



Concordia University of Edmonton

**Students' Association**

## Human Resources Policy

CONCORDIA STUDENTS' ASSOCIATION

CONCORDIA UNIVERSITY of EDMONTON

EDMONTON, ALBERTA

2021-22



Concordia University of Edmonton

# Students' Association

**Policy: CSA Human Resources Policy**

**Category: Organizational Policies**

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## 1.0 General Provisions

### 1.1. Definitions

- 1.1.1. **ASEC** is the Alberta Students' Executive Council
- 1.1.2. **CSA** is the Concordia Students' Association.
- 1.1.3. **CSA Bolt** is the official newspaper of the CSA
- 1.1.4. **CSA ED** is the CSA Executive Director
- 1.1.5. **CUE** is Concordia University of Edmonton.
- 1.1.6. **EI** is Employment Insurance
- 1.1.7. **Executive Councillor** is a specific position within the Executive Council that administers the day-to-day operations assigned in their portfolio.
- 1.1.8. **Executive Council** consists of the elected representatives that administer the CSA's day-to-day tasks.
- 1.1.9. **Kobayashi Maru** is a no-win scenario where one must choose an alternative that minimizes loss/damage/undesirable outcomes.
- 1.1.10. **General Council** is the highest governing body of the CSA.
- 1.1.11. **General Councillor** is an elected member of the General Council.
- 1.1.12. **In-Camera** is a meeting in which minutes of a meeting are not taken for reasons of confidentiality.
- 1.1.13. **The Chair** is the facilitator of a given meeting who leads the preparation of the agenda, opens the meeting, objectively encourages on-topic discussion to advance the meeting according to the agenda, and closes the meeting.

### 1.2. Applicable Legislation & Bylaws

- 1.2.1. All policies and procedures of Concordia Students' Association (CSA) are subject to the provisions of Alberta's *Societies Act* (as amended), CSA Objects, and the CSA Bylaws. If there is a conflict between the provisions of any CSA policy or procedure and the provisions of the *Societies Act* or CSA Objects or CSA Bylaws, then the provisions of the *Societies Act* or CSA Objects or CSA Bylaws shall prevail.

## 2. Code of conduct

### 2.1. Public statements and media



- 2.1.1. All public statements and media remarks can only be made by the members of the executive council, most by the CSA president unless involving a specific portfolio requirement directly administered by another executive.
  - 2.1.1.1. The members of the executive council will vote to determine the CSA position for required platforms.
  - 2.1.1.2. The CSA Executive must contact ASEC to discuss media inquiries and platforms prior to responding to media requests or posting a platform either internally or externally
  - 2.1.1.3. All off-campus media should be referred by email or phone to the CSA president
  - 2.1.1.4. Regarding emergency situations, Association employees should keep to the facts of the matter within their area of expertise and should never admit liability or speculate on the cause of a mishap.
  - 2.1.1.5. Employees should not be speaking to the media and should direct all queries to the CSA President.
- 2.1.2. Do not post material that is harassing, obscene, defamatory, libelous, threatening, hateful, or embarrassing to any person or entity.
- 2.1.3. Respect privacy and usage policies. Sharing internal communications outside of CSA may result in disciplinary actions.
- 2.1.4. These guidelines cover all communications in the public domain, including but not limited, to Facebook, Twitter, Myspace, LinkedIn Blogs (including company and personal blogs as well as comments on others' blogs) Video and Photo Sharing Websites (Flickr, YouTube) Forums and Discussion Boards (Google Groups, etc.)

## 2.2. On-campus

- 2.2.1. All councilors will maintain a professional appearance on campus while representing the CSA
- 2.2.2. Councilors will be expected to be respectful to students throughout all on-campus activities including but not limited to class, recreation, socializing, etc.
- 2.2.3. Councilors must at all times positively represent the CSA, its councilors, members, and activities, no defamation may be permitted.
- 2.2.4. All members of the CSA shall present a neutral political presence.
  - 2.2.4.1. Public representation of any political party or its leadership is prohibited.



2.2.5. All councilors must maintain the required academic standing and credit volume for their position.

2.2.5.1. Failure to abide by these may result in immediate removal from positions following an immediate 50% executive council vote.

