

Human Resource Management Policy

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TABLE OF CONTENTS

SECTION 1: DISABILITY POLICY

PART 1: PURPOSE AND APPLICATION…….....2
PART 2: SERVICE……..…….....2

SECTION 2: HIRING POLICY

PART 1: GUIDING PRINCIPLES……7
PART 2: DEFINITIONS…….....7
PART 3: JOB POSTINGS……7
PART 4: HIRING COMMITTEE……8
PART 5: CONFLICT OF INTEREST…….....11
PART 6: NEW EMPLOYEE ORIENTATION…….....11

SECTION 3: GENERAL

PART 1: GIFTS…….....14

SECTION 1: DISABILITY POLICY

PART 1: PURPOSE AND APPLICATION

1.1 Statement of Commitment

The University of Victoria Students' Society (The Society) is committed to the principles of the UN Convention on the Rights of Persons with Disabilities, including the principle of accessibility. In accordance with the Convention, the Society recognizes that persons with disabilities have rights to:

* full and equal participation in cultural life;
* full and equal participation in recreation and leisure;
* full and equal access to education;
* full and equal access to work and employment;
* full and equal participation in public and political life;
* be included in the community with the same choices as others;
* seek, receive, and impart information on an equal basis with others; and
* privacy.

Therefore, the Society accepts that it has a responsibility to ensure that all of its programs and services are fully accessible to all persons, regardless of impairment. The Society's responsibility includes the responsibility to ensure that all goods, services, buildings, structures, premises, programs, projects, events, meetings, and communications are accessible. To meet this obligation, the Society will develop an accessibility plan that will establish goals towards improving accessibility.

1.2 Principles

The Society's policies on accessibility are guided by the principles of dignity, independence, accessibility, and equal opportunity.

Dignity - Dignity means providing services so that persons with disabilities maintain their self-respect and the respect of other people. Communication with persons with disabilities shall be done in a respectful manner which takes into account their disability and maintains their dignity. Respect for dignity includes minimizing the stigmatization of persons due to their disabilities and refraining from using communications that deploy ableist terms (terms that discriminate in favour of able-bodied people) to describe persons with a disability and their ability to contribute and participate in the Society's activities.

Independence – Independence means ensuring that people are able to do things on their own without unnecessary help, or interference from others.

Accessibility - Accessibility means providing service in a way that allows the person with a disability to benefit from the same services, in the same place and in the same or similar way as others.

Equal Opportunity - Equal opportunity means having the same chances, options, benefits and results as others. In the case of services, it means that persons with disabilities shall have the same opportunity as others to benefit from the way you provide goods or services.

1.3 Scope

This policy shall apply, in its entirety, to the Society's staff, volunteers, contractors, visitors, and guests.

The full definition of disability, as stated by the provincial government, is:

a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
b) a condition of mental impairment or a development disability;
c) a learning disability, or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
d) a mental health condition; or
e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

1.4 Training

The Society shall provide mandatory anti-oppression training on the topic of ableism to staff and directors, as required by Board of Directors Policy.

Training shall include the following:

- An understanding of ableism and stigmatization of persons with a disability; and
- How to interact and communicate with people with various types of disabilities with an understanding of ableism and stigma; and
- How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person.

1.5 Hiring

The UVSS and the Union hereby recognize and support employment equity programs. The parties agree to cooperate in the identification and removal of systemic barriers in the selection, hiring, training and promotion of persons with disabilities. In addition, the parties agree to cooperate in the identification and implementation of steps to improve the opportunities, employment status and participation rates of this group. It is understood that none of these actions will be at variance with the Collective Agreement unless mutually agreed upon between the parties.

1.6 Harassment

The Society shall identify the following as harassment within its anti-harassment policies:

- The stigmatization of persons with disabilities; and
- Ableism (discrimination in favour of able-bodied people).

1.7 Feedback Process

The Society is committed to providing high quality goods and services to all members of the public it serves. Feedback is welcomed as it may identify areas that require change and encourage continuous service improvements. Therefore, the Society shall regularly solicit feedback concerning disability-related issues as they relate to goods and services provided by the Society.

1.8 Policy Review and Renewal

The Society is committed to developing service policies that respect and promote the dignity and participation of people with disabilities. Therefore, no changes will be made to this policy before considering the impact on people with disabilities, including consultation with the Society's current official constituency organization for students with a disability.

Any policy of the Society that does not respect and promote the dignity and participation of people with disabilities shall be modified or removed.

PART 2: SERVICE

2.1 Purpose

The intent of this policy is to enable persons with disabilities to access the range of goods and services offered by the Society within the Student Union Building and wherever else these goods and services are provided.

