



SFSS Personnel Policies

Simon Fraser Student Society

simon fraser

student society

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INTRODUCTION

PURPOSE OF THIS MANUAL

The Simon Fraser Student Society (SFSS) Personnel Policy should be considered in conjunction with the current Collective Agreement that exists between the Employer and the union. Where there is a discrepancy between those Collective Agreement and these policies, the Collective Agreement shall take precedence, and a review process will be initiated to bring the policies into compliance. Compliance with the policies is a requirement of employment with SFSS.

SFSS may change, add or delete part(s) of the Manual with the approval of Council. Any changes to the Manual shall apply to all existing and future employees. No contradicting statement by a staff member may be interpreted as a change in policy. This does not preclude from the introduction of new Standard Operating Procedures, terms of reference, or guidelines or a change in the policy in the future.

Should any provision in this Policy Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Manual, but only the subject provision.

This manual replaces all other previous Personnel Policy Manuals for SFSS. Personnel Policy Manuals must be approved by Council and placed on the Society Website.

This manual was reviewed and signed off by the Executive Committee and will be in effect pending approval of Council.

POLICY REVIEW AND APPROVAL PROCESS

Personnel policies are reviewed annually by the Executive Committee and the HR & Personnel Sub-Committee, alongside the excluded personnel in consultation with staff and will be approved by Council. Once revisions are approved by the Executive Committee, an updated version of the Personnel Policy will be provided electronically to all staff members by the President and posted on the Society website. If there is no change to the policy upon review, the newly revised policy will include the date that it was revised on the cover page and on each policy page within the document.

Staff will also be instructed to take older versions of the policy, whether they are electronic or hard copies, out of circulation.

PERSONNEL POLICIES



PP-1: OFFICE CLOSURE

<p><i>POLICY TYPE: PERSONNEL POLICY</i></p> <p><i>POLICY TITLE: OFFICE CLOSURE</i></p> <p><i>POLICY REFERENCE NUMBER: PP-1</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
Position	Signature	Date
President		

Policy

1.1 Employees will not suffer a loss of pay if the Simon Fraser Student Society closes due to inclement weather or other circumstances.

Process

1.2 In the event of inclement weather an employee who is unable to attend work, or who feels that it would be unsafe to attempt to attend work, will receive no pay for that day, unless specifically instructed by the Operations Organizer or their designate to not attend work.

1.3 In the event that an employee is at work and requests to leave early because of inclement weather and is allowed to leave work early, they will be paid only for the hours they actually worked that day. In the event an employee is instructed by the Operations Organizer or their designate to leave work early because of inclement weather, the employee will be paid for the balance of hours they were scheduled to work.

1.4 If the Operations Organizer or delegate closes the Society due to inclement weather or other circumstances, employees will not be expected to work and will not suffer any loss of pay. If circumstances require that the SFSS remain closed beyond 24 hours, the Operations Organizer will review the possibility of layoffs, seeking approval from the Executive committee for any such layoff.



PP-2: ABUSE

<p><i>POLICY TYPE: PERSONNEL POLICY</i></p> <p><i>POLICY TITLE: ABUSE</i></p> <p><i>POLICY REFERENCE NUMBER: PP-2</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
Position	Signature	Date
President		

Policy

2.1 All relationships at the Simon Fraser Student Society (SFSS) should be based on mutual respect, where the rights and self-determination of members are top priorities. Abuse of members, staff or volunteers is unacceptable.

Definitions

2.2 **Physical Abuse:** Any physical force or threat of force that is in excess or is inappropriate to the situation.

2.3 **Sexual Abuse:** Any sexual behaviour by a staff member, volunteer or any other person in a position of trust or authority, that is directed at a member, volunteer or staff member including but not limited to sexual exploitation, whether consensual or not.

2.4 **Emotional Abuse:** Any act, contact or lack of action, which diminishes a member, volunteer or staff person's sense of well-being. Examples include, but are not limited to, verbal harassment such as use of profanity, confinement, threats and humiliation.

2.5 **Financial Abuse:** Acts of financial abuse include but are not limited to: theft of members' money or personal property; solicitation for compensation; fraud, deceitful manipulation of finances.

Examples

2.6 Any act or omission, behavioural intervention, or reaction which causes a person physical pain, fear, restraint, embarrassment, shame, or alienation.

2.7 Any physical and/or verbal actions which would jeopardize the working relationships between staff member/volunteer and member.

2.8 Any act or omission towards a person that infringes upon their personal rights or degrades or lowers their personal esteem.

Process

2.9 SFSS members, staff and volunteers have a right to expect an environment which is safe and free from any abuse or manipulation.

2.10 All concerns related to possible abuse that are raised by members, employees, volunteers, or other persons, must be reported immediately to the Operations Organizer. In the event the Operations Organizer is the subject of the complaint, this must be reported immediately to the President.

2.11 Upon receiving a report, the Operations Organizer will report, where appropriate, to:

- (a) the appropriate authorities,
- (b) their supervisor, the President of the Society.

2.12 Upon receiving a report that the subject of the complaint is the Operations Organizer, the President must where appropriate, report to:

- (a) the appropriate authorities,
- (b) the Executive Committee in an in-camera session of the Executive, or a sub-committee of the Executive focused on HR matters for excluded staff.

2.13 A staff person named in an allegation may be required to take a three day leave of absence with pay and will have no contact with members during this leave. The Operations Organizer will recommend whether the leave shall continue and make a joint decision alongside the President of the Society. A volunteer named in an allegation may be relieved of duties until an investigation is complete and determination of culpability is made. In the event of the subject of the allegation being the Operations Organizer, the President will recommend whether the leave shall continue, and the Executive Committee shall make a decision.

2.14 Employees/volunteers who have engaged in any form of abuse will be subject to disciplinary action up to and including dismissal.

2.15 The allegations, investigation, determination of culpability and any ensuing discipline or termination will be documented.



PP-3: CONFIDENTIALITY

<p><i>POLICY TYPE: PERSONNEL POLICY</i></p> <p><i>POLICY TITLE: CONFIDENTIALITY</i></p> <p><i>POLICY REFERENCE NUMBER: PP-3</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
Position	Signature	Date
President		

Policy

3.1 Information concerning a member, volunteer, employee, and the affairs of the Employer is confidential. The release of confidential information, when authorized, shall be on a need-to-know basis.

Process

3.2 The Operations Organizer will review requests for the release of confidential information. Employees will not release such information without prior authorization from the Operations Organizer.

3.3 All matters and information pertaining to members will be treated as confidential.

3.4 Under no circumstances may member information be divulged either inside or outside the organization other than to persons authorized to receive such information in the course of their duties, except as agreed to by the member and approved by the Operations Organizer.

3.5 Under no circumstances will any person working in or for the SFSS use any such information to their personal advantage. Violation of this policy may result in dismissal.

3.6 Information requests from newspapers and other public news organizations should be referred to the President, who will consult with the Executive before proceeding. Staff will make no public comments without prior approval. From time to time, program or events staff will be assigned "spokesperson" responsibility for a particular story, service, initiative or campaign. They will be given direction, parameters, and supervision regarding this responsibility.

3.7 All employees will sign the Confidentiality Statement. The signed statement will be

placed in the employee's personnel file. A breach of confidentiality may result in disciplinary action up to and including dismissal.



PP-4: CONFLICT OF INTEREST

<p><i>POLICY TYPE: PERSONNEL POLICY</i></p> <p><i>POLICY TITLE: CONFLICT OF INTEREST</i></p> <p><i>POLICY REFERENCE NUMBER: PP-4</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
Position	Signature	Date
President		

Policy

4.1 The Simon Fraser Student Society (SFSS) recognizes the right of staff members and volunteers to be involved in activities as citizens of the community. However, staff members and volunteers must keep their role as private citizens separate and distinct from their responsibilities as staff members or volunteers.

Examples

4.2 A conflict of interest exists where a staff member's or volunteer's interests:

- (a) are in conflict with their work duties, responsibilities and obligations, or may result in a public perception that a conflict exists,
- (b) impair the staff member's or volunteer's ability to act in the interest of the members, or
- (c) compromise or undermine the trust which the members place in the organization.

Process

4.3 Staff members and volunteers will not place themselves in a situation where they are under obligation to any person who might benefit from or seek to gain special consideration or favour. The honesty and impartiality of employees and volunteers must be above suspicion.

4.4 SFSS Staff and volunteers will consult with the Operations Organizer or designate if they are unsure about particular actions being seen as in conflict with their employment. The President shall be consulted for the opinion of the Executive Committee where necessary.



PP-5: EMPLOYEE CONTACT INFORMATION

<i>POLICY TYPE: PERSONNEL POLICY</i>		
<i>POLICY TITLE: EMPLOYEE CONTACT INFORMATION</i>		
<i>POLICY REFERENCE NUMBER: PP-5</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
President		

Policy

5.1 It is the responsibility of each staff member to keep the Employer informed at all times of any changes in their name, address, telephone number, home e-mail address, marital status, emergency contact information, and number of dependents. These changes are required to ensure that SFSS can contact employees to provide instructions, benefit entitlement, and other official communications.

