



The Students' Association

*Of Northwestern Polytechnic*

POLICIES &  
PROCEDURES

# TABLE OF CONTENTS

<b>SECTION 1: Policy Manual</b>		<b>SECTION 6: Administration</b>	
1.1 Policy Creation .....	3	6.1 Access to Records .....	62
1.2 Maintenance & Amendments .....	4	6.2 Key Access .....	63
1.3 Interpretation .....	5	6.3 Volunteers .....	64
		6.4 Excellence in Teaching Award .....	65
<b>SECTION 2: Governance</b>		6.5 Most Student-Centered Staff Award .....	66
2.1 Students' Council .....	6	6.6 Student Volunteer of the Year Award .....	67
2.2 Executive Director .....	8		
2.3 Executive Council .....	9	<b>SECTION 7: Student Services</b>	
2.4 Elections .....	13	7.1 Student Clubs .....	68
2.5 Transition .....	16	7.2 Student Health and Dental Plan .....	70
2.6 Whistleblowing Policy .....	17	7.3 Student Discount Program .....	71
2.7 Conflicts of Interest .....	20	7.4 Used Book Sale .....	72
2.8 Alberta Students' Executive Council Representation .....	22	7.5 Room of Plenty Foodbank .....	73
2.9 Board of Governors Representation .....	23	7.6 Other Services .....	75
<b>SECTION 3: Committee Terms of Reference</b>		<b>SECTION 8: Communications</b>	
3.1 Advisory Committee .....	24	8.1 Website .....	76
3.2 Finance Committee .....	25	8.2 Social Media .....	77
3.3 Review Committee .....	26		
3.4 Health & Wellness Committee .....	27	<b>SECTION 9: Travel</b>	
3.5 Ad-hoc Committee .....	28	9.1 Travel Requests .....	78
		9.2 Transportation .....	79
<b>SECTION 4: Finance</b>		9.3 Accommodations .....	80
4.1 Operating Budget .....	29	9.4 Per Diem Allowance .....	81
4.2 Annual Audit .....	31		
4.3 Records Management .....	32	<b>APPENDICES:</b>	
4.4 Signing Authority .....	33	<b>1: NWPSA Organizational Structure</b> .....	83
4.5 Contingency Fund .....	34	<b>2: Executive Director Performance Evaluation</b> .....	84
4.6 Lending and Borrowing .....	35	<b>3: Staff Performance Evaluation</b> .....	87
4.7 Capital Requests .....	36	<b>4: Executive Councillor Performance Evaluation</b> .....	90
4.8 Membership Fees .....	37	<b>5: Code of Conduct (as per New Hire Package)</b> .....	93
4.9 Payroll, Honorarium and Bonuses .....	39	<b>6: Club Ratification Form</b> .....	95
4.10 Use of Credit Cards .....	40	<b>7: Travel Request Form (includes Per Diem)</b> .....	99
4.11 Missing Receipts .....	41	<b>8: Trip Reimbursement Request Form</b> .....	100
4.12 Expense Claims .....	42	<b>9: Missing Receipt Authorization Form</b> .....	101
4.13 Cash Handling and Deposits .....	43	<b>10: Payment Request Form</b> .....	102
4.14 NWPSA Bonus Structure .....	45		
		<i>Document References</i> .....	103
<b>SECTION 5: Human Resources</b>			
5.1 Hiring of Staff .....	46		
5.2 Working Hours .....	48		
5.3 Holidays and College Closures .....	49		
5.4 Vacation and Vacation Pay .....	50		
5.5 Job-Protected Leaves .....	51		
5.6 Job Descriptions .....	53		
5.7 Performance Evaluations .....	54		
5.8 Personnel Files .....	55		
5.9 Code of Conduct .....	56		
5.10 Discrimination and Harassment .....	57		
5.11 Association Grievance Procedure .....	58		
5.12 Student Grievance Procedure .....	61		



1.1 POLICY CREATION			
Section:	Policy Manual	Effective Date:	November 13, 2013
Responsibility:	Students' Council	Last Reviewed:	January 18, 2023
		Mandatory Review Date:	June 2024
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Student's Association will create accessible and responsive policies, in keeping with the objectives of SAGRPC By-laws.

**Procedure**

1. Any Students' Association member, elected official, staff, or group of the aforementioned may present policy changes to the Executive Council' Council for approval.
2. All policies will be consistently formatted in a clear and concise manner, indicating:
  - a. The body responsible for governing the policy;
  - b. The effective, last reviewed and mandatory review dates;
  - c. The purpose of the policy through a Policy Statement; and
  - d. The procedure of the policy.
3. Approval of policy changes requires the passing of a special resolution at a meeting of the Executive Council.



1.2 MAINTENANCE & AMENDMENTS			
<b>Section:</b>	Policy Manual	<b>Effective Date:</b>	November 13, 2013
<b>Responsibility:</b>	Students' Council Executive Council Executive Director	<b>Last Reviewed:</b>	June 8, 2021
		<b>Mandatory Review Date:</b>	June 2024
		<b>Cross-References:</b>	
<b>Approved By:</b>	Executive Council		
<b>Review Schedule:</b>	Every 3 years		

**Policy Statement**

The Student's Association will maintain up-to-date Policies & Procedures, in order to support and protect its members, elected officials and staff.

**Procedure**

1. NWPSA Policies & Procedures will be systematically reviewed, at least once every three (3) years by the Review Committee.
2. Amendments and newly created policies will take effect immediately after approval by the Executive Council.
3. The Executive Director will be responsible for ensuring the maintenance of both a hard copy and digital copy of the NWPSA Polices & Procedures, and for ensuring all copies are updated as policy changes are approved.



1.3 INTERPRETATION			
Section:	Policy Manual	Effective Date:	November 13, 2013
Responsibility:	Students' Council	Last Reviewed:	June 8, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The interpretation of the NWPSA Policies & Procedures falls upon the highest governing body of the organization, the Students' Council.

**Procedure**

1. Final interpretation of all NWPSA Policies & Procedures rests with the Students' Council.
2. Disputes over interpretation of the NWPSA Policies & Procedures will be presented to the Students' Council for resolution.
3. If the Students' Council is unable to resolve the dispute, the Review Committee may be tasked with researching and proposing a solution.



2.1 STUDENTS' COUNCIL			
Section:	Governance	Effective Date:	November 13, 2013
Responsibility:	Students' Council	Last Reviewed:	June 8, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	<ul style="list-style-type: none"> <li>• Post-Secondary Learning Act (Alberta)</li> <li>• NWPSA By-laws</li> </ul>
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students' Council is the highest governing body of NWPSA.

The Council positions are an opportunity for students to act as a liaison between NWPSA and the student body while developing their leadership and governance skills.

Councillors should be open-minded, dedicated to improving post-secondary education and willing to set the direction and goals of NWPSA on behalf of its members.

**Procedure**

1. Council members act in a position of trust and are trustees for NWPSA. Their authority is derived from:
  - a. The Post-Secondary Learning Act (Alberta)<sup>1</sup>;
  - b. NWPSA By-laws<sup>2</sup>; and
  - c. NWPSA Policies & Procedures.
2. Council members' responsibilities are to:
  - a. Attend Students' Council meetings and participate according to the rules of order outlined in NWPSA By-laws;
  - b. Represent the best interests of its students;
  - c. Serve on at least one (1) NWPSA committee;
  - d. Review and monitor the NWPSA By-laws, and Policies & Procedures;
  - e. Gain an understanding of Councillor Roles and Responsibilities, and obtain the knowledge and skills necessary to meet them;
  - f. Review all material included in Agenda packages and provide any applicable feedback prior to all meetings;
  - g. Support and/or volunteer in Students' Association events;
  - h. Review and approve the Students' Association annual budget;
  - i. Appoint commissions to investigate any grievances that may arise concerning the members of the Students' Association;
  - j. Be a member of NWPSA and in good standing, with a cumulative GPA of 2.0 or higher; and



- k. Fulfill all other requirements as outlined in the NWPSA By-laws, and Policies & Procedures.
3. Council members may submit agenda items to the VP Internal a minimum of one (1) week prior to the meeting in question.
4. Students' Council agenda and meeting packages will be distributed to the Council a minimum of two (2) business days prior to the meeting in question.
5. A maximum of twenty-five percent (25%) of regularly scheduled Students' Council meetings may be missed per elected term, when notice is given to the VP Internal a minimum of one (1) week prior to the meeting in question.
6. In exceptional, unforeseeable circumstances, regrets for missing a meeting may be submitted to the VP Internal after the acceptable notice period (*one [1] week*). Reasoning for regrets must be provided to the VP Internal in writing, but a limit on further distribution for the sake of privacy can be requested. Reasoning for regrets may include, but are not limited to:
  - a. Death in the family;
  - b. Sickness; or
  - c. Medical emergencies.
7. If a Council member fails to meet the requirements outlined in the NWPSA By-laws, or Policies & Procedures, the Councillor shall be immediately suspended from Council without voting privileges, and will become subject to *NWPSA Dismissal and Discipline* policies.
8. If a Council member has an outstanding debt to NWPSA for any reason, that member shall have thirty (30) days to rectify the situation or arrange for payment. Should the debt not be settled within this time period, the member will then be considered a member **not** in good standing and will be suspended from Council until the outstanding debt is paid.
9. A Council member can be reinstated if a special resolution is passed at the next regularly scheduled Students' Council meeting to reinstate the removed member.



2.2 EXECUTIVE DIRECTOR			
Section:	Governance	Effective Date:	April 9, 2014
Responsibility:	Students' Council Executive Council	Last Reviewed:	June 8, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Executive Director is a mentor for the Students' Association.

**Procedure**

1. To attend all Students' Council and Executive Council meetings without voting privileges.
2. To provide both Students' Council and the Executive Council with written reports.





2.3 EXECUTIVE COUNCIL			
Section:	Governance	Effective Date:	November 13, 2013
Responsibility:	Students' Council	Last Reviewed:	June 8, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	<ul style="list-style-type: none"> <li>NWPSA By-law 5</li> <li>NWPSA By-law 7</li> </ul>
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Executive Council is the second-highest governing body of NWPSA, and is accountable to the Students' Council.

Being an Executive Councillor provides an opportunity to represent NWPSA members while developing leadership skills and promoting student wellness.

This policy sets expectations for the Executive Council members of NWPSA and further defines the entirety of *NWPSA By-law 5*.

**Procedure**

*President:*

1. The President of the Students' Association shall fulfill the following duties:
  - a. *Exclusive to Role:*
    - i. Be responsible for the representation and administration of all affairs of the Students' Association, as directed by the Executive Council and the Students' Council, and in accordance with the NWPSA By-laws, and Policies & Procedures;
    - ii. Serve as a member of the Northwestern Polytechnic Academic Council, and as a primary delegate for any other committee meetings as directed by the Executive Council or the Students' Council;
    - iii. Serve as the official representative of the Students' Association to the Northwestern Polytechnic Executive;
    - iv. Find a candidate to sit on the Board of Governors;
    - v. Serve as the official public relations representative on behalf of the Students' Association;
    - vi. Serve as a secondary delegate for the Alberta Students' Executive Council (ASEC);
    - vii. Be responsible for directing student grievances as per Northwestern Polytechnic policy, in conjunction with the VP Internal of the Students' Association;
    - viii. Supervise and liaise with the Vice Presidents of the Students' Association;
    - ix. Supervise and liaise with the Executive Director of the Students' Association;
    - x. Main signatory for all financials, contracts and agreements. Responsible for financial due diligence;
    - xi. Uphold the principles of Policy & Procedure Governance for the Students' Council and Operation Governance for the Executive Council;

- b. *Executive Council:*
  - i. Chair all meetings of the Executive Council as a voting member. Prepare agendas and documents for all Executive Council and Students' Council meetings. Distribute meeting packages a minimum of two (2) business days prior to EC meetings, and five (5) business days prior to SC meetings;
  - ii. Attend annual budget planning;
- c. *Students' Council:*
  - i. Organize a Students' Council orientation presentation following elections in conjunction with VP Internal;
  - ii. Serve Ex-Officio on all committees for the Students' Council;
  - iii. Attend all Students' Council meetings as a voting member. Help find a neutral chair to chair the Students' Council meetings;
  - iv. Chair the Advisory Committee of the Students' Association as a non-voting member;
- d. *Students' Association:*
  - i. Present compliance reports to the Executive Council regarding activities in the role of President and present all Executive Council reports to the Students' Council; and
  - ii. Keep regular, posted, office hours for consultation with students, and to perform the duties of the position. Office hours must be a minimum of twenty-five (25) hours per week.

### *Vice President Internal*

- 2. The VP Internal of the Students' Association shall fulfill the following duties:
  - a. *Exclusive to Role:*
    - i. Be responsible for directing student grievances as per Northwestern Polytechnic policy, in conjunction with the President of the Students' Association;
    - ii. Serve as a member of the Northwestern Polytechnic Academic Council, and as a secondary delegate for any other committee meetings as directed by the Executive Council or the Students' Council;
    - iii. Serve as the liaison for the Health and Dental Plan and be the official Students' Association representative to the Health and Dental benefits provider;
    - iv. Provide oversight of all Executive Council and Students' Council elections, including serving as Chief Returning Officer (CRO) or appointing the CRO;
    - v. Prepare and present to Students' Council for approval, in consultation with the Executive Director and the Executive Council, a budget for the Students' Association for a 12 month period;
    - vi. Work in conjunction with the Executive Director to review budgets of all Students' Association affairs and present quarterly (*every 3 months*) financial statements to the Students' Council and the Executive Council;
    - vii. Oversee Mental Health initiatives and events in coordination with the Department Assistant, Wellness Committee, and/or College Departments;
    - viii. Manage the NWPSA clubs program;
  - b. *Executive Council:*
    - i. Attend all meetings of the Executive Council as a voting member, all Students' Council meetings as a voting member and chair the Students' Council meetings in the absence of the Neutral Chair;
    - ii. Attend annual budget planning;



- c. *Students' Council:*
  - i. Serve as the official point of contact for the Students' Council, in conjunction with the Executive Director, for the Students' Council members;
  - ii. Organize Students' Council orientation in conjunction with the President;
  - iii. Ensure that all NWP committees have student representation in conjunction with the President;
  - iv. Chair the Finance Committee and Student Wellness Committee of the Students' Association or any NWPSA committee as directed by the Executive Council as a non-voting member;
- d. *Students' Association:*
  - i. Present compliance reports to the Executive Council regarding activities in the role of VP Internal; and
  - ii. Keep regular, posted, office hours for consultation with students, and to perform the duties of the position. Office hours must be a minimum of twenty (20) hours per week.

