

Summer Office Hours Policy

H-58

LONG TITLE	Summer Office Hours for CUSA Full-time Staff, Executives, and Executive Adjacent Staff	DATE OF ENACTMENT	21 April 2022
		LAST AMENDED	10 April 2026
REFERENCE No.	HR-58	NEXT REVIEW	01 May 2024
CATEGORY	Human Resources	COMPETENT CHAMBER	CUSA Board

1) Objective

- a) To outline the authority of individuals and entities within CUSA for setting the summer office schedule and staff hours

2) Definitions

For the purposes of this policy unless the context demands a separate interpretation:

- a) **CUPE 1281 staff** - part-time student staff who are members of CUPE 1281
- b) **CUSA Board** - The CUSA Board of Directors
- c) **CUSA Executive** - The President and Vice Presidents of the Association, which include the President/CEO, Vice President Finance / Secretary-Treasurer, Vice President Student Issues, Vice President Student Life, Vice President Community Engagement, and the Vice President Internal
- d) **Executive Adjacent Student Staff** - non-CUSA 1281 student staff who assist the executive as outlined in the Organizational Chart and Hiring Policy & Procedure Class 3
- e) **Governance Manager and or Administrative Operations Manager** - The top full-time, non-elected staff persons of CUSA Governance and or Administrative Operations Manager
- f) **Full-time Staff** - CUPE 3011 and Senior Management staff as outlined in the Organizational Chart and Hiring Policy & Procedure Class 2 and CUPE 3011.
- g) **President/CEO** - The President/CEO of CUSA, as elected by the student body and confirmed by CUSA Council to the Board. Also usually delegated the responsibility by the CUSA Board to be the supervisor of the Governance and Administrative Operations Managers
- h) **Summer** - For the purposes of this policy, Summer shall be interpreted to begin the Friday of or preceeding Queen Victoria Day and end the Saturday of Labour Day Weekend.

3) Policy Administration

- a) The President/CEO has the authority to set a summer office hours schedule for their own position, for CUSA Executives and for Executive Adjacent Student Staff.

- i) The President should consider advice or guidance from the CUSA Board in setting summer office hours if advice is offered.
- b) The Governance and Administrative Operations Managers have the authority to set a summer office hours schedule for their own position, for CUSA Full-time Staff and for CUPE 1281 staff.
 - i) They may delegate this authority to other staff members, as appropriate, such as the Haven's Managers, Rooster's Manager, Ollie's Manager, and Director of Student Services.
 - ii) The Administrative Operations and Governance Managers should consider guidance from the CUSA Board in setting summer office hours if advice or guidance is offered.

4) Amending this Policy

- a) The CUSA Board is responsible for the legal, financial, and reputational position of CUSA with stated areas of responsibility being office space, physical plant, human resources, and finance.
 - i) Pursuant to these responsibilities, the CUSA Board has the authority to delegate summer office hour setting responsible to any entity or to themselves set the summer office hours by amending this policy.