

University of Winnipeg Students' Association

Policy Manual

UWSA Policy Manual

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Board Policy

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Section 1: Primary

1.1 General Issues

Purpose/Preamble

To provide a provision when no policy exists to address a particular issue, practice, or procedure.

Policy Statement

Unless otherwise stated in UWSA By-Laws and Policy, by resolution of two-thirds of the Board of Directors, or by resolution at a meeting of the members, the UWSA shall promote and uphold the policies in the most recent *Issues Policy* manual of the Canadian Federation of Students (CFS). In the case that the policies of the UWSA and those contained in the CFS *Issues Policy* manual conflict, the UWSA Policy shall have precedence.

Unless otherwise stated in UWSA By-Laws and Policy by resolution of two-thirds of the Board of Directors, by resolution at a meeting of the members, or in the most recent *Issues Policy* manual of the Canadian Federation of Students (CFS), any significant action regarding a particular issue, practice, or procedure must be done in consultation with one of the Executive Directors. If it is the case that such consultation is impossible or impractical and it is in the best interest of the UWSA for action to be taken immediately, the individual may do so but must report such action to an Executive Director within a reasonable amount of time. If appropriate, the given Executive Director shall report the matter to the Board of Directors and/or the By-Laws and Policy Committee.

Procedures

Other/Addendum

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1.2 Mission Statement

Purpose/Preamble

To identify the role of the UWSA Mission statement.

Policy Statement

Mission Statement of the University of Winnipeg Students' Association, Inc.

The University of Winnipeg Students' Association democratically unites the students of the University of Winnipeg in order to advance student interests. Our efforts include promoting the exchange of ideas and information among students and within the greater University community. In aid of this, we support and encourage the development of student groups and societies on campus; as well as promote communication within the University. The UWSA advocates on behalf of students to administrative bodies.

Beyond the campus, the UWSA communicates with, and advocates on behalf of University of Winnipeg students to the governments of Winnipeg and Manitoba, and to the Canadian federal government through the intervention of the Canadian Federation of Students. The UWSA is committed to working at all levels toward a post-secondary education system that is accessible and of the highest possible quality. In all its activities, the UWSA is committed to providing leadership in ethical, environmentally responsible, and progressive practices in all aspects of the organization.

Procedures

Upon assumption all Directors of office shall be given a copy of the Mission Statement.

All full-time and contract staff shall be provided with a copy of the Mission Statement.

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The Chair of the Board shall be responsible for enforcing this policy with regards to Board matters.

The Executive Directors shall be responsible for enforcing the policy in the daily operation of the UWSA.

Other/Addendum

The UWSA Board of Directors shall at all times consider the mission statement of the UWSA in making decisions. All decisions must be consistent with the mission statement.

The mission statement shall be reviewed at least once per year.

1.3 Policy Framework

Purpose/Preamble

To provide a framework to create new UWSA policy and interpret existing UWSA policy.

Policy Statement

Each UWSA Policy shall include:

- 1) Purpose/ Preamble: Statement of the Policy's intent.
- 2) Policy Statement: Detailed statement of the actual Policy.

Each UWSA policy may include:

- 3) Procedures: Details as to how the Policy is implemented and how it works in practice.
- 4) Other/ Addendum: Any additional information: an application form, a list, a reference, a table, and the Policy's limitations.

All UWSA Policies shall be designated either a "Board Policy" or an "Organizational Policy".

Board Policies shall be the Policies that govern the decisions and actions of the Board of Directors and individual Directors.

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Organizational Policies shall be the Policies that govern the decisions and actions of UWSA Staff (excluding the UWSA Executive) and Volunteers.

Policies may be cross-referenced between the two categories if the Policy impacts both jurisdictions.

The Chair of the Board is directly responsible for enforcing all UWSA Board Policies.

The UWSA Executive Directors are responsible for enforcing all UWSA Operational Policies.

Procedures

The By- Laws and Policy Committee shall be responsible for drafting new Policy as directed by the Board of Directors. The Committee shall also be responsible for drafting amendments to Policy. In the case that other sub-committees put forward policy changes relevant to their portfolio, said changes must be presented at a duly convened By-Laws and Policy Committee Meeting.

1.4 Code of Conduct

Purpose/Preamble

To outline unacceptable behavior for the information of all representatives of the UWSA and its components. Representatives include all directors, fulltime and part time staff, volunteers and delegates to conferences and other events appointed on behalf of the organization.

The application of this code takes effect on all UWSA premises, event locations, campaign marches, conferences etc. and runs concurrent with the rules that may exist in outside venues.

Policy Statement

The rules included in this code are based on the principles of mutual respect and being good ambassadors for the UWSA in all its dealings.

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- 1) Treat everyone with respect and acceptance
- 2) Listen to others and actively engage finding common ground
- 3) Always follow the rules of the UWSA, all employees should know and understand the rights and responsibilities of their positions
- 4) Remember that you represent the UWSA to others and to behave accordingly
- 5) Always act to prevent, and avoid creating unsafe conditions. Report unsafe conditions to those around you and take steps to correct the situation
- 6) Never misuse, use in an unsafe manner, intentionally damage, use without authorization (where required) or in any other way risk the property and premises of UWSA
- 7) Never consume drugs or alcohol in an illegal manner when representing the UWSA, in certain situations it may be appropriate to consume alcohol, if you choose to do so never consume to excess or in a way that will risk your safety, the safety of those around you or the reputation of the UWSA
- 8) Always act in a confidential manner with all proprietary information, safeguard passwords and keycards, and avoid any breaches in the security or non-public information of the organization
- 9) Never steal money, resources or other property of the UWSA, never act in a way that is detrimental to the organization for personal gain
- 10) Report any breaches of this code to the appropriate individuals (Executives, general coordinator, and supervisors)

Failure to follow this code harms the proper functioning of the UWSA in its operations, and damages the trust students have in the organization. Serious penalties can occur at the discretion of the Executive for breaches of this code. Appeals on any rulings by the Executive Committee can be made to the board.

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Section 2: Director and Board Training

2.1 Executive Committee Training

Purpose/Preamble

To mandate the Executive committee to obtain appropriate management training

Policy Statement

Each May, upon being struck, the Executive Committee must take part in a workplace roles and responsibilities training seminar. Attendance is mandatory.

If a new director joins the Committee, the Chair of the Committee is responsible to see that the member receives the required training.

Procedures

Each May, upon being struck, the Executive Committee must take part in a seminar on the Employment Standards Act. Attendance is mandatory.

The Chair of the Committee is responsible for seeing that the above training takes place.

Other/Addendum

2.2 Finance Committee Training

Purpose/Preamble

To mandate the Finance Committee members to obtain appropriate training in organizational budgeting upon assuming their positions as members of the Committee.

Policy Statement

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Each May, upon being struck, the Finance Committee must take part in a seminar put on by an appropriate facilitator on organizational budgeting. Attendance is mandatory.

If a new director joins the Finance Committee, the Chair of the Committee is responsible to see that the member receives the required training on organizational budgeting.

Procedures

At the first meeting of the Finance Committee the above seminar shall be facilitated.

The Chair of the Committee is responsible for seeing that the above training takes place.

Other/Addendum

2.3 Personnel Committee Training

Purpose/Preamble

To set out the appropriate training for the UWSA Personnel Committee.

Policy Statement

The Personnel Committee, upon being struck each year in May, must take part in a seminar on correct hiring procedures. Attendance is mandatory.

All members of the Personnel Committee shall be responsible for becoming familiar with the document "Human Rights Legislation and Employee Selection".

Procedures

The Chair of the Committee is responsible for seeing that the above training takes place.