*Vice President External*

- 3. The VP External of the Students' Association shall fulfill the following duties:
  - a. *Exclusive to Role:*
    - i. Serve as a member of the Northwestern Polytechnic Academic Council and any other committee meetings as directed by the Executive Council or the Students' Council;
    - ii. Understand the political climate and advocate for the needs of the Students' Association members to government;
    - iii. Serve as the official representative of the Students' Association to organizations external to the NWP;
    - iv. Serve as the main liaison between the Alberta Students' Executive Council (ASEC) and the Students' Association;
    - v. Serve as the primary Alberta Students' Executive Council (ASEC) voting delegate;
    - vi. Serve as a member on at least two (2) Alberta Students' Executive Council (ASEC) committees;
    - vii. Organize and maintain a Student Discount List;
    - viii. Coordinate marketing efforts for event promotion including print advertising (posters, pamphlets, banners, handbills) and e-mediums (various social media platforms);
    - ix. Work in-conjunction with the SA Department Assistant on marketing materials;
    - x. Provide oversight and strategic direction to the event planning process in conjunction with staff;
    - xi. Coordinate social events for students in conjunction with staff;
    - xii. Create the Students' Association yearly communication strategy; and
    - xiii. Work with the President to maintain relationships with NWPSA's stakeholders.



- b. *Executive Council:*
    - i. Attend all meetings of Executive Council as a voting member, all Students' Council meetings as a voting member;
    - ii. Attend annual budget planning;
  - c. *Students' Council:*
    - i. Chair the Review Committee of the Students' Association or any NWPSA committee as directed by the Executive Council as a non-voting member;
  - d. *Students' Association:*
    - i. Present compliance reports to the Executive Council regarding activities in the role of VP External; and
    - ii. Keep regular, posted, office hours for consultation with students and to perform the duties of the position. Office hours must be a minimum of twenty (20) hours per week.
4. All Executive Council members shall be enrolled in at least one (1) course per semester, with a maximum of four (4) courses per semester, and have a cumulative GPA of 2.0 or higher.
  5. If an Executive Council member wishes to be enrolled in more than four (4) courses per semester, an official request to the Executive Council must be made prior to August 31<sup>st</sup>.
  6. A maximum of twenty-five percent (25%) of regularly scheduled Executive Council meetings may be missed per four (4) month period.
  7. Council members may submit agenda items to the Chair of the Executive Council a minimum of two (2) business days prior to the meeting in question.
  8. If an Executive Council member fails to meet the requirements outlined in the NWPSA By-laws, or Policies & Procedures, the member shall be immediately suspended from their position, without pay and without voting privileges, and the member will become subject to *NWPSA By-law 7.1: Misconduct Warranting Removal*
  9. A Council member can be reinstated if a special resolution is passed at the next regularly scheduled Executive Council meeting to reinstate the removed member.



2.4 ELECTIONS			
Section:	Governance	Effective Date:	November 13, 2013
Responsibility:	Students' Council Executive Council Chief Returning Officer (CRO)	Last Reviewed:	June 8, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• NWPSA By-law 3
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students' Association holds annual elections for the positions of the Students' Council and Executive Council, as defined in *NWPSA By-law 3.1*. For fair and secure elections, it is necessary to comply with democratic procedures, ensuring the equal ability for NWPSA members to run for any position. This process ensures that the members can be confident in the results.

**Procedure**

*Chief Returning Officer*

1. The Chief Returning Officer (CRO), as defined in *NWPSA By-law 3.2*, shall be responsible for the execution of all Students' Association elections, including organizing, setting deadlines (with Executive Council guidance), and assist with the advertising direction to promote the following requirements for elections:
  - a. Notice of the call for nominations shall be posted at least three (3) weeks prior to the beginning of the campaign period;
  - b. Nomination forms, which must include the following information:
    - i. Name of the candidate;
    - ii. Position running for;
    - iii. Nomination signature of fifteen (15) current member of the Students' Association in good standing;
    - iv. Rules of campaigning, voting, and appeals;
    - v. Dates of campaigning start and close, candidates' forums, required candidate meetings, and voting days;
    - vi. Signature of nominee; and
    - vii. Date of submission.
  - c. Campaign period;
  - d. Candidates' forums; and
  - e. Election days.
2. The CRO is responsible for upholding the guidelines inherent in the NWPSA By-laws, and Policies & Procedures, and shall be the point of contact for any suspected breach of these guidelines.
3. The CRO holds the power to present written warnings to candidates, disqualify candidates from the current election through written notice stipulating the rationale of the decision, and to present a motion to the Students' Council for disqualification from future NWPSA elections.



### *Candidates*

4. Candidates nominated for election shall satisfy all requirements for election as outlined in *NWPSA By-law 3.3* and in these Policies & Procedures.
5. A final list of candidates shall be created by the CRO three (3) business days before the beginning of the campaign period, and the CRO shall call a mandatory candidates meeting to discuss the details of the election process.
6. Any candidates that fail to abide by the guidelines inherent in the *NWPSA By-law*, or Policies & Procedures shall be liable for disqualification from current and/or future NWPSA elections, as determined by the CRO and the Students' Council.

### *Campaign Period and Forums*

7. The campaign period for elections shall be two (2) weeks in length, and shall include three (3) Question Forums, two (2) on the Grande Prairie campus and one (1) on the Fairview campus. The delivery method for the Forums is at the CRO's discretion.
8. The CRO shall compile a list of standard questions for each position, to be asked during the Question Forums. There shall also be opportunities for NWPSA members to ask questions to the candidates.
9. No questions concerning candidates' race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, sexual orientation, or other personal choices and characteristics shall be permitted during Question Forums.

### *Voting Process*

10. Voting shall be conducted by an online secret ballot system, and each member is entitled to one (1) vote per election. The online balloting system shall require confirmation of NWPSA membership.
11. If voting is done using paper ballots, the CRO shall select polling clerks to monitor four (4) on-campus balloting stations, three (3) on the Grande Prairie campus and one (1) on the Fairview campus.
12. Election days shall run for three (3) consecutive business days for Executive Council elections, and for two (2) consecutive business days for Students' Council elections.
13. Immediately after polls close on the final Election Day, the ballot results will be presented by the CRO to the candidates and their respective witnesses. Each candidate is allowed one (1) witness to accompany them during the presentation of the election results.
14. All multiple candidate elections shall be decided by majority vote.
15. All single candidate elections will run a 'Yes/No' vote and will require at least a fifty percent (50%) plus one (1) 'Yes' vote for the candidate to win.
16. In the event of a tie between candidates, the CRO, with the agreement of both candidates, shall execute a coin toss in the presence of the tied candidates and available member of the Students' Council and Executive Council. If either of the candidates does not agree to the coin toss, a secondary election shall be conducted between the tied candidates. The secondary election must be conducted within two (2) weeks from the date of the first election and must be conducted in accordance with the *NWPSA By-laws*, and Policies & Procedures.



*Appeal Process*

17. A written appeal of the voting process may be submitted to the Students' Council for decision no later than one (1) week after the election results are announced.
18. Ballots will be destroyed ten (10) days after the election results are announced, whereby no further appeals will be considered.



2.5 TRANSITION			
Section:	Governance	Effective Date:	November 13, 2013
Responsibility:	Students' Council Executive Council Executive Director	Last Reviewed:	June 8, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

With the potential for, and reality of, turnover for elected student positions on an annual basis, the transition is critical to preserve the continuity of Students' Association information and projects, and to maintain consistency in the Executive Council and Students' Council positions from year to year.

**Procedure**

1. A general Executive Council orientation for the newly elected member shall be scheduled within one (1) month after election results are announced, and shall be facilitated by the Executive Director.
2. A general Students' Council orientation shall be scheduled within two (2) weeks after election results are announced, and shall be facilitated by the Executive Director.
3. Each Executive Council member shall transition their elected replacement over a period of one (1) month after election results are announced.
4. Each current Executive Council member shall be responsible for the development and maintenance of a transition document, which shall be presented to the newly elected Executive Council member.
5. The Executive Director shall be responsible for the development and maintenance of a transition document, which shall be presented to the newly elected Students' Council members.
6. It shall be the responsibility of the Executive Director to inform on and distribute the NWPSA By-laws, Policies & Procedures, and all other relevant documents to all newly elected students.





2.6 WHISTLEBLOWING POLICY			
Section:	Governance	Effective Date:	November 13, 2013
Responsibility:	Students' Council	Last Reviewed:	June 8, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• Appendix 1
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Prelude**

*"Whistleblowing" encourages and enables elected student officials and employees to raise serious concerns within the Students' Association, rather than overlooking a problem or 'blowing the whistle' outside.*

*Elected student officials or employees may often be the first to realize that there is something seriously wrong with the Students' Association. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to the Students' Council or Executive Council.*

*The Students' Council is committed to the highest possible standards of openness and accountability. In line with that commitment, the Students' Council expect employees, elected student officials, and others that the Students' Association deals with, who have serious concerns about any aspect of the Students' Association's work, to come forward and voice those concerns.*

**Policy Statement**

NWPSA incorporates a Whistleblowing Policy into its organizational structure, in order to:

- a. Encourage individuals to feel confident in raising concerns and to question and act upon concerns about practice;
- b. Provide avenues for individuals to raise concerns in confidence and receive feedback on any action taken;
- c. Ensure that individuals receive a response to concerns and are made aware of how to pursue them if they are not satisfied; and
- d. Provide reassurance that individuals will be protected from possible reprisals or victimisation, if there is reasonable belief that any disclosures made were in the public interest.

**Procedure**

*Application*

1. The policy applies to all student officials, employees, (including those designated as casual hours, temporary, agency, authorized volunteers or work experience), and those contractors working for the Students' Association on college premises, for example: lounge service providers, temporary project contributors, and drivers. It also covers suppliers and those providing services under a contract with the Students' Association in their own premises, for example: bookkeepers and

designers. The policy also covers all NWPSA members. All policies will be consistently formatted in a clear and concise manner, indicating:

#### *Aims*

2. To encourage individuals to feel confident in raising concerns and to question and act upon concerns about practice.
3. To provide avenues for individuals to raise concerns in confidence and receive feedback on any action taken.
4. To ensure that individuals receive a response to concerns and are made aware of how to pursue them if they are not satisfied.
5. To provide reassurance that individuals will be protected from possible reprisals or victimisation if there is reasonable belief that any disclosures made were in the public interest.

#### *Types of Concerns*

6. Concerns of a degree that apply to this Whistleblowing Policy include:
  - a. Conduct which is an offence or a breach of law;
  - b. Failure to comply with a legal obligation;
  - c. Disclosures related to miscarriages of justice;
  - d. Health and safety risks, including risks to the public as well as other employees;
  - e. Damage to the environment;
  - f. The unauthorised use of public funds;
  - g. Possible fraud and corruption;
  - h. Sexual, physical or other abuse of clients;
  - i. Actions which are unprofessional, inappropriate, or conflict with a general understanding of what is right and wrong; and
  - j. Other unethical conduct.

#### *Safeguards*

7. The Students' Council recognizes that the decision to report a concern can be a difficult one to make. If what is being said is true, the individual should have nothing to fear, as they will be performing a duty to the Students' Association and to the membership at large.
8. The Students' Council will not tolerate any harassment or victimization (including informal pressures) and will take appropriate action to protect individuals when the concern being raised is in the public interest.
9. All concerns will be treated in confidence and every effort will be made not to reveal the individual's identity if so desired. At the appropriate time, however, the individual may need to come forward as a witness.
10. This policy encourages the individual however to put his or her name to the concern whenever possible. Please note that:
  - a. The individual must believe the disclosure of information is in the public interest;
  - b. The individual must believe it to be substantially true;
  - c. The individual must not act maliciously or make false allegations; and
  - d. The individual must not seek any personal gain.



*How to Raise a Concern*

11. As a first step, the individual should normally raise concerns with their immediate supervisor/manager, or with the President of the Students' Association.  
This may depend, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if it is believed that the immediate supervisor/manager is involved, a more senior level of management should be approached.  
Increasingly higher levels of management should be approached, until either the concern is satisfied, or the highest governing body of NWPSA, the Students' Council, is reached. (See *Appendix 1*)
12. Before approaching the Students' Council, the President of the Students' Association must be notified, unless the concern involves the current President.  
Students' Council will require a written summary of the concern, a copy of any related evidence to the concern, and contact information to respond to the concern.  
If confidentiality is desired, sealed, written concerns may be either delivered anonymously to the Neutral Chair at a meeting of the Students' Council, or delivered to the Students' Association office in an envelope addressed to the Students' Council and marked "Confidential" across the seam.  
Before Students' Council receives a written concern, a motion must be passed to move "In Camera" and all non-Council members and the Executive Council must leave the meeting.
13. The Students' Council meeting schedule, including dates, times, and locations, is public knowledge, and will be made available upon request.
14. NWPSA requires that the Auditor shall be notified of all financial or accounting irregularities or suspected irregularities. The Auditor's contact information is public information, and shall be made available upon request.



