



Human Resources Policy

Revision History:

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BACKGROUND

The Human Resources Policy and Procedures acts as a guideline for employee/employer relations within the Arts Undergraduate Society. This document shall encompass the role of the Secretary General and their mandate pertaining to payroll, mediation, employees, stipends, volunteering, independent contracting, social media use, recruitment, and termination. This document shall work in conjunction with the Accountability Bylaws, seeking to expand upon the organization's Human Resources criteria. These by-laws were amended in Winter 2022 to provide further clarity to the roles of the Secretary General team and highlight clear disciplinary procedures.

ARTICLE 1 - DEFINITIONS

- 1.1 "AUS" shall refer to the Arts Undergraduate Society of McGill University, an accredited student association representing all undergraduate students enrolled in a Bachelor of Arts or a Bachelor of Arts & Science program at McGill University.
- 1.2 "AUS Executive" shall refer to the President or a Vice-President member of the AUS Executive Committee, as outlined in Article 11 of the AUS Constitution.
- 1.3 "AUS Executive Work Study Program" shall refer to the portion of the AUS Work Study Fund allocated towards AUS Executive and AUS employees compensation by the Work Study administrators of the McGill Scholarships and Student Aid Office.
- 1.4 "Timesheets" shall refer to the hour logs submitted bi-weekly by AUS Executives and AUS employees enrolled in the AUS Executive Work Study Program.
- 1.5 "Legislative Council" shall refer to the governing body of the AUS, as outlined in Articles 6 and 7 of the AUS Constitution.
- 1.6 "Secretary General" shall refer to an independent officer of the AUS as defined in Article 3 of the Accountability Bylaws.
- 1.7 "Employee" shall refer employees of the AUS under hourly wage or salary based paid contracts paid on a bi-weekly basis.
- 1.8 "Stipend" shall refer to a financial award for a Stipend Volunteer following the completion of their assignment.
- 1.9 "Non-Stipend Volunteer" is an individual who freely chooses to provide services to the AUS without-remuneration.



- 1.10 “Stipend Volunteer” is an individual who freely chooses to provide services to the AUS without being salaried or an employee of the AUS. A Stipend volunteer will receive a financial award via a stipend in consideration of their volunteered efforts under the condition they have been satisfactorily completed.
- 1.11 “Independent Contractor” is an individual independent of the AUS who is contracted to provide paid services on an ad hoc basis. Independent contractors may be from the AUS or greater McGill and Montreal community.
- 1.12 “The AUS Application Online Module” refers to the online medium for AUS job and stipend volunteer opportunities.
- 1.13 “Contract” refers to the written agreement signed between the AUS and its employees or Stipend Volunteers.
- 1.14 “Respondent” refers to an executive or employee against whom an HR complaint has been raised
- 1.15 Social Media shall refer to all online-based networking platforms such as Facebook, Twitter, and Instagram.

ARTICLE 2 – SECRETARY GENERAL & DEPUTY SECRETARY GENERAL ROLES

- 2.1 The Secretary General team shall exist as an independent body to ensure accountability, due-process, and good governance at the AUS
- 2.2 The Secretary General team shall consist of:
 - 2.2.1 Secretary General Accountability and Human Resources (Secretary General HR), who shall be responsible for:
 - 2.2.1.1 Managing all Human Resources complaints
 - 2.2.1.2 Ensuring compliance with governance procedures and by-laws
 - 2.2.1.3 Conflict resolution
 - 2.2.1.4 Ensuring staff are trained in their roles and transition documents are created by incumbents
 - 2.2.2 Secretary General Administration, who shall be responsible for:
 - 2.2.2.1 Payroll
 - 2.2.2.2 Contracts
 - 2.2.2.3 Tax Compliance
 - 2.2.2.4 Employment Records
 - 2.2.2.5 Administering the Work-Study Program



2.2.2.6 Managing employment and tax considerations for international students

2.2.3 Deputy Secretary General, who shall be responsible for:

2.2.3.1 Supporting both portfolios

2.2.3.2 Sitting on the following committees:

2.2.3.2.1 Constitutional and By-Law Review Committee

2.2.3.2.2 Financial Management Committee

2.3 The Secretary General team shall be hired by and report to the AUS President, when appropriate, with the understanding that their work as an accountability body requires an arms-length relationship to the AUS President.

2.4 Members of the Secretary General team may be removed from their position through a two-thirds vote of the AUS Legislative Council in Confidential Session.

2.4.1 In the event that AUS Legislative Council is not in session, such as during the summer months, removal can be approved by a two-thirds vote of the AUS Executive Committee, subject to ratification at the following AUS Legislative Council.

ARTICLE 3 – AUS EMPLOYEE POLICY

3.1 The AUS may employ hourly wage employees, stipend employees, and salaried employees on a by need basis via contract.

3.1.1 Hourly wage employees include but are not limited to AUS Executives, AUS Executive Assistants, the Equity Commissioners, and SNAX cashiers

3.1.2 AUS Executive Committee members who are Work Study eligible shall be paid at minimum wage for a maximum number of hours per week as determined by Work Study each semester.

