



Policy Name:	Human Resources Compensation Policy		
Category:	Human Resources	Policy #	HR-1

1. Preamble

The USSU is committed to fair and professional employment practices. The USSU recognizes and will abide by the Saskatchewan Labour Standards Act and the Human Rights Code. This policy shall apply to all employees of the USSU, except the Executive Committee, unless otherwise intended and employees falling within the Collective Agreement. The Executive Committee shall interpret this policy.

2. Classifications of Employees

All USSU positions will have a job profile that describes the primary purpose of the position, the nature of the work, the education and qualifications required, and the accountabilities or duties of the job and will be classified accordingly with one of the following classifications:

2.1 Senior Management

A team at the highest level of organizational management who has the day-to-day responsibilities of managing the USSU. They are employed on a full-time, permanent basis without a limit to the duration of employment, collect a regular paycheque based on an annual salaried amount, including benefits, and have direct control over spending line items in designated budgets. These positions may include General Manager, Facilities Manager, Controller, Communications and Marketing Manager, and Business and Services Manager.

2.2 Management

People employed on a full-time, permanent basis without a limit as to the duration of employment, who collect a regular paycheque based on an annual salaried amount, including benefits, and those who oversee spending line items in designated budgets. These positions include the Louis' Manager, Louis' Assistant Manager, Louis' Kitchen Manager, IT Services Manager, and XL Print & Design Manager.

2.3 Permanent Full-Time

A permanent full-time employee is any employee who is appointed to a permanent position and works the regular hours of work as per section 12 and who has successfully completed the required probation period. These include full-time office and operations staff.

2.4 Permanent Part-Time

A permanent part-time employee is any employee who is appointed to a permanent position and works less than the regular hours of work as per section 12 and who has successfully completed the required probation period.

2.5 Term

A term employee is an employee who works on a full-time or part-time basis for a specific period of time. These positions include Centre Coordinators, Academic and Governance Assistant, Event and Social Media Coordinator, and Student Graphic and Media Designer. A term employee may replace a permanent employee who is absent for an extended but limited period, such as a leave of absence or disability.

2.6 Less-Than-Full-Time

Employees are typically students employed on a casual, per-hour basis for whom no benefits are provided.

2.7 Honoraria/Contract

Employees hired on a contract specifying expected duties, duration of employment, and remuneration.

3. Human Resources

The Senior Management Team is responsible for all human resource matters. While each individual has specific human resources duties, each is also available to staff members who require assistance or advice. This allows for greater flexibility for staff members to interact with individuals they are most comfortable meeting with.

4. Confidentiality

The USSU is committed to maintaining employee confidentiality. Access to file information will be subject to provincial privacy laws.

At all times, employees of the USSU must use judgment and discretion when asked to disclose confidential information. Unless required to fulfill duties or with prior authorization, disclosure of confidential information to individuals outside the USSU who are not authorized to receive such information is strictly prohibited unless required by law.

Failure to maintain confidentiality is a serious breach of USSU policy and will result in disciplinary action or termination.

5. Creating or Amending Positions

By the very nature of our work, new positions may become necessary, or current positions may need to be amended to reflect additional responsibilities or changes in the workplace. After assessing the feasibility of a new position or providing reasons for amending an existing position, the appropriate manager will develop a complete and concise position profile to be evaluated by the Human Resources Team to determine the appropriate salary scale. The Executive Committee will review and approve or reject the proposed position profile.

6. Decorum

Our employees demonstrate a high standard of performance, including conduct consistent with USSU policies and standards, as they achieve the outcomes for which they are accountable. The USSU requires that employees maintain high standards of personal hygiene and proper dress in terms of style and cleanliness. Supervisors/managers will approach employees who do not maintain sufficient hygiene standards, grooming, and behaviour. Employees who work directly with customers may be directed by their supervisors/managers to wear USSU-identifiable clothing or uniforms. All employees must follow provisions under the Occupational Health and Safety Act.

7. Substances

The USSU is committed to ensuring public safety and to providing a safe and healthy work environment for employees. The misuse of alcohol or prescribed drugs or the use of prohibited, illegal, or controlled drugs or substances jeopardizes job safety and performance and the well-being of employees and can place the integrity and safety of USSU's facilities and equipment at risk.

