

**University of Winnipeg Students' Association**

**Policy Manual**

# **UWSA Operational Policy**

# University of Winnipeg Students' Association

## Policy Manual

### UWSA Operational Policy

<b>SECTION 1: ADVOCACY</b>	<b>4</b>
1.1 APPEALS	4
1.2 FOODBANK POLICY	5
1.3 HARASSMENT AND HARASSMENT PREVENTION POLICY	6
1.4 WORLD UNIVERSITY SERVICES CANADA	13
<b>SECTION 2: GENERAL OFFICE</b>	<b>15</b>
2.1 ACCESS	15
2.2 CASH HANDLING POLICY	19
2.3 ORGANIZATIONAL STRUCTURE	33
<b>SECTION 3: HEALTH PLAN</b>	<b>34</b>
3.1 DEFINITIONS	34
3.2 PREAMBLE	35
3.4 PLAN APPLICATION AND ADMINISTRATION	36
3.5 RENEWAL OF SERVICE AGREEMENT AND ESTABLISHMENT OF FEES	39
3.6 CONFIDENTIALITY	40
3.7 OPTING OUT	42
3.8 OPT CHANGE AND OPT IN	44
3.9 HEALTH PLAN APPEAL	46
3.10 HEALTH PLAN BURSARY	48
3.11 REFERENCES	49
<b>SECTION 4: INFOBOOTH</b>	<b>51</b>
4.1 INFOBOOTH TICKET SALE POLICY	51
4.2 POSTER POLICY	52
<b>SECTION 5: PURCHASING GOODS AND SERVICES</b>	<b>54</b>
5.1 CONTRACTS PURCHASE AND SPONSORSHIP POLICY	54
5.2 PAPER POLICY	56
<b>SECTION 6: SPACE BOOKING AND EVENTS</b>	<b>59</b>
6.1 EVENTS	59
6.4 SOUND EQUIPMENT POLICY	62
6.5 SPACE BOOKING	63
6.6 TABLE BOOKING	64
<b>SECTION 7: STUDENT GROUPS</b>	<b>65</b>
7.1 DARKROOM POLICY	65

# University of Winnipeg Students' Association

## Policy Manual

<b>SECTION 8: SOCIAL MEDIA</b>	<b>67</b>
<b>8.1: SOCIAL MEDIA POLICY</b>	<b>67</b>

---

# University of Winnipeg Students' Association

## Policy Manual

### Section 1: Advocacy

#### 1.1 Appeals

##### Purpose/Preamble

---

To outline the process by which the UWSA advocates on behalf of individual students with regards to Appeals.

##### Policy Statement

---

The UWSA may assist students in pursuing academic and non-academic Appeals.

The UWSA shall seek to ensure that students are aware of the appeals processes, their rights as a student, and ensure that University policies and discipline are applied fairly and consistently. The UWSA shall not be responsible for the outcome of any student appeal against the university.

All parties shall observe the following guidelines involved in any Appeal process:

- The Vice-President Student Affairs or designate shall be responsible for advising students on any appeals (academic misconduct and other appeals);
- The UWSA expects that students will represent the facts of their case to the UWSA in a manner that is truthful without omission;
- The UWSA, and the Vice-President Student Affairs, maintains the right to refuse assistance to any student seeking help;
- The Vice-President Student Affairs will represent the student in a fair and non-discriminatory matter.

#### **Retention of Materials**

All documentation submitted to and collected by the Vice-President Student Affairs is strictly confidential and will be destroyed at the end of the Vice-President Student Affairs term of office. Some information may be used for research and statistical purposes only. Students will

# University of Winnipeg Students' Association

## Policy Manual

be notified with any alterations in the practice of destruction of confidential material.

Procedures

---

Other/Addendum

---

### **1.2 Foodbank Policy**

Last amended: February 29, 2016

Previous amendments: August xx, 2008

Purpose/Preamble

---

To guide the Foodbank's Coordinator, the Vice President Advocate and/or designate, and all Foodbank volunteers and users in their operation of the UWSA Foodbank.

The UWSA operates the UWSA Foodbank to provide food supplements to U of W students and community members. The UWSA Foodbank lends support to Foodbank users and does not seek to replace general living expenses and income. The UWSA recognizes that foodbanks are not a solution to systemic poverty and will continue work to raise awareness about the need for the elimination of poverty.

Policy Statement

---

The UWSA will annually provide a budget line item to the UWSA Foodbank.

Users may be asked to present their Manitoba Medical Health Card registration number. ~~Visa~~ students may be asked to present their Manitoba Medical Health Card registration number or passport number.

The Foodbank will endeavor to provide food of sound and varied nutritional value. The UWSA is not responsible to provide particular food items that cater to specific dietary habits and/or practices.

Because the UWSA receives food donations from a third party, the UWSA acknowledges no responsibility for the quality of the food received. However, to encourage safe food handling practices the

# University of Winnipeg Students' Association

## Policy Manual

UWSA Foodbank Coordinators will be responsible for taking their Food Handling certificate. The UWSA may pay for this cost.

Non-perishable items resulting from a surplus shall be stored.

The Foodbank Coordinators shall track foodbank usage and provide this information to the UWSA.

### Procedures

---

The Vice President Advocate and Foodbank Coordinator(s) shall ultimately be responsible for:

- Recruiting and retaining a sufficient number of volunteers to ensure that Foodbank functions smoothly and efficiently, and meets the Policy;
- Liaising with Winnipeg Harvest to ensure that Foodbank orders will be received and picked-up on the correct alternating weeks;
- Booking the University of Winnipeg van for pick-up Fridays, and ensuring that a licensed driver is charged with driving the van to and from Winnipeg Harvest;
- Booking a room in the University for hamper preparation and disbursement;
- Coordinating Foodbank sign-up and maintaining track sheet records.

### Other/Addendum

---

<sup>1</sup> The Foodbank is held every Friday, with hampers being distributed at 3:30pm. Foodbank and hamper location distribution must be posted no less than thirty-six hours prior to Foodbank. Should unforeseeable circumstances occur, and Foodbank is cancelled, an explanation must be handed out

<sup>2</sup> Due to limited supply, each dependent under the age of 18 is entitled to receive one litre of milk from Winnipeg Harvest.

### 1.3 Harassment and Harassment Prevention Policy

Last Updated: February 29, 2016

Previous Amendments: None

# University of Winnipeg Students' Association

## Policy Manual

### Purpose/Preamble

---

The purpose of the *Harassment and Harassment Prevention Policy* is to establish clear guidelines and principles for educating and training UWSA members and staff about issues of harassment\* and harassment prevention.

### Policy Statement

---

The University of Winnipeg Students' Association (UWSA) is an institution that affirms one's right to work, study, and/or learn in a safe and healthy environment that is free of harassment. Harassment and all its forms violate fundamental rights, personal dignity, and personal and professional integrity.

To this end, and in accordance with the *Manitoba Human Rights Code and Employment Standards*,\*\* the UWSA prohibits harassment on the basis of race; ancestry; place of origin; socio-economic standing; colour; ethnic origin; citizenship; religion or creed; record of offences; marital status; age; sexual orientation; physical and mental ability or related characteristics or circumstances including reliance on a dog guide or other animal assistant; sex; pregnancy or the possibility of pregnancy, or circumstances related to pregnancy; gender-determined characteristics; sexual orientation; HIV status; political belief; political association or political activity; or membership in any trade union, trade, or occupational association.

This Policy applies, on-campus and off-campus,\*\*\* to the University of Winnipeg Students' Association community, including: its members; all staff; service, recognized, and affiliated groups; visitors to the Bulman Students' Centre; independent contractors; and coalition partners and/or associations which have a direct relationship with, or are under the authority of the UWSA. For the purpose of this Policy, the term *members, staff, and/or affiliates* shall be seen to include all of the above individuals and groups.

### Harassment Prevention

The UWSA has a responsibility to its members, staff, and/or affiliates to prevent harassment by maintaining an open, safe, and healthy environment.

# University of Winnipeg Students' Association

## Policy Manual

### Types of Harassment

Harassment can present itself in a whole host of areas such as via e-mail or suspicious behavior that may affect the integrity of students' work or study habits. Harassment on any of the grounds named in this Policy is not exclusive to the Policy and is not intended to indicate a priority of harassment concerns. However, all of the following types of harassment reported to the VPIA and the General Manager could result in criminal proceedings.

### Sexual Harassment

Sexual harassment is unsolicited nonreciprocal behaviour that emphasizes a person's gender over her/his role as a student or worker. This harassment can prevent the worker or student from enjoying the full benefits, climate or opportunities offered to students and employees by the UWSA.

Specific harassing behaviors include but are not limited to:

- Sexual assault
- Unwanted touching or petting
- Leering
- Sexually suggestive gestures
- Demands for sexual favours
- Derogatory or degrading remarks
- Repeated and rejected sexual flirtations, advances, propositions
- Verbal threats or abuse
- Inquiries or comments about an individual's sex life
- Sexually degrading words used to describe an individual
- Sexist jokes causing embarrassment
- Displaying of pornographic material

### Racial Harassment

Racism is a form of systematic discrimination based on an individual's skin color, perceived social race, place of origin, religious affiliation, language use, or ethnicity.

Examples of racial harassment include but are not limited to:

- Slurs, gestures, name-calling, innuendos or taunts about a student's or employee's heritage or religious beliefs

# University of Winnipeg Students' Association

## Policy Manual

- Similar discriminatory remarks about other racial groups made in the presence of any other member or the UWSA
- Unwelcome banter, teasing, or jokes that are racially derogatory
- Displaying racist, derogatory and offensive pictures, materials or graffiti
- Refusing to study, work or have contact with an employee or student on the job because of his or her background or religious belief
- Making offensive remarks about students or employees observation or religious holidays or customs
- The expression of belief that employment was due to skin colour, race or religious belief
- The exclusion and/or denial of individuals from UWSA events, space and or services based on religious belief

### Harassment on the Basis of Disability

Harassment on the basis of disability generally reflects an attitude that people who have a disability are different and/or inferior, that their needs are excessive or unreasonable, or that barriers to accessibility are intrinsic to the person rather than to the environment.

Harassment on the basis of disability can take the form of but is not limited to:

- Using negative stereotypical or demeaning language to refer to a disability
- Generalising a specific disability to imply that a person is not competent to perform in areas not affected by or related to the disability
- Refusing to make reasonable accommodations
- Portraying disability in a manner that is demeaning
- The exclusion and/or denial of individuals from UWSA events, space and or services based on their disability
- The expression of belief that suggests favouritism based on a person's disability
- Behaviour that reflects harmful stereotypical assumptions about those who have a visible and/or an invisible disability

### Homophobic Harassment

# University of Winnipeg Students' Association

## Policy Manual

Homophobia is prejudice defined as irrational hatred and bigotry towards those other than heterosexual. It takes on the belief that lesbian, gay, bisexual, transgender, transsexual, two-spirited or queer people are immoral and/or inferior to heterosexual people.

