



## ADMINISTRATION

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Subject	Policy #	Approved by	Approval Date
<b>Policies and Procedures</b>	<b>Admin-1</b>	SEC	April 24, 2013
		SLC	February 20, 2001
		<b>Revision Date</b>	<b>April 24, 2013</b>

## Policy

The SAIT Students' Association (Saitsa) recognizes the need for all job descriptions and policies and procedures, governing any department of Saitsa, to be understood and supported within the organization.

## Procedure

1. In order for policies and procedures to be passed or take effect the following format must be adhered to:
  - a. Policy or procedure change introduced to the Policy and Governance Coordinator via hardcopy.
  - b. The Policy and Governance Coordinator will make changes and submit to the Students' Executive Council (SEC) or the Students' Legislative Council (SLC) via Office Manager.
  - c. If approved the Office Manager will make changes to the dates and submit revisions to the O drive in PDF format.
  - d. If not approved the Office Manager will inform the Saitsa originator and Policy and Governance Coordinator.
  - e. Policies are to be approved by SLC.
  - f. Procedures are to be approved by SEC.
2. Once approved and uploaded to the O Drive, the Office Manager will send out an email informing Saitsa of the new policy and/or procedure change.
3. The VP Academic, the Policy and Governance Coordinator, the Office Manager and the General Manager shall maintain the policies and procedures.
4. The policies and procedures section on the O drive will be maintained by the Office Manager; no one may delete or make any changes to the folder.
5. Each Executive and his/her department manager shall review the policies and procedures annually as prompted every June by the Office Manager.
6. In addition to policies and procedure, department manuals must be updated in each department by August 15 of each year:

- a. Employee Handbook (Office Manager)
  - b. Safewalk Manual (Resource Centre Manager)
  - c. Saitsa Club Handbook (Office Manager and VP Student Life)
  - d. Food and Beverage Staff Manual (Food and Beverage Manager)
  - e. Weal Handbook (Publications Manager)
  - f. Retail Operations Manual (Operations Manager)
  - g. Resource Centre Manual (Resource Centre Manager)
  - h. Accounting Manual (Controller)
  - i. Marketing and Communications Manual (Marketing and Communications Manager)
7. Job Descriptions are updated annually on the common drive and are to be maintained by the General Manager.

Subject	Policy #	Approved by	Approval Date
Office Hours	Admin-2	SEC	April 24, 2013
		SLC	February 20, 2001
		Revision Date	April 24, 2013

## Policy

Saitsa recognizes the need to maintain regular office hours.

## Procedure

1. Regular office hours are from 8:30 am to 4:30 pm; Monday to Friday.
2. Management staff shall maintain a minimum of seven office hours per day.
3. Retail Operations, Gateway Restaurant & Bar, Odyssey Coffeehouse, Resource Centre and Publications must have a management/supervisor staff present or available during each department's hours of operation.

Subject	Policy #	Approved by	Approval Date
Office Security/Access	Admin-3	SEC	April 24, 2013
		SLC	February 20, 2001
		Revision Date	April 24, 2013

## Policy

Saitsa recognizes the need to restrict access to the Saitsa office area.

## Procedure

1. Only Executives and full time staff members shall have access to the office past the hours of 4:30 pm during the week and anytime on weekends.
2. It is recognized that Saitsa is a place of business and as such only individuals on official business will be permitted access to the Saitsa office at all times.

Subject	Policy #	Approved by	Approval Date
Costco Cards	Admin-4	SEC	April 24, 2013
		SLC	February 20, 2001
		Revision Date	October 5, 2020

This policy was repealed per a motion by the Board of Directors dated October 5, 2020.

Subject	Policy #	Approved by	Approval Date
Recycling Paper and Disposal of Hazardous Waste	Admin-5	SEC	April 24, 2013
		SLC	February 20, 2001
		Revision Date	April 24, 2013

## Policy

Saitsa recognizes the need to be responsible toward the environment.

## Procedure

1. Saitsa shall limit the amount of paper used and recycle as much as possible.
2. Saitsa shall, at all times, reduce its paper use internally by using the front and back of all types of paper, except in the case where the information is confidential or personal.
3. Saitsa shall, whenever possible, purchase recycled paper for use.
4. Saitsa shall dispose of all hazardous waste in a safe and responsible manner.
5. Saitsa shall abide by SAIT Polytechnic's Policy in completing the proper WHMIS and Facility Management forms to ensure that Saitsa staff dispose of hazardous chemicals safely.

Subject	Policy #	Approved by	Approval Date
CPR/First Aid Training	Admin-6	SEC	April 24, 2013
		SLC	February 20, 2001
		Revision Date	April 24, 2013

## Policy

Saitsa recognizes the need for staff and volunteers to be equipped to deal with emergency situations.