7.1 Guidelines

The following are strictly prohibited while performing work on USSU premises (including breaks throughout the workday whether on-premises or not), while in attendance at a USSU-sponsored event, or otherwise acting on the USSU's behalf:

- Employees shall not distribute, possess, consume, or use illegal drugs while engaged in USSU business or while on or in USSU property or its client's property. This type of conduct is a breach of criminal law.
- Employees shall not report to work, be at work, or drive on USSU business under the influence of alcohol or any drug or substance that may or will affect their ability to work or drive safely.
- Employees shall not misuse prescription or non-prescription drugs while at work. If an employee is taking a prescription or non-prescription drug for which there is a potential side effect that could materially impact performance or the ability to fulfill duties or emergency procedures safely, they shall report such use to their supervisor.

USSU will not allow a person, whether or not that person is an employee of USSU, to act on behalf of the organization or to remain on USSU premises if there is reasonable cause to believe that person is impaired by alcohol or drugs to the extent that it has a detrimental effect on job performance, health and safety or the public reputation of the USSU.

It is the employee's responsibility to report to their manager any potential impairment due to the effects of drugs or alcohol, including over-the-counter medications, that may affect performance.

If alcohol is served at a USSU-sanctioned function, employees are expected to conduct themselves in a manner that reflects well on the organization, demonstrate responsible drinking habits, and ensure that they do not operate a motor vehicle. The USSU will take reasonable steps to regulate alcohol consumption and ensure that employees leaving USSU events do so in a safe manner. When employees leave a USSU-sponsored event (via taxi or designated driver or driving themselves), their actions after their departure become their own responsibility.

The USSU will provide information to employees who indicate they suffer from substance abuse problems. However, it is the employee's responsibility to seek assistance before performance problems lead to disciplinary action. Alternatively, the USSU may recommend that an employee seek assistance if the employee has

indicated that they have a problem with alcohol or drugs. Once a violation of policy occurs, subsequent employee use of a program voluntarily will not lessen disciplinary action.

The USSU recognizes alcoholism and drug abuse as treatable health problems covered under regular wellness benefits and will support any employee requiring treatment for these health problems. Employees must recognize that the failure to accept, respond to, and maintain treatment as prescribed by their health-care provider may constitute grounds for dismissal. If treatment requires time away from work or modified work duties, as recommended by a licensed medical professional, provisions of USSU's disability plans will apply.

Notwithstanding the above, the unauthorized possession, consumption of, or impairment by alcohol or the possession or consumption of or impairment by prohibited, illegal, or controlled substances while working or on duty will be considered grounds for immediate dismissal.

8. Performance

Where performance is less than satisfactory, the USSU is committed to providing employees with an opportunity to improve performance and support an employee's success. Most performance difficulties can be resolved early, and the USSU will provide support through focused performance feedback when performance standards are not met. If performance problems persist, further corrective measures will be taken. These include but are not limited to the following:

1. written clarification of expectations
2. written reprimand (warning)
3. suspension
4. termination for just cause

These measures are intended to help employees succeed by correcting any performance problems before they become more serious. However, notwithstanding the preceding and for just cause, the USSU may proceed immediately with termination, and termination for just cause does not require notice or pay in lieu of notice.

All terminations must be discussed with Senior Management, and the Executive will be informed of all terminations.

9. Gifts

Receipt of any gift valued at over \$200 and for a particular staff member's benefit must be approved in writing by the Senior Management Team before being accepted.

10. Discrimination and Harassment

Every employee is entitled to a positive environment for working and learning that is free of discrimination and harassment. Discrimination and Harassment are prohibited under the Saskatchewan Human Rights Code and the Saskatchewan Occupational Health and Safety Act and Regulations. Employees also have the responsibility to foster a discrimination and harassment-free environment.

10.1 Discrimination Based on Prohibited Grounds

The definition of discrimination under these procedures refers to any differential treatment, inappropriate conduct, comment, display, action, or gesture by a person that is based on the following prohibited grounds: religion, creed, marital status, family status, sex (including gender expression, gender identity, and two-spirit identity), sexual orientation, disability, age, colour, ancestry, nationality, place of origin, race or perceived race and receipt of public assistance.