3.1.3 Stipend employees include but are not limited to the Chief Returning Officer, the Webmaster, Commissioners, and Coordinators.

3.1.4 Salaried employees include but are not limited to the SNAX Manager and the SNAX Assistant Manager.

3.1.5 The AUS may use stipend volunteers who do not receive remuneration.



- 3.1.6 The AUS may use Independent Contractors who are remunerated for their predetermined services.
- 3.2 Hiring for AUS employees, with the exception of the AUS Executive, shall be conducted pursuant to the Recruitment and Selection Policy.
- 3.3 The AUS may also employ volunteers, stipend volunteers, and independent contractors, pursuant to the Volunteer and Independent Contractor Policy.
- 3.4 Budgeting for employment shall be at the discretion of the VP Finance subject to appeal to the Executive Committee.
 - 3.4.1 This includes the discretion to set wage and salaries of employees with respect for all applicable wage laws and Work Study Program guidelines;
 - 3.4.2 The VP Finance shall work with the Secretary General Administration to ensure payroll is administered correctly and within the guidelines of the Work Study Program when applicable;
- 3.5 Employees are bound to the provisions within their employment contract upon signature.
- 3.6 Employment is subject to Termination Policy outlined in Article 7.

ARTICLE 4 - RECRUITMENT & SELECTION POLICY

- 4.1 The AUS is committed to recruiting and selecting individuals who are the most qualified to perform the requirements of each position available. Candidates for AUS employees may be from existing staff, the AUS membership, or the greater McGill and Montreal community.
 - 4.1.1 Hiring criteria shall vary depending on the given position, wherein some positions may require mandatory previous experience, including but not limited to BdA Managers.
- 4.2 The successful applicants shall be given a written contract that outlines all the terms and conditions for that job. The applicant must accept the contract by signing it before commencing work.
 - 4.2.1 In the event that the contract is signed before the hiring manager formally begins their tenure, the contract will be signed between the successful applicant and the AUS Executive currently in charge of the portfolio. The



hiring manager will add their signature as soon as they obtain signing authority. The contract is valid from the moment it is signed by both a representative of the AUS Vice-President in charge and the hired party.

4.3 The purpose of this Statement of Policy and Procedure is to ensure a consistent approach to the recruitment and selection of AUS employees and to ensure compliance with all legislative requirements.

4.4 Procedure

4.4.1 The AUS Executive (Hiring Manager) shall inform the Secretary General Administration of a request for hiring

4.4.1.1 The request shall include the period for which applications are to remain open

4.4.1.2 The Secretary General Administration shall provide a hiring form link for distribution

4.4.1.3 The online hiring form shall include the following paragraph:

4.4.1.3.1 “The Arts Undergraduate Society is committed to providing equal opportunity to candidates, of which includes a commitment to not discriminate against on the basis of sex, gender, race, ethnicity, creed, ability, or sexual orientation. If you feel that you have not been properly considered or been discriminated against in relation to this hiring process, please direct your concerns to the Secretary General Accountability & HR portfolio”, with both the Secretary General Administration and HR email included

4.4.2 The Hiring Manager shall inform the AUS VP Communications with the following information:

4.4.2.1 Job Description

4.4.2.2 Job Selection Criteria

4.4.2.3 Remuneration, if applicable

4.4.3 Candidates shall apply to the hiring form with anonymized CV and Cover Letters, if applicable

4.4.4 The Secretary General Administration shall send the anonymized hiring documents to the Hiring Manager for their review

4.4.4.1 The Hiring Manager shall request a shortlist of candidates from the Secretary General Administration



- 4.4.4.2 The Secretary General Administration shall provide the contact information for the shortlisted candidates
- 4.4.4.3 The Hiring Manager shall CC the Secretary General Accountability & HR on all correspondences with applicants
- 4.4.5 Interviews shall be conducted with at least two members of the AUS including, but not limited to:
 - 4.4.5.1 Hiring Manager
 - 4.4.5.2 Incumbent Candidate(s)
 - 4.4.5.3 Member(s) of the Secretary General team
- 4.4.6 The Hiring Manager shall select a successful candidate and send a contract to the Secretary General Administration to be sent to the employee along with the AUS Human Resources Policy
 - 4.4.6.1 The Secretary General Administration shall keep a record of all contracts

ARTICLE 5 - PAYROLL PROCEDURE

- 5.1 Payroll for all AUS employees, Stipend Volunteers, and Independent Contractors is to be administered by the Secretary General Administration.
- 5.2 AUS employees paid by hourly wage are expected to submit a timesheet bi-weekly, in order to ensure accountability and transparency.
 - 5.2.1 Payroll for AUS Executives shall be reviewed by the Accountability Committee.
- 5.3 Salaried Employees shall be paid in accordance with the bi-weekly pay schedule.
- 5.4 Stipend Employees, Stipend Volunteers and Independent Contractors shall be awarded their stipend via cheque on the pre-agreed upon date in their contract.
- 5.5 The Secretary General Administration is expected to compile an organized payment schedule for the VP Finance detailing the name of the recipient, date, and amount awarded for each stipend by the end of September of the current academic year.
- 5.6 The Secretary General Administration is expected to:
 - 5.6.1 Process payroll on time each pay period.