Homophobic harassment includes but is not limited to:

- Name-calling, joke-telling, insults, innuendos, graffiti or visual representations about lesbian, gay, bisexual, transgender, transsexual, queer, or a two-spirited person's sexuality
- Refusal to hire or work with people solely on account of their sexual orientation
- Behaviour that reflects harmful stereotypical assumptions about those other than heterosexual as immoral, self-destructive, promiscuous, sexual predators, and/or paedophiles or as having inappropriate gender characteristics (e.g. "sissy", "effeminate" or "butchy")
- The exclusion of individuals from UWSA events, space and or services based on sexual orientation

### Negative Environment

A negative environment is defined as one or a series of comments, or conduct that creates an adverse effect on individuals or groups. A Complainant does not have to be a direct target to be adversely affected by a negative environment. A negative environment can include conduct or a comment that creates and maintains an offensive, hostile or intimidating climate for study, socializing or work.

Examples include but are not limited to: exposure to graffiti, signs, cartoons, remarks, exclusion, or adverse treatment.

### Assault

The use of force, or threatened use of force, in circumstances where the victim reasonably believes the individual could carry out the threats, constitutes assault and is a criminal offence. Intimidation includes the use of violence or threats of violence, the persistent following of a person from place to place and the watching of a place where the person lives or works.

# University of Winnipeg Students' Association

## Policy Manual

### Addressing Harassment

The UWSA, as an advocacy engine, serves to assist its members, staff, and/or affiliates in both coping with and addressing cases of harassment. In an attempt to deal with harassment in the fairest and most practical manner possible, and to ensure the safety and security of the individual being harassed (or complainant), the following procedures shall be observed:

- UWSA members, staff, and/or affiliates shall contact the Vice President Student Affairs and/or designate if they are feeling harassed and would like to seek advice and support and/or file a formal complaint. Every person of the UWSA has the right to initiate and participate in proceedings under this Policy without reprisal or threat of reprisal for doing so. Any such reprisal action will be considered harassment and treated as such;
- The Vice President Student Affairs has a responsibility to the complainant, which includes, but is not limited to: assisting the complainant by offering advice, support, a further referral, and/or forwarding pertinent information to the University of Winnipeg's *Human Rights and Diversity Officer*. The Vice President Student Affairs is ultimately responsible for ensuring that, to the best of his/her ability, immediate and appropriate action is taken in order to address the reported case of harassment;
- All formal complaints of harassment must detail the name of the respondent, particulars of the incident(s), and where possible the date, time and place of the incident(s) and the names of any witnesses. If a complainant wishes to file a written complaint of harassment directly to the *Human Rights and Diversity Officer*, it must be done within one year from the date of the most recent alleged incident(s). Any member of the University community may make a complaint in writing to the Officer on behalf of another within one year from the date of the most recent alleged incident(s);
- All communications made between the Vice President Student Affairs and the complainant regarding the reported case of harassment shall be considered confidential. All information and/or documentation collected is considered strictly confidential. Confidentiality should serve two purposes: to

# University of Winnipeg Students' Association

## Policy Manual

ensure fair, private dealings for all parties involved, and to ensure that the records of this Policy cannot be misused at any time. Each filed record of harassment, locked in the secure cabinet, will be destroyed after one year of the most recent alleged incident(s);

In the event that the above procedures are not observed, the UWSA Board of Directors, at its own discretion and in respect of all the information at hand, may remove the Vice President Student Affairs and/or designate from a particular case and replace him/her by another designate in the event that they are unable to fulfill all their responsibilities as outlined.

### Harassment and its Consequences

Any person or persons found responsible for acts of harassment will be subject to progressive disciplinary sanctions set out by the University of Winnipeg and/or the UWSA. Harassment is considered to be a serious offence affecting academic and organizational integrity. As such those held responsible may be subject to a range of disciplinary measures up to and including dismissal or expulsion. All contractual relationships entered into by the UWSA must comply with the Policy, including co-operation in investigations. Breach of this understanding may result in appropriate penalties, cancellation or debarment if a contractor is found in violation of the Policy.

### Procedures

---

An individual who wishes to file a harassment complaint against a UWSA Board member, or an employee of the UWSA, may submit a complaint in writing to the Chair of the Grievance-Committee in order for the UWSA Grievance Committee to convene and investigate the allegations. It is the responsibility of the UWSA Grievance Committee to investigate all inquiries filed, refer the complaint to another authority when necessary, and implement appropriate disciplinary sanctions. All information gathered by the Grievance Committee will be dealt with the utmost confidentiality.

### Other/Addendum

---

***\*\* This Policy applies to off-campus UWSA events, such as social nights at bars or concerts at local venues.***

# University of Winnipeg Students' Association

## Policy Manual

### **\*\* *The Manitoba Employee Code...***

#### **\* *Definition of Harassment***

- One or a series of vexatious comments and/or behaviors related to one or more of the prohibited grounds that is known or ought reasonably to be known to be unwelcome, offensive, intimidating, hostile or inappropriate. It is any behavior, whether verbal, non-verbal, physical or written, directed at an individual or group of individuals by name, implication or association which impedes or impairs an individual's or a group of individuals' full enjoyment of benefits or opportunities for learning or working at the UWSA. It is behaviour that compromises the learning or working environment, psychologically or tangibly, from a reasonable person's point of view in comparable circumstances.
- It may involve harassment of a student to student, or of an employee by an employee, an employer to an employee, employee to an employer, or of a student by an employee, or of an employee by a student;
- The use or abuse of social power is central to the concept of harassment. Harassment takes place in a society that is stratified by gender, race, class and abilities. Harassment occurs when the power derived from one's social status is used to obtain benefits at the expense of another person's rights or to deny another person's rights within the work and/or learning environment.

### **1.4 World University Services Canada**

Last Updated: February 29, 2016

Previous Amendments: March 22, 2004

#### Purpose/Preamble

---

To outline how the WUSC local group operates, and the role of the Vice President Advocate in participating in the group to ensure that the sponsorship refugee and the local group has access to the UWSA's resources.

# University of Winnipeg Students' Association

## Policy Manual

### Policy Statement

---

The UWSA Vice President Advocate will liaise with the appropriate areas to ensure that the WUSC refugee sponsorship program has access to the UWSA resources that it needs.

A designate from the WUSC local group, will ensure that the WUSC budget is on target, and that the refugee sponsorship program student receives their allowance payments. This designate is responsible for keeping the Business Manager apprised of any money allocation changes over the course of the sponsorship, and shall consult with the refugee sponsorship program student on any issues relating to allowance payments.

Until the student has completed either 30 credit hours or 2 years of time has elapsed since the date of registration; whatever comes first, the UWSA will pay for the WUSC refugee sponsorship program student(s) the following fees: Student Association fee, Student Association Building Fund, non-refundable Student Association fee. The UWSA will pay the WUSC refugee sponsorship program student(s) UWSA health plan fees for 2 years to allow them to complete their first 30 credit hours.

The UWSA will make these payments by using the budget line for bursaries from the Administration Department.

### Procedures

---

The incoming UWSA WUSC refugee sponsorship programme student and the UWSA Business Manager shall determine allowance payment

schedules. The WUSC refugee sponsorship programme student will be provided the option of receiving her/his allowance in the form of monthly amounts or equal lump sums at agreed upon intervals. Disputes regarding the allowance shall be referred to the Vice President Advocate. In the inability of the Vice President Advocate to resolve the issues, the matter shall be referred to Closed Session of the Executive Committee.

# University of Winnipeg Students' Association

## Policy Manual

### Section 2: General Office

#### 2.1 Access

Last updated: February 29, 2016

Previous amendments: April 8, 2003

#### Purpose/Preamble

---

This policy outlines to the procedures governing access to UWSA spaces by UWSA staff and volunteers. This policy is applies to all UWSA controlled spaces.

#### Policy Statement

---

A key issuing form must be completed by the staff member or volunteer requesting access. The completed form must be authorized by the UWSA Office Administrator, General Manager, or a UWSA Executive Director.

The UWSA Office Administrator will be responsible for issuing keys and will maintain a list of who has access to UWSA spaces.

A key deposit fee may be charged by the UWSA.

Any additional access not specified herein may be granted by the UWSA.

The Coordinator of each group occupying UWSA space must issue a list of all members authorized to hold keys before September 30<sup>th</sup> of each year.

Employees are responsible for returning any issued keys on termination of employment.

The UWSA reserves the right to limit the amount of keys handed out to groups occupying UWSA space.

# University of Winnipeg Students' Association

## Policy Manual

All old keys will be deactivated on or around September 30<sup>th</sup> of each year.

### After Hours Access

Unless otherwise determined by the Executive Committee, only the UWSA Retail Manager and the UWSA General Coordinator will have access to the UWSA Retail outlets after their regular hours of operation.

Any person wishing to obtain access to UWSA space outside of regular University hours must be listed on the University of Winnipeg Students' Association security list. The procedures are as follows:

- The ongoing 24-Hour Access list for the campus shall include the Executive Directors, the Events Coordinator, General Coordinator and any other employees or volunteers designated by the Executive Committee, or designate;
- All UWSA security lists shall be authorised by two of the following: a UWSA Executive Director, the General Coordinator or, the UWSA Office Administrator.
- Temporary security access shall be authorized by any of the above and shall specify the exact time period for which access is granted.

### Access Levels

**Executive Directors:** may have access to all UWSA spaces (with the exception of the UWSA retail outlets), any UWSA computer passwords and any locked files or filing cabinets.

The Executive Directors will designate one member who will have access to the UWSA office safe and retail outlets.

**Board Members, Student Service Group Coordinators, casual and part-time staff:** may have access to their relevant office, UWSA service or room, the UWSA Resource Room and Board rooms and the UWSA General Office and, if relevant, their mailbox.

**Volunteers:** access levels will be assigned as appropriate.

# University of Winnipeg Students' Association

## Policy Manual

**Bargaining Unit Members:** may have access to the UWSA General Office, their own office and all rooms in the Bulman Student Centre.

In addition to the above, the UWSA General Manager has access to all UWSA spaces including all UWSA computers and retail outlets but not including. The General Manager will have access to the UWSA office safe.

In addition to the above, the UWSA Retail Manager has access to all UWSA retail outlets and retail safes.

The Retail Manager will be responsible for providing access to safe combinations to UWSA retail staff.

All UWSA staff with access to an alarmed area will be responsible for also getting an alarm code for that area.

The UWSA Daycare Director has access to the UWSA General Office and is responsible assigning access to the UWSA Daycare.

### Procedures

---

Any additional access not specified above may be granted by the Executive Committee of the UWSA Board of Directors.

Smart Lock magnetic door keys and mailbox keys will be kept in a locked key cabinet and distributed and programmed by the UWSA Office Administrator. The President, on behalf of the Executive Committee, will maintain all other physical keys in a locked cabinet. A \$10 deposit must accompany each set of keys issued and a key issuing form must be filled out and authorized by one of the Executive Directors.

The Coordinator of each Service/Recognized group occupying UWSA space must issue a list of all members authorized to hold keys to the UWSA Office Administrator.

All UWSA Directors, employees and volunteers are entitled to their constituency mailbox key. The UWSA reserves the right to limit the amount of keys handed out to Service/Recognized group occupying UWSA space.