Process

5.2 These changes should be given in writing to the Operations Organizer, who will place the information in the employee's personnel file.

5.3 When resigning from the organization, a forwarding address must be filed by the employee with the Employer so that income tax T-4 slips and other relevant documentation can be forwarded to them.



PP-6: PARTICIPATING IN PUBLIC ELECTIONS

<i>POLICY TYPE: PERSONNEL POLICY</i>		
<i>POLICY TITLE: PARTICIPATING IN PUBLIC ELECTIONS</i>		
<i>POLICY REFERENCE NUMBER: PP-6</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
President		

Policy

6.1 SFSS respects the contributions that are made by individuals who are seeking, or already holding, an elected position in any level of government. Public service, whether it is paid or voluntary, helps us shape our community.

6.2 While we encourage public service, we will maintain a clear, transparent, non-partisan role in public election campaigns. SFSS has employees and volunteers from all walks of life, with political views and other opinions that are diverse and strongly-held. While individual employees or volunteers may wish to support particular parties or candidates, such support may not be positioned as “support from the SFSS.”

6.3 This policy applies to all SFSS employees (permanent employees, students, project workers, and designated assistants) who seek public office, or who are involved with the campaigns of others who are seeking office. This policy does not apply to SFSS referendum campaigns submitted through a resolution of the SFSS Council. Those employees seeking (or elected to) public office may request, in writing, a leave of absence without pay.

Examples

6.4 Examples of public election campaign activities include, but are not limited to, the following:

- (a) reviewing voice, text, email or other messages related to the campaign,
- (b) composing and/or distributing campaign messages,
- (c) reviewing, developing or distributing campaign literature, and

- (d) discussing campaign activities or issues with colleagues, volunteers, clients, media, donors, partners, or members of the public.

6.5 Examples of solicitation for public election campaigns may include, but are not limited to, the following:

- (a) seeking financial contributions to campaigns,
- (b) individual invitations to campaign events,
- (c) requests for volunteer support for campaigns,
- (d) assistance in distributing campaign material and/or campaign messages,
- (e) requests for use of equipment or office space, and
- (f) requests for support services.

Process

6.6 As an organization, we may choose to engage in conversation or debate about issues that are closely aligned to our values, our mission, and our vision. Such conversation or debate will only be led by the President.

6.7 During work hours, staff will refrain from providing public support to any particular candidate or party, or from suggesting that particular candidates or parties should *not* receive support.

6.8 No campaign activities for a particular candidate or party are to occur during work hours.

6.9 SFSS equipment, material, facilities, information, systems and communication tools are not to be used to support public election campaigns, including, but not limited to, the following:

- (a) telephones (desktop and mobile),
- (b) email and/or Internet services,
- (c) office space, meeting rooms, common areas in SFSS facilities,
- (d) information related to donors/donations,
- (e) twitter, Facebook and other SFSS social media vehicles,
- (f) computers,

(g) photocopiers, and

(h) office supplies.

6.10 SFSS staff and volunteers are to respond to solicitations by candidates or by candidate representatives with a statement that “our staff cannot engage in political activities during work hours.”

6.11 SFSS logos, signs, and/or other marketing material are not to be used in public election campaign pamphlets, business cards, door hangers, web sites, social media profiles or on any other publicity related to the campaign.

6.12 Failure to abide by the guidelines in this policy may lead to disciplinary action, up to and including termination.



PP-7: EMPLOYMENT OF RELATIVES

<p><i>POLICY TYPE: PERSONNEL POLICY</i></p> <p><i>POLICY TITLE: EMPLOYMENT OF RELATIVES</i></p> <p><i>POLICY REFERENCE NUMBER: PP-7</i></p> <p style="text-align: right;"><i>Adopted: April 23, 2021</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: April 2022</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
President		

Definitions

7.1 **Relative:** The parent, partner, child, sibling, parent-in-law, grandparent, or grandchild of an employee.

Policy

7.2 A relative of an employee may be refused employment or a transfer may be denied if there is a direct supervisory relationship between the relatives. Should circumstances change within a supervisory or reporting relationship to create such a situation, the same principle applies.

Procedure

7.3 Hiring Committees shall ascertain whether applicants for positions are related to present employees.

7.4 All employees are responsible to report to their immediate supervisor any change in status, which would put them in contravention of this policy.



PP-8: HIRING PRACTICES

<p><i>POLICY TYPE: PERSONNEL POLICY</i></p> <p><i>POLICY TITLE: HIRING PRACTICES</i></p> <p><i>POLICY REFERENCE NUMBER: PP-8</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
Position	Signature	Date
President		

Policy

8.1 The Simon Fraser Student Society (SFSS) will adhere to a standardized hiring procedure that is consistent with related requirements of the Collective Agreement and that is equitable, non-discriminatory, and consistently applied.

Process

8.2 The Executive Committee is authorized to hire excluded and unionized staff.

- (a) The Executive Committee is authorized, upon a recommendation from the HR & Personnel Sub-Committee, to terminate the employment of excluded staff.

8.3 Once the President has determined or has been notified that there is a vacant position, the Executive Committee will authorize the forming of a Hiring Committee composed of up to two representatives from the Employer and two representatives from the Union. The committee will authorize the posting of the position. All postings must have a current job description.

- (a) The Operations Organizer will serve as a support to the Executive Committee.

8.4 Applicants will be screened to determine if they meet the qualifications required for the position as stated in the job description.

8.5 Applicants, who through the screening process are recognized as meeting the required qualifications, will be invited to an interview.

8.6 Interviews will be conducted by the Hiring Committee.

8.7 Each applicant will be asked questions from a prepared list of questions. The questions are intended to solicit information as to the applicant's knowledge and experience related to the position. Each applicant's answers will be recorded and be used for deciding candidacy.

8.8 Additional interviews and screening practices, including tests and demonstrations of the applicant's work, may be used to gather information to determine the applicant's suitability.

8.9 Prior to determining whether to offer an applicant the position, a minimum of two references will be checked by an Employer representative on the Hiring Committee. The completed Reference Check Form will be placed in the personnel file.

8.10 The Hiring Committee will review the information from the interviews and reference checks and will make the final determination as to whether the applicant is the successful candidate for the position. If the applicant is an internal candidate, the decision making will include a review of the candidate's personnel file.

8.11 The position will be offered to the successful applicant subject to the results of all relevant licensure, certification, and registration being verified. Verifying credentials may include verifying degrees and certifications with the issuing institution/organization. A completed hiring checklist and hiring letter information form will be placed in the successful candidate's personnel file.

8.12 All applicants who have participated in an interview process will be advised as to their status relative to the posting.

8.13 All new hires will be given a written Offer of Employment outlining the requirements of the position, starting date, salary, benefits, and other conditions of employment.

8.14 All hiring letters are signed by the President. No staff person can start in a position without signing an Offer of Employment.



PP-9: HUMAN RESOURCES

<p><i>POLICY TYPE: PERSONNEL POLICY</i></p> <p><i>POLICY TITLE: HUMAN RESOURCES</i></p> <p><i>POLICY REFERENCE NUMBER: PP-9</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
Position	Signature	Date
President		

Policy

9.1 The Simon Fraser Student Society (SFSS) will consistently apply Human Resources policies and practices that are in accordance with all relevant legislation, with current Collective Agreements, and with the values of honesty, integrity, and respect.

9.2. SFSS is committed to:

- (a) Recruiting, hiring, and retaining qualified staff.
- (b) Recruiting in accordance with human rights legislation and with the needs and make-up of the community of students we serve.
- (c) Ensuring equity in employment, advancement, and compensation in accordance with the Collective Agreement.
- (d) Respecting confidentiality in accordance with the agency policies and procedures, and with privacy legislation.
- (e) Providing supervision and learning opportunities that best support employees to do their job.
- (f) Working with employees to have a work environment free of discrimination and harassment.



PP-10: HEALTH AND SAFETY STANDARDS

<i>POLICY TYPE: PERSONNEL POLICY</i>		
<i>POLICY TITLE: HEALTH AND SAFETY STANDARDS</i>		
<i>POLICY REFERENCE NUMBER: PP-10</i>		
<i>Adopted: April 23, 2021</i>		
<i>Next Scheduled Revision: April 2022</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
President		

Policy

10.1 Simon Fraser Student Society is committed to providing all employees and volunteers with a safe and healthy environment, free from hazards that may cause injury or occupational illness.

Standards

10.2 The actions of any one person may affect other individuals and areas. Therefore, all individuals have a responsibility for ensuring a safe and healthy work environment and/or workspace. The Employer shall have a Health and Safety bulletin Council that contains information including but not limited to, the current Health and Safety Policies, First Aid attendants, location of first aid kits and names of current Joint Health and Safety Committee members.

