

**1. CALL TO ORDER**

Call to Order – 10:02 AM

**2. TERRITORIAL ACKNOWLEDGMENT**

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish), Selílwitlh (Tsleil-Waututh), kʷikʷəłəm (Kwkwetlem) and qícəy̓ (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

**3. ROLL CALL OF ATTENDANCE**

**3.1 HR and Personnel Composition**

President (Chair)

Helen Sofia Pahou

VP Internal and Organizational Development (Vice-Chair)

Judit Nagy

Acting VP Equity and Sustainability

Arthur Lee

Mathematics Councillor

Ben Tischler

**3.2 Society Staff**

Board Organizer

Emmanuela Droko

Temporary Operations Organizer

Sindhu Dharmarajah

Administrative Assistant

Phanie Phan

**4. CONSENT AGENDA**

**4.1 CONSENT AGENDA**

Be it resolved to adopt the consent agenda by unanimous consent.

**CARRIED UNANIMOUSLY**

**4.1.1. MATTERS ARISING FROM THE MINUTES- HR and Personnel Committee  
Minutes- MOTION HRP 2022-10-17:01**

Be it resolved to receive and file the following minutes:

- HRP 2022-09-26

**5. ADOPTION OF THE AGENDA**

**5.1 MOTION HRP 2022-10-17:02**

**Helen / Ben**

Be it resolved to adopt the agenda as presented.

**CARRIED UNANIMOUSLY**

## 6. PRESENTATION

### 6.1 HRP – GOV Personnel Policy Review

**PRESENTED BY:** VP Internal and Organizational Development “Judith Nagy”

**SUBMITTED BY:** VP Internal and Organizational Development “Judith Nagy”

**ATTACHMENT:** Personnel Policy Review

- VP Internal reminded the attendees that the annual Personnel Policy review needs to be completed by the HRP Committee and the GOV Committee.
- **Five Major Issues**
  - **Policy Reconciliation:** As policy reconciliation did not take place last year, a lot of the policies that took place or were changes were not updated in the documents.
    - The building closure policy PP-2 was passed in February 2022 but was not passed to the policy team to reconcile and put on the SFSS website.
  - **Replicating Policies:** There are policies that are duplicates of each other. There is no clear indication which is the updated policy, which one to follow, or why there are two of them.
    - Policies PP-22 and PP-28 are named Code of Conduct but have two different policies attached to them. VP Internal assumes that PP-28 is the updated one but there is no way to be certain.
  - **Privacy Concerns:** A great number of the policies that are related to disciplines or sensitive proceedings, like reporting abuse, do not list the involvement of the Privacy Office in the proceedings. This creates problems to how the SFSS is retaining and communicating information and how the SFSS goes about addressing these concerns.
    - Prior to the current Governance model, in 2016-2018, a lot of these matters were defaulted to the CEO but currently these policies are in reference to the President or the Operations Organizer. The only policies that reference the Privacy Officer are the Privacy Information Management policies.
  - **Unclear Distinctions:** The SFSS policies are set in a “one size fits all” matter and do not account for the Collective Agreement and the different levels of employment, like unionized and non-unionized staff, volunteers and other.
  - **Conflict of Interest Issues:** Policies PP-4 and PP-7 need to be under the same category and not separate ones. PP-4 is in reference for conflict of interest and PP-7 is in reference to hiring family members.

- VP Internal summarized that the SFSS policies are currently outdated, they are inconsistent, there is little oversight for privacy, there is no distinction between the different employment levels, and conflict of interest is disorganized.
- **Five Priorities to be Addressed**
  - **Distinguishing Union/Non-Union Staff:** A definition section should be added. It will outline the differences between the employment levels that will dictate what the proceedings and procedures are for addressing things like reporting harassment, discipline, and more. The Personnel Policy should also define what a volunteer is, like who is included, how does the policy apply to them and so on.
  - **PIPA and FOIPOP:** A person with privacy background needs to review the privacy sections because there is inconsistency with that the SFSS has in writing and does in practice. The Privacy Officer's involvement will need to be added to those policies.
  - **Unclear Terminology (PP-8):** Terminology needs to be defined. In PP-8, the hiring practices policy, SFSS needs to define if the term "suitability" refers to job description, allocation of time for the job, how close they live to the office, flexibility in schedule, amount of education, and so on. VP Internal shared that the term can easily be abused as to how people decided to perceive "suitability"
  - **Personnel Files Storage:** The SFSS policies outline timelines for different types of society documents and how they should be handled, how and when they should be disposed, who has access to them and so on.
  - **Conflict of Interest:** The policies need to be standardized with the Society's Act and WorkSafeBC's regulations because there are a lot of policies with clear definitions on how to approach conflicts. It will give the SFSS clear definitions, make the policies more understandable, and how they apply to different groups, like Council and staff.
- **Language to Flag Immediately to HRP**
  - The Personnel policy for complaints outline, PP-30, is a verbatim policy from the ones the SFSS has for their membership on their website.
    - The policy is from 2016, which is outdated and relies on the SFSS to have a CEO. The policies are not up to code with regards to PIPA and WorkSafeBC.