# University of Winnipeg Students' Association

## Policy Manual

Any person wishing to obtain access to UWSA space for which they are not authorized by this Policy (except for the CKUW, which authorizes its own access) or outside of regular University hours must be listed on

the University of Winnipeg Students' Association security list. The procedures are as follows:

- The ongoing 24-Hour Access list for the campus shall include the three Executive Directors, the Events Coordinator, and any other employees or volunteers designated by the Executive Committee.
- Anyone requesting placement on a security list must give at least two working days notice to the UWSA Executive Committee. Any additions to security lists require an update of the entire list.
- All UWSA security lists shall be authorized by the UWSA Executive Directors in a written and signed memorandum to the Associate Vice-President Finance & Administration of the University, and Security.
- Temporary security access shall be authorized by at least one UWSA Executive Director and shall specify the exact time period for which access is granted.
- Once a person has been placed on a security list, she/he must present his/her identification to Security when requiring access. The security guard will then grant access to that individual. If a key is required, the guard may either escort the person to the space and open it for them, or ask for identification in exchange for the key. The key must be returned before leaving the University. Failure to do so may result in a loss of access privilege.
- A new security list must be submitted when the new Executive Directors assume office each spring.

Other/Addendum

---

# University of Winnipeg Students' Association

## Policy Manual

\*All UWSA Smart Lock Space refers to all UWSA rooms within the Smart Lock magnetic key system, such as meeting rooms, Service group rooms, the bar room, etc.

\*\*All UWSA Executive and full time, permanent employees' computer passwords refers to:

- Programming Office computer
- Business Manager's computer
- Outreach and Special
- Projects Coordinator's computer
- Office Administrator's computer
- Executive Directors' computers

## 2.2 Cash Handling Policy

Last Updated: February 29, 2016

Previous amendments: March 15, 1999

### Purpose/Preamble

---

To serve as a guiding framework for cash and cheque handling, receipts, records keeping, records management and accounting procedures for the UWSA.

### Policy Statement

---

At all times the cash and cheque processing procedures used by the UWSA and its departments must meet the following criteria:

- There will be independent verification of cash income.
- The stamped bank deposit slips and monthly statements will each serve as separate verifications of monies received.
- There will be clear, transparent and documented steps in all cash handling.
- Each area that receives income will keep its own record system. These systems will be crosschecked with each other to ensure accuracy. The combined records will create a clear and detailed

# University of Winnipeg Students' Association

## Policy Manual

- account of monies received, transfers between departments and deposits.
- There will be receipts issued for all monies received by the UWSA.
  - This includes cash sales, cheques and interdepartmental transfers. This also becomes an independent second system for verification of income.
  - There will be a clear separation of cash handling and cash accounting.
  - At all times the person or people who account for and verify UWSA income will be separate from the person or people who receive UWSA income.
  - Both internal and independent audits will be conducted to ensure that policies and procedures are adhered too and that the amounts are accurate.
  - Internal audits and verifications will be conducted by the UWSA business manager. Cradle to grave tests, which follow monies from their entry into the UWSA system to their final deposit in the bank and all supporting documentation, will be conducted by the UWSA executive or executive committee
  - Annual audits will be conducted by an independent external auditor.
  - Separate independent auditors may be used for specific audits of problem areas.

Failure to adhere to these procedures is grounds for disciplinary action up to and including termination of employment.

### Departmental Regulation

#### **INFO BOOTH**

At the end of each shift the employee(s) cashes out, does a Z out on the till and on the debit/credit machine, and performs reconciliation. The till tape is removed, clearly labeled and filed permanently. An explanation of over/short is written on the reconciliation sheet and the reconciliation sheet is duplicated. The employee writes up a bank deposit slip in duplicate. The cash and the deposit slips go into a deposit bag. The tag from the deposit bag is attached to the Info Booth copy of the reconciliation. The Z out tape is attached to the UWSA reconciliation statement. One copy of the Debit/Credit report is

# University of Winnipeg Students' Association

## Policy Manual

attached to each of the reconciliation statements. The individual Debit/Credit slips are attached to the Info-Booth reconciliation. The Info Booth copy of the reconciliation statement is then temporarily filed. The UWSA reconciliation statement (including Z out tape and Debit/Credit tape) and the deposit bag are then taken to the UWSA general office where the reconciliation is received by the receptionist and the deposit is dropped into the safe.

At a later date, a receipt for the cash will be returned to the Info Booth. The receipt is attached to the temporarily filed copy of the reconciliation and then filed permanently by date. At the end of each fiscal year, March 31, the combined reconciliation and receipt statements along with the till tapes are transferred to the General Coordinator for cataloguing and archiving.

<u>Cash Out produces the following documents:</u>	<u>Stays at Info Booth</u>	<u>Goes Downstairs</u>
<b>Step 1</b>		
2 Reconciliation statements	Reconciliation statement	Reconciliation statement
Till tape	Till tape	
Z out tape		Z out tape
2 bank deposit slips		2 deposit slips
2 Debit/Credit summaries	Debit/Credit	Debit/Credit
Deposit bag		Deposit bag

**Step 2**

	Receipts	Upon deposit slip return receipts are issued to the Info Booth, one for cash, one for Credit and one for Debit
<b>Step 3</b>	The above are	See Receptionist

# University of Winnipeg Students' Association

## Policy Manual

permanently filed

### **PETRIFIED SOLE**

At the end of each shift the employee(s) cashes out, Z-outs the till and the Debit/Credit machine, and performs a reconciliation. The till tape is removed, clearly labeled and filed. The individual Debit/Credit slips are removed and attached to the Petrified Sole reconciliation. An explanation of over/short is written on the reconciliation sheet and the reconciliation sheet is duplicated. The employee writes up a bank deposit slip in duplicate. The cash and the deposit slips go into a deposit envelope. The tag from the deposit bag is attached to the Petrified Sole copy of the reconciliation. The Z out tape is attached to the UWSA reconciliation statement. One copy of the Debit/Credit card summary is attached to each copy of the reconciliation statement. The Petrified Sole copy of the reconciliation statement is temporarily filed. The UWSA reconciliation statement with Z out tape, Debit/Credit summary and deposit bag are then taken to the UWSA general office where the reconciliation is received by the Receptionist and the deposit bag is dropped into the safe.

At a later date receipts for the cash and debit/credit summary will be returned to the Petrified Sole. The receipts are attached to the temporarily filed copy of the reconciliation and then filed permanently by date. At the end of each fiscal year, March 31, the combined reconciliation and receipt statements, till tapes and debit/credit slips are transferred to the General Coordinator for cataloguing and archiving.

# University of Winnipeg Students' Association

## Policy Manual

### Cash Out Procedures- Petrified Sole

<b>The Following Documents</b>	<b>Stays at Petrified Sole</b>	<b>Goes to UWSA Office</b>
<b>Step 1</b>		
2 Reconciliation Statements	Reconciliation Statements	Reconciliation Statements
Till Tape	Till Tape	
Z Out Tape		Z Out Tape
2 Debit/Credit Summaries	1 Debit/Credit Summary	1 Debit/Credit Summary
2 Bank Deposit Slips		2 copies
Deposit Bag		Deposit Bag
<b>Step 2</b>		
	Receipts	Upon return of bank deposit slips, the following receipts are issued to the Petrified Sole: Cash Debit or Interac Credit Cards
<b>Step 3</b>		
	The Above Are Permanently Filed	See Office Administrator

# **University of Winnipeg Students' Association**

## **Policy Manual**

### **UWSA DAYCARE**

The UWSA Daycare continues with a paper receipt system. The first receipt is given to the parent or agency upon payment of fees. Whenever necessary the Daycare staff or Directors will total up the cash and cheques received on a summary statement in duplicate. The second set of receipts is attached to the Daycare's copy of the summary statement. A deposit slip is filled out in duplicate and both copies are placed with the cash and cheques in a sealed deposit bag. The deposit bag and duplicate summary are brought to the UWSA general office where the summary is processed by the Office Administrator and the deposit bag is dropped in the safe.

At a later date, a receipt for the summary package will be returned to the Daycare. The receipt is attached to the temporarily filed copy of the summary and then filed permanently by date.

# University of Winnipeg Students' Association

## Policy Manual

### Cash Out Procedures- Daycare

<b>The Following Documents:</b>	<b>Stays At Daycare</b>	<b>Goes to UWSA Office</b>
<b>Step 1</b>		
2 Receipts (One to Payee)	1 Receipt	
<b>Step 2</b>		
2 Summary Statements	Summary Statement	Summary Statement
2 Bank Deposit Slips		2 Deposit Slips
Deposit Bags		Deposit Bag
<b>Step 3</b>		
	Receipt	Upon return of the bank deposit slip a receipt is issues to the daycare
<b>Step 4</b>		
	The above are permanently filed	See Office Administrator

# University of Winnipeg Students' Association

## Policy Manual

### Events

*These procedures will be followed as closely as possible until the programming department has a dedicated till.*

Prior to the event the cash register is zeroed and appropriate prices are programmed in for the various drink tickets and/or admission fees.

A float of \$75.00 for social events will be kept in the general office safe (or programming safe?). Prior to each UWSA event, the float amount is exchanged for appropriate coins that are then transferred to the cash register.

Supplies for the event are purchased with the Programming departments credit card. If cash is used, then the amount may be refunded out of the till during the event IF a receipt is provided. The receipt must be clearly indicated who purchased the supplies and received reimbursement. It must also have their signature and that of the register operator on it. The receipt for supplies then serves as a cash voucher and is entered on the reconciliation statement.

The opening inventory of alcohol is also entered onto the reconciliation sheet, along with ticket prices.

During social events, drink tickets will be sold using a cash register. The receipt from the till will become the drink ticket and only these receipts will be accepted at the bar for drinks. Prices will be as indicated on the liquor permit.

Throughout the evening the volume of cash in the till will be monitored. When a significant amount of money has accumulated in the till (\$100 or \$200) a deposit slip is written up, in duplicate for this amount. The deposit total is entered on the deposit summary sheet in the till. The deposit slips and the cash are placed in a sealed envelope and dropped into the safe.

At the end of the event a Z out reading is performed. The float amount is removed after the cash out, placed in the float envelope and returned to programming. The remaining cash and deposit summary

# University of Winnipeg Students' Association

## Policy Manual

are compared to the till tape and a reconciliation is performed for the total cash.

The closing alcohol inventory is entered onto the reconciliation sheet and is compared to the reconciled till amount. Explanations of over/short are attached. A final deposit is drawn up and deposited in the safe. The final reconciliation statement is copied. One copy is temporarily filed by programming, along with the cash register roll and copies of the deposit summary. The other copy is forwarded to the receptionist as a package along with a summary of deposit slips, supporting cash receipts for supplies, and the Z out tape.

At a later date, a receipt for the deposits will be returned to the Programming department. The receipt is attached to the temporarily filed copy of the Reconciliation and then filed permanently by date. At the end of each fiscal year the combined reconciliation and receipt statements along with the till tapes are transferred to the General Coordinator for cataloguing and archiving.

### **Other Areas**

There are a few other areas within the UWSA, such as the Photo Club, where income is received.

