



<b>Policy Name:</b>	<b>Executive Terms of Employment Policy</b>		
<b>Category:</b>	<b>Executive</b>	<b>Policy #</b>	<b>EXEC-4</b>

## 1. Preamble

The Executive Committee of the USSU exists to represent, serve, and support the interests of its members. In addition to being Directors of the USSU, Executive members are also employees of the corporation who are exempt from the HR Policy. This policy outlines conditions of employment for the Executive.

## 2. Guidelines

- 2.1 The normal term in office for Executive members begins on May 1st unless elected in a fall by-election. All terms end on April 30th.
- 2.2 Executive members are entitled to salary and benefits as outlined in the Student Governance section of the USSU Budget for the current fiscal year.
- 2.3 Executive members are expected to keep regular office hours. Normal operating hours are 8:30 a.m. to 4:30 p.m. Exemption will include class time, exam scheduling, regularly scheduled appointments and regular meetings.
- 2.4 Members of the Executive are entitled to twelve Academic Days Off (ADO), prorated to the day each Executive member took office. These days must be used for academic pursuits. Executive members should keep colleagues and the main office informed when they are taking an ADO. ADOs have no cash value and any that are not used by the end of term will not be paid out.
- 2.5 Members of the Executive are entitled to one Earned Day Off (EDO) per month. Executive members are encouraged to take this day on a regular basis each month rotating through each Executive member so that only one person is absent on an EDO at a time. Executive members may bank a maximum of five EDOS which can be paid out at the end of their term.
- 2.6 Executive members are entitled to 15 sick days per year.

2.7 Members of the Executive are entitled to earn three weeks of vacation (in accordance with Saskatchewan Labour Laws).

2.8 All vacation days, EDO's, ADOs, and sick days must be reported to the Controller or designate by the last day of each month. The Controller or designate will record these and distribute a monthly report to all Executive members.

2.9 Members of the Executive are entitled to all agreed upon benefits including payment of Health and Dental premiums and the recreation fee for the PAC.

### 3. Agreement

I understand and agree to conform to this policy:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

General Manager or designate(s)

Signature: \_\_\_\_\_

Executive Member

<b>Contact Information:</b>	USSU Office: (306) 966-6962		
<b>Policy Authority:</b>	Executive Committee		
<b>Approvals</b>	<b>Board/Committee</b>	<b>Date</b>	<b>Motion</b>
Created/Adopted	Executive Committee	03/29/2021	EXEC18