

Arts and Science Undergraduate Society of Queen's University

Human Resources Policy



Responsibility:	Governance Officer & HR Officer
Approved by:	Advisory Board
Date of last revision:	11-08-2023

Guiding Principles

The ASUS shall act in full compliance with the *Ontario Human Rights Code* and the Charter of Rights and Freedoms and thus shall not discriminate between applicants on the grounds of race, gender identity, gender expression, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, religion, and physical ability.

The ASUS shall seek to offer opportunities to as many different Arts and Science students as possible while not compromising the general welfare or integrity of its operations. The ASUS values individual differences, respects individual needs, and supports accessibility, diversity, and fairness in its treatment of all employees and volunteers.

The ASUS shall seek to provide opportunities to students who are progressing towards the attainment of their degree and are in good academic standing.

The ASUS seeks to provide opportunities for ASUS members to develop a wide range of employment skills and experiences and strives to enforce an up-and-out policy of employment. Thus, prior experience shall not be a prerequisite for any ASUS position. Where two or more applicants are deemed equally qualified, the position will be granted to the candidate(s) with less prior experiences.

The ASUS shall strive to maintain a positive, inclusive, and safe working environment. All matters expressed in confidence should remain in confidence indefinitely.

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PART 1: DEFINITIONS

SECTION 1 | DEFINITIONS

1.01.01

The Faculty of Arts and Science of Queen's University at Kingston shall hereinafter be referred to as the Faculty of Arts and Science.

1.01.02

Good academic standing as defined by the Faculty of Arts and Science shall be any student with a cumulative grade-point-average (CGPA) higher than 1.6. This shall be used as a measurement to determine applicant eligibility. Hereinafter referred to as, good academic standing.

1.01.03

The Alma Mater Society of Queen's University shall hereinafter be referred to as the AMS.

1.01.04

The Arts & Science Undergraduate Society of Queen's University shall hereinafter be referred to as the ASUS.

1.01.05

The Arts & Science Undergraduate Society Assembly of Elected Representatives shall hereinafter be referred to as the Assembly.

1.01.06

The President, the Vice President (Society Affairs), and the Vice President (Operations) of the Arts & Science Undergraduate Society shall hereinafter be referred to as the Executive.

1.01.07

All members of the Council of the Arts & Science Undergraduate Society including the ASUS President, the Vice President (Society Affairs), the Vice President (Operations), the Academics Commissioner, the Community Outreach Commissioner, the Equity Commissioner, the Governance Officer, the Human Resources Officer, the Marketing and Communications Officer, the Services Commissioner, and the Head Gael shall hereinafter be referred to as senior volunteers.

1.01.08

The ASUS staff consists of any employee or volunteer who fulfils either part-time or full-time commitments to the ASUS shall hereinafter referred to as staff.

1.01.09

An employee is anyone who has been hired under the ASUS in a salaried position, specifically ASUS Council, Orientation staff, ASUS Camps staff, ASUS receptionists, and

the General Manager shall hereinafter be referred to as an employee.

1.01.10

Volunteer consists of any student hired under the ASUS who fulfills part-time duties and is either paid in an honorarium or unpaid for their commitment.

1.01.11

Termination with cause occurs when a volunteer or employee has been terminated because of a serious act, or acts, of misconduct.

1.01.12

Termination without cause occurs when the employer chooses to exercise the right to end the employment without reason.

1.01.13

A statement of notification occurs when an employee has either resigned from their position or has been dismissed. In this situation, the Executive releases a statement of notification either verbally or in writing, notifying the Arts and Science community of the resignation or dismissal.

PART 2: CONFIDENTIALITY

SECTION 1 | PERFORMANCE RECORDS

2.01.01

Employee and volunteer records including performance evaluations, contracts, confidentiality agreements, and all information relating to demerits and other disciplinary action shall be maintained by the Human Resources Officer. The Executive shall have access to all records relating to all performance evaluations and all information relating to demerits and other disciplinary action, with the exception of themselves.

SECTION 2 | ACCESS AND VIEWING

2.01.02

All employment records shall be retained for a minimum of 7 academic years including the year when an individual completes their respective position.

2.01.03

All employees and volunteers may review the contents of their personnel files in their supervisor's office only on submission of a written request or previous arrangement with the supervisor. Former employees and volunteers may do the same in the Human Resources Office, upon submission of a written request or previous arrangement with the Human Resources Officer.

2.01.04

Employees and volunteers may request a copy of their contract or any disciplinary documents from the Human Resources Officer.

2.01.05

Any release of these confidential records, other than as described in this policy, shall require authorization from the Advisory Board.

2.01.06

All Employees must only use ASUS accounts for tasks within their portfolio. All Employees must log out of these accounts at the end of their term.

SECTION 3 | HIRING PANELS

2.01.06

All individuals that are selected or appointed to sit on hiring panels are to keep all information given to them explicitly confidential. Further hiring panel stipulations include:

- i) Any individual that supervises other employees and/or volunteers shall be required to sign a confidentiality and non-disclosure agreement at the beginning of their term.
- ii) All individuals that are elected or appointed to sit on Society hiring panels will be required to sign a confidentiality waiver for the panel they are selected to sit on.
- iii) All hiring panels must consist of a minimum of two people
- iv) If the hiring panel consists of two members, the hiring decision must be unanimous. If the hiring panel consists of three or more members, the hiring decision will be based on a majority vote.

PART 3: HIRING

SECTION 1 | ELIGIBILITY

3.01.01

All positions designated as 'Work Study' shall only be accessible to students who qualify as work-study applicants as approved by Career Services of Queen's University.

3.01.02

All successful applicants must be in good academic standing with the Faculty of Arts and Science, not on academic probation, as outlined by the Faculty Regulations on Academic Standing.

3.01.03

All positions must be filled by current undergraduate students at Queen's University.

3.03.04

All remunerated positions must be filled by individuals who are legally entitled to work in Canada and have a valid Social Insurance Number throughout the duration of employment.

3.01.04

Applicants planning to be on exchange during their potential term must inform the hiring panel during the interview.

3.01.05

All positions within ASUS shall be eligible to all students of any undergraduate society with the exception of salaried positions and positions that receive an honoraria which must be filled by undergraduate students in the faculty of Arts and Science, Computer Science, Concurrent Education and Physical Health Education & Kinesiology Students.

3.01.06

Applicants are to have paid the mandatory Arts and Science Undergraduate Society Membership Fee in order to be eligible for any remunerated positions.

3.01.07

Should an applicant be unable to meet these requirements, an exception may be granted on the permission of a direct supervisor in consultation with the Executive.

3.01.08

No individual is eligible to hold the same position concurrently for two terms (exclusions apply to committee members, ASUS Camp Counsellors, and some volunteers), except in cases of lack of applicants and extenuating circumstances.

3.01.09

The ASUS should strive to ensure a minimum of 70 percent turnover annually, on eligible positions.

