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| **UPEI Student Union** | **Policy No.** **UPEISU13** | **Revision No.** **4** |
| **Policy Title:**Student Union Operational | **Page:**1 of 4 |
| **Creation Date:**February 12th, 2015 | **Version Date:**November 17th, 2019 | **Review Date:**Annually (summer) |
| **Authority:**UPEISU Council | **Responsibility:**General Manager |

**Preamble**

The following are policies related to the day-to-day operations of the UPEISU.

1. **Office Hours**
	1. Standard office hours are Monday to Friday from 9am-4pm
	2. The office hours will be posted in the Student Centre.
	3. Alterations to the standard office hours must be approved by UPEI SU Executive.
2. **Payroll Procedure**
3. Payroll periods are for a two-week period
	* 1. Student staff and cooks pay periods run from Monday to Sunday, with payday being the following Thursday.
		2. Full Time Staff and Executive pay periods runs from Sunday to Saturday, with payday being the current Thursday.
4. Payroll requests by either the manager or staff members are to be submitted to the Administrative Coordinator by 10am Monday of each pay week. If the requests are not received payroll will not be processes till the following pay period.
5. Employees will not be paid until all necessary documentation is received by Administrative Coordinator.
6. Each manager or staff member will be given a payroll package, by the Administrative Coordinator, at the start of the year with all the necessary documents for their staff or themselves.
7. **Filing System**
8. Executive members and full time staff are to retain, and file copies of incoming and outgoing mail for future reference.
9. **Purchase of Supplies**
	1. Individuals requiring supplies may obtain a purchase order from the General Manager or Administrative Coordinator.  Monetary refunds on UPEI SU supplies not purchased by Purchase Order may be granted if necessary record of sale is submitted to either the General Manager or Administrative Coordinator.
10. **Procedure for Tenders, Quotes, and Contracts**
	1. The UPEI SU Executive calls for tenders or quotes;

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* 1. The General Manager advertises for tenders or quotes and receives applications;
	2. Total tenders are presented to Executive;
	3. Executive determines winner of bid, and;
	4. Written bids are considered to be binding agreements.
1. **Accounting Procedures**
2. It shall be the duty of the General Manager to record all transactions involving UPEI SU funds. This would include the following:

1. Cash receipts shall be recorded from the receipt book;
2. Deposits shall be recorded from the deposit book;
3. Cheques shall be recorded from the cheque stubs;
4. Supporting evidence for cash receipts shall be filed for future reference in numerical order and shall be retained for one year; and
5. Supporting evidence for cheque disbursements shall be filed for future reference by payee. Every cheque issued shall have a supporting voucher, signed by the appropriate presiding officer. This supporting evidence shall have the date paid, account charged, cheque number, and signature of the VP Finance clearly written on its face.
6. **Cash Procedures**
7. Receipts in duplicate, serially numbered, must be completed for all cash received. The first copy goes to the party remitting the cash, the second copy remains in the receipt book.
8. It shall be the duty of the General Manager to receive all cash and deposit it into the UPEI SU bank account as soon as possible.
9. Under no circumstances shall any payments be made from general cash. Small cash payments may be made only from the petty cash funds.
10. There may be petty cash funds established for the Administrative Coordinator out of which small disbursements may be made. The petty cash fund shall not be used for individual expenditures exceeding fifteen dollars ($15)
11. The following shall be the procedures for the recording and collection of specific cash receipts:
	1. UPEI SU Events for which tickets are sold in advance and/or at the door.
	2. Pre-numbered tickets in numerical order shall by prepared by the Vice President Student Life. The ticket shall have printed on the face the price, date of event, name of event, and number of ticket;
	3. Advance ticket sales at The Fox & Crow are to use a separate cash float and are to be recorded on a sales report, remaining tickets are to be transferred to the Vice President Student Life;

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* 1. Any cash shortages are the responsibility of the seller;
	2. An independent admission count shall be made by a member of the UPEISU Security to verify that receiving of cash and ticket sales are done properly;
	3. The unsold tickets, cash, and the signed guest list shall be turned over to the Administrative Coordinator, who reconciles with the total tickets sold and cash collected;
	4. Any discrepancies in these procedures shall be reported immediately to the VP Finance & Administration and the Fox & Crow Manager. The VP Finance & Administration shall investigate and make a report to Council.
1. Student Union Fees shall be collected by the UPEI Administration in accordance with agreements between the UPEI SU and UPEI. Receipts shall be issued when fees are received.
2. The following shall be the procedure for the recording and collection of The Fox & Crow monies:
	1. cash floats shall be prepared by the Administrative Coordinator;
	2. all sales shall be rung in on the cash register by a bartender or server;
	3. at the end of the shift the bartenders and servers shall calculate their sales from the cash register, and record it on a cash sheet. Then count cash on hand, deduct float, reconcile to the cash register sales tape, and sign the cash sheet;
	4. The Administrative Coordinator shall receive from the bartenders and servers the float, cash from sales, cash sheet, and cash register tape, and verify cash sales. If cash is correct the Administrative Coordinator shall sign the cash sheet;
	5. any cash shortage is the responsibility of the bartender or server; and;
	6. The Fox & Crow Sales Report is electronically generated, and sales are balanced with inventory by the Fox & Crow Manager.
3. **Removal of Physical Assets**
	1. Authorization for the removal of UPEI SU physical assets must be approved by the Executive Committee at least twenty-four (24) hours in advance.
4. **Insurance**
	1. HUB International Ontario Limited

63 Church Street, Ground Floor, St. Catherine’s, ON, L2R 3C4

Jim Henry (Agent)

* 1. Every fall the General Manager meets with the Insurance Agent(s) to review existing packages and updates as required.
	2. The term of Insurance runs from January to December.
	3. Coverage shall include fire, building and contents, clubs and societies and liability.

