Union positions are entitled to the benefits outlined in Article 27 of the Collective Agreement.
- b) Term and Non-Union positions are not eligible for health and dental insurance benefits.

- c) Management positions are entitled to the same benefits as full-time Union employees.
- d) 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.

### **3.19 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 Personnel 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 President and General Manager should be consulted before any suspensions or dismissals are carried out.



- vi. The Personnel Manager should be advised of all suspensions or dismissals.
- 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 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.
- 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 (2) weeks apart for Managers and Directors, and not less than one (1) week apart for Associate Directors and 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;
  - iii. the dismissal is approved by the Executive Committee, in the case of a 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 his/her supervisor of non-attendance
  - vi. insubordination

Proper approval for such dismissal must be obtained as in §3.19(c).

- g) 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.
- h) 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.

### **3.20 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.

### **3.21 Student Service Term Position Hiring**

- a) 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.
- b) 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.
- c) 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.

### **3.22 Year-end Reports**

- a) Year-end reports shall be completed by
  - i. Term employees
  - ii. Senior Management
- b) Year-end reports shall contain at minimum
  - i. a summary of all major issues faced during the year, separated under headers,
  - ii. ongoing issues that new staff shall be required to face,

- 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.

c) Enforcement

- i. Reports shall be submitted by April 30 of each year for the May 1 - April 30 term preceding it for Senior Management employees.
- ii. 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.
- iii. 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 §3.22(c)(ii) shall forfeit this amount.
- iv. As contracts are written, the Personnel Manager shall ensure that the stipulations of this policy are written into those contracts as follows if applicable.

- d) Year-end reports shall be archived annually by the Manager of Office and Administrative Services.

### **3.23 Harassment**

- a) Sexual harassment is any unwelcome behavior that is sexual in nature. The Alberta Human Rights Commission defines sexual harassment as follows:

"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:

- i. Submission to such conduct is made either explicitly or implicitly as a term of or condition of an individual's employment,
- ii. Submission to or rejection of such conduct by an individual affects that individual's employment."

Sexual harassment is illegal under the provisions of the Individual Rights Protection Act.

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.

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.

b) 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.

c) If you are being harassed:

- i. Tell the individual his/her behavior is unwelcome and ask him/her to stop;
- ii. 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;
- iii. 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:

Your immediate supervisor;

The President of the Students' Union;

The Personnel Manager of the Students' Union;

The General Manager of the Students' Union;

The Student OmbudService of the Students' Union; and/or

The Office of Human Rights and Safe Disclosure at the University of Alberta.

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.

- d) 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;
- e) 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;
- f) 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;
- g) 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;
- h) 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;
- i) 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.

### **3.24 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 Personnel 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.



## **4.0 Travel & Conferences**

### **4.00 Introduction**

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.

### **4.01 Attending Conferences**

- a) The associated costs to attend a conference must be budgeted for the employee wishing to attend.
- b) 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.

- c) Approval to attend a conference may be granted only after the employee has submitted a conference request form.
- d) Conference requests shall only be considered from paid employees of the Students' Union.
- e) Upon returning from a conference, the employee must submit a written report outlining the benefits of attendance within two weeks of returning from the 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.
  - i. Conference reports from members of the Executive Committee shall be forwarded to Students' Council for information.

### **4.02 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 University of Alberta Students' Union and a list of benefits that shall be brought back to our organization and University of Alberta students.
- b) 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.
  - 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 of the Executive Committee, Budget and Finance Committee, and Students' Council.
  - d) The Executive Committee shall determine if the benefits of hosting the conference justify the expenses associated with it.
  - e) If approval from Executive Committee is not obtained, then the employee or operating unit shall not further pursue hosting the conference.
  - f) The Students' Union shall consider requests to host conferences from paid staff members only.
  - g) 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 Executive Committee regarding the progress and status of the conference.
  - h) The conference coordinator shall be accountable for any deficits incurred and any issues related to, or resulting from, the conference.
  - i) 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.

#### **4.03 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 \$50.00 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: \$10.00
  - ii. Lunch: \$15.00
  - iii. Dinner \$25.00
- c) Each delegate shall be issued per diem by completing a cheque requisition (see [§5.06](#)).
- d) The per diem allowance may be issued to each delegate no earlier than two weeks in advance of the date of departure.

