



SFSS Orientation  
and Retention  
Policies

Simon Fraser Student Society

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**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>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions		
Position	Signature	Date
President		

### Policy

1.1 The Operations Organizer 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 Operations Organizer shall:

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

(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 requirements.

1.3 The President shall:

(a) meet with the new staff member, and

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

1.4 The Operations Organizer 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) printers and photocopiers.

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



## OTP-2: \*UNDER REVIEW\* NEW COUNCIL ORIENTATION & RETENTION

<i>POLICY TYPE: ORIENTATION AND RETENTION POLICY</i>		
<i>POLICY TITLE: NEW COUNCIL ORIENTATION &amp; RETENTION</i>		
<i>POLICY REFERENCE NUMBER: OTP-2</i>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions		
Position	Signature	Date
President		

### Policy

2.1 At the beginning of each annual elected Council term, an orientation of Councillors shall be organised for all new and re-elected Councillors. The orientation shall cover all aspects of the Society, including but not limited to:

- (a) finance and operations,
- (b) Society governance, including:
  - i. Hierarchy of governing documents (Societies Act, By-Laws, Policies, SOPs)
- (c) legal responsibilities of Councillors,
- (d) advocacy on student issues,
- (e) services, including clubs, student unions, constituency groups,
- (f) events and marketing, and
- (g) justice, equity, diversity, and inclusion.

2.2 Throughout Council term, Council shall schedule mandatory and continuous training, and development sessions in subjects such as:

- (a) marketing,
  - (b) business development,
  - (c) finance/accounting,
  - (d) non-profit management,
  - (e) social enterprise management,
  - (f) strategic planning, and
- (e) any other relevant topics that will build the capacity of Councillors and contribute to the overall well-being of the Society.

2.3 Throughout Council term, Council shall schedule a minimum of two (2) workshops in intersectional areas including but not limited to: non-violent communication, decolonization, anti-racism and allyship, gender equity, power and privilege, inclusive workplace practices and accessibility.

#### **Accountabilities**

2.4 The Board Organizer will work with the incoming President to coordinate Council Orientation for all new Non-Executive Councillors and Executive Officers. The outgoing President must provide advice and support during this transition.

2.5 The Board Organizer will, with direction from the President, coordinate development sessions for Council throughout the term.

2.6 The Operations Organizer will ensure the incoming Council has the appropriate support from the Society operations and is aware of the various departments of the Society.

2.7 Prior to Council Orientation, the incoming Council should shadow the outgoing Council on their role.

#### **Orientation**

2.8 The Board Organizer will:

- (a) ensure that each new Councillor completes all required forms,
- (b) ensure that each new Councillor signs out keys and/or entry codes they require,

(c) ensure that presentations take place during orientation, with direction from the incoming President, on the history of the student movement and the SFSS, Councillor liability and insurance, HR training, SFSS budget overview and training on budgeting and financial statements,

(d) assist in setting up logistics for Council retreat by working with the outgoing Council to approve funding for team building and annual planning.

2.9 The Operations Organizer will:

(a) submit to IT Services all required forms and information for email and PC setup,

(b) review the New Councillor Health & Safety Checklist with the new Councillor,

(c) arrange for business cards if required.

2.10 The Research & Policy Coordinator will:

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

2.11 The Research and Policy Coordinator will ensure that Council is provided with the following in electronic format:

(a) SFSS Constitution,

(b) SFSS Bylaws,

(c) SFSS Council Policies,

(d) SFSS Strategic Plan,

(e) Societies Act, University Act and other relevant legislation, and

(f) Robert's Rules of Order.

2.12 The Building Manager 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.

2.13 An evaluation of operational orientation will be made available to all new Councillors following their orientation.

### **Retention**

#### *Training and Development*

2.14 Upon assuming office, a Council resource manual shall be issued to all Councillors so that they understand their role and responsibilities, how the Society is governed, and what resources they can access.

2.15 During the first four (4) months of Council term, Councillors shall attend a workshop on anti-oppressive organizing, and consent training. When possible, these workshops should occur during Council orientation.

#### *Executive Training*

2.16 Before assuming office on May 1, an incoming Executive Officer shall be paid for a maximum of 30 hours of training with the outgoing Executive Officer in their position.

2.17 The Executive Officers shall, at the beginning of each annual Council term, have an orientation covering:

- (a) operational and administrative aspects of the Society,
- (b) establishing team frameworks and dynamics, and
- (c) creating approachability statements.
- (d) actualizing directives of Council
- (e) communicating with unionized staff to implement directives of Committees and Council



## 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>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
President		

### Policy

3.1 The Board Organizer is responsible for coordinating all volunteer orientations.

### Process

3.2 The Board Organizer shall:

- (a) ensure that the required volunteer information and forms,
- (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 If necessary, the Building Manager 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) fire extinguishers, and

(iii) any other equipment relevant to their volunteerism.

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



## OTP-4: SUCCESSION PLANNING EXPECTATION POLICIES

*POLICY TYPE: ORIENTATION AND RETENTION POLICY*

*POLICY TITLE: SUCCESSION PLANNING EXPECTATION POLICIES*

*POLICY REFERENCE NUMBER: OTP-4*

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

[Previous Revisions](#)

Position	Signature	Date
President		

### Policy

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

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

### Process

4.3 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.



## 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>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2022 <a href="#">Previous Revisions</a>		
Position	Signature	Date
President		

### Policy

5.1 All departmental coordinators and excluded staff must prepare monthly reports for the Executive Committee. The Operations Organizer will be responsible for ensuring monthly reports across departments are prepared. The President shall serve as oversight of this policy.

### Process

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

5.3 The Operations Organizer will:

- (a) prepare a template report for departmental coordinators to submit a report of their activities, events, and service delivery alongside any metrics, as well as its results in aligning with the strategic plan,
- (b) collect and compile the monthly reports of all the departmental coordinators into one report,
- (c) compile their own report for the inclusion in the aforementioned report, and
- (d) submit the report for to the Executive Committee through the President.