Wherever possible, the groups should have people deliver their money directly to the UWSA receptionist. The receptionist will issue a receipt, which will then become proof of payment for the particular group.

If this is not possible, the groups must use a process similar to the one used by the daycare. Bank deposit books, summary deposit statements and receipt books are all available from the UWSA general office.

[Office Administrator](#)

[Info Booth, index and UWSA Daycare](#)

# University of Winnipeg Students' Association

## Policy Manual

Revenue arrives from multiple sources. The four main areas are the Info-Booth, the Petrified Sole, the Daycare and the mail.

The process for the Info-Booth, Petrified Sole and Daycare is as follows:

- A document package and a deposit bag are received. The deposit bag is dropped into the safe. The document package is checked to ensure the accuracy of the reconciliation or summary and temporarily filed.
- On a daily basis, the deposit bags are removed from the safe and dropped into the night deposit bin at the TD bank.
- After making the deposit the previous day(s) slips are collected from the TD bank and returned to the receptionist.
- The stamped bank deposit slips are compared to the appropriate reconciliation statement.
- If everything is correct, a receipt for the money is created, the amount is entered in the cash received ledger and the receipt is returned to the appropriate department. The date used on the receipt is the banks processing date.
- Separate receipts are issued for credit card summaries and Interac/Debit card summaries.
- If there is a problem, the appropriate department is notified. If no satisfactory explanation is provided then the UWSA Staff Relations Officer or designate is notified.
- The receipt number(s) is written on the reconciled document package, which is then filed by date. At the end of each fiscal year, March 31, these consolidated packages are forwarded to the General Coordinator for cataloguing and archiving.
- Once a week the receipt ledger is forwarded to the Business Manager for entry into the General Ledger and for reconciliation with the monthly bank statements.

### Other sources of revenue

All cheques and other income is forwarded to the UWSA receptionist or properly processed and subsequently dropped in the safe.

- Once a day, or whenever necessary, a deposit slip with all monies received is written up in duplicate and a summary statement is completed. Cheque stubs or other supporting documents (copies of the cheques, cash receipts etc.) are

# University of Winnipeg Students' Association

## Policy Manual

attached to the summary statement that is temporarily filed. The monies and deposit slips are placed in a deposit bag and dropped in the safe.

- Upon their return the stamped Bank Deposit slips are attached to the appropriate summary statements.
- Receipts are then issued for each cheque or cash document. The date on the receipt should be the banks processing date. The receipt number is written on the cheque stub, copy or the cash supporting documents.
- Each receipt is forwarded or mailed to the payee.
- The summary statements are permanently filed by date. At the end of each fiscal year, March 31, these consolidated packages are forwarded to the General Manager for cataloguing and archiving.
- Once a week the receipt ledger is forwarded to the Business Manager for entry into the General Ledger and for reconciliation with the monthly bank statements.

### Petty Cash

There will be a separate cash box and receipt book for each petty cash fund. The cash boxes will be locked in the supply cupboard until other arrangements can be made.

Each petty cash fund will start with a standardized float.

Receipts are issued for each transaction with the receipt duplicate placed in the cash box.

Once a month or as needed a petty cash reconciliation is performed. The starting float plus the accumulated receipts should equal the current cash. A reconciliation statement for the petty cash fund is produced and filed temporarily. The accumulated receipts are attached to the reconciliation statement.

Accumulated monies are written up on a deposit slip in duplicate and deposited to the UWSA bank account.

The stamped and returned deposit slip is attached to the reconciliation statement. The deposited amount is entered into the general receipt ledger with this receipt being attached to the reconciliation statement.

# University of Winnipeg Students' Association

## Policy Manual

If the petty cash fund has a deficiency of funds, a reconciliation is performed and filed. A copy of the reconciliation is forwarded to the Business Manager, who shall issue a cheque for cash, to replenish the float.

[Flow Chart for Info-Booth, index and UWSA Daycare packages](#)

<b>Office Administrator</b>	<b>Safe and Bank</b>	<b>Receipt Ledger Files</b>	<b>Business Manager</b>
<b>Step 1</b>			
Deposit Bag	Deposit Bag		
Document Package			Temporary
<b>Step 2</b>			
Stamped Deposit Slip	Stamped Deposit Slip		
<b>Step 3</b>			
		Cash Receipt Issued. Debit/Credit Receipts Issued	
<b>Step 4</b>			
Document Package	Stamped Deposit Slip		
<b>Step 5</b>			
			Cash Received Ledger (Weekly)

# University of Winnipeg Students' Association

## Policy Manual

### Flow Chat for other Income

<b>Office Administrator</b>	<b>Safe and Bank</b>	<b>Receipt Ledger Files</b>	<b>Business Manager</b>
<b>Step 1</b>			
Cash or Cheque	Deposit Bag		
Supporting Documents			Temporary Supporting Documents
<b>Step 2</b>			
Deposit Slips	Deposit slips		
<b>Step 3</b>			
		Receipts Issued	
<b>Step 4</b>			
			Stamped Deposit Slip, Supporting Documents
<b>Step 5</b>			
			Receipt Ledger (Weekly)

# University of Winnipeg Students' Association

## Policy Manual

### Business Manager

The receipt ledger will be received and **duplicated** (to preserve detail and facilitate audits) into the General Ledger on a weekly basis.

The General Ledger will be reconciled with the bank statements on a monthly basis.

If income problems are found through the reconciliation process, the appropriate department is notified. If no satisfactory explanation is received then the UWSA executive are notified.

Internal audits will be conducted in conjunction with the executive committee.

### Executive Committee

#### Tests

Periodically the UWSA executive, executive committee or designate will perform a cradle to grave income test. In this process they will follow cash or cheques from their entry point into the UWSA system and trace them through to their final deposit in the bank. They will ensure that all appropriate procedures and documentation steps have been followed and are accurate. They will also perform tests on the petty cash funds.

Periodic internal audits and verifications will be conducted by the UWSA business manager.

Annual audits will be conducted by a independent external auditor.

Separate independent auditors may be used for specific audits of problem areas.

#### Procedures

---

#### Other/Addendum

---

# University of Winnipeg Students' Association

## Policy Manual

### 2.3 Organizational Structure

Last updated: February 29, 2016

Previous amendments: August 20, 2002

#### Purpose/Preamble

---

To act as a guideline for UWSA staff and members as to the organizational structure of the UWSA.

#### Policy Statement

---

The Staff Relations Officer shall annually publish an organizational chart that outlines the lines of communication and reporting relationship between employees and employees and management.

This organizational chart will be circulated to all new employees upon commencement of employment.

#### Staff Relations Officer

In accordance with UWSA By Laws, the General Manager shall act as the Staff Relations Officer for unionized staff. The Executive Committee will make all unionized staff aware of any changes to this.

#### Procedures

---

As soon as possible in the beginning of the new term, the Executive Committee of the Board of Directors is to compile an organizational chart of the UWSA. This chart shall include the lines of decision-making and responsibility in terms of whom each employee and volunteer in the organization reports to. This may be decided based on precedent, according to the "portfolio" or jurisdiction of each Executive Director, availability, or other means.

# University of Winnipeg Students' Association

## Policy Manual

### Section 3: Health Plan

#### 3.1 Definitions

##### Appeal

A written request to the Finance and Operations Committee to review student health plan status and/or fees charged and/or to express dissatisfaction with any aspect of the Health Plan.

##### Complaint

Any oral expression of dissatisfaction with any aspect of the Health Plan's operation, including but not limited to dissatisfaction with Health Plan Coordinator. Procedures related to review or appeal may apply to certain complaints.

##### Finance and Operations Committee

Is an appointed group of individuals who address Health Plan appeals, bursaries and other health plan service provision concerns.

##### Health Plan Coordinator

The administrator of the UWSA health plan.

##### Information Manager

A person or body that (a) Processes, stores, or destroys personal health information for a trustee; or (b) Provides information management or information technology services to a trustee (C.C.S.M. c. P33.5, s. 1(1)). At the UWSA the Health Plan Coordinator acts as an information manager.

##### Member

University of Winnipeg students who are part of the students' union by means of payment of University of Winnipeg Students' Association fees and levies.

##### Personal Information

Details about an identifiable individual, but does not include the name, title, or business address or telephone number of an employee of an organization

# University of Winnipeg Students' Association

## Policy Manual

### Personal health information

With respect to an individual, whether living or deceased, means

- information concerning the physical or mental health of the individual;
- information concerning any health service provided to the individual;
- information concerning the donation by the individual of any body part or any bodily substance of the individual or information derived from the testing or examination of a body part or bodily substance of the individual;
- information that is collected in the course of providing health services to the individual; or
- information that is collected incidentally to the provision of health services to the individual.

### Trustee

A health professional, healthcare facility, public body, or health services agency that collects or maintains personal health information. The University of Winnipeg is a trustee.

### Use

Includes processing, reproduction, transmission and transportation of information (in regards to personal information and personal health information).

## 3.2 Preamble

In 1985 the Canadian Federation of Students (CFS) established the National Student Health Network (NSHN) to assist students' unions in the provision of affordable health, vision and dental benefits not covered by the province. After a referendum process in the 1995 – 1996 school year and a negotiation with the University of Winnipeg, the University of Winnipeg Students' Association (UWSA) implemented the UWSA Health Plan in the Fall Term of 1998. The UWSA will continue to negotiate, promote, and administer an affordable health and dental plan, seeking out not-for-profit insurance brokers and providers where possible.

This policy defines the UWSA Health Plan coverage and identifies the methods and practices that should be used to administer it.

# University of Winnipeg Students' Association

## Policy Manual

### 3.3 Plan Coverage

The NSHN has negotiated a comprehensive set of benefits and services that should to be made available through student health plans (Canadian Federation of Students, 2015). Based on these suggestions, the UWSA health and dental plan has been designed to meet the specific needs of students to cover the following services:

- Prescription drugs
- Paramedical services: physiotherapy, speech pathology, massage therapy, chiropractor, naturopathy, psychology
- Counseling: clinical psychologists and social-worker counselors
- Dental care
- Accidental dental care
- Vision care/ prescription glasses and contacts
- Medical equipment/ appliances
- Accident or illness related tutorial costs
- Ambulance costs
- Out of province/ travel emergency services
- Semi-private hospital rooms
- Accidental death and dismemberment insurance

A full listing of the plan benefits will be maintained on the UWSA website.

The plan and coverage details may vary from year to year and shall be negotiated between the UWSA Executive, Health Plan Coordinator and the insurance broker and/or insurance provider under the guidance of the NSHN, based on the needs of University of Winnipeg Students.

### 3.4 Plan Application and Administration

The health plan shall be applied to **UWSA student member accounts** through Colleague, the University of Winnipeg's student registration system. The health plan shall be charged and collected by the University of Winnipeg in three fees that will go into a separate and designated account, Dental, Extended Health, and Administration. The health plan shall be administered by the UWSA Health Plan Coordinator. The Health Plan Coordinator works with the broker, insurance provider, University of Winnipeg departments and students

# University of Winnipeg Students' Association

## Policy Manual

to administer the plan and assist students in navigating the complex system of health insurance. The Coordinator is responsible for ensuring the appropriate coverage is applied to each student, enrolling students on the plan, and making changes to student plans as necessary.