#### **4.04 Travel Expenses: Reimbursement**

- a) All relevant travel expenses, wherever possible, shall be incurred using a Students' Union corporate credit card (see [§5.07](#)).
- 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 his/her own funds, a request for reimbursement can be issued. Reimbursable expenses shall be outlined in the following sections, where applicable.

#### **4.05 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 forty (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 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.”

- 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. The Students’ Union does not reimburse for personal insurance or vehicle registration costs.

#### **4.06 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.
  - i. Only the lowest available fares appropriate to particular itineraries, to a maximum of full economy may be purchased or reimbursed.
  - ii. Students’ Union employees may not purchase or be reimbursed business or first class fares.
  - iii. Flights purchased using frequent flyer points are not reimbursable for a cash equivalent as there is no cash surrender value.
  - iv. 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.
  - v. Excess baggage fees, as warranted by need, may be purchased or reimbursed.
- b) The choice of airline or routing for business travel should be based on the lowest fare, rather than on personal frequent flyer program incentives.

#### **4.07 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.
  - ii. Hotel/accommodation rates may be reimbursed.
- b) 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.
- c) The choice of accommodation should be based on business travel requirements rather than personal membership program incentives.
- d) 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.

## **5.0 Financial**

### **5.00 Introduction**

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.

### **5.01 Departments & Chart of Accounts**

- a) 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.
- b) GST must be identified and properly coded on all accounting paperwork.

### **5.02 Re-allocation of Funds (Budgeted)**

- a) 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;
- b) 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.

### **5.03 Inter-departmental Transfers**

- a) Budgeted Inter-departmental Transfers
  - i. 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;
  - ii. Budgeted inter-departmental transfers exceeding \$250.00 require the approval of both department heads, as well as the executive member or senior manager responsible for the department which is receiving the good or service;
  - iii. 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.

b) Unbudgeted Inter-departmental Transfers

- i. Requests for unbudgeted inter-departmental transfers are the equivalent of requesting additional funds, and are therefore subject to the approval process outlined in §5.04(a).

**5.04 Expenditures**

a) Only budgeted expenditures shall be permitted.

- i. All expenditures of unbudgeted funds must be approved in advance;
- ii. Requests for additional funds should be forwarded to the Vice President (Operations & Finance);
- iii. Expenditures of unbudgeted funds under \$1000.00 require the approval of the department head, as well as the Vice President (Operations & Finance);
- iv. 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;
- v. 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;
- vi. Expenditures of unbudgeted funds over \$5000.00 must be approved by both the Budget and Finance Committee and Students' Council.

b) Non-budgeted, non-approved expenditures shall not be reimbursed by the Students' Union.

c) A number of options are available for purchasing goods and services:

- i. 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 [§5.05](#))

- ii. 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 [§5.06](#))
  - iii. Reimbursement: the employee purchases the good or service with his/her own funds, and requests reimbursement from the Students' Union. (See [§5.06](#) and [§5.08](#))
  - iv. Corporate Credit Card: the employee uses the Students' Union's corporate credit card to purchase the good or service. (See [§5.07](#))
- d) 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).
  - e) Wherever possible, the employee purchasing the good or service must obtain a minimum of three (3) price quotes.

### **5.05 Purchase Orders**

- a) Where possible, all purchases other than inventory items 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: supplier name and address, list of 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
  - i. 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.
- d) 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).
- e) The appropriate copies of the purchase order must be submitted to the Accounting department after the order is filled.



### **5.06 Cheque Requisitions**

- a) Cheque requisitions can be obtained in the mail room.
- b) Where possible, cheques for suppliers for goods or services ordered shall be requested before the order is placed.
- c) Reimbursement cheques shall be issued for reasonable expenditures made by an employee or designated volunteer for business purposes, provided the expenditure is budgeted.
  - i. The Vice President (Operations & Finance) shall determine whether an expense is "reasonable."
  - ii. Expenditures deemed unreasonable 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 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).
- f) Appropriate back-up documentation must be attached to the cheque requisition wherever possible;
- g) 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.

### **5.07 Corporate Credit Card**

- a) The following individuals are permitted holders of the Students' Union's 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. Senior Manager (Finance & Administration);

- viii. Senior Manager (Marketing and Communications);
  - ix. Senior Manager (Programming and Venues);
  - x. Senior Manager (Student Services);
  - xi. Senior Operations Manager (Retail);
  - xii. Director of Research and Political Affairs.
- b) Holders of the corporate credit card are responsible for purchases made on their cards 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) The Vice President (Operations & Finance) shall have the authority, to invoice the holder of a credit card for any inappropriate use of the card.
  - e) 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.
  - f) Personal expenditures shall not be made on Students' Union credit cards.

