



POLICY AND PROCEDURE MANUAL

POLICY 4A – Human Resource Management

Executives

Policy Intent

The intent of this policy is to provide the necessary guidelines, practices, and expectations for elected Executives of the Humber Students' Federation (HSF). The Executives of the HSF are expected to understand and conform to this policy.

This policy is based upon the amalgamation of the Human Resources Policies and Procedures Manual for Humber ITAL, the Employment Standards Act, and the operating practices of the HSF. The HSF will adhere to the Ontario Human Rights Code including but not limited to discrimination and harassment.

Policy Definitions

Employee – Refers to all full-time permanent employees working for 9 or 12 months for the Humber Students' Federation.

Executive – Refers to the President, Vice President Campus Life North, Vice President Campus Life Lakeshore, Vice President Campus Life Orangeville, Vice President Administration North, Vice President Administration Lakeshore and Vice President Administration Orangeville working full- or part-time for the Humber Students' Federation.

Position – Refers to all full-time employment positions.

Official HSF Business – The definition of ***official HSF business***, outside of regular office hours, can be identified as HSF approved conferences, training, seminars, HSF Board of Directors meetings, and Humber College Committee meetings.

Code of Ethics

The Code of Ethics of Humber ITAL is outlined in the HSF Constitution, and is supported by the HSF.

Executive Position Classifications and Definitions

Full-Time President Position – A Humber ITAL, or University of Guelph-Humber (GH) student, duly elected in accordance with the HSF Constitution, who is employed by the HSF and qualifies to work on a full-time basis for the entire term of office (12 months) with a salary based on a maximum of 35 hours per week. The full-time President position is entitled to the ***Support Staff Benefits Package*** after completing the standard waiting period.

Part-Time President Position – A Humber ITAL or University of Guelph-Humber (GH) student, duly elected or appointed, in accordance with the HSF Constitution, who is employed by the HSF on a full-time basis for the summer semester with a salary based on a maximum of 35 hours per week. The President qualifies to work on a part-time basis for the fall and/or winter semesters with a salary based on a maximum of 24 hours per week. The ***Support Staff Benefits Package*** will only be available during the full-time employment period and after the standard waiting period expires.

Vice President Positions (Administration and Campus Life) – A Humber ITAL or University of Guelph-Humber (GH) student, duly elected or appointed in accordance with HSF Constitution, who is employed by the HSF on a full-time basis for the summer semester with a salary based on a maximum of 35 hours per week, and on a part time basis for the fall and winter semesters with a salary based on a maximum of 20 hours per week.

Executive Bi-Annual Salary Review

The purpose of the salary review is to maintain levels of compensation that are internally equitable, externally competitive, and financially feasible. Every two years, after the closing of the Fall Executive nominations, a committee shall conduct a study to review the rates of pay for the Executives. The committee shall consist of two HSF Directors at large from each campus and the Executive Director. The study will include a variety of data, such as: student government executive salaries at comparable institutions with similar responsibilities, cost of living increases, previous wage increases, and the reasonableness and feasibility of the raise. A documented proposal must be presented to the Board of Directors and a motion to ratify the rate of pay requires a 2/3-majority vote of the Board.

Executive Payroll Procedure

The Humber ITAL payroll department shall pay wages and salaries in accordance with the by-annual salary review as determined by the Board of Directors. Paydays shall be every second Friday, except when that day is a holiday, in which case payday will be Thursday. Executives will receive their first pay deposit after their initial four (4) weeks of work, and will remain on a two (2) week pay lag system throughout their term.

Executive Vacancies

Executive vacancies may occur in accordance with the HSF Constitution.

Executive Selection/Appointment

During an Executive meeting held *prior to June 30th*, the following procedure shall be followed to predetermine the Vice President who shall become President in the event of a vacancy of the President. The Executive Director shall act as the Chairperson and Secretary for the agenda item relating to the appointment. A general discussion will occur surrounding the rationale and the responsibilities. The Vice Presidents will declare their individual interests and/or concerns. Nominations may be forwarded by either the individual Vice President or another Executive member. A vote must take place and may be done either by secret ballot or by a straw poll (show of hands). In the event that no one accepts a nomination, or in the case of a tie vote, the Vice President Administration Lakeshore will assume the role of the President. The minutes of the meeting must clearly state the outcome of the vacancy vote and name the individual determined for the role.