SECTION 2 | HIRING TIMELINES

3.02.01

The ASUS Council shall open no later than one (1) week after the election of the Executive. The following positions will open:

- i. Academics Commissioner

- ii. Services Commissioner
- iii. Equity Commissioner
- iv. Community Outreach Commissioner
- v. Human Resources Officer
- vi. Governance Officer
- vii. Marketing and Communications Officer

3.02.02

Deputy, Director and Chair application shall open no later than one (1) week after council has been hired.

3.02.03

All fall semester hiring, with the exception of those who have conducted summer hiring, shall open one week prior to the first week of classes and close no later than week three (3) of the fall term. All winter semester hiring shall open week one (1) of classes and close no later than week three (3) of the winter term.

3.02.04

The Head Gael is to be selected before the sixth week of classes in the Fall semester.

3.02.05

The Orientation Chairs shall be selected before the end of the tenth week of classes in the Fall semester.

3.02.05

All hiring timelines are subject to change due to extenuating circumstances.

SECTION 3 | RECRUITMENT AND APPLICATION PROCESS

3.03.01

Pre-Recruitment Procedures policy shall be as follows:

- i) Prior to filling the position in question, the Human Resources Officer shall review the position to ensure that it is accurate and viable, as outlined in the job description.
- ii) Any changes to any positions should be made prior to the hiring process. Changes to any position occurring during the term of the position will require approval from the ASUS Human Resources Officer to administer a change.

- iii) An updated job description and transition manual shall be made available to applicants through the Human Resources Officer.
- iv) The Hiring Panel shall establish the criteria to be used in hiring individuals for the position in the upcoming term and familiarize themselves with it before the interview process. These criteria, along with application and interview questions will be sent to the Human Resources Officer or Human Resources Director of Workforce Development for approval at least 48 hours before the first interview has been scheduled to take place.
- v) All members of the Hiring Panel shall familiarize themselves with the work of the position for which they are hiring.
- vi) Whenever possible, efforts should be taken to have Hiring Panels with a minimum of three and a maximum of five members. When there is only one interviewee the Hiring Panel shall not exceed four members, with the exception of Orientation Week and ASUS Camps.
- vii) The Hiring Panel will maintain the same individuals for all interviewees unless extenuating circumstances prevent a panel member from being present.

3.03.02

All positions shall be suitably advertised on various platforms and in various accessible formats, a minimum of one week in advance to the position closing date.

3.03.03

The ASUS Human Resources Officer and Talent Acquisition Deputy are responsible for contacting and advertising all available positions within ASUS at the beginning of each hiring period. The ASUS Human Resource Office will be responsible for contacting. Concurrent Education Students' Association, Physical Education & Kinesiology Students' Association, Computing Students' Association, Four Directions Indigenous Student Centre, the International Centre, the Accessibility Office, and any other groups deemed necessary. The ASUS Human Resources Officer should strive to contact student groups whose membership have been traditionally underrepresented within the ASUS.

3.03.04

The ASUS shall collect appropriate data to ensure that the applicant pool, hired applicants, and returning employees/volunteers are, at minimum, representative of the undergraduate student population in demographic.

3.03.05

The Human Resources Office will be responsible for executing a winter recruitment event in order to advertise for positions and extend recruitment for the upcoming academic year. This will afford students both more time to consider volunteering for ASUS and more time to research positions that may interest them.

3.03.06

Interviews with large applicant pools shall generally be scheduled on weekends and evenings in order to maximize the availability of applicants and minimize inconvenience. Every effort shall be made to conclude interviews before ten o'clock pm. Every effort shall be made to begin interviews after eight o'clock am.

3.03.07

Where possible, every effort shall be made to have an applicant pool that is a minimum of one- and one-half (1.5) times larger than the positions to be filled.

3.03.08

Where deemed appropriate by the hiring panel, discretion may be used to reduce the number of interviews conducted, maintaining a minimum number of interviews in accordance with a ratio of one- and one-half (1.5) times the number of positions offered.

SECTION 4 | APPLICATIONS

3.04.01

Every effort shall be made to discourage the use of paper applications with the exception of cases in which individuals require specific accommodations.

3.04.02

The online application system must include the following information for applicants:

- i) a current job description and exceptional eligibility criteria
- ii) the time and due date of the application
- iii) expected time commitment and remuneration (when applicable)
- iv) a summary of the position responsibilities and duties
- v) the name and email of at least one contact person on the Hiring Panel, or who is otherwiselrelated to the desired position
- vi) The phone number for the ASUS Office.

SECTION 5 | NOTIFICATION TO APPLICANTS

3.05.01

All applicants must be provided with a deadline for final results during the interview. The hiring panel reserves the right to delay the decision-making process pending extenuating circumstances; however, best efforts shall be made on behalf of the hiring panel to notify applicants of the delay in the decision process. All efforts should be made to provide

applicants with a timely response.

SECTION 6 | INTERVIEWS

3.06.01

Interviews shall be conducted in the following procedure:

- I) The purpose of the ASUS interview process is to screen potential candidates. However, the interview represents only a single part of the application process in determining a candidate's eligibility and should be considered alongside other factors including the application.
- II) Efforts should be made to provide as many interviews to as many applicants as possible. In cases where time does not permit, discretion should be left to the hiring panel to determine which applicants receive interviews.
- III) Interviewers shall attempt to accommodate applicants with scheduling conflicts due to prior time commitment.
- IV) Interview questions should be relevant to determining a candidate's eligibility and should be related to the operation of the position, potential responsibilities, and skills of the candidate.
- V) All applicants applying for the same position, shall be asked the same set of interview questions, with the exception of ASUS Council, Camps, and Orientation Week, which due to large applicant numbers may ask questions from a pool of interview questions similar in nature.
- VI) Time permitting, all interview applicants should be awarded the opportunity to revise or add to their answers at the end of each interview.
- VII) During the interview, panelists must conduct themselves in a polite, professional and respectful manner.
- VIII) All panelists shall come to a consensus regarding the hiring of an applicant or shall develop a method of agreement when making a hiring decision.
- IX) All applicants shall be given a written copy of the interview questions during the interview if the interview is conducted in-person. If the interview is conducted via a video conferencing platform, interview questions shall be provided via text or PDF to candidates.
- X) All interviewees will be notified of their option to request interview feedback
- XI) The Human Resources Officer shall be required to meet with an applicant, should the applicant wish to discuss feedback from the interview. Should the applicant request feedback directly from the interviewer, discretion shall be left to the opinion of the interviewer.
- XII) Deliberation of candidates shall happen after all applicants are interviewed, except in the cases of extremely high numbers of applicants.
- XIII) With authorization of the Executive, the Human Resources Officer shall be given direct control

over scheduling interviews if hiring policy is being violated.

- XIV) Once hiring decisions are finalized and the offer is accepted by the applicant, the hiring panel must notify the ASUS Human Resources Officer of their hiring decision.
- XV) Where possible, for the hiring of ASUS employees, interviews will be comprised of a minimum of two (2) rounds.

SECTION 7 | HIRING PANELS

3.07.01

Exceptions to the following hiring panels shall be made with the approval of the ASUS Human Resources Officer.

