

Cape Breton University Students' Union Administrative Policies and Procedures



Approved April 2022

The Cape Breton University Students' Union (CBUSU) is established by an act of the Nova Scotia legislature under the *Cape Breton University Students' Union Act (Bill. No. 79)*, and as such, its governance must follow the legislative framework set out in the Act. The CBU Students' Union adheres to bylaws which are authorized by the Act and are the secondary source of governing authority. The Administrative Policies & Procedures (AP&P), which is subordinate to these other governing documents, are authorized and adopted by the Students' Representative Council.

The AP&P is designed to outline procedures with respect to the day-to-day administrative operations of the CBU Students' Union and state policies that serve as the guiding principles of the organization. Unless otherwise specified, the CBU Students' Union adheres to definitions set out by Cape Breton University in their respective policies and by-laws.

As per Section 16.02 and 16.03 of the CBU Students' Union Bylaws, the Administrative Policies & Procedures shall be approved by the Students' Representative Council. The AP&P shall be reviewed every two (2) years.

All persons involved with the Student's Union including: Executive, Full-Time Staff, Coordinators, Ancillary Service Staff, Caper Times Staff, volunteers and any other groups or individuals involved with dealings in the Union must adhere to these policies.

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Index of Common Acronyms

AP&P- *Administrative Policies and Procedures*

CBU- *Cape Breton University*

CBUSU- *Cape Breton University Students' Union*

CHC- *Capers Helping Capers*

CRO- *Chief Returning Officer*

CRA- *Canada Revenue Agency*

DOFO- *Director of Finance and Operations*

ED- *Executive Director*

EVP- *Executive Vice President*

SRC- *Students' Representative Council*

VPFO- *Vice President Finance and Operations*

VPP- *Vice President Promotions*



Reporting Structure Policy

Policy Description

The purpose of this policy is to provide a visual representation of the Students' Union organizational and functional departments/centres and outline the relationship between and among them.

Reporting Relationships

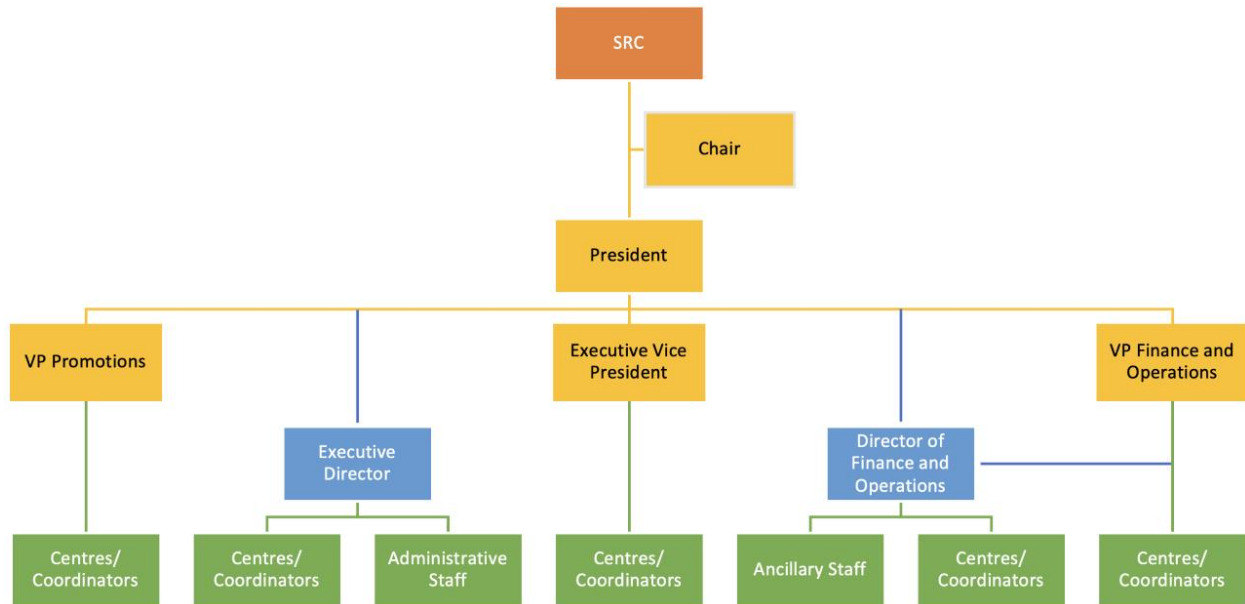
The Students' Union shall maintain a visual representation of its organizational and functional structure. The visual representation will be in the form of a chart indicating organizational reporting linkages. Along with the chart this policy will include a point form description of the Executives, Senior Full Time Staff, Contracted Full Time Staff, Coordinators, all other staff of the reporting structure.

Procedure

1. The visual organizational chart depicts the reporting structure. Names and titles of Centres and Coordinators are subject to change annually. (See below)
2. All CBU Students' Union staff will report to a predetermined Executive Committee member as their supervisor and to one predetermined Senior Full Time Staff member for Human Resource issues as well as for additional support. Exceptions to this fall under administrative support who report to the Executive Director and ancillary staff who report to the Director of Finance and Operations.
3. Executive Committee will meet in May to determine the allocation of staff and supervisors, based on the President's suggestions.
4. Supervision will include direction with their centre or role, approval of events and budget expenses
5. Full time support will provide an additional layer of support during business hours as well as supporting the Executive when managing Human Resource issues.



6. Organizational Chart



7. Organizational Positions:

- a. **Students Representative Council (23 Members)**
 - i. Chairperson (Elected in Council)
 - ii. Deputy Chairperson (Elected in Council)
 - iii. Secretary (Elected in Council)
 - iv. Student Council Members
- b. **Executive Committee**
 - i. Chairperson (Elected in Council)
 - ii. President (Elected Official)
 - iii. Executive Vice President (Elected Official) (EVP)
 - iv. Vice President Finance & Operations (Hired Official) (VPFO)
 - v. Vice President Promotions (Hired Official) (VPP)
- c. **Senior Full Time Staff (Non-Students)**
 - i. Executive Director
 - ii. Director of Finance & Operations
- d. **Annual Hired Student Staff**
 - i. Women's Centre Coordinator
 - ii. Pride & Ally Centre Coordinator
 - iii. Multicultural Hub Coordinator
 - iv. Indigenous Student Centre Coordinator

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- v. Food Bank Coordinator
- vi. Societies Coordinator
- vii. Caper Times Editor
- e. Student Positions (Upon approval in Annual Budget, subject to change annually)**
 - i. Administrative Support
 - ii. Caper Convenience Store Clerks
 - iii. Support Services Coordinator
 - iv. Finance Coordinator
 - v. Social Media & Events Coordinator
 - vi. Sustainability Coordinator
 - vii. Promotions Coordinator
 - viii. Food Bank Outreach Coordinator
 - ix. Caper Times Associate Editors
 - x. Orange Army Coordinator
- f. Contracted Term Full & Part Time Staff (Non-Students)**
 - i. Administrative Assistant
 - ii. Operations Assistant



Job Description - Chairperson

General Summary

The role of the Chairperson is to set the agenda for SRC and chair the meetings of the SRC. They are a part of the SU Executive Committee.

Reporting Relationships

The Chairperson is responsible to the SRC for keeping all meetings on track using Robert's Rules of Order.

Specific Responsibilities

1. The Chairperson shall be responsible for preparing the date of all regular meetings of the SRC.
2. The Chairperson shall be responsible for preparing the agenda. The Chair is responsible for coordinating the agenda while the Executive Committee sets the agenda.
3. The Chairperson shall preside over all meetings of the SRC and shall interpret, and fairly apply the rules of parliamentary procedure according to Robert's Rules of Order, and such regulations and traditions of the SRC, as applied from time to time.
4. The Chairperson shall oversee the activities of all standing committees and ad hoc committees of the SRC; maintain a file of the membership, activities, and reports and ensure the SRC is informed about committee's activities by way of progress and final reports.
5. The Chairperson shall supervise the work of the Deputy Chairperson and Secretary.
6. The Chairperson shall carry out all their responsibilities in an impartial manner. Should the Chairperson feel the need to speak to an issue as a member of the SRC, they must temporarily step down and allow the Deputy Chair to handle that portion of the meeting.
7. The Chairperson may be permitted to sit in on all SRC ad hoc committee meetings, except the SU Budget Committee.
8. The Chairperson shall perform all other duties as assigned by the SRC.
9. The Chair of Council shall act as recording secretary for the Executive Committee meetings and shall forward all records of meetings and minutes to the President, Executive Director, and Director of Finance & Operations to update central filing.
10. A Pro-tem Chair will be elected from council at the first regularly scheduled SRC meeting in May until the first meeting following the by-election in the fall.



Job Description- Deputy Chairperson

General Summary

The role of the Deputy Chairperson is to assist the Chairperson with running meetings of the SRC in their absence using Robert's Rules of Order.

Reporting Relationships

The Deputy Chairperson works with the Chairperson and is responsible to the SRC for assisting the Chairperson with keeping all meetings on track using Robert's Rules of Order.

Specific Responsibilities

1. The Deputy Chairperson, in the absence of the Chairperson, shall preside over meetings of the SRC and shall interpret, and fairly apply the rules of parliamentary procedure according to Robert's Rules of Order, and such regulations and traditions of the SRC, as applied from time to time.
2. The Deputy Chairperson shall carry out all their responsibilities in an impartial manner. Should the Deputy Chairperson feel the need to speak to an issue as a member of the SRC, they must temporarily step down and allow the Secretary to handle that portion of the meeting.
3. Should the Chairperson step down from their position temporarily, the Deputy Chairperson shall automatically assume the role of the Chairperson.
4. Should the Chairperson resign from their position, the Deputy Chairperson will temporarily sit in on Executive Committee meetings until which time a new Chairperson is elected by the Students' Representative Council.



Job Description – Secretary

General Summary

The role of the Secretary is to act as the recording secretary for all meetings of the Students' Representative Council (SRC).

Reporting Responsibilities

The Secretary works under the supervision of the Chairperson.

Specific Responsibilities

The Secretary will attend all meetings of the SRC, record discussions, and transcribe recordings into meeting minutes.

The Secretary will prepare and distribute all minutes within 5 business days of a meeting and will be responsible for distribution to all SRC members and appropriate full-time Students' Union staff. The Secretary is responsible for distributing all meeting materials one week prior to the meeting.

1. The Secretary will provide the Director of Finance and Operations of the Students' Union with attendance for each meeting to ensure members are paid their stipend in a timely fashion.
2. The Secretary will notify the Chairperson of quorum, as well as, keeping a record of all written regrets.
3. The Secretary will work with the Chairperson to notify those members who are to be removed due to lack of attendance.
4. In the absence of a Chairperson and Deputy Chairperson at a given meeting, the Secretary will serve as Chairperson.
5. It is the responsibility of the Secretary to notify members upon completion of stipend payments.



Job Description – President (Elected Official)

General Summary

The role of the President is to provide leadership to the Union and help carry out the goals of the organization. The President is the Chief Executive Officer of the organization.

Reporting Relationships

The President reports to the Students' Representative Council, and the Executive Committee of the Students' Union.

Specific Responsibilities

1. The President is the elected Chief Executive Officer of the Students' Union and shall be responsible to the SRC for overseeing the efficient and proper administration and operation of the Students' Union.
2. The President is responsible for supervising the proper handling of the day-to-day governing of the Students' Union.
3. The President shall be responsible for the enforcement of the Cape Breton University Students' Union Act and the By-laws of the Students' Union.
4. The President shall be responsible for amendments to the AP&P. All changes to policies must be passed through the SRC.
5. The President shall be responsible for representing the Students' Union at all official functions of both the Students' Union and Cape Breton University.
6. The President shall retain a seat on the Board of Governors of Cape Breton University and shall also have a seat on the Executive of the Board of Governors of Cape Breton University. The President shall retain a seat on Senate.
7. The President shall represent the Union on Cape Breton University and Students' Union Committees that require their presence.
8. The President shall serve as the primary liaison between the Students' Union and other external organizations such as, the Province of Nova Scotia, and all other media organizations. At the discretion of the President, they may delegate representation to another Executive.
9. The President shall act as the primary liaison between the Students' Union and the faculty, administration, and staff of the Cape Breton University.
10. The President shall be the spokesperson for the Students' Union and oversees all staff.
11. The President shall ensure there is an ongoing file of all minutes and supporting documents of meetings of the SRC and the Executive Committee.
12. The President will be, along with another member of the Executive, a Board Member of any external lobbying organization affiliated with the CBU Students' Union.
13. The President shall assume the responsibilities of the members of the Executive Committee should for any reason a member be unable to perform their respective duties until such time as a new Executive member is appointed.

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14. The President shall be an ex-officio voting member of all committees and departments of the Students' Union and SRC, except for the Students' Union Budget Committee and hiring committees.
15. The President is responsible for all Students' Union appointments to CBU Committees.
16. The President shall perform other such duties as directed the SRC
17. The President will submit a written monthly report to the Students' Representative Council.
18. The President shall make available to each SRC member, prior to the first regular meeting, access to a copy of Robert's Rules of Order, the CBU Students' Union Act, the AP&P, and the Bylaws of the Students' Union.
19. The President shall submit a year-end report to the SRC at the final meeting of the SRC in April. This report will contain pertinent information to the incoming Executive and encompass recommendations for the next year
20. The President will be responsible to provide an in-depth, comprehensive transition to the President Elect (successor), to ensure they are properly transitioned into their new role. The President will be paid an additional \$250 (transition pay) for providing their successor a total of 15 hours of detailed training during the month of April. Failure to comply with this regulation will result in the deduction or loss of transition pay.
21. The President is expected to work 35 hours per week from May 1st to August 31st and 25 hours per week from September 1st to April 30th.
22. The President shall take an oath of office and sign a remuneration agreement at the beginning of their term.



Job Description – Executive Vice President (Elected Official) (EVP)

General Summary

The role of the Executive Vice President (EVP) is to ensure that students are being treated fairly in the University, develop programming to facilitate the needs of students, and work with the President on advocacy for students.

Reporting Relationships

The EVP reports to the Students' Representative Council, President, and the Executive Committee.

Specific Responsibilities

1. The EVP shall work under the direction of the President.
2. The EVP shall be the President's alternate in the event the President is unable to carry out any, or all, of their functions.
3. The EVP may assume the powers of the President during the President's temporary absence from office upon the written authority of the President.
4. The elected EVP shall become the acting President upon the President leaving office before completion of the Presidents full term, subject to item 4.12 of the CBU Students' Union By-Laws.
5. The EVP shall retain a seat on Executive Senate and the Board of Governors of Cape Breton University.
6. The EVP shall be responsible for giving the Students' Union report at the regularly scheduled Senate meetings.
7. The EVP shall appoint student senators to the Senate, as well as, all ad-hoc committees of Senate, subject to approval by the President.
8. The EVP shall be responsible to the President and Executive Committee on matters pertaining to the academic affairs of Cape Breton University.
9. The EVP shall act as an advocate on behalf of the students in matters relating to academics, student appeals, and other issues that protect the rights of students.
10. The EVP shall oversee and implement the academic aspects of the Orientation Week committee of the Students' Union. They shall ensure that first year students are informed and familiarized with the academic process at Cape Breton University.
11. The EVP shall be responsible for the supervision of any academic support programs, and other departments of the Students' Union as assigned by the President, including all centre coordinators.
12. The EVP will be responsible for working with the VPP to organize academic events throughout the year.
13. The EVP shall perform other such duties as directed by the President, the Executive Committee, and the SRC.
14. The EVP will submit a written monthly report to the Students' Representative Council.
15. The EVP will be responsible to provide an in-depth, comprehensive transition to the Executive Vice President Elect (successor), to ensure they are properly transitioned into

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their new role. The EVP will be paid an additional \$250 (transition pay) for providing their successor with 15 hours of detailed training during the month of April. Failure to comply with this regulation will result in a deduction or loss of transition pay.