## 2.3. Off-campus

2.3.1. All councilors are representing the CSA and should act in accordance with the professional and ethical standards herein detailed

2.3.2. All members of the CSA shall present a politically neutral social presence.

2.3.2.1. Participation in activism is encouraged, however political actions may negatively affect the CSA and its ability to operate within a political group.

2.3.2.1.1. All statements of a political nature must be positive, solution-based, researched, and professional in nature.

2.3.2.1.2. This includes posting on social media and speaking publicly

2.3.2.1.3. No member of the CSA General Council may post or share 'attack politics' or divisive political posts due to the potential to reduce advocacy effectiveness.

2.3.2.1.3.1. Failure to abide by these may result in immediate removal from positions following an immediate 50% executive council vote.

2.3.2.1.3.2. Any behavior both on campus or outside the workplace that could potentially bring the Association into disrepute could result in disciplinary action, up to and including dismissal.

## 2.4. General council meetings

### 2.4.1. In-person:

2.4.1.1. Attire must be business casual for the attendee to be included in attendance.

2.4.1.2. Attendees must arrive prior to the meeting to be included in attendance. Late arrival may be approved where considered reasonable by the Chair.

2.4.1.3. Professional conduct is expected at all times throughout all meetings including before and after.

2.4.1.4. Communication devices must be provided to the front of the room before the meetings begin to ensure no in-camera breeches, the



chair may grant an exception on a case by case basis if required.

- 2.4.1.4.1. All smartwatches, phones, tablets, and accessories are included as communication devices- devices capable of recording video and audio are not permitted.
- 2.4.1.4.2. Members may be assigned by the Chair to utilize laptops to provide further information as required and only for the duration required.
- 2.4.1.4.3. The meeting minutes may be recorded on a chair-assigned device by the assigned individual.
- 2.4.1.4.4. The decision of the chair is final, failure to comply with the decision will be met with removal from the meeting and absence recorded by the meeting secretary.

## 2.4.2. Online:

- 2.4.2.1. Online meetings can be approved by a majority vote by the general council.
  - 2.4.2.1.1. The athletics captain's council may meet online as required due to scheduling.
- 2.4.2.2. Attire must be appropriate for the attendee to be included in attendance
- 2.4.2.3. If an attendee's camera is not on by the time the meeting is called to order the attendee must exit the room and will be recorded as absent.
  - 2.4.2.3.1. Technical issues will not be permitted as a reasonable excuse for lack of camera access.
- 2.4.2.4. Decorum will be maintained at all times, failure to do so will result in eviction from the meeting and a mark as absent.

## 2.5. Executive Council Meetings

### 2.5.1. In-person:

- 2.5.1.1. Professional conduct is expected at all times throughout all meetings including before and after.
- 2.5.1.2. Communication devices must be provided to the front of the room before the meetings begin to ensure no in-camera breeches, the chair may grant an exception on a case by case basis if required.
  - 2.5.1.2.1. All smartwatches, phones, tablets, and accessories are included as communication devices- devices capable of recording video and audio are not permitted.



- 2.5.1.2.2. Members may be assigned by the Chair to utilize laptops to provide further information as required and only for the duration required.
- 2.5.1.2.3. The meeting minutes may be recorded on a chair assigned device by the assigned individual.
- 2.5.1.2.4. The decision of the chair is final, failure to comply with the decision will be met with removal from the meeting and absence recorded by the meeting secretary.

## 2.5.2. Online meetings:

- 2.5.2.1. Online meetings can be approved by a majority vote by the Executive council.
- 2.5.2.2. If an attendee's camera is not on by the time the meeting is called to order the attendee must exit the room and will be recorded as absent.
  - 2.5.2.2.1. Technical issues will not be permitted as a reasonable excuse for lack of camera access.
- 2.5.2.3. Decorum will be maintained at all times, failure to do so will result in eviction from the meeting and a mark as absent.