Other/Addendum

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Section 3: Election and Referenda

Purpose/Preamble

To guide the composition of the REBLITE Board (By-Law 5.17) as it is constituted by the REBLITE Board Selection Committee. This policy also supports a transparent application and selection process to facilitate to a diverse and competent Board.

Procedure

1. The REBLITE Board Selection Committee shall make recommendations to the Board of Directors for appointment to the REBLITE Board.
2. UWSA Members interested in appointment shall submit a written application to the Chair of the Board. The application shall include the student's preferred name, student number, the number of credit hours completed, and a brief statement of intent and relevant experience and competencies.
3. The application period shall be open no fewer than 5 business days.
4. The opening of the application period shall be publicized through the UWSA's social media and website.
5. The REBLITE Board shall be constituted prior to Week 1 of any Election Cycle.
6. The REBLITE Board Selection Committee shall strive to create a REBLITE Board with diverse representation including various faculties and equity seeking groups. These shall be determined by self-declaration of the applicant.

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Section 4: Issues

4.1 Gender Equity

Purpose/Preamble

To recognize the UWSA's commitment to women's and gender equality.

Policy Statement

The UWSA supports gender equality and shall examine the implications of all its actions and policies in the developmental stage and ensure they strive to foster an environment, which furthers a vision of equality ~~between the sexes~~.

The UWSA shall work with groups whose mandate strives to foster an environment, which furthers a vision of equality ~~between the sexes~~.

The UWSA shall not work with groups whose goals and objectives explicitly violate the concept of gender equality.

The UWSA supports the right 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 or gender identity (for harassment procedures please see the University of Winnipeg Respectful Learning and Working Environment Policy and the UWSA Harassment & Harassment Prevention Policy).

Procedures

Other/Addendum

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4.2 Environmental Ethics

Purpose/Preamble

To outline general environmentally responsible practices to which the UWSA is expected to adhere in all its day-to-day operations.

Policy Statement

The UWSA supports and strives to abide by the following principles of consumption, in order of importance:

- Refuse unnecessary consumption and waste;
- Rethink product purchases;
- Reduce consumption whenever possible;
- Reuse items whenever possible;
- Recycle items whenever possible.

Whenever possible, the UWSA shall purchase and use environmentally responsible goods and services. Environmentally responsible means sustainable, non-disposable, non-toxic, locally produced, and locally manufactured, and healthy.

Procedures

Other/Addendum

Please note that this Policy is Cross Referenced in UWSA Operation Policy.

4.3 Scent Policy

Purpose/Preamble

To create scent-free UWSA spaces.

Scent-free means the smells or odors from cosmetics (perfume, shampoos, deodorant, make up, etc.) or from other products such as air fresheners, cleaning products, etc.

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Policy Statement

- Scented products to be restricted, reduced, and/or eliminated:
- Scented personal care products including: perfume, cologne, body sprays, aftershave lotion, deodorant, hair care products, hand and body soaps and lotions, makeup, shaving cream, sun screen, laundry soap, fabric softeners, air fresheners, scented candles, etc.
- Chemicals released by custodial activities.
- Other artificially scented products.

Procedures

- UWSA staff, board, and members are encouraged to create awareness of the Scent Free policy. Actions can include:
- Scent-free space signage placed in the Bulman Students' Centre and other UWSA spaces
- UWSA members are encouraged to reference the Scent-free policy on the website, emails and other public correspondence.
- Guests to the UWSA should be informed by their host of the scent-free policy before their arrival. (eg. guest speakers).
- The policy should appear on the UWSA website, in student handbooks and other appropriate information sites or publications.

Other/Addendum

In consideration of the difficulties that exposure to scented products cause to sensitive individuals (e.g. triggering asthmatic reactions, migraine headaches); the UWSA expects users of the Bulman

Students' Centre and other UWSA spaces to avoid the use of scented personal care products. Eliminating the use of scented personal care products enables those with scent-allergies to be safe in UWSA spaces.

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4.4 Positive Space Policy

Purpose/Preamble

To ensure that all ambassadors of the students' association (Executive Directors, Board of Directors members, full and part-time staff, service centre coordinators, student group members, volunteers, partners, etc) embody, promote, uphold, and educate others on positive space as a principle and core value of the UWSA.

This policy was created to provide a clear outline of the intention of Positive Space at the UWSA. While historically Positive Space programs have emerged out of the LGBT* community, the Positive Space program at the UWSA will seek input from and work to defend the rights and inclusion of all marginalized groups.

Policy Statement

For the purpose of this policy and its implementation, "positive space" refers to the purposeful systematic creation of an environment – both on and off campus – that is inclusive of all marginalized groups in an effort to promote wellness, intergroup communication, and a celebration of diversity.

The UWSA is committed to creating a campus and community that is positive and free from discrimination and oppression of any kind.

Procedures

The UWSA Positive Space program will be administered and sustained in the following ways:

1. Each year, as a part of the organizational part-time staff hiring process, a Positive Space coordinator will be hired. This person will liaise with the UWSA Executive, Board of Directors, Staff, Service Centre Coordinators, Student groups and students to ensure that creating and educating about positive spaces is an intrinsic part of.

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2. The Positive Space coordinator will be supported by the UWSA Executive, in particular by the Vice President of Student Services.
3. Wherever and whenever possible, UWSA events, services, and advocacy initiatives will include a component of positive space (ie – an introduction by a UWSA representative about making an event a positive space for all, signage or other ways of Positive Space branding, etc).
4. All ambassadors of the UWSA will undergo training and receive information at the all-staff training day, O-Week volunteer training, and other such opportunities.
5. The principles of Positive Space will be included and promoted in all aspects of the UWSA's relations with the community, the University of Winnipeg, and other relevant partners.

Other/Addendum

The parties responsible for upholding this policy are all ambassadors of the UWSA, with particular guidance, support and facilitation from the Positive Space Coordinator, the Vice President Student Services, and the Outreach and Special Projects Coordinator.

4.5 Honorary Degrees

Purpose/Preamble

To establish a set of standards and criteria determining whether or not a University of Winnipeg honorary degree recipient merits such a citation. These guidelines are rooted in foundational values of fairness, community and sustainability that underlie all of the UWSA's work.

Policy Statement

The UWSA is supportive of honorary degrees awarded to individuals who have:

1. Made significant contributions to an academic discipline's body of scholarship.
2. Displayed outstanding athletic or artistic achievement.

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3. Enriched the cultural or spiritual life of their community.
4. As a public figure, sought to expand political participation to include a diverse array of typically underrepresented voices.
5. Endeavored to advocate on behalf of groups and individuals disadvantaged or oppressed by systemic barriers.
6. Selflessly devoted their time, energy and years of service to the university (of Winnipeg) community.
7. Shown that they are an ally of the student movement or a supporter of public education.

The UWSA shall oppose honorary degree nominees that:

1. Have a demonstrable record of conducting unfair labour practices, including maintaining unsafe working conditions for their employees, impeding the ability of workers to organize, hostility to the collective bargaining process or utilizing replacement workers during a strike or lockout.
2. As public figures, implemented regressive policies that significantly impeded the ability of people, particularly marginalized populations, to live dignified, secure lives within a healthy and protected environment.
3. Possess a record, by word or deed, of intolerance towards any cultural, ethnic, religious, or linguistic group; persons of any gender identity or sexual orientation; persons with disabilities; or any other group.
4. Are marred by a history of environmentally unsustainable business practices that have put ecosystems and communities at risk.
5. In their personal, business or other professional dealings, have displayed a questionable commitment to ethical standards.
6. Appear to be receiving the award based not on merit, but on monetary contributions they've made to the University of Winnipeg.