Persons with disabilities are permitted to use their own personal supports to access goods and services offered by the Society. Personal supports include personal assistive devices, service animals, and support persons.

2.2 Communication

The Society shall strive to communicate with persons with disabilities in ways that take into account their disability. This means that the Society will communicate in ways that enable persons with disabilities to communicate effectively for the purposes of using, receiving, and requesting the Society's goods, services, and facilities.

The Society shall fund 100% of the cost for the provision of accessible formats and communication supports for persons with disabilities for all Society meetings, such as but not limited to General Meetings, Board of Directors meetings, Clubs Council and Course Union Council meetings, and speaking events. The Society requires a minimum of two [2] weeks notice to provide this support. If shorter notice is given, all reasonable efforts will be made to provide necessary supports. A line item in the UVSS annual budget shall be created for this purpose.

2.3 Assistive Devices

Persons with disabilities are permitted to use personal assistive devices to access goods and services offered by The Society.

An assistive device is any device that is used, designed, made, or adapted to assist a person in performing a particular task. Assistive devices enable persons with disabilities to do everyday tasks such as moving, communicating, reading, or lifting.

Examples of assistive devices include, but are not limited to the following:

- Wheelchairs
- Canes
- Walkers
- Assistive listening devices (FM systems)
- Laptops with screen-reading software or communicating capabilities
- Smart phones (i.e. wireless handheld devices)
- Hearing aids
- Global positioning system (GPS) devices

- Digital audio players
- Teletypewriters (TTY)
- Portable oxygen tanks
- Personal digital assistants
- Communication devices, such as voice-output systems or pictures/symbols

The Society allows assistive devices to be permitted in all areas of the Student Union Building to which students, staff, faculty, and the public normally have access.

2.4 Accessible Food Services

The Society is committed to providing safe and accessible food options for persons who have specific food-related health conditions and disabilities.

2.5 Service Animals

Persons with disabilities are permitted to use licensed service animals to access goods and services offered by the Society.

A licensed service animal is any guide dog or animal individually trained by a professional service animal training organization to assist a person with a disability. An animal is a service animal if it is readily apparent that it is being used by a person for reasons relating to her or his disability - or if the person has a letter from a physician verifying that the animal is required for reasons relating to her or his disability. Licensed service animals include licensed emotional support service animals.

Licensed service animals are permitted in all areas of the Student Union Building premises to which students, staff, faculty, and the public normally have access.

There are a few exceptions where a service animal would be excluded by law:

> The Health Protection and Promotion Act (1990) does not allow animals in places where food is manufactured, prepared, processed, handled, served, displayed, stored, sold or offered for sale. Therefore, a sign should be placed in food handling areas notifying persons that service animals are not permitted.

However, the Health Protection and Promotion Act does contain specific exemptions for licensed service dogs only, allowing them to accompany their owners into areas where food is normally served, sold or offered for sale.

> Should municipal by-laws restrict certain breeds of animals or dogs from the municipality and these by-laws apply even if the animal is acting as a service animal. In unique situations where the presence of the animal presents a significant risk for another person (e.g. severe allergies), the Society is required to meet the needs of both persons in these situations and must devise an accommodation plan that enables both persons to access services and goods accordingly.

2.6 Support Persons

Persons with disabilities are permitted to use support persons to access goods and services offered by the Society. When a support person accompanies a person with a disability to an event hosted by the Society for which there is an admission fee, the support person will not be charged admission.

A support person is someone either hired or chosen to help a person with a disability. A support person can be a personal support worker, volunteer, family member, spouse, or friend of the person with the disability. The Society believes that a support person, in some cases, does not necessarily need to have special training or qualifications.

Support persons may provide one or more types of assistance.

- Transportation
- Job coaching
- Guiding a person with a vision loss
- Adaptive communication (e.g., Intervener for someone who is deaf/blind)
- Interpretation (e.g., ASL/English interpreter, LSQ/French interpreter)
- Note-taking, scribe or reading services (usually coordinated by disability or library services offices)
- Personal care assistance including emotional support
- Support persons in the event of a seizure (e.g., protect from falls)
- Interpret and speak on behalf of someone with a speech disability

SECTION 2: HIRING POLICY

PART 1: GUIDING PRINCIPLES

1. These policies and procedures are meant to supplement and provide clarity to the hiring process as laid out in the Collective Agreements (USW & IATSE). The Collective Agreements are the highest authority.
2. The process for filling job vacancies will be fair, equitable, transparent, and impartial.
3. Collective Agreements, UVSS hiring policy and procedures, and legal requirements of employment will be followed in all steps of the hiring process.
4. The UVSS recognizes that its effectiveness is determined largely by the quality of the people that comprise its workforce.
5. With the exception of excluded employees, job categories are listed in the Collective Agreements.

