



## POLICY 5.03

### HUMAN RESOURCE MANAGEMENT

#### *Staff Management*

#### **POLICY INTENT**

This policy outlines the general principles governing the management of Athabasca University Students' Union (AUSU) employees.

#### **POLICY**

- 5.03.01 In all personnel issues, Council, Executive, and Staff must consider relevant provincial employment standards, and take all reasonable measures to protect employee privacy.

#### **General Responsibility**

- 5.03.02 Primary responsibility for personnel administration rests with the Executive Committee, with the day-to-day management of staff delegated to the Executive Director.
- 5.03.03 The Executive Director shall ensure all employees fill out the appropriate forms for provincial and federal taxation at the commencement of employment, and for the beginning of every calendar year.
- 5.03.04 Every position with AUSU shall have a job specification and an employment agreement.

#### **Job Specifications**

- 5.03.05 The amount of detail contained in the job specification shall be appropriate to the level of the position. Each specification shall contain the following:
- a. title;
  - b. type of position;
  - c. job summary;
  - d. duties and responsibilities; and
  - e. qualifications required.

#### **Employment Agreements**

- 5.03.06 The employment agreement shall be customized to the length and type of position, but should contain at minimum:
- a. hire date and duration;
  - b. the job specification;
  - c. location of work;
  - d. details of remuneration;
  - e. hours of work;

- f. details of employee benefits;
- g. a confidentiality clause;
- h. eligible leaves;
- i. termination and notice clauses; and
- j. a conflict of interest and bias clause.

5.03.07 Two copies of the signed employment agreement shall be made available: one for the employee's personnel file and one for the employee. An electronic copy of the agreement shall be made available to the Executive Councillors.

### **Probationary Period**

5.03.08 A minimum probationary period of three (3) months shall apply to all permanent employees and may apply to other types of employees.

5.03.09 During the probationary period, the Executive Director or employee may terminate the employment without notice or cause. In the case of the Executive Director, termination must be made by motion of council.

5.03.10 Prior to the end of the probationary period, the employees' performance shall be reviewed and discussed with the employee and a decision will be made by the Executive Director to terminate employment, extend the probation, continue employment under the current agreement, or amend the agreement. In the case of the Executive Director, any decision other than continuing employment under the current agreement will be made by motion of Council following the recommendation of the Executive Committee.

### **Staff Orientation**

5.03.11 All new employees shall be referred to the AUSU policies and bylaws, confidentiality requirements, and any relevant staff manuals.

### **Employee Reviews**

5.03.12 All AUSU employees shall have an annual performance review after each year of employment.

5.03.13 Reviews will be conducted by the Executive Director, and may include consultation with any member of the Executive Committee, Council, Staff, or other individual who has regular or significant interaction with the employee with respect to their duties of employment.

5.03.14 Reviews of the Executive Director shall be completed annually by the Executive Committee prior to the changeover of the Executive Councillors and may include consultation with any member of Council, Staff, or other individual who has regular or significant interaction with the employee with respect to their duties of employment.

5.03.15 At the time of the annual review, both the employee and the Executive Director shall review the employment agreement and job specification.

5.03.16 The process used and the level of detail of the review shall depend on the level of responsibility of the position. All employees holding similar positions shall be reviewed according to the same procedure.

5.03.17 Performance reviews for all employees shall be kept on file in accordance with AUSU Policy 4.03 Records Management.

### **Remuneration**

5.03.18 Remuneration for each employee will be set in their employment agreement and reviewed in conjunction with any annual performance review.

5.03.19 When setting remuneration, every effort shall be made to ensure wages adequately reflect labour market averages for the skill set, hours of work, and the wages provided by similar organizations to AUSU.

5.03.20 AUSU may increase remuneration based on employee performance, changes to the job role or employee qualifications, and labour market conditions.

5.03.21 Any changes in remuneration must be reported to the president.

### **Overtime**

5.03.22 AUSU provides time-in-lieu for all employees for hours worked beyond their contracted weekly hours as defined in their employment agreement.

### **Leaves**

5.03.23 Employees shall be entitled to a day off with pay for all days on which Athabasca University (AU) or AUSU is closed if the employee would normally be scheduled to work that day.

5.03.24 Vacation:

- a. vacations for all employees shall be detailed in the employment agreement;
- b. vacation may be requested as it is accrued;
- c. vacation leave requests should be submitted to the Executive Director, no less than two weeks in advance; and
- d. should generally not be approved more than two weeks at a time in normal circumstances.

5.03.25 Personal/Sick Leave time:

- a. the amount of personal/sick leave time shall be detailed in individual employment agreements;
- b. personal/sick leave time is renewed on the anniversary of the hire date; and
- c. unused personal/sick leave days do not carry forward to the following year, nor are they eligible for wages if the employee terminates employment with flex days remaining.

5.03.26 Employees may receive other leave as detailed in their employment agreement.

5.03.27 Employee leave shall be tracked by the Executive Director and made available to the Executive Committee or Council as requested.

#### **Extension of Temporary Term**

5.03.28 If required, the Executive Committee may choose to extend the initial term of employment of a temporary employee by up to six (6) months.

5.03.29 Temporary employees who are considered for permanent positions may be subject to further interviews, reference or skills checks, or any other process typical for permanent hiring processes.

#### **Council Eligibility**

5.03.30 AUSU employees may not serve as elected members of council. Employees may be included on any AUSU committee as a non-voting member to provide support and assistance.

5.03.31 An employee or former employee may not serve as an AUSU councillor for two (2) years after ceasing to be an employee of AUSU.

### **RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS**

#### **This Policy References**

Policy 4.03 Records Management

#### **This Policy is Referenced by**

None

#### **POLICY RESPONSIBILITY**

Executive

#### **POLICY HISTORY**

Original Approval Date: September 26, 2005

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