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4.6 Naming Rights

Purpose/Preamble

To establish a set of standards and criteria determining whether or not a University of Winnipeg space, building or faculty should be named after an organization or individual. These guidelines are rooted in foundational values of fairness, community and sustainability that underlie all of the UWSA's work. In addition, opposition to the

corporatization of post-secondary education and safeguarding principles of academic freedom help inform the criteria outlined below.

Policy Statement

The UWSA is supportive of naming practices where:

1. They are granted to individuals deemed "historically significant" to the institution, city, province etc.
2. Naming rights are issues for reasons other than rewarding a donor or corporate partner.
3. Any of the criteria outlining the UWSA's support for an honorary degree recipient applies.

The UWSA shall oppose naming practices where:

1. A for-profit corporation is awarded naming rights based on monetary or in-kind contributions to the University of Winnipeg.
2. A U of W space, building, faculty or facility funded primarily through tuition fees, government grants or some combination thereof is named after a family or individual who donated a sum of money towards its construction or operations.
3. There is reason to believe that awarding naming rights will compromise the integrity or autonomy of academic programming.
4. Any of the criteria outlining the UWSA's opposition to honorary degree recipients applies.

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Section 5: External Relations

5.1 Community Partner Status

Purpose/Preamble

To recognize both standing and temporary coalition partners of the UWSA.

To outline how community partner status is established, and the expectations and requirements of both partners in this relationship.

Policy Statement

In order to achieve its goals, the University of Winnipeg Students' Association works in coalition with other groups and organizations, which share the UWSA's objectives.

The University of Winnipeg Students' Association shall refuse to work with groups and organizations whose goals and objectives are explicitly contradictory with those of the UWSA.

Procedures

Process for attaining affiliated Community Partner Status:

1. Fill out the Community Partner Application either online or pick up a copy from the UWSA general office. Submit the application to the Outreach and Sponsorship Coordinator. Completing this application does not ensure that your group will be approved for Community Partner status. You will be notified of the UWSA Board of Directors' decision following receipt of application. When applying for coalition partner status the option of presenting the above information in person to the UWSA Executive Committee is available.
2. If you are planning an event, please fill out an event proposal at least 4 WEEKS IN ADVANCE. You may find the form online at

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theuwsa.ca. Following your proposal submission, contact the events coordinator with any questions regarding your event.

3. Unless otherwise specified, all groups must be resubmitted for status on an annual basis.

Other/Addendum

5.2 Delegates to Conferences and/or Meetings

Purpose/Preamble

To outline how UWSA delegate(s) to conferences and/or meetings will be expected to conduct themselves and to represent the UWSA.

To state the UWSA's commitment to the work of the Canadian Federation of Students (CFS), and the importance of maintaining consistent and uninterrupted attendance at all CFS National and Provincial Semi-Annual and Annual General meetings.

Policy Statement

Decisions made by the delegation shall be made with the best interests of the UWSA membership in mind.

Upon return from the conference and/or meeting, the delegation is expected to produce a verbal and/or written report to the Board of Directors.

Any UWSA delegate(s) sent to a conference and/or meetings are expected to conduct themselves in a manner that is respectful.

Delegates to CFS Meetings

The UWSA, Local 8 of the Canadian Federation of Students, shall send at least one delegate to each CFS National Meeting, Manitoba Provincial General Meeting and the National Aboriginal Caucus General Meeting.

Procedures

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Other/Addendum

5.3 Post-Secondary Education

Purpose/Preamble

To outline the UWSA position on post-secondary education.

Policy Statement

The UWSA opposes barriers to an egalitarian and accessible system of quality post-secondary education, such as tuition fees, tuition fee increases, increases in student fees of any kind.

The UWSA believes that governments and administrations have a responsibility to work towards achieving accessible and high quality post-secondary education in Manitoba using a planned and coordinated approach which takes into consideration all relevant conditions and policies.

The UWSA will strive to educate the public about the importance of quality post-secondary education. The UWSA will also strive – using CFS policy statements and research materials, and other available media sources, petitions, meetings and any other means to educate or acquire support – to advocate for a high quality and accessible post-secondary education in all of its representations to government, the university administration, and the public.

Procedures

Other/Addendum

For more detailed protocol on spokespersonship, see the *Spokespersonship Policy*.

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5.4 Spokespersonship

Purpose/Preamble

To articulate how the UWSA handles spokes-person-ship, and who is entitled to speak on issues as they arise.

To facilitate the effective and efficient handling of statements made to the press, the public, the government, the University community, and any other audience.

Policy Statement

No Director may speak on behalf of the UWSA without prior permission from the Chief Spokesperson or Executive Committee.

Other spokespeople may be selected by the Board of Directors to speak on specific projects or issues.

Procedures

Other/Addendum

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Section 6: Financial

6.1 Budget Consultation Process

Purpose/Preamble

To provide guidance and direction to the manner in which the annual operating budget of the UWSA is formulated.

Policy Statement

The annual operating budget of the UWSA is created in a collaborative and open manner. The UWSA will seek to include as many stakeholders as possible in the development of the budget.

Procedures

The following process is to be followed when formulating the UWSA operating and capital budgets. The Finance and Operations Committee will solicit budget submissions at an open meeting of the Committee to which all interested parties are invited; and will create a draft budget. The draft budget will be distributed to directors, members, and staff, and will be presented to the Board of Directors. After approval of the draft budget, an open Finance and Operations Committee meeting will be called for feedback on the budget, and Finance and Operations Committee members may then revise the budget. The revised budget will then be brought tot the Board of Director for final approval, and upon approval will be presented to the membership for information at the Annual General Meeting.

Other/Addendum

Communication

The Finance and Operations Committee will make the draft budget available to the Membership and UWSA staff.

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Revision

The UWSA operating budget may be revised or altered until December 1 of the fiscal year, by a two-thirds affirmative vote of the Board or by resolution at a meeting of the Members.

6.2 Fees and Levies

Purpose/Preamble

To assure that UWSA fees and levies do not decrease in real value due to inflation.

Policy Statement

All UWSA fees and levies will be indexed to the rate of the Canadian Consumer Price Index published by Statistics Canada for the calendar year preceding the year in which the fee is levied.

Each year all UWSA fees and levies that are not otherwise governed by specific contracts shall be increased by the preceding calendar years average CPI amount.

Procedures

Other/Addendum

Fees may also be changed through Referendum and General Meetings of the Members.

6.3 Donations

Purpose/Preamble

To outline the requirements by which UWSA funds may be disbursed to students, recognized student groups and others outside of the

budgetary process. This policy has no impact on UWSA operational expenditures or budgetary spending.

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Policy Statement

The Board of Directors upon the recommendation of the Finance Committee has the sole responsibility for disbursing funds to students, recognized student groups, coalition partners and others for the purposes of sponsorship, event or capital funding requests, conference or travel assistance or any other reason which can be described as "donations". A representative seeking the funding must make all such funding requests in person to the finance committee; the request must include the following sections:

1. The amount requested, the intended use of the funding, and the date requested for receipt of funds.
2. Detailed listings of attempts (and successes or failures) to raise funds from individuals, community groups (non-profits, businesses, government etc.), or through other fundraising activities.
3. Detailed listings of attempts (and successes or failures) to raise funds from the University Administration, University of Winnipeg Foundation, Alumni Association, or the Faculty or Department(s) positively affected by the funding request (ex. Physics conference funding must seek Physics departmental support).

Students and recognized student groups must include all sections in their funding request, Coalition partners and other outside entities must include sections (a) and (b) in their funding requests.