Executive Attendance

All Executive members are accountable to the Board of Directors, through the Executive Director, for their attendance. Executives are expected to be on time to start each workday. This includes responsibilities that occur outside of the work place.

Executives may sign in and out on the daily attendance log sheet at the respective office of which they are affiliated or they may submit hours in a method previously approved by the Executive Director. Executives who do not submit their hours will have their weekly hours corrected at the discretion of the Executive Director.

The Executive Director will maintain a report that details the hours worked by each Executive, the amount of lieu time due to each Executive, and the respective vacation, sick, and personal time (if applicable) each Executive is entitled to. This information will be available to Board members and respective Executives upon request to the Executive Director.

Executive Late Arrival

Executives must call the Executive Director and leave a message prior to 8:30 a.m., or as early as realistically possible, to notify of a late arrival. The message must include the intended arrival time and a brief explanation for the lateness. In the case of the Executive Director being absent or on vacation, notification of late arrival should be given to the President.

In the absence of both the Executive Director and the President, Vice Presidents must notify their respective campus customer service representative attending the front desk of any pending late arrival.

Executive Absenteeism

Executives must call the Executive Director and leave a message prior to 8:30 a.m., or as realistically possible, to notify of an absence. The message must include the explanation for absenteeism. This procedure must be followed each day the Executive will be absent. In the case of the Executive Director being absent or on vacation, notification of absenteeism should be given to the President.

In the absence of both the Executive Director and the President, Vice Presidents must notify their respective campus customer service representative attending the front desk of any anticipated absenteeism.

Executive Hours of Work

When Executives are required to work thirty-five hours per week, such persons are required to work a seven-hour day, excluding lunch breaks and including breaks. This means observing the following schedule:

HSF Office Hours of Operation: 8:30 a.m. to 4:30 p.m.

Summer Hours extend from the start of May to the end of August. **Summer Hours** require Executives to work thirty-five hours per week; such persons are required to work a seven and one half-hour day from Monday to Thursday and a five hour day on Friday. This means observing the following schedule:

Monday – Thursday	8:30 a.m. to 4:30 p.m. (1/2 hour lunch daily)
Friday	8:30 a.m. to 1:30 p.m. (no lunch)

When Executives are mandated to work twenty hours per week, such persons are required to work a **minimum of ten hours** at the respective campus during the following schedules:

HSF Office Hours of Operation: 8:30 a.m. to 4:30 p.m.

Each Executive will establish and display a schedule of office hours and class times on their door by the second Monday of each the fall and winter semesters. Each Executive has the freedom to set their own office hours, give the provisions above, and must observe these hours as accurately as possible in order to provide predictable accessibility by the students of Humber ITAL to each Executive.

Executive Lunch Breaks

When taking a lunch break, all Executives must sign in and out on the daily attendance log sheet. Should an Executive elect not to take a lunch break, it should be duly noted on the daily attendance log sheet.

Executive Overtime

In some instances, an Executive may be required to start work earlier or to work later than their regular schedules due to circumstantial events. When possible, the observed office hours should be adjusted to accommodate any such activity as to **not** accumulate lieu time. When this is not possible, the Executives are in a position to accumulate a reasonable amount of lieu time (see **Executive Lieu Time**) related to the event that required an early start, or late end, to the workday.

Executive Lieu Time

Lieu time shall be the only method of compensation for overtime worked by the Executives. Executives who complete overtime and are entitled to lieu time will have the lieu time verified by their respective full-time designate: In the case of the Vice Presidents Campus Life, the designate will be the Programming Director; in the case of the Vice Presidents Administration and the President, the designate will be the Executive Director/Business Manager.

In terms of the Vice Presidents, the maximum amount of lieu time to be accumulated by the Executives will be to a maximum of one hundred (100) hours over the Executives' term of office.

In terms of the President, the limit on the amount of lieu time that may be accumulated is one hundred and seventy-five (175) hours during their respective term of office.

Executives may use lieu time in one of two ways:

- 1) Executives may request time off using lieu time they have accumulated. In this case, Executives are entitled to par value in term of the lieu time they have accumulated. Executives must ensure that appropriate levels of coverage are maintained when requesting lieu time off. All lieu time requests must be forwarded to the Executive Director/Business Manager for administrative recording. No reasonable request will be denied.

