



SFSS Orientation
and Retention
Policies

Simon Fraser Student Society

simon fraser

student society

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INTRODUCTION

POLICIES



OTP-1: NEW EMPLOYEE ORIENTATION

<i>POLICY TYPE: ORIENTATION AND RETENTION POLICY</i>		
<i>POLICY TITLE: NEW EMPLOYEE ORIENTATION</i>		
<i>POLICY REFERENCE NUMBER: OTP-1</i>		
<i>Adopted: June 12, 2020</i> <i>Next Scheduled Revision: June 2021</i> <i>Previous Revisions</i>		
Position	Signature	Date
Board President		

Policy

1.1 The Administrative Services Department liaison is responsible for coordinating all new staff orientations. The President will serve as oversight for this service and will work to ensure the process does not break down.

Process

1.2 The Administrative Services Department liaison shall:

- (a) ensure that the required Employee information and forms are completed and collected for payroll and benefits,
- (b) ensure that the Employee is provided with a copy of the SFSS Personnel Policies,
- (c) ensure that copies of an Employee's relevant degrees and certifications are filed,
- (d) ensure that that the Employee signs out keys and/or entry codes they require,
- (e) submit to IT Services all required for email and PC setup,
- (f) review the job description of the Employee with the Employee,
- (g) review the "New Employee Health & Safety Checklist" with the new Employee,

(h) ensure new employees are trained on the “SFSS Privacy and Information Management Policies”, and ensure they provide their signature to acknowledge that they have read the policy,

(i) arrange for business cards if required, and

(j) review timesheet and reporting requirement.

1.3 The President shall:

(a) meet with the new Employee, and

(b) provide an overview of the SFSS structure, mission, values, services, and strategic plan.

1.4 The appropriate Coordinator and/or the Administrative Services Department Liaison shall conduct an orientation to the building, including:

(a) a site tour,

(b) information on the location and proper use of:

(i) first aid kits,

(ii) phone and voicemail systems,

(iii) fire extinguishers, and

(iv) photocopiers.

1.5 An orientation evaluation will be made available to all new employees following their orientation.



OTP-2: NEW BOARD ORIENTATION

<i>POLICY TYPE: ORIENTATION AND RETENTION POLICY</i>		
<i>POLICY TITLE: NEW BOARD ORIENTATION</i>		
<i>POLICY REFERENCE NUMBER: OTP-2</i>		
<i>Adopted: June 12, 2020</i>		
<i>Next Scheduled Revision: June 2021</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
Board President		

Policy

2.1 The incoming President is responsible for coordinating all new Board of Directors orientations. The outgoing President must provide advice and support during this transition. The Administrative Services Department Liaison will ensure the Incoming Board has the appropriate support from the society operations and is aware of the various departments of the society. Prior to orientation, the incoming Board should shadow the outgoing Board on their role.

Process

2.2 The Administrative Services Department liaison will:

- (a) ensure that each new director completes all required forms,
- (b) ensure that each new director signs out keys and/or entry codes they require,
- (c) submit to IT Services all required forms and information for email and PC setup,
- (d) review the New Director Health & Safety Checklist with the new director,
- (e) ensure new directors are trained on the "SFSS Privacy and Information Management Policies", and ensure they provide their signature to acknowledge that they have read the policy,
- (f) arrange for business cards if required

2.3 The Campaigns, Research, and Policy Coordinator will ensure that the Board of Directors is provided with the following in electronic format:

- (a) SFSS Constitution,
 - (b) SFSS Bylaws,
 - (c) SFSS Board Policies,
 - (d) SFSS Strategic Plan,
 - (e) SFSS Board Priority Dashboard, and
 - (f) SFSS Board Baseline Calendar.
- (e) Societies Act, University Act and other relevant legislation, and Robert's Rules of Order.

2.4. A senior designated liaison will:

- (a) meet with the new Board of Directors, and
- (b) with the direction of the incoming President, provide an overview of the SFSS structure, mission, values, services, and strategic plan.
- (c) ensure that presentations take place during orientation with direction from the incoming President on the history of the student movement and the SFSS, the Director liability and insurance, HR training, Budget overview and training on budgeting and financial statements.
- (d) assist in setting up logistics for Board retreat by working with the outgoing Board to approve funding for team building and annual planning.