### Eligibility

- For enrolment in the health plan, the following criteria must be met: UWSA member
- Resident in Canada
- Covered under Manitoba Health (or other provincial health) In good standing with the University of Winnipeg Financial Services, having either paid outstanding fees and tuition to the university in full or set up a payment schedule
- Enrolled in half (0.5) credit hours at the University of Winnipeg (Undergraduate, Graduate, Theology program, Pre-professional programs, *others to be listed*)

PLEASE NOTE: Students enrolled in the following programs do not pay UWSA fees and are therefore not eligible: Exchange students, PACE, Visiting Students, Psychiatric Nursing students (*this list is still being developed*)

There are exceptions to eligibility for the student health plan:

- UWSA Executive Directors may enroll in the health plan, regardless of student status. The cost of the health plan is covered by the UWSA.
- Full-time student who have dropped all courses past the course drop deadline and do not receive a refund may remain on the health plan. This includes Medical Withdrawals
- Senior Students may enroll in the plan. The cost of the health plan is covered by the UWSA.
- Exceptions to the membership component of eligibility can be made on a case-by-case basis

### Application

Students captured during registration until the end of the Opt Change Period, which shall coincide with the Course Add/Drop Period, as full-

# University of Winnipeg Students' Association

## Policy Manual

time students (in the Fall, Fall/Winter, or Winter terms) are automatically applied single person coverage and are charged a full-time single plan rate. All other students opt in; **students commencing courses in the Spring Term (full- and part-time)**<sup>1</sup>, Graduate students (full- and part-time), and part-time Undergraduate students.

**The plan will not be refunded or automatically removed if students change their course load after the Course Add/Drop deadline.**

It is the responsibility of the student to make changes to coverage each year (see Opt Change for details).

### Plan Enrolment

All student health plans are *effective* on September 1 for Fall registrants, January 1 for Winter registrants, and May 1 for spring registrants. All student health plans terminate August 31 of that school year, irrespective of plan effective date.

Students will be *enrolled* in the plan on or about four (4) weeks following their first day of classes for their program; shortly after the end of the course add/drop period for each term. This enrolment will create active memberships with the insurance provider, Green Shield Canada.

The Health Plan Coordinator is responsible for generating and submitting enrolment lists to the insurance broker within this timeline.

### Black Out

The period between the *effective date* of the plan (1<sup>st</sup> of the month) and the *enrolment date* shall be known as the blackout period. During the blackout period, students are covered by the plan but will not have active memberships with the insurance provider(s); direct billing and other plan services will not be enabled.

---

<sup>1</sup> Pending new software. With the current software utilized to apply the health plan, this is not possible; full-time students registering in the Spring Term will be automatically applied the health plan, as all other terms.

# University of Winnipeg Students' Association

## Policy Manual

### Communication

The UWSA will make reasonable efforts to communicate plan information about deadlines, accessing and utilizing the health benefits, and what is covered under the student health plan, to assist students in making appropriate choices regarding their health benefits.

This ought to include

- Maintaining an up-to-date website
- Utilizing all UWSA social media avenues, including but not limited to Facebook, Twitter, Instagram, and written marketing materials such as the Handbook and handbills
- Providing University of Winnipeg departments with current information (Admissions, Recruitment, International Student Services, Aboriginal Student Services, Financial Services, Student Central and any other departments found to be necessary or pertinent)

### 3.5 Renewal of Service Agreement and Establishment of Fees

#### Health Plan Fees

The health plan rates shall be set by the insurance broker for travel insurance, extended health and vision, and dental for single, couple, and family plans. The fees charged to students should reflect the duration of the plan for Fall, Winter and Spring terms. The Winter term shall be two thirds (2/3) and the Spring term one third (1/3) of the Fall term rate.

**The Administration Fee shall be set by the UWSA. The Health Plan Administration Fee is a non-refundable levy charged to all students enrolled in courses at the University of Winnipeg as part of the one-time UWSA Fee.**

#### Renewal

To ensure that student health and dental plans are signed in the best interest of the students, renewal agreements will be annually. The UWSA shall not be permitted to enter into a multi-year contract with health and dental insurance providers and/or brokers. Coverage options and plan rates will be reviewed and negotiated with the

# University of Winnipeg Students' Association

## Policy Manual

assistance of the CFS and the NSHN prior to entering contractual agreements with any broker or provider.

### 3.6 Confidentiality

The UWSA Health Plan accesses student **personal information**<sup>2</sup> and **personal health information**<sup>3</sup> as part of the administration of the health plan, through Colleague and correspondence with the insurance broker and insurance provider(s).

**Under the Manitoba *Personal Health Information Act* and the federal *Personal Information Protection and Electronic Documents Act*, UWSA Health Plan Coordinator is an information manager and responsible for maintaining privacy and confidentiality** (S.C 2000, c. 5; C.C.S.M. c. P33.5). The Health Plan Coordinator and associates must abide by the principles and regulations of these acts for acquiring, using, and sharing of information, and conduct themselves in such a way as to demonstrate due diligence to maintain privacy and confidentiality. Outlined here is a basic summary of aspects of these statutes and how they apply to the Health Plan administration:

Student records, personal information, and health information can only be used for administering the health plan.<sup>4</sup>

Acquire and record only information necessary for the purposes of health plan administration. As well, include the minimum information required in all correspondence with individuals within and outside the organization to maintain security and privacy of information (C.C.S.M. c. P33.5, s. 13(2))

---

<sup>2</sup> Personal information is “details about an identifiable individual, but does not include the name, title, or business address or telephone number of an employee of an organization”. (Personal Information Protection and Electronic Documents Act, 2000, p. 3) This includes a student’s address, phone number, course enrolment, health plan status, and benefit claims.

<sup>3</sup> Personal health information with respect to an individual, whether living or deceased, means information a) concerning the physical or mental health of the individual; b) concerning any health service provided to the individual; c) concerning the donation by the individual of any body part or any bodily substance of the individual or information derived from the testing or examination of a body part or bodily substance of the individual; d) that is collected in the course of providing health services to the individual; or e) that is collected incidentally to the provision of health services to the individual (Personal Information Protection and Electronic Documents Act, 2000, pp. 2-3).

<sup>4</sup> Information can only be used for the purpose for which it was collected or received (C.C.S.M. c.P33.5, s.13(1)(b) and (2), s. 20(2), s. 21; S.C. 2000, c. 5, s.5(3)). ‘Use’ includes collection, disclosure, processing, reproduction, transmission and transportation of information (C.C.S.M. c. P33.5, M.R. 245/97, s.1).

# University of Winnipeg Students' Association

## Policy Manual

Student health plans can only be discussed with the student. No changes can be made to a student's account without proper documentation or authorization. In the event that a student cannot be present, the Health Plan Coordinator must be given a written

authorization that sets out who will act and the right(s) that person may carry out on a student's behalf (C.C.S.M c.P33.5, s.60(1)). It is the responsibility of the Health Plan Coordinator to ensure student identification; always ask for proof of identification prior to discussing student accounts.

Student records and personal information, both paper and electronic, must be securely stored in locked facilities and password protected locations. Access to this information is restricted to the UWSA Health Plan Coordinator and to the General Manager, who act as Information Managers (C.C.S.M c.P33.5, s.18-19; M.R. 245/97 s.2).

The UWSA must retain records of employee activity by keeping all records for a minimum of three (3) years in a secure or password protected location. When destroyed or deleted, all information must be destroyed in a manner that protects the privacy of the individual. The Trustee or Information Manager at the UWSA must delete the information from all secured locations, including back-ups, and securely shred physical copies of such information (C.C.S.M c.P33.5 M.R. 245/97 s.4).

Compliance with the Principles of Accountability, Identifying Purposes, Consent, Limiting Collection, Limiting Use, and Disclosure (S.C. 2000, c. 5, Schedule 1).

It is the responsibility of the UWSA Health Plan Coordinator to be aware of and ensure the organization complies with these acts, including but not limited to the regulations listed above. UWSA staff found guilty of violating these policies may be subject to disciplinary action, up to and including termination of employment.

# University of Winnipeg Students' Association

## Policy Manual

### 3.7 Opting Out

#### Purpose/Preamble

---

Not all students require the UWSA student health plan. The opt out process allows students to avoid unnecessary financial costs in the event that they have alternate health coverage.

The Health Plan Coordinator is responsible for ensuring that the opt out is made available on the 15<sup>th</sup> day of the month preceding the term of enrollment and posted on the UWSA Health Plan website. The coordinator is also responsible for processing the opt outs weekly until the end of the opt out period, updating the University's database and ensuring they are not enrolled on the plan.

#### Opt Out Eligibility and Requirements

Students with existing, equivalent extended health and dental plans are eligible to opt out of the UWSA Health Plan. Coverage provided to First Nations students holding treaty status shall be considered equivalent for the purposes of opt outs.

Students are required to provide details of their alternate coverage in order to confirm equivalency.

#### Opt Out Procedure

All opt outs are done online through the insurance broker. Students are required to opt out during the **Opt Change period, which shall correspond with the University Add/Drop Period**. All attempts at opting out after the deadline must occur through an appeal (See section 8 Health Plan Appeals below).

Students are required to provide the following data to opt out:

- Full name
- Student number
- Insurance provider
- Group Number
- Email
- Phone number

# University of Winnipeg Students' Association

## Policy Manual

Data collected shall be verified for equivalency of coverage by the broker and emailed to the Health Plan Coordinator. The Health Plan Coordinator will remove students who successfully complete the online opt out from the plan.

If a student has already paid for the plan at the time of opt out, the University will apply the credit towards balance owing or future tuition. If no tuition is owing, the student will receive a refund. If the student has not yet paid for the health plan, the amount will simply be removed.

### Assessment of Opt Outs

If the information provided does not meet equivalency requirements, the opt out will not be processed. The Health Plan Coordinator reserves the right to request additional information or proof of equivalent coverage where it may be required.

The Health Plan Coordinator reserves the right to deem an opt out ineligible due to inadequate alternate coverage or delays on the part of the student in providing requested information.

### Non-Payment Penalties

Students who do not opt out by the deadline and/or do not pay the health and dental fees are subject to the freezing of their enrolment status and being locked out of their student account by the University of Winnipeg. A hold may be placed on their account until the outstanding balance is paid.

# University of Winnipeg Students' Association

## Policy Manual

### 3.8 Opt Change and Opt In

Opt Change and Opt In is available for students who do not fall into the full-time single student category, and wish to change to their health plan. This includes opting into the UWSA Health Plan, applying for a treaty status discounted plan, and/or, extending coverage to spouse/dependents.

#### Purpose/Preamble

---

To opt in or change plan type, students must fill out an Opt Change Form and submit with the required additional documentation to the Health Plan Coordinator. Forms must be submitted in the timelines described here.

**The Opt Change Period shall coincide with the University of Winnipeg Course Add/Drop Period(s). Forms submitted past the Opt Change deadline are accepted at the discretion of the Health Plan Coordinator.**

#### Opt In

All students enrolled in courses in any term are eligible – if they meet all other eligibility requirements – for the UWSA health plan (see 0 Eligibility). The following students may opt in should they want the plan; the health plan is not automatically applied to their account with registration.