10.2 Harassment Based on Prohibited Grounds

The definition of harassment under these procedures includes any inappropriate conduct, comment, display, action, or gesture by a person:

1. that is based on the following prohibited grounds: religion, creed, marital status, family status, sex (including gender expression, gender identity, and two-spirit identity), sexual orientation, disability, physical size or weight, age, colour, ancestry, nationality, place of origin, race or perceived race; or
2. adversely affects the worker's psychological or physical well-being and that the person knows or ought to reasonably know would cause a worker to be humiliated or intimidated; and
3. that constitutes a threat to the health or safety of the student or employee.

10.3 Sexual Harassment

Harassment includes sexual harassment, a form of harassment based on the prohibited ground of sex. Unwelcome conduct, comments, gestures, or contact of a sexual nature constitutes sexual harassment when:

1. submission to, or rejection of, such conduct is implicitly or explicitly made a term or condition of an individual's employment or student status;
2. such conduct is used as a basis for making decisions relating to an individual's employment or student status or welfare as an employee or student; or
3. the unwanted conduct, comments, gestures, or contact creates a hostile or intimidating environment for working or learning.

10.4 Personal Harassment

Harassment also includes personal harassment, which is any inappropriate conduct, comment, display, action, or gesture by a person that adversely affects an employee's psychological or physical well-being. The person knows or ought reasonably to know would cause an employee or student to be humiliated or intimidated.

Personal harassment usually involves a series of incidents or repeated conduct that creates a hostile or intimidating environment but will also exist where there is a single, serious occurrence of conduct or a single, serious comment, display, action, or gesture that causes a lasting harmful effect on the employee.

10.5 What is Not Harassment

Harassment does not include:

1. day-to-day management or supervisory decisions involving work assignments, job assessment, and evaluation and disciplinary action;
2. demands for academic excellence or a reasonable quality of work; or
3. the reasonable expression of opinions, debate, or critique of an individual's ideas or work.

This policy does not limit or amend the provision of any collective agreement. It is not intended to discourage or prevent someone from pursuing a complaint with the Saskatchewan Human Rights Commission, Occupational Health and Safety, or other legal avenues.

10.6 Non-Compliance

Following procedural fairness, the USSU may take action against anyone whose activities violate the law or this policy, as being in contravention would constitute discrimination or harassment. The actions taken may include, but are not limited to:

- Disciplinary actions for students under either the Regulations on Student Academic Misconduct or the Standard of Student Conduct in Non-Academic Matters;

- Disciplinary action for employees in accordance with the respective collective agreement;
- Legal action that could result in criminal or civil proceedings.

The USSU may also take action against those who were aware of discrimination or harassment but failed to report it, those who act in a retaliatory manner against a complainant, and those who file intentionally false complaints.

10.7 Process

Employees who feel they are being harassed are responsible for telling the harasser how they feel and do not want the behavior to continue. A record of relevant incidents should be kept. Should employees feel unable to communicate directly with the offending individual, the incident(s) should be reported to their manager or a Senior Manager. The department manager's responsibility is to inform the Senior Manager Team. In cases involving a Senior Manager, the President is to be notified by the Senior Management Team. The USSU will inquire into complaints in a timely manner. Upon conclusion, the USSU will inform the complainant and any other party directly concerned with its findings. Where harassment is confirmed, the USSU will undertake appropriate disciplinary action.

11. Violence In The Workplace

The USSU is committed to a safe, positive work environment.

11.1 Guidelines

USSU defines violence, according to The Saskatchewan Employment Act, -as "the attempted, threatened or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury."

USSU will continue to work toward minimizing the potential for violence by adopting preventive measures such as training for employees by:

- Developing ways and means of recognizing potentially violent situations;
- Establishing proactive approaches to prevent or minimize violence;
- Identifying the worksite(s) where violent situations have occurred or may occur;
- Identifying staff positions that have or could be exposed to violent situations;
- Developing procedures for dealing with incidents of violence and how to obtain assistance;

- Establishing procedures for documenting and reporting violent incidents to the appropriate authorities.

USSU will take supportive and appropriate action when any acts of violence, threats, or intimidation occur. The USSU will step in and provide assistance and support at the moment and afterward, if employees are being harassed or threatened.

The Occupational Health and Safety Committee will review this section regularly to determine if any changes should be made and such revisions to be communicated to all employees. The USSU will advise employees annually of the guidelines and procedures contained herein.

11.2 Procedures

When known circumstances place employees at a higher risk of violence, the USSU will inform employees and ensure they are aware of safety protocols. Known circumstances may include, for example, an individual with a history of threatening staff.