- The file storage policy, PP-18, needs to be reviewed since personnel files were stored in the Executive office until recently.
- Policies on how the SFSS handles abuse or harassment, PP-2 (it will be PP-3 as it is pending reconciliation), need to be clarified, this is not sufficient when handling unionized staff, and there is no clarity if this also applies to volunteers and non-unionized staff.
  - The policy needs to be standardized and separated for the different employment levels because non-unionized staff have a different conflict resolution clause in their contract.
- **Policies Needing a Consultant**
  - PP-10: Health and Safety Standards
    - It is unclear whether staff have enough training regarding this matter and know the process that needs to be followed.
  - PP-11: Accident and Injuries –
    - The policy was written some time ago and the SFSS can not ensure that it is following the proper procedure when staff get injured at the workplace.
    - VP Internal recommended to have someone from WorkSafeBC to look into the policy to ensure that it is up to code with the Occupational Health and Safety Act of BC.
  - PP-30: Complaints
    - The policy is outdated, has little consideration to PIPA, and the procedure is unclear for the different levels of employment.
  - PP-31: Whistleblowing
    - It has unclear bounds and procedures. It is unclear what accounts as whistleblowing and what the potential investigations will look.
    - A lawyer might be needed to review the policy.
  - PP-34: Safely Working Alone Policy
    - If SFSS staff are practicing this, it is unclear if they are registered with the Lone Workers Program with Campus Public Safety (CPS).
    - It is also unclear how to call emergency services and if they need to defer to the emergency response plan.

- VP Internal suggested that someone with a background in Human Resources needs to consult on this.

- **Recommended Consultant Qualifications**

- Is a HR professional or has HR experience;
- Has experience with and of PIPA and FOIPOP;
- Understands how student societies work and function;
- Has a legal background and;
- Does not have a pre-conceived bias or notion of the SFSS.

- VP Internal urged people to read through the policies and address them before they become worse

## 7. IN-CAMERA

### 7.1 MOTION HRP 2022-10-17:03

Helen / Arthur

Be it resolved to go in-camera for the remainder of the meeting.

**CARRIED UNANIMOUSLY**

- **Updates on Potential Human Rights Violation**
- **Potential Human Rights Complaint (email July 8, 2022 at 9:15am) Follow Up**

## 8. EX-CAMERA

### 8.1 MOTION HRP 2022-10-17:04

Helen / Ben

Be it resolved to go ex-camera.

**CARRIED UNANIMOUSLY**

## 9. DISCUSSION ITEMS

### 9.1 PERSONNEL POLICIES REVIEWS BY GOVERNANCE COMMITTEE

**SUBMITTED BY:** VP Internal and Organizational Development "Judit Nagy"

**BLURB:** Please see your email as you should have access to a shared document with Governance Committee for the review.

- VP Internal urged the attendees to share their thoughts on the GOV-HRP joint-review Google Document before notices of motion begin to be drafted.

## 9.2 CONCERNS WITH HRP'S TERMS OF REFERENCE

**SUBMITTED BY:** VP Internal and Organizational Development "Judith Nagy"

**ATTACHMENT:** HRP Terms of Reference from January 18<sup>th</sup>, 2022

**BLURB:** Please see the attached, current copy of the HRP terms of reference. It is unclear whether the changes in it are allowed, especially regarding the amendment process.