All approved requests require receipts showing that the donated funds were used for their intended purpose. The individual receiving the funds will make this available to the UWSA Business Manager or the Chair of the Finance Committee (or designate) within a week after the funds are used. Failure to do so may (at the discretion of the Board or the Executive Committee) may carry penalties such as requesting that all the donated funds be returned, banning the individual or group from future funding requests and/or revoking other rights or privileges granted by the UWSA.

Procedures

See Board Policy 6.6 for Funding Distribution.

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6.4a Capital Funding

Purpose/Preamble

To guide student groups in applying for capital funding, and to guide the finance committee in responding to a request for capital funding.

Policy Statement

From time to time, student groups require funding for capital requests that facilitate the work of the group. The UWSA values student groups, their work, and their activities as a part of service to our membership.

Procedures

The student group will submit a request in writing including all of the information requested in the Capital Expenditures Application for Student Group Capital Costs. This includes but is not limited to the nature and intended use of the desired item as well as three quotes for costs, description of group, current activities, and group history.

The Finance and Operations Committee will meet officially to consider the application. The committee reserves the right to fund all or part of the requested funds, or to reject the application entirely.

The Finance and Operations Committee is free to reject any application, but will do so especially for applications that do not include requested information, do not fit the goals/mandate of the organization, or that exceed the budget.

Record will be kept on file of the full decision for future reference.

Other/Addendum

Capital funding is only applicable to Student Service Groups and Recognized Student Groups. Applications from groups that fall outside the two aforementioned categories will be considered on a case-by-case basis as determined by the Finance and Operations Committee.

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6.4b Student Group Funding

Purpose/Preamble

To guide student groups in applying for event funding, and to guide the Finance Committee in responding to a request for student group organized event funding.

Policy Statement

The UWSA values student group events as a part of its service to the membership, university life, and as a part of educational/issues based campaigns.

For the purpose of this policy, student groups are defined as Student Member Groups, and Student Community Groups (with demonstrated financial need).

Procedures

Approved student groups may apply for funding for the following, including but not limited to:

- Events
- Supplies
- Start up costs
- Any cost that directly inhibits the student group from functioning

The student group will submit a request in writing including all of the information requested in the Finance and Operations Committee Application for Student Group Event Funding. This includes but is not limited to the nature and purpose of the event, what the UWSA is being asked to cover in terms of costs- financial and otherwise as well as a description of the group, current activities, and group history.

The Finance and Operations Committee will meet officially to consider the application. The committee reserves the right to fund/cover all or part of the requested funds/services, or to reject the application entirely.

The UWSA also reserves the right to support the event in ways other than requested with the consent of the student group.

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The Finance and Operations Committee is free to reject any application, but will do so especially for applications that do not include requested information, do not fit the goals/mandate of the organization, or that exceed the budget.

Record will be kept on file of the full decision for future reference.

Other/Addendum

See Board Policy 6.6 for Funding Distribution.

6.4c Community Partner Event Funding

Purpose/Preamble

To guide outside/coalition groups in applying for event funding/support, and to guide the finance committee in responding to a request for outside group/coalition partner- organized event funding.

Policy Statement

To guide outside/coalition groups in applying for event funding/support, and to guide the Finance Committee in responding to a request for outside group/coalition partner- organized event funding.

Procedures

The group/organization will submit a request in writing including all of the information requested in the Finance Committee Application for

Non Student Group Event Funding. This includes but is not limited to the nature and purpose of the event, what the UWSA is being asked to cover in terms of costs- financial and otherwise as well as a description of the group, current activities, and group history.

The Finance and Operations Committee will meet officially to consider the application. The committee reserves the right to fund/cover all or part of the requested funds/services, or to reject the application entirely. The UWSA also reserves the right to support the event in ways other than requested with the consent of the student group.

The Finance and Operations Committee is free to reject any application, but will do so especially for applications that do not include

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requested information, do not fit the goals/mandate of the organization, or that exceed the budget.

Record will be kept on file of the full decision for future reference.

During a deficit year, no funding will be granted to Non Student Groups.

Other/Addendum

See Board Policy 6.6 for Funding Distribution.

6.5 Purchasing

Purpose/Preamble

To outline the responsibilities, limitations and best practices individuals should employ when purchasing goods and services for the UWSA or its components.

Policy Statement

The Board of Directors is responsible for oversight on all purchases, however the majority of purchasing activities occurs at the decision makers level – the UWSA executives or UWSA employees.

*The exceptions are capital spending where responsibility rests with the Public Furnishing, Equipment, and Renovations Committee as per UWSA Bylaw 6.15 iv-d & 6.15 v, and non-budgetary spending (including donations) where responsibility lies with the Finance Committee as per UWSA Bylaw 6.12.02 ii.

Responsibility

All purchases under \$1,000 Canadian Dollars do not require consent of the board of directors in principle but must receive the consent of the Executive Committee, this does not require motions. UWSA employees and individual UWSA executives may only purchase items that have received consent or implied consent by the Executive Committee.

All purchases of \$1,000 CDN dollars and more requires the consent of the board of directors and may require the consent of a respective

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committee (as above). Additionally all purchases over \$1,000 CDN dollars require the solicitation of 3 bids from competing suppliers. The lowest bid must be the accepted one, and in cases where this is undesirable, a motion must include reasoning from the decision maker (UWSA executive, employee, student service group coordinator) indicating why the lowest bid was not selected.

Ethical Purchasing

Generally speaking the UWSA shall solicit from suppliers that practice some or all of the following:

- Comply with all laws in the suppliers appropriate jurisdiction(s); as well as the laws of Manitoba and Canada
- Are locally, provincially or nationally based
- Practice environmentally sustainable production and can demonstrate this through a 3rd party certification (ecolabelling)
- Are smaller private enterprises, non-profits or worker co-ops

Generally speaking the UWSA shall not solicit from suppliers that practice some or all of the following:

- Do not comply with the laws of their appropriate jurisdiction(s) as well as the laws of Manitoba and Canada
- Promote a product of negative social value (such as tobacco, gambling, alcohol etc.)
- Violate the commercial agreements of the University of Winnipeg.

Procedures

Other/Addendum

6.6 Funding Distribution

Purpose/Preamble

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The purpose of this policy is to ensure that standards are in place so that funding for conferences and events is distributed equitably.

Policy Statement

The UWSA values student group events, community events, and student involvement in conferences as a part of its service to the membership, university life, and as a part of educational/issues based campaigns. By creating a funding distribution policy that includes three application review periods, the UWSA can ensure that funding is distributed equitably, as the donations budget will be divided evenly between the three distribution periods.

Procedures

The UWSA will consider funding requests four times per year (quarterly). The deadlines to submit funding requests for these consideration periods are set as three weeks prior to the end of each budget quarter. These applications will then be reviewed by the Finance Committee and approved or declined by the Board of Directors within three weeks of the deadline for application. Funding applicants will be informed of the board's decision within three business days following the Board of Director's meeting.

Other Addendum

Section 7: Hiring

7.1 Employment Equity

Purpose/Preamble

To act as a guideline for all UWSA hiring to ensure equality of opportunity.

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Policy Statement

The UWSA upholds the principles of the Pre-Employment Inquiries Guidelines outlined in the Manitoba Human Rights Commission while being an equal opportunity employer.

The UWSA practices employment equity such that preferential treatment is given to minority groups that have traditionally faced limited employment opportunities.

In addition to the hiring procedures outlined in the Manitoba Human Rights Commission, the UWSA emphasizes the following two values as the specific mandate of the UWSA *Employment Equity Policy*:

- the UWSA currently recognizes that international students are banned from seeking employment off campus; and
- if there are two equal candidates applying for the same position the candidate who is a member of a minority group is given preferential treatment.

