

## **Society for Students with a Disability (SSD) Personnel Policy**

### **Limitations**

1. Nothing in this policy should be understood to contradict the current Collective Agreement between the University of Victoria Students' Society (UVSS) and United Steelworkers (USW).
2. Nothing in this policy should be understood to contradict the Constitution and Bylaws of the SSD.
3. Nothing in this policy should be understood to contradict the Constitution and Bylaws or policies of the UVSS.

### **Authority of the Council**

4. Whereas the SSD is a constituency organization governed by and for students with disabilities, all employees will accept and implement directions from the the elected representatives of students with disabilities: the Council, the Personnel Committee, and the Chairperson/President.
5. All employees reporting to the SSD Council through another employee will report primarily to that employee, and will accept supervision and direction from that employee as well as from the Council, from the Personnel Committee, and from the Chairperson/President.
6. All employees reporting directly to the Council will report primarily to the Chairperson/President.
7. In addition to reporting duties in sections (5) and (6), all employees will deliver a verbal or written report to the Council at every Council meeting except email meetings and emergency meetings.

### **Performance Evaluation**

8. The Personnel Committee shall conduct reviews of employees' performance in each semester in conjunction with the UVSS Executive Director. This review must be complete by the end of the first month of the following semester.
9. Employees will be informed of the upcoming performance review, and the date and time of the review, at least one week in advance.
10. Before the performance review meeting with the employee, the members of the Personnel Committee will evaluate employee performance in the following domains:

- a. productivity and timely completion of tasks;
- b. proficiency and work quality;
- c. planning, organizing, and prioritizing;
- d. effective communication with supervisor and peers;
- e. sensitivity to and respect for clients;
- f. reliability, punctuality, and attendance;
- g. problem solving skills;
- h. initiative and creativity; and
- i. adherence to policy and instructions.

11. Before the performance review meeting with the employee, the members of the Personnel Committee will evaluate the performance of employees with supervisory responsibilities in the following additional domains:

- a. fairness and respect;
- b. clarity of expectations and feedback;
- c. appropriateness of disciplinary actions;
- d. appropriate delegation of responsibilities; and
- e. creation of an inclusive and safe work environment.

12. The Personnel Committee may evaluate performance in additional domains if appropriate to the employee's position.

13. Prior to the performance review meeting, the Personnel Committee's evaluation will be sent to the UVSS Executive Director for review.

14. In the performance review meeting, the Committee and the UVSS Executive Director will offer the employee specific suggestions and recommendations for improvement.

### **SSD Office Coverage**

15. Employees of the SSD are expected to complete all regular assigned hours in the SSD Office, unless:

- a. there are exceptional circumstances, such as a need to attend meetings, staff training, committee meetings, or events;
- b. the employee must work at home temporarily for appropriately documented medical reasons; or
- c. the employee was hired before the adoption of this policy and has been granted approval to work at an alternate site.