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| **UPEI Student Union** | **Policy No.**  UPEISU22 | **Revision No.**  4 |
| **Policy Title:**  Full Time Staff Human Resources Policy | | **Page:**  1 of 9 |
| **Creation Date:**  February 12th, 2015 | **Version Date:**  February 10th, 2019 | **Review Date:**  Annually (summer) |
| **Authority:**  UPEISU Council | **Responsibility:**  General Manager | **Approved on:** |

1. **Preamble**

This policy is to ensure equitable treatment of all Full -Time employees of the UPEI SU by setting out policies and procedures regarding conditions of employment and procedures for their equal and fair implementation.

1. **Scope:**
2. This policy will apply to all Full-Time Employees (“Employees”) of the UPEI SU.
3. This policy does not govern the following groups of people:

(a) Executive Officers;

(b) Part time staff of the UPEI SU; or

(c) Student staff of the UPEI SU.

1. **Categories of Full Time Employees**
   1. The UPEISU employs three categories of Full Time Employees
      1. Full Time Permanent Employees
      2. Full Time Seasonal Employee
   2. Full Time Permanent Employees are those persons, who are not UPEI students, employed on a continuous full time basis, not restricted to the academic year who are paid a salary. These positions include:
      1. General Manager
      2. Hospitality Manager Administrative Coordinator
   3. Full Time Seasonal Employees are those persons, who are not UPEI students employed on a full time basis restricted to the academic year who are paid on a hourly basis. These positions include:
      1. Cook

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1. **Fair Dealing and Ethical Conduct**
2. The successful business operation and reputation of the UPEI SU is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.
3. The UPEI SU will comply with all applicable laws and regulations and expects its managers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.
4. In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the employee’s immediate supervisor.
5. It is the responsibility of the Employee to comply with the Business Ethics and acceptable conduct found within this policy.
6. **Confidential Information** 
   1. During the course of their employment, Employees may come in contact with information of a confidential nature. Employees are required to maintain confidentiality with respect to such information.
   2. The Employee acknowledges that he or she will acquire information about certain things which are confidential to the UPEISU and which are not subject to public disclosure. The Employee undertakes to treat confidentially all such information and agrees not to disclose to any third party either during the term of employment or after the date of employment except as may be necessary in the proper discharge of employment or except with the written permission of the UPEISU.
   3. Any information that the Employer maintains will be held in the strictest of confidence.
7. **Conflict of Interest**
   1. The UPEISU understands that employees may, from time to time, be in a circumstance where a conflict of interest may exist and the UPEISU expects each employee to disclose this conflict of interest at the earliest possible time. The Employee agrees to devote his or her full effort to the Employer’s business and in recognition of the demands of the position, agrees to forego any outside employment or business relationships where a conflict may exist unless the prior written approval of the UPEISU is obtained, which approval may be withheld at the sole discretion of UPEISU.
8. **Customer Service**

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* 1. The objective of the UPEISU is to offer effective and courteous service to all members of the University or local community and visitors to the campus. All Employees must conduct themselves at all times in accordance with the philosophy of the UPEISU with reference to the public.

1. **Dress Code**
   1. The UPEISU does not have an organization-wide dress code; however, all Employees are expected to look clean and neat in order to project a favourable image. There may be a specific dress requirement within each department, which will be established and enforced by the Manager for that department.
2. **Emergencies & Emergency Contacts**
   1. Emergencies occurring during regular working or after regular working hours should be reported to the Manager on duty or the UPEI Security Department. Authorized personnel will then be dispatched to address the situation.
   2. Building systems (i.e. fire systems, electrical systems) can only be handled by authorized personnel.
   3. At times, emergencies such as severe weather, fires, fire alarms, or power failures can disrupt UPEISU operations. In extreme cases, these circumstances may require the closing of the Student Centre or any of its operations. When

operations are officially closed due to emergency conditions, full time Employees are not required to report to work unless that Employee is designated as an Essential Employee.

1. **Fire Safety Procedures**
   1. Procedure upon hearing a fire alarm:
      1. Make sure people in your vicinity are aware of the alarm.
      2. Evacuate the building in an orderly manner; assisting others where it is safe to do so.
      3. Ensure that people are located at least 50 metres away from the face of the building.
      4. The General Manager, Administrative Coordinator (or designate), and a representative of UPEI Security will meet at the Reception Area, located that the 2nd Floor South end of the Student Centre.
      5. All other staff and building users will remain outside until instructed to return by Security or local Fire Department.
      6. The Primary Evacuation location for the Student Centre is approximately 20 m from the face of the building.
   2. Procedure if a fire is discovered:
      1. Sound alarm by voice, proceed to the nearest alarm station and pull the alarm.