10.3 SFSS is responsible for:

- (a) providing a safe and healthy work environment,
- (c) maintaining and promoting a comprehensive health and safety program,
- (d) establishing standards of safety and maintenance in occupied buildings, facilities and equipment through SFU Facilities,
- (e) developing safe work procedures and practices where applicable,
- (f) taking action to eliminate unsafe conditions,
- (g) supporting and evaluating staff regarding their safety responsibilities, and

- (h) reporting accidents and investigations to Work Safe B.C..

10.4 Employees and volunteers are responsible for:

- (a) maintaining a safe and healthy work environment,
- (b) participating in Joint Health and Safety related programs,
- (c) knowing and complying with all safe work procedures and practices, and
- (d) reporting injuries, unsafe acts or conditions and broken equipment immediately to their supervisor or manager.

10.5 Any violation of SFSS Health and Safety policies, standards and/or practices may lead to disciplinary action up to and including dismissal.



PP-11: ACCIDENT AND INJURY REPORTING

<p><i>POLICY TYPE: PERSONNEL POLICY</i></p> <p><i>POLICY TITLE: ACCIDENT AND INJURY REPORTING</i></p> <p><i>POLICY REFERENCE NUMBER: PP-11</i></p> <p style="text-align: right;"> <i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i> </p>		
Position	Signature	Date
President		

Policy

11.1 All new employees and volunteers of SFSS will receive full and complete instruction on job safety where applicable, and will be warned of workplace health and safety hazards according to the *Workers' Compensation Act* (BC), the *Occupational Health & Safety Act* (BC) and any regulations made under either act.

11.2 Any accident/incident, included near misses, must be reported immediately to Joint Health and Safety Committee (JHSC) member and/or Manager. Any accidents that result in workplace shall be reported to the First Aid Attendant or the JHSC member who will ensure:

- (a) The individual receives proper first aid and a First Aid Record form must be completed;
- (b) The accident/incident is thoroughly investigated for the purpose of implementing corrective action to avoid recurrence of the same in future;
- (c) The incident will be reported to the SFSS Health and Safety Committee and to WorkSafeBC (WSBC) if necessary.

Process

11.3 In the event that an employee/individual experiences a work-related incident/injury, it must be reported to a First Aid Attendant and a JHSC member, who will administer first aid treatment and may recommend that the Employee follow-up with their physician or other qualified professional where applicable. If an investigation is required by the WSBC, notify the WSBC of the incident.

11.4 A first aid record will be provided to the employee if necessary.

11.5 The accident/incident must be investigated promptly, in conjunction with a Union member (if appropriate). Furthermore, an SFSS Incident Report Form must be completed jointly by the JHSC Employee and a Employer representative, not the injured employee.

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11.6 Any serious injury or other event that requires an investigation by WSBC, the employee will complete the first section of the WSBC Worker's Report of Injury of Occupational Disease to Employer (Form 6a) and return to their designated Manager.

11.7 The Employer must fill out the WSBC Employer Incident Investigation Report.

(a) If medical attention is required as advised by a physician or other qualified practitioner, the employee may not be able to continue with full duties and/or will miss time from work. Further:

(i) The WSBC Employer's Report of Injury of Occupational Disease (Form 7) must be completed by the designated supervisor or Operations Organizer;

(ii) The employee shall complete the SFSS Fitness to Work Assessment Form 6 with their physician and submit to the Employer

(iii) After reviewing the completed Fitness to Work Assessment, the Employer shall offer modified work duties, where applicable, and complete the SFSS Offer of Modified Work 7 form with the employee.

(iv) Form 7 must be forwarded to the WSBC within 3 days. Relevant additional information should be included, such as: Fitness to Work Assessment form, (FWAF), WSBC Employer Incident Investigation Form (EIIF), First Aid Report and Offer of Modified Work

(v) The employee shall produce a medical note to support their absence from work if necessary

(vi) Designate supervisor or Operations Organizer will oversee the employee's claim going forward, communicating with the employee and Work Safe B.C as necessary to facilitate a timely recovery and return to work;

(vii) Once the claim has been established, all pertinent information received in relation to the claim (e.g. doctor's notes, Fitness to Work Assessments) must be forwarded to the designated manager and Administrative Services Manager for ongoing management of the claim.

(b) The Employer, in conjunction with the JHSC Employee, must prepare a report detailing corrective action and provide it to the Employees.



PP-12: LEAVES OF ABSENCE

<p><i>POLICY TYPE: PERSONNEL POLICY</i></p> <p><i>POLICY TITLE: LEAVES OF ABSENCE</i></p> <p><i>POLICY REFERENCE NUMBER: PP-12</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
Position	Signature	Date
President		

Policy

12.1 When staff request a leave of absence, they can expect the following criteria to be important factors in deciding whether their request will be granted:

- (a) The impact of the request on SFSS operations,
- (c) The previous granting of a leave to the employee,
- (c) The purpose of the leave, and
- (d) The employee's length of service with the society.

Process

12.2 All requests for a leave of absence must be made in writing.

12.3 Requests must be reviewed by the Operations Organizer, in consultation with the President.

12.4 Emergencies (family related crisis for example) will be responded to on a case by case basis.

12.5 The decision will be documented and the Operations Organizer will give the staff person the response in writing. A copy of the request and response will be kept in the employee's time off file.



PP-13: RESPONDING TO LEGAL ACTIONS

<i>POLICY TYPE: PERSONNEL POLICY</i>		
<i>POLICY TITLE: RESPONDING TO LEGAL ACTIONS</i>		
<i>POLICY REFERENCE NUMBER: PP-13</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
President		

Policy

13.1 SFSS employees will cooperate with legal authorities in responding to subpoenas, search warrants, investigations, and other legal actions.

Process

13.2 Employees will bring legal actions related to SFSS business to the immediate attention of the President.

13.3 When an Employee is served with a subpoena related to society business, they will accept the legal document and contact the President as soon as possible.

13.4 If the document served is a search warrant for a society premise the Employee will accept the warrant and advise the peace officer that they do not have the authority to allow them entry, and that they will request permission immediately. The Employee will immediately contact the President to request direction.

13.5 If the Employee is asked to participate in an interview as part of an investigation by police or other legal authority, the Employee will seek direction from the President prior to participating. The Employee will record the name, badge number, contact phone number, and any other identifying information of the “investigator.” Once the Employee has received direction from the President, the Employee is expected to follow the Society’s direction.

13.6 The SFSS and the Employee may each need to obtain legal advice and an opportunity to obtain such advice should be requested immediately.

13.7 Legal actions are considered unusual occurrences and are to be documented.

13.8 The President will make decisions related to responding to legal actions, giving consideration to:

- (a) the importance of cooperating in legal investigations,
- (b) existing, relevant policies and procedures at SFU, and
- (c) protecting the rights, confidentiality, and safety of members, staff, and volunteers.



PP-14: OCCUPATIONAL CERTIFICATION

<i>POLICY TYPE: PERSONNEL POLICY</i>		
<i>POLICY TITLE: OCCUPATIONAL CERTIFICATION</i>		
<i>POLICY REFERENCE NUMBER: PP-14</i>		
<i>Adopted: April 23, 2021</i>		
<i>Next Scheduled Revision: April 2022</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
President		

Policy

14.1 Employees must maintain the professional or occupational certification as dictated by their job description.

Process

14.2 Any fees or costs associated with maintaining the professional or occupational certification of an Employee is the sole responsibility of the Employee, unless otherwise noted in the employee contract, in which case it may be borne by the Employer.

14.3 Employees are required to submit copies of their re-certification to the Employer, as required.

14.4 Failure to maintain a required certification may result in the termination of the Employee's employment.



PP-15: ORIENTATION

<p><i>POLICY TYPE: PERSONNEL POLICY</i></p> <p><i>POLICY TITLE: ORIENTATION</i></p> <p><i>POLICY REFERENCE NUMBER: PP-15</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
Position	Signature	Date
President		

Policy

15.1 All newly hired staff will participate in a series of orientation activities to prepare and support them in doing their work.

15.2 The purpose of the orientation is:

- (a) to introduce the new staff member to their colleagues,
- (b) to thoroughly acquaint the new staff member with the organization and the requirements of their new job, and
- (c) to lay the groundwork for positive relationships between current and new staff members.
- (d) Familiarize the new employee with health and safety policies of the University and the organization

Process

15.3 The Operations Organizer and the appropriate Coordinator(s) or designates will organize the new employee's orientation process, which will be documented on the Orientation check list. The Operations Organizer is responsible for ensuring that the orientation is completed and that the Orientation Checklist and the New Employee Health and Safety Checklist are completed and placed in the Employee's personnel file.

15.4 The Operations Organizer 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 the Employee has completed the SFSS Privacy Policies sign off.,
- (d) ensure that copies of an Employee's relevant degrees and certifications are filed,
- (e) ensure that that the Employee is provided signs out keys and/or entry codes they require,
- (f) submit to IT Services all required for email and PC setup,
- (g) review the job description of the Employee with the Employee,
- (h) review the "New Employee Health & Safety Checklist" with the new Employee,
- (i) arrange for business cards if required, and
- (j) review timesheet and reporting requirement.
- (k) meet with the new Employee, and
- (l) provide an overview of the SFSS structure, mission, values, services, and strategic plan.

