



Policy Name:	Executive Transition and Compensation Policy		
Category:	Students' Council	Policy #	USC-4

1. Preamble

The transition from one Executive member to the next is essential for training and for passing on critical institutional information in a retrievable form. Each Executive member should meet with their successors during the transition time in April; however, there are sometimes circumstances where this is impossible.

2. General Guidelines

- 2.1. It is actively encouraged that outgoing representatives support their incoming successors as early as possible.
- 2.2. Transition cannot be an individually-driven initiative and is a fundamental teamwork-driven component to the USSU's continued success.

3. Procedure

- 3.1. Each Executive member shall be responsible for the orientation of their successor, such orientation to include but not be limited to:
 - a. Completion of a comprehensive transition report no later than the date set by the Executive committee;
 - b. In-person training of the incoming Executive
 - c. Organization of Executive member's office and files and;
- 3.2. Each Executive member must complete a minimum of 40 hours of job shadowing with their incumbent counterpart in April or between the USSU General Election results and the start of their term of office.
- 3.3. In-coming and outgoing Executives can start transitions after the declaration and approval of the USSU election result from the Chief Electoral Officer and the Elections committee. It is actively encouraged that outgoing representatives support their incoming successors as early as possible.
- 3.4. If the Executive member is re-elected to the same position, said Executive member will not be granted the transition compensation.

- 3.5. If the Executive member is elected for a different position, said Executive member should only be entitled to a single compensation.
- 3.6. If more than one person serves in the same Executive position in a year because of resignation or any other reason, the senior manager's team will be responsible for their transition.
- 3.7. As part of the Executive transition, the following items shall be completed by the outgoing Executive:
 - a. Provide a transition report for their successors that shall consist of, but not be limited to:
 1. Executive Portfolio Summary
 2. Yearly, Month-by-Month and weekly Summary;
 3. Important Dates, Deadlines, and;
 4. Policy Requirements with respect to their portfolio
 5. Review of Yearly Plan;
 6. Project and Event Descriptions, Evaluations, and Status Reports, budget;
 7. Documents and Items Produced;
 8. Issue Briefings from previous meetings;
 9. Procedure and protocols(academic and non-academic misconduct, fee submission, Budget request, Filemaker use, and others)
 10. USask & USSU Committees roles and responsibilities
 11. Suggestions and guidance;
 12. Contacts;
 13. Other, as Appropriate.
 - b. Committee detail should be included in the transition document, including the role and responsibilities of the Executives, appropriate contacts for committees and relevant departments, and other relevant past meeting minutes/documents from the meeting.
 - c. The transition document should include all the completed and ongoing projects & initiatives. Executives should try making a new document rather than copying from the previous year.
 - d. Meet with the incoming Executives and all the relevant stakeholders (depending on the portfolio).
 - e. The President will coordinate meetings with the USask President's Executive Committee (PEC), Provost, and other administrative departments.

2. Group meetings with the senior management team to discuss the year will allow the senior management to incorporate the orientation material.
3. It is the responsibility of the outgoing Executive members to set up transition meetings with the respective incoming Executive member
 - a. If the incoming Executive member is not responding, then the outgoing Executive member will inform the Senior Managers and President to figure out a plan.
 - b. If the incoming Executive member has not completed the transition period (40 hours in April), they will not be entitled to the incoming transition compensation.
 - c. If the position is vacant after the election of the incoming Executive, then the outgoing Executive will only be entitled to 50% of the compensation.
4. If all requirements are met from the Executive transition & compensation policy then Outgoing and incoming Executives are entitled to \$1000 each as a transition compensation after completing and signing the checklist form.
 - a. Complete transition \$1000
 - b. Partially completed \$500
 - c. Incomplete \$0

Executive Transition Checklist - Outgoing Executive Member

I have fulfilled the undersigned.

- Created an Executive Portfolio Summary that includes roles, responsibilities and experiences during my tenure and shared with the incoming Executive member;
- Provided a timeline to the incoming Executive member that outlines key tasks, responsibilities, and deadlines within my role;
- Reviewed portfolio-relevant policies with the incoming Executive member;
- Created and shared event and project reports that detail achievements, failures, and things that can be improved. *(This will help the incoming Executive team learn from past experiences and make informed decisions moving forward)*
- Shared highlights from relevant committee meetings and stakeholder meetings.
- Shared a list of key contacts relevant to my portfolio with the incoming Executive member.
- Met with the incoming Executive for 40 hours of in-person training.
- Invited the incoming Executive to a USask President’s Executive Committee Meeting
- Invited the incoming Executive to a USSU Executive Committee meeting.
- Provided some training and information regarding portfolio-related procedures, protocols, and University Committees.

I hereby declare that the above requirements for the USSU transition and compensation policy have been fulfilled.

Date: _____

Date: _____

Signature: _____

Signature: _____

*(President / Senior Manager)
Member)*

(Outgoing Executive

Executive Transition Checklist - Incoming Executive Member

I have fulfilled the undersigned.

- Read and discussed the Executive Portfolio Summary provided by the outgoing Executive member;
- Reviewed the timeline provided by the outgoing Executive member that outlines key tasks, responsibilities, and deadlines within my new role;
- Reviewed portfolio-relevant policies with the outgoing Executive member;
- Reviewed event and project reports that outlined achievements, failures, and things that could be improved with the outgoing Executive member.
- Learned about relevant committee meetings and stakeholder meetings.
- Received a list of key contacts relevant to my portfolio from the outgoing Executive member.
- Met with the outgoing Executive member for 40 hours of in-person training.
- Attended a USask President’s Executive Committee Meeting
- Attended a USSU Executive Committee meeting
- Received some training and information regarding portfolio-related procedures, protocols, and University Committees.

I hereby declare that the above requirements for the USSU transition and compensation policy have been fulfilled.

Date: _____

Date: _____

Signature: _____

Signature: _____

*(President / Senior Manager
Member)*

*(Incoming Executive
Member)*

Contact Information:	USSU Office: (306) 966-6962		
Policy Authority:	University Students' Council		
Approvals	Board/Committee	Date	Motion
Created/Adopted	Executive Committee	04/08/2021	EXEC22
Amended	University Students' Council	30/03/2023	USC087