## 3. Conflict of interest

- 3.1.1. Councilors or employees with a Conflict of Interest in situations listed below should declare the possible conflict of interest to the chair or direct supervisor, prior to any discussions related to the conflict.
- 3.1.2. The supervisor must report to the chair or president with any conflict of interest to be reviewed. The chair will advise the employee on appropriate action to be taken.
- 3.1.3. A conflict of interest may exist if:
  - 3.1.3.1. Councilors or employees, including their families or associates, have a personal or financial interest in a supplier of property, goods, or services as well as directly related to any additional situation related to a vote or approval.
    - 3.1.3.1.1. If a decision could be materially affected by a relationship with an individual, the conflict must be disclosed.
  - 3.1.3.2. If councilors or employees accept gifts or benefits or unusual hospitality that might influence them or be perceived by others to influence them, in the performance of their duties, this does not mean that an employee cannot accept a gift, as long as it is made clear to the customer or supplier that they will receive no



preferential treatment from the CSA and the Executive council is advised prior to acceptance.

- 3.1.3.3. Conflicts of interest include Employment on or off-campus that could affect the member's decisions or support of the CSA.
  - 3.1.3.3.1. Executive council members may not be employed on campus in any capacity unless approved by a majority vote by the Executive Council.
- 3.1.3.4. The general council must vote to approve or decline any potential gifts.
  - 3.1.3.4.1. Any gift or benefit exceeding \$100 dollars must be approved by the executive council
  - 3.1.3.4.2. The decision of the executive council is final.

## 3.2. Harassment sexual harassment and bullying

- 3.2.1. All instances related to harassment, sexual harassment, or bullying must be reported following the Concordia University of Edmonton policies.
- 3.2.2. Any events of this nature will result in a minimal report to the CSA President from the CUE VP Student Life and Learning, and the CSA VP Academic (or reserve representative from the CSA President, regarding the status of the individuals involved.)
- 3.2.3. Any form of sexual harassment will not be tolerated by the CSA. This may include:
  - 3.2.3.1. Unwanted contact, verbal messages, sexual advances, inappropriate in-person or social media interactions/comments.
  - 3.2.3.2. Any sort of disrespectful social media posting or communication, physical drawings (e.g.: graffiti), or any type of behavior that could be interpreted as threatening or abuse of any kind.
  - 3.2.3.3. All CSA members are also bound to the following Concordia's *Sexual Violence and Discrimination, Harassment and Accomodation Policy*.

## 4. Leave of absence

- 4.1. All requests for leave of absence must be made in writing with as much notice as possible. These requests will be directed for consideration through the individual's immediate manager and each will be evaluated on its own merit. Approval may only be granted through the Executive Council.
  - 4.1.1. Approved leaves must be sent to the Executive Director and VP of Finance for record-keeping purposes.
    - 4.1.1.1. All leaves, when granted, will be with the understanding that the





employee will return to work at the end of the leave and will not engage in any gainful employment or occupation while on leave.

- 4.1.1.2. All approved leaves of absence will be for a specified period and any unapproved extension of time will be considered cause for termination of employment unless approved by the Executive Council.
- 4.1.1.3. Benefits are continued during an extended leave, following their benefits package.
- 4.1.1.4. All leaves of absence, when granted, will normally be without pay, except as otherwise stated in this policy.
- 4.1.1.5. Upon reinstatement, an employee on an approved leave of absence will be placed in the position as agreed upon before the leave, or as available on return.
- 4.1.1.6. Refer to guidelines for types of leaves and maximum associated time off granted.

## 4.2. Bereavement Leave

- 4.2.1. In the event of a death in the immediate family, an employee will be given time off with pay up to a maximum equivalent of 3 working days. The immediate family will be interpreted to mean the employee's parents (including foster and step-parents) or guardian, spouse (including same-sex and common-law partners), children, siblings, grandparents, grandchildren, and the spouse's parents, children, grandparents, grandchildren and any dependent relative living in the employee's household.
- 4.2.2. In the event of a death in the extended family, an employee will be given time off with pay up to a maximum equivalent of 1 working day.
  - 4.2.2.1. Extended family will be interpreted to mean the sister-in-law, brother-in-law, daughter-in-law, and son-in-law of the employee.
  - 4.2.2.2. Employees must use vacation days or time off without pay for all other bereavement situations.
  - 4.2.2.3. If additional time is required, for instance, for extended travel to a funeral or due to an employee's obligations regarding funeral arrangements, settling estates, etc., consideration will be given for an additional 3 days off without pay.