16. The EVP is expected to work 35 hours per week from May 1st to August 31st and 25 hours per week from September 1st to April 30th
17. The EVP shall take an oath of office and sign a remuneration agreement at the beginning of their term.



Job Description – Vice President Finance and Operations (Hired Official) (VPFO)

General Summary

The role of the Vice President Finance and Operations (VPFO) is to oversee spending and operations in the Students' Union to ensure best business practices are implemented. The VPFO oversees and provides guidance to societies on campus.

Reporting Relationships

The VPFO reports to the Students' Representative Council, President, and the Executive Committee.

Specific Responsibilities

1. The VPFO shall work under the direction of the President.
2. The VPFO shall be responsible to the Executive Committee and the SRC for the supervision of all funds of the Students' Union and they shall supervise the collection of all revenues into the accounts of the Students' Union.
3. The VPFO shall be responsible to supervise the expenditures of all funds of the Students' Union and shall enter into contractual agreements on behalf of the Students' Union upon approval of the Executive Committee.
4. The VPFO shall have access to and supervision over, all accounts and accounting software of the Students' Union, and they shall be responsible at all times for the good order of the Students' Union accounts.
5. The VPFO shall ensure that all expenditures that receive their authorization are consistent with the established financial authority/policies, and within the budget approved by the SRC.
6. The VPFO shall make available monthly unaudited updated financial statements to the SRC upon request.
7. The VPFO shall chair the Budget Committee of the Students' Union.
8. The VPFO shall be responsible for the proper supervision of and have full access to the Ancillary Operations of the Students' Union and shall be the direct supervisor of the Director of Finance and Operations. In the event where the Director of Finance and Operations is unable to carry out their duties, the VPFO shall have primary responsibilities for the Ancillary Operations of the Students' Union. When accessing inventory, safes, or security cameras of the operations, the VPFO must be accompanied by another Executive Committee member.
9. The VPFO shall be the direct supervisor to the Director of Finance and Operations.
10. The VPFO shall ensure that all societies receiving funding from the Students' Union are registered with the Students' Union and that the allocation of society funding is monitored and distributed according to the budget.
11. The VPFO shall act as a liaison to all societies on-campus and ensure that guidelines are met, as well as oversee the operations of all societies, provide support to societies, and act as a guide for projects and fundraisers.

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12. The VPFO shall hold a seat on the hiring committees for the Ancillary Operations of the Students' Union.
13. The VPFO shall ensure that all policy directives outlined in the AP&P pertaining to financial control and management are strictly enforced.
14. The VPFO shall hold a seat on the CBU Board of Governors, Senate, and be the student representative on the Budget Committee and the Board of Governors Investments Committee.
15. The VPFO shall sit as a member of the Caper Times Publishing Board and in meetings shall act as Chairperson.
16. The VPFO shall ensure that legal expenses are within the approved budget lines. Legal matters will be reported to the Executive Committee.
17. The VPFO shall oversee the operations of all societies and act as a guide for projects and fundraisers.
18. The VPFO shall perform other such duties as directed by the President, the Executive Committee, and the SRC.
19. The VPFO will be the main point of contact on all matters relating to the Emergency Bursary Program and serve as Chairperson of the Emergency Bursary Committee.
20. The VPFO will oversee all aspects of the Food Bank and ensure it is managed efficiently.
21. The VPFO will submit a written monthly report to the Students' Representative Council
22. The VPFO will be responsible to provide an in-depth, comprehensive transition to their successor, to ensure they are properly transitioned into their new role. The VPFO will be paid an additional \$250 (transition pay) for providing their successor with 15 hours of detailed training during the month of April. Failure to comply with this regulation will result in a deduction or loss of transition pay.
23. The VPFO is expected to work 35 hours per week from May 1st to August 31st and 25 hours per week from September 1st to April 30th
24. The VPFO shall be enrolled in the School of Business for the previous two years or must have documentation showing previous years experience in business education or practical business experience.



Job Description – Vice President Promotions (Hired Official) (VPP)

General Summary

The role of the Vice President Promotions (VPP) is to plan and promote diverse activities and events on-campus for students to have an outlet for social gatherings.

Reporting Relationships

The VPP reports to the Students' Representative Council, President, and the Executive Committee.

Specific Responsibilities

1. The VPP shall maintain a close liaison with the Student Affairs Centre, Marketing and Communications, and Residence Management to ensure diverse and informative orientation weeks.
2. The VPP shall hold a seat on CBU Senate and the Board of Governors.
3. The VPP shall be responsible to produce the content of the Student Handbook and oversee its production, which can be in either a digital or physical format.
4. The VPP shall hold a seat on the Caper Radio Inc. Board of Directors and the Caper Times Publishing Board.
5. The VPP will serve as Chairperson of the Students' Union Orientation Week Committee. This committee will work with the Executive Committee, full-time staff and the Orientation Week Leaders to assist with the organization of volunteers and delegation of tasks for the week.
6. The VPP shall be responsible for overseeing all internal publicity of the Students' Union including the promotion of all student events through the various modes of communication, with special emphasis placed on social media. This includes but is not limited to the CBU Students' Union website, Facebook, Instagram, LinkedIn, YouTube, Twitter, and television display screens.
7. The VPP will be responsible for overseeing the digital design of all promotional material for all orientation week events, and other events as directed by the Executive Committee. They will also be responsible for ordering all promotional material.
8. The VPP will work to ensure all advertising is current and is distributed throughout the CBU campus, placed on bulletin boards, and delivered to all residences.
9. The VPP will work closely with the DOFO to ensure that all concerts and Pit events are advertised properly, and that ancillary operations are promoted accordingly.
10. The VPP will sit on various committees as directed by the President.
11. The VPP shall be responsible for any additional Union publications or media services and shall perform other such duties as directed by the President or the Executive Committee.
12. The VPP shall assume responsibility for enhancing student participation in all Students' Union sponsored daytime and evening events and activities, as well as helping to build a sense of school spirit and pride.

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13. The VPP shall be responsible for creating the annual Week of Welcome Sponsorship Package.
14. The VPP shall be responsible for organizing all Athletics bus trips that are the responsibility of the Students' Union.
15. The VPP shall be responsible for organizing daytime events that will engage on- and off-campus students, such as pool tournaments, sports pool tournaments, gaming tournaments, etc.
16. The VPP shall be responsible for organizing all student assemblies that are the responsibility of the Students' Union.
17. The VPP will oversee all promotional coordinator positions.
18. The VPP shall submit a monthly report to the Students' Representative Council.
19. The VPP shall perform other such duties as directed by the President, the Executive Committee, and the SRC.
20. The VPP will be responsible to provide an in-depth, comprehensive transition to their successor, to ensure they are properly transitioned into their new role. The VPP will be paid an additional \$250 (transition pay) for providing their successor with 15 hours of detailed training during the month of April. Failure to comply with this regulation will result in a deduction or loss of transition pay.
21. The VPP is expected to work 35 hours per week from May 1st to August 31st and 25 hours per week from September 1st to April 30th
22. The VPP shall have a background in graphic design.
23. The VPP shall be responsible for all promotion of the Games Room in the Pit.



**Job Description- Executive Director (Senior Full-time Staff)
(ED)**

General Summary

The Executive Director is responsible for the efficient operation of the administrative office of the Students' Union. The Executive Director is responsible for advising and supporting the executive, board of directors, and staff of the Students' Union. The ED receives direction from, and works closely with, the elected board and executive to achieve the strategic goals of the Union.

Reporting Relationship

Reporting directly to the President, the ED receives direction from, and works closely with, the elected board and executive to achieve the strategic goals of the Union.

Specific Responsibilities

1. The ED shall oversee the daily administrative operations of the Students' Union and supervise Administrative Support staff. These responsibilities are not to conflict with those of the Director of Finance & Operations. These include:
 - a. Ordering office supplies.
 - b. Ensuring staff are trained on the proper operation of office equipment such as the photocopier, bus pass equipment, etc. Assist the Director of Finance & Operations with preparing training manuals and organizing policy training for ancillary staff as requested.
 - c. Ensure that the Records Management System is up-to-date and provided with copies of all employment contracts for filing purposes.
 - d. Consulted on all RFP's and may be asked to sit on committees.
 - e. Maintain and oversee the Students' Union's Records Management System.
 - f. Provide administrative support services such as scheduling meetings, preparing correspondence, and preparing minutes of meetings as required.

2. Administer the Student Health and Dental Plans for CBU Students.
 - a. Ensure students are made aware of their benefits
 - b. Advertise opt-out dates so that students are aware of mandatory deadlines
 - c. Assist students with claim submissions and answer questions regarding benefit plans and limitations.
 - d. Assist students with accessing the online portal.
 - e. Add/remove students from the plan as requested.
 - f. Ensure billing is forwarded monthly to the CBU Finance Office. As well, all opt-ins that are handled internally will be prepared in conjunction with the DOFO.

3. Assist the Vice President Promotions with the design and preparation of the Student Handbook when requested

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4. Assist the President in coordinating monthly staff meetings
5. Assume a central role in the annual transition of the Executive Committee
 - i. Arrange Seminars and Presentations on transition package material, along with the Director of Finance & Operations, such as
 - a. job descriptions of the full-time staff,
 - b. history of the Students' Union and Cape Breton University, including the Board of Governors and Senate.
 - c. the role of the Students' Representative Council.
 - d. the Students' Union By-Laws, Administrative Policies & Procedures, and Elections Act.
 - e. the various services offered by the Students' Union.
6. Along with the Director of Finance & Operations, oversee all Coordinators located within the Students' Union pertaining to the administration and monitoring of: hours worked, assistance with volunteers, submitting reports, performance evaluations, HR incidents, etc., **Supervision of these Coordinators will remain the responsibility of the Executive Committee.** The following coordinators are to work directly with the Executive Director as it pertains to the fulfillment of their positions while keeping the Executive Committee abreast of any employment issues (**all budgetary reporting must be under the direction of the Director of Finance & Operations**):
 - a. Women's Centre Coordinator
 - b. Pride & Ally Centre Coordinator
 - c. Multicultural Hub Coordinator
 - d. Indigenous Liaison Officer
 - e. Sustainability Coordinator
 - f. All other Coordinators as it pertains to administrative responsibilities
7. Policy Work: Work with the President to ensure policies are up-to-date and reviewed every two years. Offer suggestions for change, have a strong understanding of the policies as it pertains to the organization and offer support and advice to the President on matters of concern.
 - a. Hold a seat on all policy revision committees and serve as recording secretary.
 - b. Ensure draft policies are reviewed by legal counsel prior to SRC approval.
 - c. Ensure all members of the SRC receive updated copies of policies annually.
8. Assist the summer grant worker with the planning of the Capers Helping Capers Golf Tournament to ensure for a successful event. Prepare sponsorship packages, visit businesses, recruit volunteers, and ensure the event is carried out in its entirety.
9. Assist the VP Promotions with the preparation of advertisements of all Students' Union employment opportunities. Collect resumes, prepare interview questions for committees, contact all candidates, and prepare employment contracts for new hires.
10. Assist in the preparation and management of media relation strategies and actions.
11. Represent the Students' Union on committees as directed.
12. Attend all Executive Committee meetings as a non-voting member and offer support to the Executive Committee. Attend SRC meetings from time to time when matters relevant to the position are discussed.

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13. Undertake special projects and assignments as directed by the President or Executive Committee.
14. Sit on hiring committees for student coordinators as directed.
15. Assist the Honours Society President with the planning and preparation of the annual Honours Banquet. Prepare certificates for distribution, ensure guests are invited to any scheduled events, plan all aspects of the event to ensure its success, and work with the Director of Finance & Operations on all budgetary matters pertaining to the annual banquet.
16. Work with the Chief Returning Officer to oversee all aspects of the Students' Union elections and referenda run accordingly and act as an advisor to the CRO.
17. Perform other duties as directed



Director Of Finance & Operations (Senior Full Time Staff)

General Summary

The DOFO shall ensure that all financial and operational activities are executed and delivered as per the standards set by the Executive Committee.

Reporting Relationship

The DOFO is responsible for managing the physical space occupied by the Students' Union, under the direction of the VPFO, President, and the Executive Committee. Reporting directly to the VP of Finance & Operations and the President, the DOFO works closely with the elected board and executive to achieve the strategic goals of the Union.

Specific Responsibilities

1. The DOFO shall oversee and supervise the daily operations of the Students' Union.
 - a. The Director of Finance and Operations responsibilities for operations of the Students' Union and its offices. These responsibilities are not to conflict with those of the Executive Director. The responsibilities include but not limited to:
 - i. Hours of operations
 - ii. Maintaining office equipment and replacement
 - iii. Maintaining furniture equipment and replacement
 - iv. Maintaining office computers and accessories and replacement
 - v. Consulted on hiring committees, staffing and HR issues
 - vi. Consulted on all policies:
 1. Human Resources
 2. Election Act
 3. AP&P
 4. By Laws
 - vii. Planning and risk assessment of the Students' Union
 - viii. Consulted on all Requests for Business Plans (RFP) and may be asked to sit on committees
 - ix. Consulted on contracts entered in on behalf of the Students' Union
 - b. Along with the Executive Director, oversees all coordinators employed by the Students' Union for questions and concerns pertaining to hours worked, assistance with volunteers, HR incidents and reports. Supervision of these positions remain the responsibility of Executive.
 - c. The following Coordinators are to work directly with the Director of Finance & Operations as it pertains to budgetary, operational issues and reports:
 - i. Food Bank Coordinator
 - ii. Society Coordinator
 - iii. Finance Coordinator (or relevant title)

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- iv. Caper Times
 - v. Social Media and Events
 - vi. All other Coordinators and Front Desk staff as it pertains to financial and operational matters.
- d. The DOFO may assist and be asked to assist in the planning, development and execution of all CBU Students' Union events, including and not limited to:
- i. General and By Elections (not to conflict with the role of the Executive Director)
 - ii. Executive Transition & retreats, (not to conflict with the role of the Executive Director)
 - iii. Honours Banquets, (not to conflict with the role of the Director of the Executive Director)
 - iv. Healthy Living Weeks, (not to conflict with the role of the Director of the Executive Director)
 - v. Etc.
- e. The DOFO shall assist the VPFO to ensure that all societies receiving funding from the Students' Union are registered with the Students' Union and that the allocation of society funding is monitored and distributed according to the budget. The DOFO and VPFO shall act as a liaison to all societies on-campus and ensure that guidelines are met.
- f. The DOFO is to work with the Executive Director in all transition and training for all incoming Executives, Coordinators and CBU Students' Union staff.
2. The DOFO shall oversee and supervise the daily operations of the Students' Union ancillary operations. The management of ancillary operations all report to the VPFO, but DOFO remains the senior full-time staff contact for all ancillary operations.
- a. The DOFO responsibilities for ancillary operations are as follows:
 - i. Hire, train, and supervise staff for ancillary operations of the Students' Union.
 - ii. Supervise the day-to-day operation of the store, other ancillary operations and special event operations.
 - iii. Handle inventory management including ordering, pricing, and working with suppliers.
 - iv. Coordinate marketing and promotions activities for ancillary operations, in conjunction with the VP Promotions.
 - v. Work with the VPP to obtain sponsorship for orientation weeks and major events.
 - vi. Book entertainment for the Students' Union and sign all entertainment contracts.
 - vii. Remain CBU Students' Union representative on CBU's Lounge Management Committee.