- 5.6.2 Make detailed records of both timesheet hours and final pay to be reviewed for approval at any time by the AUS President or VP Finance.
- 5.6.3 Provide payment record within two (2) days of submitting payroll via email to each paid employees, detailing their hours paid, rate of pay, and if necessary their total claimed Work Study Hours for the given semester.
- 5.7 The Secretary General Administration portfolio is expected to remit eligible employees in accordance to the hours allotted to the Work Study program each semester.
- 5.8 The Secretary General Administration portfolio must distribute all T4 tax forms delivered to the AUS to all current and former employees within one (1) week of receiving them.

ARTICLE 6 – COMPLAINTS PROCESS

- 6.1 Responsible Mediator
 - 6.1.1 Complaints against any AUS or Departmental Executive shall be brought to the Secretary General Accountability & HR.
 - 6.1.2 Complaints against any non-elected AUS Officers, commissioners, or staff shall be brought to the Secretary General Accountability & HR and the executive whom the employee works under.
 - 6.1.3 Complaints against the SNAX staff, including the Manager and Supervisors, shall be brought to the Secretary General Accountability & HR and the AUS President.
 - 6.1.4 Complaints against any member of the Secretary General Team shall be brought to either the AUS President or AUS VP Internal.
 - 6.1.5 Complaints against AUS Executives, Departmental Executives, and AUS Staff concerning equity, discrimination, and gender and sexual violence may also be brought to the AUS Equity Commissioners.
 - 6.1.6 Complaints shall be submitted through email in order to ensure proper record keeping.
- 6.2 Complaints Procedure



- 6.2.1 The Responsible Mediator(s) shall evaluate the merits of the complaint and, if appropriate, discuss the matter with affected parties.
- 6.2.2 The Responsible Mediator(s) may, when appropriate, consult members of the AUS Executive and/or AUS Staff to better understand the matter.
- 6.2.3 The Responsible Mediator(s), when appropriate, shall decide upon disciplinary action pursuant to section 6.3.
- 6.2.4 The Respondent may appeal the disciplinary action to the AUS Accountability Committee, pursuant to the Accountability By-Laws.
 - 6.2.4.1 Decisions by the AUS Accountability Committee may be overturned by the AUS Legislative Council, pursuant to the Accountability By-Laws.
- 6.3 Disciplinary Action
 - 6.3.1 All disciplinary action shall be up to the discretion of the Responsible Mediator(s), who shall take into consideration the merits of the complaint, the consequences to the affected individuals and the AUS at-large, and whether the complaint is a first time offence.
 - 6.3.2 All disciplinary action shall be kept confidential and only shared on a need-to-know basis with relevant individuals within the AUS.
- 6.4 Disciplinary action may include any of the following:
 - 6.4.1 Informal, verbal warning
 - 6.4.2 Formal, written warning
 - 6.4.3 Suspension with pay
 - 6.4.4 Suspension without pay
 - 6.4.5 Dismissal
 - 6.4.5.1 Instances of fraud, breach of contract, or any criminal activity constitute grounds for immediate termination of employment



6.4.6 Recommendation to AUS Legislative Council for Temporary Suspension or Removal From Office

- 6.4.6.1 This section shall only apply for a member of the AUS Executive, given that the Secretary General Accountability & HR does not hold the authority to suspend AUS Executives or remove them from office.
- 6.4.6.2 Recommendations to AUS Legislative Council are to be pursued as a last resort mechanism, having exhausted all other avenues of mediation.
- 6.4.6.3 A recommendation for Removal From Office shall be presented as an announcement in Confidential Session and has no immediate effect.
- 6.4.6.4 Procedure for Removal From Office must be pursuant to the AUS Constitution, a Motion to Remove may only be entertained at the next meeting of the AUS.

ARTICLE 7 – TERMINATION

- 7.1 AUS employees, Stipend Volunteers, and Independent Contractors may be terminated by the manager of their portfolio.
 - 7.1.1 Grounds for termination shall be derived from a breach of the employee's contract or their relevant obligations outlined in the AUS Constitution or by-laws.
- 7.2 Portfolio managers must inform all relevant members of the organization either in person or via email and the employee in writing.
- 7.3 Terminated employees, Stipend Volunteers and Independent Contractors must receive all proper compensation as outlined in their contracts for services rendered prior to termination.
- 7.4 Terminated employees may use the Secretary General Accountability & HR as a resource for human resources related matters.

ARTICLE 8 – SOCIAL MEDIA POLICY

- 8.1 AUS employees, stipend volunteers, non-stipend volunteers, and independent contractors are expected to respect and adhere to the AUS Equity Policy when



making publications accessible to other members of McGill, as well as, the greater online community.

ARTICLE 9 - INTERPRETATION

- 9.1 These policies and procedures shall be interpreted in a manner consistent with the by-laws and Constitution of the AUS.

ARTICLE 10 - AMENDMENTS

- 10.1 Amendments to these policies and procedures shall follow by-law and amendment procedures as laid out in Article 23 of the AUS Constitution.