



Concordia University of Edmonton

Students' Association

Human Resources Policy

CONCORDIA STUDENTS' ASSOCIATION

CONCORDIA UNIVERSITY of EDMONTON

EDMONTON, ALBERTA

2024-2025



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. **The 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** is comprised of elected representatives who 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 meeting minutes are not taken for confidentiality reasons.
- 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 the Concordia Students' Association (CSA) are subject to the provisions of Alberta's *Societies Act* (as amended), *Suppose 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*. In that case, 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 executive council members, mainly by the CSA president, unless involving a specific portfolio requirement directly administered by another executive.
 - 2.1.1.1. The executive council members will vote to determine the CSA



position for the required platforms.

2.1.1.2. The CSA Executive must contact ASEC to discuss media inquiries and platforms before responding to media requests or posting a platform 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. In emergencies, Association employees should stick to the facts within their expertise. They 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 and staff will maintain a professional appearance on campus while representing the CSA.

2.2.2. Councilors and staff 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 and staff must always positively represent the CSA, its councilors, staff, 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 and staff represent the CSA and should act following the



professional and ethical standards detailed herein.

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.

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 on campus or outside the workplace that could potentially bring the Association into disrepute could result in disciplinary action, including dismissal.

2.4. General council meetings

2.4.1. In-person:

2.4.1.1. To be included in attendance, attendees must arrive before the meeting. The chair may approve late arrivals where considered reasonable.

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

2.4.1.3. Communication devices must be provided at the front of the room before the meetings begin to prevent in-camera breaches. If necessary, the chair may grant an exception on a case-by-case basis.

2.4.1.3.1. All smartwatches, phones, tablets, and accessories are included as communication devices- devices capable of recording video and audio are prohibited.

2.4.1.3.2. The Chair may assign members to use laptops to provide further information as required, but only for the duration necessary.

2.4.1.3.3. The assigned individual may record the meeting minutes on a chair-assigned device.

2.4.1.3.4. The chair's decision is final; failure to comply with it will



result in removal from the meeting, and the meeting secretary will record the absence.

2.4.2. Online:

- 2.4.2.1. A majority vote by the general council can approve online meetings.
 - 2.4.2.1.1. The athletics captain's council may meet online as required due to scheduling.
 - 2.4.2.1.2. General Council members may meet online if sufficient scheduling conflicts occur as the meeting chair approves.
- 2.4.2.2. In the event of an in-camera motion, all members must be secure in a private room or have headphones to maintain confidentiality; otherwise, you will be required to excuse yourself from the meeting until the motion is concluded.
- 2.4.2.3. The attendee's attire must be appropriate for inclusion in the attendance.
- 2.4.2.4. 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.
 - 2.4.2.4.1. Technical issues will not be permitted as a reasonable excuse for lack of camera access.
- 2.4.2.5. Decorum will always be maintained; 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 at the front of the room before the meetings begin to prevent in-camera breaches. If necessary, the chair may grant an exception on a case-by-case basis.
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- 2.5.2.1. A majority vote by the Executive council can approve online meetings.
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 - 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 always be maintained; 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 the situations listed below should declare the possible conflict of interest to the chair or direct supervisor before 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, property, goods, or services, or if they are directly related to any additional situation that would be contingent on a vote or approval.
 - 3.1.3.1.1. The conflict must be disclosed if a relationship with an individual could materially affect a decision.
 - 3.1.3.2. If counselors or employees accept gifts, 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 before 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 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 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 by Concordia's Sexual Violence and Discrimination, Harassment, *and Accommodation Policy*.