- VP Internal recommended the members to look over the HRP Terms of Reference (TOR).
- The TOR were passed during an Executive meeting (not through Council) and amended in January 2022, which contain changes that are not allowed under the SFSS policy manual.
  - The policy manual outlines the process as to which policies can be amended, the notice period, the consultation process, and so on.
  - VP Internal pointed out that even though HRP is a sub-committee to EXEC, their TOR can not be amended without going through Council.
    - VP Internal said that the change to allow EXEC to change the TOR for the HRP Committee should not be allowed.
      - VP Internal recommended to remove the change because there is no exception in the policy manual that allows EXEC to approve changes
  - VP Internal pointed out that the changes removed Council's involvement in the HRP Committee.
    - Council was removed from getting semesterly reports, evaluation reports, from sitting on hiring committees, and so on.
  - VP Internal explained that a lot of the TOR changes involved removals that are unclear if the EXEC were allowed to do it.
  - VP Internal pointed out that a training section was added to explain how to be a good employer, operate the HRP Committee, and so on, but it was not executed in practice, as the Executives did not receive such training.
  - VP Internal pointed out that another major issue is that a clause to pass resolutions via email was added.
    - VP Internal explained that the SFSS by-laws do not allow for motions to be passed via email. Policies can be created to allow it but the by-laws need to allow for it, so the policies can be made.

- Mathematics Councillor added that it is unheard of subcommittees to allow their respective committees to amend their TOR and restricting Council to amend their TOR.
- Mathematics Councillor pointed out that the policy also lacked numbering because it is hard to reference a policy without it.

### **9.3 MANAGEMENT REVIEW**

**SUBMITTED BY:** VP Internal and Organizational Development “Judit Nagy”

- VP Internal shared that she has been talking to organizations on how to do it, what best practices are, and so on.
- VP Internal shared that she wants to give more options to management to express their long-term goals, projects, and so on, before they are brought to the HRP Committee.
- VP Internal shared that the members should expect a working draft on how to go about it by the end of the week.