3.07.02

ASUS Council shall be hired by the following individuals:

- i) ASUS President
- ii) ASUS Vice President (Society Affairs)
- iii) ASUS Vice President (Operations)

3.07.03

ASUS Head Gael shall be hired by the following individuals:

- i) ASUS President
- ii) ASUS Vice-President (Society Affairs)
- iii) ASUS Vice-President (Operations)

3.07.04

ASUS Orientation Chairs shall be hired by the following individuals:

- i) ASUS President,
- ii) ASUS Vice-President (Society Affairs)
- iii) ASUS Vice-President (Operations)
- iv) the incoming Head Gael

SECTION 8 | REFERENCES

3.07.01

During the application process, references may be contacted at the discretion of the interview panel to help differentiate between candidates. However, relevant experience must not be a leading factor of eligibility. The same set of questions must be asked on behalf of all candidates when contacting references. References must be consistently completed either over e-mail or over the phone.

3.07.02

Questions asked during reference checks must be approved by the ASUS Human Resources Officer. Third party contacts who are not listed as a reference cannot be contacted for a reference check.

3.07.03

All applicants for positions related to the 'ASUS Camps' require reference checks and police background checks to ensure candidate suitability, as all employees will have frequent contact with minors.

3.07.04

All ASUS employee applicants who are being considered for advancement to the second round in an application process shall have their references contacted by the hiring panel.

SECTION 9 | REHIRES

3.08.01

Every year, circumstances permitting, all positions of a managerial role must be turned over completely.

3.08.02

All employees and volunteers in managerial roles are ineligible to hold the same position more than once, except in extenuating circumstances and with the exception of ASUS General Manager.

3.08.03

All employment and some senior volunteer positions such as ASUS Executives, ASUS Council, Deputies, Co-Chairs, Directors, Formal Convenors, and Front Desk Receptionists are ineligible to hold the same position more than once, except in extenuating circumstances and with the exception of the ASUS General Manager. The overturning of a position remains at the discretion of the ASUS Human Resources Officer.

Previous ASUS Executives and ASUS Council members, are only eligible to hold a general volunteer position, AMP Mentors, ASUS Appeals Resource Center volunteer, ASUS Camps Counsellors, or to be elected as a member of ASUS Assembly or Senator.

- i) Previous ASUS Co-Chairs, Directors and Deputies are eligible to apply for a different Co-Chair, Director and Deputy position.

Section 10 | RATIFICATION

3.09.01

All positions requiring Assembly ratification should be ratified at the earliest permitting meeting of the ASUS Assembly.

Section 11 | APPOINTMENTS

3.10.01

Appointments should be a last resort means to fill reopened positions and/or only used in extremely extenuating circumstances, or where conventional hiring processes would be impractical.

3.10.02

All appointments must be made in agreement with the direct supervisor as well as the ASUS Executive and Human Resources Officer and may be subject to ratification at the earliest meeting of the ASUS Assembly.

Section 12 | CONFLICT OF INTEREST

3.11.01

A conflict of interest may exist when a member of the Hiring Panel has a previous relationship with an applicant that may bias the hiring process.

3.11.02

When a member of the Hiring Panel has one or more of the following relationships with an applicant it shall be deemed a Level 1 Conflict of Interest:

- i) The member of the panel is the significant other of the applicant
- ii) The member of the panel is a family member of the applicant
- iii) The member of the panel is currently or with the intention to enter a legal contract with the applicant
- iv) The member of the panel determines that they will not be able to objectively evaluate the candidate
- v) If the Human Resources Officer determines that the member of the panel has a conflict of interest with the applicant that is not listed above.

3.11.03

In the event that there is a Level 1 conflict of interest, the following process shall be followed:

- i) The ASUS Human Resources Officer shall be made aware of the conflict
- ii) If the hiring panel consists of two (2) individuals, an additional panelist shall be added to the hiring panel for all interviews with the approval of the Human Resources Officer
- iii) Any panelist with a Level 1 conflict shall not assess written applications
- iv) The member of the Hiring Panel will not comment on the suitability of the applicant for a position.

3.11.04

When a Partial member of the Hiring Panel has one or more of the following relationships with an application it shall be deemed a Level 2 Conflict of Interest:

- i) The member of the panel has worked previously or is currently working with the applicant in a co-worker/co-volunteer role
- ii) The member of the panel currently or previously lived/lives with the applicant
- iii) The member of the panel has a close personal relationship and/or friendship with the applicant
- iv) If the Human Resources Officer determines that the member of the panel has a conflict of interest with the applicant that is not listed above.

3.11.03

In the event that there is a Level 2 conflict of interest, the following process shall be followed:

- i) The panel shall be made aware of the conflict
- ii) The member of the Hiring Panel will speak last during the interview deliberation process

PART 4: DISCIPLINE

SECTION 1 | PURPOSE

4.01.01

The overriding spirit of the ASUS disciplinary process is to correct and to improve performance, not to punish.

SECTION 2 | PROGRESSIVE DISCIPLINE

4.02.01

The purpose of the discipline system is to work towards the resolution of volunteer performance issues. The ASUS has a responsibility to ensure that the programs and services provided to students in the Faculty of Arts and Science are both reputable and successful, thus actions that comprise this success or wellbeing of the Society are grounds for disciplinary action.

4.02.02

In efforts to maintain the spirit of a progressive disciplinary system, supervisors may choose to adopt the demerit point system. ASUS Camps may choose to operate under the demerit point system.

4.02.03

Alternatively, supervisors may choose to operate under a general progressive discipline model.

4.02.04

All disciplinary actions are to follow the progressive disciplinary system as outlined below.

- i) **Verbal or Written Warning:** (2 demerit points or if the supervisor deems it appropriate to take disciplinary action) If misconduct occurs, or the volunteer fails to meet their job requirements, the supervisor shall schedule a meet to discuss areas for improvement. During this time the supervisor may choose to implement a demerit points system to determine at what point each of the measures shall be warranted. Volunteers shall be made aware when they have received a verbal warning. A written warning may also be issued in instances where the volunteer has not responded to any attempts made on behalf of their supervisor to coordinate a meeting time to work on methods for improvement.

- ii) Verbal and Written Warning (4 demerits or if the supervisor has already given their first warning): If misconduct continues, or no improvement is made on behalf of the volunteer after two weeks, then the supervisor may issue a written warning. A written warning may also be issued in instances where the volunteer has not responded to any attempts made on behalf of their supervisor to coordinate a meeting time to work on methods for improvement.
- iii) Meeting with supervisor/ASUS Executive with Option to Suspend (7 demerits or if the supervisor has already given two warnings): Any further breach of duties on behalf of the volunteer shall be considered grounds for dismissal.
- iv) Each warning shall be followed with a minimum of a two (2) week period for improvement and evaluation of such improvement.
- v) The distributed demerit points or warnings are specific to the receiving employee or volunteer, not to the employee or volunteer's position.