## 4.3. Compassionate Care Leave

- 4.3.1. Employees may be eligible for Compassionate Care Leave if they have to be away from work temporarily to provide care or support to a family



member who is gravely ill and has a significant risk of death within 6 months. Such leave will be unpaid, however, the employee may be eligible to apply for and receive up to 6 weeks of Employment Insurance benefits through EI and in accordance with Alberta Labour Law requirements.

#### 4.4. Jury or Witness Duty Leave

- 4.4.1. If an employee is subpoenaed or summoned to appear in court as a witness or a juror during regular hours of work, the employee will be given the required time off work. Payment for days absent due to jury or witness duty will be at the discretion of the Association.
- 4.4.2. The subpoena or summons must be presented to the employee's manager for verification before the date when the employee is expected to appear in court. An employee attending court as an accused person will not be paid for the time away from work

#### 4.5. Time off Work for Voting

- 4.5.1. Employees who are qualified to vote and whose hours of work do not allow for the required consecutive hours off work during polling hours, as provided for in the appropriate election act, will be granted additional required time off without loss of pay.

#### 4.6. Maternity Leave and Parental Leave

- 4.6.1. In Alberta, employees are entitled to up to one year of unpaid, job-protected leave in the event of birth and up to 37 weeks on the adoption of a child. Birth mothers can take up to 52 consecutive weeks of unpaid job-protected leave.
  - 4.6.1.1. This is made up of 15 weeks of maternity leave and 37 weeks of parental leave.
- 4.6.2. Fathers and/or adoptive parents are eligible for up to 37 consecutive weeks of unpaid, job-protected parental leave.
- 4.6.3. Adoptive parents can take parental leave regardless of the age of the adopted child.
- 4.6.4. Parental leave may be taken by one parent or shared between two parents but the total combined leave cannot exceed 37 weeks.
- 4.6.5. Employees must have 52 consecutive weeks of employment with CSA to be eligible for maternity and/or parental leave. This requirement applies to both full-time and part-time employees.
- 4.6.6. Even if a pregnant employee is ineligible for maternity and/or parental leave (i.e. has less than 52 consecutive weeks of employment), she cannot



be arbitrarily laid off, terminated or required to resign because of pregnancy or childbirth.

- 4.6.7. Maternity leave can begin at any time within 12 weeks of the estimated date of delivery.
- 4.6.8. Parental leave can begin at any time after the birth or adoption of the child but it must be completed within 52 weeks of the date a baby is born, or an adopted child is placed with the parent.
  - 4.6.8.1. The following conditions apply: if the pregnancy interferes with the employee's job performance during the twelve weeks before the estimated date of delivery, CSA can require the employee to start maternity leave.
  - 4.6.8.2. The employee must be notified in writing.
- 4.6.9. An employee who takes both maternity leave and parental leave must take the leaves consecutively. An employee must take at least six weeks of maternity leave after the birth of her child unless CSA agrees to an early resumption of employment and the employee provides a medical certificate indicating that resumption of work will not endanger her health.
- 4.6.10. An employee must give at least six weeks' written notice of when she intends to start parent and maternity leave. A medical certificate certifying pregnancy and giving the estimated date of delivery must be submitted to CSA at that time.
- 4.6.11. If the employee fails to give the necessary notice she is still entitled to maternity leave if she notifies CSA within 2 weeks of her last day at work and provides a medical certificate.
- 4.6.12. An employee who takes maternity leave is not required to give notice before going on parental leave, unless she originally agreed only to take 15 weeks of maternity leave.
- 4.6.13. CSA does not have to reinstate an employee until four weeks after receipt of notice.
- 4.6.14. Where an employee fails to provide this notice or fails to report to work the day after their leave ends, CSA is under no obligation to reinstate the employee unless the failure is the result of unforeseen or unpreventable circumstances.
- 4.6.15. Employees are required to provide four weeks' written notice if they do not intend to return to work after their leave ends.
- 4.6.16. The Association will pay its share (100%) of the insurance premiums during the health-related portion of the pregnancy.