2.7 CONFLICTS OF INTEREST			
Section:	Governance	Effective Date:	November 13, 2013
Responsibility:	Students' Council	Last Reviewed:	June 8, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Prelude**

*A "Conflict of Interest" is defined as when an individual or group has multiple interests and/or commitments that conflict with each other, influencing the actions of the individual or group, and where the advancement of those interests is detrimental to the interests and/or reputation of, or potentially harmful to, the organization.*

**Policy Statement**

The effective operation of democratic student government requires that elected or appointed officials be independent, impartial and responsible to the members.

This policy establishes the expectation that Students' Council and all NWPSA committees fulfill their duties in a way that avoids conflicts of interest. The processes for disclosure and addressing situations of conflicts of interest are made explicit.

**Procedure**

*Requirements of Council and Committee Members*

1. Council and committee members must act in the best interest of NWPSA and its members.
2. Council and committee decisions must be made through the proper channels and with respect to NWPSA By-laws, and Policies & Procedures.
3. Student officials shall not gain benefit for themselves, or for a friend or family member, from their position in NWPSA, to the detriment of NWPSA or the membership.
4. Student officials must always be mindful of perception, striving for ethical excellence in their appearance and actions.
5. A student may not be an employee of NWP while serving in a student official role for NWPSA. Student research positions are exempt from this agreement.
6. A student may not be in a paid staff position within NWPSA while serving in a student official role for NWPSA.
7. In dealing with the private sector, no favouritism on the part of a councillor or employee shall be shown to businesses in which an employee or their relative/friend has an interest or to any other business. Partnerships with industry should be based solely on merit.



8. It is expected that members may derive some personal benefits from serving on Students' Council and Committees, including, but not limited to:
  - a. Opportunities for networking;
  - b. Experience with board governance;
  - c. Honorariums, paid expenses, and other monetary benefits as outlined elsewhere in the NWPSA By-laws, or Policies & Procedures; and
  - d. Specific benefits that may be offered by NWPSA or NWP for persons serving on Students' Council or committee positions.

The receipt of such benefits does not constitute a Conflict of Interest.

*Disclosure of Conflicts of Interest:*

9. Student officials must disclose any significant and/or potential Conflicts of Interest at the beginning of their term and as such potentials for Conflict of Interest arise.
10. Disclosures must be made to the Executive Council or the Students' Council respectively, depending on which body the committee reports to.
11. The Executive Council or Students' Council respectively, may determine whether a valid Conflict of Interest exists, or if the potential conflict constitutes an allowable bias that may be disclosed for information purposes. The ruling of the Students' Council shall supersede the ruling of the Executive Council.
12. If a situation is believed to be one of a Conflict of Interest, a student official should abstain from voting on that issue, and request that the minutes show that a Conflict of Interest was determined to be present. Abstentions due to Conflict shall be noted in the minutes as "*Councillor X abstained due to Conflict of Interest.*"
13. When a conflict of interest has occurred without proper disclosure, suitable disciplinary measures may be assessed, as determined by the Executive Council or Students' Council respectively.



2.8 ALBERTA STUDENTS' EXECUTIVE COUNCIL REPRESENTATION			
Section:	Governance	Effective Date:	November 13, 2013
Responsibility:	Executive Council	Last Reviewed:	June 8, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• Alberta Students' Executive Council
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

NWPSA is a member of the *Alberta Students' Executive Council (ASEC)*<sup>3</sup>, and is represented in two (2) ways: 1) through the appointment of a mandatory ASEC voting delegate and, optionally, 2) through an elected ASEC Board position.

**Procedure**

1. The Executive Council is required to select an ASEC voting delegate on an annual basis, who must fulfill the following requirements:
  - a. Be an NWPSA member in good standing;
  - b. Attend all ASEC meetings and conferences;
  - c. Present reports of ASEC activities to the NWPSA Executive Council; and
  - d. Represent the best interests of the NWPSA members to ASEC, while abiding by ASEC responsibilities.
2. The Executive Council may allow the representative to run for an ASEC Board position, provided the member:
  - a. Accounts for any potential increases in workload and time commitment, such that no impact to the carrying out of the member's responsibilities will occur;
  - b. Has the full support of the Executive Council to run for the position;
  - c. Presents reports of ASEC Board activities to the NWPSA Executive Council; and
  - d. Represents the best interest of the NWPSA members to ASEC, while abiding by ASEC Board responsibilities.



2.9 BOARD OF GOVERNORS REPRESENTATION			
Section:	Governance	Effective Date:	November 13, 2013
Responsibility:	Executive Council	Last Reviewed:	June 8, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	<ul style="list-style-type: none"> <li>• Post-Secondary Learning Act (Alberta)</li> </ul>
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The *Post-Secondary Learning Act (Alberta)* requires NWPSA to provide a candidate for student representation on the NWP Board of Governors.

**Procedure**

1. The Executive Council is required to provide two (2) Board of Governors (BOG) representatives on an annual basis, as follows:
  - a. One (1) BOG position will be given to an NWPSA Executive member or a NWP student in good standing; and
  - b. One (1) BOG position will be given to the Circle of Indigenous Students (CIS) to designate their own candidate.
2. The BOG representatives must fulfill the following requirements:
  - a. Attend all BOG meetings and orientations, as well as additional events when possible;
  - b. Present reports of BOG activities to the Executive Council; and
  - c. Represent the best interests of the NWPSA/CIS members to the BOG, while abiding by Board Member responsibilities.
3. The responsibility of BOG representation typically falls to the President. However, another individual may be selected for representation, provided the following requirements are met:
  - a. The President declines the responsibility with written notice, explaining the rationale of the decision;
  - b. The Executive Council approves the nomination of a new candidate for representation; and
  - c. The new representative is an NWPSA member in good standing.



3.1 ADVISORY COMMITTEE			
Section:	Committee Terms of Reference	Effective Date:	November 13, 2013
Responsibility:	Students' Council President	Last Reviewed:	June 8, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• NWPSA By-law 8.3
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Advisory Committee’s role is to research and recommend changes to both the long-term goals of NWPSA and the current and future activities of NWP, in order to improve the post-secondary experience for the NWPSA members.

**Procedure**

1. The Advisory Committee reports to the Students’ Council and is responsible for:
  - a. Development and recommendation of the Students’ Association’s strategic direction or purpose;
  - b. Presentation of recommended developments of the Students’ Association’s long-term goals;
  - c. Development and presentation of an annual Letter of Recommendations to the NWP Executive; and
  - d. All other Advisory matters that may arise in the best interest of the Students’ Association and as the responsibility of the Students’ Council, as outlined in the NWPSA By-laws, and Policies & Procedures.
2. The Chair will schedule regular committee meetings and ensure that the Committee is prepared for all meetings.
3. The Committee will present reports at regularly scheduled Students’ Council meetings.
4. The Committee must present a draft of the Letter of Recommendation for Students’ Council to review at a minimum of one (1) meeting prior to the last Council meeting of the year. Approval of the Letter of Recommendation requires the passing of a simple resolution at a meeting of the Students’ Council and the Executive Council does not have permission to act on behalf of Council regarding this approval.





3.2 FINANCE COMMITTEE			
Section:	Committee Terms of Reference	Effective Date:	November 13, 2013
Responsibility:	Students' Council VP Internal Executive Director	Last Reviewed:	June 8, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• NWPSA By-law 8.1
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Finance Committee’s role is to provide oversight on NWPSA’s financial transactions. They ensure compliance with policies and highlight errors or inconsistencies for review, and offer recommendations to the Students’ Council on the financial direction of the organization.

**Procedure**

1. The Finance Committee reports to the Students’ Council and is responsible for:
  - a. Review and recommendation for approval of the Students’ Association’s budget;
  - b. Review and recommendation for approval of all unbudgeted financial commitment and expenditures in excess of \$1000; and
  - c. All other matters of financial affairs that may arise due to the fiduciary responsibilities of the Students’ Council, as outlined in the NWPSA By-laws, and Policies & Procedures.
2. The Chair will schedule regular committee meetings and ensure that the Committee is prepared for all meetings.
3. The Executive Director will provide quarterly financial updates for the Committee’s review and recommendation.
4. The Committee will present reports at regularly scheduled Students’ Council meetings.
5. The Committee will present budget recommendations for the following year’s operating budget prior to the last Students’ Council meeting of the year.



3.3 REVIEW COMMITTEE			
Section:	Committee Terms of Reference	Effective Date:	November 13, 2013
Responsibility:	Students' Council VP External Executive Council	Last Reviewed:	June 8, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• NWPSA By-law 8.2
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Review Committee’s role is to ensure adequate and timely review of NWPSA’s By-laws, and Policies & Procedures, and includes participation of both Students’ Council and Executive Council members.

**Procedure**

1. The Review Committee reports to the Students’ Council and is responsible for:
  - a. Scheduled review of the NWPSA By-laws, and Policies & Procedures;
  - b. Presentation of recommended changes to the NWPSA By-laws, and Policies & Procedures for approval; and
  - c. All other document review and recommendation that may arise as the responsibility of the Students’ Council, as outlined in the NWPSA By-laws, and Policies & Procedures.
2. The Chair will schedule regular committee meetings and ensure that the Committee is prepared for all meetings.
3. The Committee will present reports at regularly scheduled Students’ Council meetings.
4. The Committee will complete, at minimum, a review of all NWPSA By-laws, and Policies & Procedures scheduled for review prior to the last Students’ Council meeting of the year.



3.4 HEALTH & WELLNESS COMMITTEE			
Section:	Committee Terms of Reference	Effective Date:	June 8, 2021
Responsibility:	Students' Council VP Internal Executive Council	Last Reviewed:	June 8, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• NWPSA By-law 8.4
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Health & Wellness Committee’s role is to increase the overall wellbeing of the student body. Whether it be through organizing events or awareness campaigns, to advocating on behalf of its members or improving NWPSA services, their goal is to relieve student stress by improving student life.

**Procedure**

1. The Health & Wellness Committee reports to the Students’ Council and their responsibility is to:
  - a. Create and host wellness events or campaigns annually;
  - b. Review and recommend improvements to current Benefits Plan;
  - c. Review and vote on the course of action regarding Health & Dental issues brought forward by the Executive Council for resolution; and
  - d. Contribute to improving mental health both on-campus and remotely.
2. The Chair will schedule regular committee meetings and ensure that the Committee is prepared for all meetings.
3. The Committee will present reports at regularly scheduled Students’ Council meetings.
4. The Committee must present future recommendations for Students’ Council to review at a minimum of one (1) meeting prior to the last Council meeting of the year.



3.5 AD-HOC COMMITTEE			
Section:	Committee Terms of Reference	Effective Date:	June 8, 2021
Responsibility:	Students' Council Executive Council	Last Reviewed:	June 8, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• NWPSA By-law 8.5
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Ad-hoc Committee is a temporary, short-term committee created on an “as needed” basis to address specific issues pertinent to the Association or its members at any time and disbands after achieving the task or objective.

**Procedure**

1. The Ad-hoc Committee can be in the form of a work group or task force.
2. Committees can include staff, Councillors or Executives of the Association, as well as external sources that can bring a particular expertise or interest to the committee.
3. Committees are often concerned with issues such as:
  - a. Fundraising activities;
  - b. Grievance cases;
  - c. Building projects;
  - d. Celebrations; or
  - e. Investigations into matters of an immediate or short-term nature.
4. Terms of Reference for Ad-hoc Committees will be determined at the time of their creation.
5. Documents may include:
  - a. Agendas;
  - b. Reports;
  - c. Approved minutes; or
  - d. Attachments.
6. The Committee disbands after achieving the task or objective.



4.1 OPERATING BUDGET			
Section:	Finance	Effective Date:	April 9, 2014
Responsibility:	Students' Council	Last Reviewed:	June 15, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• Generally Accepted Accounting Principles (GAAP)
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students' Council will review and/or approve an annual operating budget to ensure continual growth and sustainability of the Students' Association of Northwestern Polytechnic.

**Procedure**

1. The Students' Council will approve a recommended operating budget for the upcoming fiscal year at a general meeting occurring in the winter semester of each academic year.
2. The incoming Executive Council of each year will abide by the recommended operating budget, in the interim period, before Students' Council elections occur in the fall, and will review and revise the budget as necessary, provided the revisions:
  - a. Are necessary for projected operations of the Students' Association;
  - b. Do not result in a deficit budget; and
  - c. Are presented to the incoming Students' Council at the first general meeting in the fall semester, for review and approval.
3. If the Students' Council does not approve the revisions made in the interim period by the Executive Council, the Council will ensure appropriate remedial actions are taken.
4. The Students' Council will approve a final operating budget for each fiscal year, by special resolution, at a general meeting occurring in the fall semester of each academic year.
5. The operating budget will be presented in a format that is clear to the Students' Council, and that follows *Generally Accepted Accounting Principles<sup>4</sup> (GAAP)*.
6. The operating budget must reflect the audited financial statements and must describe the estimated amount of expenditures and transfers, sources of revenues and transfers, and, where appropriate, the purposes for which funds are allocated.
7. The operating budget is the statement of estimated revenues and expenditures, and the manner in which the Students' Association will manage its financial resources during the course of a fiscal year, including:
  - a. Providing ongoing initiatives and services;
  - b. Establishing new initiatives and services if any;
  - c. Developing and maintaining NWPSA facilities;
  - d. Developing and maintaining NWPSA business; and
  - e. Establishing a fiscally responsible plan to eliminate a projected deficit from the previous fiscal year or an accumulated deficit, if any.



8. Once approved, all revisions to the operating budget will be proposed to the Students' Council, for approval by special resolution, alongside a written rationale for the revisions.