SECTION 3 | PROCESS FOR APPEAL

4.03.01

Any volunteer who feels that they have been disciplined unfairly may discuss the matter with their supervisor. If the volunteer is unsatisfied with the outcome of the discussion, then they may begin a process of appeal.

4.03.02

Any volunteer who feels that they have been disciplined unfairly may seek the advice of the Human Resources Officer; however, the Human Resources Officer shall not advocate on behalf of the volunteer, and shall only act as a resource to the volunteer, and shall only aid in facilitating the resolution of conflict.

4.03.03

If a volunteer is unable to come to a resolution, they may appeal the level of authority to the ASUS Executive. The ASUS Executive may then decide to:

- i) uphold the disciplinary decision
- ii) modify the disciplinary decision
- iii) overturn the disciplinary decision

4.03.04

If the appeal is made on behalf of a Commissioner or Officer and regards a conflict between themselves and the Executive, they may appeal to the Advisory Board Chair.

PART 5: DISMISSAL

SECTION 1 | RESIGNATION

5.01.01

In the event that an employee or volunteer of the ASUS chooses to resign, they should be expected to provide at least two weeks' notice, unless otherwise stated by the individual. If at all possible, an effort shall be made to participate in the facilitation of the transition of their replacement in a manner determined by their direct supervisor.

5.01.02

Any staff member who has resigned shall inform their immediate supervisor. It is then the responsibility of the immediate supervisor to inform the Executive and Human Resources Officer of the resignation.

5.01.03

Any employee who resigns will receive a prorated honorarium amount for the weeks worked for the semester.

SECTION 2 | TERMINATION

5.02.01

In the event of the termination or resignation of a volunteer, the Executive may choose to release a statement of notification with the consent of the volunteer. The Human Resources officer must be made aware of a termination of an employee or volunteer.

5.02.02

Cause for termination without notice shall include, but not be limited to: willful misconduct, willful neglect of duty, lack of punctuality, theft, gross insubordination, harassment/discrimination, and substance abuse while in the workplace.

5.02.03

Termination of an employee or volunteer shall normally occur after the accumulation of 10 demerit points or after the volunteer has received three warnings from their supervisor, though employment may be terminated sooner.

5.02.04

The ASUS shall strive to ensure its employees' and volunteers' ASUS experience does not impede their academic performance. In the event that an individual is encountering serious academic difficulty or enters academic probation as outlined by the Faculty of Arts and Science, their supervisor shall meet with the individual and explore any effects that the individual's ASUS job may be having on their academic

performance. Irrespective of the individual's job performance, dismissal may be recommended by the supervisor if in their judgement, this is a step that is essential to a resolution of the individual's academic problems.

5.02.05

The Human Resources Officer, insofar as this position is a support for both the organization and individual employees and/or volunteers, shall not be present at any discipline meetings including those related to termination.

5.02.06

ASUS Employees and Volunteers can only be terminated with the explicit consent of their Direct Supervisor and/or the Executive.

SECTION 3 | PROCESS FOR APPEAL

5.03.01

A decision to terminate an employee without cause shall not be subject to appeal.

5.03.02

An employee who has been terminated with cause shall be informed of their right to appeal at the time of termination and the relevant timeline.

5.03.03

An appeal of termination with cause shall be made to the Chair of the Advisory Board. The appeal must be filed in writing to the Chair within three business days of the employee or volunteer being notified in writing of the termination. The submission shall state the justifications for the appeal and shall include any supporting evidence or documentation.

5.03.04

The Chair shall overturn a management decision to terminate only where there is clear and compelling evidence that the employee or volunteer has been treated unjustly. The appeal exists solely to ensure that there has not been an indisputable miscarriage of justice based on the facts presented or extenuating circumstances.

5.03.05

If the Chair chooses to hear an appeal, the Chair shall arrange to interview both the supervisor and the individual and any other relevant parties to the case. A decision on the appeal must be rendered within one week of receipt of the written submission.

5.03.06

Following the meeting of the parties, the Chair may elect to:

- i) uphold the termination;

- ii) overturn the termination;
- iii) overturn the termination and call for a lesser disciplinary action.

5.03.07

The Chair shall have the right to immediately dismiss an appeal where the Chair determines that the individual's grounds for appeal are not substantive. The Chair shall report their decision to the Advisory Board. The decision of the Chair shall be final and non-appealable.

PART 6: THE DEMERIT POINTS SYSTEM

SECTION 1 | DEMERIT POINTS & CONSEQUENCES

11.01.01

Demerit points will be recommended by the direct supervisor and will be approved and granted by the Human Resources Officer.

11.01.02

2 Demerit Points – Verbal or Written Warning

- i) After 2 demerit points, a verbal or written warning will be sent issued to the offending individual by the supervisor.
- ii) The verbal or written warning will outline the areas where the individual must improve to avoid further demerit points and the total demerits to date.
- iii) The direct supervisor must notify the ASUS Human Resources Officer of the recommended demerit points. The Human Resources Officer will be the one to review the case and decide whether the point is granted.

11.01.03

4 Demerit Points – Email & Verbal Warning

- i) After 4 demerit points, the supervisor will issue a verbal and written warning to the individual.
- ii) The verbal warning will discuss the contents of the written warning and will include discussion of all previous offenses.
- iii) Staff will be asked to think of ways they can improve their actions and set personal goals to avoid future demerits.
- iv) The direct supervisor must notify the ASUS Human Resources

Officer of the recommended demerit points. The Human Resources Officer will be the one to review the case and decide whether the point is granted.

11.01.04

7 Demerit Points – Meeting with supervisor/ ASUS Executive with Option to Suspend

- i) At 7 or more demerit points, a meeting will take place between the offending individual and the supervisor/ ASUS Executive.
- ii) The actions of the individual will be discussed in detail including previous offenses.
- iii) It will be clearly stated to the individual that if additional demerit points are issued, termination may result.
- iv) The direct supervisor must notify the ASUS Human Resources Officer of the recommended demerit points. The Human Resources Officer will be the one to review the case and decide whether the point is granted

11.01.05

10 Demerit Points - The offending individual is eligible for termination

- i) At 10 demerits, the supervisor and ASUS Executive will have a meeting with the offending individual to terminate their position
- ii) The supervisor will be responsible for submitting a written letter outlining the reasons leading up to the termination to both the offending individual and ASUS Human Resources Officer.

11.01.06

Demerits can be awarded based on, but not limited to the following grid:

Incident	Demerit
An individual is late for a shift/office hours on multiple occasions without explanation or prior notice	1
Minor neglect of duties/insubordination	2
An individual is consistently late for a shift/office hours	4
An individual misses a shift/office hours without the approval of their supervisor	4
Major neglect of duties/insubordination	4-6
Working under the influence of any controlled or illegal substance	10
Sexual or verbal harassment towards an employee or volunteer	10

Harassment or discrimination towards an employee or volunteer	10
Theft of any magnitude (criminal charges may apply)	10
Gross insubordination/or behavior towards another individual	10

PART 7: ACCOMODATIONS

The ASUS is committed to creating a workplace community that is respectful of all persons and aims to foster a climate of understanding and mutual respect for the dignity, individuality, and worth of all its employees and volunteers. The ASUS values individual differences, respects individual needs, and supports accessibility, diversity, and fairness in its treatment of all employees and volunteers.