PART 2: DEFINITIONS

1. Excluded employees shall refer to the General Manager and Executive Director whose employment relationship with the UVSS is not governed by the Collective Agreements. Excluded employees are the primary liaisons between the Board and UVSS staff.
2. Affiliated organisations shall refer to organisations whose unionized staff are (a) employed by the UVSS and (b) are not business units, cost-centres, or the Board of Directors.

PART 3: JOB POSTINGS

3.1 Notification

a. Affiliated organizations must send an email notification to the Executive Director and the Office Manager before posting a job and initiating the hiring process.Before posting a non-student job, the Office Manager must be notified and informed who will be the main contact for the hiring committee.

b. Job Descriptions
    i. All job descriptions shall be kept on file by the Office Manager in the General Office.
    ii. If a job description needs to be updated or amended, it must be agreed upon by Labour Management Committee (LMC). Affiliated organisations shall bring any requested changes to a job description to the Executive Director and collaborate on a draft to be brought to LMC for review and approval.

3.2 Job Posting Communications

a. The Employer shall post job openings in a prominent place for seven [7] calendar days. The relevant job posting form available in the General Office and the relevant online template available from Graphics must be used.

b. In the case of excluded employees, permanent employees, term employees, and affiliated organization student employees, a prominent place means all of the following (but is not limited to):
    i. UVSS SUB Job Board
    ii. UVSS Website
    iii. Facebook (UVSS)
    iv. Twitter (UVSS)

v. Times Colonist*
vi. Martlet*
vii. At least one national employment website (i.e. Indeed, Monster)
viii. Craigslist Victoria
ix. Organisational/member email list

* Times Colonist and Martlet are optional for permanent and term employees but is required for excluded employees.

c. In the case of student employees at SUB business units, a prominent place means both of the following (but is not limited to):
   i. UVSS SUB Job Board
   ii. UVSS Website
   iii. A visible location on a wall of the relevant business unit

3.3 Applications

a. All applications shall be submitted to the General Office and held until the closing date.

3.4 Reposting

a. If only one candidate applies for a position (excluding student employees at business units), the job shall be reposted for another seven [7] days. If only one candidate applies after the position has been reposted, the hiring process shall move forward.

PART 4: HIRING COMMITTEE

4.1 Composition

a. The composition of the Hiring Committee must follow the Collective Agreements.
b. If a representative from the Board of Directors or an Executive Director is required to sit on the Hiring Committee, the Employer must contact the Director of Finance and Operations to notify them.
c. If a representative from the Union is required to sit on the Hiring Committee, the Employer must contact the USW 2009 Unit President to notify them.

4.2 Decision Making Process

a. The Hiring Committee shall meet first to review the Hiring Policy.

b. Following review of the Hiring Policy by all members of the Hiring Committee, the Committee must reach consensus on which applicants will be contacted for interviews.

c. Once interviews have been conducted and a candidate has been selected for the position, the Hiring Committee must make a recommendation to the relevant excluded manager.

4.3 Reference Checks

a. Past employers and references must be contacted before making a recommendation to the relevant excluded manager or to the Board of Directors. This applies to excluded, permanent, and term employees, as well as student employees in a supervisory role.

4.4 Job Candidate Communication

a. When a candidate is selected, both the successful and the unsuccessful job candidates that were interviewed shall be contacted and informed as to outcome of their application.

4.5 Excluded Employees

a. Hiring

A hiring committee shall be struck by the Board of Directors and shall consist of:

- General Manager or Executive Director (depending on which of the two excluded positions is being hired)
- Research and Communications Manager
- One [1] union representative selected by the Union
- Director of Finance and Operations
- Two [2] directors elected by the Board of Directors
- One [1] advocacy group representative selected by Advocacy Council

The Director of Finance and Operations shall be the chair of the committee. Quorum is all members of the committee.

b. Approval

Approval by the Board of Directors is required for all excluded managers. Approval consists of a 2/3 majority vote of the Board of Directors.

4.6 Permanent Employees

a. Hiring

A hiring committee shall be struck by the Board of Directors and shall consist of one [1] excluded manager selected by the excluded managers (or delegate), one [1] union representative selected by the union and one [1] other member of the union selected by the excluded managers, and one [1] director elected by the Board. An excluded manager or delegate shall be the chair of the committee. Quorum is all members of the committee.

b. Approval

Approval by the Board of Directors is required for all permanent unionized staff in Class 10 and above. Approval consists of a majority vote of the Board of Directors.

