



POLICY AND PROCEDURE MANUAL

POLICY 13 – PART-TIME STAFF EMPLOYMENT

Policy Intent

This policy outlines the parameters pertaining to part-time staff members and their terms of employment with the Humber Students' Federation (HSF).

Part-Time Staff Definition

Part-time staff of the HSF are defined by the following job titles: Customer Service Representatives (CSRs), Games Room Attendants, Student Centre Staff, Events Assistants, Office Assistants, Promotional Banner Designers, Graphic Designers, Public Relations Staff, Humber Life Staff and Posting Clerks. For specific details on each of these job titles, please refer to the individual job descriptions.

HSF Executives and Directors are not permitted to hold part-time positions within the HSF during their term of office. This will remove the possibility of conflicts of interest arising and provides an opportunity for a greater number of students to participate in the HSF.

Program Representatives may hold part-time positions within the HSF provided that no clear conflict of interest exists between the respective Program Representative and their role as a part-time staff member.

Part-Time Staff Accountability

Part-time staff members are expected to demonstrate the skills and professionalism expected of the position they are hired for at all times. Part-time staff must realize that their actions represent the HSF as an organization and, as a result, should strive to make every student interaction a positive experience. Part-time staff members are expected to arrive on time for all work-related responsibilities and to be in suitable attire to perform their expected job function.

Part-time staff members will report to specific supervisors, depending upon the employee's job title. It is the responsibility of each part-time staff member to know who their supervisor is and to ensure they have the appropriate contact information for their supervisor. In instances of sickness or emergency that will require a part-time employee's absence from work, part-time

staff members are expected to arrange for their scheduled shift to be covered *before* contacting their respective supervisor to arrange for their impending absence.

In all instances, the supervisor will evaluate the part-time employee's work performance, suggest opportunities for improvement, deliver praise for demonstrating capability and administer disciplinary action(s) as required.

Part Time Staff Disciplinary Action(s)

Part-time staff members who do not meet the expectations of employment as described by their immediate supervisor or the management of the HSF will be subject to disciplinary action. Disciplinary action will occur in three tiers. Please note that the HSF reserves the right to terminate a part-time staff member at any point without advance notice or to proceed to any level of disciplinary action as deemed appropriate.

Disciplinary Action #1: Part-time staff members found to be in breach of conduct will be reprimanded through a verbal warning. This can occur via the employee's immediate supervisor or through the management of the HSF. A verbal warning will be delivered with an explanation of what is wrong with the employee's conduct and what the employee can do to improve or avoid a similar situation from arising.

Disciplinary Action #2: Part-time staff members found to be in breach of conduct will be reprimanded through a written warning. A written warning will detail the action(s) that led to a written warning being issued and the corrective action(s) required to avoid dismissal. The part-time employee and the employee's supervisor will sign a written warning. This document is then kept with the employee's file and a copy will be offered to the employee for their personal records. This document will serve as final notice to the employee that future incidences requiring disciplinary action(s) will be met with dismissal.

Disciplinary Action #3: Part-time staff found to be in serious breach of conduct will be subject to immediate dismissal. This includes instances such as, but not limited to: theft, gross negligence, prejudice and/or blatant insubordination. Employee's subject to this disciplinary level will be released of employment responsibilities immediately and will not be able to pursue future employment with the HSF.

All part-time HSF employees will be subject to the disciplinary action process set out above for the following (in no particular order):

- **Breach of HSF policies and procedures**
- **Excessive lateness or absenteeism**
- **Falsification of timekeeping records**
- **Fighting or threatening violence**
- **Insubordination or disrespectful conduct or use of language**
- **Negligence or improper conduct leading to damage**

- **Sexual or other unlawful or unwelcome harassment/behaviour**
- **Theft of any kind from HSF**
- **Unauthorized absence from work station**
- **Unauthorized disclosure of confidential information**
- **Unauthorized use of telephones, email system or other HSF equipment**
- **Unsatisfactory performance or conduct**
- **Violation of health and safety rules**
- **Violation of personnel policies**
- **Working under the influence of alcohol or illegal drugs**

In instances where the part-time employee wishes to dispute the disciplinary action(s) taken by their supervisor, the employee can express this in a written letter to the HSF Executive Director, no longer than five (5) business days after the part-time employee's date of dismissal, and the HSF Executive Director will arrange to meet with the part-time employee, the HSF President and the employee's immediate supervisor.