



Policy Name:	Executive Terms of Employment Policy		
Category:	Students' Council	Policy #	USC-5

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 work hours. USSU operating hours are 8:30 a.m. to 4:30 p.m. Approved and verified class time will be included in the work hours. Labs, seminars, and tutorials will not be included in work hours. All Executives must maintain 37.5 hours/week of in-office duties and responsibilities that will be reported to the President. Exemption will be made to accommodate exam scheduling, scheduled appointment(s), pre-confirmed USSU related meetings, and extenuating circumstances. Upon consultation with the University Students' Council (USC) and the Executive Committee, make up time for lab, seminar, and tutorial hours may be approved for during the week granted legitimate evidence and justification is provided.
- 2.4 Executive members are entitled to an unpaid meal break of 30 minutes within every five hours of work.
- 2.5 Executive members 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.

- 2.6 Members of the Executive are entitled to one Paid Time Off (PTO) 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 a PTO at a time. Executive members may bank a maximum of five PTOs which can be paid out at the end of their term.
- 2.7 Executive members are entitled to 15 sick days per year.
- 2.8 Members of the Executive are entitled to earn three weeks of vacation (in accordance with Saskatchewan Labour Laws).
- 2.9 All vacation days, PTOs, 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.
- 2.10 Members of the Executive are to request the president for approval before taking any vacation days, PTOs, and ADOs. The President must inform relevant staff members and the Executive Committee in a similar fashion at least 7 days in advance (unless inhibited by extenuating circumstances).
- 2.11 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.
 - 2.11.1 Individual Mental Health and Wellness benefits will require unanimous approval from the Executive Committee. The Executive Committee must justify the benefits to fall within the following parameters:
 - 2.11.1.1 The benefits must align with the pillars of Holistic Health – namely “spiritual”, “physical”, “emotional”, “social”, and “mental” wellbeing.
 - 2.11.2 If a unanimous approval cannot be reached, the Vice President Operations & Finances must consult with the Senior Managers. The University Students’ Council can also be approached for this regard.

3. Agreement

I understand and agree to conform to this policy:

Date: _____

Signature: _____

Signature: _____

Communications & Marketing
Manager

Executive Member

Contact Information:	USSU Office: (306) 966-6962		
Policy Authority:	University Students' Council		
Approvals	Board/Committee	Date	Motion
Created/Adopted	Executive Committee	03/29/2021	EXEC18
Amended	University Students' Council	03/30/2023	USC088
Amended	University Students' Council	03/28/2024	USC121