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* + 1. Evacuate the building.
    2. Call UPEU Security (extension #0384 or 902-566-0384) and identify the building, location, and the type of fire.
  1. General
     1. Ensure that room capacities are not exceeded.
     2. Ensure that exits and hallways are not obstructed in any manner.

1. **Health & Dental Benefits**
   1. Full Time Permanent Employees
      1. UPEI Student Union provides extended health and dental insurance and the Health Spending Account. This also includes Life, Accidental Dental & Dismemberment and Long Term Disability.
      2. Participation in this plan is optional. Premiums for this policy are paid by the Employer. Information regarding this may be obtained from the General Manager.

Employees are permitted to place their spouse or dependants on the plan. A spouse will cease to be qualified for the plan if they divorce the Employee unless a decree stipulates that coverage must continue for the spouse. A dependant will cease to be qualified for the plan at age 21,

* + 1. unless attending a post secondary institution, in which case they will cease to qualify for coverage at age 25.
  1. Full Time Seasonal Employees
     1. These employees are eligible for health and dental benefits only after 30 days of employment.

1. **Holidays**
   1. The following holidays are observed by the UPEISU with pay for Full Time Permanent Staff:
      1. New Year's Day
      2. Good Friday
      3. Easter Monday
      4. Victoria Day
      5. Canada Day
      6. Gold Cup & Saucer
      7. Labour Day
      8. Thanksgiving Day
      9. Remembrance Day
      10. Christmas Day
      11. Boxing Day

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* 1. Full Time Permanent Staff are eligible for paid holidays, defined as “Christmas Break”, which will commence sometime after exams cease in December and conclude sometime after New Year's, as determined by the Executive Committee of UPEISU.
  2. Full Time Permanent Staff are eligible for paid holidays, defined as “February Break”, which will the week of the UPEI February Reading Week Break, as determined by the Executive Committee of UPEISU.
  3. The Following holidays are observed by the UPEISU with pay for Full Time Seasonal Staff
     1. Thanksgiving Day
     2. Remembrance Day
     3. Islander Day
     4. Good Friday
     5. Easter Monday

1. **Hours of Work**
2. Full Time Permanent Employees
3. The hours of work shall consist of a minimum of 35 hours per week, excluding holidays. The Employer will negotiate the schedule of work from time to time.
4. During the summer months, Full Time Permanent Employees will operate summer hours as follows:
5. Hospitality Manager shall operate under Part-Time hours, of 15 hours per week, from Mid-June to Mid-August
6. Administrative Coordinator shall operate under Part-Time hours, of 15 hours per week, from Mid-June to Mid-August
7. UPEI SU General Manager shall operate under Part-Time hours, of 15 hours per week, from June until the end of August.
8. Full Time Seasonal Employees will work full time, of a minimum of 35 hours per week, from Mid-August to Mid-April or upon the discretion of the supervisor.
9. **Introductory Period**
   1. The Introductory Period is intended to give new Employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The UPEISU uses this period to evaluate Employee capabilities, work habits, and overall performance.

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1. New Full Time Permanent and Full Time Seasonal Employees will undergo an introductory period of six (6) months commencing the effective employment date.
2. A performance evaluation will be conducted by the General Manager following the Introductory Period.
3. **Overtime**
   1. Full Time Permanent Employees are not eligible for overtime. Such Employees will be required to work as necessary to ensure that the duties and responsibilities of their position are met on a timely basis.
      1. Should circumstances, having a bearing on the work to be performed, necessitate working excessive hours (above 48 hours) per week; or, working on Saturdays or Sundays, the Employee shall be entitled to time off.
4. If an employee has worked more than 48 hours in a week then they are to fill out the “Over Time” form and give it to the UPEI SU General Manager within two (2) weeks for approval and shall be included in the Employee’s records.
5. Full Time Seasonal Employees will follow the Prince Edward Island *Employment Standards Act* when it comes to overtime and hours worked.
6. **Pay Dates**
   1. The Employee is paid every second week, according to the pay schedule determined by the UPEISU.
7. **Pay Deductions**
   1. All Employees' income shall be subject to deductions in accordance to federal and provincial laws, including deductions for income tax, Canada Pension Plan, and Employment Insurance. If you have questions concerning why deductions were made from your pay cheque or how they were calculated, the Administrative Assistant can assist you.
8. **Performance Evaluations**
   1. Supervisors and Employees are strongly encouraged to discuss job performance and goals on an informal, regular basis.
      1. A performance evaluation will be conducted at the end of an Employee's initial period of hire, known as the Introductory Period.
      2. Additional formal performance evaluations are conducted annually to provide both supervisors and Employees the opportunity to discuss job

tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

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1. **Personnel File**
   1. The UPEISU maintains a personnel file on each Employee. The personnel file includes such information as the Employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.
   2. Personnel files are the property of the UPEISU and access to the information they contain is restricted. Generally, only direct supervisors and the General Manager of the UPEISU, who have a legitimate reason to review information in a file, are allowed to do so.
   3. Employees who wish to review their own file should contact the General Manager. With reasonable advance notice, Employees may review their own personnel files in the UPEISU's offices and in the presence of an individual appointed by the UPEISU to maintain the files.
2. **Dispute Resolution**