15.5 The appropriate Coordinator and/or 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
 - (ii) phone and voicemail systems,
 - (iii) photocopiers.
- (c) In the event of union-excluded personnel, the President of the Society will lead the orientation.



PP-16: OUTSIDE EMPLOYMENT

<p><i>POLICY TYPE: PERSONNEL POLICY</i></p> <p><i>POLICY TITLE: OUTSIDE EMPLOYMENT</i></p> <p><i>POLICY REFERENCE NUMBER: PP-16</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
Position	Signature	Date
President		

Policy

16.1 Staff are expected to arrive at work ready to do their job and clear of conflict that might occur as a result of other employment. Staff members may engage in remunerative employment with another employer, carry on a business, or receive remuneration from public funds for activities outside their position provided that:

- (a) It does not interfere with the performance of their duties as an SFSS staff member;
- (b) It does not bring SFSS into disrepute;
- (c) It is not performed in such a way as to appear to be an official act or to represent SFSS opinion or policy; and
- (d) It does not involve the use of SFSS premises, services, equipment, or supplies to which the staff member has access by virtue of their employment.

Process

16.2 Employees will consult with their supervisor prior to committing to outside employment. Issues related to outside employment will be discussed with potential new hires to ensure they are not entering into such a conflict by accepting employment with the SFSS.

16.3 If the supervisor has concerns regarding a potential conflict or time commitment, the Employee and their Supervisor will work together to resolve the concerns so that the outcome is satisfactory to both. If they are unable to achieve this outcome, they will seek the involvement of the Operations Organizer, or the President when necessary.

16.4 Where there is a conflict of interest that arises from an Employee's volunteer involvement, the same principles outlined above will apply.



PP-17: PERFORMANCE REVIEWS

<i>POLICY TYPE: PERSONNEL POLICY</i>		
<i>POLICY TITLE: PERFORMANCE REVIEWS</i>		
<i>POLICY REFERENCE NUMBER: PP-17</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
President		

Policy

17.1 A formal written performance review shall be carried out prior to the end of an employee's probationary period and annually or as needed thereafter, unless otherwise noted. Casual employees who work less than 12 hours per week in regular/irregular employment may receive less frequent reviews, to be determined by the Operations Organizer.

Process

17.2 Performance reviews will include progress made toward goals identified in the previous review.

17.3 The Shop Steward shall be present at the review if necessary or requested by the employee.

17.4 The Employee will be given a copy of the review, given time to read it, discuss it, and respond to its contents.

17.5 They will sign the review and indicate their acceptance or objection. At the time of signing, the employee shall receive a copy of the review. The original shall be placed in the employee's personnel file.

17.6 In the event that an employee objects to the review, they can put their objections in writing and have the submission attached to the review and placed in the personnel file.

17.7 A performance review signed by an employee shall not be changed without the knowledge of the employee. Performance reviews shall be completed by the employee's supervisor.

17.8 The following criteria will be considered during the review process:

- (a) job requirements,
- (a) achievement of performance requirements, including annual goals,
- (b) job performance,
- (c.) quality of work,
- (d) conduct,
- (e) ability to get along with co-workers and supervisors,
- (f) willingness to cooperate,
- (g) attendance record, and
- (h) training and development plans and goals.

17.9 In the event of the union-excluded personnel, the HR and Personnel Sub-Committee will review the staff person on the basis of all of section 17.8, as well as aligning the accomplishments of the goals as set out in the strategic plan, alongside a 360 review of their performance through a survey of Council members, Executive Officers and Department Coordinator Staff.



PP-18: PERSONNEL FILES

<p><i>POLICY TYPE: PERSONNEL POLICY</i></p> <p><i>POLICY TITLE: PERSONNEL FILES</i></p> <p><i>POLICY REFERENCE NUMBER: PP-18</i></p>		
<p><i>Adopted: April 23, 2021</i></p> <p><i>Next Scheduled Revision: April 2022</i></p> <p><i>Previous Revisions</i></p>		
Position	Signature	Date
President		

Policy

18.1 Personnel files shall be maintained for each Employee.

Process

18.2 Personnel files shall contain the following Employee information:

- (a) completed employment information form,
- (b) hiring documents,
- (c) contact information,
- (d) hiring letter(s),
- (e) job description(s),
- (f) resume,
- (g) completed Reference Check Form,
- (h) verified copies of credentials,
- (i) completed SFSS orientation checklist,
- (j) all performance reviews,
- (k) signed Confidentiality Agreement,

- (l) documentation of staff development activities, including professional development
- (m) documentation related to disciplinary actions (As per Article 40), and
- (n) other relevant information.

18.3 Personnel files will be kept in a secure area and shall not be accessed by anyone other than the Staff Liaison Officers.

18.4 An Employee shall be permitted to review their personnel file upon giving the Employer 24 hours written notice. The file shall be reviewed in the presence of an Employer representative. The Employee may have copies of material in their files but may not remove any material from their file.



PP-19: PROGRESSIVE DISCIPLINE

<p><i>POLICY TYPE: PERSONNEL POLICY</i></p> <p><i>POLICY TITLE: PROGRESSIVE DISCIPLINE</i></p> <p><i>POLICY REFERENCE NUMBER: PP-19</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
Position	Signature	Date
President		

Policy

19.1 An Employee or volunteer who breaches an SFSS policy or engages in behaviour that damages the Employer/Employee relationship or reputation of the SFSS may be subject to discipline ranging from a verbal warning, a written warning, a suspension and dismissal.

19.2 The goal of progressive discipline is to correct unacceptable behaviour by working with the employee. In cases where the behaviour is not corrected, the disciplinary penalty will increase in proportion to the seriousness of the misconduct, the individual's record, and other relevant factors.

Procedure

19.3 Progressive discipline contains the following stages:

- (a) verbal warning,
- (b) written warning,
- (c) suspension, and
- (d) termination.

19.4 The supervisor or manager will discuss the unacceptable behaviour with the Employee to:

- (a) reach a consensus on the behaviour involved and its problematic nature, and
- (b) offer support to the person in changing that behaviour.

19.5 These discussions will:

- (a) be held over an appropriate length of time, and
- (b) be documented by the Employer.

19.6 The nature and/or seriousness of the incident warranting discipline may be such that the Employer determines it is appropriate to bypass the normal steps of progressive discipline. In cases of serious misconduct, discipline may commence at suspension and lead to termination, or discipline may start and end with termination as a result of a single incident.

19.7 The Operations Organizer or their designate is responsible for approving suspension or discharge.

19.8 The Employee being disciplined has the right to use the grievance procedure as outlined in the Collective Agreement.



PP-20: RECORDS RETENTION

<p><i>POLICY TYPE: PERSONNEL POLICY</i></p> <p><i>POLICY TITLE: RECORDS RETENTION</i></p> <p><i>POLICY REFERENCE NUMBER: PP-20</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
Position	Signature	Date
President		

Policy

20.1 In order to ensure appropriate records are kept and accessible, the following practices will be followed. All records that contain personal information about members, volunteers, staff, and others will be kept in a secure fashion.

Process

20.2 Except where specifically stated otherwise, all retained records will be kept in an appropriate manner on the program site for a period of one year. Any records which are to be retained for a longer period, or indefinitely, may be kept off site (including with a third party service provider) in such manner as the Operations Organizer and the President jointly determines appropriate, subject to legislative requirements. Except where prohibited by law, any records which are to be retained may, where authorized by the Operations Organizer and the President, be converted to an electronic or digital format whereupon the originals (hard copy) may be destroyed.

Administrative Records

20.3 The Operations Organizer is responsible for keeping current and complete Administrative Records.

20.4 The following Administrative Records are to be kept for a period identified in the Records Retention table:

- (a) administrative volunteers, and
- (b) personnel records for staff, including:
 - (i) resumes,

- (ii) all hiring documentation,
 - (iii) performance reviews,
 - (iv) disciplinary actions,
 - (v) emergency contact and medical information
- (c) meeting minutes for Council, Council Committees, Staff Committees or meeting, Occupational Health and Safety Committee and Labour/Management Committee,
- (d) documentation of unusual occurrences and complaints, and
- (e) Council Reports, Annual General Meeting minutes, and other Society meeting records.

Society Records and Governance Records

20.5 The Research and Policy Coordinator is responsible for maintaining all records required to be kept by the Societies Act, including member meeting minutes and Councillor meeting minutes, and any and all other Society governance, policy and elections and referenda documents.

20.6 The following records are to be kept for a period identified in the Records Retention table:

- (a) SFSS Constitution and By-laws, and documentation of filed changes to these documents,
- (b) statement of Councillors and register of Councillors
- (c) registered office of the Society, and documentation of filed changes to these documents,
- (d) IEC reports (including elections results and referendum questions and results), and
- (e) elections and referendum packages, including written consent to act as a Councillor and all resolutions, and
- (f) referendum questions and results.