The ASUS recognizes its duty to facilitate workplace accommodation for individuals - consistent with the Ontario Human Rights Code and to the point of undue hardship - so that all may share the same level of access to opportunities and participate in the full range of activities that the ASUS offers.

The ASUS will actively strive to establish a workplace where individuals feel comfortable in disclosing information and seeking assistance. The ASUS commits itself to an accommodation process that is confidential and occurs as quickly as possible. The ASUS embraces flexibility in the administration of policies, procedures, and working conditions and a willingness to explore creative solutions to situation.

SECTION 1 | LEAVES OF ABSENCE

6.01.01

An individual shall notify their supervisor if they are required to take a leave of absence of their position. Leaves of absence may be granted on the grounds of:

- i) sick leave
- ii) academic leave
- iii) general compassionate leave

6.01.02

In the case where the absence compromises the fulfilment of the responsibilities of the job then the supervisor may either appoint a temporary replacement or hire a replacement.

6.01.03

Any individual may request sick leave if they are unable to fulfill duties due to serious sickness, illness, or poor mental health. Any individual who requests sick leave is entitled to two weeks of leave (without loss of pay if applicable). This period may be extended (with or without loss of pay if applicable) at the discretion of the supervisor subject to approval by the Executive.

6.01.04

Any individual facing academic difficulty or hardships may request an academic leave if their situation compromises their academic success or eligibility as a student in good academic standing.

6.01.05

Important or extenuating circumstances may make it difficult for an individual to execute all responsibilities. A sudden emergency, mental health crisis, medical or dental appointment, or other infrequent emergencies shall constitute permissible grounds for a supervisor to grant general compassionate leave.

6.01.06

Whenever possible, an application for such a leave shall be made in writing at least three (3) days prior to the commencement of the leave. The application shall clearly state the reason for the leave of absence and the duration of the absence; however, the individual reserves the right to disclose as much or as little information as they feel comfortable.

SECTION 2 | ELECTIONS

6.02.01

Any individual who seeks elected office during their term with the ASUS will face an extreme conflict of time and interest. The individual requesting the leave will, in consultation with their direct supervisor, take the necessary steps to ensure that their responsibilities will be adequately covered during the imposed leave of absence.

6.02.02

If a member of Council takes a leave of absence during Elections for 9 or more consecutive days, they must appoint an individual within ASUS to step in and complete their responsibilities with approval from the HRO and the Executive. During this period, the Commissioner/Officer's salary will be compensated to the appointed individual.

6.02.03

No senior volunteer shall be permitted to take a leave of absence to participate in support of, or against, a campaign in any campus election.

6.02.04

Due to an invariably high conflict of interest, individuals holding certain positions shall

be prohibited from engaging in elections during their term. These positions include but are not limited to:

- i) the ASUS Governance Officer
- ii) the ASUS Human Resources Officer
- iii) the ASUS Chief Electoral Officer
- iv) the ASUS Chief Returning Officer
- v) any Elections team members

SECTION 3 | ACCOMODATIONS – EMPLOYEE RESPONSIBILITY

6.03.01

ASUS shall assume responsibility for initiating the planning process once the need for accommodation has been communicated and any relevant documentation from health professionals has been provided. This process shall contain the following:

- i) The ASUS Human Resources Officer and the employee or volunteer’s supervisor are responsible for altering or redefining the job duties of the employee to allow the individual to perform all essential duties of the position.
- ii) The ASUS Human Resources Officer and the employee or volunteer shall find and participate in implementing a solution that enables the employee to perform their job.
- iii) Once an accommodation plan has been made, the ASUS Human Resources Officer shall review it periodically.
- iv) Should the individual require physical accommodations, the ASUS shall make its best effort to accommodate to the point of undue hardship.
- v) If the accommodation requires an expenditure of over \$1000, it is subject to approval from the ASUS Vice President and Advisory Board.
- vi) The ASUS shall not disclose the details of the accommodation process to anyone without written consent of the individual, with the exception of the ASUS Human Resources Officer, the relevant senior volunteer, relevant member of ASUS Council, and the ASUS Executive.

SECTION 4 | ACCOMMODATIONS – EMPLOYEE/VOLUNTEER

RESPONSIBILITY

6.04.01

It is the responsibility of the individual to notify their supervisor or the ASUS Human Resources Officer of the need for accommodation.

6.04.02

The individual shall be responsible for disclosing information that is relevant to the need for accommodation including applicable documentation from a health professional outlining specific needs, limitations, or accommodations.

6.04.03

The employee shall work collaboratively, in conjunction with the ASUS Human Resources Officer and their supervisor, to develop an accommodation plan that will allow the employee to meet the job requirements/perform essential duties.

6.04.04

If these accommodations are unsatisfactory or do not adequately meet their needs, the employee shall notify the ASUS Human Resources Officer and/or their supervisor. The ASUS Human Resources Officer and the employee or volunteer will work in conjunction to ensure the appropriate modifications are made to allow the employee or volunteer to meet their job requirements.

PART 8: TRANSITION

SECTION 1 | TRAINING

7.01.01

All employees and volunteers shall receive an orientation to the ASUS and its policies and procedures and shall receive training for their position.

7.01.02

The ASUS Human Resources Officer, in conjunction with the Executive, the Director of Training and Analytics and Equity Commissioner, shall be responsible for determining the content of volunteer training and ensuring that volunteers complete said training.

7.01.03

Council training shall include, but not be limited to:

- i) Anti-Racism and Allyship
- ii) Accessibility

- iii) Intercultural Awareness
- iv) Positive Space
- v) Conflict Resolution
- vi) ASUS Financials Training
- vii) Leadership Training

7.01.04

Deputy and Co-Chair trainings shall include, but not be limited to:

- i) Anti-Racism and Allyship
- ii) Accessibility
- iii) Positive Space
- iv) Leadership Training
- v) ASUS Financial Training
- vii) Conflict Resolution

Volunteer trainings shall include, but not limited to:

- i) Anti-Racism and Allyship
- ii) Accessibility
- iii) Conflict Resolution
- iv) Positive Space Training

SECTION 2 | TRANSITION

7.02.01

Committee Chairs, Deputies, Directors, Officers, Commissioners, the Executive and other positions as designated by the ASUS Executive shall submit a transition manual by a specified date by the individual's supervisor.

7.02.02

Any individual required to submit a transition manual, but failing to do so, shall not be eligible to receive their full honorarium if applicable, as per section 2.05.04 of the ASUS Constitution.