All employees have a responsibility to ensure a safe workplace. To that end, employees shall promptly communicate issues relating to violence as follows:

- Employees who believe they have been subjected to a violent act will report the incident to their manager immediately;
- Employees will document the incident using the Workplace Violence Report Form;
- Employees who have been the victim of a violent incident must complete a WCB Incident Report Form and forward it to their manager;
- Employees who believe a student, colleague or visitor to the workplace represents a danger to the safety of the workplace shall notify their designated manager immediately;
- Staff shall inform their designated manager of all reports of violent incidents; and
- The designated manager shall inform the Senior Management Team and the Occupational Health and Safety Committee of reports of violent incidents.

All violent incidents will be documented and reported to the appropriate authorities upon receiving a complaint. Protective Services will conduct any further investigations.

Following an investigation confirming a violent incident, the USSU will review the results and take the appropriate action necessary to minimize the risk of another incident.

When an employee is a victim of a violent incident:

- The USSU will reimburse employees up to \$350 for receipted costs incurred to access medical or psychological consultation or assistance;
- They will be required to file the necessary injury reports if the employee seeks medical assistance or is absent from work;
- Compensation for medical expenses, time lost, or disability to which they may be entitled will not be duplicated. (*Note – this means if they are entitled to Workers' Compensation payments, they aren't receiving both sick time and Workers' Compensation payments.)
- They will not be prevented from referring the violent incident to a third party, including Occupational Health and Safety, Saskatchewan Human Rights, and or police services; and
- Reprisals or threats resulting from filing a complaint are to be reported to the designated manager for immediate investigation. Confirmation of such threats or reprisals will result in appropriate disciplinary or other action.

11.3 Intimate Partner Violence

The USSU recognizes that employees sometimes face violence or abuse in their personal lives that may affect their attendance or performance at work. For that reason, the USSU agrees that an employee in an abusive or violent situation will not be subject to discipline if the absence or performance issue can be linked to the abusive or violent situation.

An employee dealing with domestic violence or abuse in their personal life is entitled to ten (10) days of leave in consecutive or intermittent days in a fifty-two (52) week period, as needed by the employee. An employee is also entitled to take up to seventeen (17) weeks of unpaid leave in a fifty-two (52) week period in one continuous period.

An employee is entitled to be paid for up to five (5) days of this leave in a fifty-two (52) week period as wellness leave.

All parties must disclose information when there is a clear threat to safety. The USSU should not disclose more personal information than is reasonably necessary to protect workers. Information should be shared:

- in emergencies
- for threat assessment
- for safety planning
- for the effective implementation of protective orders

In these cases, privacy and confidentiality should be maintained to the extent possible. All personal information concerning domestic violence should be kept confidential, and information should not be kept in the employee's personnel file without their express written permission.

The USSU understands domestic violence can affect all workers in a workplace and will work together to ensure all workers' safety should a disclosure occur. The USSU will meet to discuss safety planning at the workplace for the individual and the staff, and a support or resource person may be present at such meetings.

12. Hiring Procedures

Management, Full-time, Permanent Part-time: When a vacancy occurs in a department, the relevant manager (as appropriate to the Department) and the Senior Managers are to be notified immediately. All staff are normally hired through a posting and interview process. The Senior Management Team must approve exceptions to this. Employees may apply for vacant positions within the organization; however, all available positions will be open to external candidates, except those positions falling within the Collective Agreement. Full-time department staff members are to be hired by a committee consisting of the department manager(s) and/or the department supervisor and senior manager. Management and full-time administrative staff are hired by a committee comprised of the Senior Management Team members and the appropriate Executive member. The Executive Committee must approve final hiring decisions for management positions.

13. Hours of Work

Core business hours of the USSU administrative offices are Monday to Friday, 8:30 a.m. to 4:30 p.m. Individual employees may work flexible hours with start times between 7:00 a.m. and 9:30 a.m. and end times between 3:00 p.m. and 5:30 p.m. upon receiving approval from their manager, these start and finish times are to remain consistent.

Operations will adhere to operating hours appropriate to their business and determine staff hours. Full-time employees are scheduled for 38 hours of work per week, and permanent part-time employees are pro-rated accordingly.

Most employees are entitled to an unpaid meal break of 30 minutes within every five hours of work. An employer must provide an employee with an unpaid meal break at times necessary for medical reasons. The employee is expected to work with the employer to set up a reasonable accommodation.