Financial Records

20.7 Finance Coordinators are responsible for all financial records.

20.8 The following Financial Records are to be kept for a period identified in the Records Retention table:

- (a) budgets,
- (b) accounts payable and receivable reports,
- (c) government remittances,
- (d) payroll records, and
- (e) audited financial statements

20.9 The following Financial Records are to be kept for a period identified in the Records Retention table:

- (a) contracts and amendments,
- (b) deeds,
- (c) leases,
- (d) rental agreements,
- (e) insurance policies,
- (f) licenses, and
- (g) certifications.

20.10 The Operations Organizer is responsible for all other records that are subject to this policy.

20.11 The following records are to be kept indefinitely:

- (a) legal records (e.g. court cases and arbitrations), and
- (b) grievance records.

Records Retention Table

Record	Retention Period	Relevant Legislation	Owner
Administrative Records: personnel records for staff, interns, practicum students and administrative volunteers, including: - resumes, - all hiring documentation, - performance reviews, - disciplinary actions, - emergency contact and medical information	One year	Personal Information Protection Act (PIPA), SBC 2003 <i>Section 35 (1)</i>	Admin
Administrative Records: meeting minutes for Council of Councillors, Council Committees, Staff Committees, Occupational Health and Safety Committee and Labour/Management Committee	(a) the record is no longer relevant to the activities or internal affairs of the society, and (b) 10 years have passed since the record was created or, if the record has been altered, since the record was last altered.	BC Societies Act <i>Sec. 21</i>	Admin

<p>Administrative Records: documentation of unusual occurrences and complaints ;</p>	<p>One year</p>	<p>Personal Information Protection Act (PIPA), SBC 2003 Section 35 (1)</p>	<p>Admin</p>
<p>Administrative Records: Council Reports, Annual General Meeting minutes, and other Society meeting records</p>	<p>(a) the record is no longer relevant to the activities or internal affairs of the society, and</p> <p>(b) 10 years have passed since the record was created or, if the record has been altered, since the record was last altered.</p>	<p>BC Societies Act Section: 21</p>	<p>Admin</p>

<p>Society Records and Governance Records:</p> <ul style="list-style-type: none"> - SFSS Constitution and By-laws, and documentation of filed changes to these documents - statement of Councillors, register of Councillors, and statement of the registered office of the Society, and documentation of filed changes to these documents - IEC reports (including elections results and referendum questions and results) - elections and referendum packages, including written consent to act as a Councillor and all resolutions 	<p>(a)the record is no longer relevant to the activities or internal affairs of the society, and</p> <p>(b) 10 years have passed since the record was created or, if the record has been altered, since the record was last altered.</p>	<p>BC Societies Act Section- 21</p>	<p>CRPC Department</p>
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<p>Financial Records:</p> <ul style="list-style-type: none"> - budgets, - accounts payable and receivable reports, - government remittances, - payroll records, and - audited financial statements 	<p>Current tax year plus an additional six years (7 years)</p>	<p>Canadian Revenue Agency Information Circular (IC78-10R5 Books and Records Retention/Destruction):</p> <ul style="list-style-type: none"> - Income Tax Act Section 230/230.1 - Employment Insurance Act Section 87 - Canada Pension Plan Section 24 	<p>Finance Department</p>
<p>Financial Records:</p> <ul style="list-style-type: none"> f. contracts and amendments, g. deeds, h. leases, i. rental agreements, j. insurance policies, k. licenses, and l. certifications. 	<p>Current tax year plus an additional six years (7 years)</p>	<p>Canadian Revenue Agency (IC78-10R5 Books and Records Retention/Destruction)</p> <ul style="list-style-type: none"> - Income Tax Act Section 230/230.1 - Employment Insurance Act Section 87 - Canada Pension Plan Section 24 	<p>Finance Department</p>



PP-21: RISK MANAGEMENT

<p><i>POLICY TYPE: PERSONNEL POLICY</i></p> <p><i>POLICY TITLE: RISK MANAGEMENT</i></p> <p><i>POLICY REFERENCE NUMBER: PP-21</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
Position	Signature	Date
President		

Policy

21.1 The Operations Organizer, working with the President and staff, and other stakeholders will identify and reduce or eliminate risks to people, organizational property, and interests that may be present in SFSS operations.

Process

21.2 The Operations Organizer and the President will ensure that actions are taken to minimize and contain the costs and consequences in the event of harmful or damaging incidents arising from those risks and provide for adequate and timely restoration and recovery from the impact of such consequences.

21.3 The Operations Organizer will develop an annual risk management plan, which will include the following items:

- (a) identification and evaluation of risks,
- (b) strategies to minimize risks and their impact (e.g. safety training, media training, security precautions, and emergency procedures),
- (c) strategies to contain the harmful effects of an event,
- (d) restoration and recovery planning in the event of harmful events, including provision of feedback to improve the system, and
- (e) regular monitoring and annual updating of the risk management plan.

21.4 The risk management plan will be shared with employees and Council in order to increase their awareness of how their actions can contribute to or mitigate against

risk, and how they can also become involved in mitigating the negative impact of any potentially damaging events or circumstances.

21.5 At year end, the Operations Organizer will review and analyze the plan, any actions that have been taken and recommendations that have been generated.

21.6 At year end, the Operations Organizer will present a summary report to Council and employees.



PP-22: CODE OF CONDUCT

<p><i>POLICY TYPE: PERSONNEL POLICY</i></p> <p><i>POLICY TITLE: CODE OF CONDUCT</i></p> <p><i>POLICY REFERENCE NUMBER: PP-22</i></p>		
<p><i>Adopted: April 23, 2021</i></p> <p><i>Next Scheduled Revision: April 2022</i></p> <p><i>Previous Revisions</i></p>		
Position	Signature	Date
President		

Policy

22.1 Employees (paid staff and volunteers) should always conduct themselves in a professional manner appropriate to a member-service environment, including:

- (a) maintaining an appropriate and respectful atmosphere for members,
- (b) being courteous, friendly and cooperative, and
- (c) showing respect for members.

22.2 Abusive language, disrespect for clients or fellow employees, and engaging in sexual or other forms of personal harassment will not be permitted.



PP-23: USE OF TELEPHONES

<p><i>POLICY TYPE: PERSONNEL POLICY</i></p> <p><i>POLICY TITLE: USE OF TELEPHONES</i></p> <p><i>POLICY REFERENCE NUMBER: PP-23</i></p>		
<p><i>Adopted: April 23, 2021</i></p> <p><i>Next Scheduled Revision: April 2022</i></p> <p><i>Previous Revisions</i></p>		
Position	Signature	Date
President		

Policy

23.1 SFSS telephones are for official business only. Personal telephone calls during working hours are discouraged and should be kept to a minimum. If it is necessary to make a personal telephone call, it should be done at a break time unless it is an emergency situation.

23.2 Staff members are reminded that no information regarding another staff member is to be given out to anyone by telephone. All requests for information regarding staff members, including requests for telephone numbers, must be referred to the Operations Organizer or the President.

23.3 Only SFSS business-related long-distance calls shall be made from SFSS phones.

23.4 Use of personal mobile phones, tablets and other devices for personal purposes is only permitted during approved breaks.

23.5 Should it be determined by the Operations Organizer that specific employees need to have regular access to a mobile phone to conduct their work, the Employer will either provide the employee with a phone for this purpose, or provide compensation for the employee's use of their personal phone for work related purposes as per their employment contract or Collective Agreement.



PP-24: EMAIL, VOICEMAIL, AND INTERNET USE

<i>POLICY TYPE: PERSONNEL POLICY</i>		
<i>POLICY TITLE: EMAIL, VOICEMAIL, AND INTERNET USE</i>		
<i>POLICY REFERENCE NUMBER: PP-24</i>		
<i>Adopted: April 23, 2021</i>		
<i>Next Scheduled Revision: April 2022</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
President		

Policy

24.1 Staff and volunteers may use email, voice mail, and internet services for work related purposes during scheduled hours of work. Please note that this policy and all procedures are in effect at all times when using equipment that is the property of SFSS.

24.2 Communications systems and all data contained in the communications systems, including email and voicemail, are the property of the SFSS.

24.3 All employees are required to provide accurate usernames and passwords for all voicemail, email, social media, and Internet accounts used for SFSS business.

24.4 SFSS communication and computer systems, including email, intranet, and internet access are intended for business purposes.

24.5 Use of SFSS communication systems must be lawful, ethical, and consistent with SFSS professional reputation, standards, policies, procedures, and guidelines.

24.6 There is no right to privacy for employees or volunteers regarding the use of SFSS communications systems or the data contained in the communications systems, including e-mail, voice mail, and internet use.