7.02.03

All transition manuals must include all relevant information regarding the transition process and preparing the incoming employee or volunteer for their first day. They shall include, but not be limited to, the following components:

- i) full job description and responsibilities
- ii) policies or documents that the successor should become familiar with during their term
- iii) explanation of internal (e.g. council, Assembly, Board, caucuses, etc.) or external (e.g. curriculum committee, working groups, etc.) committees they are on, if applicable
- iv) a timeline of the transition period
- v) a list of contact names, individuals, and key relationships whom the position holder should acquaint themselves with
- vi) a list of contacts pertaining to mental health, student accessibility, academic, physical/sexual health, and social identity resources
- vii) problem areas or emerging challenges
- viii) all other relevant information.

7.02.04

Incoming ASUS Executive and ASUS Council Members as designated by their supervisor must meet with their predecessor to facilitate the transition process for a minimum of 15 hours. Deputies, Directors and Chairs are highly encouraged to meet with their predecessor to facilitate a minimum 1-hour transition process

SECTION 3 | RATIFICATION

7.03.01

Certain positions shall require ratification by the ASUS Assembly. Positions should specify in their job description if they require such ratification. All positions requiring Assembly ratification should be ratified at the earliest permitting meeting of the ASUS Assembly. Assembly ratification is to be used as a measure to ensure additional accountability and oversight regarding hiring decisions.

PART 9: CONTRACTS

SECTION 1 | SIGNING OF CONTRACTS

8.01.01

All employees and honoraria volunteers of the ASUS shall be required to sign an employment contract or volunteer agreement detailing the terms and conditions of their term. It is the responsibility of the ASUS Executive, Human Resources Officer, and the supervisor to ensure that all individuals have signed their contract before beginning their term.

SECTION 2 | CONTENT OF CONTRACTS

8.02.01

The terms of all contracts shall be subject to approval by the ASUS Executive and the ASUS Human Resources Officer.

8.02.02

In the event of any modification to the terms of the contract, the changes shall only be deemed valid when a written agreement has been made and signed by both contracting parties.

8.02.03

All Employees and Volunteers are entitled to the following as time off:

- i) Truth and Reconciliation Day
- ii) Emancipation Day
- iii) Fall Reading Week
- iv) Fall Exams
- v) Winter Reading Week
- vi) Winter Exams

SECTION 3 | STORAGE OF CONTRACTS

8.03.01

All contracts shall be stored in the Human Resources Office for the duration of the employment period, and shall be stored in the office until May 1st of the succeeding academic year of when the individual completed their respective position (i.e. for a student employed during the 2015-2016 academic year, the documents would be destroyed May 1st, 2017).

8.03.02

All contracts shall be made available to the employee and/or volunteer upon their request.

PART 10: HONORARIA

These honoraria amounts will be changed every two years in accordance with the Consumer Price Index (CPI). This will be measured using the [inflation statistics from Statistics Canada](#).

SECTION 1 | HONORARIA TIER SYSTEM

9.05.01

The ASUS Honoraria payment tier system will consist of the following breakdown:

- i) Tier 1 | \$1,115
 - a) 8-10 hours of work a week
 - b) Manage a large portfolio and/or team
 - c) Has significant busy periods that require high demands

- ii) Tier 2 | \$891
 - a) 6-8 hours of work a week
 - b) Manage a significant portfolio and/ or team
 - c) Has a few busy periods per year, or many less intense ones

- iii) Tier 3 | \$669
 - a) 4-6 hours of work a week
 - b) Sizeable portfolio, limited if any management responsibilities
 - c) Limited busy periods per year

- iv) Tier 4 | \$557
 - a) Less than 4 hours of work per week
 - b) Smaller portfolio, little management responsibilities

- v) Tier 5 | \$250
 - a) 2-3 hours of work per week
 - b) Smaller portfolio, minor management responsibilities

- vi) Tier 6 | \$225
 - a) Specifically for Orientation Coordinators

9.05.02

All positions are classified in a base tier per the breakdown below. All honoraria classifications will be set as a minimum. If a volunteer outperforms their initial classification, they will have the opportunity to increase their compensation and move up in the honoraria tier system through ASUS Human Resource Officer's Honoraria Review. This will be done in conjunction with their respective supervisor and based on approval from the ASUS Executive. The honorarium cap shall be no more than \$1500.00 for the highest honorarium tier.

Position	Base Tier	Base Amount
Executive		

Store Manager	4	\$669.00
Accounting Director (x4)	4	\$557.00
IT Director	4	\$557.00
Professional Development Director	1	\$1115.00
Wellness Director	3	\$669.00
Director of Student Affairs Research	3	\$669.00
Sustainability Director	3	\$669.00
Sexual Violence Prevention and Response Director	3	\$669.00
Academics Commission		
Deputy (DSC Support)	1	\$1,115.00
Deputy (Supports and Resources)	3	\$669.00
Deputy (Journals and Scholarships)	3	\$669.00
Appeals Resource Centre Co-Chair (x2)	4	\$557.00
ASUS Peer Tutoring Director	4	\$557.00
ASUS Review Director (x2)	3	\$669.00
Academics Representative (x4)	4	\$557.00
DSC Finance Deputy	3	\$669.00
Politicus Editor-in-Chief (x2)	3	\$669.00
Queen's Journal of Ethnic and Racial Studies Editor-in-Chief (x2)	3	\$669.00
Queen's Science Undergraduate Research Journal Editor-in-Chief (x2)	3	\$669.00
Undergraduate Review Editor-in-Chief (x2)	3	\$669.00
Community Outreach Commission		
Deputy (Fundraising & Sponsorship)	2	\$891.00
Deputy (Volunteer Support & Appreciation)	2	\$891.00
After School Buddies Co-Chairs (x2)	5	\$250.00
Alzheimer's Outreach Co-Chairs (x2)	5	\$250.00
Autism Partnership Co-Chairs (x2)	5	\$250.00
Cancer Triad Co-Chairs (x2)	5	\$250.00
Crohn's and Colitis Co-Chairs (x2)	5	\$250.00
Community Living Co-Chairs (x2)	5	\$250.00
Heart and Stroke Co-Chairs (x2)	5	\$250.00
Kids 4 Kids Co-Chairs (x2)	5	\$250.00
Lost Paws Co-Chairs (x2)	5	\$250.00
Partners in Education (x2)	5	\$250.00
Supper Series Chair	5	\$250.00
Equity Commission		
Deputy (Special Projects)	3	\$669.00
Deputy (Committees)	3	\$669.00
Queerspace Co-Chairs (x2)	5	\$250.00
Queen's Equity Conference Co-Chairs (x2)	4	\$557.00