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- viii. Serve as a member on related committees such as Orientation, and other special events.
 - ix. Ensure maintenance is kept on all equipment/fixtures and report issues to the VPFO.
 - x. Report monthly to the VPFO on the status of the ancillary operations.
 - xi. Only the DOFO in the case of no Operations Manager may initiate any operations or entertainment contract, in consultation with the VPFO. Any contract that has total cost, including sound, security, rider, etc., exceeding \$1000.00 must be reviewed and approved by the Executive Committee.
3. Along with the Executive Director, the DOFO should attend all Executive Committee meetings and may be asked to attend Students' Representative Council meetings as they pertain to budgetary, operational, and ancillary operations.
4. Regarding the Caper Radio MOU, the DOFO will monitor Caper Radio financials and prepare financial statements by providing bookkeeping services to Caper Radio. The DOFO will work closely with Caper Radio ensuring all process of the MOU with Caper Radio and CBU Students' Union are followed.
5. The DOFO shall analyze the financial status of the organization and recommend budgetary and primary amendments as needed.
6. The Director of Finance and Operations shall oversee the Students' Union insurance needs and work with the Vice President Finance and Operations to ensure all coverage aspects are met.
7. The DOFO shall ensure that appropriate systems are in place to maintain Cape Breton University's (CBU) liquor license according to the laws and regulations of the Liquor License Act and related legal requirements.
8. The DOFO shall be responsible for preparing payroll, issuing Records of Employment and T4 receipts, and remitting all related government deductions for all Students' Union employees, both full-time and part-time.
9. The DOFO shall be responsible for preparing HST remittances on a quarterly basis to CRA.
10. The DOFO shall be responsible for Accounts Receivable- issue invoices to clients and record all payments, match with purchase orders where necessary and issue payments on a regular basis.
11. The DOFO is responsible for tracking credit card transactions for all cards issued to the Students' Union Executive and full-time staff and remitting the required payments prior to their due date, as well as ordering and issuing new credit cards.
12. The DOFO in consultation with the VPFO is responsible for preparation of budget documents as per AP&P.
13. The DOFO is responsible for posting all journal entries to General Ledger and preparing monthly financial statements for the Students' Union and each of the ancillary operations as well as a set of consolidated statements.

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14. The DOFO is responsible to monitor usage and ensure maintenance is kept on all vehicles owned and operated by the Students' Union and report issues to the VPFO.
15. The DOFO shall monitor bank accounts for each operation, ensuring that all deposits and withdrawals are recorded and that minimum balances are maintained, and preparing monthly bank reconciliations.
16. The DOFO shall prepare bank deposits on a regular basis.
17. The DOFO is responsible for maintaining financial records for each of the Union's societies, ensuring there is an accurate record of all deposits and withdrawals.
18. The DOFO is responsible for maintaining a filing system for all accounting information.
19. At fiscal year-end, the DOFO is responsible for recording all adjusting journal entries and reconciling general ledger balances in preparation for the annual review by an external auditor.
20. Other such duties assigned by the Executive Committee.



Women's Centre Administrative Coordinator

General Summary

This position is designed to plan and create initiatives for the education and equality of women at CBU and the community-at-large.

Reporting Relationships

The Women's Centre Administrative Coordinator reports to a member of the Executive Committee and the Executive Director as their Senior Full Time Staff supervisor.

Specific Responsibilities:

1. Actively recruit volunteers, creating and maintaining a volunteer database
2. Ensure the Women's Centre remains a safe and confidential environment for all women on campus
3. Oversee services offered out of the Women's Centre, and that they are running smoothly and efficiently
4. Collaborate with the Women's Centre Outreach Coordinator to manage the Centre's social media accounts, as well as promote events, activities, and services
5. Manage the successful implementation of the Hello Baby program
6. Maintain and update the Women's Centre resource library and all reference materials
7. Submit a monthly report of activities to their direct supervisor.
8. Other duties assigned by the Executive Committee

Qualifications:

1. Must be a member of the CBU Students' Union as outlined in By-law 1.01 and registered CBU student prior to the third week of the first month of the academic term.
2. Excellent communication and organization skills
3. Knowledge of Microsoft Office Suite
4. Capable of operating office equipment (fax machine, photocopier, etc.)
5. Ability to work independently in a fast-paced office environment and with a budget.



Women's Centre Outreach Coordinator

General Summary

This position is designed to plan and create initiatives for the education and equality of women at CBU and the community-at-large.

Reporting Relationships

The Women's Centre Outreach Coordinator reports to a member of the Executive Committee and the Executive Director as their Senior Full Time Staff supervisor.

Specific Responsibilities:

- Coordinate and plan events and activities regarding women's needs
- Create strategic partnerships with organizations dedicated to providing services to self-identified women
- Collaborate with the Women's Centre Administrative Coordinator to manage the Centre's social media accounts, as well as promote events, activities, and services
- Research and advocate for issues pertaining to women's equality and other relevant social issues both on and off-campus.
- Manage the Centre's Bathroom Campaign
- Submit a monthly report of activities to their direct supervisor.
- Other duties assigned by the Executive Committee

Qualifications:

6. Must be a member of the CBU Students' Union as outlined in By-law 1.01 and registered CBU student prior to the third week of the first month of the academic term.
7. Excellent communication and organization skills
8. Knowledge of Microsoft Office Suite
9. Capable of operating office equipment (fax machine, photocopier, etc.)
10. Ability to work independently in a fast-paced office environment and with a budget.



Job Description – Pride and Ally Centre Coordinator

General Summary

This position is designed to plan and create initiatives for the education and equality of the CBU community and the community at large.

Reporting Relationships

The Pride and Ally Centre Coordinator reports to a member of the Executive Committee and the Executive Director as their Senior Full Time Staff supervisor.

Specific Responsibilities

1. Coordinate awareness campaigns and activities surrounding sexuality, awareness, and education
2. Work with the objective of advancing equal rights for straight, gay, lesbian, bisexual and trans-identified individuals on-campus and in the community at large
3. Provide the VP Promotions with materials to advertise services and events to students
4. Facilitate various workshops and train centre volunteers in the areas of sex workshops, safe space, and ally projects
5. The coordinator will provide appropriate non-medical support to students in crisis, including assistance in obtaining access to mental health services.
6. Actively recruit volunteers for the centre, maintaining a database of volunteers
7. Maintain and update the Centre's resource library and all reference materials
8. Provide safe sex supplies and usage information to students
9. Provide a safe and confidential area for all students
10. Research areas of sexual education to keep abreast of the current issues
11. Submit a monthly report of activities to their direct supervisor
12. Other duties as assigned by their supervisor and/or Executive Committee

Qualifications

11. Must be a member of the CBU Students' Union as outlined in By-law 1.01 and registered CBU student prior to the third week of the first month of the academic term.
12. Excellent communication and organization skills
13. Knowledge of Microsoft Office Suite
14. Capable of operating office equipment (fax machine, photocopier, etc.)
15. Ability to work independently in a fast-paced office environment and with a budget.



Job Description – Multicultural Hub Coordinator

General Summary

This position is designed to create a sense of inclusivity on-campus with our diverse student population. The goal is to create events specifically to enhance student life for both our International and Domestic students.

Reporting Relationships

The Multicultural Hub Coordinator reports to a member of the Executive Committee and the Executive Director as their Senior Full Time Staff supervisor.

Specific Responsibilities

1. Open and maintain a constant dialogue with the International Students' Society and Aboriginal Student Society Presidents, and keep the SU Executive up to date on society activities
2. Liaise with the CBU International Student Advisors and Unama'ki College Staff
3. Identify and report on any issues affecting diversity.
4. Organize events in conjunction with the VP Promotions. Such events could include, Black History Month, Open Houses, Gaming Nights, International Coffee Houses, Treaty Day, etc.
5. Enhance cultural diversity and involvement on-campus.
6. Create a warm and inclusive atmosphere within the Multicultural Hub
7. Submit a monthly report of activities to their direct supervisor
8. Other duties assigned by their supervisor and/or Executive Committee

Qualifications

1. Must be a member of the CBU Students' Union as outlined in By-law 1.01 and registered CBU student prior to the third week of the first month of the academic term.
2. Excellent communication skills
3. Knowledge of Microsoft Office Suite
4. Ability to work independently in a fast-paced office environment
5. Ability to work within a budget
6. Excellent organization skills
7. Creativity and event planning an asset



Job Description – Indigenous Centre Coordinator

General Summary

The purpose of the Indigenous Centre Coordinator is to provide cultural events and enlarge spaces for Indigenous students to feel connected and engaged as integral members of the CBUSU. The Indigenous Centre Coordinator will also increase awareness among the student body of the First Peoples of Unama'ki and beyond.

Reporting Relationships

The Indigenous Liaison Officer reports to a member of the Executive Committee and the Executive Director as their Senior Full Time Staff supervisor.

Specific Responsibilities

- 1 Act as a link between the Students' Union and Unama'ki College.
- 2 Be a leader and creative force in identifying, planning, communicating, and managing cultural, informational learning events on campus and in local communities
- 3 Enhance the university environment by promoting diverse, inclusive, cross-cultural, intercultural and knowledge sharing activities and events.
- 4 Increase student engagement, collaboration, and knowledge of ethical protocols with Indigenous culture, including building stronger ties with Elder/Knowledge Holders and Spiritual Advisors in the community
- 5 Work in collaboration with Unama'ki College staff to advance information, services, policies, and access to culturally appropriate programming and well-being enhancing at CBU, including visits to the communities and informational events in communities such as career fairs, town hall meetings, week of welcome etc.
- 6 Collaborate with the Women's Center, Pride and Ally Center, Multicultural Hub and the Food Bank to plan and organize Indigenous events across the campus
- 7 Understand the importance of recognized days in the history of L'nu community, especially within Mi'kma'ki and collaborate with the Student Union Vice-President Promotions in design efforts of event posters.
- 8 Submit a monthly report of activities to the CBUSU President and the Executive Director.
- 9 Other duties assigned by the CBUSU Executive Committee

Qualifications

- 1 Preference shall be given to a candidate who can demonstrate ancestry or citizenship to at least one Indigenous nation: Indigenous, First Nations, Inuit or Metis communities,
- 2 Must be a member of the CBU Students' Union as outlined in By-law 1.01 and registered CBU student prior to the third week of the first month of the academic term.
- 3 Can demonstrate a competency with written and oral communication and organization skills,
- 4 Be an active learner of office equipment and able to work independently in a fast-paced office environment
- 5 Ability to work within a budget



Job Description – Food Bank Coordinator

General Summary

This position is designed to oversee and create initiatives for the CBUSU Food Bank while assisting students with food insecurity.

Reporting Relationships

The Food Bank Coordinator reports to the VPFO and the Director of Finance & Operations as their Senior Full Time Staff supervisor.

Specific Responsibilities

1. Responsible for overseeing the food bank's operation as directed by the Students' Union.
2. Seeking new ways to enhance the services provided to students
3. Shopping for food to stock the food bank (heavy lifting will be required)
4. Planning, marketing and executing food drives, collection programs, and other food related events and initiatives
5. Planning, marketing and executing monthly food giveaways
6. Refer students to various services related to accessing food and receiving financial support
7. Maintain suitable inventory levels and create shopping lists to replenish stocks
8. Monitor sales at various grocery stores to guarantee affordable shopping trips
9. Seek sponsorship from various grocery stores and suppliers, and negotiate deals and discounts
10. Perform monthly inventory counts to monitor stock levels.
11. May supervise and manage volunteers to assist with the creation of materials and or distribution of food.
12. Ensure food bank is open and or accessible at least 10 hours per week
13. Other tasks reasonably assigned by the Students' Union.

Qualifications

1. Must be a member of the CBU Students' Union as outlined in Bylaw 1.01 and registered CBU student prior to the third week of the first month of the academic term.
2. Excellent communication skills
3. Knowledge of Microsoft Office Suite
4. Ability to work independently in a fast-paced office environment
5. Ability to work within a budget
6. Excellent organization skills
7. Creativity an asset
8. A valid government driver's license and abstract is required



Caper Times Editor-in-Chief

General Summary

This position is to be the lead editor of the campus newspaper, Caper Times.

Reporting Relationships

The Caper Times Editor-in-Chief will report to the VPFO as Chairperson of the Caper Times Publishing Board and the Director of Finance & Operations as their Senior Full Time Staff supervisor.

Specific Responsibilities

1. Responsible for the overall management, direction, and coordination of the Caper Times
2. Ensure that campus news is being reported and printed by fair and accurate means. The Editor is responsible for distributing print copies within the CBU campus.
3. Report in an unbiased, objective view on Students' Union, societies and CBU activities
4. Oversee the overall writing, editing (including grammar), layout & design, recruitment of contributors and production of the paper according to the publishing schedule
5. Liaise with the VPFO on budgetary management and assistance
6. Hire staff within budget guidelines to ensure efficient production of the paper
7. Train, manage, and supervise Caper Times staff and contributors
8. Sit as a representative on the Caper Times Publishing Board
9. Submit an annual report to the Publishing Board
10. Submit a monthly report of Caper Times activities to the VPFO

Qualifications:

1. Must be a member of the CBU Students' Union as outlined in By-law 1.01 and registered CBU student prior to the third week of the first month of the academic term.
2. Excellent verbal and written communication skills with excellent grammar.
3. Knowledge of Microsoft Office Suite and Adobe Creative Suite
4. Capable of operating office equipment (fax machine, photocopier, etc.)
5. Ability to work independently in a fast-paced office environment under extreme deadlines
6. Ability to work within a budget
7. Excellent organization skills
8. Creativity an asset



Society Coordinator

General Summary

This position is designed to enhance student life by promoting societies on-campus, and work with the Students' Union Finance Department.

Reporting Relationships

The Society Coordinator reports to the VPFO and the Director of Finance & Operations as their Senior Full Time Staff supervisor.

Specific Responsibilities

- Maintain an active list of societies and their Executives, as well as ensure that all societies fill in the essential information on the society application form.
- Deal with all fund's requests and deposits for individual societies and work with the Finance Manager to ensure budgets are maintained.
- Ensure that proper society guidelines are being followed and that reports are submitted in a timely manner.
- Act as a liaison between the Students' Union and societies and schedule regular meetings with society executives, including one mandatory society meeting in the fall.
- Work with the staff to arrange at least one society fair per semester.
- Submit a monthly report of activities to the VP Finance & Operations.
- Other duties as assigned by the Executive Committee.

Qualifications:

1. Must be a member of the CBU Students' Union as outlined in By-law 1.01 and registered CBU student prior to the third week of the first month of the academic term.
2. Excellent communication skills
3. Knowledge of Microsoft Office Suite
4. Excellent organization skills
5. Capable of operating office equipment (fax machine, photocopier, etc.)
6. Ability to work independently in a fast-paced office environment



Job Description – Administrative Support

General Summary

This position is to provide administrative support to the everyday duties of the Executive Director and to the Students' Union Executive.

