Interim & Final Reports Policy

<table>
<thead>
<tr>
<th>LONG TITLE</th>
<th>Interim &amp; Final Reports Policy</th>
<th>DATE OF ENACTMENT</th>
<th>01 April 2022</th>
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<tbody>
<tr>
<td></td>
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<td>LAST AMENDED</td>
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<tr>
<td>REFERENCE No.</td>
<td>H-51</td>
<td>NEXT REVIEW</td>
<td>01 May 2024</td>
</tr>
<tr>
<td>CATEGORY</td>
<td>Human Resources</td>
<td>COMPETENT CHAMBER</td>
<td>CUSA Board</td>
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1.0 PURPOSE

CUSA, for a variety of purposes, uses interim and final reports. The reports provide a corporate record and summary of the events and issues that were addressed during the term. As well, the reports provide direction and a framework to people who are employed in the positions in the future. The interim and final reports should

1.1 Reflect the Mission, Values, Articles, ByLaw, Policies, and Procedures of CUSA;

1.2 Provide guidance, suggestions, and recommendations for the successor in addition to the members of the Executive, Corporation, and CUSA Council to help move the portfolio forward; and,

1.3 Adhere to these guidelines to be considered an official document of CUSA.

2.0 SCOPE

2.1 The guidelines apply to all interim and final reports submitted to CUSA including those submitted by the CUSA President, Executives, Chair of the CUSA Board, Service Centre Coordinators, Interns, and other Coordinators or Executive adjacent student staff.

2.2 The guidelines apply within the greater framework of CUSA's Volunteer and Human Resources Management system.

3.0 STYLE AND CONTENT

3.1 All reports shall:

1) Be clear and concise;
2) Not impair the conveyance of information that is either necessary or beneficial to the students and/or individuals who hold the position in the future.
3) Not be confidential in its entirety. If a report is to contain confidential information, a non-confidential report shall also be made available;

4) Be marked clearly as confidential if a confidential report. All confidential reports and/or sections shall adhere to the same guidelines as non-confidential reports;

5) Be written in a professional manner using professional language;

6) Be written in a professional and tasteful manner devoid of immaterial personal opinions;

7) References to individuals within specific positions should state the name of the position and not the name of the person;

8) Non-professional language includes, but is not limited to, racist, sexist, or potentially offensive language, personal attacks, and potentially libelous statements;

9) All reports shall be free of any spelling or grammatical errors.

3.2 Interim reports shall cover the period of time from the commencement of duties to the due date of the report, unless otherwise specified.

3.3 Final reports shall cover the entire duration of a term in office, unless an interim report has been submitted to cover another portion of the term.

4.0 FORMAT

4.1 All reports must be submitted in electronic form (Word format).

4.2 In order to maintain consistency, as well as ensure the succession of information, all reports shall follow the following structure:

<table>
<thead>
<tr>
<th>SECTION</th>
<th>TOPIC</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Goals</td>
<td>What were the specific goals that you set for your position?</td>
</tr>
<tr>
<td>B</td>
<td>Problems Encountered</td>
<td>List the problems that you encountered during your tenure and suggest (if possible) future solutions.</td>
</tr>
<tr>
<td>C</td>
<td>Recommendations</td>
<td>Possibly the most important section. Drawing on your experience, suggest recommendations for your successor.</td>
</tr>
<tr>
<td>D</td>
<td>Year-Specific Changes</td>
<td>List and elaborate on any fundamental changes in the portfolio that were enacted during your tenure. This information will be used to update any materials for the position, such as Terms of Reference or a Job Description.</td>
</tr>
<tr>
<td>E</td>
<td>Conclusion</td>
<td>Provide any further comments that do not fit in any of the above sections.</td>
</tr>
</tbody>
</table>
5.0 NON-COMPLIANCE

5.1 Failure to adhere to these guidelines shall result in a report not being approved by the Director of Human Resources or the Board of Directors and will result in as a forfeiture of any attached honoraria, remuneration, or final paycheck.

6.0 DEADLINES

6.1 Coordinators and Executive Adjacent staff shall submit an interim report to their supervisor no later than January 31st of the academic year.

6.2 Coordinators and Executive Adjacent staff shall submit a final report to their supervisor no later than April 30th of the academic year.

6.3 The CUSA Executive shall submit a final report no later than four weeks after the end of their employment with CUSA.

6.4 The Chair of the CUSA Board, Interns, and other student staff not covered by 6.1, 6.2, and 6.3 shall submit a final report no later than the end of April 30th or the end of their employment contract.

6.5 Consequences for late reports will be managed by the Director of Human Resources and the direct supervisor of the individual who submitted the late report.

6.6 Final paycheck of a CUSA Executive may be withheld until a report is received, until it is deemed a final report would no longer be useful, generally accepted as the end of July of the respective year. After that point, the CUSA Executive has forfeited the final paycheck.

6.7 The CUSA Executive member, Director of Human Resources, or supervisor/manager responsible for the reviewing and approving a report may waive deadline requirements if they receive valid, written reasons justifying the lateness of the report.

1. The Board of Directors may waive 6.3 for CUSA Executives.

7.0 PROCESS OF APPROVAL

7.1 Members of the CUSA Executive or CUSA management are responsible for reviewing and approving interim and final reports as written by Volunteers, Coordinators, Interns, and Executive Adjacent student staff working within their portfolio or department. The CUSA Executive member or the appropriate CUSA manager reserves the right to approve a report in whole or in part.
1. Executive members of supervisors/managers will approve or deny written reports within two weeks of receiving an electronic copy.

2. Executive members and supervisor/managers may request additions or improvements to the report. The volunteer, Coordinator, Intern, of Executive Adjacent student staff shall not be penalized financially if they are required to make revisions, but a failure to make revisions should impact approval of the report and remuneration tied to completing the report.

7.2 The CUSA Board is responsible for reviewing and approving the outgoing Chair of the CUSA Board report and CUSA Executive reports. The CUSA Board reserves the right to approve a report in whole or in part.

1. If the CUSA Board cannot meet in a timely manner to approve a report, such as during the summer months of May, June, July, and August, the President and Chair of the CUSA Board may approve reports on behalf of the CUSA Board. If the President happens to be serving as Acting Chair of the CUSA Board at the time, a second member of the CUSA Board shall be selected by the CUSA Board members over e-mail as the designate of the Chair of the CUSA Board.
   a. If the President and Chair of the CUSA Board, or their designate, cannot reach a consensus decision, the decision shall be put to the full CUSA Board at their next meeting.

2. Any CUSA Executive report featuring confidential information in either the report itself or the discussion thereof shall be approved in an in camera session of the CUSA Board. CUSA ByLaw should be consulted for clarification on what constitutes confidential information.

7.3 The CUSA Executive Director shall report approval or disapproval decisions at the next meeting of the CUSA Board.

7.4 Each report shall be reviewed by the Director of Human Resources after being approved by the Executive, supervisor/manager, or CUSA Board for confidential information prior to the report being made available to the public.

7.5 If a written report is declined and remuneration is subsequently withheld it is the responsibility of the Executive member, supervisor/manager, or CUSA Board to convey that matter to the individual affected.

8.0 SIGNATURE AND DATE

8.1 If a hard copy of the report is submitted in addition to the electronic copy, the report shall bear the author’s signature on the final page of the report. Upon arrival of the report, the appropriate President, Vice-President, or CUSA Manager that oversees the portfolio or department shall also sign the report before forwarding it to the Human Resources department for filing.
8.2 All reports must contain the date(s) the report was written as well as the academic year for which the position was held.