An employer isn't required to give a meal break where there is an unexpected, unusual, or emergency circumstance, or it is not reasonable for an employee to take a meal break. In these cases, where a meal break isn't required, employees must be allowed to eat while working after they have worked for five consecutive hours. If an employee is directed to work or is at an employer's disposal during a meal break, the employee must be paid for the time. For example, an employee who has been directed to stay in the office over lunch to answer phone calls is at the disposal of the employer and must be paid for the time, even if no one calls.

Employees may be required to work weekends and evening hours as the organization's needs dictate. Exempt staff and their supervisor are responsible for monitoring work hours and reviewing workload over cyclical periods.

The Provincial employment regulations recognize that certain employees are exempt from overtime provisions, including employees who perform services entirely of a managerial character. In situations where overtime provisions do apply, all hours must be documented and authorized in advance by the manager. If assistance is needed in determining whether overtime is applicable, the manager should contact the Senior Management Team.

Positions of a professional or supervisory nature are exempt from overtime, and these exemptions should be noted in an employee's employment letter. It is understood that managers, by virtue of their positions, may, from time to time, be required to put in extra hours.

14. Benefits

The USSU shall make available a detailed statement that outlines in clear terms each of the benefit plans under which the employee is covered and the benefits that the employee derives from the plan.

15. Work-Life Balance

Paid leave is a key piece of any healthy, productive, and attractive workplace, and job seekers consistently rate paid leave as one of the most desired benefits. Employees who take PTO, time off, and vacations perform better in the workplace: studies have found that employees who took vacations were more productive and produced higher quality work. The USSU values work-life balance, the minimization of work-related stress, and the establishment of a stable and sustainable way to work while maintaining health and general well-being.

16. Paid Time Off (PTO)

In recognition of eligible employees working above and beyond their standard work hours and the potentially stressful environment contributing to the rise of mental health problems and illnesses, the USSU offers Paid Time Off (PTO) every three weeks to help maintain positive employee mental and physical health. PTOs shall not alter the employee's regular days of rest; there shall be no claim for wellness leave when an employee is ill on a PTO. PTOs that fall on a designated holiday shall be rescheduled to the preceding or next following working day by mutual agreement. PTOs are to be taken consistently. With approval, up to two paid days off may be rescheduled in exceptional cases, provided they are not carried over at fiscal year-end.

17. Holidays

Each employee is entitled to national and provincial statutory holidays. These include:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Saskatchewan Day
- Labour Day
- Day for Truth and Reconciliation
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

The University of Saskatchewan and USSU will be closed during the Winter Holiday Break. Additional days off may be granted at the discretion of the Executive Committee.

18. Vacation

Employees earn annual vacation according to the following years of service:

18.1 Vacation Accumulation (15 working days)

During the first three (3) years of service, employees will earn vacation at the rate of one and one-quarter days per calendar month [fifteen working days per year], with the first month pro-rated, if necessary.

18.2 Vacation Accumulation (20 working days)

After three (3) years of service until six (6) years of service, employees will earn vacation at the rate of one and two-thirds days per calendar month [twenty working days per year].

18.3 Vacation Accumulation (25 working days)

After six (6) years of service until sixteen (16) years of service, employees will earn vacation at the rate of two and one-twelfth days per calendar month [twenty-five working days per year].

18.4 Vacation Accumulation (30 working days)

After sixteen (16) years of service, employees will earn vacation at the rate of two and one-half days per calendar month [thirty working days per year].

Under exceptional circumstances, an employee may request permission from the Senior Management Team to carry over up to one-half of their annual vacation entitlement from one year to the next. Upon written approval of the request, the employee, which will not be unreasonably denied, must use all annual entitlements by September of the year into which the vacation is carried forward.

Vacations are to be scheduled as far in advance as possible with a minimum of two weeks' notice and with approval from the appropriate manager for the mutual convenience of the employee and USSU.

Employees are not entitled to a cash payout for unused vacation time unless they terminate their employment. Under exceptional circumstances, employees may request a cash payout from the Senior Management Team, and requests may not be in excess of two weeks of unused vacation time.

19. Wellness

Wellness leave may be taken for illness, mental health reasons, or care of a family member, and it may not be a substitute for vacation time. If a staff member's use of wellness leaves warrants examination, the USSU may require the staff member to provide satisfactory medical evidence, and such examinations shall be at the USSU's expense.