The UPEI SU is committed to providing the best possible working conditions for its Employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the UPEI SU supervisors and management.

1. The UPEI SU strives to ensure fair and honest treatment of all Employees. Managers and Employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.
2. If Employees disagree with established rules of conduct, policies, or practices, they can express their concern, in writing, to the UPEIS SU General Manager. The UPEI SU General Manager, in turn, will respond to the concern within 5 calendar days of its receipt, after consulting with appropriate management, if necessary. The UPEI SU General Manager will document the response. No Employee will be penalized, formally or informally, for voicing a concern within the UPEI SU in a reasonable or professional manner. Should the matter not be resolved satisfactorily, the Employee can appeal the matter to the UPEI SU President.
3. **Professional Development**
   1. It is the policy of the UPEISU to encourage continuing education among its full time permanent staff, especially where such education is either required for the staff member's job or would enhance the staff member's job performance.
4. **Resignation**

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1. Resignation is a voluntary act initiated by the Employee to terminate employment with the UPEI SU. Employees who wish to leave the UPEI SU’s employ should provide written notice at least two (2) weeks in advance.
2. Upon resignation of employment, the Employee will receive pay up to and including the last day worked plus any vacation pay they are entitled to.
3. **RRSP**
   1. For Full Time Permanent
   2. In order to provide future benefits, following retirement, to the Employee, the Employer agrees to jointly, with the Employee, purchase a Registered Retirement Savings Plan (RRSP) in the name of the Employee.
   3. The Employee and the Employer shall each contribute into the RRSP. The employer at 8% and the employee at 5% including CPP.
   4. Payments to the RRSP shall be made quarterly during the period of employment with the employer.
4. **Sick Leave**
   1. All Full Time Permanent Staff hired after January 1, 2012
      1. Sick leave means the period of time the Employee is absent from work with full pay by virtue of being sick or disabled, exposed to a contagious disease, or under examination or treatment of a physician, chiropractor, or dentist or because of an accident for which compensation is not payable under the Worker’s Compensation Act .
      2. Twelve (12) sick leave days per year shall be earned by an employee at the rate of one (1) day for every month the employee is employed. The two week waiting period for E. I. sick leave benefits-will be paid at full salary.
      3. Sick leave shall rollover each year to a maximum of 60 days.
      4. In the event of a severe health issue further arrangements for leave may be made at that time.
      5. Sick leave benefit ceases to exist upon the completion of employment.
   2. Full Time Seasonal Employees are not entitled to sick leave.
      1. In the event of a severe health issue further arrangement for leave may be made at that time.
5. **Vacations**
   1. Full Time Permanent Employees
      1. The employee shall receive an annual vacation with pay in accordance with their years of employment as follows:
         1. Completion of one (1) year to completion of three (3) years of service - 10 working days;

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* + - 1. Completion of four (4) years to completion of eight (8) years of service - l5 working days;
      2. Completion of nine (9) year to completion of fifteen (15) years of service - 20 working days;
      3. Completion of sixteen (16) years and over — 25 working days.
    1. When a Statutory holiday occurs during employee's annual vacation, the Employee shall be entitled to an additional day's vacation with pay.
    2. Where the employee qualifies for sick leave, bereavement leave, or any other approved leave during her vacation period, there shall be no deduction from vacation credits for such absence.
    3. Vacation days shall not be accrued for a period of more than two (2) years
    4. The Vacation year shall be the fiscal year beginning May 1 and ending April 30.
    5. The Employee is also entitled to paid leave during the Christmas break (referred to as “Christmas Break”).
  1. Full Time Seasonal Employees
     1. Are not eligible for Vacation time; they will receive vacation pay on their pay cheque.

1. **Violence Prevention Statement** 
   1. The UPEISU recognizes the potential for violent acts directed against staff. The UPEISU also acknowledges the potential for physical and emotional harm as a result of these violent acts. No forms of violence will be tolerated in the workplace. Every effort will be made to identify possible sources of violence and implement procedures to eliminate or minimize the risks they create.