### **5.08 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 Assistant (Managers), who shall complete the appropriate form.
- d) 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.
- e) 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.
- f) 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).

### **5.09 Invoicing External Organizations**

- a) 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.
- b) 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.
- 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. The aged accounts receivable listing is available through the Administrative Assistant (Managers) and the Accounting Clerk (Receivables).

### **5.10 Variance Reports**

- a) 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).
- b) The statements must be reviewed, and all significant variances (in excess of  $\pm 5\%$ ) between actual and budgeted amounts explained to the Assistant Manager (Finance & Administration) within four (4) 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 the Vice President (Operations & Finance) or 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 as requested.

### **5.11 Cheque Signatories**

- a) Only the following individuals have cheque signing authority:

#### **Executive**

- i. President
- ii. Vice President (Operations & Finance)
- iii. Vice President (External Affairs)

#### **Management**

- iv. General Manager
- v. Senior Manager (Finance & Administration)
- vi. 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 Senior Manager (Finance & Administration).

### **5.12 Price Adjustments**

- a) 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.

### **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 Internal PR**

- a) Every department head shall use his/her own discretion when expensing something to their respective Internal PR budget.
- b) The Vice President (Operations & Finance) shall have the authority to invoice the department head any inappropriate use of the Internal PR budget.
  - i. Inappropriate use of Internal PR shall include, but is not limited to, the purchase of alcohol.

- c) 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.
- d) All expenses for Internal PR must be budgeted.

### **5.15 Volunteer PR**

- a) A volunteer is any member of a Students' Union service or of a Students' Union board/committee (councilor or student-at-large member) who is not paid a salary or an honoraria.
- b) 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.
- c) 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.
- d) The Vice President (Operations & Finance) shall have the authority to invoice the department head any inappropriate use of the Volunteer PR budget.
  - i. Inappropriate use of Volunteer PR shall include, but is not limited to, the purchase of alcohol.
- e) All expenses for Volunteer PR must be budgeted.

### **5.16 Sponsorship**

- a) A Sponsorship Committee shall be established and shall consist of the following individuals:
  - i. Vice President (Operations & Finance),
  - ii. Vice President (Student Life),
  - iii. General Manager,
  - iv. Senior Manager (Finance & Administration),
  - v. Senior Manager (Marketing & Communications),
  - vi. Senior Manager (Programming & Venues),
  - vii. Senior Manager (Student Services),
  - viii. Sponsorship Coordinator

- b) Sponsorship should be coordinated based primarily on organizational objectives. Any transaction within the Students' Union dealing with more than one department should be coordinated through the Sponsorship Committee.
- c) When possible, a sponsorship plan shall be developed at the beginning of each fiscal year.
- d) Individual Students' Union services and departments can seek sponsorship over and above monies budgeted, but for purposes of credibility, requests for sponsorship need to be pre-approved by the Vice President (Operations & Finance).
- e) Pre-approval and Letter of Agreement
  - i. As well, a written Letter of Agreement between the Students' Union and the sponsor needs to be submitted, approved, and signed by both the respective director or manager, and the Vice President (Operations & Finance) prior to finalizing the Agreement
  - ii. A specific date shall be outlined which shall identify the length of time that the sponsor shall be recognized as a sponsor of the service or department. This shall be outlined in the Letter of Agreement.
- f) Administration of Requests & Transactions
  - i. All requests and transactions shall be reviewed by the Vice President (Operations & Finance), Senior Manager (Finance & Administration), and the Sponsorship Committee. All completed transactions shall be forwarded to the Budget and Finance Committee as information items.
  - ii. All donations, gifts in kind, and etcetera shall be represented in the affected department's budget, to ensure cost effectiveness is maintained.
  - iii. A master list of sponsors shall be maintained by the Sponsorship Coordinator. This list shall be updated on a yearly basis.

### **5.17 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: SUBtitles, 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.

### **5.18 Accounts Receivable**

- a) Departments that generate an invoice request to accounting shall be required to keep a copy of that invoice for follow-up (see [§5.09\(b\)](#)).

- b) 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.
- c) 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.

### **5.19 Faculty Association & Campus Association Finances**

- a) 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.
- b) 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.
- c) 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.
- d) 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.