24.7 SFSS may access, inspect, retrieve, review, read, copy, store, archive, delete, destroy, distribute, or disclose to others (including courts and law enforcement authorities) all communications systems data and uses, including e-mail, voice mail and Internet use, without any further notice as may be considered necessary or appropriate.

Process

24.8 Email signatures should include the following text:

“This email and any attached files are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please delete the email (including your incoming and trash files), and notify the sender immediately by email or by telephone. Please note that all email communication sent from and received by this address is the property of the Simon Fraser Student Society.”

Internet Use

24.9 The internet must not be used for reasons which include, but are not limited to, the following:

- (a) browsing that is unrelated to workplace projects,
- (b) personal use,
- (c) accessing, downloading, possessing, making, or distributing offensive material such as pornography,
- (d) issuing threats,
- (e) making slanderous comments,
- (f) using racist, sexist, homophobic, or abusive language,
- (g) participating in activities that have the potential for copyright infringement,
- (h) accessing other employees' messages without specific authorization,
- (i) advertising or listings for personal benefit,
- (j) creating personal web pages, and
- (k) participating in 'chat lines' unless authorized by a program manager.

24.10 The Internet is not a secure environment. Do not assume any activities are private.

24.11 If employees suspect that their password has become compromised, they must immediately contact The Operations Organizer and their Supervisor.

24.12 Unauthorized bypass or any attempt to circumvent any security system is prohibited.

24.13 Users must comply with all applicable laws and regulations and must respect the legal protection provided by copyright and licenses with respect to both programs and data.

24.14 Internet usage must be able to withstand public scrutiny and or disclosure. Users must avoid accessing sites that might bring SFSS into disrepute, such as those that carry offensive material.

24.15 Sensitive information must not be transmitted via or exposed to Internet access without appropriate consent, safeguards in place and provisions respected.

24.16 For personal improvement, or information gathering, staff and volunteers may use the Internet outside of scheduled hours of work, provided that the supervisor has approved such use. Such use will be consistent with accepted professional standards of conduct and cannot be used for personal financial gain. The approval will be documented and placed in the employee's personnel file.

24.17 Internet Relay Chat channels, social media or other internet forums such as newsgroups or net servers may be used only to conduct work related business, including technical or analytical information exchange.

24.18 Users must not attempt to obscure the origin of any message or download material under an assumed Internet address.

24.19 Allegation of inappropriate use of the Internet will be reviewed by the Operations Organizer or the President and may lead to disciplinary action up to and including dismissal.



PP-25: SUBSTANCE MISUSE

<p><i>POLICY TYPE: PERSONNEL POLICY</i></p> <p><i>POLICY TITLE: SUBSTANCE MISUSE</i></p> <p><i>POLICY REFERENCE NUMBER: PP-25</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
Position	Signature	Date
President		

Policy

25.1 Any Employee reporting for duty under the influence of alcohol, drugs, or other substance(s) that impairs their judgement, ability to perform work as per their job description, endangers their health or safety, or the health or safety of other persons, will not be permitted to remain on the premises.

25.2 Should employees wish to receive information on the services available to address substance misuse problems, the employer will provide supportive referral to the Employee Assistance Program or an appropriate on- or off-campus service.

25.3 Storage, possession, or consumption of alcohol or non-prescribed drugs by any employee on the premises is prohibited.

25.4 Violation of this policy will be grounds for discipline up to and including termination.

Process

25.5 On a first offence, the Employee shall be sent home for the remainder of their shift without pay and be given a written warning regarding the seriousness of the incident. The Employee will be encouraged to seek counselling or support.

25.6 On a second offence, the Employee will face serious disciplinary measures up to and including dismissal.

25.7 In the event that the job performance of an employee is impaired by a prescription or non-prescription medication, employees may be sent home on sick leave, and may be required to supply a doctor's certificate.



PP-26: USE OF SOCIAL MEDIA

<p><i>POLICY TYPE: PERSONNEL POLICY</i></p> <p><i>POLICY TITLE: USE OF SOCIAL MEDIA</i></p> <p><i>POLICY REFERENCE NUMBER: PP-26</i></p> <p style="text-align: right;"><i>Adopted: April 23, 2021</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: April 2022</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
President		

Policy

26.1 This policy governs publication and commentary on social media by employees of SFSS. Authorized employees of SFSS will use social media tools to introduce and promote programs and initiatives, to bring recognition to members of SFSS and the broader community for their support, and to bring attention to articles and issues of relevance. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail, and the Internet.

Definitions

26.2 **Social media:** Any facility for online publication and commentary, including but not limited to blogs, Snapchat, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, Pinterest, and YouTube.

Process

26.3 All social media posts to be completed by the Communications Coordinator, the Women's Centre Coordinator, the Out on Campus Coordinator, and the Digital Media Assistant. Should any of the aforementioned positions be unavailable to perform this function, employees will seek permission from their supervisors or managers before publishing social media content.

26.4 Unless authorized by the Operations Organizer or the President, SFSS employee(s) may not publish or comment via social media in any way during work hours or while using work facilities, or in any way that suggests they are doing so in connection with SFSS.

26.5 Social media identities, login ID's, and usernames may not include the SFSS name or logo without prior approval from The Operations Organizer.

26.6 Assistance in setting up social media accounts and their settings may be obtained from the SFSS Communications Coordinator.

26.7 Publication and commentary on social media carries similar obligations to any other kind of publication or commentary. Users must comply with the laws governing copyright and fair use/fair dealing of copyrighted material owned by others, including SFSS copyrights and brands. Short excerpts only should be posted of someone else's written work or image, and must be attributed to the original author/source. Wherever possible users will provide links to written work reference rather than reproducing the entire work.

26.8 All users of social media must follow the same ethical standards that SFSS employees must otherwise follow:

- (a) Users will exercise good judgment before posting content/comments, i.e., consider how the content/comments will reflect on SFSS.
- (b) Users will refrain from any content or comment that is defamatory, demeaning or could be reasonably interpreted as offensive.
- (c) Users will not disclose confidential information including personal member information, vendor and service provider information, and financial information.

26.9 Questions regarding appropriate use shall be directed to the President.

26.10 Prohibited uses of social media include:

- (a) breaching applicable laws or SFSS policies,
- (b) sending threatening, harassing, or discriminatory messages,
- (c) misrepresenting the User's identity as a poster and/or sender of messages and content,
- (d) infringing upon the copyright of computer programs, data compilations and all other works (literary, dramatic, artistic, or musical),
- (e) infringing upon the legal protection provided by trademark law and the common law for names, marks, logos, and other representations that serve to distinguish the goods or services of one person from another,
- (f) failing to maintain the confidentiality of passwords, access codes, or identification numbers used with SFSS social media systems,
- (g) seeking information on passwords or information belonging to another User without authorization,

- (h) destroying, altering, dismantling, disfiguring or disabling SFSS social media systems without authorization,
- (i) attempting to circumvent security controls on SFSS social media systems without authorization,
- (j) knowingly introducing a worm, virus, or other malware, and
- (k) engaging in any uses that result in the loss of another user's information without authorization.

26.11 Failure to abide by the guidelines in the policy may lead to disciplinary action, up to and including termination.



PP-27: SENTINEL EVENTS

<p><i>POLICY TYPE: PERSONNEL POLICY</i></p> <p><i>POLICY TITLE: SENTINEL EVENTS</i></p> <p><i>POLICY REFERENCE NUMBER: PP-27</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
Position	Signature	Date
President		

Policy

27.1 The SFSS will deal with sentinel events in a timely manner through investigation and response, and provide support to those people who have been affected by the event.

Definitions

27.2 **Sentinel events:** Unexpected occurrences that can lead to serious physical or psychological injury of staff or volunteers

Process

27.3 During sentinel events, all staff actions will be guided by following safety standards and our code of ethics:

- a. Staff are expected to protect their own safety and that of their members and volunteers where possible.
- b. They are to ask other staff or emergency personnel for help/support where it is safe to do so.
- c. Staff are to move themselves, volunteers, and persons served away from violent situations or situations they perceive may become violent where they can (e.g. in the event of a robbery, staff will hand over any funds/goods requested).

27.4 Staff, volunteers, and members will be encouraged to seek support that is most helpful for them (e.g. debrief with team, counselling, critical incident stress debriefing). This will be documented as part of the SFSS Incident Report Form.

27.5 Sentinel events will be reported and documented.

27.6 Sentinel events will be investigated by the Operations Organizer and the President where necessary, or their designate.



PP-28: CODE OF CONDUCT

<i>POLICY TYPE: PERSONNEL POLICY</i>		
<i>POLICY TITLE: CODE OF CONDUCT</i>		
<i>POLICY REFERENCE NUMBER: PP-28</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
President		

Policy

28.1 All employees and volunteers will deliver services and conduct SFSS business in accordance with the following:

- (a) The informed consent and voluntary participation of the member served in decisions about service.
- (b) Privacy and confidentiality protections for members.
- (c) Member rights to file complaints in accordance with prescribed procedures that will not result in retaliation or barriers to service.