## **10. ATTACHMENTS**

**10.1 HRP Terms of Reference from January 18<sup>th</sup>, 2022**

**10.2 Personnel Policy Review**

## **11. ADJOURNMENT**

**11.1 MOTION HRP 2022-10-17:05**

**Helen / Ben**

Be it resolved to adjourn the meeting at 10:53 AM

**CARRIED UNANIMOUSLY**

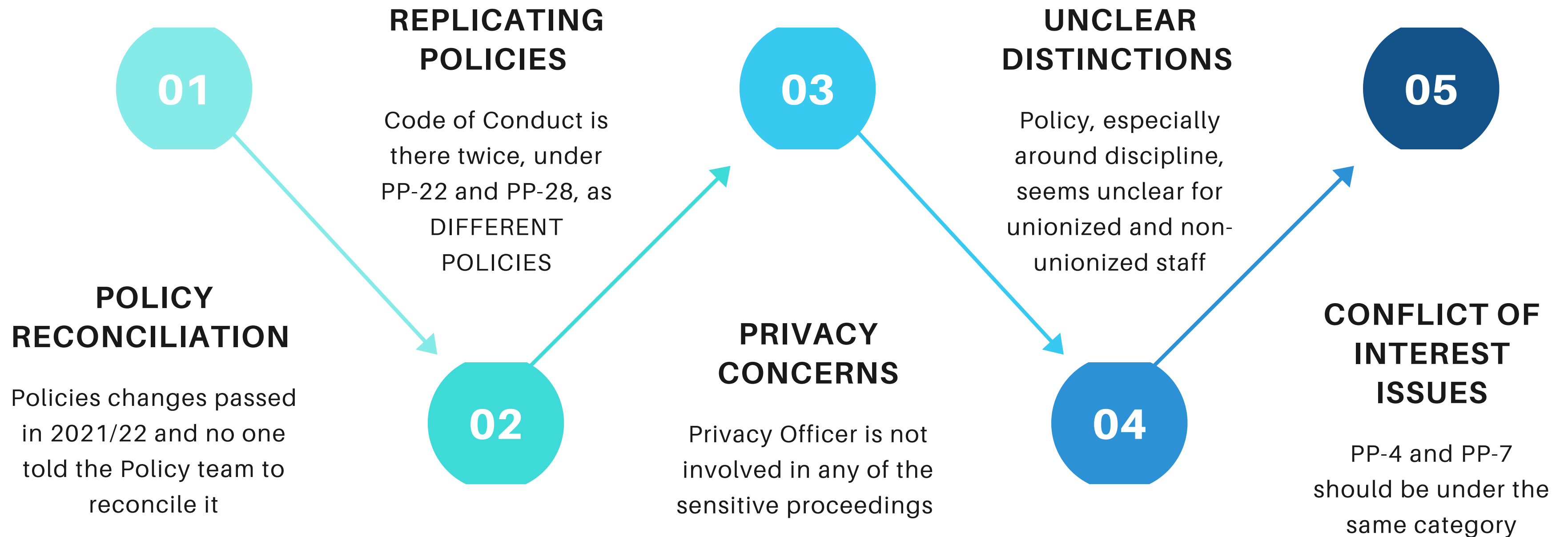
Council circa 2022

# Personnel Policy Review

Governance Committee 2022-23

# Five Major Issues

Just at first glance



# Recommended Priorities to Address

01	DISTINGUISHING UNION/NON- UNIONIZED STAFF	Recommendation: Add in a section before the policies with definitions
02	PIPA AND FOIPOP	Recommendation: Review discipline and reporting procedure and involve Privacy Officer
03	UNCLEAR TERMINOLOGY (PP-8)	Recommendation: Clearly define what terms like "suitability" means.
04	PERSONNEL FILES STORAGE	Recommendation: Already fulfilled for Executive
05	CONFLICT OF INTEREST	Recommendation: Standardize with Societies' Act and Work Safe BC

# Language to flag immediately to HRP

## 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.

## SIMON FRASER STUDENT SOCIETY (SFSS): COMPLAINTS POLICY

### Policy

The SFSS will respond to all complaints made by members or the general public regarding services, staff or our policies or practices. We will:

- be respectful of the complainant and communicate in a respectful manner;
- gather pertinent information;
- document actions taken and information gathered;
- behave in an ethical, honest and fair manner, and;
- advise the complainant as to the outcome of their complaint.

The complainant will:

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



# Language to flag immediately to HRP

- (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.



# Language to flag immediately to HRP

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.

# Language to flag immediately to HRP

## PP-20: RECORDS RETENTION

*POLICY TYPE: PERSONNEL POLICY*

*POLICY TITLE: RECORDS RETENTION*

*POLICY REFERENCE NUMBER: PP-20*

*Adopted: April 23, 2021*

*Next Scheduled Revision: April 2022*

*Previous Revisions*

Position	Signature	Date
President		

# Policies that will definitely need a Consultant

## PP-10: HEALTH AND SAFETY STANDARDS

- Unclear whether staff have enough training, as per policy
- Probably will need consultation to ensure it's up to code.

## PP-11: ACCIDENT AND INJURIES

- Unclear that it's up to Occupational Health & Safety Act
- Unclear staff know procedure

## PP-30: COMPLAINTS

- Outdated and copy & paste language
- little consideration for PIPA and unclear procedure for different types of staff

## PP-31: WHISTLEBLOWING

- unclear bounds and procedure for dealing with it

## PP-34: SAFELY WORKING ALONE POLICY

- unclear whether staff registered for the Lone Workers Program with CPS
- Calling emergency services

# Recommended Consultant Qualification

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1

SOMEONE WHO IS, OR HAS  
AN HR PROFESSIONAL  
BACKGROUND

0  
2

SOMEONE WHO HAS  
EXPERIENCE WITH PIPA AND  
FOIPOP

0  
3

UNDERSTANDS  
STUDENT  
SOCIETIES

0  
4

HAS NO  
PRECONCEIVED  
BIAS OF THE SFSS  
OR STAFF HERE

0  
5

LEGAL  
BACKGROUND

# SO-3-1: HR & Personnel Sub-Committee

The Executive Committee shall maintain the HR & Personnel Sub-Committee as a standing Sub-Committee of the Executive Committee. ~~This committee shall act as the Labour Committee for the purposes outlined in the SFSS/CUPE 3338 collective agreement.~~ This committee Sub-Committee is not open to members outside of the Committee Sub-Committee to attend, unless invited by the Chair.

This Standing Order shall only be amended by the Executive Committee by a two-thirds majority vote.

## Definitions

“Collective Agreement” means the Collective Agreement between the Simon Fraser Student Society and CUPE 3338.

“Management” means all Union-Excluded Personnel hired by the Society.

“SLO” means the Staff Liaison Officer.

“Sub-Committee” means the HR & Personnel Sub-Committee.

## Composition

1. [Chairperson] President
2. [Vice Chairperson] VP Internal & Organizational Development
3. VP Equity and Sustainability
4. 1 Councillor (preferably a non-Executive Councillor)
5. [Non-Voting] Operations Organizer
6. [Non-Voting] Board Organizer

## Purpose

Guiding the President in their role as ~~the liaison between Council and staff~~ SLO, subject to the limits of this policy; and to guide the President, as outlined in the bylaws to ensure compliance with and enforcement of all relevant Collective Agreements, employment contracts and ~~staff relations policies~~ Administrative Policies.

