

Ω: PERMANENT STAFF

Preamble: The permanent staff policy outlines the various terms and conditions associated with permanent employment with the Engineering Society. It also describes the general manner in which the Society's permanent staff are expected to operate.

A. General

Part I: Classification

1. A permanent staff member is defined as a full-time employee of the Society who is employed for fifty-two (52) weeks of the year in a continuous position.
2. The Society's permanent staff member(s) shall be employed for the purposes of lending professional expertise in any area, providing institutional memory, and/or providing advice and mentorship for the Society's student leaders. Permanent staff may also be employed to carry out specific tasks on behalf of the Society.

Part II: Accountability

3. The Society's permanent staff member(s) shall be accountable to the Executive, and shall be ultimately responsible and report to the President.
4. No permanent staff member shall act in a position of authority over any of the Society's members.

B. Hiring Procedure

Part I: Notice of Available Positions

1. Available permanent staff positions with the Society shall be advertised in local, regional, provincial, or national newspapers at the discretion of the Board of Directors. Additionally, all relevant information related to the position shall be posted on the Engineering Society's website.
2. All advertisements shall include the nature of the position, the expected starting date, reference to compensation, necessary qualifications, deadline date for applications, mailing address, and any other information the Hiring Committee deems relevant.

Part II: Hiring Committee

3. A Hiring Committee shall be struck by the Board of Directors to organize and conduct the hiring process for any permanent staff positions. Once a candidate has been selected by the Hiring Committee, the candidate's eligibility and suitability for the position must be verified by the Board of Directors prior to the notification of the candidate.

4. The Hiring Committee shall consist of the President, Vice-President (Operations), and other members of the Society at the discretion of the Board.
5. Where possible, all candidates shall be interviewed by the Hiring Committee. However, applications may be pre-screened so that interviews are limited to only the best-qualified candidates.
6. The members of the Hiring Committee will hold the names of all candidates in total confidence. The successful candidate(s) will be informed by telephone, followed by an offer of employment letter, which, in turn, will stipulate a date before which a written response will be required. The names of unsuccessful candidates will not be released.

C. Terms of Employment

Part I: Salary

1. A starting salary range will be established by the Board of Directors prior to advertising any staff vacancies so that this range can be published in the advertisement. This range should correspond to an appropriate pay grade on the Queen's University Human Resources pay scale. Queen's University Human Resources staff may be consulted at this time to help determine an appropriate starting salary for the position in question.
2. Upon the selection of a candidate, the Hiring Committee will then decide where to start the successful candidate within the established range based on such factors as past experience and qualifications. This starting salary will correspond to either the minimum salary or another step within the pay scale for any specific pay grade.
3. Upon completion of a probationary period, the employee's salary shall be increased by one step on the aforementioned pay scale.
4. A person not fully qualified may be employed at a salary below the minimum range. This exception applies only in cases where an employee has sufficient potential to meet minimum position requirements within the probationary period and can be raised to the minimum within that time.
5. Permanent staff members' salaries shall generally increase at minimum with inflation according to updated pay scales released by Queen's University Human Resources each year. Salaries should normally be expected to progress at a rate of one pay step every three years, unless otherwise stipulated in the staff member's offer of employment and resulting contract.
 - a. When considering any and all salary increases, consideration must be given to the Society's financial position and the current economic conditions; salary increases may be frozen when required at the discretion of the Board of Directors.

b. Additionally, salary progression up the pay grade shall be awarded based on all performance evaluations carried out over the period of time elapsed since the previous progression.

Part II: Probationary Period

6. There shall be a probationary period for each new employee of the Society, ranging between three (3) and six (6) months in length at the discretion of the Hiring Committee.
7. An employee may be terminated for any reason with one week's notice at any point within the probationary period.
8. At the end of the probation period, the original Hiring Committee (or as many members thereof as possible) will review the job performance of the new employee and shall recommend to the Board of Directors that:
 - a. the employment be terminated
 - b. the probationary period be extended for a period of three additional months
 - c. the employment be continued indefinitely and that the employee be granted a wage increase
9. In the event that the Board of Directors extends the employee's probationary period, the Hiring Committee shall at the conclusion of the extended probationary period recommend either option 18.a. or 18.c. as seen above.

Part III: Benefits

10. Permanent staff members shall be granted access to a benefit and pension plan through Queen's University.
11. Permanent staff members shall be provided with Queen's University Parking Permits. In the event that such a permit is not available, the Society will subsidize the employee's parking to a maximum equivalent of the monthly rate of a parking permit.

D. Continuous Improvement

Part I: Evaluations

1. To ensure the ongoing success of permanent staff members and the continue growth of permanent staff positions, employee evaluations shall be conducted each November, and updated in March when required.
2. Permanent employees shall be evaluated in areas of professionalism, contribution to the Society, and overall ability to fulfill the obligations of the position.
 - a. Evaluations shall include an interview to discuss the employee's performance and a written assessment of the employee's strengths and weaknesses, along with any constructive criticism available.

- b. All evaluations shall be kept on record for and made available to the permanent staff member evaluated.
- c. Evaluations shall be considered confidential outside of the Executive and Board of Directors.

Part II: Further Education

- 3. At the discretion of the President and Vice-President (Operations), permanent staff members may be enrolled in additional courses, training programs, seminars, or conferences to develop further qualifications or gain new knowledge for a position.
- 4. Should any such activities be pursued, the cost of these courses or a portion thereof shall be covered by the Society with EngSoc Council's approval.