## Procedure

1. The Safewalk Coordinator, and all Safewalk Volunteers, must be certified with a first aid course and/or re-certify as required.
2. A first aid kit shall be maintained in the Saitsa office, the Gateway Restaurant & Bar, the Odyssey Coffeehouse, the Publications office, all Retail Operations, the Resource Centre, and the Marketing and Communications office.
3. Saitsa will provide at its own expense First Aid courses for all staff and volunteers. All inquiries shall be directed to departmental managers.
4. Department managers will determine if CPR/First Aid training is needed. If they find it is they will contact the General Manager to make arrangements.



Subject	Policy #	Approved by	Approval Date
Flow of Information	Admin-7	SEC	April 24, 2013
		SLC	February 20, 2001
		Revision Date	April 24, 2013

## Policy

Saitsa recognizes that a hierarchy of authority exists to allow for the effective flow of information.

## Procedure

1. It is recognized that a hierarchy of authority exists within Saitsa and the lines of authority shall be as such:
  - a. SLC
  - b. SEC
  - c. General Manager
  - d. Department Managers
  - e. Department Supervisors/Coordinators
  - f. Program Coordinators (i.e. Safewalk Coordinator)
  - g. Departmental Staff
  - h. Volunteer
2. The flow of information is to be respected and as such it shall flow from the top to bottom or the bottom to the top. All individuals must exercise all efforts to follow the hierarchy of authority. (i.e. SEC are to direct all concerns of Department Managers to the General Manager).

Subject	Policy #	Approved by	Approval Date
Vehicle Usage	Admin-8	SEC	April 24, 2013
		SLC	February 20, 2001
		Revision Date	April 24, 2013

## Policy

Saitsa recognizes the need to regulate vehicle usage for staff members/Student Executives for work related activities.

## Procedure

### Personal Vehicle:

1. The President or the General Manager may authorize the use of a personal vehicle for business purposes within the city limits.
2. A mileage tracking form must be completed for all business related travel and submitted along with a cheque request for reimbursement.
3. Mileage is reimbursed per the Automobile Allowance Rates prepared by the Canada Revenue Agency. This rate includes the cost of:
  - a. Fuel
  - b. Fluids and lubricants
  - c. Registration and insurance
  - d. Wear and tear on vehicle
4. The Saitsa insurance policy is unable to cover the operator's personal vehicle. Any claims made or costs incurred due to loss or damage while operating a personal vehicle shall be affected by one's personal automobile insurance policy.

### Rental Vehicles:

1. A rental vehicle must be used for any travel outside of the city limit.
2. Rental vehicles will be used for travel on Saitsa business only. No personal use of the vehicle is permitted. Vehicles must be returned upon completion of business.
3. All rental vehicles must be booked through the Saitsa Office Manager.
  - a. An e-mail must be sent to the Office Manager a minimum of three days before the vehicle is required for usage. The e-mail shall include the date and time for which the vehicle is needed, the

date and time that the vehicle will be returned to campus for pick-up, the size of vehicle required, and an account number to code the cost of the vehicle rental to.

- b. Keys shall be picked up from and dropped off to the Office Manager at the pick-up and drop-off times specified in the aforementioned e-mail.
  - c. All rental vehicles must be returned to campus with a full fuel tank. Vehicles must be parked in Lot P10.
4. A mid-size vehicle will be the standard class of rental vehicle. A class beyond this may be authorized by the President or General Manager based on number of passengers, amount of supplies transported, or for safety reasons.
  5. Renter or Office Manager must accept the Loss Damage Waiver (LDW) option provided by the rental vehicle agency.

#### Responsibility of Authorized Driver/Operators

1. The primary operator of any vehicle used for Saitsa business purposes will be designated the authorized driver of the vehicle.
2. The authorized driver must be an employee of Saitsa, be over the age of 21 (25 in the case of a vehicle carrying 15 passengers), and hold a valid Canadian drivers license.
3. The authorized driver is responsible for complying with the rental agencies policies and procedures.
4. Operators of vehicles used on Saitsa business are personally responsible for all:
  - Traffic and parking violations
  - Insurance deductibles (when judged "at fault" by police)
  - Fees for failure to refuel vehicle before returning
  - Fees related to cleaning of the rental vehicle
  - Other fees above the normal rental and insurance fees
5. Operators are responsible for the safe operation and security of the vehicle, paying particular attention to traffic laws in the jurisdiction in which the vehicle is being operated. Failure to obey applicable traffic laws and/or operate the vehicle safely will result in a review of driving privileges and potential disciplinary action at the discretion of the employee's supervisor.
6. Operators shall not permit unauthorized drivers to operate the vehicle while the vehicle is in their custody.
7. All passengers in a vehicle are required, by law, to wear seatbelts. It is the Operator's responsibility to ensure that all passengers, operator included, are wearing their seatbelt while in a vehicle.