Down There Co-Producers (x2)	4	\$557.00
Students of Colour Collective Co-Chairs (x2)	5	\$250.00
Research and Recommendations Chair	5	\$250.00
DNA Co-Chairs (x2)	5	\$250.00
Governance Office		
Deputy	3	\$669.00
Advisory Board Chair	4	\$557.00
Chief Returning Officer (CRO)	3	\$669.00
Chief Electoral Officer (CEO)	4	\$557.00
Chief Archivist	4	\$557.00
Assembly Speaker	4	\$557.00
Human Resources Office		
Deputy (Talent Acquisition)	2	\$891.00
Deputy (Training and Analytics)	23	\$891.00
Director of Volunteer Appreciation	3	\$669.00
Director of Workforce Development	4	\$557.00
Marketing and Communications Office		
Deputy (Creative)	1	\$1,115.00
Deputy (Communications)	1	\$1,115.00
Graphics Manager	2	\$891.00
Photography Manager	3	\$669.00
Videography Manager	3	\$669.00
Marketing Research Co-Chairs (x2)	4	\$557.00
Web Co-Directors (x2)	4	\$557.00
Social Media Director	2	\$891.00
Services Commission		
Deputy	3	\$669.00
Good Times Diner Co-Director (x2)	1	\$1115.00
Good Times Diner Distributions Coordinator (x2)	5	\$250.00
Good Times Diner Take Home Kits Coordinator	4	\$557.00
Jacket Co-Director (x2)	1	\$1115.00
ASUS Mentorship Program Director	2	\$891.00
Formal Co-Convener (x2)	3	\$669.00
Orientation		
Orientation Coordinators	6	\$225.00

SECTION 2 | DISTRIBUTION

9.02.01

The ASUS Human Resources Officer shall be responsible for collecting the names and position titles of those who are to receive an honorarium.

9.02.02

The HRO shall, in conjunction with the ASUS Vice President (Society Affairs), ensure there is an appropriate payment schedule in place and that subsequently there is full adherence to the provisions of the schedule. The payment schedule shall be predetermined by the ASUS Vice President (Society Affairs) and Human Resources Officer at the beginning of each semester.

9.02.03

The Vice President (Society Affairs) shall work with ASUS General Manager to communicate payment schedules and deadlines for submitting necessary paperwork, e.g. TD1 forms, void cheques and direct deposits.

9.02.04

Orientation and Summer Camps staff that are honoraria-eligible shall receive their first honoraria prior to the commencement of their salaried work, during the Winter semester after or during which they were hired. The second installment of their honoraria shall be paid upon submission of a completed transition manual, during the Fall semester following their salaried work.

9.02.05

Reception of the honorarium is contingent on the fact that all work within the portfolio is completed, including but not limited to submitting a transition manual by the end of the year.

SECTION 3 | PROVISIONS

9.03.01

Honorarium shall be distributed in two installments, one by the end of the Fall Semester, and the other by the end of the Winter Semester. The receipt of the last portion of an honorarium shall be contingent on the completion and submission of a transition manual by the specified date as decided by the Human Resources Officer.

9.03.02

All positions eligible for an honorarium must go through two (2) performance reviews, one in each semester, which should be completed by the end of Week 8-12. Performance reviews shall be distributed by the Human Resources Officer and are to be completed by the supervisor and volunteer.

9.03.03

Where a supervisor determines that circumstances exist that warrant a reduction in the expected honorarium, the supervisor shall require approval from the Executive.

9.03.04

Reduction in the honorarium amount awarded to a Commissioner or Officer shall

require approval of the Advisory Board Chair.

SECTION 4 | APPEAL OF HONORARIUM

9.04.01

Should a volunteer be eligible for an honorarium feel significantly wronged or aggrieved at any point during the honoraria process, the volunteer may file a complaint with the Chair of the ASUS Policy and Elections Review Committee. All appeals must be filed by the end of week 10 of that semester.

PART 11: REMUNERATION ADMINISTRATION

These remuneration amounts will be changed every two years; 23, 25... in accordance with the Consumer Price Index (CPI). This will be measured using the [inflation statistics from Statistics Canada](#). The cap shall be no more than five dollars over the minimum wage at the time.

SECTION 1 | REMUNERATION

10.01.01

Salaries and wages shall be reviewed annually and established by the incoming Vice President (Society Affairs) and must be approved by ASUS Assembly. This review shall, to the extent possible, be completed at the annual Transition Assembly so as to ensure all incoming employees have accurate remuneration information for ASUS positions. The total compensation is subject to all statutory deductions in accordance with current provincial and federal law governing the financial compensation of employees.

The incoming Vice-President (Society Affairs) shall prepare a salary grid, and the draft salary grid will be reviewed by the Human Resources Officer, prior to a finalized copy being presented to and approved by ASUS Assembly. The Salary Grid should be updated in Human Resources Policy 11.03.01. The incoming Vice President (Society Affairs) and Human Resources Officer are responsible for ensuring that all compensation amounts accurately reflect:

- i) The salary amounts for the contract duration
- ii) The food credit amounts for the contract duration

Should any discrepancies be noted, or changes required, the Vice President ~~Operations~~ (Society Affairs) shall seek approval from ASUS Advisory Board and ASUS Assembly.

10.01.02

All salaried positions are normally paid once per two week period, with Wednesday as the typical date of payment deposit.

10.01.03

Any queries or complaints regarding pay cheque discrepancies should be directed first to the Vice President (Society Affairs) and then the General Manager as necessary.

SECTION 2 | COMPENSATION FOR PERSONAL PROPERTY LOSS OR DAMAGE

10.02.01

ASUS shall bear no responsibility for the loss or damage to any personal property of an employee that is not required, or otherwise necessary, for the employee to perform their normal duties in the workplace.

10.02.02

Where an employee’s personal property is required in the performance of their duties, and that property is damaged during the normal course of work, that employee’s direct supervisor, in consultation with the next level of management with advisement from the General Manager, shall have the discretion to authorize financial compensation or replacement as they deem appropriate when the item cannot be repaired or cleaned to an acceptable/ usable standard. In the event of a disagreement or conflict, the Vice President Operations shall make the final decision.

SECTION 3 | UPDATED SALARY GRID

10.03.01

The updated Salary Grid prepared by the Vice President (Society Affairs) is as follows.

Position and Term	Salary	Rate	Wks/Term	Status	Hours/Wk
Executive (x3)					
Winter (Transition)(Oct 1, 2023)	\$993.00	\$16.55	12	Part Time	~5hrs/week
Summer (May 1, 2023)	\$12,285.00	\$19.50	18	Full Time	35hrs/week
Fall	\$9,945.00	\$19.50	17	Part Time	30hrs/week
Winter	\$9,945.00	\$19.50	17	Part Time	30hrs/week
	\$33,168.00				
Council (x7)					
Winter (Transition)(Oct 1, 2023)	\$397.00	\$16.55	8	Part Time	~3hrs/week
Summer (Transition)May 1, 2023)	\$893.00	\$16.55	18	Part Time	~3hrs/week
Fall	\$6,443.00	\$18.95	17	Part Time	20hrs/week
Winter	\$6,443.00	\$18.95	17	Part Time	20hrs/week
	\$14,176.00				
Camps Directors (x3)	Effective Oct 1, 2023				