2.5 The appropriate Coordinator and/or the Administrative Services Department liaison will conduct an orientation to the building, including:

- (a) a site tour,
- (b) information on the location and proper use of:
 - (i) first aid kits,
 - (ii) phone and voicemail systems,

(iii) fire extinguishers, and

(iv) photocopiers.

2.6 An evaluation of operational orientation will be made available to all new Board of Directors following their orientation.



OTP-3: VOLUNTEER ORIENTATION

<i>POLICY TYPE: ORIENTATION AND RETENTION POLICY</i>		
<i>POLICY TITLE: VOLUNTEER ORIENTATION</i>		
<i>POLICY REFERENCE NUMBER: OTP-3</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

Policy

3.1 The Administrative Services Department liaison is responsible for coordinating all volunteer orientations.

Process

3.2 The Administrative Services Department liaison shall:

- (a) ensure that the required volunteer information and forms are completed and collected for payroll and benefits,
- (b) ensure that the volunteer is provided with a copy of the SFSS Personnel Policies,
- (c) where required, submit to IT Services all required for email and PC setup,
- (d) review the job description of the volunteer with the volunteer,
- (e) review the "New Employee Health & Safety Checklist" with the new Employee,
- (f) review reporting requirement.

3.3 The appropriate Coordinator and/or the Manager Administrative Services shall conduct an orientation to the volunteer role, including:

- (a) a site tour,

(b) information on the location and proper use of:

- (i) first aid kits,
- (ii) phone and voicemail systems,
- (iii) fire extinguishers, and
- (iv) photocopiers.

3.4 An orientation evaluation will be made available to all new volunteers following their orientation.



OTP-4: SUCCESSION PLANNING EXPECTATION POLICIES

<i>POLICY TYPE: ORIENTATION AND RETENTION POLICY</i>		
<i>POLICY TITLE: SUCCESSION PLANNING EXPECTATION POLICIES</i>		
<i>POLICY REFERENCE NUMBER: OTP-4</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

Policy

4.1 All staff must prepare succession planning reports in the event of any change in employment status. The Administrative services department liaison will be responsible for ensuring a succession planning report is in place for each staff member at the end of every semester.

4.2 The President is responsible for communicating changes to each department upon changes to a society staff, such as a change in employment status of any staff, or in any change of director vacancy status of any Board position, or in an very unfortunate event, the death or inability to continue employment or their term due to illness, of any Society staff or directors.

4.3 In the event of staff, each departmental coordinator is responsible to remove staff members from any regular and ad-hoc communications channels to which they belong and end any subscription in the programs and services they administer or supervise.

4.4 All staff are responsible for maintaining the confidentiality of any changes in the employment status of any staff, or director vacancy status of any director, and await official communication from the Board if there is any.

Process

4.4 The President will notify all departmental coordinators in writing that a staff member's employment status has changed in the event of death or if they are unable to continue employment due to illness.

4.5 Departmental coordinators will:

(a) permanently remove the staff member from any regular or ad-hoc communications distributed on the basis of any service or program they administer, and

(b) notify any staff they supervise of the change, ensuring those staff know they are not to disclose that information to anyone.



OTP-5: STAFF MONTHLY REPORT POLICIES

<i>POLICY TYPE: ORIENTATION AND RETENTION POLICY</i>		
<i>POLICY TITLE: STAFF MONTHLY REPORT POLICIES</i>		
<i>POLICY REFERENCE NUMBER: OTP-5</i>		
<i>Adopted: June 12, 2020</i>		
<i>Next Scheduled Revision: June 2021</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
Board President		

Policy

5.1 All staff coordinators and excluded staff must prepare monthly reports for the Executive Committee. The Administrative services liaison will be responsible for ensuring monthly reports across departments are prepared for the Finance and Administrative Services Committee, and the Executive Committee where requested. The President shall serve as oversight of this policy.

Process

5.2 Every month, department coordinators will send staff reports on the activities of each of the committees and its alignment with the strategic plan.

5.3 Administrative Services Liaison will:

- (a) Prepare a template report for the various departments to submit a report of their activities, events, services delivery and transitions alongside any metrics, as well as its results in aligning with the SFSS Strategic Plan,
- (b) Collect and compile the monthly reports of all the departmental coordinators,
- (c) Compile their own report for the inclusion in said report, and
- (d) Submit the report for the inclusion of the Finance and Administrative Services Committee through the chair of that committee, as well as to the Executive committee through the President.