## 4.7. Reservist Leave

- 4.7.1. Employees who are reservists are entitled to an unpaid, job-protected leave of absence when deployed to an operation outside Canada (including any required pre-or post deployment activities) or inside Canada to assist with an emergency.
  - 4.7.1.1. A reservist is also entitled to unpaid leave to participate in annual training (limited to 20 days each calendar year in Alberta).
  - 4.7.1.2. All details regarding this type of leave can be found in the applicable provincial Employment Standards Code.

## 5. Hiring policy

### 5.1. Sections of the hiring process

- 5.1.1. A minimum 3 candidates must be received for any CSA position
- 5.1.2. If the volume of candidates is not high enough, the application period will be extended and a bonus of \$100 dollars will be added every 2 weeks until a suitable number of candidates are received.
- 5.1.3. The hiring process will consist of required time frames as listed below.
  - 5.1.3.1. The application period of 14 days where applications will be received but not viewed or reviewed.
  - 5.1.3.2. The application review -2 business days where all applications will be graded.
- 5.1.4. The interview process - 1 week to conduct all interviews
  - 5.1.4.1. The post response review - 1 business day to review the interviews, resumes, cover letters and additional material.
  - 5.1.4.2. Notification for applicants - 2 business days following the response review.
  - 5.1.4.3. Contract signing within 2 business days of acceptance of the position.

### 5.2. Application Period

- 5.2.1. All position postings must be made a minimum of 14 days prior to the interview selection date, this time will be referred to as the application period.
  - 5.2.1.1. Posting must be made on social media channels as well as the CSA web page and on campus with physical posters.
    - 5.2.1.1.1. If access is removed or unavailable for 1 of these methods, the posting must continue on all other media methods.
  - 5.2.1.2. All posts on social media must be made at minimum once every 2



days during high interaction hours as demonstrated by the social media analytics.

- 5.2.1.3. The website post must be prominently posted consecutively for the duration of the application period.
- 5.2.1.4. All application packages must be received confidentially by the CSA ED and held until the culmination of the Application period.
- 5.2.1.5. The application will include resume, CV, social media access, cover letter, references and other pertinent information

### 5.3. The Application review

- 5.3.1. The application review will be conducted within 2 business days of the application period closing.
- 5.3.2. The application review will be conducted by 2 Executives who do not hold conflict of interest with the position as demonstrated through management or direct authority over the positions.
  - 5.3.2.1. For example, the VP Finance operates the CSA Bolt and therefore cannot be part of the application process until the selection process.
- 5.3.3. The reviewers will disclose any individuals who may be applying and have conflict of interest.
- 5.3.4. The CSA Executive director will 'blank' all application packages by removing all names and identifying information from the application.
- 5.3.5. The applications will be reviewed independently by both reviewers who will score the applications on the following criteria on a scale of 1-10, totaling a maximum of 50 points.
  - 5.3.5.1. Formatting of the application pieces. Out of a possible 10 points.
  - 5.3.5.2. Spelling and Grammar of the application. Out of a possible 10 points.
  - 5.3.5.3. Job experience related to the position. Out of a possible 10 points.
  - 5.3.5.4. Educational alignment- specific educational benefit to holding the position. Out of a possible 10 points.
  - 5.3.5.5. Providing a cover letter - grade the cover letter in relation to the other criteria. Out of a possible 5 points
  - 5.3.5.6. Completion of package - on time application and correctly addressed and delivered to the Executive director. Out of a possible 5 points
- 5.3.6. The score out of 50 will be attached and returned to the CSA Executive Director.



## 5.4. Interview Process

- 5.4.1. The interviews will be scheduled by the CSA Executive Director
- 5.4.2. The interviewers will not be advised which resume belongs to which applicant.
- 5.4.3. The interviews will be conducted by the 2 Executive members who have graded the resumes.
- 5.4.4. The interview process will not include specific job history statements to remove potential for conflict of interest. The interview will contain 10 questions out of 10 points for each.
  - 5.4.4.1. Difference between interactions personally and professionally
  - 5.4.4.2. Ambiguous self identity question (What kind of animal and why?)
  - 5.4.4.3. Work experience identify skill and explain
  - 5.4.4.4. Stress experience and response
  - 5.4.4.5. Role relation
  - 5.4.4.6. Role objectives
  - 5.4.4.7. Ego and identity
  - 5.4.4.8. Kobayashi Maru
  - 5.4.4.9. Applicant Question
  - 5.4.4.10. Applicant Question
- 5.4.5. The results of the interviews will be returned to the Executive Director to package with the application and grades.
- 5.4.6. The interview will be transcribed independently by both interviewers.