4. Leave of absence

- 4.1. All requests for leave of absence must be made in writing with as much notice as possible. The individual's immediate manager will consider and evaluate these requests on their 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 generally 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 employee's sister-in-law, brother-in-law, daughter-in-law, and son-in-law.
 - 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, such as 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 three (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 six (6) months. Such leave will be unpaid; however, the employee may be eligible to apply for and receive up to six (6) weeks of Employment Insurance benefits through EI following 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 work hours, the employee will be given the required time off work. The Association will determine payment for days absent due to jury or witness duty.
- 4.4.2. The subpoena or summons must be presented to the employee's manager for verification before the date 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 work hours do not allow for the required consecutive hours off during polling hours, as provided for in the appropriate election act, will be granted additional time needed 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 comprises 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. One parent may take parental leave or share between two parents, but the total combined leave cannot exceed 37 weeks.
- 4.6.5. To be eligible for maternity and/or parental leave, employees must have 52 consecutive weeks of employment with CSA. 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 delivery date.
- 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: CSA can require the employee to start maternity leave if the pregnancy interferes with the employee's job performance during the twelve weeks before the estimated delivery date.
 - 4.6.8.2. The employee must be notified in writing.
- 4.6.9. An employee taking maternity 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 when she intends to start parental and maternity leave. At that time, a medical certificate certifying pregnancy and giving the estimated delivery date must be submitted to CSA.
- 4.6.11. If the employee fails to give the necessary notice, she is still entitled to maternity leave if she notifies CSA within two (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 results from unforeseen or unpreventable circumstances.
- 4.6.15. Employees must 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. Reservist employees 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 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 of three (3) candidates must be received for any CSA position
- 5.1.2. Suppose the volume of candidates needs to be higher. In that case, the application period will be extended, and a bonus of \$100 will be added every two (2) weeks until a suitable number of candidates is received.
- 5.1.3. The hiring process will consist of the required time frames listed below.
 - 5.1.3.1. The application period is 14 days, and applications will be received



but not viewed or reviewed.

5.1.3.2. The application review will take two (2) business days, during which all applications will be graded.

5.1.4. The interview process - one (1) week to conduct all interviews

5.1.4.1. The post-response review - one (1) business day to review the interviews, resumes, cover letters, and additional material.

5.1.4.2. Notification for applicants - two (2) business days following the response review.

5.1.4.3. Contract signing within two (2) business days of acceptance of the position.

5.2. Application Period

5.2.1. All position postings must be made at least 14 days before the interview selection date, which will be referred to as the application period.

5.2.1.1. The posting must be made on social media channels, the CSA web page, and on-campus with physical posters.

5.2.1.1.1. If access is removed or unavailable for one (1) of the platforms, the posting must continue on all other media.

5.2.1.2. The website post must be prominently posted consecutively for the duration of the application period.

5.2.1.3. All application packages must be received confidentially by the CSA ED and held until the culmination of the Application period.

5.2.1.4. The application will include a 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 two (2) business days of the application period closing.

5.3.2. The application review will be conducted by 2 Executives who do not hold a conflict of interest with the position as demonstrated through management or direct authority over the positions.

5.3.3. The reviewers will disclose any individuals applying and having a 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- the specific educational benefit of 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 the 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 2 Executive members who graded the resumes will conduct the interviews.
- 5.4.4. The interview process will not include specific job history statements to remove potential conflicts of interest. Instead, it will consist of 10 questions, each worth 10 points.
 - 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 identifying skills and explaining them
 - 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. Both interviewers will transcribe the interview independently.

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 two (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
 - 5.5.3.1.3. Review of a maximum of the top ½ of applicants' blank resumes and interview transcripts
 - 5.5.3.1.4. If necessary, petition 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. The decision for the candidate to receive an offer.
 - 5.5.3.1.6.1. This decision must be unanimously approved by the executive council.
 - 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 two (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 accepting or refusing the offer within one (1) week.
 - 5.5.5.2. If the successful candidate refuses the position, the hiring committee may select any 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 the interview's completion 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 application



status.

5.6.1.2. Decisions of the Executive Council are Final

6. Dress Code

6.1. Dress Code Requirements

- 6.1.1. All GC and EC members attending CSA General Council meetings or Executive Council meetings must dress appropriately for the situation.
- 6.1.2. While representing the CSA, no clothing may be worn with offensive slogans, symbols, or language of any kind.
- 6.1.3. 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 essential part of appropriate grooming. In particular, employees should be aware of personal odors that may be offensive to others (e.g., excessive perfumes, colognes, body odor, 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 the attendee attends an on-campus event holding a liquor license and is off duty for the day.
 - 7.1.1.2. All CSA members still represent the CSA while off duty, and their actions should be adjusted accordingly.
- 7.1.2. Any CSA members who 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, the EC and/or GC will vote 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, General Council, or Judicial Board.