- Graduate students, part-time or full-time
- Part-time undergraduate students
- **Spring term registrants, part-time or full-time; due to variability in duration of spring term courses, considered short-term study**
- Students registered with Accessibility Services for 40% full-time course load

Students may opt in during any term in the school year, by submitting a completed Opt Change Form to the Health Plan Coordinator. The

# University of Winnipeg Students' Association

## Policy Manual

form must be submitted during the Opt Change Period for that term. If they miss the deadline, they must wait until the following term.

### Family and Couple Plans

All students may extend their plan to their spouse and/or dependents, changing their plan from single to couple or family; one (1) spouse or dependent is a couple plan, two (2) or more is a family plan.

To add a spouse and/or children to your plan, submit an Opt Change Form to the Health Plan Office within the Opt Change Period for the term in which they register or commence courses and their plan begins.

### Dependent Eligibility

In order to extend coverage to a spouse and/or children, dependents must meet the insurance provider's eligibility criteria for dependents. This information shall be made available on Opt Change forms, and on the website.

Students may **not** join the plan or extend their plan to their spouse and/or children past the opt change period. Exceptions:

- A spouse or partner may be added after the Opt Change period if the student becomes married or common-law after the Opt Change period for the term in which their plan begins.
- A dependent may be added past the deadline should they be born or become a dependent after the Opt Change period.

# University of Winnipeg Students' Association

## Policy Manual

### 3.9 Health Plan Appeal

#### Purpose/Preamble

---

The UWSA recognizes that students may encounter events or circumstances which may not allow students to request changes on their UWSA Health Plan within the specified timeline. Appeals provide an avenue for students to present their grievance to the UWSA Health Plan Coordinator and the UWSA Finance and Operations Committee.

- The Health Plan Coordinator is responsible for addressing oral complaints, with the intent on addressing students' concerns outside of the appeal process. The Health Plan Coordinator will advise students on available options and provide them with information about how the health plan is administered to prevent future complications. In the event that these options are not suitable, the student can submit a written appeal.
- The Health Plan Coordinator is responsible for forwarding all appeals to the Finance and Operations Committee and assisting in the appeal process as necessary.
- The Finance and Operations Committee is responsible for processing and approving or denying appeals. The Finance and Operations Committee will analyze all appeals giving precedence to the health plan policies of operation; the UWSA seeks to balance the needs of the individual member with the overall stability of the health plan.
- Students are responsible for ensuring the proper health plan is applied to their account each school year.

# University of Winnipeg Students' Association

## Policy Manual

### Appeal Requirements and Eligibility

Student must demonstrate one or more of the following as recognized reasons for appeal:

- The death of a relative or close family member
- Life threatening circumstances
- Unavoidable or exceptional changes in circumstances and/or health coverage such as a parent death or unemployment status
- Special circumstances that the Health Plan Coordinator deems satisfactory

There will be no allowance for students who do not demonstrate valid reasons for not complying with opt in or opt out deadlines.

**All appeals must be submitted prior to the end of the term for which the plan is in question.** Appeals submitted past this period will be accepted at the discretion of the Health Plan Coordinator.

The following conditions must also be met:

- Appeals will not be accepted if a student has made a claim against the plan
- Appeals are only accepted if presented by the student. Appeals shall not be submitted by another person on the students' behalf; if the student is unable to complete the appeal process due to unavoidable circumstances an appeal may be accepted if accompanied by a letter of representation or permission.

### Appeal Procedure

1. All written appeals are presented to the Health Plan Coordinator. The Health Plan Coordinator will review the appeal and make sure that it has the validity to go through the UWSA appeal process, adding any additional information as necessary.
2. The Health Plan Coordinator shall forward all appeals on to the Finance and Operations Committee.
3. The Finance and Operations Committee will address appeals **within thirty (30) calendar days after the date of receipt of the written appeal. Committee meetings are closed session; students may not attend.**

# University of Winnipeg Students' Association

## Policy Manual

4. After a resolution is made on an appeal the Health Plan Coordinator will provide the student with a written response **stating the committee's decision within fourteen days of the decision date.**

All Finance and Operations Committee decisions are final. **All final decisions by the Committee cannot be re-appealed**, unless new information is being presented.

Students with financial need are encouraged to apply for a Student Health Plan bursary from the UWSA.

### 3.10 Health Plan Bursary

#### Purpose/Preamble

---

The Health Plan Bursary is a component of the Student Support Program, available for students in financial need. The bursary is intended only to assist students in covering the costs that are associated with the health plan, not to act as a financial aid mechanism.

Bursaries shall be disbursed by the Vice-President Internal Affairs as part of the Student Support Program in the beginning of each semester, within four (4) weeks of the bursary deadline.

Bursary deadlines should be set for each term by the Health Plan Coordinator.

The Board of Directors shall approve a maximum for bursary monies as part of the UWSA operating budget, based on budget recommendations from the Vice President Internal Affairs. Any bursary monies not allocated in a given fiscal year shall not be carried over to the following year.

#### Allocation

Bursaries shall be allocated on the basis of need. Consideration may be given to factors including but not limited to:

- Student's income
- Access to parent(s)/family's income

# University of Winnipeg Students' Association

## Policy Manual

- Expenses for dependant(s)
- Socio-economic class status
- Living expenses
- Work expenses
- Academic expenses
- Emergency expenses / financial crisis

The maximum bursary allocation per student per year (September 1 - August 31) shall not exceed **two thirds (2/3) of the student's plan rate**.

If one or more of the members of the committee feel that the procedures and decisions followed in reviewing bursary requests is inappropriate, they may file a formal appeal, therefore sending the decision to the Board of Directors.

### Bursary Procedure

The student shall submit a completed Health Plan Bursary Application to the Vice-President Internal Affairs by the bursary deadline. The Vice-President Internal Affairs shall review the application and request additional information and/or confirmation of the student's status and plan rate from the Health Plan Coordinator if necessary. The Vice-President Internal Affairs shall make a decision based on the factors listed above and present their decisions regarding the bursaries each term to the Finance and Operations Committee. The Vice-President Internal Affairs shall inform students of the bursaries granted. Bursaries will be made available to students for pick up at the UWSA; not applied to student accounts.<sup>5</sup>

### 3.11 References

Canadian Federation of Students. (2015, February 3). *National Student Health Network*. Retrieved from Canadian Federation of Students Services: <http://cfsservices.ca/services/national-student-health-network/>  
Freedom of Information and Protection of Privacy Act, C.C.S.M. c. F175. [http://web2.gov.mb.ca/laws/statutes/ccsm/\\_pdf.php?cap=f175](http://web2.gov.mb.ca/laws/statutes/ccsm/_pdf.php?cap=f175)

---

<sup>5</sup> Bursaries are typically paid to students at the Info Booth, either in cash or as a refund on a debit card. This system seems to lack credibility in the eyes of students. It may be preferable to provide students with cheques.

# University of Winnipeg Students' Association

## Policy Manual

Government of Canada. (2014). *Freedom of Information and Protection of Privacy Act: FIPPA for the Public*. Retrieved from Government of Manitoba:

[http://www.gov.mb.ca/chc/fippa/public\\_portal\\_home.html](http://www.gov.mb.ca/chc/fippa/public_portal_home.html)

Government of Manitoba. (2014). *Common Terms and Definitions*. Retrieved from Education and Advanced Learning:

[http://www.gov.mb.ca/educate/sfa/pages/terms\\_def.html](http://www.gov.mb.ca/educate/sfa/pages/terms_def.html)

*Personal Health Information Act*, C.C.S.M. c. P33.5.

*Personal Health Information Regulation*, C.C.S.M. c. P33.5, M.R. 245/97.

*Personal Information Protection and Electronic Documents Act*, Statutes of Canada 2000, c. 5. <http://laws-lois.justice.gc.ca>: Minister of Justice.

# University of Winnipeg Students' Association

## Policy Manual

### Section 4: InfoBooth

#### 4.1 InfoBooth Ticket Sale Policy

Last updated: February 29, 2016

Previous amendments: March 22, 2004, August xx, 2008

##### Purpose/Preamble

---

To outline the responsibilities of both the UWSA and any group wishing to sell tickets through the Info Booth when ticket sales are done through the ticket registry.

##### Policy Statement

---

The UWSA may sell tickets for student and outside groups on consignment.

A representative of the giving group, hereinafter referred to as "the Representative," must sign a Consignment Agreement.

A consignment fee will be charged to outside organizations. This fee will be determined by the UWSA Retail Manager.

The Representative and an UWSA employee must record tickets in the ticket registry that includes the group's name, the number of tickets consigned, the selling price and the date on which the representative will pick up any remaining tickets and money.

# University of Winnipeg Students' Association

## Policy Manual

The UWSA shall hold no more than \$200.00 in ticket value at a time. This cap may be waived by the Retail Manager. The representative may replenish the ticket stock up to \$200.00. Stock replenishment is not subject to additional consignment fees.

Unclaimed proceeds and unsold tickets will become the property of the InfoBooth after a period of 3 months has elapsed from the event date.

The UWSA will not be held responsible for lost tickets/money.

Procedures

---

Other/Addendum

---

### 4.2 Poster Policy

Last updated: February 29, 2016

Previous amendments: April 24, 1998, August xx, 2008

Purpose/Preamble

---

To outline in detail the procedure for posting posters, banners, and leaflets.

Policy Statement & Procedures

---

The UWSA will follow the University of Winnipeg's Poster Policy and may add additional requirements regarding the posting of materials on campus by students.

All students must have their posters or other temporary material approved by the UWSA Infobooth prior to posting them on campus. Posters in violation of this policy will be removed.

The Vice President Student Services and/or his/her designate is responsible for ensuring that this Policy is enforced.

A five-cent environmental levy per poster applies to all posters not printed on recycled and/or unbleached and/or re-used paper.

The UWSA reserves the right to refuse the approval of any poster or other material that violates UWSA or University policies.

# University of Winnipeg Students' Association

## Policy Manual

Posters with the UWSA, University of Winnipeg, or Canadian Federation of Students logo do not require approval.

The UWSA reserves the right to remove any poster or other temporary material that does not conform to the Poster Policy.

All businesses must see the UWSA Manager of Special Projects and Strategic Initiatives for rates and procedures regarding advertising on campus via posters.

The UWSA reserves the right to remove banners during UWSA By-Election and General Election.

**Unbleached paper** refers properly to non-chlorine bleached paper. Oxygen or peroxide-bleached paper counts as "unbleached."

**Recycled paper** is paper containing at least 50% post-consumer materials. In lieu of recycled paper, non-tree, or tree-free papers may be used.

**Re-usable paper** is paper that has been used once but may be used again. In this context, re-usable paper usually means paper with one side only used, and which may then have the second used for photocopying or notepaper. which may then have the second used for photocopying or notepaper.