Paid wellness leave will be determined by the benefit plan in which the employee is enrolled. All unused portions of wellness leave will be cumulative to a maximum of **one hundred and twenty (120) days**. No further accumulation will occur until an employee falls below the cap.

Every employee who is absent from duty on account of injury or sickness shall notify their manager as soon as possible, indicating the probable length of absence. If the manager is unavailable, notification should be made to the Senior Management Team.

All employees are asked to take all reasonable measures to reduce the risk of infecting others by self-monitoring and paying attention to their health so they can identify signs of sickness. Please contact your manager if you have respiratory illnesses, including the flu and common cold symptoms.

If you show signs of these symptoms, your manager may require you to self-isolate, which means staying at home to prevent the spread of infection.

20. Tracking

The USSU provides vacation and wellness time on an accrual basis, which means that employees accrue a set number of hours each month. To ensure that employees receive the appropriate amount of wellness leave and vacation time, all employees must submit their monthly Wellness Sheet to their manager by the last day of the month.

21. Leaves of Absence

Senior Management, Management, full-time, permanent part-time, and term employees shall be entitled to a leave of absence without pay when requested with sufficient cause. Such requests shall be made in writing at least six weeks in advance (unless as a result of an emergency) and approved by the Senior Management Team, provided the employee can be spared. During periods of leaves of absence without pay, employees are not eligible to accrue vacation time or employer-paid benefits. An employee who commences maternity/parental/adoption leave may continue benefit coverage upon full payment of all premiums.

21.1 Maternity/Parental/Adoption

Maternity/Parental/Adoption will be granted per the current Saskatchewan Labour Standards Act.

21.2 Parental

In the event of an employee's partner giving birth, they will be entitled to a paid leave of absence of five days.

21.3 Bereavement and Compassionate

An employee will be granted a leave of absence for urgent personal reasons, such as bereavement or serious family illness, without loss of pay or benefits for up to five working days. If warranted, your manager may grant additional time.

21.4 Convocation

A one-day leave of absence without loss of pay shall be granted to attend convocation or graduation from university or other post-secondary institution. Leave of absence shall also be granted for the convocation of an employee's immediate family.

21.5 Court Attendance

An employee summoned for court attendance or directed by the USSU to attend (e.g. jury duty or as a court witness) shall suffer no loss of salary while so attending. Remuneration paid to the employee by the court must be remitted to the USSU within thirty (30) days of receipt.

21.6 Extended Medical Absence

If an employee is away or planning on being away from work for more than five consecutive business days due to medical or if the duration of absence is unknown due to illness or non-occupational injury, the employee will be covered by their accrued wellness leave (section 19). Employees without accrued wellness leave are not paid by the USSU but may be eligible for Employment Insurance sickness benefits.

Please contact the Senior Management Team regarding Long Term Disability eligibility and process.

22. Occupational Health and Safety

The USSU strives to ensure high health and safety standards in the workplace. Where the nature of the work requires, employees will be supplied, at the USSU's expense, with all protective clothing, safety equipment, and other protective devices. In addition to the USSU's responsibility to ensure healthy and safe working conditions, the employee's responsibility is to do the same. Unsafe working conditions must be reported immediately to a supervisor or manager. In the event of any injury, employees must immediately seek appropriate medical attention and inform a supervisor or manager. Managers will report incidents to the Senior Management Team.

23. Outside Employment/Conflict of Interest

Employees may undertake outside employment, providing such work does not interfere with the proper performance of the employee's day-to-day duties and provided that the employment does not conflict with the employee's position at the USSU. Duties arising from outside employment shall not be undertaken during regular working hours. Employees may not engage in any business enterprise that could be perceived to be a conflict of interest. Where the potential of a conflict of interest exists, the onus is on the employee to gain the written approval of the Senior Management Team prior to any involvement. The employee may not use their affiliation with the USSU to benefit their business, examples of which would include suppliers, industry representatives, and staff/customer solicitation. Employees may not engage in academic teaching at the University of Saskatchewan.

24. Payroll Administration

The University of Saskatchewan serves as the Paymaster for the USSU. Accordingly, all payroll timelines, payment schedules, and arrangements will follow the procedures and recommendations of the University of Saskatchewan.

25. Political Office

No employee of the USSU, except honoraria and less-than-full-time and term classified employees, may seek office within the USSU without resigning their position prior to the announcement of their candidacy.