Reporting Relationships

The Administrative Support will report to the Executive Director.

Specific Responsibilities

1. Sending and receiving of correspondence.
2. Operating the Students' Union switchboard.
3. Welcoming students and guests, providing information and directions, referring inquiries and concerns to the appropriate staff member.
4. Typing correspondence for the Students' Union Executive and full-time staff.
5. Issuing, recording, and preparing CBRM Transit passes.
6. Approving posters.
7. Booking study space, University Commons, and boardrooms in the Students' Union.
8. Completing paperwork related to Students' Union services.
9. Updating job posting boards.
10. Other duties assigned by the Executive Director and/or members of the Executive Committee.

Qualifications:

1. Must be a member of the CBU Students' Union as outlined in By-law 1.01 for the duration of the employment contract and a registered CBU student prior to the third week of the first month of the academic term.
2. Excellent verbal and written communication skills
3. Knowledge of Microsoft Word, Excel, Email and Internet
4. Capable of operating office equipment (fax machine, photocopier, etc.)
5. Ability to work independently in a fast-paced office environment
6. Excellent organization skills
7. Knowledge of areas and departments of the University



Job Description – Caper Convenience Store Clerks

General Summary

Store Clerk positions are to ensure the proper operation of Caper Convenience during posted operational hours.

Reporting Relationships

The Caper Convenience Store Clerks will report to the Director of Finance & Operations.

Specific Responsibilities

1. Receive deliveries, ensuring stated amount of inventory is delivered
2. Store deliveries
3. Stock shelves
4. Make note of low inventories and report to Director of Finance & Operations
5. Light cleaning duties
6. Brewing coffee
7. Strong customer service
8. Cashier duties – ringing through customers and processing transactions
9. Counting starting cash and preparing deposits at end of shift
10. Inform customers on current promotions; upsell where possible
11. Inform customers on Students' Union events
12. Loss prevention
13. Other duties assigned by Director of Finance & Operations, VPFO and/or Executive Committee

Qualifications:

1. Must be a member of the CBU Students' Union as outlined in By-law 1.01 and registered CBU student prior to the third week of the first month of the academic term.
2. Excellent communication skills
3. Ability to work independently in a fast-paced environment
4. Experience with handling cash
5. Strong customer service skills



Annual Student Coordinators (Subject to Budget Approval)

General Summary

These positions may be hired annually at the discretion of the incoming Executive Committee based on goals and budget approval.

1. Social Media Coordinator(s)
 - a. The Society Media Coordinator (s) reports to the VP of Promotions-and the Director of Finance & Operations as their Senior Full Time Staff supervisor.
2. Events and Promotions Coordinator (s)
 - a. The Society Media Coordinator (s) reports to the VP of Promotions-and the Director of Finance & Operations as their Senior Full Time Staff supervisor.
3. Community Outreach Coordinator
 - a. The Community Outreach Coordinator reports to a member of the Executive Committee-and the Executive Director as their Senior Full Time Staff supervisor.
4. Finance Coordinator
 - a. The Society Media Coordinator (s) reports to the VP of Finance & Operations and the Director of Finance & Operations as their Senior Full Time Staff supervisor.
5. Sustainability Coordinator
 - a. The Sustainability Coordinator reports to a member of the Executive Committee-and the Executive Director as their Senior Full Time Staff supervisor.
6. Food Bank Outreach Coordinator
 - a. The Food Bank Outreach Coordinator reports to the VP of Finance & Operations-and the Director of Finance & Operations as their Senior Full Time Staff supervisor.
7. Orange Army Coordinator
 - a. The Orange Army Coordinator (s) reports to the VP of Promotions-and the Director of Finance & Operations and or the Executive Director as their Senior Full Time Staff supervisor.
8. Caper Times Associate Editors
 - a. The Caper Times Associate Editors reports to the VP of Finance & Operations-and the Director of Finance & Operations as their Senior Full Time Staff supervisor.
9. Other positions may be created by incoming Executive Committee



**Administrative Assistant
(Contracted Term Full & Part Time Staff, Non-Students)**

General Summary

The Administrative Assistant is responsible for the efficient operation of the administrative Front Desk of the Students' Union. The Administrative Assistant provides a wide range of administrative services to the Students' Union Executive and full-time staff.

Reporting Relationship

The Administrative Assistant reports to the Executive Committee and reports directly to the Executive Director.

Specific Responsibilities

1. The Administrative Assistant will ensure that services are being offered to students and guests of the Students' Union via the Front Desk.
2. Sending and receiving of correspondence.
3. Operating the Students' Union switchboard.
4. Welcoming students and guests, providing information and directions, referring inquiries and concerns to the appropriate staff member.
5. Typing correspondence for the Students' Union Executive and full-time staff.
6. Issuing, recording, and preparing CBRM Transit passes.
7. Approving posters.
8. Booking study space, University Commons, and boardrooms in the Students' Union.
9. Completing paperwork related to Students' Union services.
10. Updating job posting boards
11. Under the Direction of the Executive Director, the Administrative Assistant will assist with the CBU Students' Union's health and dental plan and assist students with enrolling into the plan, opting out, and submitting claims to the provider.
12. Ensuring the proper operations of office equipment and informing the Executive Director and Director of Finance & Operations with any issues regarding the Front Desk Office equipment.
13. Maintaining adequate office supplies and ordering supplies as necessary for the Front Desk and staff within the Students' Union. The Administrative Assistant will need to obtain approval for any purchases as per AP&P.
14. Under the direction of the Director of Finance & Operations:
 - a. Prepare bank deposits for various departments of the Students' Union
 - b. Assist the Society Coordinator with society deposits as needed
 - c. Reconcile transit passes, POS transactions, and credit card statements
15. Assist in controlling the Students' Union's Records Management System under the direction of the Executive Director.

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16. Undertake special projects and assignments as directed by the Executive Director, Director of Finance, and/or Executive Committee.
17. Other such duties assigned by the Executive Director.



**Operations Assistant
(Contracted Term Full & Part Time Staff, Non-Students)**

General Summary

Deliver a student service focused culture across the Caper Convenience and Pit Games Room operations for students and the CBU community which includes staff, alumni, and CBU guests

Reporting Relationship

The Operations Assistant reports to the Vice President of Finance and Operations and reports directly to the Director of Finance & Operations.

Specific Responsibilities

1. Caper Convenience:

- a. Assist in scheduling part- time staff.
- b. Experience with computerized cash systems and POS (Point of Sales) software.
- c. Assist in ordering stock and responsible for receiving stock.
- d. Conduct inventory counts on a regular basis and year end count.
- e. Handle cash and reconcile deposits.
- f. Assist staff in regard to delivery of service and performance.
- g. Be capable of working without direct supervision.
- h. Act as a contact for suppliers when Director of Finance and Operations and VP of Finance and Operations are not available.
- i. Be able to jump on cash and assist which may happen for various reasons, such as staff shortages, missed shifts or increased traffic flow. As well during slower periods of year, fill in for shifts on cash.
- j. Liaison between Students' Union and store staff.
- k. Be responsible for reconciling store deposits and investigate any cash irregularities with communicate with Director of Finance & Operations.
- l. Be responsible for store cleanliness and maintaining neat and organized stock
- m. Any price changes, supplier changes or changes to product lines must be communicated with Director of Finance & Operations and approved by Students' Union VP of Finance & Operations.
- n. Must be available to work as agreed with Students' Union Vice President of Finance & Operations. Generally, hours will be Monday to Friday. Days off will be offered in lieu of overtime.
- o. Other duties as required by the Director of Finance & Operations and VP of Finance & Operations.
- p. Monthly reports are to be sent to the VP of Finance & Operations and Director of Finance & Operations, and should contain sales reports, inventory issues, loss or wastage, incident reports, etc.



- q. The back-office area of Caper Convenience will be considered the office of the Operations Assistant.

2. Students' Union:

- a. Deliver a student service focused culture across all Caper Convenience and Pit Games Room for students and the CBU community which includes staff, alumni, and CBU guests.
- b. Supervise the day-to-day operation of the store and Games Room and assist in special event operations.
- c. Assist with marketing and promotions activities for ancillary operations, Games Room and Events in conjunction with the VP Promotions and VP Finance and Operations.
- d. In cooperation with the VP Finance and Operations and Director of Finance and Operations, assist in preparing annual budget for Caper Convenience.
- e. Serve as a member on related committees such as required by the Executive Committee.
- f. The Operations Assistant may be expected to work special events which may include weekend and other night events.
- g. The Operations Assistant is expected to be familiar with Students' Union Offices to assist in operations under the direction of the Executive Committee and with the Executive Director and Director of Finance & Operations when applicable. The Operation Supervisor support will primarily focus on the following:
 - i. Front Desk Operation and Procedures
 - ii. Bank Deposits
 - iii. Promotions
 - iv. Food Bank Office
 - v. Societies
 - vi. Student Centres



Students' Representative Council Compensation Policy

Policy Description

The Students' Representative Council will be paid for their time during regularly scheduled meetings of the SRC. Outlined below is the compensation for each member of the SRC.

Procedure

1. The Chairperson of the Council shall be paid accordingly:
 - a. \$100.00 for every regularly scheduled SRC meeting they attend and chair.
 - b. \$100.00 per semester (May-August, September-December, January-April) for all supplementary meetings of both SRC and Executive Committee.
 - c. \$75.00 for regularly scheduled Executive Committee meetings where they attend and type minutes.
2. If the Chair of SRC cannot attend the regularly scheduled meeting and the Deputy Chair must step in, the Deputy Chair will receive \$100 for the meeting chaired.
3. The Secretary of the Council shall be paid accordingly:
 - a. \$100.00 for every regularly scheduled SRC meeting they attend preparing/taking the minutes of meetings of the SRC, sending correspondence, and tracking attendance.
 - b. \$50.00 per semester (May-August, September-December, January-April) for all supplementary meetings of SRC.
4. All other representatives, excluding the Executive Committee, shall receive \$40 per regularly scheduled SRC meeting.
5. No member of Council shall receive compensation for supplementary meetings less than 60 minutes in length. For supplementary meetings which exceed sixty minutes all members shall receive regular compensation in the amount of \$40.00.
6. All SRC members, excluding Executive, who participate in ad hoc committees of the Students' Union will be eligible for compensation. Each ad hoc committee will receive \$150 to be divided amongst the members upon the completion of the committee. Each member must participate in a minimum of 4 (four) hours of meeting time to be eligible for compensation.
7. SRC members are expected to provide a report of their involvement within the SRC, including any ad hoc committee work, at the end of each semester. Reports are to be submitted to the Chair of Council.



Chief Returning Officer (CRO) Compensation Policy

Policy Description

The Chief Returning Officer (CRO) will carry out all duties required in the Elections Act for Referendums, General Elections and By-Elections on campus. This policy states the financial remuneration for the CRO.

Reporting Relationships

The Chief Returning Officer (CRO) will report to the Students' Representative Council and confer with the Executive Director and/or the Elections Committee (Senior Full Time Staff alternate annually on the committee) on how to properly carry out the administration of the election in a fair and ethical manner.

Procedure

The Chief Returning Officer shall be paid the following after election results have become official. This remuneration is contingent on the CRO performing the duties required of them during elections, by-elections and referendum:

1. A \$1500 salary will be given for a Students' Union General Election
2. A \$750 salary will be given for a Students' Union By-Election with ten or more candidates.
3. A \$300 honorarium will be given for a Students' Union By-Election with less than ten candidates.
4. A \$150 honorarium will be given for a Students' Union Referendum or Plebiscite.
5. The Deputy CRO will receive an honorarium of \$500 for the General Election.
6. Financial remuneration will be negotiated for any activities not noted above between the CRO and the Executive Committee.
7. The CRO, upon the approval of the Students' Union President, has the authority to appoint a Deputy CRO to assist with the General Election.
8. The CRO is expected to sign a contract upon ratification by SRC.



Accountability Policy

Policy Description

The purpose of this policy is to ensure transparent and accountable governance of the Students' Union, particularly as it pertains to the role and activities of the members of the Executive Committee. This policy is meant as a guideline and incremental step in ensuring Students' Union accountability.

Procedures

1. No member of Students' Union Staff shall be given free admittance to any Students' Union sponsored event unless working an event in the capacity of an ancillary employee.
2. Executive expenditures on Students' Union credit cards should be made readily available to any member of the SRC upon request.
3. If Executive Committee members or other Students' Union staff attend a conference as a party representing the Students' Union, it is required that all attendees submit a brief report on the event.
4. Any contract to be signed by the Executive on behalf of the Students' Union for an agreement exceeding one year *must* be passed through the SRC for approval, as decided by a 2/3 majority.
5. A printed copy of all SRC minutes shall be made available to Union members upon request, at the front desk of the Students' Union, and notice of such posted to the Students' Union website one week following approval. Additionally, Executive Committee minutes will be made available to Students' Union members upon request.
6. The Chairperson of any Students' Union committee will be responsible for keeping a record of attendance and reporting re-occurring tardiness to the President. An issue with the President will be reported to the Executive Committee. This behaviour will result in a verbal warning and could ultimately lead to a written letter on an employee's personnel file.
7. All Students' Union Executive, coordinators, and full-time staff are to remain impartial during all Students' Union run elections. Failure to do so will result in disciplinary action.
8. Students' Union will often host guest speakers. All staff are expected to represent the organization in a professional manner during all Students' Union sanctioned events.



Legal Counsel Policy

Policy Description

This policy speaks to the various aspects of legal counsel within the Students' Union.

Procedure

1. Students' Union members are entitled to legal advice from the Students' Union's legal counsel. One free appointment per fiscal year, not to exceed one hour, will be set up by the Executive Director, at the request of the student. Failure by the student to attend a scheduled meeting may result in the loss of the free appointment for the given year. In addition to legal counsel, the Executive Committee may retain a notary public to sign documents for students.
2. All new contracts issued to full-time employees and Executive of the Students' Union must be reviewed by the Students' Unions legal counsel.
3. All governing bodies of the Students' Union, such as the Students' Representative Council, the Executive Committee, or an ad hoc committee, that require legal advice are to first consult Students' Union legal counsel.
4. Legal services should be reviewed every three (3) years by a committee comprised of Students' Union Executive, senior full-time staff members, and at least 2 members of the SRC. Any changes to legal counsel must be approved by a 2/3 majority vote of the SRC.
5. Legal Tenders will be prepared and distributed by the Vice President Finance & Operations to local firms with the assistance of senior full-time staff.



Vehicle Usage Policy

Policy Description

To ensure the Students' Union vehicle is properly used by the employees of the Union.

