

## Operating Policy 1 – Employment and Wages

### 1. Employment Practice

- 1.1 In all matters relating to employment where this CFMU Operating Policy and/or the CFMU Bylaws fall silent, the relevant Bylaws and/or Operating Policies of the McMaster Students Union shall take precedence.

### 2. Hiring/Selection Committees

- 2.1 Pursuant to the terms set in CFMU Bylaws, the Board of Directors shall strike all hiring and/or selection committees within CFMU for positions outlined in CFMU Bylaws.

### 3. Full-Time Staff

- 3.1 Full-time staff shall be responsible to the Board of Directors through the MSU Business Manager;
- 3.2 Remuneration shall be set by the Board of Directors using the same procedures and scales employed within the MSU for evaluating full-time employee positions;
- 3.3 Full-time staff shall be subject to the terms and conditions within the MSU Full-Time Employment Policy.

### 4. Part-Time Staff

- 4.1 Part-time staff shall be responsible to the Board of Directors through either the Administrative Director or the Program Director as outlined in CFMU Bylaws;
- 4.2 Whenever possible, membership of the hiring or selection committees, shall include representation from each of the: Full Members of CFMU Incorporated (SRA), the Board of Directors, Full-time CFMU staff, CFMU volunteers, and the incumbent;
- 4.3 Wage levels for part-time staff shall be set by the Board of Directors using the same procedures and scales employed by the MSU Finance committee in evaluating MSU Part-time positions;
- 4.4 Applications for employment shall be accepted in the MSU Main Office during regular business hours;
- 4.5 Advertisement of positions shall be done by the MSU Vice-President in conjunction with advertisement of MSU positions as necessary;

4.6 Applications for hourly employment shall submit MSU employment forms to the MSU Main Office;

4.6.1 Staff are to be hired on the basis of date of application, combined with their qualifications and experience suitable for the position;

4.6.2 All applications for employment during the school year shall be filed annually, on or after July 1;

4.7 The hiring committees shall use the full employment registry of applications when hiring.

## 5. Contract/Grant Staff

5.1 From time to time, the Board of Directors may enter into contractual agreements for supplementary staff;

5.2 Employment terms, conditions, and remuneration will be determined by the Board of Directors as appropriate.

## 6. Hiring Criteria

6.1 MSU members (those enrolled in 18 units of courses or more during the academic year) in good standing shall be eligible for employment with CFMU; Employment will terminate when the employee is no longer enrolled in the required number of units;

6.2 Each employee shall fill out the required employment forms at the MSU Accounting Department;

6.3 No employee shall work for more than one (1) MSU service concurrently (CFMU shall be included in the definition of “MSU Service” for this purpose), however, those members who do not hold a permanent position at any one service or operation, but work only occasionally, are excepted from this provision;

6.4 All employees must be able to be bonded;

6.5 Only MSU members during the previous academic year shall normally be eligible for full-time summer positions; exceptions may be required in the case of specific contract or grant positions.

## 7. General Provisions

7.1 The normal term of employment will be:

7.1.1 Labour Day to April 30, during the academic year;

7.1.2 May 1 to Labour Day, during the summer;

7.2 The rate of remuneration for employment shall be determined by the Board of Directors, as per CFMU Bylaws;

- 7.3 Payment of wages for employees is made by direct deposit to the employee's bank account;
- 7.4 All employees shall be responsible to the Board of Directors through their supervisor;
- 7.5 No employee shall receive remuneration during the period that they are laid off, or for time off due to illness, and/or the service or operation is closed by the Board of Directors; exceptions to this rule may be made with prior approval of the Board of Directors; it is the responsibility of the Administrative Director to inform employees of this policy at least two weeks prior to the periods in question;
- 7.6 Salaried employees will be paid for statutory holidays when they fall on a normal working day;
- 7.7 Employees who will be absent of temporarily unable to fulfill their duties shall notify either the Administrative Director or the Program Director (as appropriate), in advance and shall recommend a replacement, if necessary;
- 7.8 Where this policy falls silent, and the comparable MSU policy also falls silent, the Employment Standards Act will apply.

## 8. Disciplinary Procedures

### 8.1 Cause

- 8.1.1 There are several instances within the course of employment which will constitute proper cause for disciplinary action; these will include but not necessarily be limited to:
  - 8.1.1.1 Tardiness;
  - 8.1.1.2 Incompetence;
  - 8.1.1.3 Dishonesty;
  - 8.1.1.4 Insubordination;
  - 8.1.1.5 Illegal activity;
  - 8.1.1.6 Willful contravention of policy;
  - 8.1.1.7 Absence without reason;
  - 8.1.1.8 Fraud;
  - 8.1.1.9 Willful disobedience;
  - 8.1.1.10 Willful damage to property;
  - 8.1.1.11 Poor job performance;
  - 8.1.1.12 Human Rights Code violations;
- 8.1.2 Within these general categories, individual managers may set more specific instances, which would constitute cause for the individual business or service. In all cases, the disciplinary policy and parameters of cause must be clearly communicated to the employees, either through a training session or employee manual.

### 8.2 Stages of Discipline

- 8.2.1 Verbal Warning
    - 8.2.1.1 An employee will receive a verbal warning after his/her first offense of a relatively minor infraction. The supervisor must make it very clear to the employee both reasons for the verbal warning and the disciplinary process for the next infraction. The date and reason for the verbal warning will be recorded on the employee's file;
  - 8.2.2 Written Warning
    - 8.2.2.1 An employee will receive a written warning after his/her second offense of a relatively minor infraction (providing 8.2.1 is complete), or after the first offense of a more serious infraction;
    - 8.2.2.2 The written warning should be dated and should clearly outline both the reasons for the written warning and the disciplinary process for the next infraction. The letter may also include terms and conditions which must be met to continue employment if the warning is for incompetence or lack of performance;
    - 8.2.2.3 A probationary period may also be imposed to give the employee time to show his/her progress;
    - 8.2.2.4 The letter must be hand delivered to the employee or sent by registered mail. A copy of the letter will be kept in the employee's file;
    - 8.2.2.5 Notice of the warning should be provided to the Board of Directors for information in closed session.
  - 8.2.3 Dismissal
    - 8.2.3.1 An employee will be dismissed once the provisions in stages 8.2.1 and 8.2.2 have been exhausted or after an offense of a very serious nature. Reasons for the dismissal must be communicated to the Board of Directors in closed session, and a motion to accept the dismissal made in open session;
    - 8.2.3.2 A dated, written notification, outlining the reasons for dismissal must be hand-delivered to the employee or sent by registered mail;
  - 8.2.4 Appeals
    - 8.2.4.1 Appeals of any disciplinary action may be made to the Board of Directors.
- 8.3 Notice
- 8.3.1 The Administrative Director and Program Director are required to inform all CFMU employees of this policy.