- 2) On an annual basis, at the end of the term of office, Executives may have any remaining lieu time they have accumulated paid out to them. This will be done by dividing the respective Executives' total number of lieu hours into blocks of twenty (20) hours, or thirty-five (35) hours in the case of the President, and the pay out based on the corresponding percentage of value assigned to each block of lieu time. In the case of the Vice Presidents, the hourly rate that will be applied is the rate paid during the 20-hour per week period (September to April):

Vice Presidents' Lieu Time Payment Schedule:

Lieu hours 0 to 20	Lieu hours 21 to 40	Lieu hours 41 to 60	Lieu hours 61 to 80	Lieu hours 81 to 100
100% of hourly rate	80% of hourly rate	60% of hourly rate	40% of hourly rate	20% of hourly rate

President's Lieu Time Payment Schedule:

Lieu hours 0 to 35	Lieu hours 36 to 70	Lieu hours 71 to 105	Lieu hours 106 to 140	Lieu hours 141 to 175
100% of hourly rate	80% of hourly rate	60% of hourly rate	40% of hourly rate	20% of hourly rate

Exhibit 1: Lieu Time Payment Example

For illustrative purposes an example is provided:

J. Barlow, an HSF Vice President, is paid \$15.00 per hour during the 20-hour per week period and has accumulated 46 hours of lieu time at the end of their respective term of office and has request to have their lieu time paid out on April 30. J. Barlow will be paid:

$$\text{Total Payment} = 20 \text{ hours} * (\$15.00) + 20 \text{ hours} * (80\% * \$15.00) + 6 \text{ hours} * (60\% * \$15.00)$$

In this instance, the total payment would equal \$594.00.

Executive Personal Time

A Full-Time President shall be allowed up to twelve (12) hours of paid personal time for twelve (12) months of work. Personal business requests include, but are not limited to, such occurrences as doctor, dental, or chiropractor appointments. Whenever possible, appointments should be scheduled as close to the beginning or end of the day as possible. The President must notify the Executive Director/Business Manager when taking personal time for administrative notation purposes. Vice Presidents are not entitled to personal time.

Personal hours are non-cumulative from year to year.

Executive Sick Days

A Full Time President shall be allowed up to eight (8) days of paid sick leave for twelve (12) months of work and a Part Time President and Vice Presidents shall be allowed up to five (5) days of paid sick leave for (12) months of work. Executives must notify the Executive Director/Business Manager in accordance with the **Executive Absenteeism** section of this policy as outlined above.

Sick days are non-cumulative from year to year.

Executive Vacation

The vacation year is May 1st through April 30th of the following year. A Full-Time President shall be granted fifteen (15) vacation days with pay. A Part-Time President and the Vice Presidents shall be granted ten (10) vacation days with pay. Notice of intent to take vacation time must be sent, via email, to the Executive Director/Business Manager. In granting vacation time, the Executive Director/Business Manager will assess responsibilities and Executive coverage prior to authorizing vacation requests. No reasonable request shall be denied.

Vacation days are non-cumulative from year to year.

Sudden Serious Illness and Bereavement Leave

A Full Time President is allowed up to a maximum of five (5) days leave, with pay, in the event of the death, or serious illness, of the following family members:

- Parent, Child, Step-Parent
- Grandparent, Grandchild
- Spouse, Common-Law Partner
- Sibling
- In-Laws

A Full-Time President must inform the Executive Director/Business Manager when taking leave for sudden serious illness or bereavement. The Board of Directors may give consideration for leave, with pay, beyond the allocated five (5) days for the sudden serious illness or death of a parent, spouse, or child.

Vice Presidents are not extended this entitlement, however, should Vice Presidents be subject to an incident involving the sudden serious illness or death of the aforementioned family members, consideration will be extended to Vice Presidents' upon their request.

Executive Removal from Office

An Executive will be automatically removed from their responsibilities, as stated in the HSF Constitution, should they no longer meet the eligibility requirements.

An Executive may also be removed from their responsibilities as stated in the HSF Constitution, and in accordance with the Referendum Policy included in the Policy and Procedure Manual.