E. Vacation and Holidays

Part I: Holidays

1. All employees who would otherwise be scheduled to work on a designated statutory holiday shall be granted one full day holiday with pay. Designated statutory holidays will be as follows:

- a. New Year's Day
- b. Family Day
- c. Good Friday
- d. Victoria Day
- e. Canada Day
- f. August Civic Holiday
- g. Labour Day
- h. Thanksgiving Day
- i. Christmas Day
- j. Boxing Day

2. To be eligible for the day's holiday pay, the employee must work the regularly scheduled days immediately preceding and following the designated holiday, except where permission has been granted by the Executive to use the holiday in conjunction with accrued vacation time.

Part II: Vacation

- 3. Permanent employees of the Society are eligible for periods of paid vacation. This includes:
 - a. One week in February, coinciding with Reading Week
 - b. Two weeks in December or January, coinciding with the winter break

- c. Any additional weeks of vacation stipulated in the staff member's contract or awarded at the discretion of the President and Vice-President (Operations)
4. Should an employee be eligible for additional vacation time, approval of the scheduled vacation must be obtained from the President and Vice-President (Operations) prior to being taken.
5. All annual vacation time must be used during the Society's fiscal year; it may not accumulate year to year.

F. Leaves and Other Absences

Part I: Sick Leave

1. Days of short-term sick leave shall accumulate at the rate of 1.25 days per month during the fiscal year for full-time staff. The balance of sick leave not used may be carried forward to the next fiscal year, but the total number of days accumulated shall not exceed twenty-five (25) working days.
2. Should an employee be absent for more than three (3) consecutive working days, a medical certificate may be required.
3. In the event of extended personal illness or disability, the Society will continue to pay full salary for a period of long-term sick leave of up to six (6) months. This period shall not be used in conjunction with short-term sick leave, to maintain the availability of a short-term leave in the event that the employee returns to work.
4. Should a six (6) month long-term leave prove to be insufficient for recovery, it will be left to the discretion of the Board of Directors to extend the leave at full or partial salary.
5. The Society reserves the right to appoint an independent adjudicator to assess the validity of any long-term sick leave once it has exceeded three months in duration.
6. Any scheduled pay increases that may occur during a long-term leave shall not take effect until after the employee has returned from sick leave.
7. The President shall be responsible for maintaining a record of each day of sick leave (both short and long-term) by a permanent employee.

Part II: Parental Leave

8. All full-time permanent staff members who have contributed at minimum one year of service are eligible for a seventeen (17) week parental leave without pay, whether the employee is expecting a child or adopting a newborn child. This period may begin at any time either before or after the birth, at the employee's discretion.
9. The employee shall inform the President and the Vice-President (Operations) of the scheduled date of birth as soon as possible after it has been ascertained. The employee shall also inform the President and Vice-President (Operations) of his or her decision

regarding the starting date of the parental leave at least four (4) weeks before the leave is to commence.

Part III: Other Leaves

10. In the event of the death or serious illness in the immediate family of an employee, the employee shall be granted up to three (3) working days of compassionate leave, without loss of pay. Immediate family will be deemed to include parent, spouse, sibling, child, parent-in-law, or grandparent. If the employee must travel over 500km one way, the leave shall be extended by up to three (3) additional working days without loss of pay to permit reasonable traveling time.

11. All employees who are required for witness or jury duty shall be granted leave with full pay. The Society shall be reimbursed with any compensation the employee receives from the court for this duty. The employee shall notify the President and Vice-President (Operations) of the dates of any duty as soon as they have been ascertained.

12. An employee with a minimum of one year of service may apply for an unpaid leave of absence. In the event that all other avenues for leave have been exhausted (i.e. compassionate leave, vacation time, sick leave), such a request may be considered by the Executive. The Executive will examine the circumstances leading to the request for a leave, and if deemed to be appropriate, must be approved by the Board of Directors.

G. Termination

Part I: Termination With Cause

1. If an employee's performance is found to be falling below accepted levels as determined by the Executive, the Executive must convene a performance review with the individual and the Hiring Committee in which specific feed back concerning areas of improvement will be discussed. Performance will be subsequently monitored monthly until improvement is shown or the Hiring Committee decides to recommend termination. The decision to terminate, however, shall not be final until approved by the Board of Directors. The need for such approval should be made clear to all employees concerned.

2. A decision to terminate may be appealed to the Board of Directors. The employee concerned must be notified immediately of her/his right to appeal. Should such an appeal be made, the Board may direct the individual(s) concerned to submit written reasons in support of the appeal at least 48 hours prior to the Board meeting at which the matter will be considered. After the Board considers the matter, they may, at their discretion, allow the employee(s) in question to appear in person before the Board. The Board, in turn, can then decide to either support the decision of the Hiring Committee or reverse it. In the case of a reversal of the decision, the employee will be considered to

be on probation for a one (1) month period when their performance will be again evaluated by the Board. At that time the Board can decide to:

- a. Terminate the employment
- b. Continue the employment indefinitely

3. Should a decision be made to terminate the employment of an employee, and providing the employee has not been guilty of willful misconduct or disobedience or willful neglect of duty, notice of termination should be given in accordance with the Employment Standards Act. That is that employees who have worked three months or more, but less than one year are entitled to written notice of at least one week.

Employees who have worked at least one year are entitled to written notice of at least two weeks. Employees who have worked three years or more are entitled to written notice of at least one week for each year of employment, with a maximum required notice period of eight weeks.

4. Employment will not be terminated for the sole reason that an employee has been absent from work for an extended period of time on an approved leave (i.e. illness or compassionate leave). Under these circumstances, the Hiring Committee will hire a temporary employee, making it clear to all applicants that their term of employment will be for a temporary, undetermined period of time.

5. If an employee voluntarily resigns, a minimum of two weeks written notice should be tendered to the President, Vice-President (Operations), and the Board of Directors.