Procedure

1. Any vehicle owned, leased or rented by the Students' Union shall be used specifically for Students' Union operations, such as operations errands, purchase orders, conference travels, Capers Helping Capers errands, and any other activity or events deemed appropriate by the Executive Committee.
2. Only members of the Union with a valid license will be given the privilege to drive the van once insured. All Executive members, with a valid license, will be insured on the vehicle. The Executive Committee will decide which employees will be insured on the policy and therefore given the opportunity to use the vehicle.
3. The Students' Union reserves the right to request the abstract of any driver given access to the Union vehicle.
4. In the event a vehicle needs to be rented, full-time staff and any student paying Students' Union fees are eligible to drive the vehicle **only** if they have a valid driver's license and are within the age restrictions of the rental car company.
5. Before using a personal vehicle for any sort of travel or errands, the Students' Union needs to ensure that all other available outlets to obtain a car are exhausted.
6. The Students' Union vehicle is to be parked in the reserved parking spot. Only during conferences and meetings out-of-town will the vehicle be permitted not to be kept in its parking spot overnight. The vehicle is to be returned within 24 hours following out of town travel to its reserved parking spot. Exceptions will be made for vehicle maintenance.
7. Failure to abide by the policies may result in loss of driving privileges.
8. Any parking, speeding or failure to obey traffic sign tickets will be at the expense of the driver and not the Students' Union.
9. The vehicle must be signed out through the vehicle logbook kept at the front desk. Date, time and reason for usage must be recorded.
10. All drivers must be covered under the Students' Union insurance policy while operating a vehicle owned by the Students' Union. If any damages occur to the vehicle, they must be reported to the Vice President Finance and Operations and or Director of Finance & Operations immediately.
11. The DOFO will routinely check the vehicle for damages and ensure that all routine maintenance is done. The DOFO will have access to the spare vehicle key for this purpose.
12. If there is an instance of a major collision or the vehicle breaks down, Roadside Assistance must be called. The DOFO should be contacted as early as possible.
13. All drivers operating the vehicle that is owned by the Students' Union must return the key to the lock box or Director of Finance and Operations after each use and complete the logbook. Employees returning from conferences must return keys within 12 hours after their arrival.

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14. If a key is lost or not returned by the end of the year, the appropriate amount to replace the key will be removed from their final paycheque. If their last paycheque does not cover the full amount, they will be required to pay the remainder to the Students' Union. Arrangements in this situation will be made through the Vice President Finance and Operations and the Director of Finance and Operations



Office Operations Policy

Policy Description

This policy ensures that there is consistency in the office and all staff adheres to the guiding principles of the Union.

Procedure

1. The Students' Union is open Monday to Friday within the hours of 8:30 a.m. to 6:00 p.m.
2. If a Students' Union employee requires use of the office during unscheduled work hours, the assistance of Security may be necessary in order to gain entrance.
3. All Executive and Coordinators are required to post work hours. Failure to post work hours will result in deduction of pay.
4. There is zero tolerance for the use of drugs and/or alcohol in offices.
5. All employees must sign a Students' Union Key Agreement when issued keys and upon returning keys.
6. Failure to return keys at the end of term will result in deduction of final pay.
7. If an employee loses their keys, they will be asked to pay the fee for replacement.
8. Students' Union equipment must be signed out and returned through the front desk.
9. The employee who signs out equipment will be held accountable for loss or damages.
10. It is important that the Students' Union maintain adequate levels of insurance on all assets and operations, as well as appropriate liability coverage.
11. The Director of Finance and Operations shall oversee the Students' Union insurance needs and work with the Vice President Finance and Operations to ensure all coverage aspects are met.
12. Procurement of photocopying and printing equipment shall be overseen by the Vice President Finance and Operations.
13. The Vice President Finance and Operations may opt to purchase and/or lease copy or print equipment.
14. The Executive Director will ensure all Students' Union employees are issued an access code for copy equipment. The access code will track all individual usage. These codes are to be kept confidential.
15. Photocopy and printing equipment is intended strictly for Students' Union related activities.



Lobby and Booking Policy

Policy Description

This policy ensures that there is consistency in the booking of space on the university campus and boardrooms within the Students' Union.

Procedure

1. Students' Union may host clients, colleagues, stakeholders, or other individuals at meetings involving meals or other expenses. All such events must be approved by the Vice President Finance and Operations prior to purchase.
2. Boardrooms located in the Students' Union are primarily for the use of the Students' Union meetings and activities. These meetings and activities take priority over external bookings.
3. Internal and External organizations that wish to use one of the Students' Union Boardrooms will be granted the request based on availability. All Students' Union Boardrooms must be booked in advance with Administrative Support of the Students' Union. Boardroom bookings are made in the order they are received.
4. Students wishing to book a table in the Lobby and Commons must do so with Administrative Support of the Students' Union.
5. Society bookings must be approved by the Society Coordinator before they are confirmed.
6. Organizations that are external to Cape Breton University and the CBU Students' Union must book tables through Conference Services. Organizations external to the university will be charged for space rental by the university.
7. The Lobby and Commons areas may not be used to promote any materials which threaten, harass, or otherwise promote discrimination against any individual or groups within the CBU community and the community at large.
8. To ensure equal and fair access to the use of these facilities, groups may be restricted in the number of days they are granted to book tables.
9. Groups may use signage and or other promotional materials. Materials affixed to university property must be in accordance with the guidelines set out by CBU Facilities Management.
10. Groups may not engage in any activity that exceeds the normal noise level or disrupts the normal flow of traffic through the Lobby or Commons areas. Aggressive solicitation of community members is not permitted.
11. Political affiliates may not approach people walking through the Lobby and or Commons. The students must make the decision to approach their tables to receive information.
12. Any groups that fail to comply with these policies may be asked to leave the property.



Records Management Policy

Policy Description

This policy is to maintain accurate records for the Students' Union. These records may include, but are not limited to contracts, events, policies, forms, lawsuits.

Procedure

1. Paper records and contracts generated or received by the Students' Union shall be stored in the central filing system.
2. All confidential files, such as personnel contracts, lease agreements and other important information will be stored in the confidential filing system and shared between the Senior full-time staff offices.
3. Financial files shall be maintained by the Students' Union Director of Finance and Operations.
4. Health Plan files shall be maintained by the Students' Union Executive Director.
5. Documents stored and produced electronically will be backed up on a Students' Union certified hard drive, to be kept on the premises.
6. It is encouraged that all Students' Union employees retain separate filing systems during their terms. During transition, the employee will allow their successor to review the files. Any files that are not needed to be readily accessed will be filed in the central filing system.
7. All files must be managed in accordance with the Students' Union subject file classification system.
8. Information in records is readily available to Student's Union employees and shall be available to the students at large upon request. Requests for financial information shall be reviewed and distributed based on the decision of the Vice President Finance and Operations.



Office Use Policy

Policy Description

This policy works to ensure that space in the Students' Union is distributed fairly and based on need.

Procedure

1. The Space Allocation Committee is made up of the President, Vice President Finance and Operations, and all Senior Full-Time staff. This committee shall make decisions regarding office space for employees.
2. Only duties that are directly related to the employee's job shall be administered in the office during their posted work hours.
3. Office space is considered a privilege and access may be revoked should there be any indication of misuse, as per the discretion of the Space Allocation Committee.
4. Offices should be kept clean, tidy and free of debris.
5. The employee occupying the office space has full responsibility for all Students' Union property.
6. The offices must remain locked when not in use.
7. Office furnishings are the property of the Students' Union, and as such, should not be removed from the office at any time.
8. Executive and Senior full-time staff requiring access to office computers in the event of a mandatory long-term shutdown must seek prior approval from the Executive Committee to remove computers from their offices.
9. Employees wishing to hang signage must place a work order with Facilities Management to have signage hung properly as to avoid damaging property.
10. Offices should not become gathering areas for large groups of students unless a scheduled Students' Union event is taking place. Appropriate noise levels should be respected as to not interfere with the work of other employees.
11. The Students' Union is not responsible for lost or stolen personal items kept in offices.



Computer Usage Policy

Policy Description

To ensure the computer usage of the Students' Union is strictly for the use of work-related activities.

Procedure

1. Access to all computer resources is considered a privilege and may be revoked if abused.
2. Users must not access, copy, or remove programs or data not belonging to the user without explicit consent from the Executive Committee.
3. Students' Union computers must not be used to transmit any material in violation of any level of government or law. This includes, but not limited to creating, storing, replicating or distributing harassing, obscene, racist, malicious, fraudulent, or, slanderous material.
4. It is prohibited to download or pirate any music or video content.
5. Students' Union email accounts will not be used for commercial solicitation or personal advertising.
6. All computers on the premises are the property of Cape Breton University or the Student' Union, and as such both the Union and the owner of the system in question have the right to review contents and use of said system if abuse is suspected.
7. Students' Union employees are responsible for the use of their assigned computer system, and as such are responsible for all data and communications sent from said system.
8. Network settings are not to be altered without the prior approval of Cape Breton University Computer Services.
9. Personal banking should not be conducted on office computers.
10. All staff are expected to save important documents either to their desktop, an external hard drive, or cloud-based services before the end of their term.
11. Staff are not permitted to intentionally delete files and emails from their computers at the end of their term that would be considered property of the Students' Union. Failure to comply may result in loss of final pay.
12. Inappropriate use of computers may lead to prosecution under copyright laws or the Criminal Code of Canada.



Confidentiality Policy

Policy Description

Matters discussed within the Union are bound by the contents of this policy. All Students' Union issues and discussions that are private in nature are to be kept confidential.

Procedures

1. The matters within the Students' Union that are confidential in nature must be kept private and only shared during in-camera meetings or in meetings that are formed by the incumbent sharing the information. If the nature of the content is in question of confidentiality, the matter will be discussed with the direct supervisor.
2. Employees of the Students' Union that share confidential information to those that are not privy to the content will be subject to disciplinary action decided by the Executive.
3. For matters confidential in nature, the Executive may choose to have all participants involved sign a contract binding them to the stipulations within the agreement.
4. Students' Union personnel who have access to confidential student information will exercise their access and use the information only to the extent necessary to carry out their responsibilities.
5. When voluntary information of a personal nature is collected for special studies, students involved in the study shall be advised of the intended use of the information and its distribution.
6. The Students' Union recognizes that any breach of confidentiality may damage the reputation of the Students' Union and therefore has to be treated seriously.
7. All employees of the Students' Union are bound by the CBU Confidentiality Policy.



Financial Management and Control Policy

Policy Description

The Students' Union is committed to financial stability. Financial Management and Control is essential to our success in other areas of activity. The policy has been developed to reflect the present organizational structure and principal components of the Students' Union. Any changes to this policy shall be consistent with the by-laws.

Procedure

1. The Fiscal Year shall begin on May 1 and conclude April 30 of the following calendar year.
2. The books of account shall be established and maintained by the Director of Finance and Operations. These shall serve as the Students' Union accounting records.
3. The Students' Union's books of account are to be kept current to reflect transactions on a timely basis and are to be balanced monthly with appropriate balancing and reconciliation.
4. The Students' Union shall maintain separate accounts for a number of its operations, programs, and the general administration of the organization. For cash flow purposes, it is often necessary to transfer funds between accounts. The VPFO and the Director of Finance and Operations shall ensure that each account has adequate cash to sustain the operation. Transfers shall be documented, and a copy of that documentation shall be sent to the VPFO. Any transfers between accounts must be approved by the VPFO and, if the VPFO is not available, the President. These transfers will be implemented by the Director of Finance and Operations.

Financial Authorities within Approved Budget Lines

The following authorities apply to all spending that occurs within the SRC approved Students' Union budget. Spending within operations and special projects depends on revenue generation through sales or grants. All operations are operated on a cost recovery basis. Operations spending authority is outlined below:

1. Senior Full-time staff members shall not approve expenditures exceeding \$1,000.
2. Executive members shall not individually approve expenditures exceeding \$1,000.
3. The Executive Committee shall not approve expenditures exceeding \$10,000.
4. The Students' Representative Council must approve all expenditures exceeding \$10,000 (unless previously approved in budget).
5. No other positions shall have spending authority and must requisition goods or services through their immediate supervisor or Senior Full-Time staff. Coordinators can budget for expenses, but approval is required through their supervisor or Senior Full-Time staff prior to purchases being made.
6. The VPFO shall determine any excessive spending and may implement restrictions on spending to any employee of the Students' Union, excluding the authority of the Students' Representative Council.

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7. The Executive Committee shall determine any excessive spending by the VPFO and may implement restrictions on their spending authority.
8. Managers/Project Coordinators for the operations (Caper Convenience) may exercise normal day-to-day financial authority relating to the ordering of inventory, handling of cash, and other regular activities of the given operation. Any activity that is not cost recoverable or directly impacts the approved Union budget is subject to all financial authorities outlined above.
9. The Director of Finance & Operations may initiate any entertainment contract, in consultation with the VPFO and VPP. Any entertainment contract that has total cost, including sound, security, rider, etc., exceeding \$1,000.00 must be reviewed and approved by the Executive Committee.



Financial Statements Policy

Policy Description

The Financial Statements policy is to ensure the Student's Union's accounting systems and procedures are maintained with accuracy and due diligence.

Procedure

1. Students' Union accounting systems and procedures will be maintained by the Director of Finance and Operations. Vice President Finance and Operations or the President must approve any major changes to systems.
2. The Director of Finance and Operations has responsibility for the preparation and coordination of all financial statements and reports. Any delays in reports must be communicated to the VPFO. Due to external billing, most monthly reports may take up to three weeks for completion from the previous month's end.

These reports include:

- Statements of operations and balance sheets for each ancillary operation, prepared monthly;
 - A consolidated statement of operations and consolidated balance sheet of the Students' Union operations and ancillary operations, prepared monthly;
 - A bank reconciliation outlining all outstanding cheques, prepared monthly;
3. The Director of Finance and Operations shall alert appropriate departments and staff on a regular basis on the current status of their budgets.
 4. Financial Statements will be made available to the Executive Committee by the Director of Finance and Operations, based on their availability.
 5. Financial Statements will be made available to the SRC at the earliest possible time by the VPFO, based on their availability.



Credit Card Policy

Policy Description

This policy is in place to ensure that credit cards issued by the Students' Union to full-time staff and Executive are used appropriately and for business practices only.

Procedure

1. Credit cards may be issued to members of the Executive and senior full-time staff of the Students' Union. All cards issued must be through the same financial institution, drawing from the same credit amount. The President and Vice President Finance & Operations will determine the amount allocated to each credit card upon consultation with the DOFO. At no time is an individual to be allocated more than 35% of the total allotted amount from the credit institution.
2. Expense credit cards should only be used when other financial tools are unavailable. All card spending must fall within financial authorities within the approved budget lines and all expenditures are subject to the approval of the VPFO.
3. Itemized receipts are required for all credit card purchases. Any charge without an itemized receipt deemed 'personal' by the VPFO shall be deducted from the employee's next regular pay. Personal charges may be subject to a 5% administration fee at the discretion of the VPFO.
4. Itemized receipts for all credit card purchases must be forwarded to the Director of Finance and Operations within 24 business hours of purchase. Receipt must be attached to a Credit Card Purchase Form indicating credit card holder's name and purpose of the purchase. If purchases were made while away at a conference or trip they must be available upon return within 24 business hours.
5. Personal expenditures should not be charged to any Union credit card. Any charge deemed to be 'personal' or that is not approved by the VPFO shall be deducted from the employee's next regular pay. Personal charges may be subject to a 5% administration fee at the discretion of the VPFO.
6. All Executive and senior full-time staff members must sign a Credit Card Agreement when cards are issued that states they will adhere to the policies outlined above. The Credit Card Agreement is to be updated annually by the VPFO and given to the Executive Director.



Purchasing Policy

Policy Description

This policy is to ensure that all purchasing within the Students' Union through external sources is done according to budget.

