



**University of New Brunswick Student Union  
Part-Time Employment Policy for Student Employees**

**Adopted: March 25<sup>th</sup>, 2012**

**Effective: March 25<sup>th</sup>, 2012**

**Amended: February 10<sup>th</sup>, 2013**

## **Part I – Interpretation**

1. In this policy,

“**Council**” means the Council defined by *By-Law No. 1*;

“**Fiscal Year**” means the Fiscal Year defined in *By-Law No. 1*;

“**Information Relating to Human Resources**” means any information that is sufficiently detailed to be used in conjunction with information available to the public or available to Members pursuant to the by-laws and policies of the Union to reveal, with reasonable efforts, either the salaries or benefits of an Employee of the Union who is not a Councillor, but excludes such information where the disclosure of such information is required by law;

“**Member**” means an Ordinary Member of the Union as defined by section 3 of *By-Law No. 1*;

“**Part-time Employee**” includes PaperTrail staff, SafeRide drivers, Policy and Research Officer, Marketing Manager, Graphic Designers, anyone who is hired on a part-time basis to full-fill the duties of an employment agreement, and other persons employed by the Union and deemed to be a Part-time Employee of the Union by the Union President and the Vice President Finance & Operations;

“**Policy**” means this document, unless specified otherwise;

“**Returning Employee(s)**” means any student part-time employee that has been rehired to the same position for another fiscal year;

“**Union**” means the University of New Brunswick Student Union Inc.;

## **Part II – General**

2. The purpose of this policy is to ensure that Union employment practices are clearly defined and adhered to. It is the responsibility of the Executive Committee to ensure that this policy is enforced.

3. This provisions in this policy must conform to (in order of precedence) the Employment Standards Act, Union Letters Patent, Union By-Laws, Current written Employment contracts, and the Union Financial Policy.

## **Part III – Hiring**

4. There shall be hiring committees defined as follows:

i) Policy & Research Officer/Marketing Manager: committee comprised of the President and the Vice President Finance & Operations who shall make recommendations for hire to the Executive Committee.

ii) SafeRide Drivers: committee comprised of the Vice President Student Services and SafeRide Coordinator.

iii) Graphic Designers: committee comprised of the Vice President Finance & Operations and the Marketing Manager.

iv) PaperTrail staff: committee comprised of the Vice President Finance & Operations and the General Manager.

v) Other Part-time employee positions: committee comprised of the either the President or Vice President Finance & Operations and the respective Supervisor.

5. All Part-time Employees of the Union must be a UNBF full-time undergraduate student or Union member.

6. The Executive Committee cannot hold any Part-time Employee position.

7. The positions of Marketing Manager, Policy Research Officer, PaperTrail, and Graphic Designers cannot be held by a member of the council.

8. All Part-time Employee positions expire at the end of the fiscal year. Part-time Employees who wish to continue must reapply.

9. Preference may be given to returning employees.

#### **Part IV– Wages**

9. Wages for the following positions shall be set as follows:

i) Marketing Manager/Policy Research Officer – minimum wage + \$0.50

ii) SafeRide Drivers – minimum wage + \$0.25

iii) PaperTrail staff – minimum wage + \$0.25

iv) Graphic Designers – minimum wage + \$0.25

v) Other positions designated as student Part-Time Employment are up to the discretion of the Vice President Finance & Operations and the respective Supervisor.

10. Returning employees will be given a pay increase of \$0.25 for every year they return to that position.

10. Student employees are paid every two weeks, i.e. every second Friday subject to the submission of timesheets to the respective supervisor. If timesheets have not been submitted before Tuesday at 10:00am before the payday, pay will not be released until the next pay period.

11. The UNBSU does not provide pay advances.

12. All employees' income shall be subject to deductions in accordance to federal and provincial laws, including deductions for income tax, Canadian Pension Plan, and Employment Insurance.

## **Part V – Discharge**

13. The UNBSU may discharge, suspend or layoff without notice an employee who has been guilty of misconduct, disobedience, neglect of duty, incompetence, found guilty of a criminal offense for which pardon has not been granted, breach of the Union By-Laws, the provisions in this regulation, or any other matter constituting just cause at law.

14. This policy shall not hold a specific discharge/discipline policy that will be a blanket policy for all part-time employees with the UNB Student Union, as this policy covers several different types of employees with distinct duties and descriptions. However, the supervisor of a part-time employee may create/adopt a policy for their staff, but it must be reviewed and approved by the UNB Student Union Executive, and made public to the staff.

## **Appendix: Recommendations**

In drafting this document, policy committee raised some questions and issues that could not have been addressed in the timeline that was put in place by council. Also, issues raised needed a more comprehensive look at existing employment policy that pertains to part-time student employees and was out of the scope of what council mandated the policy committee to consider.

Seeing this, policy committee puts forward the following recommendations for next council and policy committee to consider (in no particular order):

1. Implement a complaint system for complaints against employees and an employee review system. For example, if a student has a complaint against a SafeRide driver, what is the process? Is the process formalized so that all complaints are handled in the same way?
2. Compile an employee handbook that contains the above policy as well as labour laws, etc.
3. Develop a process of complaints against the employer in case disputes arise and a formal process is needed to handle them

These recommendations in no way suggest that the policy presented above is inadequate. Policy Committee views the above as a 'skeleton' policy that is a good first step, but the policy will need to be expanded upon and time was of an issue so that could not have been done in the timeline that the policy committee was handed by council.