- 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

The University sends supporting enrollment numbers to the Students' Union within one week of disbursement of fees.

- f) 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.
- g) 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.

## **5.20 Gratuity**

- a) 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.
- b) The Students' Union shall not reimburse and individual an amount in excess of the allowance stated in §5.20(a).
- c) The Vice President (Operations & Finance) shall have the authority to invoice the holder of a credit card for any amount in excess of the allowance stated in §5.20(a).
- d) 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 §5.20(a).

## **6.0 Equipment & Supplies**

### **6.00 Introduction**

The following policies outline Students' Union procedure relating to capital equipment and supplies. Topics include procurement, disposal, rental, and usage of equipment and supplies.

### **6.01 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) The purchase shall be made using proper purchasing procedures, as outlined in [§5.0](#).

### **6.02 Procurement**

- a) 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 recyclable waste /or recyclable content. To this end the Students' Union shall:
  - i. 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.
  - ii. Purchase, whenever possible and feasible, from suppliers that provide environmentally friendly products and services or suppliers that are environmentally sensitive in their daily operations.
  - iii. 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.
  - iv. 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.

- v. 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.

### **6.03 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 senior 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 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.

### **6.04 Losses & Destructions**

- a) 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.
- 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.

### **6.05 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 §6.05(a) above.

- c) 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.
- d) 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 paycheck.
- e) 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.

### **6.06 Equipment Rentals**

- a) Equipment may be rented to groups or individuals who have booked space in the Students' Union, following the appropriate procedure outlined in [§2.15](#).
- b) Rental rates shall be set by the Executive Committee.
- c) 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 time of booking.
- d) Equipment rented from the Students' Union cannot leave the Students' Union Building, due to damage and insurance concerns.

### **6.07 Office Supplies**

- a) 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.
- 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 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.
- d) All orders require the authorization of the department head in order to be processed.

- e) Rush orders can be filled, but only under extenuating circumstances.
- f) Whenever possible, practical, and feasible, items shall be reused and recycled.

### **6.08 Computers & Lights**

- a) When possible, employees shall turn off the lights in workspaces when not in use.
- b) Computers that are designated to a specific employee shall be turned completely off when not in use for more than two hours.

### **6.09 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) Under normal circumstances, the group is responsible for all costs incurred relating to installation, use and removal of their telephone.
- c) Groups shall be billed individually on a monthly basis for telephone use by the Students' Union accounting department.
- d) 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).
- e) Personal long distance calls shall be permitted, provided a record of the calls is made, and is submitted to the Students' Union accounting department.
- f) The Students' Union accepts no responsibility for bills incurred by use or misuse of the line.

### **6.10 Fax & Photocopier Use**

- a) 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.
  - i. Personal long distance faxes are charged \$0.50 per page and must be paid to the Administrative Assistant (Managers).

- b) The photocopier shall be programmed with access codes for each department of the Students' Union. An employee using the photocopier must enter the number of the department to which the cost should be charged.
- c) Employees using the Students' Union photocopier shall double side all photocopies whenever possible and feasible.

### **6.11 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 program. The following factors shall be taken into consideration when determining eligibility:
  - i. whether the employee has adequate financial resources to fulfill their commitment to the Students' Union;
  - ii. whether the application serves the larger purpose of the program; and
  - iii. whether the financial considerations and risk pose concerns for the Students' Union.
- b) Applications for access into the program shall be considered and approved by the Vice President (Operations & Finance) or the Senior Manager (Finance & Administration).
- c) A repayment schedule shall be determined in consultation with the Senior Manager (Finance & Administration). The requirements for repayment are as follows:
  - i. The repayment period shall not exceed the remaining portion of the employee's contract (for term employees) or one year, whichever is shorter;
  - ii. 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 15<sup>th</sup> day of the last month of their contract must be less than the amount, after deductions, of their final paycheque.
- d) 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).

- i. 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 Manager, who shall start payroll deductions.
  - ii. The Senior Manager (Finance & Administration) shall issue a purchase order (see [§5.05](#)) on the amount quoted for the computer equipment.
  - iii. The employee shall take the purchase order to the computer supplier.
  - iv. Once the computer is selected, the invoice shall be turned in to the Senior Manager (Finance & Administration) for payment.
- 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, either take possession of the computer or deduct the outstanding balance from the employee's final paycheck.
- g) 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.
- h) 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.