



<b>Policy Name:</b>	<b>Executive Transition and Compensation Policy</b>		
<b>Category:</b>	<b>Students' Council</b>	<b>Policy #</b>	<b>USC-4</b>

## 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 mandated 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.
- 3.4. If a current Executive member is re-elected to the same position, said Executive member will not be granted the transition compensation.

- 3.5. If a current Executive member is elected for a different position, said Executive member will also not be granted the transition 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 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: Including connection/networking meetings with key stakeholders;
    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 will be required to make a new document or transition delivery.
  - d. Meet with the incoming Executives and all the relevant stakeholders (depending on the portfolio).
  - e. The current President will coordinate meetings with the USask President's Executive Committee (PEC), Provost, and other administrative departments.

- f. The current President will conduct two 1-on-1 meetings with all incoming executive members to gauge their transition experience and verify that outgoing and incoming executives are in compliance with the policies. Incoming executives must write a one-page report to be submitted to the outgoing President outlining their transition experience.
    - g. Any transition-related meetings will only occur during the hours between 8:00 AM and 4:30 PM CST. All questions from incoming executives must be asked only via email. Responses will be received within the USSU operating hours.
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.
4. If all requirements are met from the Executive transition & compensation policy then incoming Executives are entitled to \$1000 each as a transition compensation after completing and signing the checklist form.
  - a. Complete transition \$1000 (40 hours/+, documented)
  - b. Partially completed \$500 (20-39 hours, documented)
  - c. Incomplete \$0 (0-19 hours, documented)

**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  
Member)*

**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.
- Submitted 1-page report to Outgoing President outlining my transition takeaways
- Had 2 meetings with the Outgoing President

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)*

<b>Contact Information:</b>	USSU Office: (306) 966-6962		
<b>Policy Authority:</b>	University Students' Council		
<b>Approvals</b>	<b>Board/Committee</b>	<b>Date</b>	<b>Motion</b>
Created/Adopted	Executive Committee	04/08/2021	EXEC22
Amended	University Students' Council	30/03/2023	USC087
Amended	University Students' Council	28/03/2024	USC122