

Moved: Jared Houston (Philosophy)

Whereas the SGPS Student Advisor Program recently underwent a period of significant human resources transition, as detailed in an April 2015 memo¹ and the President's April 2015 Council Report;

Whereas the SGPS Bylaws and Policies² detail appropriate conduct of human resources activities including:

B.13.3 Hiring, Discipline and Termination of Staff Members

- a. The SGPS, the employer, shall act in accordance with the Ontario Employment Standards Act.
- b. Problems with performance are to be addressed by the Executive Director and/or the VP Professional as soon as reasonably possible.
- c. If problems persist, a formal meeting shall take place between the staff member, the Executive Director and the VP Professional. This meeting shall be documented and will result in specific expectations and a timeline for improvement.
- d. If there is insufficient improvement according to the plan set in place at the aforementioned formal meeting after two weeks, the VP Professional shall make a recommendation to the Executive. Following this recommendation, the Executive shall deliberate and jointly come to a final decision relating to the employee.
- e. Serious misconduct, including but not limited to serious criminal behaviour, discriminatory or harmful conduct will result in immediate termination.
- f. All terminations may be appealed to Council.

P.3.1.7 Staff Termination

- a. The staff member will be notified in writing of their termination and reasons for termination with reference to relevant Bylaws and Policies.
- b. The staff member shall have the opportunity to meet with the Evaluation committee to discuss concerns.

P.3.2.1 Commissioner and Coordinator Evaluation, Discipline, and Termination³

- ... e. Performance concerns will be noted in writing at the conclusion of each meeting, and a reasonable adjustment period must pass before re-evaluation or termination occurs. A reasonable period can range from 2-4 weeks.

¹ <http://www.sgps.ca/services/advisors.html>

² Unless otherwise stated, all references to Bylaws and Policies are to the May 2013 version of the SGPS Bylaws and Policies available at <http://www.sgps.ca/info/bylaws.html>

³ As seen in the appendices to the March 2015 General Meeting, and approved as an amendment to the Bylaws and Policies at that meeting.

- f. Should a commissioner or coordinator fail to correct the noted performance concerns after a reasonable adjustment period, this will constitute grounds for immediate termination without notice or payment in lieu.
- g. Any recommendation to terminate a commissioner or coordinator, either with or without cause, must come from the VPP and subsequently be approved by a majority vote of the Executive. ...

Whereas the SGPS Executive is bound by the SGPS Bylaws and Policies, specifically P.2.1.1. *Description of Executive Responsibilities*, “a. (3) proposing the direction of policy and other goals for the SGPS to Council, (4) reporting on the actions of the Executive and Officers of the SGPS at each Council and General Meeting and (5) ensuring that all important decisions made at Executive meetings are reported at each meeting of Council”;

Whereas there is a need to appropriately balance considerations of accountability and transparency regarding the activities of the Executive against considerations of confidentiality regarding human resource issues;

Whereas the Human Resources Standing Committee is responsible for “developing and reviewing human resource policies, best practices and structures, and their implementation;” (P.8.2.11.a.2);

BIRT the Human Resources Standing Committee compile a report detailing the circumstances and rationale for the human resource changes within the Student Advisor Program between January 1st and April 8th 2015;

BIFRT the report reference, wherever possible, formal records of the activities of the Executive including but not limited to: meeting minutes, email records from SGPS addresses, and other official documentation;

BIFRT the committee make efforts to ensure that the contents of the report can, as much as possible, be reviewed by Council without the need to move in-camera;

BIFRT for those portions of the report that are deemed confidential and can only be reviewed in-camera by Council, the committee explain as much as possible why those portions have been deemed confidential;

BIFRT the committee report back to Council in accordance with the above resolutions at the August 2015 Council meeting.