4.2 ANNUAL AUDIT			
Section:	Finance	Effective Date:	April 9, 2014
Responsibility:	Students' Council	Last Reviewed:	June 15, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	<ul style="list-style-type: none"> <li>• Post-Secondary Learning Act (Alberta)</li> <li>• NWPSA By-laws</li> <li>• Generally Accepted Audit Standards (GAAS)</li> <li>• Generally Accepted Audit Standards (GAAS)</li> </ul>
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students' Association will undergo an annual financial audit, as mandated by the *Post-Secondary Learning Act (Alberta)*.

**Procedure**

1. The Students' Council, as outlined in the NWPSA By-laws, and Policies & Procedures selects the auditor.
2. The auditor will review all financial records in accordance with *Generally Accepted Accounting Principles (GAAP)* and *Generally Accepted Audit Standards<sup>5</sup> (GAAS)* by September 1<sup>st</sup>, following the end of each fiscal year.
3. The audited financial statements will be presented to the Students' Council of each year for review and to the Board of Governors of Northwestern Polytechnic as a report.



4.3 RECORDS MANAGEMENT			
Section:	Finance	Effective Date:	April 9, 2014
Responsibility:	Students' Council	Last Reviewed:	June 15, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students' Association maintains open and accessible records to its members while respecting confidentiality requirements.

**Procedure**

1. The audited financial statements will be open to any member for review, during normal business hours at the Students' Association office, provided that reasonable notice is given.
2. Once approved, the general operating budget will be open to any member for review, during normal business hours at the Students' Association office, provided that reasonable notice is given.
3. Other published financial records may be reviewed by the Finance Committee to fulfill their objective. Both the Executive Director and the President must authorize and present any records requested for review.
4. All financial records are open to the Executive Council for review.
5. Copies of the Students' Association financial records are to be maintained in a secure manner by the contracted bookkeeper, and by the Executive Director at the Students' Association main offices.





4.4 SIGNING AUTHORITY			
Section:	Finance	Effective Date:	April 9, 2014
Responsibility:	Students' Council Executive Council Executive Director	Last Reviewed:	June 15, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students' Association requires appropriate signing authority on all financial documents in order to uphold the fiduciary responsibilities of the Association.

**Procedure**

1. All Students' Association cheques require two (2) signatures out of the following five (5) people:
  - a. The members of the Executive Council; and
  - b. The Executive Director.
2. The signatures of the Executive Director and two (2) members of the Executive Council are required to execute any contracts, agreements, engagements, documents, instruments, or any financial obligation entered into by the Students' Association.
3. Notwithstanding the previous statement, the Executive Director is hereby authorized to sign, as the sole signatory, various deeds, transfers, assignments, contracts, obligations and other instruments for the Students' Association, which are operational in nature and within the limits and guidelines of the operating budget approved by the Students' Council.



4.5 CONTINGENCY FUND			
Section:	Finance	Effective Date:	April 9, 2014
Responsibility:	Students' Council	Last Reviewed:	June 15, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students' Association will establish a contingency fund to help maintain the operations of NWPSA during a period of financial duress.

**Procedure**

1. The Students' Association will accrue a contingency fund up until the fund has reached 50% of the estimated annual operating budget of NWPSA.
2. If the maximum amount has been reached, the Students' Council shall determine whether to establish a new fund, in keeping with the goals and purpose of NWPSA, or to decrease membership fees.
3. The Contingency Fund will be considered an Internally Restricted Fund, and will be reviewed annually by the Students' Council.
4. The Contingency Fund's status and activities will be included in the presentation of the Annual Operating Budget.
5. The Contingency Fund may not be used for any new activities, events, projects, initiatives, programs, or staffing requirements that were not approved in the General Operating Budget. Expenses covered from this fund would be those that would have been unforeseen by a reasonable and prudent person.
6. Contingency Fund expenditures can only be released for use once all of the following has occurred:
  - a. Unanimous approval from the Executive Council; and
  - b. Approval from the Students' Council.
7. The maximum amount to be allocated to the Contingency Fund shall be 25% of the prior year's operational budget. If, however, the operational budget shall decrease from the prior year, then the maximum amount allocated to this restricted fund shall remain unchanged.



4.6 LENDING AND BORROWING			
Section:	Finance	Effective Date:	April 9, 2014
Responsibility:	Students' Council	Last Reviewed:	June 15, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students' Association may, when deemed reasonable and appropriate, borrow money in order to accomplish the goals of the organization.

**Procedure**

1. The Students' Association may not lend money.
2. The Students' Association may borrow money required for the performance of its duties or to further its objectives, if:
  - a. It has the prior approval of the Students' Council; and
  - b. The proposal has been recommended to the Students' Council by the Finance Committee.
3. A debenture or mortgaging of any Students' Association property must always receive prior approval through a special resolution at a Students' Council meeting.
4. Repayment of both the money borrowed and the interest accrued can be secured with a signed contract, assigning current or future fees as a repayment, with the approval of the Students' Council and any other approval deemed necessary by NWPSA By-laws, and Policies & Procedures.



4.7 CAPITAL REQUESTS			
Section:	Finance	Effective Date:	April 9, 2014
Responsibility:	Students' Council Executive Council	Last Reviewed:	June 15, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

Each fiscal year, a portion of Students' Association fees provides for the maintenance of NWPSA's physical facilities and services, planned expansion of services, and new projects. All of these funds are normally contained in the General Operating Budget.

This policy guides the administration of projects other than those funded from the General Operating Budget.

**Procedure**

1. Projects requiring funding under \$1,500 must be presented to the Executive Council for approval.
2. Projects requiring funding over \$1,500 must be presented to the Students' Council for approval.
3. Funding of these projects can include research grants, mid-year reallocation of the General Operating Budget, donations, or other sources.

4.8 MEMBERSHIP FEES			
Section:	Finance	Effective Date:	April 9, 2014
Responsibility:	Students' Council	Last Reviewed:	January 16, 2022
		Mandatory Review Date:	January 2023
		Cross-References:	<ul style="list-style-type: none"> <li>• Post-Secondary Learning Act (Alberta)</li> <li>• NWPSA By-laws</li> </ul>
Approved By:	Executive Council		
Review Schedule:	Every 3 years (Fee amounts updated yearly)		

### Policy Statement

The Students' Association levies fees in accordance with the *Post-Secondary Learning Act (Alberta)*, and aims to maximize service while minimizing cost to its members.

### Procedure

#### Membership Fee

1. The Students' Association levies a membership fee to all members, as outlined in NWPSA By-laws, and Policies & Procedures, and according to the following rates:
  - a. **Credit Courses:** \$9.83/credit
  - b. **Distance Courses:** \$6.49/credit
  - c. **Apprenticeship Courses:**
    - i. Grande Prairie Campus \$10.59/week
    - ii. Fairview Campus \$9.82/week

#### Health and Dental Fee

2. The Students' Association levies a fee to all students on the Student Health and Dental Plan, as outlined in NWPSA By-laws, and Policies & Procedures, and according to the following rates:
  - a. **Fees for students beginning in September** (Sept.1, 2021-Aug.31, 2022):
    - i. Health \$206.31/year
    - ii. Dental \$198.82/year
    - iii. Both \$405.12/year
  - b. **Fees for students beginning in January** (Jan.1, 2022-Aug.31, 2022):
    - i. Health \$144.65/8-month period
    - ii. Dental \$140.32/8-month period
    - iii. Both \$284.97/8-month period
  - c. A 'dependant' is defined as a spouse/partner or child, not extended family. *(Please note: the coverage per dependant will be equal to the coverage of the cardholder. Non-negotiable):*
    - i. **Fees for dependants added for September intake** (Sept.1, 2021-Aug.31, 2022):
      1. Health \$206.31/year for the first dependant; \$100.00/year for each additional dependant above and beyond



2. Dental *\$198.82/year* for the first dependant; *\$100.00/year* for each additional dependant above and beyond
3. Both *\$405.12/year* for the first dependant; *\$200.00/year* for each additional dependant above and beyond
- ii. **Fees for dependants added for January intake (Jan.1, 2022-Aug.31, 2022):**
  1. Health *\$144.65/8-month period* for the first dependant; *\$100.00/8-month period* for each additional dependant above and beyond
  2. Dental *\$140.32/8-month period* for the first dependant; *\$100.00/8-month period* for each additional dependant above and beyond
  3. Both *\$284.97/8-month period* for the first dependant; *\$200.00/8-month period* for each additional dependant above and beyond

The Opt-Out deadlines for the 2022-2023 academic year are September 13th, 2022 and January 13th, 2023. The opting out periods start May 1st for the Fall intake and November 1st for the Winter intake.

#### *Fee Changes*

3. All fee changes shall be approved by a Special Resolution of the Students' Council.
4. Membership Fees may only be increased or decreased by a maximum of 5% per academic year.
5. Health and Dental fees may only be increased or decreased by a maximum of 10% per academic year.
6. Fee information for the following academic year shall be submitted to the Registrar's office by no later than January 31st, or on the following business day, if the day in question falls on a weekend or holiday.



4.9 PAYROLL, HONORARIUM AND BONUSES			
Section:	Finance	Effective Date:	April 9, 2014
Responsibility:	Students' Council Executive Director	Last Reviewed:	June 15, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	<ul style="list-style-type: none"> <li>• NWPSA By-laws</li> <li>• NWPSA 4.14</li> <li>• NWP Student Executive Tuition Reimbursement Academic Policy</li> </ul>
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students' Association employs both permanent and temporary staff, contractors, and specific volunteers that receive wages. All Students' Council parties shall receive honoraria upon meeting criteria.

**Procedure**

1. Timesheet approvals are as follows:
  - a. Executive Director approves all office staff, volunteer and contractor timesheets;
  - b. President approves the Executive Director and all VP timesheets;
  - c. VP Internal approves the President's timesheets; and
  - d. Supervisors approve sub-staff timesheets.
2. Payroll shall be the responsibility of the Executive Director.
3. Office staff/ Executive Council members shall receive:
  - a. Salary for their services to the Students' Association;
  - b. A parking pass or transit pass for the length of their employment; and
  - c. *(EC members only)* A reimbursement of 80% of tuition fees paid for up to three (3) courses per semester, upon meeting eligibility requirements, and after submitting their *Tuition Waiver Form* to the NWP Director of Student Experience. NWP Finance will refund the Councillor directly.
4. The criteria for Students' Council to receiving an honorarium are:
  - a. Regular meeting attendance;
  - b. Fulfilment of duties as established in NWPSA By-laws, and Policies & Procedures; and
  - c. Completion of assigned duties to the satisfaction of the Students' Council.
5. Bonuses for exceptional services may be awarded based on Performance Evaluations bi-annually, as defined in *Policy 4.14: NWPSA Bonus Structure*, and as approved in the General Operating Budget and by the Executive Council.



4.10 USE OF CREDIT CARDS			
Section:	Finance	Effective Date:	April 9, 2014
Responsibility:	Students' Council Executive Council	Last Reviewed:	June 15, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• NWPSA By-laws
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students' Association authorizes the use of credit cards by select individuals, to carry out the business of the organization.

**Procedure**

1. The Students' Council authorizes the Executive Director, at their discretion, to secure Students' Association credit cards for key staff members of the organization.
2. Credit cards are strictly for the execution of Students' Association business and activities.
3. Use of credit cards will be bound by all regulations outlined in NWPSA By-laws, and Policies & Procedures.





4.11 MISSING RECEIPTS			
Section:	Finance	Effective Date:	November 13, 2013
Responsibility:	Executive Director	Last Reviewed:	June 15, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• Appendix 9
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students’ Association requires receipts for all transactions.

**Procedure**

1. If a receipt is deemed missing for any transaction, the individual who incurred the expense shall be required to submit a Missing Receipt Authorization Form (*see Appendix 9*).
2. The form shall be submitted to the Executive Director to be maintained in NWPSA records. A copy of the form shall then be submitted to the contracted bookkeeper.
3. If a Missing Receipt Authorization Form is not submitted, the individual shall be required to incur the full expense.



<b>4.12 EXPENSE CLAIMS</b>			
<b>Section:</b>	4: Finance	<b>Effective Date:</b>	April 9, 2014
<b>Responsibility:</b>	Students' Council Executive Council Executive Director	<b>Last Reviewed:</b>	June 15, 2021
		<b>Mandatory Review Date:</b>	June 2024
		<b>Cross-References:</b>	
<b>Approved By:</b>	Executive Council		
<b>Review Schedule:</b>	Every 3 years		

**Policy Statement**

At times, the Executive Council members, the Executive Director, or staff working under the direction of the aforementioned, may be required to make purchases using their own resources where the expense cannot be paid by an NWPSA credit card, cheque, or invoice to NWPSA. When necessary, the Students' Association will reimburse reasonable expenses incurred in the course of performing work for NWPSA.

**Procedure**

1. Expense claims and reimbursements are to be used only when no other method of payment would have been available.
2. Expenses without receipt shall not be considered for reimbursement.
3. Expense claims that are approved shall be paid by cheque on the next payable cycle or automatic deposit/e-transfer (if set up) on the bookkeepers next day 'in office'.



4.13 CASH HANDLING AND DEPOSITS			
Section:	Finance	Effective Date:	April 9, 2014
Responsibility:	Executive Director Managers	Last Reviewed:	June 15, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• Appendix 10
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students’ Association has a fiduciary duty to monitor and control all transactions and the handling of cash within its operations.

**Procedure**

*Receivables and Cash on Hand*

1. The Executive Director is responsible for depositing all cash and cheques received into their appropriate bank accounts by Friday of each week. If this is not possible or monetary amounts are minimal, funds must not be held for longer than one (1) additional week.
2. All cheques written to the Association must be payable to either:
  - a. Students’ Association of NWP; or
  - b. NWPSA
3. Cash and cheques must be safeguarded at all times in a locked safe in the Executive Director’s office. The front desk may use a locked float box during office hours, which must be secured in the Executive Director’s safe during closed hours.
4. Cash must not be sent by mail.
5. In order to reduce risk, only a select or required few will have access or permission to handle cash.
6. Cash shortages or other discrepancies must be reported immediately to the Supervisor, or if applicable, the contracted bookkeeper.
7. Any staff member authorized to use a cash register or float are responsible for the cash out at end of shift and for any discrepancies.
8. Any maintenance to ATM or coin operated machines under NWPSA jurisdiction is the responsibility of the Executive Director.
9. All handling of tickets and ticket sales is the responsibility of applicable NWPSA staff members.