No employee of the USSU, except honoraria and less-than-full-time, may sit as a regular voting member on the USC or a USSU Committee.

Past USSU executive members may attain an employee position within the USSU. The recommendation to hire the past executive member will be presented to the Executive Committee for approval. The decision to hire will be contingent on Executive Committee approval, providing the executive member holding the applicant's past position votes in favour of the hire. If the previous executive member has been out of office for more than one year, Executive Committee approval is all that is required.

26. Probationary Period

Senior Managers will serve a six-month probationary period, and all other new employees will serve a three-month probationary period. If, during this period of time, the employee does not meet the expectations of the position, employment may be terminated with minimum notice periods (as defined in provincial employment standards legislation).

The probationary period can be extended beyond the first three or six consecutive months by an additional three months at the manager's discretion. A performance evaluation will be conducted at the end of the extended probationary period, and a final decision will be made to end the probationary period or to release the employee.

27. Reference Checks

USSU managers may provide references for employees. The USSU is under no obligation to provide a reference of any kind. Questions of a personal nature about an employee shall never be addressed in any form.

USSU managers may provide professional letters of reference, while executive members are authorized to provide personal letters of reference.

Managers may opt to provide confirmation of employment only.

28. Responsibility of Staff

The Senior Management Team is ultimately responsible for all USSU staff. Upon the direction of the Senior Management Team, management and or supervisory personnel are responsible for and may assign duties to subordinate employees. Responsibilities and duties shall be consistent with those outlined in the position profiles. Copies of position profiles can be accessed by contacting the Senior Management Team or the relevant manager. If an employee has a concern related to their working conditions, the relevant manager should first be approached for resolution. Appeals can be made to the Senior Management Team.

29. Restrictions On Employment

Age: the minimum age for employment with the USSU is 16 years and 19 years when employed anywhere that serves alcohol. Hiring immediate family: the USSU permits the employment of members of employees' immediate families provided they possess the necessary skills and abilities to do the job, are considered to be the best candidate in the opinion of those hiring, and will not be a direct manager of, nor will be directly managed by, immediate relatives. This is allowed for term, contract, or

less than full-time positions only. Whenever possible, the USSU will give undergraduate students the first opportunity to be employed in less-than-full-time and term positions.

30. Performance

The USSU's goal is to foster and reward high-quality work and motivate the desired behaviour of USSU staff members. A comprehensive performance evaluation provides a mechanism to objectively review each employee's performance concerning job requirements, training, and career development.

31. Salary Increments

To create consistency, organizational fairness, and coherence, the USSU decided to increase each employee's pay step by the Saskatoon Consumer Price Index each year. Salary increases will be reviewed during the yearly budget process. Annual salary increments are based on the Saskatoon Consumer Price Index (November) and are pro-rated for less than a full year of service. Pay survey analysis will be gathered from Payscale to determine each employee's scale range every two years.

32. Service Recognition

The USSU will honour all employees, including those under the Collective Agreement when they attain five-year and five-year increments of service and acknowledge their contribution to the organization at the end-of-year celebration. Employees will receive \$25 per year of service. This policy applies to full-time and permanent part-time management only and does not apply to less-than-full-time. The USSU will also recognize and honour births, marriages, bereavement, retirement, and departures.

33. Training and Development

33.1 Employee Training

Training and development programs contribute to quality service by ensuring that employees are appropriately knowledgeable in performing designated duties and contributing to the overall success of the USSU. Training programs will be available to all employees, either voluntary or mandatory. In addition to job orientations, all front-line staff will receive customer service training.

33.2 Professional Development and Wellness

Additional funds will be budgeted for all management, full-time and permanent part-time employees to access job-related seminars, training and skill enhancement opportunities, and personal wellness initiatives upon approval by their manager. Where academic credit is available, reimbursement will depend upon successful completion.

Contact Information:	USSU Office: (306) 966-6962		
Policy Authority:	Executive Committee		
Approvals	Board/Committee	Date	Motion
Created/Adopted	Executive Committee	03/10/2011	EXEC60
Amended	Executive Committee	07/31/2014	EXEC09
Amended	Executive Committee	09/25/2017	EXEC15
Amended	Executive Committee	04/26/2022	EXEC33
Amended	Executive Committee	04/16/2024	EXEC137
Amended	Executive Committee	11/18/2024	EXEC080