Procedure

1. Approval process of purchasing shall be centralized through the Vice President Finance & Operations to ensure accountability and the proper maintenance of records.
2. Purchases, whenever possible, should be accompanied by a Purchase Order bearing the signature of the VPFO. This process is in accordance with Generally Accepted Accounting Principles.
3. Purchases internal to the university should be invoiced by the respective department and paid by cheque from the Students' Union.
4. Capital purchases or any items to be depreciated over a given period, shall require approval of the Executive Committee and must fall within the approved budgets.
5. All receipts must be submitted to the Director of Finance and Operations in a timely manner.
6. Failure to submit receipts will result in a pay deduction of the employee in question upon the request of the VPFO.
7. The Students Union will not reimburse employees for the purchase of alcohol and or drugs. An exception will be made for tobacco products purchased as a gift for an indigenous community member.



Investments Policy

Policy Description

This policy is to ensure that the Students' Union capital investment fund is being properly maintained.

Procedure

1. The Students' Union shall maintain a capital investment savings fund. The purpose of the fund is to accumulate financial wealth over the long term. It is not intended to be used for short term gain, but rather, long term stable growth.
2. The Investment Committee is responsible for making recommendations to the SRC for investment policy. The Committee is also responsible for the hiring, supervision, and review of fund managers. The Committee is composed of:
 - i) Three (3) members of SRC chosen by SRC.
 - ii) VP Finance and Operations (Chair, Investment Manager).
 - iii) President.
 - iv) Director of Finance & Operations.
3. The primary goal of the fund is to maintain adequate cash flows for large, approved purchases outside of the normal operating budget. This may include, but is not limited to, capital purchases, leasehold improvements, payments for entertainment contracts, or legal obligations.
4. Contributions to the fund may be made annually upon approval of SRC passed by 2/3 of Council members. Contribution amounts shall only be made in the event of a budgetary surplus of operating funds, or an out-of-budget collection of Students' Union Fees.
5. In the event of a budgetary surplus, not less than 20% of the surplus realized at year end shall be allocated directly to the fund. Surpluses will be based on the Union's audited year-end financial statements. A surplus is defined as: revenues of the Union and all its operations exceeding the expenditures of the Union and all of its operations in a given fiscal year.
6. Investments shall only be placed in no-risk savings instruments. The interest from these investments may be placed in low- or no-risk instruments only when the principal amount is guaranteed and protected from loss.
7. The Investment Committee shall meet no less than semi-annually and, when possible, before a scheduled SRC meeting. The Committee may meet more often if required.
8. All communication with the Investment Manager will be through the Investment Committee of the SRC.



Budgeting Policy

Policy Description

This policy will ensure that budgets are prepared accurately and reflective of the current status of funds and need within the Students' Union.

Procedure

1. Preparation of budget documents shall be the responsibility of the Vice President Finance and Operations and the Director of Finance and Operations.
2. Preparatory documents for the Budget Committee should be ready by March 15 of each year and completed by the DOFO and VPFO. Exceptions may be made in the event of a delayed election.
3. Budget for ancillary operations will be completed by the Director of Finance and Operations.
4. Budget Committee will have one open meeting for those who wish to attend from the outgoing fiscal year. Those invited include outgoing executive, coordinators and Caper Times Editor. The purpose of such meeting is to review budgets from current year and not the budget of next fiscal year.
5. Upon completion, the proposed budget must be sent out to all SRC members for review, prior to April 15th. A Supplementary Meeting of SRC must be called to give members the opportunity to offer recommendations and vote on the proposed budget. If the proposed budget is rejected by SRC, the Budget Committee must reconvene to review Council's recommendations.
6. A second supplementary meeting of the SRC must be held if the SRC rejects the budget as presented. In the event of further rejection, the committee will once again reconvene, and the budget will be up for approval at the last regularly scheduled SRC meeting to be held before April 30th.
7. Budgets shall be prepared in detail for the Students' Union as well as all ancillary operations.

Budget Committee

The Budget Committee shall include outgoing and incoming student appointments, as well as senior full-time staff:

- i) The current Vice President Finance and Operations (Chair of the Budget Committee. Non-voting, unless there is a tie)
- ii) The President-Elect
- iii) The Executive Vice President Elect
- iv) Incoming Vice President Finance and Operations (pending hiring process completion)
- v) Incoming Vice President Promotions, (pending hiring process completion)
- vi) One current SRC representative to be elected by SRC

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- vii) One SRC representative-Elect (elected in General Election and appointed by the Chair of the Budget Committee) If no one is available, this seat is left vacant
- viii) Director of Finance and Operations of the Students' Union (ex-officio, non-voting)
- ix) Executive Director of the Students' Union (ex-officio, non-voting)



Audit Policy

Policy Description

This policy speaks to the various aspects of auditing within the Students' Union.

Procedure

1. The Students' Union's financial statements are prepared in accordance with principles generally accepted in Canada. The Students' Union's annual financial statements comprise:
 - i) Consolidated balance sheet
 - ii) Consolidated statement of equity
 - iii) Consolidated statement of operations
 - iv) Consolidated statement of changes in financial position
 - v) Brief summary of significant accounting policies
 - vi) Brief summary of the Union's loan portfolio
 - vii) Brief summary of fixed assets
2. The Director of Finance and Operations with the assistance of the Vice President Finance & Operations, is responsible for preparation of the annual financial statements including all notes, and for liaison with the external auditors. Auditing services must be tendered out every three (3) years in accordance with Students' Union Bylaws and is the responsibility of the VPFO with assistance of Senior Full Time Staff.
3. During the audit process, the Director of Finance and Operations will be primarily available to the auditors and may not be available for day-to-day meetings with the Students' Union.
4. Once the audit is completed, the auditors will present findings to the Executive Committee and Senior Full Time Staff. The Executive Committee will approve the findings of the external audit once presented by the auditors.
5. The Vice President Finance and Operations will report the findings of the external audit to the Students' Representative Council at the first meeting following the audit presentation.
6. In the event of a delay by the auditor, the VPFO will report the audit findings at the next regularly scheduled meeting of the SRC.



Travel and Conference Policy

Policy Description

To ensure that business dealings (conferences, meetings, etc.) are attended within budgetary constraints and practices of the Students' Union.

Procedure

1. When travel opportunities arise, staff should seek approval from their supervisor. All travel must be approved within budget. Executive and Senior Full Time Staff travel shall be approved at Executive meetings within budget constraints.
2. All expenses incurred will only be reimbursed with proof of purchase. If Union credit cards are used, detailed receipts must also be submitted.
3. The Students' Union will reimburse employees expenses incurred while travelling when away on business.
4. On each day of travel, the employee's meal allowance (including gratuities) will be a maximum of \$60.
5. Meal allowances are only in effect when meals are not provided within conferences or meetings. No alcohol is to be expensed to the Union.
6. An employee may claim expenses incurred for basic accommodations. No luxury accommodations are permitted. Employees are instructed to request the corporate rate when staying in hotels.
7. Travel by air, bus, rental car and rail are reimbursed at direct cost. Employees are encouraged to and may be instructed to take the combination of transportation that is both timely and financially sound.
8. If travelling in a vehicle leased or owned by the Students' Union or in a rental vehicle, all gas receipts must be provided.
9. Employees shall book transportation and accommodations directly through the Students' Union upon approval of the VPFO. Executives may book their own transportation and accommodations as approved through Executive Committee.
10. If a Students' Union owned vehicle is not available, and an employee must use their own personal vehicle, they must complete and submit a Car Expense Claims Report to their supervisor. To be eligible for reimbursement of expenses related to the use of a personal vehicle, employees must adhere to the Union's Vehicle Usage Policy and submit a Car Expense Claims Report to their supervisor.
11. If travelling in a personal vehicle, after permission is approved from the VP of Finance and Operations and Director of Finance & Operations, reimbursement will be \$0.48/km. The employee must also record their beginning and ending kilometers for reference.
12. It is at the discretion of the Vice President Finance and Operations to set a restriction to the reasonable number of allowable kilometres
13. Employees who travel to conferences are expected to submit a brief report to the Executive Committee within one-week following the conference.



Donations Policy

Policy Description

To ensure all prize donations are distributed in an equal and fair manner and within budgetary constraints.

Procedure

1. In order to donate a prize or a monetary sum to a group or event, the Students' Union must receive a letter for donation request at least fourteen days prior to the event.
2. It is at the discretion of the Executive Committee to what the prize donation will be or the monetary amount to be donated based on availability of merchandise or amount left in the budget.
3. The Executive Committee must decide no more than fourteen (14) days after the request has been submitted.
4. The VP Finance and Operations will notify the group requesting the donation no more than 48 hours after the decision has been made by the Executive Committee.
5. If a donation request is accepted, it is the responsibility of the Executive Committee to acquire the funds or items requested, or which the Executive Committee has decided upon.
6. The VP Finance and Operations will submit a request for a cheque from the Director of Finance and Operations or prepare the prize donation, which will be kept at the front desk for pick-up. Any merchandise to be donated will be left with Administrative Support, accompanied by a prize pickup form to be completed by the recipient.



Emergency Bursary Policy

Policy Description

The Students' Union Emergency Bursary Policy is to ensure proper management of the Emergency Bursary Funds budgeted in the current fiscal year. Bursaries shall only be granted if a student demonstrates immediate financial need resulting from an unforeseen circumstance.

Procedure

1. The Emergency Bursary Program is offered to all current members of the Students' Union.
2. The disbursement of bursaries shall be decided upon by a three-person committee. Each member shall receive one vote. The membership shall be:
 - i) Vice President Finance & Operations (Chair)
 - ii) President
 - iii) Director of Finance and Operations
3. In the event the applicant has a relationship to one of the committee members, the member shall appoint a replacement to avoid bias. If possible, the ratio of two executive to one full time staff member should be kept.
4. All applications must be approved by a two-thirds majority.
5. The value of the award should not exceed \$200 and be considered non-repayable.
6. Special circumstances may warrant an increase to the maximum allowable expense, but must fall within budget lines.
7. Each student shall only be eligible for one bursary per CBUSU Fiscal year.
8. Incomplete applications shall not be considered. A complete application shall include a fully completed application form, submitted with copies of one piece of government issued photo identification and a current student identification card.
9. The committee shall reserve the right to contact an applicant for more information.
10. The criteria for awarding a bursary shall include, but not be limited to, the following:
 - i) Demonstrated financial need through Situational Analysis
 - ii) Single parent status
 - iii) Familial contributions
 - iv) Course load
 - v) Other means of support sought by the applicant
 - vi) History of applications with the Emergency Bursary Program
 - vii) Immediate medical expenses from an unexpected health issue
 - viii) Valid legal issues outside of the student legal aid program
11. This program is not intended for the payment of tuition and ancillary fees, the purchase of textbooks, or payment of any other academic expense.
12. To avoid abuse of the program, cash or cheques should only be awarded in exceptional circumstances. Gift cards to various retailers and grocers shall be the preferred disbursement.
13. Bus passes may be issued in circumstances where a student is struggling with transportation costs.

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14. When a cheque is awarded, it shall be written to both the applicant and creditor of the applicant when possible. For example, for assistance in paying rent, the cheque shall be written to the applicant and their landlord.
15. Students shall be contacted within two business days of application by phone or email.
16. Appeals may be made by submitting a new application, indicating it is an appeal, to the Emergency Bursary Committee.
17. Abuse of the program shall be considered fraud and may lead to a report to appropriate authorities.
18. The Students' Union reserves the right to inform other financial assistance programs of fraudulent application behaviour.



Society Policy

Policy Description

The Society Policy has been created to ensure that societies of the Students' Union run effectively and efficiently in a democratic, lawful manner.

Procedures

Creation and Management

1. Any student or group within the Students' Union membership shall be allowed to create, participate in, or otherwise form a society.
2. All societies shall be expected to create and adhere to their Society Constitution.
3. Executive members of societies must be members of the Students' Union.
4. Students' Union Executive members and the Society Coordinator cannot be Executive members of a society but can be a regular member.
5. Societies shall have a Faculty Advisor within Cape Breton University. The advisor shall act only in an advisory role and be a non-voting member of the society. All decisions must be agreed upon by the student members.
6. Societies shall adhere to the Society Agreement provided by Cape Breton University.
7. Society Applications shall be received by the first Friday of October in order to qualify for funding from the Students' Union. In special cases, applications will also be accepted by the third Friday of January, with funding not guaranteed but decided on an individual basis.
8. Societies are encouraged to elect new leadership for the following September prior to March 31 of the current year. In the event this does not occur, the society liaison must at least be left with a reliable contact person for the coming year.
9. Societies shall liaise with the Society Coordinator.
10. The VP Finance & Operations and the Society Coordinator shall reserve the right to implement new policy and procedures relating to the operation of societies. All changes must be approved by the VPFO prior to implementation.
11. All societies are required to submit minutes of all meetings to the Society Coordinator at the end of each month.
12. Societies are required to pass in two reports to the Societies Coordinator (one in December and one in April). Failure to do so may result in loss of funding.

Society Finances

1. Society Applications received after the deadline (in either the first or second semester) shall not be eligible for funding.
2. Funding is reviewed at the end of the first semester and not guaranteed for the second, and is based on society participation, meetings, events, etc.
3. Any requests for funding from the Students' Union above the initial grant shall be considered a donation from the Students' Union and must be decided upon by the Executive Committee.



4. Society grants shall be awarded based on seniority, membership, activities, benefit to CBU students, proposed fundraising endeavours, and need based on the budget submitted in the Application.
5. Any portion of the grant issued at the beginning of the academic year by the Students' Union shall be reclaimed by the Students' Union if unused by the last day of classes for winter semester.
6. All proceeds of fundraising by a society shall be carried over to the following year for the society if unused.
7. Societies shall entrust all funds to the Students' Union. Societies may not bank with any other financial institution. Failure to comply shall result in termination of society status.
8. Societies shall require the signature of two society signing authorities to release society funds from the Students' Union. Societies are encouraged to have more than 2 signing authorities total. Forms additionally require a faculty advisor signature in order to release funds from the Students' Union.
9. Funds request forms must be submitted a minimum of three business days before the funds are needed.
10. Society deposits should be verified by the Society Coordinator as well as the Director of Finance and Operations or VP Finance & Operations, with a society signing officer present.

Event Planning and Space Booking

1. Societies shall be granted space available from the Students' Union on a first-come, first-serve basis.
2. Space shall not be granted to a society without completion of an Risk Assessment and Event Planning Forms and approval of the Society Coordinator.
3. Space shall be revoked if needed by the Students' Union. In the event booked space is deemed required by the Students' Union, notice shall be given immediately to the society from which it has been revoked.
4. Society events shall not interfere with Students' Union events, or any previously planned events by another society.
5. Societies shall only be granted boardroom space within the Students' Union if space elsewhere in the university is unavailable, excepting situations in which a larger meeting area is required. Noise restrictions are to be respected while using space within the Students' Union.
6. Societies must contact the Society Coordinator for approval of booking any event to be held on campus or off campus.
7. Societies are prohibited from participating in or holding pub crawls or pub crawl-like events. Societies are also required to sign a "No Pub Crawl" Contract during the first meeting of the year. A pub crawl or pub crawl-like event is defined as a predetermined schedule of times to attend multiple liquor serving establishments as a group. This includes item sales for pub crawl-like events. Failure to comply with this clause will lead to immediate termination of society status.