28.2 SFSS Staff and volunteers will serve members in accordance with the Human Rights Act. They shall not discriminate against a person or class or persons because of the race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class or persons. More information on the obligations of SFSS staff and volunteers can be found in the Human Rights Act, accessible via http://www.bclaws.ca/Recon/document/ID/freeside/00_96210_01.

Process

28.3 SFSS staff and volunteers shall:

- (a) treat one another and all members served in such a way as to preserve their dignity and communicate respect and fairness.
- (b) protect the confidentiality of all information, records and material acquired professionally or otherwise through their employment with SFSS by understanding and adhering to the our Confidentiality Statement, the Federal Privacy Act, the

Freedom of Information and Protection of Privacy Act, and any other relevant government acts and regulations.

(c) conduct business on behalf of the SFSS with integrity and honesty, ensuring that selection of vendors is accomplished through a consistent and fair process. Any advertising or marketing will represent SFSS practices and policies honestly and truthfully. The Society will not willfully or knowingly waste, abuse or fraudulently use Society resources.

(d) clearly understand and respect the differences between professional and personal relationships with members, colleagues and Council and will behave in ways appropriate to these differences. All personnel will be consistently aware of managing their personal boundaries in their interactions so as to avoid using undue or unhealthy influence and/or inappropriate use of power.

(e) provide services in a manner that promotes integrity and ethical decision-making with the primary purpose being professional responsibility, not personal preference. When a conflict exists, priority is always given to the needs and rights of the member.

(f) accept full and complete accountability for their own acts and omissions, exhibiting self-discipline and the pursuit of excellence in all activities.

(g) participate and cooperate in expressing and resolving their own and other's grievance processes and outcomes.

28.4 SFSS staff and volunteers shall not:

(a) behave in ways that pose a real or perceived conflict of interest during employment with respect to business, marketing and fundraising on behalf of SFSS, provide services, referrals, information, records and materials, recorded in any medium,

(b) have a direct or indirect financial interest in the assets, leases, business transactions or professional services of SFSS.

28.5 After employment ends, nothing will be used for the person's own purposes or disclosed to any other party.



PP-29: PUNCTUALITY AND ATTENDANCE

<i>POLICY TYPE: PERSONNEL POLICY</i>		
<i>POLICY TITLE: PUNCTUALITY AND ATTENDANCE</i>		
<i>POLICY REFERENCE NUMBER: PP-29</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
President		

Policy

29.1 It is the responsibility of every Employee to attend work as scheduled on a regular and consistent basis. Employees are expected to be punctual and ready to commence work at the start of their scheduled shift and to remain on duty until the stipulated completion of their shift. Employees who are unable to report for work at the scheduled time must advise their Supervisor and Operations Organizer in advance so that necessary arrangements can be made.

29.2 Employees who are incapable of providing regular, consistent attendance may fail to meet the requirements for continued employment. Attendance is considered a criterion of performance and is measured when assessing overall Employee performance at work.



PP-30: COMPLAINTS

<i>POLICY TYPE: PERSONNEL POLICY</i>		
<i>POLICY TITLE: COMPLAINTS</i>		
<i>POLICY REFERENCE NUMBER: PP-30</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
President		

Policy

30.1 The Simon Fraser Student Society will respond to all complaints made by members or the general public regarding services, staff or our policies or practices.

30.2 We will:

- (a) be respectful of the complainant and communicate in a respectful manner,
- (b) gather pertinent information,
- (c) document their actions and information gathered,
- (d) behave in an ethical, honest and fair manner, and
- (e) advise the complainant as to the outcome of their complaint.

30.3 The complainant will:

- (a) be respectful of agency staff and volunteers, and communicate in a respectful manner, and
- (b) behave in an ethical, honest and fair manner.

Process

30.4 All recipients of SFSS services will be informed of their right to bring forward complaints regarding services they have received or SFSS policies or practices, and will be assured of a no-reprisal policy and practice regarding making a complaint. They will be informed of our procedure for reviewing all complaints, through posted notices in our offices.

30.5 All complaints shall be documented and investigated by the appropriate Coordinator. SFSS will respond to the complainant within five working days and inform them of the investigation process. Complainants will be informed of the outcomes resulting from their complaint.

30.6 If the complainant requires assistance or support to make their complaint, SFSS will either provide an advocate or refer the person to another agency that can provide an advocate.

30.7 The complaint, complainant, process of investigation, and any outcomes shall be recorded on a standardized form and submitted to the Operations Organizer. The Operations Organizer will ensure that there is an annual summary and analysis of complaints, including a summary of resulting policy and practice changes. This report will be shared with SFSS leadership (executive, Council and staff).

30.8 Complaints alleging negligence or abuse shall be brought to the immediate attention of the Operations Organizer and the President.



PP-31: WHISTLEBLOWING

<p><i>POLICY TYPE: PERSONNEL POLICY</i></p> <p><i>POLICY TITLE: WHISTLEBLOWING</i></p> <p><i>POLICY REFERENCE NUMBER: PP-31</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
Position	Signature	Date
President		

Policy

31.1 The Simon Fraser Student Society has put in place governance and management systems that it believes will ensure that its business practices and the delivery of its services will meet the highest possible standards. Council, employees, and volunteers are required to adhere to their applicable Code of Conduct. Nevertheless, the possibility that a breach of conduct may occur, either knowingly or unknowingly, will always exist.

31.2 The intent of this policy is not to supersede policies and mechanisms already in place that encourage accountable business and service delivery practices or the complaint processes that exist for people to voice their concerns. This policy is an added layer of protection to those who make a good faith disclosure of improper activity on the part of the SFSS Council, management, employees, or volunteers. A good faith disclosure is one in which the complainant is bringing forward information that any reasonable person would consider evidence of improper conduct.

31.3 Anyone making a good faith disclosure will be protected from any harassment or retaliation. Any allegation that a member of Council, management, employee, or volunteer of SFSS has harassed someone who has made a good faith disclosure will be investigated. If the allegation is proven, the person accused of harassment or retaliation will be subject to a disciplinary process. A complainant who is determined to be not acting in good faith will also be subject to a disciplinary process.

31.4 A person acting in good faith is anyone who has reasonable grounds to believe that the information they are bringing forward constitutes a breach of the code of conduct or is a violation of the law. This policy is not meant to protect someone who knowingly makes an allegation of improper conduct that they know is false.

Process

31.5 Complaints will be forwarded to the Operations Organizer. If the complaint is related to the Operations Organizer, then it should be forwarded to the President.

31.6 The complaint will be in writing and will provide details regarding the alleged improper conduct. The Operations Organizer or President shall meet with the complainant as required and will decide as to whether an investigation is required.

31.7 If an investigation is required, the Operations Organizer or President shall lead the investigation. Alternatively, they may choose to delegate this task to a third-party.

31.8 Once the investigation is complete, the results will be shared with the complainant and with the person named in the complaint.



PP-32: BULLYING AND HARASSMENT

<i>POLICY TYPE: PERSONNEL POLICY</i>		
<i>POLICY TITLE: BULLYING AND HARASSMENT</i>		
<i>POLICY REFERENCE NUMBER: PP-32</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
President		

Policy

32.1 The Simon Fraser Student Society (SFSS) promotes a work environment that is characterized by professionalism, collegiality, and harmony. This policy prohibits conduct defined below as either personal or sexual harassment or bullying. The SFSS will not tolerate personal or sexual harassment or bullying in any interactions connected to our work. Where such conduct is found to have occurred, the SFSS may take disciplinary action, up to and including termination. This policy is not intended to constrain normal social interactions, nor does it.

32.2 As per WorkSafeBC, “bullying and harassment should not be confused with a manager or supervisor exercising authority as part of his or her job. Examples of reasonable management action might include decisions relating to a worker's duties, workloads, deadlines, transfers, reorganizations, work instructions or feedback, work evaluation, performance management, or disciplinary actions.”

32.3 This policy is not meant to protect someone who knowingly makes an allegation of improper conduct that they know is false.

Purpose

32.4 The purpose of this policy is to assist all employees in identifying and preventing personal and sexual harassment and bullying in the workplace, and to provide procedures for handling and resolving complaints. It is intended to promote the well-being of everyone in the workplace and to foster the values of integrity, trust, and respect that are essential for a sound organization.

Application and Scope

32.5 This policy applies to all bargaining unit staff, non-unionized staff, and management. This policy applies to all situations where activities are connected to work with, or completed on behalf of, the SFSS, including:

- (a) Activities on the premises of SFSS;
- (b) Work assignments outside of the premises of SFSS;
- (c) Work-related training sessions, education seminars, and conferences;
- (d) Work-related travel; and
- (e) Work-related social functions that are sponsored or organized by SFSS.

Definitions

32.6 **Bullying:** Workplace bullying usually involves repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade, or humiliate a particular person or group of people.

32.7 **Harassment:** Harassment in the workplace can include “engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome”, or “any vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that affects an employee’s dignity or psychological or physical integrity and that results in a harmful work environment for the employee.”

