



Policy Name:	Executive Transition Incentive Policy		
Category:	Executive	Policy #	EXEC-7

1. Preamble

Transition from one Executive member to the next is important for training and for passing on, in a retrievable form, critical institutional information. Each Executive member should meet with their successor during the transition time at the end of April however there are sometimes circumstances where this is not possible.

2. Procedures

The executive must meet with the senior management team to provide a year-end summary, and a set of recommendations for the future.

Each member of the executive is entitled to a \$1,500 honorarium to be paid upon completion of all the following deliverables:

2.1 Written transition report

This report needs to contain: a list of key contacts; a walk through of open files and on-going or unfinished projects; explanation on all committee obligations whether USSU or external; a detailed explanation of relevant procedures; information on issues, successes, and a review of key understandings which were developed during the Executive member's time in office.

2.2 Exit interview with the Senior Management Team

This can take the form of a traditional exit interview or can be a review of the material presented to the incoming Executive members so that the Senior Managers will be able to incorporate the material/discussions into their orientations.

Successful completion is determined by consensus of the executive, in consultation with the senior management team. To protect the Senior Management Team, they may provide feedback anonymously.

All deliverables are to be completed no later than one (1) full week before the end of the Executives' term to ensure there is proper time for review and decision. Should an Executive member choose to do this earlier, they may have opportunities to revise based off of the feedback they have received.

Successful completion will result in a \$1,500 honorarium for the executive member to be issued within the first 2 weeks of completion.

Contact Information:	USSU Office: (306) 966-6962		
Policy Authority:	Executive Committee		
Approvals	Board/Committee	Date	Motion
Created/Adopted	Executive Committee	04/08/2021	EXEC22