*Payables*

10. For credit card purchases, the cardholder must ensure that all receipts are properly coded to their expense accounts.
11. For petty cash purchases, the individual must submit their receipts to the Executive Director or Supervisor, who in turn ensures that the receipts are properly coded.
12. For purchases done with personal funds, all receipts must be submitted for reimbursement with a Payment Request Form (*see Appendix 10*) to the Executive Director or Supervisor.



13. E-transfers, direct debit and credit card accounts are to be arranged through the contracted bookkeeper, to ensure that funds are processed to the correct general ledger accounts.
14. If there is an interest charge applied to any purchase made with a personal credit card on behalf of the Association (with approval from the Executive Director or Supervisor), the reimbursement will include the interest accrued.
15. Cash receipts must be reviewed and reconciled to ledger accounts on a timely basis to ensure they have been correctly recorded. Accounting adjustments to ledgers must also be made on a timely basis.



4.14 NWPSA BONUS STRUCTURE			
Section:	Finance	Effective Date:	April 9, 2014
Responsibility:	Executive Council Executive Director	Last Reviewed:	June 15, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• Appendix 2, 3, 4
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

Bonuses may be awarded to employed members of the Students’ Association, for performing over and above in their regular duties and providing exceptional services.

**Procedure**

*Full-term Staff (Employed 12-months/year)*

1. Performance evaluations (*see Appendices 2, 3, 4*) will be conducted during the third (3<sup>rd</sup>) week of September and the third (3<sup>rd</sup>) week of April. If a bonus is to be awarded, with approval from Students’ Council after either evaluation, it is to be paid out by the end of that month.
2. Base bonus is \$100 and cannot exceed \$500 per evaluation. Should a full-term staff member join the NWPSA team mid-bonus term (May-September or October-April), \$15 will be deducted from the base bonus for each month not employed.
3. Bonuses are not awarded to staff on probationary periods.

*Seasonal Staff (Hired for Academic year)*

4. At the discretion of the Executive Director/Manager, with approval from Students’ Council, any employee displaying exceptional service can receive a holiday bonus in December.



5.1 HIRING OF STAFF			
Section:	Human Resources	Effective Date:	January 15, 2014
Responsibility:	Executive Director Executive Council Managers	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	<ul style="list-style-type: none"> <li>• Provincial Employment Standards</li> <li>• Provincial Privacy Laws</li> </ul>
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

In order to maintain a governance structure, the hiring of permanent staff falls primarily under the responsibility of the Executive Director, with involvement from the Executive Council as outlined in these Policies & Procedures. The hiring of temporary employees falls primarily under the responsibility of the Executive Director or Manager.

*Definitions:* Permanent employees are employees with annually recurring positions and salaries. Temporary employees are employees with a fixed end date of employment and receive an hourly wage.

**Procedure**

1. All hiring procedures will be conducted in confidence and will remain in confidence, to protect the candidate, current Students’ Association employees, and the integrity of the process. *Provincial Privacy Laws*<sup>6</sup> govern all hiring procedures.
2. *Provincial Employment Standards*<sup>7</sup> govern all employee positions.
3. Prior to the posting of an available staff position, the Executive Director, direct Manager and the Executive Council will complete a comprehensive review of the position to ensure that it is current, and relevant to the functioning of the Students’ Association.
4. The Executive Director or Manager will ensure all available positions are suitably advertised, and that all job postings contain the following information:
  - a. Necessary qualifications, including knowledge, education, and skill requirements;
  - b. Duties and responsibilities;
  - c. Wage or salary, unless negotiable;
  - d. Required hours of work;
  - e. Length of employment contract;
  - f. Deadline for applications; and
  - g. Contact person, and contact information for the Students’ Association.
5. The Students’ Association does not differentiate or discriminate between candidates on the basis of race, nationality or ethnic origin, religion, sex, sexual orientation, age, and mental or physical disability except where preference is based on a legitimate occupational requirement. Selections of all qualified candidates are made based on merit.

## 6. Hiring Committee Procedures:

- a. Once a permanent staff position is deemed available, the Executive Council will convene to determine the Hiring Committee. The Hiring Committee shall consist of the Executive Director, or designate, who will act as the chair of the Hiring Committee, a member of the Executive Council, or designate, and any other members as deemed necessary.
  - b. Prior to the commencement of the interview period, the Hiring Committee will determine criteria for short-listing the applications based on the position's job description. Candidates will be short-listed and evaluated against these criteria. Reference and employment checks will be completed only with notice and approval of the candidate.
  - c. The Executive Director, enabling the entire Hiring Committee to be present, shall coordinate the scheduling of interviews, which will commence following the short-listing of candidates.
  - d. The Executive Director will present the successful candidate to the Executive Council for ratification and will make available the successful candidate's resume and/or curriculum vitae for reference.
  - e. In the event that the Hiring Committee is unable to select an appropriate candidate, the Executive Council may choose to re-post the vacant position for additional applicants.
7. Immediately following the approval of the successful candidate, the Executive Director shall notify both the successful candidate, and unsuccessful candidates who appeared for an interview, of the results. The extent of the notification for unsuccessful candidates will be that the position has been filled; no additional details will be released.
  8. The successful candidate will be given an employment agreement, to be signed by the candidate, the Executive Director or Manager, and a member of the Executive Council (*EC signs for permanent staff only*). A copy of the signed agreement will be retained in the Students' Association's records.
  9. When possible and agreeable to the outgoing employee, all efforts shall be made to coordinate a structured and comprehensive orientation between the outgoing and incoming employees. In the event that the outgoing employee is either unwilling or unavailable to provide an orientation, or the position is brand new, the Executive Council or management shall arrange for formal training of the incoming employee.
  10. Prior to commencing employment, the new employee shall meet with the Executive Director or Manager to discuss important information, which includes, but is not limited to:
    - a. Employee benefits;
    - b. Salary and wages;
    - c. Job description; and
    - d. NWPSA Policies & Procedures.



5.2 WORKING HOURS			
Section:	Human Resources	Effective Date:	January 15, 2014
Responsibility:	Executive Director President	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• Alberta Employment Standard Rules
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students’ Association maintains flexible work schedules for the majority of staff, while maintaining standards of service to its members.

**Procedure**

1. The Students’ Association is governed by *Alberta Employment Standard Rules*<sup>8</sup> regarding working hours and overtime.
2. The Executive Director shall monitor all employees and Executive Councillors, to ensure standards of working hours are met. The Executive Director’s working hours shall be monitored by the President.
3. The Students’ Association office and all Students’ Association businesses shall maintain regular business hours of operation, and shall schedule staff accordingly.
4. Failure to meet required working hours shall result in the individual receiving disciplinary action as outlined in the NWPSA Policies & Procedures.
5. The Students’ Association allows for the accumulation of overtime hours, and for those hours to be paid as “time in lieu” as agreed to in the employment agreement in their contracts.





5.3 HOLIDAYS AND COLLEGE CLOSURES			
Section:	Human Resources	Effective Date:	January 15, 2014
Responsibility:	Executive Director	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• Alberta Employment Standard Rules
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students’ Association observes all statutory holidays, as per the *Alberta Employment Standard Rules*, and correlates with College closures and breaks when reasonable.

**Procedure**

1. The Students’ Association recognizes the following as paid holidays for all employees and Executive Councillors:
  - a. New Years Day;
  - b. Family Day;
  - c. Good Friday;
  - d. Victoria Day;
  - e. Canada Day;
  - f. Civic Holiday;
  - g. Labour Day;
  - h. Thanksgiving;
  - i. Remembrance Day;
  - j. Christmas Eve;
  - k. Christmas Day;
  - l. Boxing Day; and
  - m. Any other workday proclaimed as a paid public holiday by the Federal, Provincial, or Municipal government.
2. The Students’ Association recognizes official NWP closures as paid holidays for all permanent employees and paid student representatives.
3. The Students’ Association office and lounges stay open during both the Fall (following Thanksgiving) and Winter (following Family Day) breaks to remain accessible to the Trades students still in session. If reasonable, staff can take up to a maximum of two (2) days off during those weeks.



5.4 VACATION AND VACATION PAY			
Section:	Human Resources	Effective Date:	January 15, 2014
Responsibility:	Executive Director Executive Council	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• Alberta Employment Standard Rules
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

Due to the nature of the academic year, the Students’ Association encourages vacation time to be taken during times of low impact to the organization. However, vacation time is inherently the right of the employee or Executive Councillor.

**Procedure**

1. *Alberta Employment Standard Rules*<sup>9</sup> govern the Students’ Association on vacation and vacation pay.
2. Vacation must be taken within twelve (12) months of the employee or student representative becoming entitled to it.
3. All employees shall submit vacation requests to the Executive Director for approval at least ten (10) business days prior to the vacation start date.
4. The Executive Director shall submit their written request for vacation to the Executive Council at least ten (10) business days prior to the vacation start date.
5. Executive Councillors shall submit written requests for vacation to the Executive Council at least ten (10) business days prior to the vacation start date.



5.5 JOB-PROTECTED LEAVES			
Section:	Human Resources	Effective Date:	January 15, 2014
Responsibility:	Executive Director Executive Council	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• Alberta Employment Standard Rules
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students’ Association is governed by Federal and Provincial standards regarding job-protected leaves.

**Procedure**

*Personal Days*

1. Permanent employees and Executive Councillors are entitled to ten (10) personal days of leave with pay per year of employment. These days are to be used for sick leave or personal matters where a note is not required.
2. Temporary employees shall not be entitled to paid personal days.
3. For absences of more than three (3) consecutive business days, *without* notice, the individual will be required to provide medical evidence of illness from a certified Medical Practitioner to the Executive Director. For absences of more than three (3) consecutive business days, *with* notice, the individual will *not* require a proof of reason for leave, at the discretion of the Executive Director.
4. A paid holiday occurring during a period of sick leave is to be documented as such and not a day of sick leave.
5. Personal days cannot carry over year to year.

*Special Leave*

6. Special leave includes the following circumstances, and when granted, entitles eligible employees to paid leave, subject to the following clauses and the corresponding maximum number of eligible days:
  - a. Personal and Family Responsibility Leave<sup>10</sup>- five (5) days
  - b. Bereavement Leave<sup>11</sup>- three (3) days
  - c. Travel time for Personal and Family Responsibility or Bereavement- two (2) days
7. An employee shall not exceed the maximum length specified for each circumstance requiring special leave. However, an employee may be granted leave under each provision more than once within a calendar year, provided the special leave granted does not exceed ten (10) business days per calendar year. If additional days are required, the days approved shall be counted as vacation days or leave of absence without pay.
8. For purposes of determining eligibility for special leave, the following provisions shall apply:
  - a. Personal and Family Responsibility Leave shall be granted when leave is necessary:
    - i. For the health of the employee; or

- ii. For the employee to meet their family responsibilities in relation to a family member. (Refer to the Alberta Employment Standard Rules for a list of applicable family members.)
- b. Bereavement Leave shall be granted on the death of a family member. (Refer to the Alberta Employment Standard Rules for a list of applicable family members.)
- c. Travel time for serious illness within the immediate family or for bereavement shall mean when long distances or isolated areas are involved.

*Maternity/Parental Leave<sup>12</sup>*

- 9. All permanent employees qualify for maternity/parental leave after ninety (90) days of employment.
- 10. Employees requesting maternity/parental leave must present the Executive Director with a medical certificate issued by a nurse practitioner or physician, confirming pregnancy and estimated delivery date.
- 11. Upon receipt of the certificate by the Executive Director, the employee will be granted a leave of absence without pay, in accordance with the Alberta Employment Standard Rules.

*Other Leave<sup>13</sup>*

- 12. All other leave must be approved by the Executive Council in advance. It is at the discretion of the Executive Council to grant leave with or without pay.



5.6 JOB DESCRIPTIONS			
Section:	Human Resources	Effective Date:	January 15, 2014
Responsibility:	Executive Director Executive Council	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students’ Association maintains current, relevant job descriptions for all positions within the organization.

**Procedure**

1. Every position with the Students’ Association shall be directed and governed by a job description, ratified by the Executive Council.
2. Each job description shall contain the following information:
  - a. Title;
  - b. Reporting Structure;
  - c. Organizational status (full-time, part-time, casual, contract);
  - d. Position purpose;
  - e. Required qualifications; and
  - f. Responsibilities and duties;
3. When a new staff member begins employment with the Students’ Association, they will complete an employment agreement that consists of the following information:
  - a. The details of the job description;
  - b. Date of hire;
  - c. Compensation (wage, salary, or honorarium);
  - d. Length of probationary period;
  - e. Signature of the Executive Director;
  - f. Signature of the President (for permanent staff positions only); and
  - g. Signature of the employee.
4. The Executive Director shall ensure that the employee receives a copy of the signed employment agreement, and that a signed copy is maintained in Students’ Association records.



5.7 PERFORMANCE EVALUATION			
Section:	Human Resources	Effective Date:	January 15, 2014
Responsibility:	Executive Director Executive Council	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	<ul style="list-style-type: none"> <li>• NWPSA Bonus Structure Policy</li> <li>• Appendix 2, 3, 4</li> </ul>
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students’ Association conducts performance evaluations for all permanent positions, to ensure that standards of employment are continually met.