Procedures

Other/Addendum

7.2 Hiring Process

Purpose/Preamble

This policy is intended to outline the UWSA's hiring process and procedures.

This policy is superseded by the MGEU Collective Bargaining Agreement that covers all unionized staff of the UWSA.

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Policy Statement

Authority

The UWSA Personnel Committee, or designate, shall conduct all hiring for the UWSA. The Board of Directors must ratify the recommendation of the Personnel Committee.

The relevant Department Coordinator shall, in conjunction with the Chair of the Personnel Committee, be responsible for: determining the number of positions available, reviewing the existing job posting, setting a deadline for applications, determining the criteria for selecting the successful applicant, and reviewing the interview questions.

Upon the close of the job posting, the Department Coordinator shall review all applicants and recommend a shortlist of candidates to the Personnel Committee. The Personnel Committee while keeping in mind the need for inclusion in the hiring process and the need for expediency in hiring, create a hiring committee for each position. The hiring committee shall include the relevant department coordinator and may include any other person that the Hiring Committee deems appropriate.

In the case that a current employee is qualified for a positions within the organization that has been vacated, the UWSA Personnel

Committee has the authority to offer a promotion to said employee upon a recommendation from the relevant Department Coordinator.

This can be done internally without posting for the vacated job, and is subject to ratification from the Board of Directors.

The Hiring Committee is responsible for determining its own procedures for the scheduling of interviews. Upon the completion of interviews, the Hiring Committee will make a recommendation to the Personnel Committee. This recommendation is subject to Board ratification. All hiring recommendations are confidential until approved by the Board of Directors.

All new positions are subject to budgetary approval.

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All new job postings will be subject to review by the Personnel Committee.

Job Postings

Any position with the UWSA, whether part-time or full-time, must be posted on campus for a minimum of ten (10) working days, with the following exceptions:

- I. If the position is a temporary replacement for a unionized position, no posting is required (as per the MGEU Collective Bargaining Agreement)
- II. Appointments and appointments to committees or bodies

Postings must include the following information:

- 1 Term of employment
- 2 Hours of work
- 3 Basic responsibilities
- 4 Experience/qualifications required
- 5 Experience/qualifications desired, but not required
- 6 Rate of pay
- 7 Union information (if unionized position)
- 8 Deadline for applications
- 9 Contact information

Selection and Offer of Employment

Once ratified by the Board of Directors, the successful candidate(s) shall be extended a formal offer of employment in the form of an employment contract. Employment Contracts shall include:

- i. The term of employment
- ii. Rate of pay
- iii. Hours of work
- iv. Description of Duties
- v. Probation period

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vi. Acknowledgement that the employee agrees to abide by relevant UWSA by laws and policies

The employees must agree to these terms before employment may commence.

All applicants who have been interviewed for a position will be advised of the outcome of the hiring process.

Orientation

All new employees will receive an orientation session on their employment. This session will include an overview of duties, expectations and relevant UWSA Policies.

Probation

Anything later found to be untrue in an application, résumé or interview can be cause for termination of employment.

All part-time and full-time staff will be on probation for a period of three months. The probationary period can be extended by the Executive Committee.

Vacation Pay

Unless otherwise agreed to, vacation pay for all non-unionized staff will be paid out on each pay cheque.

Cost of Living Increases

On April 1 of each year, the UWSA will provide an annual cost of living increase for all positions. This increase will be approximately equal to the Canadian Consumer Price Index for the preceding year. This increase will be applied to the wages of all continuing staff as well as the starting wage for all new staff. The UWSA reserves the right to change this practice at anytime.

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Returning Staff

Unless otherwise agreed to, UWSA staff will be offered employment contracts of up to one year. The term of employment may be extended for up to a period of one year at the mutual agreement of the Department Supervisor and the employee. This extension does not require ratification by the Personnel Committee or Board of Directors, except in the case of the position of Chair of the Board of Directors and the Chief Elections Commissioner. This does not apply to Student Service Group Coordinators. This may be exercised multiple times.

On the anniversary date of any staff, the relevant Department Supervisor may apply to the Personnel Committee for a Years of Service increase; normally this will be 2%/year. The Personnel Committee may provide other wage increases as they deem fit.

Procedures

Advertising off campus can take place from time to time as mandated by the Executive Committee and must be brought to the Finance Committee if costs will be incurred in the advertising.

Posting for the positions shall be the responsibility of the Chair of the Personnel Committee.

Those applicants who are unsuccessful in the hiring process should receive courtesy letters and/or 'phone calls.

Other/Addendum

Also see Employment Equity Policy

7.3 Job Postings

Purpose/Preamble

To clarify the role of the UWSA in publicizing employment and volunteer vacancies and requirements.

This policy is superseded by the MGEU Collective Bargaining Agreement that covers all unionized staff of the UWSA.

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Policy Statement

Any position with the UWSA, whether part-time or full-time, volunteer or paid, must be posted on campus for a minimum of ten (10) working days, with the following exceptions:

- if the position is a temporary replacement for a unionized position, no posting is required (as per the MGEU Collective Bargaining Agreement)
- the Executive Committee shall make recommendations to the Board of Directors regarding appointments to a particular committee or body

Postings must conform to the UWSA Paper and Posting policies, and must include the following information:

- Term of employment
- Hours of work
- Basic responsibilities
- Experience/qualifications required
- Experience/qualifications desired, but not required
- Rate of pay or honorarium provided
- Who the position reports to
- Union information (if unionized position)
- Deadline for applications and where applications must be brought
- Contact information
- That the UWSA conforms to Manitoba Human Rights Code

Experience/qualifications required and experience/qualifications desired are to be listed in order of importance for the position. This is to be noted on the posting.

Procedures

The Personnel Committee is responsible for enforcing this policy and seeing that all vacant positions are posted for within a reasonable amount of time after becoming aware of the vacancy.

Other/Addendum

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Positions may also be posted via any of the campus media, as well as off-campus sources including (but not limited to) job search facilities, media sources and electronic listserves.

Also see UWSA Posting Policy, UWSA Paper Policy and UWSA Employment Equity Policy

7.4 Student Service Group Hiring

Purpose/Preamble

To provide guidelines for the hiring of Student Service Group Coordinators.

Policy Statement

The UWSA recognizes the need to balance Service Group members' input into hiring decisions with the UWSA's hiring responsibilities. As such the UWSA shall seek to include Student Service Group members throughout the hiring process for Service Group Coordinators. Each Student Service Group shall be entitled to appoint up to two members to the hiring committee for their Service Group Coordinator.

Procedures

The Vice President Student Services shall liaise with the relevant Service Groups in the development or amendment of job postings for all Service Group Coordinators. The personnel committee shall be responsible for approving Student Service Group Coordinator postings.

The Vice President Student Affairs is responsible for informing each of the Student Service Groups of their ability to appoint up to two group members to the hiring committee for their respective Coordinators for the coming year.

Each Service Group must choose their representatives to sit on the hiring committee at a regularly scheduled group meeting. The group will be responsible of informing the Vice President Student Affairs of their selection to the hiring committee.

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All jobs must be posted in accordance with UWSA By-law regarding Notification to Membership of Employment.

The Hiring Committee will make a report to the UWSA Personnel Committee. All hiring decisions are confidential until approved by the Board.

Other/Addendum

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Section 8: Human Resources

8.1 Student Support Program

Purpose/Preamble

This policy provides the operational and administrative guide for the UWSA Student Support Program (referred to hereafter as the SSP) to the UWSA Student Life Committee and the UWSA Executive Committee.

Additional needs and operational requirements may be identified by the UWSA Student Life Committee and recommend their incorporation into this policy by the appropriate body.