4.7 General Operations Employees

a. Hiring (General Operations Term Employees)

A hiring committee shall be struck by the Board of Directors and shall consist of one [1] excluded manager selected by the excluded managers (or delegate), one [1] union representative selected by the union and one [1] other member of the union selected by the excluded managers, and one [1] director elected by the Board. An excluded manager or delegate shall be the chair of the committee. Quorum is all members of the committee.

b. Hiring (General Operations Student Employees)

A hiring committee shall be struck by the relevant department manager and shall follow the hiring procedures laid out in the Collective Agreement.

c. Approval

Approval by the General Manager or Executive Director is required for all General Operations Term Employees and General Operations Student Employees.

4.8 Affiliated Organisations Employees

a. Hiring (Affiliated Organisation Permanent Employees)

A hiring committee shall be struck by the relevant affiliated organisation and shall include up to three [3] members as selected by the affiliated organization, one [1] executive director as selected by Executive Committee and one [1] union representative as selected by the Union. The role of the executive director is to ensure that this policy is followed. The role of the union representative is to ensure that the Collective Agreement is followed. Affiliated organizations shall choose one of their three members on the hiring committee shall be the chair of the committee.

b. Hiring (Affiliated Organisation Term Employees)

A hiring committee shall be struck by the relevant affiliated organisation and shall include up to three [3] members as selected by the affiliated organization, one [1] executive director as selected by Executive Committee and one [1] union representative as selected by the Union. The role of the executive director is to ensure that this policy is followed. The role of the union representative is to ensure that the Collective Agreement is followed. Affiliated organizations shall choose one of their three members on the hiring committee shall be the chair of the committee.

c. Hiring (Affiliated Organisation Student Employees)

A hiring committee shall be struck by the relevant affiliated organisation and shall include up to three [3] members as selected by the affiliated organization, one [1] executive director as selected by Executive Committee and one [1] union representative as selected by the Union. The role of the executive director is to ensure that this policy is followed. The role of the union representative is to ensure that the Collective Agreement is followed. Affiliated organizations shall choose one of their three members on the hiring committee shall be the chair of the committee.

d. Approval

Approval by the General Manager or Executive Director is required for all affiliated organization employees. Affiliated organisations must provide a memorandum with their hiring recommendation to one of the excluded managers for approval.

e. Internal Status

Non-student term employees do not have internal status for hiring as per the letter of understanding between the UVSS and USW 2009.

4.9 Written Materials

a. All written materials, including but not limited to resumes, CV's, and interview notes, are confidential and shall be kept in a secure location. At the conclusion of the hiring process, all written materials shall be submitted to the UVSS Office Manager to be kept on file for one [1] year.

4.10 Confidentiality

a. The hiring process is confidential and is not to be discussed outside of the Hiring Committee, Labour Management Committee, or an in camera meeting of the Board of Directors.

PART 5: CONFLICT OF INTEREST

5.1 Mandate

The UVSS shall take every precaution to guard against favouritism in hiring. All Hiring Committee members shall make every reasonable effort to avoid conflicts of interest.

5.2 Definition

A conflict of interest in the hiring process arises when a Hiring Committee member[s] has a current or former relationship occurring outside the work setting with a job candidate that would make it difficult for the Hiring Committee member to be objective, or that for a reasonable person would create the appearance that such an individual may not be objective. Hiring Committee members are responsible for recusing themselves from the Hiring Committee if they identify themselves as having a conflict of interest according to the following criteria:

a. relationships by blood, adoption, marriage, or domestic partnership: partner, parent, child, sibling, first cousin, uncle, aunt, nephew, niece, spouse, brother- or sister-in-law, father- or mother-in-law, son- or daughter-in-law, step-parent, or step-child; or

b. romantic and/or sexual relationships or intense personal friendships, or significant business relationships.

5.3 Affiliated organisations

a. Affiliated organisations shall neither favour nor inhibit the hiring of their current directors or collective members.

5.4 Process

a. If a potential conflict of interest is identified in the hiring process, the Personnel Committee shall review the process to ensure that there has been no favouritism.

5.5 Familial Relations

a. The UVSS will not employ close family members, spouses or partners in a situation where one must exercise administrative authority over the other.