# University of Winnipeg Students' Association

## Policy Manual

### Section 5: Purchasing Goods and Services

#### 5.1 Contracts Purchase and Sponsorship Policy

##### Purpose/Preamble

---

To guide Board Directors, employees, and volunteers of the UWSA in their pursuit of contracts and services for advertising, sponsorship, or general business arrangements.

##### Policy Statement

---

Generally speaking, the UWSA shall solicit and support contracts and services in declining order of priorities, beginning with those parties that we:

- Offer direct and progressive product and service alternatives to students' and the UWSA;
- Are affiliated with the Canadian Federation of Students (CFS) or other associations already supported by the UWSA;
- Are owned, operated and/or based in the community, Winnipeg, Manitoba, or Canada, in that order.

In general, the UWSA shall not enter into contracts, solicit, or accept proposals from contractors, advertisers and sponsors that:

- Are known to engage in activities that contravene the Manitoba Human Rights Code
- Are multinational/transnational in their corporate structure

# University of Winnipeg Students' Association

## Policy Manual

- Promote a product or service of negative social value (e.g., commercial tobacco); or,
- Are prohibited by existing UWSA of University of Winnipeg contracts or policies.
- Are known to engage in or formally support activities that are contrary to the goals and/or values of the UWSA.

Wherever possible the UWSA will use the services of unionized organizations:

The UWSA may use non-unionized services under the following conditions:

- No unionized service provider exists;
- The cost of using a unionized service is greater than 130% (one hundred thirty percent) of the cost of non-unionized services.

This is calculated as follows: **(Cost of non-unionized service) x 1.3**; and

- When the UWSA uses non-unionized services, priority should be given to the following wherever possible:
  - Services that have a good employee track record as established by the Labour Board, Employment Standards and the Better Business Bureau;
  - Cooperatives, Self employed or small businesses;
  - Service organizations with a positive established track record with the UWSA.

This policy applies to the UWSA and its branches, including all service groups, all UWSA publications (Uniter, Stylus, handbook/survival guide), other media, and the UWSA Programming Department; it also includes contracts in which the UWSA has direct or indirect authority, including corporate signage, and video games.

Contracts may not be entered into without the express consent of the Executive Committee, nor can they be signed by anyone other than someone designated by the Executive Committee.

### Procedures

---

The Manager of Special Projects and Strategic Initiatives has a latitude, or discretionary room, in making decisions about advertising and sponsorship. However, in all cases where the status of advertising

# University of Winnipeg Students' Association

## Policy Manual

and sponsorship is not provided for in this policy, the Outreach and Special Projects Coordinator shall bring this to the attention of the Board of Directors for further discussion. In all cases, the UWSA Board of Directors has the final say over advertising and sponsorship.

Any UWSA member who acts on behalf of the organization when entering into a contract must keep this policy in mind. Notwithstanding any of the above provisions, the UWSA may at any time resolve not to sign a contract with any party on account of practices that no longer coincide with the aims and beliefs of the UWSA. In all cases, the UWSA Board of Directors has the final say over all contracts.

### 5.2 Paper Policy

Previous amendments: April 23, 1998

#### Purpose/Preamble

---

To outline environmentally-responsible guidelines for the UWSA's selection of paper, its use and consumption of paper, and its mandate to recycle paper.

#### Policy Statement

---

#### Paper type

The UWSA Executive Office, General Office, Programming Department and all UWSA Services must, whenever possible, use recycled and/or unbleached and/or re-used paper. The General Office must stock only these types of paper for general use.

At least one of the Info Booth and Pet Sole photocopiers must be stocked with unbleached, recycled paper at all times. UWSA Recognized and Affiliated Groups are encouraged to use recycled and/or unbleached and/or re-used paper.

All UWSA Departments, Services, and groups, must abide by the UWSA Poster Policy.

# University of Winnipeg Students' Association

## Policy Manual

### General Paper Use

In order to ensure the responsible use of paper, the UWSA shall acknowledge the following five Rs when considering paper use:

**RETHINK** your own paper use. With your co-workers, RETHINK your office's paper use.

**REFUSE** paper that is unnecessary. REFUSE disposable paper products.

**REDUCE** your paper use.

**REUSE** any paper, envelopes, cardboard and other paper products.

**RECYCLE** whatever you can't refuse or re-use.

More specifically, the UWSA shall adhere to the following guidelines:

- Whenever possible paper use should be reduced;
- Superfluous copying should be avoided. Reducing paper use is key in solving paper waste problems;
- Electronic media should be used for communication over print media whenever possible;
- Double-sided photocopies should be made whenever possible;
- Where reduction is not possible, paper should be re-used;
- Second-side re-usable paper should be used, whenever possible;
- Second-side paper may be stored in the Ecopia, Executive, or General Offices.
- Where re-using is not possible, paper should be recycled;
- Before putting paper aside for recycling, it should be used on both sides and as many times as possible.

### Recycling

Recycling facilities are available throughout the campus, courtesy of the University of Winnipeg. For other recycling facilities, inquire with the Vice-President of Student Affairs.

The UWSA (Ecopia, Executive Office, General Office) should accept re-usable paper, recyclable white paper, recyclable brown and newsprint

# University of Winnipeg Students' Association

## Policy Manual

(including flyer) paper, and recyclable colored paper. Inquire with the VPSS to determine what paper is recyclable.

All student service groups are encouraged to recycle and will be provided with recycle bins from the UWSA.

### UWSA Publications

All official UWSA publications (including minutes, reports, *The Uniter*, *Stylus*, the handbook, calling cards, and brochures) should be printed on recycled, recycled/unbleached, or re-used paper whenever possible;

Whenever possible, official UWSA publications should be made from materials that are readily recyclable in Manitoba;

Efforts should be made, in cooperation with the University of Winnipeg, to provide recycling facilities for all types of paper products.

### Photocopier Contracts

When negotiating copier contracts and contracting printing services, environmental issues should be considered. Copiers that use soy- or vegetable-based, biodegradable toner, contain recycled or recyclable/re-usable parts, and take recycled/unbleached paper well should be favoured over ones that do not. Copiers that are more energy-efficient will be favoured.

***For \* and definitions for the terms 'unbleached paper,' 'recycled paper,' and 're-usable paper,' see Addendum.***

### Other/Addendum

---

**Unbleached paper** refers properly to non-chlorine bleached paper. Oxygen or peroxide-bleached paper counts as "unbleached."

**Recycled paper** is paper containing at least 50% post-consumer materials. In lieu of recycled paper, non-tree, or tree-free papers may be used (e.g. hemp, straw, milkweed, or kenag, etc.).

# University of Winnipeg Students' Association

## Policy Manual

**Re-usable paper** is paper that has been used once but may be used again. In this context, re-usable paper usually means paper with one side only used, and which may then have the second used for photocopying or notepaper.

## Section 6: Space Booking and Events

### 6.1 Events

Last updated: February 2, 2012

Previous amendments: 2008,

#### Purpose/Preamble

---

To outline the rules and regulations pertaining to all events organized in the Bulman Student Centre or by the UWSA or by UWSA student groups.

All events on campus sponsored or co-sponsored by the UWSA or a recognized group shall adhere to this policy.

#### Policy Statement

---

#### General

Occasional Liquor Permit Applications for UWSA groups must be made by the UWSA Events' Coordinator and/or the UWSA Events Assistant. The UWSA Executive grants executive authority to the UWSA Events' Coordinator and the UWSA Events Assistant to apply for and hold Occasional Liquor Permits.

# **University of Winnipeg Students' Association**

## **Policy Manual**

No UWSA group may hold an event without approval.

Dates for use of UWSA resources will be awarded on the first-come-first-served basis.

The organizing UWSA group shall be responsible for any and all damages and/or personal injuries that occur as a result of the event.

The UWSA reserves the right to reject any advertisers or sponsors.

The UWSA group shall be responsible to pay all expenses incurred by the UWSA, unless otherwise agreed upon.

Room capacity regulations must be adhered to.

Responsibilities of the Organizing group

Advertising for Occasional Liquor Permit events hosted by the UWSA group(s) must follow MLCC and UWSA regulations. It is the responsibility of the event organizer to be familiar with these regulations.

It is the responsibility of the organizing group to ensure that any food service adheres to:

- a) UWSA policy,
- b) University policy regarding food service for campus events and,
- c) The City of Winnipeg Environmental Health Services guidelines and regulations governing the serving of food.

It is the responsibility of the organizing group to inform any volunteers of this policy.

The group holding the social must designate one representative who must be present at all times during the event.

The responsibilities of the group's representative include:

- Being present during all hours of the event, including set up and take down;
- Making appropriate arrangements for a cash float;
- Keeping UWSA representatives up to date on arrangements for entertainment, food and other event details;

# University of Winnipeg Students' Association

## Policy Manual

- Ensuring that all UWSA, UW and MLCC policies are followed;
- Providing to the UWSA a schedule for the event;
- With the UWSA representative signing off on all event expenses;
- Supervising all volunteers;
- With UWSA representative, overseeing the event cash out.

The responsibilities of the UWSA include:

- Making appropriate arrangements for all staff;
- Being present during all hours of the event, including set up and take down;
- Making arrangements for all relevant permits and licenses;
- Overseeing the purchase, sale and return of any alcohol;
- Providing the organizing group with a detailed accounting of all revenues and expenditures for the event;
  
- Overseeing the set up, take down and operation of any sound equipment;
- Ensuring that all UWSA, UW and MLCC policies are followed;
- Overseeing the event cash;
- Invoicing the organizing group for any costs incurred by the UWSA;
- Supervising all staff;
- Recording and incidents in an event log book.

### Events Requiring an Occasional Liquor Permit(s)

A contract, outlining the terms and conditions of the event, must be signed by the University of Winnipeg Students' Association (UWSA) Inc. and the organizing group, must be signed before event approval is granted.

All patrons will be required to present identification and minors will be identified as such.

### Alcohol Abuse/Drinking and Driving Prevention

The UWSA will ensure that all event staff has taken the *It's Good Business* course (or equivalent) on responsible alcohol service.

# University of Winnipeg Students' Association

## Policy Manual

The UWSA will provide non-alcoholic beverages to anyone who indicates that they are acting as a designated driver.

### Discipline

Any group that violates this policy may have their privileges revoked and may be banned from holding events on campus or with the UWSA for a period of time as determined by the UWSA Board of Directors.

The UWSA reserves the right to terminate an event any time.

### Procedures

---

### Other/Addendum

---

## 6.4 Sound Equipment Policy

Last updated: July 30, 2008

Previous amendments: April 24, 1998

### Purpose/Preamble

---

To regulate the use of UWSA Sound Equipment.

### Policy Statement

---

All UWSA members and staff wishing to make use of the UWSA Sound Equipment must book it through the UWSA Events Coordinator.

The UWSA has priority use of the Equipment for any of its events. If there are no UWSA events planned, other students and/or groups may use the Equipment

All users of the Sound system are responsible for any loss, theft or damage that results from use of the sound system and are responsible for returning the sound system in the same working condition in which it was received.