**Procedure**

1. All full-time staff shall receive a performance evaluation at the end of their probationary period prior to confirming permanent employment status. *(For bonus eligibility, refer to Policy 4.14)*
2. Evaluations shall occur bi-annually for all permanent positions.
3. Review of all performance evaluations shall be conducted in person or via Zoom.
4. Performance evaluations shall be conducted by the following for each of the positions:
  - a. Executive Director facilitates all staff evaluations *(see Appendix 3)*, as well as the President’s *(see Appendix 4)*; and
  - b. The President facilitates evaluations for the VP’s *(see Appendix 4)* and the Executive Director *(see Appendix 2)*.
5. Completed performance evaluations shall be kept confidential between the Executive Director and the employee. However, upon request to the Executive Council by an NWPSA member, a written review summary, based on the performance evaluation may be viewed by the member. All documents must remain in the custody of NWPSA.
6. Signed, written copies of all performance evaluations shall be maintained in Students’ Association records.



5.8 PERSONNEL FILES			
Section:	Human Resources	Effective Date:	January 15, 2014
Responsibility:	Executive Director	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• NWPSA By-law 6
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students’ Association will maintain personnel files of all NWPSA staff.

**Procedure**

1. The primary responsibility for personnel administration shall rest with the Executive Director, with the President as secondary.
2. The Executive Director shall maintain working personnel files with the Students’ Association office on all permanent staff with respect to the following:
  - a. Resume and cover letter;
  - b. Job descriptions;
  - c. Performance evaluations;
  - d. Employment agreements;
  - e. Information relating to the administration of the staff member’s Benefits plan;
  - f. Records pertaining to vacation days, sick days, and other absences;
  - g. Copies of letters of reprimand or commendations; and
  - h. Other documents of note to the staff member’s service.
3. Primary responsibility for personnel administration related to the employment and performance of the Executive Director shall rest with the President, the Executive Council, and the Students’ Council as outlined in the *NWPSA By-laws*.
4. All personnel files are the property of NWPSA.
5. Personnel records shall be kept in a secure file in the Students’ Association office for a minimum of three (3) to a maximum of seven (7) years following the conclusion of the employee’s service. After this time, the files will be destroyed, unless the Executive Council deems maintaining them necessary.
6. Employees shall have the right to examine the contents of their personnel file at any time, provided that the Executive Director, or designate, and a third party witness accompany them.
7. Employees shall have the right to add written comments to their personnel file, including any explanation in defense of any serious indictment of the staff member’s professional conduct



5.9 CODE OF CONDUCT			
Section:	Human Resources	Effective Date:	January 15, 2014
Responsibility:	Students' Council	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• Appendix 5
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students' Association employs a mandatory code of conduct for its student representatives and staff.

**Procedure**

1. The Code of Conduct is designed to:
  - a. Establish the behaviour expected of student representatives and staff while conducting NWPSA affairs.
  - b. Preserve and protect NWPSA's legitimacy, professionalism, integrity, and reputation.
2. The Code of Conduct supplements the NWPSA By-laws, and Policies & Procedures and is binding to every elected student representative and staff member.
3. The Code of Conduct is subject to interpretation and is enforceable.
4. All student representatives and staff members are required to sign a copy of the Code of Conduct upon commencing their term with NWPSA (see Appendix 5).





5.10 DISCRIMINATION AND HARASSMENT			
Section:	Human Resources	Effective Date:	January 15, 2014
Responsibility:	Students' Council Executive Council	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• NWP Respectful Workplace Policy
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students' Association is committed to providing a working environment free of discrimination, harassment, and bullying. Acts of discrimination, harassment, or bullying by or against members of the Students' Association are unacceptable and will not be tolerated.

**Procedure**

1. The Students' Association abides by the *NWP Respectful Workplace Policy*<sup>14</sup>.
2. The Students' Association promotes both awareness of the nature and effects of discrimination, harassment and bullying, and prevention of such incidents from occurring.



5.11 ASSOCIATION GRIEVANCE PROCEDURE			
Section:	Human Resources	Effective Date:	January 15, 2014
Responsibility:	Executive Director Executive Council	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	<ul style="list-style-type: none"> <li>• Alberta Labour Law</li> <li>• NWPSA By-laws 6, 7</li> </ul>
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students’ Association employs a grievance procedure to protect the rights of its staff and of the organization.

**Procedure**

*Staff Members*

1. All Students’ Association staff are subject to the grievance procedure as outlined in this policy, with the exception of the Executive Director.
2. In the event that there is an issue regarding a staff member’s performance, the Executive Director will first attempt to solve the problem through a verbal meeting with the staff member. Written summaries of this discussion shall be kept on file in the Students’ Association office.
3. The Executive Director shall keep a record of all incidences in which staff do not perform their required duties, or do not perform them to an acceptable and reasonable standard. These records should include the following information:
  - a. Behavior observed;
  - b. Incident rate;
  - c. Reasons for concern;
  - d. Summary of discussion with staff member;
  - e. Disciplinary action taken (if any); and
  - f. Evidence and/or signed documentation.
4. If performance issues persist, or if the actions of the staff member are considered by the Executive Director to be of a magnitude that verbal discussion is not an adequate response, a formal written warning will be issued, governed by the following process:
  - a. The Executive Director, or designate, will have a formal discussion with the staff member with respect to their inadequate or inappropriate performance as a staff member of NWPSA.
  - b. Within five business days, the Executive Director, or designate, shall provide the staff member with a letter outlining:
    - i. Reasons for dissatisfaction;
    - ii. Corrective measures required;
    - iii. Date by which these corrective measures must be demonstrated; and
    - iv. Disciplinary measures that may follow if corrective action is not taken.

- c. If recommended corrective action is not demonstrated by the date specified, then a second written warning shall be issued, following the same procedure as outlined above.
  - d. If there is continued concern, the Executive Director reserves the right to either suspend without pay or dismiss the staff member. In either instance, the Executive Council shall be informed of the Executive Director's decision prior to taking action. The Executive Council must maintain confidentiality regarding all aspects of staff grievances.
5. Staff who do not respond appropriately to formal written warnings as outlined above may be dismissed provided that they are given written notice of termination, or equivalent salary in lieu of such period of notice, as approved by *Alberta Labour Law*<sup>15</sup>.
6. A staff member may be immediately dismissed, without written warning, notice or salary in lieu of notice for, but not limited to the following reasons:
  - a. Theft, fraud or other criminal activities while representing NWPSA;
  - b. Using or being under the influence of illicit substances while at work;
  - c. Breach of confidentiality;
  - d. Continual shortages in cash or materials in the staff member's control;
  - e. Failure to inform the Executive Director, or designate, of absences; or
  - f. Insubordination.

#### *Executive Council/Director*

7. All Students' Association Executive Councillors and the Executive Director are subject to the grievance procedure as outlined in this policy. **For ease of communication, the Executive Director shall be considered an Executive Councillor under the following sections.**
8. In the event that there is an issue regarding an Executive Councillor's performance, the President will first attempt to solve the problem through a verbal meeting with the individual. Written summaries of this discussion shall be kept on file in the Students' Association office.
9. The President shall keep a record of all incidences in which Executive Councillors do not perform their required duties, or do not perform them to an acceptable and reasonable standard. These records should include the following information:
  - a. Behavior observed;
  - b. Incident rate;
  - c. Reasons for concern;
  - d. Summary of discussion with Councillor;
  - e. Disciplinary action taken (if any); and
  - f. Evidence and/or signed documentation.
10. If performance issues persist, or if the actions of the Executive Councillor are considered by the President to be of a magnitude that verbal discussion is not an adequate response, a formal written warning will be issued, governed by the following process:
  - a. The President, or designate, will have a formal discussion with the Executive Councillor with respect to their inadequate or inappropriate performance as a representative of NWPSA.
  - b. Within five business days, the President, or designate, shall provide the Executive Councillor with a letter outlining the reasons for dissatisfaction, the corrective measures required, the date by which these corrective measures must be demonstrated, and the disciplinary measures that may follow if corrective action is not taken.



- c. The issue and the contents of the letter will, at this point, be disclosed to the Executive Council and the Executive Director in confidence. (*Only disclosure to Executive Council if the grievance is with the Director.*)
  - d. If recommended corrective action is not demonstrated by the date specified, then a second written warning shall be issued, following the same procedure as outlined above.
11. If there is continued concern, the Executive Council reserves the right to either suspend without pay for a period of up to two (2) weeks, or pursue further disciplinary action as outlined in *NWPSA By-laws 6-7*.
12. Dismissal of the Executive Director or removal of Executive Councillors falls under the procedures outlined in *NWPSA By-laws 6-7*.



5.12 STUDENT GRIEVANCE PROCEDURE			
Section:	Human Resources	Effective Date:	June ,2021
Responsibility:	President VP Internal	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	<ul style="list-style-type: none"> <li>• NWP Student Academic Grievance Policy</li> <li>• Residence Handbook</li> <li>• NWP Student Misconduct Policy</li> </ul>
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students’ Association works to protect the rights of its members, while adhering to NWP procedures.

**Procedure**

1. The Students’ Association is bound by a code of professional ethics to hold in confidence discussions with students and names of students, unless the student gives permission in writing.
2. *Academic Grievances*
  - a. Students are to follow the resolution steps as stated in 2.0 General Procedures of the *NWP Student Academic Grievance Policy*<sup>16</sup>.
  - b. The Students’ Association does not officially become involved with a grievance unless it reaches *Step 5* unresolved. At this point NWPSA will select two (2) student representatives, one (1) from the department involved and one (1) from the NWPSA membership at large.
  - c. At no point is an NWPSA Executive permitted to interfere with a case or act on behalf of the student.
  - d. The Students’ Association is available to support and assist its members with clarification or assistance with contact information prior to Step 5, until the issue is resolved.
3. *Non-Academic Grievances*
  - a. Where non-academic misconduct is clearly covered by another policy, such as the *Residence Handbook*<sup>17</sup>, those procedures shall be followed.
  - b. Students are to follow appeal procedures as stated in 7.5 of the *NWP Student Misconduct Policy*<sup>18</sup>. The appellant is entitled to have an advocate or advisor accompany them when presenting to the Appeal Panel.
  - c. The Students’ Association is available for assistance and support until the issue is resolved.



6.1 ACCESS TO RECORDS			
Section:	Administration	Effective Date:	January 15, 2014
Responsibility:	Students' Council Executive Council	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students' Association maintains a policy of accessibility to its members, and to public and stakeholder groups to a lesser extent, while maintaining appropriate privacy and confidentiality regulations.

**Procedure**

1. All Students' Association members, stakeholder groups, and public may access NWPSA By-laws, and Policies & Procedures, and business contact information upon request.
2. All NWPSA By-law changes, Policy & Procedure changes, and Students' Council minutes will be made officially available for viewing by members, stakeholder groups, and the public five (5) business days after approval.
3. NWPSA Executive Council minutes will be made officially available for viewing by the Students' Council one (1) business day after approval. Requests by other members, or by the public, to view Executive Council minutes can be made through approval by the Students' Council.
4. Records management is governed by provincial privacy regulations, and appropriate security measures are observed for maintaining records containing personal or other confidential information.
5. Records will be maintained for the required minimum amount of time, upon which appropriate disposition of records is to be performed.



6.2 KEY ACCESS			
Section:	6: Administration	Effective Date:	January 15, 2014
Responsibility:	Executive Director	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students’ Association maintains various levels of security permissions within the organization.

**Procedure**

1. Master keys to all on-campus Students’ Association space shall be held by the appropriate NWP representative(s).
2. Master keys to all Students’ Association space and property shall be held by the Executive Director.
3. Keys to the Students’ Association general office spaces shall be held by all permanent Students’ Association staff and all Executive Council members.
4. Keys to the student lounges shall be held by the Lounge Managers, and an additional set shall be made available to lounge staff while on-shift, and to office staff in order to fulfill the requirements of their duties.
5. Keys to personal offices shall be held by the respective individuals.
6. Keys must be returned immediately if possible, or within twenty-four (24) hours of termination of a position within the Students’ Association.
7. Loss of keys must be immediately reported to the NWP Information and Technology Department, and to the Executive Director, or to the President in the case that the individual in question is the Executive Director.
8. Loss of, or damage to keys is the responsibility of the respective individual, and the individual shall bear the full costs of replacement.



6.3 VOLUNTEERS			
Section:	Administration	Effective Date:	January 15, 2014
Responsibility:	Executive Council Managers	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students’ Association encourages and appreciates volunteerism as a significant part of its organization.

**Procedure**

1. All Students’ Council members are considered volunteers.
2. Members may register as official volunteers at the Students’ Association office and may receive recognition as determined by the Executive Council.
3. Non-members may not register as official volunteers, but may still receive recognition as determined by the Executive Council.
4. Volunteer relations shall be the responsibility of the Communications Manager.





6.4 EXCELLENCE IN TEACHING AWARD			
Section:	Administration	Effective Date:	January 15, 2014
Responsibility:	Executive Council	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Excellence in Teaching Award is a student-nominated award designed to recognize and honour instructors who promote excellence at NWP, and who encourage a positive and inclusive learning environment for all students.

**Procedure**

1. Nominations open on October 1<sup>st</sup> of each year, and close on March 31<sup>st</sup> of each year, with the form available on the NWPSA website for submissions.
2. Any NWPSA member is eligible to nominate any NWP instructor for this award.
3. Recipients shall be selected for both the Grande Prairie and Fairview campuses.
4. The Executive Council shall select the annual recipients of the awards based on the criteria set forth in this policy, and based on the received nominations.
5. An award and appropriate recognition shall be presented to the annual recipients in April.
6. NWPSA shall maintain a continuous record of all recipients.



6.5 MOST STUDENT-CENTERED STAFF AWARD			
Section:	Administration	Effective Date:	January 15, 2014
Responsibility:	Executive Council	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Most Student-Centered Staff Award is a student-nominated award designed to recognize and honour a NWP staff member who have shown outstanding commitment and action in upholding the core value of student-centeredness at NWP goes above and beyond their regular responsibilities and embraces the key institutional value of student-centeredness.