To execute the duties of the Labour Committee as outlined in the collective agreement and fulfill the duties and responsibilities set out in the agreement.

To negotiate collective agreements with CUPE 3338.

Ensure accountability, transparency, inclusion, and democratic participation in executing the responsibilities of the committee.

Ensure the confidentiality of personnel files and the privacy of union-excluded and unionized staff.

## Quorum

Quorum shall be the chair and at least 1 other voting member of the committee

## Terms of Reference

Oversee all aspects of hiring, managing, and evaluating union-excluded personnel, including:

Review the performance of all union-excluded staff against established objectives on a regular basis under the leadership of the President, asking union-excluded personnel to leave during these discussions as is appropriate.

Provide semesterly reports to ~~Council~~ the Executive Committee on the performance of union-excluded personnel. Prepare an evaluation report for ~~Council~~ the Executive Committee before the end of April each year and recommend any compensation adjustments where necessary.

Annually review the Administrative Policies, ~~Personnel Policies and u~~Union-Excluded Personnel Job Descriptions and make policy proposals as needed, in conjunction with the Governance Committee.

Periodically review Personnel Policies as issues arise.

~~Ensure that all members of this Sub-Committee receive external training in nonprofit management and effective management of non-profit union-Excluded Personnel within four weeks of being appointed to this Sub-Committee.~~

~~Ensure that ongoing training in these key areas happens for the duration of Council term.~~

Oversee hiring, management and evaluation of union-included personnel, including:

Approve amendments to existing job descriptions, before it is sent to the Working Conditions Committee.

Approving the creation of new staff positions and their job descriptions, before it is sent to the Working Conditions Committee.

Ensuring Executive, Management, and/or Council participation on hiring committees for staff vacancies.

Collective Bargaining.

Grievances.

Provide reports to the Executive Committee, and Council, where necessary, on personnel issues, and activities, and projects undertaken by the Sub-Committee.

Seek direction from the Executive Committee to advise the President and Excluded personnel-SLOs on addressing major personnel issues.

~~Advise the President and excluded personnel on addressing major personnel issues, including, but not limited to:~~

~~Collective Bargaining~~

~~Grievances~~

~~Organizational and technological changes~~

~~The creation of new unionized staff positions~~

~~The elimination of current unionized staff positions~~

~~Personnel management practices including hiring, evaluation and training~~

~~Ensure Council participation on hiring committees for key vacancies (eg: Department coordinator level and above).~~

The Sub-Committee shall meet ~~at least semi-monthly~~ as needed, and give a report to the Executive Committee at every Executive Committee meeting on actions taken by the Sub-Committee since the last Executive Committee meeting.

The Sub-Committee shall undertake any of duties and responsibilities as delegated by the ~~SFSS Personnel Policies~~ the Executive Committee, or outlined in any SFSS Policies.

## Relevant Policies

The members of the ~~committee~~ Sub-Committee ~~should be familiar~~ shall have a thorough understanding of ~~with~~ the following:

SFSS Council Policies

SFSS Administrative Policies, especially SFSS Personnel Policies

The Collective Agreement

Societies Act

BC Employment Standards Act

BC Labour Relations Code

## Training

Immediately, at the beginning of the elected term, members of the Sub-Committee are required to participate in mandatory training, organized by the Operations Organizer, on the following topics:

The duties and responsibilities of the HR & Personnel Sub-Committee;

The SFSS Organizational structure, with an emphasis on the relationship between SFSS governing bodies, and staff;

All documents listed under “Relevant Policies”;

Strategic approaches to hiring, recruitment, and retention;

Best employer practices;

Effective employee onboarding;

Ongoing staff/personnel issues, grievances, or operational issues carried over from the previous elected term;

Overview of previous staff/personnel issues, grievances, or operational issues that arose from the previous elected term;

## Governance

The sub-committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

The Sub-Committee shall have the authority to approve resolutions via email that it deems time sensitive and/or urgent. Such a resolution shall require unanimous approval from Sub-Committee members, and the approval of the resolution must be reported on at the next Sub-Committee meeting.

The sub-committee shall take into consideration and respect Indigenous forms of governance and recognize how often other forms of governance overrule Indigenous ways of knowing, especially on occupied stolen territories.

When the sub-committee takes into account Indigenous forms of governance, the committee shall consider other aspects and ways of knowing in order to properly support this decision-making process. This can include:

Inviting Indigenous Elders of the Territories and asking for advice or supporting the decision-making process.

finding ways to include Indigenous forms of governance i.e. talking circles, transparency process and community engagement