The SSP succeeds the UWSA Emergency Student Loan program, which provided repayable loans to students on the basis of need. The SSP is intended to continue to serve students that are in need, but provide them non-repayable grants and services.

Policy Statement

The SSP is intended to provide resources to students that are in need of short-term assistance. These needs include but are not limited to housing, prepared food, groceries, and non-repayable grants. In certain circumstances, auxiliary costs associated with academics may qualify a student to receive support.

Resource sourcing will be the responsibility of the Executive Committee. The Executive Committee will abide by all relevant UWSA Operational Policy 5.2, unless directed otherwise by the UWSA Board of Directors.

Determinations about the eligibility of a student to receive support will be made by the UWSA Vice President Internal Affairs (VP/IA) in conjunction with one other executive director. These individuals will receive requests from students and provide the appropriate form of assistance, while being cognizant of the limited resources available. These individuals will submit written or oral reports to every meeting of the Executive Committee outlining expenditures to date.

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The Executive Committee will submit reports updating the Student Life Committee on sourcing, expenditures, and policy improvements. Recommendation of these amendments for adoption by the Board of Directors will be at the sole discretion of the Student Life Committee.

The Student Life Committee will execute an annual review of the program and make structural and operational recommendations for consideration by the Board of Directors.

Procedures

- Students who wish to apply for support from the SSP must submit a request in writing using a standardized form. This form will be created and updated with the approval of the Student Life Committee.
- These applications will be considered in a timely fashion by the VPIA and one other executive director. Unless extenuating circumstances arise, all applications should be considered within 24 hours of their receipt.
- The VPIA will be responsible for drafting reports, unless otherwise directed by either the Executive Committee or the Student Life Committee.
- Whenever possible and in the best interests of the program, the UWSA will source resources from campus partners (such as Diversity Foods, the Campus Living Office, or otherwise).
- High quality resources will be provided to recipients of support.
- The UWSA will use various media platforms, including print and social media, to advertise the SSP and raise awareness about this initiative on campus.
- The UWSA will partner with the University of Winnipeg Awards and Financial Aid office to ensure collaboration and cooperation.

Other/Addendum

The parties responsible for upholding this policy are the UWSA Executive Committee and the UWSA Student Life Committee.

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8.2 Executive Employment

Purpose/Preamble

To act as a guideline for UWSA executive members with regard to outside employment.

Policy Statement

Executive Directors will be expected to inform the Board of Directors of any outside employment.

In accordance with UWSA by-Laws, where a conflict of interest may exist the Executive Director is expected to disclose the nature and extent of the conflict in writing to the Board of Directors.

Failure to do so may result in removal from the Board, subject to the procedures set out in the By Laws.

Procedures

Other/Addendum

8.3 UWSA Campaigners Positions

Purpose

This policy establishes the conditions and expectations for UWSA campaigners.

Definitions

CERC: Campaigns and External Relations Committee

Policy Statement

Campaigners positions on the CERC standing committee of the UWSA shall act in a non-voting, advisory capacity.

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Campaigners are responsible for collaborating with UWSA staff in organizing events, protests, and education to promote UWSA campaigns internally and externally.

Procedures

Campaigners are required to campaign for at least 320 hours I a year, subject to direction by the CERC.

Campaigners shall be compensated at a rate of fifteen dollars (\$15.00) per hour. The campaigners' wage shall be indexed to annual increases in the National Consumer Price Index where the increase is greater than zero.

The job description for the UWSA campaigners is drafted by CERC and approved by the UWSA Executive Committee.

The hiring committee for CERC campaigners shall consist of the Vice – President External Affairs and at least 1 (one) other member of the CERC.

With assistance from the Vice-President External, campaigners shall submit monthly reports on their activities and campaign progress to the CERC for information.

At least one of the campaigners must identify with an equity- seeking constituency.

Campaigners must be students at the University of Winnipeg, and be enrolled in at least 3 credit hours during the fall and winter academic terms.

Other/Addendum

The UWSA Board of Directors is responsible for upholding this policy.

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Section 9: Human Resources – Other

9.1 Discipline Policy

Purpose/Preamble

This policy outlines how the UWSA shall deal with any problems arising with UWSA employees/volunteers.

This policy is superseded by the MGEU Collective Bargaining Agreement that covers all unionized staff of the UWSA.

The purpose of discipline is improvement. The primary purpose is to ensure that employees will perform their duties in compliance UWSA rules, directives, regulations, instructions and procedures to meet the requirements of their job. The UWSA expects all employees to be conscientious and motivated by mutual respect and professionalism, which dictates they conduct themselves in a professional manner and perform satisfactorily on the job. In those situations where an employee conducts himself or herself in an unsatisfactory manner, the UWSA has the responsibility to take corrective action.

Policy Statement

The Executive Committee of the UWSA shall act as Management on behalf of the Board of Directors and, in accordance with UWSA By-Laws, may delegate any of their responsibilities for staff management. Any problem arising with the staff or volunteers of the UWSA shall be dealt with according to the Discipline Policy.

Board Directors, students, and other staff should approach the General Manager with concerns about staff performance, behavior, or attitude.

The Staff Relations Officer shall handle all matters relating to the implementation of the Collective Agreement.

The UWSA uses the following model of "Progressive Discipline". Each step in the progressive disciplinary procedure concentrates on correcting the cause of unsatisfactory behavior or unsatisfactory job performance. The remedial efforts of the UWSA and the degree of discipline imposed will be reasonable and commensurate with the

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severity of the issue at hand. A dismissal would entail the final stage of the Discipline Policy.

There are four main stages in Progressive Discipline

1. Verbal discussion, identification, and understanding the problem
2. Written warning
3. Suspension or probation
4. Finally, dismissal may result.

Verbal Warning

The initial step in the application of progressive discipline is the oral warning and discussion. The supervisor must meet with the staff member to discuss the unsatisfactory performance or misconduct, and outline the appropriate corrective action, including timelines for improvement. The staff member should be informed that this is the first step in the disciplinary process and that failure to correct the performance or misconduct may result in further disciplinary action. The supervisor should keep a written record that an oral warning has been given.

The supervisor should bring the situation to the attention of the Executive Committee at this point.

Written Warning

If the problem is not sufficiently dealt with through verbal communication, the next stage of the progressive discipline model is a written warning. The supervisor, in conjunction with the Vice

President Internal, should provide the employee a written warning outlining:

1. the unsatisfactory performance or misconduct;
2. the corrective action to be taken by the staff member
3. notice that continued unsatisfactory performance or misconduct may result in further disciplinary action, including termination of employment.

The supervisor and Vice President Internal should meet with the employee in question to review the written warning. A copy of this

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letter is retained in the employee's personnel file, with full knowledge of the employee and must be copied to the MGEU for unionized employees. As per the MGEU Collective Bargaining Agreement, any unionized employee may access their personnel file with the Staff Relations Officer present.

Suspension or Probation

If the problem is still present, the third stage of the progressive discipline model may be utilized. The supervisor should inform the Executive Committee of the need to either suspend or place on probation, the employee. The Committee will review all the documentation and decide if a suspension or probation is appropriate. The supervisor and Vice President Internal, on behalf of the Committee, will inform the employee, in writing, that they are being suspended or placed on probation for a specified period of time. The Executive Committee must notify the Business Manager of the UWSA of any loss in an employee's pay.

At this point a letter outlining the following will also be provided to the employee:

1. the unsatisfactory performance or misconduct;
2. the corrective action to be taken by the staff member;
3. the period of time in which to demonstrate acceptable performance; notice that continued unsatisfactory performance or misconduct may result in termination of employment.

The letter will also be documented in the employee's personnel file, with their full knowledge and copied to the MGEU for unionized employees.

