



University Students' Council of the University of Western Ontario
HUMAN RESOURCES DIRECTIVE

EFFECTIVE: July 18, 2010

SUPERSEDES: none

AUTHORITY: Committee of Council
Operations and Agenda

RATIFIED BY: Council
July 18, 2010

RELATED DOCUMENTS:

- Staff HR Policy Manual
- Manager's HR Policy Manual

PAGE | 1 of 2

PREAMBLE:

In the fulfilment of its mission statement, the USC employs a number of individuals on a full-time or part-time basis, in addition to utilizing a large volunteer base. These individuals must act responsibly, and be managed responsibly in compliance with government legislation. Policies and Procedures are important in accomplishing that objective.

1.00 DIRECTIVE

1.01 The General Manager is directed and authorized to maintain human resources Policies and Procedures for the organization in the areas of:

- (1) employee compensation;
- (2) employee discipline;
- (3) personal information protection;
- (4) acceptable use of USC equipment and services;
- (5) health, and safety; and,
- (6) discrimination, harassment, and violence prevention.

1.02 The General Manager may designate other employees to assist in the development or maintenance of Policies and Procedures, but shall retain ultimate responsibility for the maintenance of such Policies and Procedures.

1.03 Policies and Procedures drafted should take guidance from best-practices at other organizations, while also recognizing the USC's unique mission and structure.

1.04 At minimum, Policies and Procedures drafted under this Directive should meet the USC's legal obligations with regards to human resource management.

2.00 SCOPE

2.01 Human Resources Policies and Procedures drafted under this Directive may affect all individuals serving a role in the USC, including full-time employees, part-time



University Students' Council of the University of Western Ontario
HUMAN RESOURCES DIRECTIVE

PAGE | 2 of 2

employees, commissioners, coordinators, committee members, and elected officials, subject to the following exceptions:

- (1) This directive does not affect the compensation of elected officials (including Executive Officers), or volunteers; and,
- (2) Policies and Procedures drafted under this directive may help determine what constitutes "misconduct" for elected officials and volunteers, but they may not determine disciplinary or remedial measures for such misconduct.

2.02 Policies and Procedures may only be drafted under this directive if they fall into one of the categories listed above in section 1.01.

3.00 RATIFICATION

3.01 All Policies and Procedures drafted under this Directive, and any amendments to those Policies and Procedures, must be ratified by the Executive Council at an Executive Council meeting.

- (1) Any new Policies and Procedures or amendments to existing Policies and Procedures may be submitted to the President, and must be motioned for approval at an Executive Council meeting occurring no later than fifteen (15) days after their submission.

3.02 Any Policies and Procedures drafted under this Directive that contradict this Directive, or fall outside the scope of this Directive are invalid.

- (1) Council may direct the Executive Council to modify the Policies and Procedures through a resolution of Council, or through amendments to this Directive.