## 5.5. Post response period

- 5.5.1. The post response period will include the Executive directly responsible for the position as chair and other executives not involved in the applications or interviews. The 2 interviewer executives will be the information and tie break votes on the panel
- 5.5.2. The post response review will be conducted in 1 business day following completion of the interviews.
- 5.5.3. The panel will follow the following steps.
  - 5.5.3.1. Ranking of applications from best to worst based on application review grades,
    - 5.5.3.1.1. Ranking of interviews from best to worst based on interviewer grades,
    - 5.5.3.1.2. Ranking based on combined rank from application and interview



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- 5.5.3.1.3. Review of a maximum of top ½ of applicants blank resumes and interview transcripts
- 5.5.3.1.4. If necessary, petition to interviewers and reviewers to regrade based on aspects of applications and interviews
- 5.5.3.1.5. Re ranking as approved
- 5.5.3.1.6. Decision for candidate to receive offer.
  - 5.5.3.1.6.1. This decision must be approved by the executive council unanimously.
  - 5.5.3.1.6.2. If a unanimous decision cannot be reached, the executive director will independently review and suggest a candidate from the complete application and interview profile (with names) this will be treated as the tie break.
  - 5.5.3.1.6.3. No executive with a standard conflict of interest or close friendship may vote or participate in the hiring process.
- 5.5.4. Notification of applicants
  - 5.5.4.1. All applicants will be notified within 2 business days of the decision.
- 5.5.5. Contract signing
  - 5.5.5.1. The successful applicant must review and notify the hiring committee of either acceptance or refusal of the offer within 1 week.
  - 5.5.5.2. If the successful candidate refuses the position, the hiring committee may select and other candidate and notify them immediately

## 5.6. Review

- 5.6.1. All applicants are permitted to review the application results for their application and interview file within 14 days of completion of the interview at a time acceptable to the CSA President.
  - 5.6.1.1. If an applicant determines that they were not fairly graded, they may apply to the Executive committee to review the status of the application.
  - 5.6.1.2. Decisions of the Executive Council are Final



## 6. Dress Code

### 6.1. Dress Code Requirements

- 6.1.1. For CSA General council meetings, all GC members attending must dress business casual.
- 6.1.2. For CSA Executive council meetings, all EC members attending may dress casually.
- 6.1.3. While representing the CSA no clothing may be worn with offensive slogans, symbols, or language of any kind.
- 6.1.4. Failure to comply with these may result in disciplinary action or immediate suspension until review.

### 6.2. Personal Hygiene

- 6.2.1. Personal hygiene is an important part of appropriate grooming. In particular, employees should be aware of personal odours that may be offensive to others (e.g. excessive perfumes, colognes, body odour, etc.).
- 6.2.2. Failure to uphold personal cleanliness will result in further discussion.

## 7. Substance Abuse

### 7.1. Substance Use

- 7.1.1. While on campus the use of alcohol or non-prescribed drugs is prohibited
  - 7.1.1.1. An exception may be made for alcohol, if attending an on campus event that holds a liquor license and the attendee is off duty for the day.
  - 7.1.1.2. All CSA members are still representing the CSA while off duty and their actions should be adjusted accordingly.
- 7.1.2. Any CSA members that are caught breaching these will be subject to disciplinary action.

## 8. Disciplinary Action

- 8.1. Disciplinary action will be at the discretion of the CSA Executive Council and or General Council. If an event occurs that the CSA deems inappropriate, there will be a vote by the EC and or GC to determine what and if any action is required.
- 8.2. Disciplinary actions will follow the Disciplinary Policy as outlined in the CSA By-Laws and or Policies which may result in action from the Executive Council or General Council, or the judicial Board.