**Procedure**

1. Nominations open on October 1<sup>st</sup> of each year, and close on March 31<sup>st</sup> of each year, with the form available on the NWPSA website for submissions.
2. Any NWPSA member is eligible to nominate any *non-instructing* NWP staff member for this award.
3. Recipients shall be selected for both the Grande Prairie and Fairview campuses.
4. The Executive Council shall select the annual recipients of the awards based on the criteria set forth in this policy, and based on the received nominations.
5. An award and appropriate recognition shall be presented to the annual recipients in April.
6. NWPSA shall maintain a continuous record of all recipients.



6.6 STUDENT VOLUNTEER OF THE YEAR AWARD			
Section:	Administration	Effective Date:	January 15, 2014
Responsibility:	Executive Council	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Student Volunteer of the Year Award is a student-nominated award designed to recognize a student that is actively involved in the college community through the donation of their time. Their involvement helps their fellow students through college life, and sets a powerful example of how NWP students make a difference.

**Procedure**

1. Nominations open on October 1<sup>st</sup> of each year, and close on March 31<sup>st</sup> of each year, with the form available on the NWPSA website for submissions.
2. Any NWPSA member is eligible to nominate any fellow NWPSA member for this award.
3. Recipients shall be selected for both the Grande Prairie and Fairview campuses.
4. NWPSA Executive Councillors are not eligible for this award.
5. The Executive Council shall select the annual recipients of the awards based on the criteria set forth in this policy, and based on the received nominations.
6. An award and appropriate recognition shall be presented to the annual recipients in April.
7. NWPSA shall maintain a continuous record of all recipients.



7.1 STUDENT CLUBS			
Section:	Student Services	Effective Date:	February 12, 2014
Responsibility:	Executive Council VP Internal	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	<ul style="list-style-type: none"> <li>• Appendix 6</li> <li>• NWPSA Club Manual</li> </ul>
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students’ Association sanctions the existence of on-campus clubs, to improve the student experience at Northwestern Polytechnic.

**Procedure**

1. VP Internal is the official liaison for ratified clubs.
2. Members may create a club by fulfilling the requirements of the *NWPSA Club Manual*<sup>19</sup> and all guidelines found in the NWPSA By-laws, and Policies & Procedures.
3. Completed Club Ratification Forms (*see Appendix 6*) are submitted to VP Internal for presentation and approval by the Executive Council.
4. Once ratified by the Executive Council, a club is considered sanctioned by NWPSA, and receives the following benefits:
  - a. Ability to book NWPSA space, free of charge, for club activities;
  - b. Ability to book NWP space as a ratified club;
  - c. Inclusion in the NWPSA master Club Contact List, maintained at the main office and on the NWPSA website;
  - d. Opportunity to advertise on NWPSA boards and social media;
  - e. Opportunity to fundraise through partnership with NWPSA events; and
  - f. Ability to apply for funding through NWPSA.
5. All recurring clubs must reapply for ratification status each academic year.
6. In order to maintain good-standing and hold ratification status, a club must:
  - a. Register their club through NWPSA;
  - b. Keep NWPSA updated on any membership or executive changes;
  - c. Keep NWPSA informed of all Academic club activities and events;
  - d. Adhere to the advertisement and poster procedures, as per the Club Manual;
  - e. Adhere to the financial procedures, as per the Club Manual; and
  - f. Act in the best interest of the NWP community.
7. The cause(s) of receiving a “bad-standing” status include, but are not limited to:
  - a. Violation of the procedures outlined in the NWPSA Club Manual;
  - b. Abuse of any Ratified Club benefits;
  - c. Abuse of any NWPSA services or privileges;
  - d. (*Academic Clubs*) Holding events not approved;



- e. Failure to submit fundraised monies;
  - f. Failure to re-pay outstanding loans; and
  - g. Failure to replace or repair property damaged by club.
8. NWPSA holds the right to revoke ratified status when any or all of the requirements outlined in this policy are not fulfilled.



7.2 STUDENT HEALTH AND DENTAL PLAN			
Section:	Student Services	Effective Date:	February 12, 2014
Responsibility:	VP Internal Communications Manager Executive Director	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• NWP Student Health and Dental Insurance Coverage Policy
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students’ Association, as mandated by NWP, provides all full-time NWP students with mandatory extended health and dental coverage.

**Procedure**

1. The Students’ Association abides by the mandate outlined in the NWP *Student Health and Dental Insurance Coverage Policy*<sup>20</sup>.
2. The VP Internal and Communications Manager are the official liaisons to the Health and Dental Plan provider, to NWP, and to the members, regarding the Health and Dental Plan.
3. The Health and Dental Plan provider may only be changed by passing of a special resolution by the Students’ Council.



7.3 STUDENT DISCOUNT PROGRAM			
Section:	Student Services	Effective Date:	February 12, 2014
Responsibility:	VP External Fairview Manager	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• NWP Poster Policy
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students’ Association collaborates with businesses and services to provide added benefits to its members while attending Northwestern Polytechnic.

**Procedure**

1. The VP External is the official liaison for the Student Discount Program.
2. Businesses and services that wish to offer a student discount may register with the Students’ Association through contacting the VP External or Fairview Manager.
3. Businesses signing a contract with NWPSA must offer students a discount for a minimum of one (1) academic year. After one (1) year, they have the option to continue with an open contract or to terminate the partnership.
4. Businesses and services that are registered in the Student Discount Program, gain the following benefits:
  - a. Inclusion in the Students’ Association master student discount program list, maintained at the main office and on the NWPSA website;
  - b. Opportunity to advertise on NWPSA social media; and
  - c. Other rights as negotiated through the Executive Council.
5. Any advertising or promoting on NWP property will abide by the *NWP Poster Policy*<sup>21</sup>.



7.4 USED BOOK SALE			
Section:	Student Services	Effective Date:	June 30, 2021
Responsibility:	Executive Director Communications Manager Fairview Manager	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students’ Association assists students with the resale of their used textbooks.

**Procedure**

1. *Drop-off:*
  - a. The Students’ Association accepts used textbooks or course-related books throughout the academic year, and holds two (2) *Drop-Off* events at the end of each semester.
  - b. Students will be required to submit the Used Book Sale form, found on the NWPSA website before drop-off. Students arriving at the office without having completed the online form can do so then on one of the tablets provided.
  - c. **Books in poor condition or older than the past edition will not be accepted.**
2. *Sales:*
  - a. Used books are available for purchase throughout the academic year. The SA holds two (2) *Used Book Sale* events during the months of September and January.
  - b. Any students with textbooks that have been sold will receive their e-transfers within one (1) week after the end of each event. Any sale made outside of the *Used Book Sale* events will be processed and paid out within two (2) weeks.
3. *Pick-up:*
  - a. When filling out the submission forms, students have to select whether they want their unsold books to be donated to the *Free Book* section or picked up after being in the SA’s possession for their one (1) year contract.
  - b. If a student wishes to collect their unsold books at the end of their contract, they have two (2) weeks to collect, otherwise the books will be moved to the *Free Book* section.
  - c. If a student wishes to collect their unsold books before the end of their contract, they can contact the SA.





7.5 ROOM OF PLENTY FOODBANK			
Section:	Student Services	Effective Date:	June 30, 2021
Responsibility:	Executive Council Fairview Manager Communications Manager	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	<ul style="list-style-type: none"> <li>• Salvation Army Grande Prairie</li> <li>• foodbanksalberta.ca</li> </ul>
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students’ Association maintains the on-campus foodbank and provides provisions for any NWP student in need, to improve the overall student wellbeing when faced with financial stress.

**Procedure**

1. The Fairview Manager and Communications Manager are responsible for their respective campuses and:
  - a. Are the first point of contact for students;
  - b. Complete the requests using current inventory items and arrange for its delivery to the student;
  - c. Supply, at their discretion, items requested but not currently available in inventory. Such supply will be for “emergency” items only and through the supply of a gift card;
  - d. Maintain all requests and inventory documents;
  - e. Create and maintain all marketing; and
  - f. Maintain the physical inventory for cleanliness, order and overall integrity/security.
2. Inventory levels are maintained by:
  - a. Large scale purchases, e.g. over \$100, at the beginning of each term and when inventory levels require it – such purchases require approval of Executive Director; and
  - b. Small or ongoing purchases are done by the Fairview Manager or the Communications Manager with NWPSA credit cards.
3. Printable forms or online submission forms can be found on the NWPSA website and submitted to the respective campus contact –either in person or via email.
4. Students can collect their order, according to current inventory, within two (2) business days. Pick-up will occur at the SA office during office hours or at Security after business hours. Alternative delivery arrangements can be made between the staff and the student at the discretion of the staff.
5. Students can access the Room of Plenty twice per month – once before the 15<sup>th</sup> of the month and once after.
6. Gift cards are provided to students to allow them to purchase perishable food items or other pre-approved uses e.g. diapers. The supply of gift cards, in \$25 increments, is based on the stated need of the student. *They cannot be used for tobacco, magazines, etc.* The student must also retain the receipt from the purchase when using the gift card and submit it to the staff to ensure compliance with this policy. Inappropriate gift card usage will bar the student from all further eligibility.



7. Students are also to be encouraged to utilize *Community Foodbanks*<sup>22</sup>.
  - a. Details on the Grande Prairie food bank, run by the Salvation Army can be found on the *Salvation Army Grande Prairie*<sup>23</sup> website or by calling 780-532-3720; and
  - b. The Fairview Foodbank operates every Thursday from 1:00 pm - 4:00 pm and offers one (1) hamper per month per family. Baked goods are available weekly. Their protocol stipulates that a Health Care card and Proof of Residence must be provided to eliminate double-use. They have also offered to work with the SA by donating toys for the Fairview Campus Christmas hampers should we offer them for the holidays. Contact for the Fairview Foodbank representative can be accessed through the Fairview Manager.



7.6 OTHER SERVICES			
Section:	Student Services	Effective Date:	February 12, 2014
Responsibility:	Executive Council Staff	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students’ Association offers additional services to its members, in keeping with the goals of the Association, and as opportunity arises.

**Procedure**

1. All services offered by the Students’ Association are in keeping with the goals of the Association, and abide by NWPSA By-laws, and Policies & Procedures
2. The Students’ Association offers services to its members, including, but not limited to:
  - a. Fax and photocopy services;
  - b. Student club ratification;
  - c. Recreational and study spaces;
  - d. Maintenance of the Student Discount Program;
  - e. Health and Dental insurance coverage;
  - f. Advocacy on behalf of its members;
  - g. Orientation events, and other events as determined by the Executive Council during each year’s budget and event planning; and
  - h. Maintenance of social media accounts and a website that provide access to information and services relevant to members;
  - i. All services are managed by NWPSA, and are reviewed on an annual basis.



8.1 WEBSITE			
Section:	Communications	Effective Date:	February 12, 2014
Responsibility:	Executive Council Communications Manager	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	
Approver:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students’ Association will maintain an up-to-date website, in order to facilitate access to important NWPSA information, both to members and outside users.

**Procedure**

1. It is the responsibility of the Communications Manager to maintain the website and publish all content.
2. All NWPSA staff have the opportunity to submit information to be included on the website, at the discretion of the Communications Manager.
3. The website will provide access to:
  - a. NWPSA contact information;
  - b. NWPSA Bylaws, and Policies & Procedures;
  - c. All relevant bookings and applications forms related to the operation of NWPSA; and
  - d. All other information deemed necessary by the Executive Council.



8.2 SOCIAL MEDIA			
Section:	Communications	Effective Date:	February 12, 2014
Responsibility:	Executive Council Communications Manager	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

The Students’ Association maintains social media accounts in order to better facilitate communication NWPSA goals, activities, and accomplishments to its members, and to outside groups.

**Procedure**

1. It is the responsibility of the Communications Manager to maintain all NWPSA social media accounts, and to approve all content.
2. The Communications Manager will maintain Administrative status over all official NWPSA social media accounts, and may delegate administrative permissions and responsibilities accordingly.
3. All NWPSA staff can submit information to be published on social media accounts, at the discretion of the Communications Manager.
4. All social media content must be related to communication of NWPSA or college goals, activities, and accomplishments, as determined by the Executive Council.



9.1 TRAVEL REQUESTS			
Section:	Travel	Effective Date:	March 19, 2014
Responsibility:	Executive Council Executive Director Communications Manager	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• Appendix 7
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

It is understood that travel is, at times, necessary for the staff and elected student leaders to conduct the business of NWPSA. All travel expenses must be documented and approved, as outlined in these Policies & Procedures.

**Procedure**

1. The staff and Executive Council are authorized to travel to represent the Students’ Association. All travel must be approved in advance.
2. Travel Request Forms (*see Appendix 7*) must be submitted to the Executive Council and approved when travelling overnight or requiring a per diem. Staff must submit their forms to the Executive Director for approval. Approved Travel Request Forms must be submitted to the Communications Manager for processing.
3. All travel arrangements for any staff member or student leader will be coordinated by the Communications Manager.
4. *Per Diem* requests must be submitted two (2) week prior to departure.
5. Expense claims with itemized receipts, must be submitted to the Communications Manager within thirty (30) days after the completed travel.
6. Any expenses incurred beyond the scope of the approved Travel Request Form must be presented to the Executive Council for approval within thirty (30) days after the completed travel.
7. It is understood that at times while attending conferences or retreats, staff and student leaders may have to put in longer hours each day. The hours worked above regular office hours are to be banked and used as time in lieu (*not as overtime*) the following week, schedule permitting.

9.2 TRANSPORTATION			
Section:	Travel	Effective Date:	March 19, 2014
Responsibility:	Executive Council Executive Director Communications Manager	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	<ul style="list-style-type: none"> <li>• Government of Canada Automobile Allowance Rates</li> <li>• Appendix 8</li> <li>• NWP Vehicle Use Policy</li> <li>• Appendix 10</li> </ul>
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

### Policy Statement

When it is deemed necessary to travel, NWPSA will ensure that all necessary, safe transportation is provided, at no cost to the individual.