Cape Breton University Students' Union Administrative Policies and Procedures



8. All funds that have been fundraised for/by the society will be frozen until the society has provided proof of registration with the Students' Union.
9. Should there be issue taken with the definition of an event as a pub crawl or pub crawl-like, the final decision will be up to the discretion of the VP Finance and Operations.
10. Societies are encouraged to collaborate with other societies to hold any large-scale events. The purpose of this is to encourage participation of students and to help generate revenue for societies.



Employment Equity Policy

Policy Description

To ensure proper procedures are met in the Students' Union regarding equal treatment of staff members. Every person in the Union has the right to work in a safe and harassment free environment.

Procedure

1. The Students' Union will employ, retain, promote, terminate and otherwise treat any and all employees and job applicants on the basis of merit, qualifications, and competence.
2. Employees and job applicants should not be discriminated against based on age, race, colour, religion, creed, sex, sexual orientation, gender identity, gender expression, physical or mental disability, an irrational fear of contracting an illness or disease, ethnic, national or aboriginal origin, family status, marital status, source of income, political belief-affiliation or activity.
3. It is prohibited for an employee or job applicant to be dismissed based on sex, marital status, sexual preference, race, national or ethnic origin, faith, age or disability unless a bona fide occupational qualification cannot be met.
4. It is prohibited for any staff member to make statements, jokes, or commit acts that are derogatory, offensive, prejudicial or harassing regarding age, race, colour, religion, creed, sex, sexual orientation, gender identity, gender expression, physical or mental disability, an irrational fear of contracting an illness or disease, ethnic, national or aboriginal origin, family status, marital status, source of income, political belief-affiliation or activity.
5. It is prohibited to intimidate or interfere with an employee's work or work environment through unwelcome, offensive or harassing sexual comments, questions or acts (implicit or explicit), including prejudicial statements or acts regarding pregnancy or marital status.
6. Employees who feel or believe they have been harassed are to report the incident right away to the President. The incident will then be investigated, and the appropriate corrective action will follow if merited. If the employee feels the matter was not resolved to their satisfaction, the complaint can then be brought to the Chairpersons of the SRC for further investigation.
7. Incidents involving elected officials of the Students' Union shall be brought to the Chairperson of the Students' Representative Council. In the event an allegation is brought against the Chairperson, it should be brought to the Deputy Chairperson. The responsible party shall then strike a committee for the purpose of appeal, from which a decision will be brought before the Students' Representative Council.
8. No current employee, executive or official of the CBUSU should be involved in any hiring decision involving a relative or partner. Under no circumstance can an existing Students' Union employee interfere in the hiring process.



Staffing Policy

Policy Description

To ensure that all staffing is conducted in an efficient and appropriate manner.

Procedure

To be considered for a term of student employment you must be a member of the Students' Union in accordance with Section 1 of the Students' Union By-laws.

1. Proof of registration shall be required no later than the first Friday of September for the Fall semester each academic year and will be required again by the first Friday in January for the Winter Semester.
2. It is the responsibility of the Executive Director to ensure that all students working for the Students' Union are registered students. If someone working is not a registered student written notice shall be given to the President of the Students' Union and the party in question given a period of up to one week to register and qualify as a member of the Students' Union as per Section 1 of the SU By-Laws. If the President fails to address the issue with the employee, the Executive Director will notify the Executive Committee. MBA and MEd students are eligible to work for the Students' Union but are required to pay membership fees at the start of their term of employment.
3. Senior Full-time staff provides continuity for the Union. The role of full-time staff is to provide information, history, advice and administrative support to the Executive Committee.
4. Full-time staff and hired officials will be issued employment contracts that outline their specific duties and responsibilities. Elected officials will take an Oath of Office on the first day of their term. Both elected and hired Executive Committee members will sign a Remuneration Agreement that will outline all eligible benefits. Remuneration Agreements are signed by all Executive Committee members on the first day of their term.
5. Coordinator positions are filled in accordance to the Selection Process Policy and the CBUSU By-laws.
6. Coordinator position terms are set by the Executive Committee and typically run from September 1 to March 31. Coordinator terms of employment may begin early or be extended at the discretion of the Executive Committee and should fall within budget parameters.
7. Students holding coordinator positions will not be able to hold any other position that is within Students' Union, i.e., Caper Convenience and Students' Representative Council.
8. The CRO shall not hold any other positions in the Union.
9. Coordinators positions are subject to budget approval and are at the discretion of the Executive Committee.
10. Coordinator positions must be set for budgetary purposes by May 1 of every year. The Executive Committee may choose to add new positions throughout the year to meet demands and goals of the organization. These new positions should fall within budget parameters.
11. Coordinators must be issued an employment contract that outlines their specific responsibilities, terms and conditions and length of their employment.

Cape Breton University Students' Union Administrative Policies and Procedures



12. Casual student employees are hired by the Students' Union upon Executive Committee approval to fill a position for a period and receive wage compensation. Compensation for these jobs will be linked to their terms and conditions of employment in a casual employment contract. Casual employment shall not exceed one month.
13. All employees must be issued an employment contract that outlines their specific responsibilities, terms, conditions, and length of their employment.



Full-Time Employee Selection Policy

Policy Description

To ensure all candidates are treated fairly and assessed to discourage any means of discrimination. This policy will guarantee the positions are filled in a timely manner with sufficient advertising. All positions, in the Union, that are of continuous employment (more than four months), shall be procured by a competitive selection process.

Procedure

1. The Executive Committee shall be empowered to hire and adjust staff within budget authority and contractual agreements.
2. The President shall review and retain legal counsel for all full-time job descriptions.
3. The approval of the Students' Representative Council is needed in order to approve new full-time continuous employments that are deemed out of budget.
4. The selection committee will consist of the full Executive Committee and all senior full-time staff.
5. The selection committee will prepare questions and other means of evaluation deemed necessary for the job.
6. Following the completion of the interviews, the selection committee will score the individual candidates, check references and assess the competition.
7. The selection committee will choose the best suited candidate based on the scores of their answers and testing in the interview.
8. Each applicant will be notified in writing the result of the process within ten (10) working days of hiring the successful candidate. The successful candidate will receive a phone call and a contract at the beginning of their work term.
9. The Executive Director will keep all documentation on file relating to the selection process used and the performance of all applicants in the process.
10. The President and Vice President Finance and Operations shall sign a contract with the successful candidate, providing all information relevant to employment responsibilities, terms and conditions, expected start date, salary and benefits and the probationary terms, if any, which apply.
11. The successful candidate must sign and return the Letter of Offer/Contract they received to the Student's Union within one week of receiving it.
12. All full-time contracts must be reviewed and approved by the Students' Union legal counsel.
13. All full-time employees will be subject to periodic performance appraisals. Performance appraisals may occur throughout an employee's probationary period and upon renewal.



Student Employee Positions and Selection Policy

Policy Description

To ensure all candidates are treated fairly and assessed to discourage any means of discrimination. This policy will guarantee the positions are filled in a timely manner with sufficient advertising. All positions, in the Union, that are of continuous employment (more than three months), shall be procured by a competitive selection process.

Procedure

1. The VP Promotions and Executive Director shall send a notice of employment throughout the CBU campus.
2. The notice of employment will be posted for a period of no less than 14 days and no more than 21 days.
3. The selection committee will be comprised of two members of the Executive. One committee member shall be the direct supervisor of the applicant and the other will be the best suited person for the committee. One member of the senior full-time staff will also be selected for the committee. A representative from Student Affairs will be invited to sit on all Centre and Food Bank hiring committees.
4. The selection committee may short list applicants. If they feel there are no suitable/qualified applicants for the position, the position will be reposted for seven (7) days.
5. If there is an applicant that has a direct conflict with a selection committee member, that member must remove themselves from the committee. The President will appoint a new member in their place.
6. Applicants who are to be interviewed must be given a minimum of 48-hours notice prior to the scheduled interview time. A reasonable effort should be made to ensure all qualified applicants receive an interview. If an applicant is unable to come in person, a virtual or phone interview can be arranged.
7. The selection committee once established will prepare questions and other means of evaluation deemed necessary for the job.
8. Following the completion of the interviews, the selection committee will score the individual candidates, check references and assess the competition.
9. Each applicant will be notified in writing the result of the process within ten (10) working days of hiring the successful candidate. The successful candidate will receive a call and a letter of offer/contract.
10. The Executive Director will keep all documentation on file relating to the selection process used and the performance of all applicants in the process.
11. The President and Vice President Finance and Operations shall sign a term contract with the successful candidate, providing all information relevant to employment responsibilities, terms and conditions, expected start date, salary and benefits and the probationary terms, if any, which apply.
12. Once a term is completed, if the student hired wishes to return, they must go through the hiring process again in order to obtain employment.

Cape Breton University Students' Union Administrative Policies and Procedures



13. Student Coordinators are required to work a minimum of ten to fifteen hours per week in the office and will be paid a salary as per their contract. This salary will be divided equally among the number of bi-weekly pay periods in the contract term.
14. Hourly student employment, (i.e., Caper Convenience Staff, Administrative support) will start at no more than \$1.00+minimum wage per hour. Only by recommendation of the DOFO and VPFO will wage adjustments be approved for student employees.
15. The DOFO can promote an employee to a Student Manager in Ancillary Operations. This is subject to the approval of the Executive Committee. Student Managers would start at no more than \$2.00+minimum wage per hour.
16. Students working in ancillary operations of the Students' Union are not allowed to work in a Student Coordinator position; however, they may run for a seat on the Students' Representative Council. SRC members who hold ancillary positions are to abstain from all discussions and votes pertaining to the operation for which they are employed.
17. All disciplinary measures will fall under the Employee Disciplinary Policy as outlined in this document.
18. All new staff of the Students' Union will be mandated to a probationary period in accordance with the Labour Standards Code. A performance review will be conducted with new staff under the direction of their supervisors at the end of the probationary period, unless disciplinary issues call for an earlier review.



Pay Deduction Policy

Policy Description

To ensure that there is fairness in the office, this policy has been created to act as a guideline for Union employee pay deduction when aspects of their job description have not been met.

Procedures

1. Coordinators and Executive members are expected to be in their office during their posted work hours.
2. If a coordinator is not in their office during work hours, without the approval of their direct supervisor, pay will be deducted at the discretion of the VP Finance and Operations and the Director of Finance and Operations. During office hours, coordinators are required to work their contracted hours, focussing specifically on Students' Union work.
3. Each Coordinator and Executive member have specific responsibilities to carry out during their term in the Students' Union. If a task within their job description is not fulfilled, their direct supervisor, the Students' Representative Council in the case of Executive members, has the power to deduct pay based on the level of the job that was to be carried out.
4. There is an expectation for all coordinators to hand in their monthly reports by the first day of each month. Similarly, Executive Members must submit reports one-week prior to each regularly scheduled meeting of the SRC. Coordinators are subject to disciplinary actions in accordance to these policies. Extenuating circumstances will be taken into consideration.
5. If a report is not submitted, it is the discretion of the direct supervisor to take the next step of disciplinary action.
6. Coordinators and Executive are expected to work during Reading Week. If an Executive chooses not to work during the week, they will not be paid for that time period. If a coordinator receives approval from their supervisor to be absent during the week, they are expected to make up the missed time during the following week, upon their return. Centre Coordinators who are absent during Reading Week are asked to fill office hours with volunteers.



Executive Parking Pass Policy

Policy Description

Each member of the Executive will receive a parking pass according to the restrictions set out in the policy.

Procedure

1. Each licensed Executive will be granted a parking pass for the CBU grounds each semester.
2. Parking passes are to be purchased at the CBU Security Office.
3. If a member of the Executive does not have their own vehicle, they will receive a subsidized bus pass upon request, at the maximum cost of a yearly parking pass.
4. Parking passes will be purchased by the ED or DOFO.
5. If the Executive member is given a parking ticket for a pass not placed in the vehicle, or for parking in an area prohibited by CBU, the Executive member is responsible for paying the ticket out of pocket.
6. Regular CRA taxation will be applied when applicable.



Telecommunications Policy

Policy Description

The usage of cell phones for the Executive members of the Students' Union has become a need for business operations. This policy sets out remuneration for cell phone bills. Additionally, appropriate use of office phones is laid out in this policy.

Procedure

1. The Students' Union will pay a maximum of \$50 towards the Executive Committee and senior full-time staff's monthly cell phone bills.
2. Each Executive Committee and Senior full-time staff member must supply the Director of Finance and Operations their monthly cell phone bill to redeem the \$50.
3. Cell phone bills must be submitted monthly and not accumulated over the course of the year.
4. Any cell phone bills submitted past the 15th day of each month may not be reimbursed.
5. Regular CRA taxation will be applied when applicable.
6. Use of the office phones are strictly for Students' Union related activities.
7. No personal long-distance calls are to be made on office phones.
8. All Students' Union employees must record an answering machine message immediately when taking office. Each employee must check answering messages regularly.
9. All passwords on answering machines will be reset on April 30.



Tuition Benefit Policy

Policy Description

The tuition benefit for Executive members of the Students' Union recognizes the importance of supporting our staffs' academic needs while working for the organization. This policy sets out remuneration for waiving a portion of our Executive member's tuition costs.

Procedure

1. The Students' Union will pay the following Executive Tuition Benefit Policy as approved in the annual budget:
 - a. President receives 3 x 3-credit courses per semester; 6 in total
 - b. Vice Presidents receive 2 x 3-credit courses per semester; 4 in total
 - c. Differential fees, lab fees, and other ancillary fees are not included in the reimbursement.
2. Differential fees, lab fees, and other ancillary fees are not included in the reimbursement.
3. Each Executive Committee member is required to provide the Director of Finance and Operations with a printed copy of their course enrollment by the second Friday in each semester of study. (September and January)
4. The fee for the tuition benefit will be paid directly to the student's CBU account. No cash value will be given to the employee for compensation.
5. Regular CRA taxation will be applied when applicable.



Social Media Policy

Policy Description

This policy sets out guidelines for the use of social media in the Union.

Procedure

1. Social media outlets are not to be used for posting confidential information about students at Cape Breton University or staff members.
2. Any use of the CBU Students' Union logo on social media must be approved by any member of the Executive Committee.
3. All official CBUSU social media accounts are to be maintained by the VP Promotions and their delegates.
4. All posts on official CBUSU social media accounts are not permitted to be perceived as biased or discriminatory in any nature. Any post deemed reasonably offensive by a student must be taken down.
5. While at work, posts must not be updated unless they are work related. Frequent posts of personal information while on office time will result in disciplinary action.
6. Personal posts should not reflect poorly on the Union. All information uploaded or displayed on social media networks should be thought through with best judgment prior to posting.
7. Any posting, both personal and professional, deemed inappropriate, illegal, harassing, discriminatory, or conflicting with Students' Union policies, by an employee of the Students' Union will be reviewed and could be grounds for disciplinary action by the Executive Committee.
8. Staff are expected to properly represent the organization in a professional manner at all times. Online arguments with students, staff, or community members are prohibited.
9. Failure to comply with this policy will result in disciplinary action and may result ultimately in termination.



Website Policy

Policy Description

To ensure the website www.cbusu.ca reflects current events, contact information, job descriptions, etc. This policy also describes acceptable persons to administer the back end of the site.

Procedure

1. The Vice President Promotions and their delegates are the only Students' Union employees that have access to update or perform maintenance work to the CBU Students' Union website.
2. The Vice President Promotions will ensure regular updates and maintenance work is done on at least a weekly basis to maintain accurate information.
3. The Vice President Promotions will ensure that all policies are up to date on the website.
4. The Vice President Promotions will advertise all Students' Union sponsors on the site in accordance with sponsorship agreements.
5. No photos or information that could be perceived to harm, discriminate against, or alienate any individual or group of students is permitted on the website.
6. Failure to comply with these policies may result in loss of privileges and/or termination.