Termination

If, at the end of these efforts, the problem is still not adequately addressed, the employee may be dismissed by way of a letter outlining the concerns and the steps taken to that point. The supervisor, in conjunction with the Executive Committee, will determine whether termination is appropriate. If the decision is made to terminate this will be communicated to the employee in writing. The *just cause* for the

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dismissal, including all the supporting documentation, must be included in the letter.

In the case of intentional serious criminal conduct of a staff member, the first three steps of the progressive discipline process may be bypassed. The Executive Committee shall be responsible for making this decision. This provision is only to be used in exceptional cases.

Procedures

Other/Addendum

9.2 Extra Time Policy

Purpose/Preamble

To outline how extra time is authorized. The MGEU Collective Bargaining Agreement, covering all unionized employees of the UWSA, supersedes this policy.

Policy Statement

Requests for extra time are to approved by the Executive Committee or designate, in advance of the date for which overtime is being requested.

Supervisors may authorize extra time for their employees so long as they do not exceed budgeted wage amounts.

The Executive Committee has the right to authorize or reject requests for extra time.

Employees will be notified of the decision regarding their extra time request prior to the date for which they are requesting overtime.

Service Group Coordinators may claim extra time if they submit an application for extra time pay in anticipation of the extra time period. The total overtime hours claimed cannot surpass the total amount of extra time hours described in their job description.

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All extra hours will be paid out at the regular rate of pay, and the Executive will set a reasonable amount of extra hours that can be claimed per centre, per year.

Procedures

Staff shall make requests to their supervisor.

Other/Addendum

9.3 Staff Evaluation Policy

Purpose/Preamble

Staff evaluations are advantageous to both the individual and the UWSA. Evaluations are both a formal means of documenting and identifying concerns and/or commending good work.

Policy Statement

All staff evaluations are to proceed as follows:

- Evaluated staff shall perform a self-evaluation to complement that performed by their supervisor;
- Evaluated staff will meet with their supervisor at a time mutually agreed upon to compare the self-evaluation with the supervisor's evaluation; only after this discussion will any evaluation be entered permanently into the personnel record.

Procedures

The Executive Committee, or designate, shall be responsible for conducting annual staff evaluations.

The Elections Commissioner and casual staff are excluded from this policy.

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Other/Addendum

** For the purposes of this policy, "staff" refers to individuals who sign written contracts with the UWSA and who are listed as employees on the UWSA payroll and tax record.*

9.4 Executive Review Policy

Purpose/Preamble

To guide the UWSA Board of Directors and Chair of the Board of Directors in the implementation of the annual Executive Review.

Policy Statement

As per By-Law 6.10, the UWSA Board of Directors shall complete an annual review of the work of the UWSA Executive Directors by no later than December 31 of each year.

The purpose of this review is to establish an idea as to the performance of the Executive Directors in the areas related to their duties as outlined in the General By-Laws.

The Chair of the Board of Directors is responsible for the implementation and coordination of this review, in collaboration with Directors.

Procedures

It is recommended, but not mandated, that the Executive Review follow the steps outlined below.

1. The Board of Directors shall strike an Executive Review committee.
2. This committee shall meet as needed to go over the areas for evaluation.
3. This committee shall make decisions as to the format for the review (ie. online survey, paper survey, in person questions, etc.)

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4. The membership shall be notified of opportunities for participating in the executive review in no less than one announcement in the Uniter, CKUW, or any of their successors.
5. The executive review must receive more than fifty (50) responses before the process can be considered valid.
6. The final results, presented in a report by the Chair of the Board of Directors, shall be presented to the Board of Directors before December 31 of each year.

Other/Addendum

9.5 Living Wage Policy

Purpose/Preamble

The UWSA Living Wage policy sets the minimum compensation level for full and part-time staff of the Associate.

Policy Statement

Effective April 1st, 2015 all UWSA staff will be compensated with a living wage.

The wage will be set in accordance with the Winnipeg living wage guidelines set by the Canadian Centre for Policy Alternatives, which are typically updated annually.

In the event that these guidelines cease to exist, all wages will increase by at least the rate of inflation, as determined by the Canadian Consumer Price Index.

The policy does not restrict the ability of the UWSA to award honorariums in exchange for work completed.

This Policy does not restrict the ability of unionized staff to negotiate salary scales.

Procedures

The UWSA Executive Committee will consider this policy when hiring staff.

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The UWSA General Manager is tasked with ensuring that all contracts meet the above standards, and bringing any non-compliant contracts to the attention to the UWSA Executive.

Other/Addendum

The UWSA will give preference to contractors who pay their staff according to living wage guidelines.

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Section 10: Space, Furnishing, and Equipment

10.1 Space Assessment Policy

Purpose/Preamble

To outline information that the Finance and Operations Committee shall consider in their assessment of applications for permanent space in the Bulman Student Centre or any other UWSA space.

Policy Statement

The Finance and Operations Committee shall consider all *Bulman Student Centre Space Applications* from any member/members of the UWSA membership. This Committee is responsible for ensuring that space in the Bulman Student Centre, or any other UWSA space on campus, is allotted to groups based on need, usage and capacity of the member/members making the application to deliver the proposed service.

Final space allocation decisions are made at the discretion of the Board of Directors of the UWSA; the completion of an application does not guarantee a space allocation.

The Chair of the Finance and Operations Committee will alert the contact on the application form at least five (5) days in advance as to the time, date, and location of the meeting at which this application will be brought to the attention of the Committee and considered.

The UWSA Finance and Operations Committee shall also evaluate use of existing UWSA space from time to time.

Procedures

Assessment of the Application by UWSA

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When assessing applications for UWSA space, the Finance and Operations Committee shall take the following questions into consideration before making its recommendation/s to the Board of Directors:

- Is there space available? Is the specific space requested available?
- Do UWSA By-Laws and Policy allow space to be granted to this group?
- Are there other things being requested in addition to space such as a phone line, a fridge, a computer, furniture etc.?
- Who is being asked to assume responsibility for the maintenance of the space?
- Will granting this group space affect UWSA's responsibilities, programmes or budget? If so, what are the effects?
- Number of students that will be serviced by or will use the space, as indicated in the application? How does this compare to other groups?
- What services will the applicant offer? Is this a duplication of existing services?
- Is there another way to offer the same services without needing a space allocation?
- Is there evidence of a plan to implement their offered services? What is the plan and how will it function?
- Will the services offered actually benefit the student population?
- Does the applicant have volunteers? If yes then how many?
- Does the space requested seem to meet the needs of the group?

Other/Addendum

See attached *Bulman Student Centre Space Application*.

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Section 11: Student Groups

11.1 Student Groups

Purpose/Preamble

The UWSA supports an active student life on campus by encouraging and supporting student groups and their endeavors on campus.

The purpose of this policy is to both define the privileges and responsibilities of UWSA Student Group status, and to outline the procedure by which UWSA Student Group status is obtained.

Policy Statement

Application Procedure

1. Apply for Student Group Status using the online form at theuwsa.ca.
2. Maintain updated membership lists and re-apply to renew status each year by September 30th.
3. Meet with the Vice-President Student Affairs to confirm contact information and to receive training regarding UWSA printing, accounting, space booking and utilization procedures.

Definitions of Student Group Types

1. Recognized Group

This group is comprised of a majority of current University of Winnipeg students. Must not have any positions that are paid by outside organization(s), or have consistent funding or support from external organizations or chapters with the exception of the University of Winnipeg and its academic departments or the Canadian Federation of Students.

2. Affiliated Group

This group is comprised of University of Winnipeg students and non-University of Winnipeg students, including community members and members from external organizations or institutions. Affiliated Groups may have consistent funding or support from external organizations or chapters.