PART 6: NEW EMPLOYEE ORIENTATION

6.1 Excluded Employees

When an excluded employee is hired, an orientation shall be scheduled with the Personnel Committee. At this orientation, the Personnel Committee shall inform the new employee of their benefits (Personnel Administration Policy Part 2) and also provide them

with a package of materials to explain those benefits further. Contents of the package shall include, but not be limited to:

- Job Description
- New Hire Payroll Form
- Direct Deposit Authorization Form
- MSP Accept/Decline Form
- MSP Group Enrolment Form
- Group Benefits Enrolment Form
- Tax Forms
- RSP Information Package (Permanent Employee Only)
- Health Plan Information Package
- Collective Agreement
- Board of Directors Resource Manual

6.2 Permanent Employees

When a permanent employee is hired, an orientation shall be scheduled with the Executive Director. At this orientation, the Executive Director shall inform the new employee of their benefits (Article 28) and also provide them with a package of materials to explain those benefits further. Contents of the package shall include, but not be limited to:

- Job Description
- New Hire Payroll Form
- Direct Deposit Authorization Form
- Leave Request Form
- Steelworker Cards (2)
- MSP Accept/Decline Form
- MSP Group Enrolment Form
- Group Benefits Enrolment Form & Package
- United Steelworkers Information Page
- Tax Forms
- RSP Information Package (Permanent Employee Only)
- Collective Agreement
- Hiring Policy & Procedures
- Anti-Harassment Policy

6.3 Term Employees

When a term employee is hired, an orientation shall be scheduled with the Executive Director. At this orientation, the Executive Director shall inform the new employee of their benefits (Article 28.3) and also provide them with a package of materials to explain those benefits further. Contents of the package shall include, but not be limited to:

- Job Description
- New Hire Payroll Form
- Direct Deposit Authorization Form
- Leave Request Form
- Steelworker Cards (2)
- Group Benefits Enrolment Form & Package
- United Steelworkers Information Page
- Tax Forms
- Collective Agreement
- Hiring Policy & Procedures
- Anti-Harassment Policy

Although not included in the Collective Agreement, the UVSS shall allow term employees who have a one-year term and work at least 20 hours/week to enroll in the extended health and dental plan.

6.4 Other Temporary Employees

When an emergency fill-in employee or replacement employee is hired, an orientation shall be scheduled with the Executive Director. At this orientation, the Executive Director shall inform the new employee of their benefits (Article 28.3) and also provide them with a package of materials to explain those benefits further. Contents of the package shall include, but not be limited to:

- Job Description
- New Hire Payroll Form
- Direct Deposit Authorization Form
- Leave Request Form
- Steelworker Cards (2)
- Group Benefits Enrolment Form
- United Steelworkers Information Page
- Tax Forms
- Health Plan Information Package
- Collective Agreement
- Anti-Harassment Policy

6.5 Student Employees

When a student employee is hired, an orientation shall be scheduled with the Department Manager. At this orientation, the Department Manager shall inform the new employee of their benefits (Article 28.3) and also provide them with a package of materials to explain those benefits further. Contents of the package shall include, but not be limited to:

- Job Description
- New Hire Payroll Form
- Direct Deposit Authorization Form
- Steelworker Cards (2)
- United Steelworkers Information Page
- Tax Forms
- Collective Agreement
- Training Manual/Materials
- Staff Phone List
- Anti-Harassment Policy

The Department Manager must also discuss the following:

- Expectations
- Staff boxes or communication boards
- Payroll sheets/time sheets
- Binder to check hours
- Lay-off in December/ May (if applicable).
- Filling in shifts procedure
- When to show up for shifts
- Anti-harassment policy

6.6 Union Orientation

a. All new permanent and temporary employees shall attend an orientation session with a representative of the Union where the rights and benefits of the relevant Collective Agreement shall be reviewed.

6.7 Leave Requests

a. Operational Term employees

Term employees must submit leave request forms (for vacation, sick days, personal leave, etc) to the Executive Director. Term employees and other temporary employees are paid a five percent (5%) premium on their wage in lieu of vacation days as per the Collective Agreement with USW 2009.

b. Affiliated Organisation Term Employees

Affiliated Organisation Term Employees must submit leave request forms (for vacation, sick days, personal leave, etc) to their Board or Collective for approval. Term employees and other temporary employees are paid a five percent (5%) premium on their wage in lieu of vacation days as per the Collective Agreement with USW 2009.

GENERAL

PART 1: GIFTS

1.1 Staff Gifts

These guidelines are intended to guide management staff in the purchase of a gift when a permanent staff member leaves the employ of the Society.

At the discretion of the management employee responsible for the departing employee, a gift may be purchased from the relevant division's budget up to the following maximum costs:

When the employee is employed on less than a full time basis, up to fifty dollars ($50) for each year of service as a permanent employee with the Society up to a maximum of two hundred dollars ($200).

When the employee is employed on a full-time basis, up to eighty dollars ($80) for each year of full-time service up to a maximum of three hundred and twenty dollars ($320).