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| . | MemoFrom the office of the…Vice-President (Administration) |
| To: | SRA Members and Committee Chairs |
| From: | Graeme Noble, Vice-President (Administration) |
| Subject: | Divide Operating Policy – Central Support Services |
| Date: | March 21, 2021 |

### Introduction

Dear Members of the Assembly,

Due to recent changes in the structure of the organization through Information Technology (IT) expansions, as well as discussions of providing additional Human Resources (HR) support staff, a growing need has emerged for clean and clear delineations between different aspects of the MSU. As such, I’ve put forward a few policies to define Departments as their own unique entities, separate from Services or Business Units, through the separation of **Operating Policy – Central Support Services** into three (3) separate Operating Policies for the Accounting Department, Administration & HR Department, and the IT Department.

As such, the proposals for **Operating Policy – Central Support Services** and its sister documents are attached below:

### Proposal

Since this Operating Policy contains the general operating parameters for members of the Human Resources, Administration, Accounting, and IT Departments, the new Technician roles were added to the policy. There were also minor changes made to the language used throughout that referenced inaccurate position titles, as well as the addition of the Administrative Research Assistant (ARA): a position that has existed for two (2) years under the title of Administrative Team Research Assistant (ATRA) and even beyond that as the Training & Resources Research Assistant (TRRA). In addition, all hiring boards have been removed from this document to allow for their transition into an easily amendable appendix that will store all hiring board information for Full-Time Staff just as I’ve created for Part-Time Staff (which is soon to be proposed for approval and subsequently posted on the MSU Website). Job Descriptions were also made to be proper nouns, as they are a specific form of documentation that are used in very formal and explicit ways.

Please let me know if you have any questions or concerns prior to the meeting.

Kind regards,

**Graeme Noble**

Vice-President (Administration) & Chief Administrative Officer

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