Poster Policy

Policy Description

The Students' Union regulates the posting of print materials on campus. This policy ensures proper posting is followed.

Procedure

1. The Students' Union regulates the posting of print materials on SU bulletin boards located throughout campus and all walls in the Lobby and Commons area.
2. All Students' Union bulletin boards are marked throughout the campus.
3. Unstamped posters are not permitted on bulletin boards. Facilities Management will take down any posters in restricted areas.
4. All poster materials must be brought to the Students' Union Administrative Desk for approval stamp.
5. The Administrative Support desk must decide whether to approve posters. Any posters in question should be seen by the Vice President Promotions or the Executive Director.
6. Posters seeking approval must not have any inappropriate imagery or text.
7. Direct competitors of CBUSU ancillary operations
8. The Students' Union will only distribute posters for its own staff. Societies, CBU Departments and external groups are responsible for posting their own materials, using their own supplies.
9. Administrative Support staff will instruct those seeking permission for hanging posters on campus of the proper procedure. Posters are not to be placed on walls throughout the campus. Failure to comply may result in payment for damages incurred to the Facilities Management department.
10. The VP Promotions will ensure that posters are taken down 48 hours after an event is complete.



Employee Disciplinary Policy

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 - a. Informal Disciplinary Procedure
 - b. Formal Disciplinary Procedure
- 4) Investigation
- 5) Appeal
- 6) Terms of Reference

PURPOSE AND SCOPE

- 1) This policy sets out employee disciplinary procedures to be used by those with supervisory roles.
- 2) Cape Breton University Students' Union's aim is to encourage a high standard of individual conduct among its employees and to address unacceptable conduct. This policy sets out the procedures to be followed when acceptable standards of conduct are breached.
- 3) This policy applies to employees of Cape Breton University Students' Union.
 - a. Ancillary Operations have their own Disciplinary Policies & Procedures contained within this policy- (See Section 3).
 - b. Full Time Staff have employment contracts that detail acceptable employment standards and disciplinary actions that should be referred to in conjunction with the Employee Disciplinary Policy.
 - c. For matters involving Executive Committee please refer to CBUSU By-Laws, other sections of the AP&P, and/or employment contracts.
- 4) All employees of Cape Breton University Students' Union are expected to be aware of their conditions of employment and accepted standards of behaviour for employees.
 - a) All new full-time staff must be made aware of the Employee Disciplinary Policy. Full-time staff have individual policies within their own contracts that may differ from the Employee Disciplinary Policy.
- 5) For purposes of the Employee Disciplinary Policy, management will refer to student and full-time staff managers/supervisors. In many cases Students' Union positions report to their supervisors who in most cases are members of the Executive Committee.



- 6) Employee disciplinary files are kept with the Executive Director, with copies provided to the Director of Finance & Operations employee files, for auditing purposes.

PROCEDURE (NON-ANCILLARY OPERATIONS)

Informal Disciplinary Procedure

1) In cases of repeated offences of a minor nature, the source of such behaviour will be determined by the immediate supervisor, and/or senior full-time staff member who the coordinator reports to, and wherever possible, guidance and/or training will be made available to the employee to rectify the problem prior to any further disciplinary action. Where minor breaches of behavioural standards occur, immediate supervisors shall have the authority to undertake disciplinary action of an informal nature without substantively involving Executive Committee members. This would usually involve having a discrete word with the employee reiterating acceptable standards of conduct where necessary.

2) Informal disciplinary procedure will generally involve, at most, the use of a verbal reprimand.

3) Where an employees' conduct or performance is problematic or unsatisfactory, but the infraction is of a minor nature, a verbal reprimand may be given by the immediate supervisor and/or the senior full-time staff responsible for the coordinator.

4) The immediate supervisor shall report the circumstances and outcomes of repeated discipline to the Executive Committee.

5) Repeated offences that do not appear to be related to a lack of job training shall be reported to the Executive Committee for review. Such instances may attract more robust measures under the formal disciplinary process.

6) If during informal discussions it appears that the matter may be more serious than originally thought, the immediate supervisor involved shall adjourn the discussion and inform the individual that the matter will be dealt with under the formal disciplinary procedure. Any such occurrence shall immediately be reported to the Executive Committee in writing.

7) All verbal reprimands should be recorded by the immediate supervisor and/or the senior full-time staff member who the coordinator reports to and kept on file for six months with the Employee Disciplinary Files.

Formal Disciplinary Procedure

1) Formal Disciplinary Procedure involves four discrete escalating disciplinary measures:

- Verbal Reprimand
- Written Reprimand
- Suspension
- Termination



a) Level 1: Verbal Reprimand

If conduct does not meet acceptable standards and there has been no improvement in conduct after informal guidance and training, or if the facts of the case appear to call for immediate informal disciplinary action, a verbal reprimand will be issued by an Executive Committee member and/or the senior full-time staff member responsible for the coordinator. This will be given orally and will set out the nature of the misconduct and the fact that it will not be reduced to writing except that a written record of a verbal reprimand will be kept on the employee's disciplinary file for six (6) months and then removed. The verbal reprimand is ordinarily used to discipline employees for continuous minor infractions however, it is an effective sanction in the formal disciplinary procedure.

b) Level 2: Written Reprimand

If poor conduct persists or if the offence may be serious enough to justify a greater sanction, a written reprimand from the Executive and/or the senior full-time staff member responsible for the coordinator, will be issued. This reprimand will be in writing and will set out the nature of the misconduct and will include a statement of the sanctions available to the immediate supervisor should the employee fail to meet accepted standards of conduct. A record of the written reprimand including a true copy of the reprimand document will be kept on the employee's file for twelve (12) months and then removed.

c) Level 3: Suspension

Where poor conduct persists or where there is a charge of serious misconduct calling for a higher-level sanction, the Executive Committee shall have the right to suspend, with or without pay, by the Executive Committee to be guilty of the offence as alleged. The matter should be investigated by the supervisor and/or the senior full-time staff responsible for the coordinator.

d) Level 4: Termination

If there is no satisfactory improvement in behaviour or if further misconduct occurs, or if Gross Misconduct is alleged, the final step in the procedure is to consider dismissal. The Executive Committee acting unilaterally may terminate an employee for cause where there is no question as to whether the offending behaviour has been substantiated.

e) Formal disciplinary procedure may be implemented at any time irrespective of the number of occurrences of the offensive behavior if the alleged misconduct so warrants.

2) Suspension with Pay

a) It may be necessary and appropriate from time-to-time to suspend an employee, with pay, to enable an investigation carried out where a serious disciplinary offence is alleged. The employee shall be informed of their suspension, by their Immediate supervisor or the Executive Committee as soon as possible.



b) It is to be made clear in writing to the subject employee that suspension with pay is not a disciplinary action. During the period of suspension, the employee will be paid normal pay. Other conditions may accompany such suspension.

CAPE BRETON UNIVERSITY STUDENTS' UNION
ANCILLARY OPERATIONS UNDER THE VP FINANCE & OPERATIONS
DISCIPLINE POLICY AND PROCEDURE

PROCEDURE ANCILLARY OPERATIONS

Informal Disciplinary Procedure

1) In cases of repeated offences of a minor nature, the source of such behaviour will be determined by the immediate supervisor and wherever possible guidance and/or training will be made available to the employee to rectify the problem prior to any further disciplinary action. Where minor breaches of behavioural standards occur, immediate supervisors shall have the authority to undertake disciplinary action of an informal nature without substantively involving the VP Finance & Operations. This would usually involve having a discrete word with the employee reiterating acceptable standards of conduct where necessary.

2) Informal disciplinary procedure will generally involve, at most, the use of a verbal reprimand.

3) Where an employees' conduct or performance is considered problematic or unsatisfactory, but the infraction is of a minor nature, a verbal reprimand may be given by the immediate supervisor.

4) The immediate supervisor shall report the circumstances and outcomes of repeated discipline to the VP Finance & Operations.

5) Repeated offences that do not appear to be related to a lack of job training shall be reported to the VP Finance & Operations, for review. Such instances may attract more robust measures under the formal disciplinary process.

6) If during informal discussions it appears that the matter may be more serious than originally thought, the immediate supervisor involved shall adjourn the discussion and inform the individual that the matter will be dealt with under the formal disciplinary procedure. Any such occurrence shall immediately be reported to the VP Finance & Operations in writing.

7) All verbal reprimands should be recorded by the immediate supervisor and kept on file for six months with the Employee Disciplinary Files.



Formal Disciplinary Procedure

Formal Disciplinary Procedure involves four discrete escalating disciplinary measures

- Verbal Reprimand
- Written Reprimand
- Suspension
- Termination

a) Level 1: Verbal Reprimand

If conduct does not meet acceptable standards and there has been no improvement in conduct after informal guidance and training, or if the facts of the case appear to call for immediate informal disciplinary action, a verbal reprimand will be issued by the DFO & VP Finance & Operations. This will be given orally and will set out the nature of the misconduct and the fact that it will not be reduced to writing except that a written record of a verbal reprimand will be kept on the employee's disciplinary file for six (6) months and then removed. The verbal reprimand is ordinarily used to discipline employees for continuous minor infractions however, it is an effective sanction in the formal disciplinary procedure.

b) Level 2: Written Reprimand

If poor conduct persists or if the offence may be serious enough to justify a greater sanction, a written reprimand from the DFO & VP Finance & Operations. This reprimand will be in writing and will set out the nature of the misconduct and will include a statement of the sanctions available to the immediate supervisor should the employee fail to meet accepted standards of conduct. A record of the written reprimand including a true copy of the reprimand document will be kept on the employee's file for twelve (12) months and then removed.

c) Level 3: Suspension

Where poor conduct persists or where there is a charge of serious misconduct calling for a higher-level sanction, the Executive Committee shall have the right to suspend with or without pay any employee found by an investigation and/or mediation, by the Executive Committee to be guilty of the offence as alleged.

d) Level 4: Termination

If there is no satisfactory improvement in behaviour or if further misconduct occurs, or if Gross Misconduct is alleged, the final step in the procedure is to consider dismissal. The Executive Committee acting unilaterally may terminate an employee for cause where there is no question as to whether the offending behaviour has been substantiated. In cases where there is some uncertainty concerning the allegations, legal counsel may be contacted.

e) Formal disciplinary procedure may be implemented at any time irrespective of the number of occurrences of the offensive behavior if the alleged misconduct so warrants.



2) Suspension with Pay

a) It may be necessary and appropriate from time-to-time to suspend an employee, with pay, to enable an investigation and full and fair hearing to be carried out where a serious disciplinary offence is alleged. The employee shall be informed of their suspension, by their immediate supervisor or the Executive Committee as soon as possible.

b) It is to be made clear in writing to the subject employee that suspension with pay is not a disciplinary action. During the period of suspension, the employee will be paid normal pay. Other conditions may accompany such suspension.

Investigation

1) Those invoking formal disciplinary procedures must take the necessary steps to establish the facts as fully and expeditiously as possible. The immediate supervisor shall gather all relevant evidence and report such evidence to the Executive Committee as soon as possible.

2) Any investigation will normally be carried out by the immediate supervisor unless they are materially involved in the issue, in which case the Executive Committee will assign an appropriate alternative person to conduct such investigation.

3) The investigating officer shall analyse all available information, this may include gathering evidence, interviewing the employee, interviewing other witnesses, etc. and then producing a report to be filed with the Executive Committee.

4) This report will then be analysed by the Executive Committee which will then decide the necessary disciplinary steps to take if any.

5) If it is decided that no formal disciplinary action is required the employee will be informed immediately in writing.

Right of Appeal

1) An employee who has received a disciplinary sanction of either suspension with or without pay, and or termination shall have the right of appeal against such sanction.

2) Any appeal must be made in writing, clearly laying out the grounds of appeal, to the Appeal Committee within seven (7) business days of receiving the disciplinary hearing outcome letter.

3) In any such case, the Appeal Committee shall be comprised of three (3) persons identified by the Cape Breton University Students' Union Executive Committee. The committee should include the Chair of SRC and a full-time staff member. Anyone involved or discloses a conflict of interest in the disciplinary investigation or decision of the Appellant's case shall not be allowed to hear an appeal against that decision.

4) The Appeal Committee shall notify the Appellant of its decision in writing no less than five (5) business days after the Appeal has received all relevant evidence.



TERMS OF REFERENCE

Alleged Misconduct

The following list is illustrative of misconduct that might attract disciplinary measures:

- Refusing to comply with reasonable and legitimate management instructions
- Breach of any legal requirements placed upon a staff member by virtue of his or her employment with Cape Breton University Students' Union
- Refusing or neglecting to comply with Cape Breton University Students' Union policies, procedures, rules and regulations etc.
- Rude, offensive, or generally unacceptable behaviour towards colleagues, students or others
- Bullying, harassment or offensive behaviour, of either a physical, verbal or psychological nature
- Failure to disclose any situation which may lead to a potential conflict of interest, for example, professional, personal, financial or employment relationships which may be contrary to the interests of Cape Breton University Students' Union
- Being an accessory to a disciplinary offence
- Negligent damage to property of Cape Breton University Students' Union
- Unauthorised absence, or improperly recording time-worked
- Failing to take reasonable care of Cape Breton University Students' Union property
- Unauthorised use of, or unauthorised removal from Cape Breton University Students' Union or the property of Cape Breton University Students' Union
- Failure to report any incident while operating any Cape Breton University Students' Union vehicles, whether or not personal injury or vehicle damage occurs
- Obstruction or attempted obstruction of others in the performance of their duty to Cape Breton University Students' Union
- Abuse of any statutory or other leave, including vacation or sick leave
- Failure to comply with the University's IT Conditions of Use

Alleged Gross Misconduct

1) Any misconduct of a serious nature may be deemed to be gross misconduct and dealt with in the following manner:

2) Alleged Gross Misconduct will be fully investigated. The Executive Committee may terminate an employee for Gross Misconduct where the offending behaviour is of a sufficiently serious nature. In instances of alleged gross misconduct where the evidence is unclear, or it is determined an investigation is required. Time shall be made available to allow such investigation to take place.

Cape Breton University Students' Union Administrative Policies and Procedures



The following list provides examples of Gross Misconduct:

- Theft, Fraud and/or deliberate falsification of records
- Physically or verbally abusive or threatening behaviour
- Sexual assault
- Bullying and/or harassment
- Sexual harassment
- Deliberate or significant damage to Cape Breton University Students' Union property
- Deliberately accessing inappropriate or illegal internet sites which contain, for example, pornographic, offensive or obscene material
- Serious insubordination
- Misuse of Cape Breton University Students' Union's or Cape Breton University's property or name
- Incapacity for work due to being under the influence of alcohol or drugs
- Bringing Cape Breton University Students' Union into disrepute
- Acts of Discrimination or harassment
- Serious negligence which causes or might cause unacceptable loss, damage or injury
- Serious breach of Health and Safety rules
- Breach of related legislation, licensing law, premises licence

3) In all cases where it is the opinion of the Executive Committee findings of gross misconduct may attract criminal sanctions, the Executive Committee shall report such allegations to local police services and Cape Breton University.