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1. **Worker’s Compensation Insurance**
	1. Is purchased annually through the PEI Worker’s Compensation Board
2. **Legal**
	1. Barristers and Solicitors (no retainer is held)

Carr, Stevenson and MacKay

50 Water Street, Charlottetown

(902) 892-4156

Gordon MacKay (Lawyer)

* 1. Authorization required by Executive Committee for direct contact.
1. **Accounting**
	1. Chartered Accountants and Management Consultants

Arsenault, Best, Cameron, Ellis

18 Queen Street, PO BOX 455

Charlottetown, PE, C1A 7L1

(902)368-3100

 (b) Authorization required by Executive Committee for direct contact.

1. **Parking**
	1. The UPEISU has three reserved parking spots located outside the shipping and receiving area of the W.A. Murphy Student Centre.
	2. The parking spots are allocated as follows:
		1. One (1) reserved for the UPEI SU General Manager
		2. One (1) reserved for the UPEI SU Fox & Crow Manager
		3. One (1) to be used by the UPEI SU Administrative Coordinator or staff as required.  This spot is to be used for loading and unloading of UPEI SU supplies and equipment only.  Passes will only be issued if individual has access to a vehicle.
	3. Parking passes will be distributed with a copy of this policy to the appropriate individuals by the UPEI SU General Manager.  Should this policy be violated, parking privileges may be revoked at the discretion of the Council.
2. **Cell Phones**
	1. Distribution
		1. All persons of the UPEI SU shall be responsible for arranging their own cell phone service.
	2. Payment
		1. For the following persons, up to a maximum of $60.00/month shall be compensated to them: President, VP Academic and External, VP Student Life, VP Finance, Director of Communications, Associated Director of

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* + 1. Communication, Fox & Crow Student Supervisor, General Manager, Administrative Coordinator, and Fox & Crow Manager.
1. **Storm Closure**
	1. In the event of a University issued storm closure the UPEISU will follow UPEI storm closure process but with the provision to keep events in place with consultation from UPEI Facilities Management and Fox & Crow Management.
2. **Prize Management**
	1. To ensure that prizes awarded by the SU for contests, promotions, events, etc. are distributed timely, and fairly as they were intended
	2. All prizes that are either purchased by the SU or obtained as promotional materials free of charge shall be distributed as intended.
	3. It shall be the responsibility of the Fox & Crow Manager to securely store prizes.
	4. No staff member of the SU shall be eligible to receive prizes in any SU contests or promotions from their respective places of work. Members of the executive committee shall not be eligible to win any prizes.
	5. Winners of prizes if not received immediately, shall be entitled to their prize no later than two (2) weeks after they have been declared the winner of said prize unless otherwise stated.
	6. Prizes shall be defined as any material or experiential good, or service.
	7. Councillors are eligible to win prizes.
3. **Travel**
	1. Meal per diem fifty dollars ($50.00) reimbursement only applies to meals which are not provided by the conference and previously paid for by the conference registration fee. In extenuating circumstances, however, the per diem can be issued prior to travel. In this event, receipts must be submitted or the cost will fall upon the individual. A maximum of $50.00 per diem will be given, and allocated per meal as below:
		1. $10.00 Breakfast
		2. $15.00 Lunch
		3. $25.00 Dinner
	2. Mileage will be reimbursed based on the Canada Revenue Agency automobile allowance rates.
	3. Miscellaneous expenses will be reimbursed upon presentation of receipts and approval of expenses by Executive Committee.
	4. Undocumented miscellaneous expenses will be reimbursed to a maximum of twenty-five dollars ($25.00) per day, upon presentation of the rationale for said

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expenses in writing to the Executive Committee and approval of said rationale by Executive Committee.

* 1. All reimbursements must be reported to council in the Vice-President Finance’s Executive Report.
	2. In the need of renting a vehicle for UPEISU business, all efforts must be made to ensure that the most fuel efficient vehicle for the task at hand is acquired.
1. **Student Union Yearend Banquet**
	1. The purpose of the UPEI SU Year End Banquet is to give thanks to Council members, Committee members, volunteers, and staff who aided the cause of the UPEI SU during the year.
	2. This gathering is also used for the purpose of awarding deserving volunteers/staff with recognition awards of service in their respective area(s) of involvement.
	3. Awards will also be presented to the UPEI Staff of the Year recipient and the UPEI Faculty of the year recipient.