### Procedures

---

THE FOLLOWING REGULATIONS MUST BE ADHERED TO BY ALL THOSE WHO BORROW THE UWSA SOUND EQUIPMENT:

# University of Winnipeg Students' Association

## Policy Manual

- Booking is for Sound System only and does not include the services of a sound technician for set-up, operation, take-down or extra equipment from suppliers, however, the UWSA can recommend a suitable technician if so desired;
  - Bookings must be made in advance;
  - Bookings are subject to first come, first serve availability;
  - It is the borrower's responsibility to pick-up and return equipment;
  - The Sound System may be borrowed for a maximum of 24 hours and must not be removed from the campus at any time unless special permission is granted by the UWSA;
  - All equipment must be returned to its original location exactly as it was found;
- 
- Cables/cords must be coiled neatly, speakers stacked and sound board stored safely;
  - A Sound Booking Form must be completed before the equipment will be released.

### Other/Addendum

---

#### **6.5 Space Booking**

Last updated: July 30, 2008

Previous amendments: April 24, 1998

#### Purpose/Preamble

---

To ensure that space booking requests are dealt with in a fair and equitable manner.

#### Policy Statement

---

All registered student groups, student service groups, coalition partners, of the UWSA may book space on campus.

The UWSA has priority use of the space bookings for any of its events in UWSA space. If there are no UWSA events planned, other students and/or groups may use the space.

# University of Winnipeg Students' Association

## Policy Manual

Space bookings will be accepted on a first come, first served basis. In the event that there is a conflict, every effort will be made to accommodate all concerned groups.

### Procedures

---

Requests for space are made by completing the appropriate Room Booking form available in the UWSA General Office. Requests for space bookings are administered by the UWSA Office Administrator.

### Other/Addendum

---

## 6.6 Table Booking

Last updated: July 30, 2008

Previous amendments: April 24, 1998

### Purpose/Preamble

---

To outline regulations for booking on- campus tables through the UWSA.

### Policy Statement

---

The UWSA has priority use of table space for any of its events. If there are no UWSA events planned, other students and/or groups may book table space. Registered student groups, student service groups, coalition partners, the UWSA and other outside entities may book tables on campus.

Table bookings must adhere to the permitted locations on campus. Any tables in unauthorized areas will be moved by the Physical Plant Department.

Tables and materials must not obscure any existing artwork or permanent signs.

Tape must not be used to suspend signs from lighting grids, ductwork or painted walls.

# University of Winnipeg Students' Association

## Policy Manual

Display materials must not impede traffic.

### Procedures

---

Registered student groups, student service groups, the UWSA and coalition partners may book tables by completing the appropriate Table Booking form, available in the UWSA General Office. Requests for table bookings are administered by the UWSA Office Administrator.

Other entities including for profit and non-profit organizations may make table-booking requests through the Manager of Special Projects and Strategic Initiatives.

### Other/Addendum

---

## Section 7: Student Groups

### 7.1 Darkroom Policy

Last updated: January 9, 2009

Previous amendments: March 22, 2004

### Purpose/Preamble

---

To outline regulations for students using the UWSA Darkroom facilities.

The Darkroom is the facility available to UWSA members to develop their photographs, to learn new skills related to photography and to share a common interest in visual arts.

The Darkroom shall have a Coordinator(s) who will be responsible for the overall maintenance of the space, for arranging training in safety procedures and for the general direction of the Darkroom.

### Policy Statement

---

1. Only UWSA members and University of Winnipeg faculty and staff are eligible to join the Darkroom.
2. A \$50 yearly (\$25 per term) non-refundable membership fee must be paid before any darkroom and/or studio privileges are granted. This membership must be paid through the Info Booth.

# University of Winnipeg Students' Association

## Policy Manual

3. No one may use the darkroom without having completed Workplace Hazard Materials Safety Information System (WHMIS).
4. Members are expected to clean up after themselves and to show respect for club equipment and supplies.
5. Should a member repeatedly abuse their Darkroom privileges, membership may be revoked at the discretion of the coordinator. This includes but is not limited to theft, malicious damage or equipment, unauthorized use of club keys, etc.
6. Keys to the Darkroom are issued through the UWSA General Office.
7. The Darkroom Coordinator shall maintain an updated list of members, and this list will also be shared with Security Services.
8. Members are required to attend all Darkroom meetings.
9. Members wishing to use studio equipment must book this through the Coordinator.

### Procedures

---

The Vice President Student Services shall act as a liaison between the UWSA and the Coordinator. The Coordinator shall be responsible for maintaining an accurate membership list, adequate and safe supplies and for arranging for safety training in WHMIS procedures.

## 7.2 LGBT\* Equity Policy

Last Updated: DRAFT

Previous amendments:

### Purpose/Preamble

---

To Recognize the UWSA's commitment to equality for LGBT\* folks.

### Policy Statement

---

The UWSA recognize and supports the rights and equality of LGBT\* folks and shall examine the implications of all its actions and policies in the developmental operational stages to ensure they strive to foster an environment, which further the goal of **equality of all LGBT\* folks**.

The UWSA shall work with groups whose mandate strives to foster an environment, which furthers a vision of equality **for all LGBT\* folks**.

# University of Winnipeg Students' Association

## Policy Manual

The UWSA shall now work with the group whose goals and objectives violate the concept of LGBT\* equality.

The UWSA supports the rights of every member of the University community to study, work and live in an environment free of discrimination or harassment on the basis of sex, gender, gender identity, or sexual orientation (for harassment procedures please see the University of Winnipeg Respectful Learning and Working Environment Policy, the University of Winnipeg Sexual Misconduct Protocol, and the UWSA Harassment & Harassment Prevention Policy).

## Section 8: Social Media

### 8.1: Social Media Policy

Previous amendments: None

#### Definitions

Content manager: the person deemed responsible for posting, updating, editing, etc. the information in a particular social media group or account that is associated with the UWSA.

#### Purpose/Preamble

---

This policy provides guidance for the appropriate use of social media technology resources (Facebook, Twitter, YouTube, MySpace, Flickr, Instagram, Tumblr, Pinterest etc), for UWSA use, by UWSA staff (full/part time, service centre coordinators) and board members to ensure that these resources are used in an appropriate, productive and lawful manner in accordance with all other UWSA By-Laws and Policies.

This policy establishes the criteria and procedure for creating a UWSA presence or participation on social media site on behalf of the UWSA.

# University of Winnipeg Students' Association

## Policy Manual

### Policy Statement

---

Any use of social media conducted by the UWSA, UWSA Service Centres, UWSA Board Members or official UWSA Student Groups (Recognized, Affiliated, Community) must adhere to bylaws and policies of the UWSA that relate to expectations concerning interaction in the physical work place.

### General Recommendations:

#### ***Be Transparent***

Have a clear statement/purpose of the Page/Group.

Representation of your personal opinions as being endorsed by the UWSA or affiliates is prohibited.

#### ***Be respectful***

Do not post something that would be offensive or inhibit the involvement or enjoyment of certain students. Respect the opinions of other users.

Do not post content that might be embarrassing to an individual or that could be construed as placing an individual in a bad or false light.

#### ***Be a valued member***

Post only things that are related to the Page/Group/Association or that would be interesting to its members.

#### ***Maintain confidentiality***

Do not include confidential information about the UWSA, its staff, or students.

Special care must always be taken when dealing with images of "special populations," e.g., minors, health care patients, and research subjects. Stringent legal requirements apply. Generally speaking, such images should never be used in this type of context.

# **University of Winnipeg Students' Association**

## **Policy Manual**

Do not post content that might cause someone to believe that their name, image, likeness or other identifying aspect of their identity is being used for commercial purposes without permission.

*Check Often*

*Update Often*

*Respond to questions quickly*

*Give feedback on rejected posts*

Pages/Groups/Accounts must be monitored and updated on an ongoing basis by the units that create them to enable rapid response to any problems that may arise and to ensure an engaging, interesting environment for visitors. To be effective, pages must be dynamic and will require updating more frequently than a Web site. A stale page will likely cause more damage to the image of an entity than having no page at all.

### *Be aware of liability*

Whenever a social media account is created, the social media outlet requires the account creator to agree to certain terms and conditions for use of the site by clicking "Yes" or "I accept" as part of the account creation process. These are legal contracts, and they often contain terms and conditions that create risks for the account creator and the UWSA (for officially-recognized UWSA accounts). Account administrators are delegated authority to create official social media accounts through completion and approval of the Student Group Application process and/or signing of the Service Centre Coordinator Contract and/or signing of Acknowledgment of Responsibility by board members.

UWSA's name, logo, and trademarks may not be used to endorse any opinion, product, private business, or cause without explicit permission.

# University of Winnipeg Students' Association

## Policy Manual

The UWSA is committed to the protection of academic freedom, and it does not regularly review content posted to social media sites of its Service Centres or approved Student Groups, it shall have the right to do so, and, with respect to any site maintained in the name of the UWSA, may remove or cause the removal of any content for any lawful reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.

### Procedures

---

#### Facebook

In order to comply with Facebook terms and conditions, and enable the UWSA to track authorized UWSA pages/groups, any student service centre wishing to create such a page/group must provide the VPSA of the UWSA with the name and contact information for the individual(s) who will be authorized by the student service centre to create, operate, monitor and edit the Facebook page/group on an ongoing basis (i.e. the content manager). This information should be passed on to the VPSA. UWSA Service Centre pages/groups should be created and used with provided UWSA email addresses.

In addition, the student service group initial page/group creator must include an appropriate representative of UWSA, usually the VPSS, as an additional content manager. Although the UWSA does not intend to actively engage in maintaining department sites, this designation will enable UWSA to properly track UWSA Facebook Pages/Groups from year to year, ensuring continuation of use and respond more quickly in the event of a problem, such as the unavailability or departure of the coordinator who has administrative control of the page.

The centers authorized Page/Group Administrator(s) must maintain the security of the Facebook password and identification. These individuals are fully responsible for all use of the account and any actions that take place using the account. Any changes in the

# University of Winnipeg Students' Association

## Policy Manual

designated Page/Group Administrator(s) must be promptly communicated to the UWSA VPSA.

### Twitter

In order to comply with Twitter terms and conditions, and enable the UWSA to track authorized UWSA accounts, any student service centre wishing to create such an account must provide the VPSA of the UWSA with the name and contact information for the individual(s) who will be authorized by the student service centre to create, operate, monitor and edit the Twitter account on an ongoing basis. This information should be passed on to the VPSA. UWSA Service Centre accounts should be created and used with provided UWSA email addresses.

Although the UWSA does not intend to actively engage in maintaining Service Centre accounts, this designation will enable UWSA to properly track UWSA Twitter accounts from year to year, ensuring continuation of use and respond more quickly in the event of a problem, such as the unavailability or departure of the coordinator who has administrative control of the page.

The centers' authorized account(s) must maintain the security of the Twitter password and identification. These individuals are fully responsible for all use of the account and any actions that take place using the account. Any changes to the designated account must be promptly communicated to the UWSA VPSA.

For all other social media forum wishing to be created in the name of the UWSA, the Login and Password information must be provided to the UWSA VPSA.

### Other/Addendum

---

The principles of this policy shall be applied in all instances of social media, other than Facebook and Twitter, as new platforms are created and utilized by the UWSA, UWSA staff, UWSA Coordinators or UWSA board members.