Winter (Transition)	\$844.05	\$16.55	17	Part Time	3hrs/week
Summer	\$11,938.00	\$18.95	18	Full Time	35hrs/week
	\$12,782.00				
Camps Counsellors (x15)	Effective Oct 1, 2023				
Summer	\$5,696.00	\$18.40	9	Full Time	35hrs/week
	\$5,696.00				
Orientation Head Gael	Effective Oct 1, 2023				
Fall (Transition)	\$529.00	\$16.55	8	Part Time	4hrs/week
Winter	\$1,125.00	\$16.55	17	Part Time	4hrs/week
Summer	\$12,127.00	\$19.25	18	Full Time	35hrs/week
	\$13,781.00				
Orientation Chairs (x4)	Effective Oct 1, 2023				
Fall (Transition)	\$165.00	\$16.55	4	Part Time	2.5hrs/week
Winter (through July)	\$703.00	\$16.55	17	Part Time	2.5hrs/week
Summer (May-July)	\$495.00	\$16.55	12	Part Time	2.5hrs/week
Summer (August)	\$3,591.00	\$19.95	6	Full Time	30hrs/week
	\$4,954.00				

SECTION 4 | FOOD CREDITS

These food credit amounts will be changed every two years in accordance with the Consumer Price Index (CPI). This will be measured using the [inflation statistics from Statistics Canada](#). The cap shall be no more than \$200.00 for the highest tier.

10.04.01

Food credits for volunteers and employees of the Society shall be distributed in accordance with the food credit schedule below. Amendments shall be made in conjunction with the annual review of the Society's salary grid.

Position	Quantity	Amount
Orientation		
Head Gael	1	\$111.00
Orientation Chairs	1	\$56.00
Orientation Coordinators	1	\$28.00
Executive		
President	2	\$111.00
Vice President (Society Affairs)	2	\$111.00
Vice President (Operations)	2	\$111.00
Front Desk Receptionists	2	\$28.00

Store Manager	2	\$28.00
Accounting Director	2	\$28.00
IT Director	2	\$28.00
Professional Development Director	2	\$28.00
Professional Development Coordinators	2	\$28.00
Equity Director	2	\$28.00
Wellness Director	2	\$28.00
Wellness Coordinators	2	\$28.00
Sustainability Director	2	\$28.00
Sustainability Coordinators		\$28.00
Sponsorship Director	2	\$28.00
First Year Interns		\$28.00
Second Year City Engagement Program		\$28.00
Volunteers	1	\$28.00
Academics Commission		
Academics Commissioner	2	\$111.00
Deputy (DSC Support)	2	\$28.00
Deputy (Special Projects)	2	\$28.00
ASUS Peer Tutoring Director	2	\$28.00
ASUS Review Director	2	\$28.00
Academic Representatives	2	\$28.00
ASUS Review Course Developers	2	\$28.00
QJERS Editors-In-Chief	2	\$28.00
QSURJ Editors-In-Chief	2	\$28.00
Politicus Editors-In-Chief	2	\$28.00
Undergraduate Review Editors-In-Chief	2	\$28.00
Department Student Council Co-Presidents	2	\$28.00
Community Outreach Commission		
Community Outreach Commissioner	2	\$111.00
Deputy (Sponsorship and Fundraising)	2	\$28.00
Deputy (Volunteer Support)	2	\$28.00
Committee Co-Chairs	2	\$28.00
Equity Commission		
Equity Commissioner	2	\$111.00
Deputy (Committees)	2	\$28.00
Deputy (InQsive)	2	\$28.00
Committee Co-Chairs	2	\$28.00
Governance Office		
Governance Officer	2	\$111.00
Deputy	2	\$28.00
Advisory Board Chair	2	\$28.00
Assembly Speaker	2	\$28.00
Assembly Scribe	2	\$28.00

Chief Returning Officer	2	\$28.00
Chief Electoral Officer	2	\$28.00
Elections Coordinators	2	\$28.00
Chief Archivist	2	\$28.00
Advisory Board Directors	2	\$28.00
Human Resources Office		
Human Resources Officer	2	\$111.00
Deputy (Talent Acquisition)	2	\$28.00
Deputy (Volunteer Appreciation)	2	\$28.00
Director of Training and Analytics	2	\$28.00
Marketing Office		
Marketing Officer (Summer)	2	\$111.00
Deputy (Creative)	2	\$28.00
Deputy (Communications)	2	\$28.00
Graphics Manager	2	\$28.00
Graphics Directors	2	\$28.00
Photography Manager	2	\$28.00
Videography Manager	2	\$28.00
Marketing Research Co-Chairs (x2)	2	\$28.00
Web Co-Directors (x2)	2	\$28.00
Social Media Director	2	\$28.00
Services Commission		
Services Commissioner	2	\$111.00
Deputy	2	\$28.00
Good Times Diner Co-Directors	2	\$28.00
Good Times Diner Distributions Coordinator (x2)	2	\$28.00
Good Times Diner Take Home Kits Coordinator	2	\$28.00
Jackets Team Coordinators	2	\$28.00
ASUS Mentorship Program Director	2	\$28.00
ASUS Mentorship Program Coordinators	2	\$28.00
Exchange Buddies Co-Chairs	2	\$28.00
Formal Co-Conveners	2	\$28.00
Textbook Service Director	2	\$28.00

10.04.02

The HRO shall, in conjunction with the ASUS Vice President, ensure there is an appropriate payment schedule in place and that subsequently there is full adherence to the provisions of the schedule. The payment schedule shall be predetermined by the ASUS Vice President and Human Resources Officer at the beginning of each semester. Where possible, the Human Resources Officer and Vice President Operations shall distribute food credits before the end of August for orientation positions, October for volunteer and employee positions, then by the end of February for employee positions.

10.04.03

Any volunteer or employee who holds more than one role shall only receive a single food credit - no ASUS volunteer shall receive more than one food credit per term.

SECTION 5 | PROFESSIONAL DEVELOPMENT CREDITS

These Professional Development credit amounts will be changed every two years in accordance with the Consumer Price Index (CPI). This will be measured using the [inflation statistics from Statistics Canada](#). The cap shall be no more than \$350.00 for the highest honorarium tier.

10.05.01

Professional development credits for executive and council members of the Society shall be distributed in accordance with the professional development credit schedule below. Amendments shall be made in conjunction with the annual review of the Society's salary grid.

Position	Quantity	Amount
Executive		
President	1	\$279.00
Vice President (Society Affairs)	1	\$279.00
Vice President (Operations)	1	\$279.00
Council		
Academics Commissioner	1	\$279.00
Equity Commissioner	1	\$279.00
Marketing and Communications Officer	1	\$279.00
Community Outreach Commissioner	1	\$279.00
Human Resources Officer	1	\$279.00
Governance Officer	1	\$279.00
Services Commissioner	1	\$279.00

10.05.02

The HRO shall, in conjunction with the ASUS Vice President, ensure there is an appropriate payment schedule in place and that subsequently there is full adherence to the provisions of the schedule. The payment schedule shall be predetermined by the ASUS Vice President and Human Resources Officer at the beginning of each semester. Where possible, the Human Resources Officer and Vice President Operations shall distribute food credits before the end of August for orientation positions, October for volunteer and employee positions, then by the end of February for employee positions.