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Criteria for Student Group Status

- a. Must continue to meet the definition of the Student Group Status.
- b. Must deliver a conceivable benefit or outcome for University of Winnipeg students.
- c. Must designate a liaison with the Vice-President Student Affairs and may be asked to provide updated contact lists of its membership and activities.
- d. Must operate within provincial and federal laws, the UWSA Positive Space Policy, applicable University of Winnipeg Policies, including the *Respectful Working & Learning Environment Policy*, as well as any requirements related to insurance coverage in a given space or event.
 - i. UWSA contact persons or group leaders must go through Positive Space training.
- e. Must maintain Confidentiality as appropriate, ie. Not disclose third party information, such as contact information or student numbers, of its membership without consent.
- f. Where one-time fees are required to gain membership, student groups charging fees must offer alternative ways of gaining membership ie; subsidy program, or in-kind service.
 - i. This applies in all cases except those where the one-time fee covers the cost of a specific good or service such as insurance or a delegate fee.
 - ii. Applications shall provide a rationale for any fees.
- g. Must re-apply to maintain student group status, either Recognized or Affiliated, by September 30th of each year and provide an updated contact list of its membership.

Benefits of Student Group Status

The benefits of Recognized Groups and Affiliated Groups are as follows:

- a. Free space bookings through the UWSA Events Coordinator
- b. A yearly printing budget of \$20 for Affiliated Groups and at least \$20 for Recognized Groups
- c. Event discounts through the Events Department
- d. Social media promotion through UWSA media outlets

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- e. Accounting services through the UWSA Business Manager
- f. The opportunity for Recognized Groups to make student group funding requests
- g. The ability to apply for space or storage accommodations within the Bulman Student Centre

11.2 Student Service Groups

Purpose/Preamble

To define the privileges and responsibilities of UWSA Student Service Groups.

To outline the procedure by which UWSA Student Service Groups are formed.

The UWSA supports an active student life on campus by encouraging and supporting student groups.

Policy Statement & Procedures

Definition of "Student Service Groups":

Student Service Groups are groups that, as demonstrated the need through a referendum, provide a service on behalf of the UWSA to students at the University of Winnipeg.

Benefits for Student Service Groups include:

- Annual budget line
- Paid coordinator
- Access to services of UWSA core staff
- Use UWSA resources to book rooms, tables, and media equipment at the University of Winnipeg
- Use UWSA resources to book rooms in the Bulman Students Centre at the University of Winnipeg
- Promotion through UWSA social and digital media

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- Access to UWSA banner-making supplies for a small fee per banner
- Limited photocopying privileges up to \$25 per student group per fiscal year
- Access to services provided by the UWSA InfoBooth including free poster stamping, free ticket selling, and free faxing

- Access to compostable cups and/or cutlery and recyclable paper at cost
- Privilege to apply to the UWSA for funding through the Finance Committee (see Policy 6.4b) or the Public Furnishings, Equipment, and Renovations Committee (see Policy 6.4a)
- Office Space

Criteria for Attaining Student Service Group Status:

In order to attain status as a UWSA Student Service Group, the group must:

- Primarily serve UWSA members;
- Demonstrate the need for any particular student service;
- Have a set of By-Laws or a statement of purpose or written guidelines and abide by the same. This should be available upon request by any UWSA member;
- Hold a referendum as outlined in Policy 3.1 to demonstrate student support for the service/service group being proposed;
- Agree to abide by an official Student Service Group/UWSA Agreement

Proposals must provide the above information. Incomplete applications will not be forwarded to the UWSA Board of Directors for ratification.

Completed applications can then be submitted to the VPSS. Student Service Group representatives are required to present their student group's mandate and be present to answer any questions at a duly convened Board of Directors meeting. The Vice President Student Services will notify the designated contact person as to the decision

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of the Board of Directors. Students are welcome and encouraged to attend all meetings.

Criteria for Maintaining Student Service Group Recognition:

In order to maintain status as a UWSA Student Service the Service Group must:

- Not harass any member of the University of Winnipeg community;
- Adhere to all U of W and UWSA By-Laws and Policies
- Not engage in activities, advertising, etc. that is discriminatory in nature;
- Provide a written report for the UWSA Annual General Meeting;
- Provide Membership lists upon the request of the VPSA.
- If there is an office, post and maintain office hours;
- If there is a budget, designate a financial coordinator who will be held responsible for ensuring that the proper requisition procedure is followed and that the service remains within the financial limits of their budget;

Members of the services, whether paid staff or volunteers, must be University of Winnipeg students or recent alumni (as per hiring policy);

All new services will be in probation for a period of one year at which time it will undergo a review by the UWSA Board of Directors. Ratification of permanent student service status will take place at an Annual General Meeting;

Services that are in a deficit position at year's end will be expected to operate at a reduced budget in the following year. If the deficit is exceedingly large, only then will other departments of the UWSA be financially reduced as the UWSA Board sees fit. In this case, the UWSA Board should also undertake a review of the involved service;

Services in breach of any of the above criteria may be disciplined by losing privileges. The only way a "permanent" service can lose its service status is by student referendum or mutual agreement of all parties involved.

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Other

The UWSA liaison of all student service groups is the Vice President Student Services.

As of the Summer of 2002 the following are UWSA student services: the UWSA Daycare, the Uniter, the Women's Centre, Safewalk, Programming, CKUW, The Photo Club, The Mature Part Time Students' Association, Stylus, The Foodbank, The Aboriginal Students' Lounge, The Info Booth, The Lesbian Gay Bisexual Transgendered* Centre, The International Resource Centre, The Petrified Sole Used Book Store, The

Grassroots Centre, The Interfaith Centre, Peer Support, EcoMafia, the Science Students' Lounge, and the Arts Students' Lounge.

Other/Addendum

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Section 12: Ethical Partnerships

12.1 Ethical Partnership Policy

Purpose/Preamble

To guide the UWSA in decisions regarding all partnerships undertaken between the UWSA and potential partners.

Policy Statement

For the purpose of this policy, partnerships include, but may not be limited to: sponsors, suppliers, advertisers, vendors, events organizers and venues.

The UWSA is committed to environmental, social, cultural, and economic sustainability and seeks partners that share in this commitment.

The UWSA (wherever possible) will choose to partner with like-minded, locally based, progressive organizations and businesses.

The UWSA gives preference to partnerships with organizations and businesses with positive records and approaches in areas of social justice, environmental and social sustainability, accessibility, organizational inclusiveness and transparency, and community economic development.

Partnerships must be seen as acting in the best interests of students and be seen as consistent with the spirit of the UWSA Mission Statement.

All partnerships must be consistent and complimentary with corresponding UWSA By-laws and Policies.

Procedures

Any partnership involving campus events or on-sites will follow the following guidelines:

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- Representatives from partnering organizations will take direction from the UWSA and UW staff when required to.
- Representatives and/or materials from partnering organizations must not in any way behave, or disseminate information, that could be seen or interpreted as harassing or threatening to students, staff, or guests to campus.
- Representatives from partnering organizations will not aggressively engage or solicit participants (i.e. – roaming unnecessarily from assigned locations), but rather, will be respectful and calm at all times.
- Representatives from partnering organizations will act in compliance with fire and safety codes
- Representatives from partnering organizations will act in compliance with all UWSA and UW policies
- The collection of personal info from students such as phone numbers and e-mail addressees is not permitted by partners

Other/Addendum

The parties responsible for upholding this policy are ultimately the Board of Directors with guidance from the Outreach and Special Projects Coordinator and the Events Coordinator through the Campaigns and External Relations Committee.