Subject	Policy #	Approved by	Approval Date
Saitsa Advisor	Admin-9	SEC	April 24, 2013
		SLC	February 20, 2001
		Revision Date	April 24, 2013

This policy was repealed per a motion by the Board of Directors dated October 5, 2020.

Subject	Policy #	Approved by	Approval Date
Conferences	Admin-10	SEC	April 24, 2013
		SLC	February 20, 2002
		Revision Date	April 24, 2013

## Policy

Saitsa recognizes that Executives, Managers, Full Time Staff and the Saitsa Advisor are entitled to attend conferences to be better informed and trained to do their jobs.

## Procedure

1. All conferences must be approved by SEC.
2. In order for a conference to be considered, the Executives, Managers, Full Time Staff and the Saitsa Advisor must first complete a Conference Request Form.
3. Conference Request Forms must be accompanied by all relevant information about the conference.
4. Department managers and coordinators must submit their conference request to the General Manager.
5. SEC must submit their conference requests to the President for review.
6. Once the conference request is complete and all conference information is acquired, the Conference Request Forms go to SEC for final approval.
7. It is recommended that all conference requests be submitted at least one month prior to the conference.
8. All conferences must be considered and allotted for before the approval of the final budget.
9. Once the conference budget is exhausted in the specific department of the individual requesting conferences, then no other conferences will be accepted for approval. No funds may be moved from any other line item to accommodate a conference after the approval of the final budget.
10. SEC may, on a case-by-case basis, make exceptions for employees not mentioned in the policy to attend specific conferences.

Subject	Policy #	Approved by	Approval Date
Calgary Flames Hockey Tickets	Admin-11	SEC	April 24, 2013
		SLC	April 17, 2002
		Revision Date	April 24, 2013

## Policy

Saitsa recognizes the value in purchasing Calgary Flames season hockey tickets.

## Intent

The hockey tickets are intended for staff appreciation, promotions, volunteer recognition and public relations for Saitsa.

## Procedure

1. Saitsa will purchase two season tickets yearly for the Calgary Flames hockey club.
2. The President will purchase these tickets and will be the main contact.
3. All Saitsa Managers and Student Executives will be entitled to two games per season which will be allocated at a ticket draft. Upon receipt of the tickets the Managers and Executive will have the option to do as they see fit with the tickets, given the intent stated above.
4. The President will conduct the draft each year.
5. All remaining games from the draft will be used for donations, public relations, promotions and staff appreciation.
6. If a Manager or Student Executive would like to request additional tickets for either personal or a reason as stated in procedure 5 then they must do so in writing. It will be the decision of the President of where the tickets will be allocated. However it will be based on a first come first serve basis.
7. If tickets are unclaimed then they will be given away at the discretion of the President.
8. A log must be kept by the President, which will state the individual or cause who received the tickets and a brief explanation of the purpose.

Subject	Policy #	Approved by	Approval Date
Saitsa Logo	Admin-12	SEC SLC	April 24, 2013 February 5, 2003
		Revision Date	April 24, 2013

This policy was repealed per a motion by the Board of Directors dated October 5, 2020.

Subject	Policy #	Approved by	Approval Date
Space Bookings	Admin-13	SEC	April 24, 2013
		SLC	February 5, 2003
		Revision Date	April 24, 2013

## Policy

Saitsa recognizes the need for various groups within the organization to book space on campus.

## Procedure

### External Space

1. Any rooms required in the Campus Centre building must be booked through the Activities office.
2. Any rooms required in any building, other than the Campus Centre building on campus must be booked through Conference Services.
3. Clubs needing to book rooms on campus must go through the VP Student Life in accordance with the Clubs Policies and Procedures.
4. Any person or groups booking space on campus are responsible for the area. Rooms must be left as found, otherwise privileges may be revoked at the discretion the General Manager or designate.

### Internal Space

5. Priority for the Saitsa Meeting Space located in V128, will be based on the following:
  - a. SEC /Fulltime staff
  - b. SLC
  - c. Student Clubs
  - d. Part-time/Casual Saitsa staff/Volunteers
  - e. Students (subject to the approval of the Office Manager)
6. Priority for the Saitsa Meeting Space located in MB216, will be based on the following:



- a. SLC
- b. SEC/Fulltime staff
- c. Student Clubs
- d. Part-time/Casual Saitsa staff/Volunteers
- e. Students (subject to the approval of the Resource Centre Manager)

7. Booking criteria for the Saitsa meeting space are as follows:

- a. Email the Office Manager for V128 and Resource Centre Manager for MB216 48 prior to the time it is needed
- b. All clubs seeking to use the space must be registered through Saitsa
- c. If audio visual equipment is required, a minimum two weeks' notice is necessary to facilitate the request

<b>Subject</b>	<b>Policy #</b>	<b>Approved by</b>	<b>Approval Date</b>
<b>Special Committees</b>	<b>Admin-14</b>	SEC	April 24, 2013
		SLC	March 5, 2003
		<b>Revision Date</b>	<b>April 24, 2013</b>

## **Policy**

Saitsa recognizes the need for dividing tasks and assigning committees for various initiatives.