Process

32.8 Employees with bullying or harassment complaints should direct them to the Operations Organizer who will act as the initial investigator. Should the complaint involve union-excluded staff, the complaint should be directed to the President, who will act as the initial investigator. Complaints should be submitted in writing, be specific and include the names of possible witnesses.

32.9 Reported complaints are measured against the Bullying and Harassment Policy. If, after reviewing the complaint, it is deemed that an investigation is warranted, a third-party investigator may be appointed to develop and implement an investigation, which may require the implementation of interim workplace measures.

32.10 Investigations shall be conducted as quickly as possible, and a complainant will ultimately be informed of the outcome of the complaint process regardless of whether any action is taken against the alleged harasser.



PP-33: MEAL PERIODS AND RELIEF PERIODS

<i>POLICY TYPE: PERSONNEL POLICY</i>		
<i>POLICY TITLE: MEAL PERIODS AND RELIEF PERIODS</i>		
<i>POLICY REFERENCE NUMBER: PP-33</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
President		

Policy

33.1 In order to ensure that Society services are delivered in a professional atmosphere that fosters a healthy, balanced workplace, all staff are required to take all their meal periods and relief periods, as provided for in the Collective Agreement, and take them outside of any Society office space.

Standards

33.2 Society office spaces include:

- (a) management offices,
- (b) General Office,
- (c) Surrey Office,
- (d) Finance Office,
- (e) Resource Office, including the Communications Office, Student Union Organiser Office, and Campaigns, Research, and Policy Coordinator Office;
- (g) Women's Centre, and
- (h) Out on Campus.

33.3 Society staff may take their breaks, including their lunch break, in the SFSS break room or elsewhere on campus.



PP-34: SAFELY WORKING ALONE POLICY

<p><i>POLICY TYPE: PERSONNEL POLICY</i></p> <p><i>POLICY TITLE: SAFELY WORKING ALONE POLICY</i></p> <p><i>POLICY REFERENCE NUMBER: PP-34</i></p> <p style="text-align: right;"><i>Adopted: April 23, 2021</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: April 2022</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
President		

Policy

34.1 The Society acknowledges that individuals may have to deviate from the regular office hours (Monday – Friday, 9:00 am to 4:00 pm) in order to facilitate programming and events for their departments. The SFSS and the Joint Health and Safety Committee strive to take all measures possible to protect the health and safety of all its employees and minimize risks associated with employees working alone. This policy applies to all employees, who shall use this guideline while working alone and/or in physical isolation.

Standards

34.2 In accordance with the Workers Compensation Act, Occupational Health and Safety Regulation, (Sections 4.20 – 4.23), working alone is defined as “*working in circumstances where assistance may not be readily available to the worker in a case of emergency*”, workplace injury or ill health.

34.3 The SFSS is committed to minimizing safety risks by:

- (a) ensuring that all employees receive safety training and/or instructions with detailed, updated safety protocols during their Orientation,
- (b) ensuring that routine safety inspections are conducted, hazards are identified and eliminated or minimized,
- (c) promoting safe work practices within the workplace through staff meetings and/or the Joint Health and Safety Committee meetings.

Process

34.4 Employees working alone must inform and obtain their Supervisor’s approval in advance.

34.5 Employees shall comply with the Safely Working Alone policy and other safety protocols highlighted during the orientation and safety training.

34.6 At the time of working alone, employees must register to the “Lone Workers Program”. They must contact Campus Public Safety and let them know their location and the time they expect to be finished with their tasks. The staff must call Campus Public Safety to check-in every 2 hours; or the predetermined time or intervals. If they do not check in, security will attempt to get in touch with the person via phone. If they do not answer, then security personnel will be sent to the employee’s location to verify their safety and wellbeing.

34.7 All SFSS employees shall participate in risk assessment of hazards and controls and report any concerns to their immediate supervisor.

Campus Public Safety Contacts

Emergency Line (Urgent Security/ First Aid)	778-782-4500
Non-Emergency Line (Security/ Safe Walk)	778-782-7991



PP-35: PROFESSIONAL AND PERSONAL DEVELOPMENT

<i>POLICY TYPE: PERSONNEL POLICY</i>		
<i>POLICY TITLE: PROFESSIONAL AND PERSONAL DEVELOPMENT</i>		
<i>POLICY REFERENCE NUMBER: PP-35</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
President		

Policy

35.1 The Society acknowledges that professional and personal development is integral to an Employee's job satisfaction, workplace productivity, and is critical to the achievement of the Society's mission and vision of continuous improvement in the quality of its department programs and services.

35.2 The Society is committed to providing a supportive and rewarding environment for employees and recognizes that the quality and professionalism of Employees are linked to the further development of their skills and competencies.

35.3 The Society undertakes that, through Professional Development, it will encourage and assist Employees to:

- (a) acquire the knowledge and skills needed to maximize their performance in their current position,
- (b) acquire new competencies in response to, or in preparation for, changing position requirements or new position opportunities,
- (c) develop and/or redirect their career as individual or as organizational needs evolve,
- (d) acquire knowledge and understanding regarding Code of Conduct and Health and Safety.

Standards

35.4 All Permanent full-time employees and Designated Assistants as described in the Collective Agreement are eligible to apply for Professional and Personal Development.

(a) A Permanent full time Simon Fraser Student Society Employee is eligible for reimbursement of 100% of the course costs of professional and personal development courses, conferences and educational programs approved by their supervisor, up to a maximum of \$2,000.00 in any one (1) fiscal year. This amount is an annual eligibility and cannot be carried forward to future fiscal years. The expenses covered by this fund may include tuition costs, examination fees, textbooks and required course material.

(b) Designated assistants shall be eligible for professional development after completion of one (1) year of service with the Society. Requests for professional development for designated assistants shall be supported by their supervisor, reviewed on a case by case basis and granted as the budget allows.

35.5 Required Professional Development: The Operations Organizer or President may suggest and/or decide that it is necessary for an Employee to acquire a particular skill, to learn specific material, or to earn specific qualifications in order for them to carry out the duties attached to their existing position. This includes continuing education courses for the maintenance of licenses that are a requirement of the employee's position as highlighted in their job description.

(a) When an employee is required to attend a professional development program, the time spent in attendance shall be counted as time worked (paid out as straight time), the full fees and related costs, i.e., materials, travel and per diem, etc. shall be paid by the Employer. The Society will also grant leave with pay to attend the courses and write examinations, subject to operational requirements.

35.6 Elective Professional Development: In performance review procedures, the designated manager or The Operations Organizer may encourage the employees to explore their available professional development options.

(a) Where an employee wishes to pursue education or training independent of the suggestions provided by the Operations Organizer, or where the Operations Organizer has not required that person to acquire a particular skill, learn specific material, or earn specific qualifications to carry out the duties attached to their existing position, the Society shall strive to facilitate related education and/or training through:

(i) approving (at the discretion of the Operations Organizer and operational needs) any rearrangement of working hours that would assist such development,

(ii) permitting use of the organization's equipment or services that would assist in that development outside of the regular work hours,

(iii) granting leave with pay to attend the course or write examinations on regular workdays, subject to operational needs,

(iv) reimbursing the employee's course related fees upon its successful completion.

(b) The employee may not bank hours or take time off in lieu if the course is taken during non-working days. Travel costs, accommodations and per diem, etc. shall be subject to review by the Operations Organizer or management for reimbursement.

35.7 Personal Development: If a permanent employee wishes to take course(s) at any accredited institution, the Society shall grant leave without pay for up to five (5) hours per week to attend the course and examinations. Cost of the course(s), related materials, travel and per diem shall be subject to review by the management for reimbursement.

Process

35.8 An Employee shall prepare a proposal for Professional and Personal Development application using the provided Professional and Personal development form. The employees are recommended to reach out to the immediate supervisor to discuss and refine their proposals.

35.9 The proposal and application must be submitted to the Staff Liaison Officer by the Shop Steward at least 7 calendar days **prior** to initiating the registration to the courses, conferences or seminars.

35.10 Any necessary arrangements for time off must be approved in advance by the designated manager. The employee and the department head are responsible for ensuring that education does not interfere with the department's normal level of service.

35.11 The Employee must be on the payroll both at the start and the conclusion of the course. Any course related work or assignments are to be completed outside of regular work hours.

35.12 For professional development totaling up to and including \$500.00, proof of successful completion of the education and proof of fee payment must be submitted to Human Resources and Finance Coordinators for reimbursement.

35.13 For professional development over \$500.00, authorized Simon Fraser Student Society credit cards may be used to remit payment prior to the completion of the education, provided an approved Professional and Personal Development form has been submitted to Human Resources and Finance Coordinator.

35.14 Upon successful completion of the Professional Development education, employees shall discuss the program summary and learning outcomes with other employees at meetings scheduled during working hours. If the courses or programs are related to job duties in the

workplace, employees will establish a collection of related written and visual material, if necessary.

APPENDICES