## **Definition**

A committee is a group of one or more persons, elected or otherwise appointed, to consider or to take action on a specific matter. A committee must have special direction to take action on its own, but the body cannot act apart from the larger group.

## **Procedure**

1. Any committee stricken within Saitsa must be approved by SEC. Its proposal must identify its members and the method of selecting such members, the terms of office, the committee's main functions, limitations and reporting office(s). Most importantly, the committee must state the goal(s) it plans to achieve.
2. Each committee must appoint a Chair. The Chair may be appointed by the General Manager or President, unless otherwise established in the Bylaws or policies and procedures. The Chair (or a designate) is responsible for recording and keeping minutes of each meeting.
3. Upon completion of a committee's duties, a report must be prepared by the chair and submitted to the reporting office(s). The report may include:
  - a. Identification of the committee submitting the report
  - b. Statement of the purpose/goals of the committee's mandate
  - c. Summary of the methods of investigation used
  - d. Summary of the work accomplished and findings
  - e. Committee recommendations

f. Attached copy of meeting minutes

4. The reporting office(s) will either accept or reject the report in full or in part. If any part of the report is rejected, the reporting office(s) will provide direction as to the committee's next steps.
5. A committee has no authority to punish its members, but can report to its reporting office(s) in regards to specific accounts in the form of a written report.

Subject	Policy #	Approved by	Approval Date
Cellular Phone	Admin-15	SEC SLC	April 24, 2013
		Revision Date	April 24, 2013

## Policy

The SAIT Students' Association (Saitsa) recognizes the need for employees to use cellular phones in carrying out their duties and business.

## Procedure

1. Saitsa will provide all Student Executives and Managers with a Cellular Phone to allow that employee to carry out their duties. All Employees will be provided with the following plan and phone unless authorized by the General Manager:
  - a. Smartphone
  - b. Talk 40 or Equivalent Plan
    - i. Contract length: one year for Student Executives or two years for Managers
  - c. Corporate Smartphone Data Plan
  - d. Long Distance and Roaming
    - i. While on **personal** travel long distance calls and roaming charges will be deemed a personal expense.
    - ii. While on **business** travel Saitsa will only cover 50% of roaming charges while the remaining 50% will be deemed a personal expense. Long distance calls for business purposes will be an allowable business expense.
    - iii. Saitsa will maintain a Skype account for personal or business use while employees are travelling.
2. The above plan has been deemed acceptable for business purposes. Any expenses incurred for exceeding the assigned plan will be deemed a personal expense for that employee. Text messaging, games, ringtones, downloads, and cell phone accessories (i.e. Bluetooth headsets, protective cases, etc.) will be deemed personal expenses as they are not business related items unless authorized by the General Manager.

3. All cellular phones and plan changes must be obtained through the General Manager who will be the main contact with Saitsa's cellular provider.
4. The Accounting Department will provide each employee with a copy of their monthly cellular phone billing statement. This statement will be paid directly by the Association. The employee must review the bill to ensure its accuracy and to determine if there are any charges for personal use that must be reimbursed. Once the employee has reviewed the statement they must forward the statement to the General Manager with a payroll deduction form for any personal charges. The General Manager will sign off on all cellular phone bills.
5. Manager cellular phones and corresponding phone number are the property of Saitsa and will be returned at the conclusion of employment. Student Executive cellular phones will be deemed a gift and do not need to be returned at the conclusion of their term while the phone number will remain property of Saitsa.
6. Employees will be entitled to a new cellular phone at the conclusion of their cellular phone contract. Student Executive cell phone contracts will have a term length of one year; while Employee Contracts will have term length of two years.
7. Saitsa is not responsible for lost, damaged, or stolen devices and it is the employee's responsibility to repair or replace their cellular phone with a comparable device immediately. The employee will also be responsible for the monthly service fees while their cellular phone is inactive.
8. Use of a Saitsa cellular phone while driving is prohibited. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking phone messages, or any other purpose. Employees must stop their vehicle in a safe location or use a hands free headset in order to use their cellular phone.
9. Assistant Managers and Coordinators are eligible to be reimbursed at a monthly rate of \$25 for use of their personal cellular phone for business purposes at the discretion of the General Manager. Once deemed eligible for this monthly reimbursement the employee must provide their number to the Office Manager for inclusion on the Inter Office Contact list.
10. Returning executives are not eligible for a new phone. They are eligible for a gift at the discretion of the outgoing SEC valued up to \$250.
11. If an executive should enter a third term with Saitsa they are eligible for a new phone.