### Procedure

#### Vehicle Use

1. Travellers should utilize NWP fleet first. In situations where it is not feasible and personal vehicles must be utilized, reimbursements are as follows:
  - a. The kilometer reimbursement rate is set in accordance with the current *Government of Canada Automobile Allowance Rates*<sup>24</sup>; and
  - b. Fuel expenses and kilometres must be submitted on a Trip Reimbursement Request Form (*see Appendix 8*). Fuel receipts must also be submitted.
2. NWP requires a driver's abstract, which will be paid for by the Students' Association.
3. It is the responsibility of the driver to submit itemized receipts for vehicle expenses according to SA Policies & Procedures, or the *NWP Vehicle Use Policy*<sup>25</sup> while using their fleet.
4. When utilizing NWP vehicles, the Students' Association will comply with relevant college policies. The President, Executive Director, and Communications Manager are the positions designated with the ability to authorize said vehicle requests.
5. All passengers must conduct in a respectful manner while utilizing vehicles with the NWP brand.

#### Airline Use

6. All flights paid for by the Students' Association will be booked Economy Class.
7. Trip cancellation insurance will be purchased for all flights.
8. Seat selection cost will be provided by NWPSA on any flight lag of three (3) hours or greater.
9. NWPSA will cover the costs for one checked bag if not included with the ticket sale.

#### Other Transportation

10. All other forms of transportation, where expenses are incurred (e.g. Transit, Taxi), must be submitted on a Payment Request Form (*see Appendix 10*) within thirty (30) days after travel.



9.3 ACCOMMODATIONS			
Section:	Travel	Effective Date:	March 19, 2014
Responsibility:	Executive Council Executive Director Communications Manager	Last Reviewed:	June 30, 2021
		Mandatory Review Date:	June 2024
		Cross-References:	• Appendix 7
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

**Policy Statement**

When deemed necessary to travel overnight, NWPSA will ensure that all necessary accommodations are provided, at no cost to the individual.

**Procedure**

1. When possible, shared double occupancy accommodations will be utilized, however:
  - a. Staff or student leaders of a different gender will not share the same room;
  - b. Staff and student leaders will not share the same room; and
  - c. If someone chooses to have their own room, they will incur the cost of that room.
2. The Communications Manager will handle all accommodation arrangements.
3. The individual will incur all damages or expenses beyond the amount approved on the Travel Request Form (*see Appendix 7*), unless approved by the Executive Council within thirty (30) days after travel.
4. Short-term stay accommodations (i.e. Air BnB) should be considered secondary to event hotel, to minimize additional travel costs.





9.4 PER DIEM ALLOWANCE			
<b>Section:</b>	Travel	<b>Effective Date:</b>	March 19, 2014
<b>Responsibility:</b>	Executive Council Executive Director Communications Manager	<b>Last Reviewed:</b>	June 30, 2021
		<b>Mandatory Review Date:</b>	June 2024
		<b>Cross-References:</b>	<ul style="list-style-type: none"> <li>• Appendix 7</li> <li>• NWP Travel and Related Expenses Policy (6.2 and Appendix 2)</li> <li>• NWPSA Policies &amp; Procedures 9.1.4</li> </ul>
<b>Approved By:</b>	Executive Council		
<b>Review Schedule:</b>	Every 3 years		

**Policy Statement**

The Students’ Association will provide a per diem to staff and Executive Councillors while conducting the business of the Association off-campus.

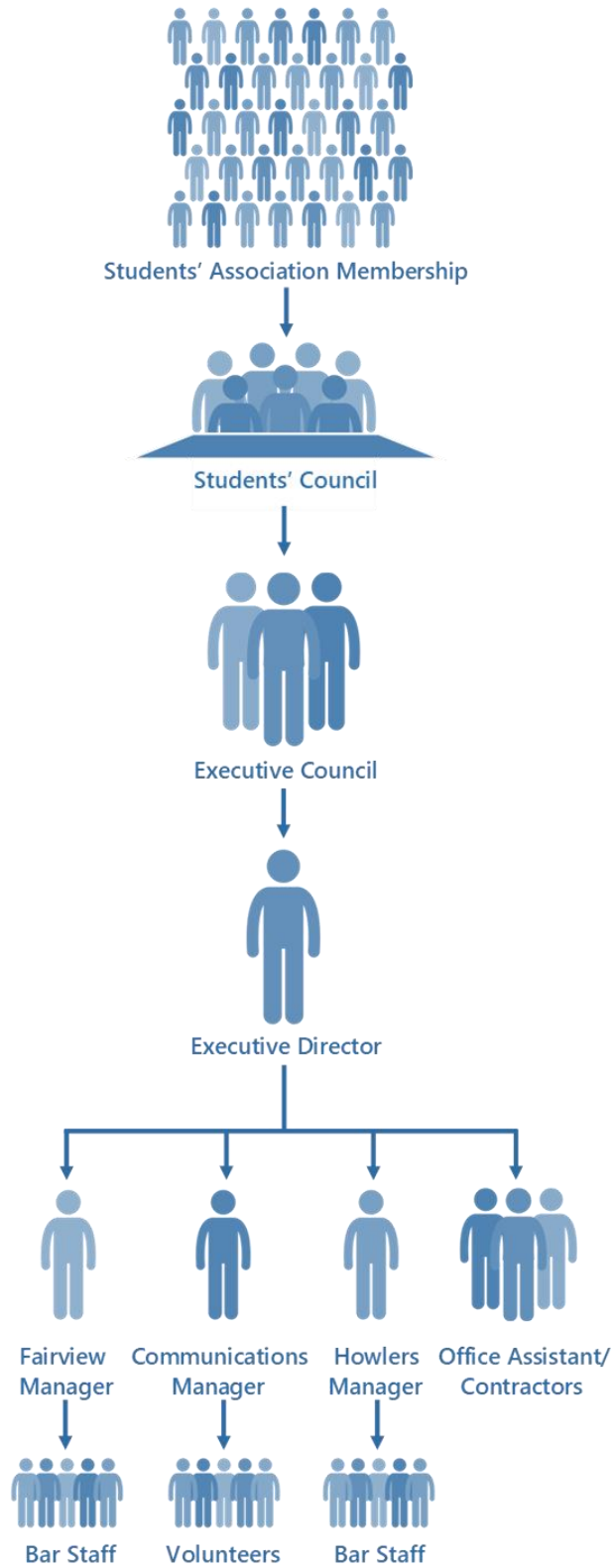
1. Per Diem amounts must be noted on the Travel Request Form (*see Appendix 7*), and cannot be applied to costs that are covered elsewhere by NWPSA funds (e.g. Delegate fees).
2. Per Diem amounts are set as per *Policy 6.2* and *Appendix 2* of the *NWP Travel and Related Expenses Policy*<sup>26</sup>.
3. Per Diem will be paid out through Direct Deposit to the traveller after the travel request is approved and prior to the departure date.
4. Per Diem allowances can only be requested for meals not provided by conference hosts. If Per Diem is covered by another event host (i.e. Health and Dental provider), NWPSA will provide any supplemental reimbursement to achieve NWP allowances.



# APPENDICES

<b>Appendix 1:</b> NWPSA Organizational Structure.....	83
<b>Appendix 2:</b> Executive Director Performance Evaluation.....	84
<b>Appendix 3:</b> Staff Performance Evaluation.....	87
<b>Appendix 4:</b> Executive Councillor Performance Evaluation.....	90
<b>Appendix 5:</b> Code of Conduct ( <i>as per New Hire Package</i> ).....	93
<b>Appendix 6:</b> Club Ratification Form.....	95
<b>Appendix 7:</b> Travel Request Form ( <i>includes Per Diem</i> ).....	96
<b>Appendix 8:</b> Trip Reimbursement Request Form.....	97
<b>Appendix 9:</b> Missing Receipt Authorization Form.....	98
<b>Appendix 10:</b> Payment Request Form.....	99

### Appendix 1: NWPSA Organizational Structure



## Appendix 2: Executive Director Performance Evaluation

### EXECUTIVE DIRECTOR PERFORMANCE EVALUATION

#### INSTRUCTIONS TO THE RESPONDENT

The evaluation form consists of four sections corresponding with major responsibilities of the Executive Director. Each section includes several statements relating to particular performance objectives for the Executive Director in that area.

For each of the statements, please use the following grade system:

- 4 → Exceeds major requirements of this area of responsibility
- 3 → Achieves major requirements of this area of responsibility
- 2 → Needs to improve in this area of responsibility
- 1 → Fails to meet major requirements of this area of responsibility
- N → Not sure; unable to assess\*

Each section also contains an area for comments regarding strengths the Executive Director exhibits and opportunities for improvement in their performance in that particular area of responsibility. **Providing comment aides in a better understanding of the Executive Director's performance.**

*\* Marking "N" as a response requires explanation in the comments section. If more than 25% of the evaluations provide this response, it may indicate an important communication problem between the Executive Director and the Association.*

#### SECTION 1: STRATEGY & PLANNING

- 1. The Executive Director works with the Executives to develop a clear vision for the organization and to understand their own leadership roles.
  - 2. The Executive Director aides the Executives with the development and implementation of measureable goals and objectives, consistent with the Association's mission statement.
  - 3. The Executive Director organizes planning processes as a collaborative effort, involving Executives, staff, college and community members, as necessary.
4. What are the major strengths of the Executive Director in this area?
5. What can the Executive Director improve in this area?

Appendix 2: Executive Director Performance Evaluation...continued

**SECTION 2: PROGRAM MANAGEMENT**

- 1. The Executive Director demonstrates fundamental knowledge regarding the Association's programs and services.
- 2. The Executive Director maintains up-to-date financials for each of the Association's businesses.
- 3. The Executive Director is knowledgeable regarding financial matters, and has established a system that allows for accurate accounting and informed decision-making.
- 4. The Executive Director recommends new programs and business ventures and the modification or discontinuance of current programs and businesses, as appropriate.
- 5. What are the major strengths of the Executive Director in this area?
- 6. What can the Executive Director improve in this area?

**SECTION 3: PERSONNEL MANAGEMENT**

- 1. The Executive Director selects and encourages qualified senior staff, demonstrates effective behaviors and skills, and builds morale among staff and volunteers.
- 2. The Executive Director delegates tasks and responsibilities effectively.
- 3. The Executive Director conducts bi-annual reviews for staff to maintain efficiency within the Association.
- 4. The Executive Director encourages professional development for staff by providing support or appropriate training, to promote competency and the development of new skills.
- 5. What are the major strengths of the Executive Director in this area?
- 6. What can the Executive Director improve in this area?

**SECTION 4: RELATIONS & PUBLIC IMAGE**

- 1. The Executive Director works effectively with the Executives and Students' Council, to maintain good communication and a positive, professional environment.



Appendix 2: Executive Director Performance Evaluation...continued

- 2. The Executive Director maintains a positive, professional reputation within the college community, and cultivates relationships with student members.
- 3. The Executive Director maintains a positive, professional reputation with the community at large, and cultivates effective relationships with public officials, businesses, consumers, and other relevant community organizations.
- 4. What are the major strengths of the Executive Director in this area?
- 5. What can the Executive Director improve in this area?

**FINAL COMMENTS**

- 1. Do you have any additional feedback, comments or concerns that should be taken into consideration when evaluating the Executive Director's performance this term?
- 2. Do you have any additional feedback, comments or concerns for the Executive Director? **Note: Your response will be shared with them during their evaluation review.**

This evaluation was completed by:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Witnessed by:

\_\_\_\_\_  
Signature (President, SAGPRC)

\_\_\_\_\_  
Date

## Appendix 3: Staff Performance Evaluation

## STAFF PERFORMANCE EVALUATION

### INSTRUCTIONS TO THE RESPONDENT

The evaluation form consists of four sections corresponding with major responsibilities of the staff member. Each section includes several statements relating to particular performance objectives for the staff member in that area.

For each of the statements, please use the following grade system:

- 4→ Exceeds major requirements of this area of responsibility
- 3→ Achieves major requirements of this area of responsibility
- 2→ Needs to improve in this area of responsibility
- 1→ Fails to meet major requirements of this area of responsibility
- N→ Not sure; unable to assess\*
- X→ Not applicable to staff member

Each section also contains an area for comments regarding strengths the staff member exhibits and opportunities for improvement in their performance in that particular area of responsibility. **Providing comment aides in a better understanding of the staff member's performance.**

*\* Marking "N" as a response requires explanation in the comments section. If more than 25% of the evaluations provide this response, it may indicate an important communication problem between the staff member and the Association.*

### SECTION 1: STRATEGY & PLANNING

- 1. The staff member aides the Executive Director and Executives with the development and implementation of measurable goals and objectives, as outlined in their job description.
  - 2. The staff member participates in the planning process as a collaborative effort with the Executive Director, fellow staff, college and community members, as necessary.
3. What are the major strengths of the staff member in this area?
4. What can the staff member improve in this area?

## Appendix 3: Staff Performance Evaluation...continued

## SECTION 2: MANAGEMENT & PRODUCTION

- 1. The staff member demonstrates fundamental knowledge regarding the Association's programs and services, as are applicable to their position.
  - 2. (*Lounge Managers only*) The Manager is knowledgeable regarding financial matters, and has established a system that allows for accurate accounting and informed decision-making.
  - 3. The staff member displays positive work habits and manages their time effectively.
  - 4. The staff member recommends new programs and services to improve production and the modification or discontinuance of current programs or services, as appropriate.
5. What are the major strengths of the staff member in this area?
6. What can the staff member improve in this area?

## SECTION 3: PERSONNEL MANAGEMENT

*This section is for evaluating Manager positions only:*

- 1. The Manager selects and encourages qualified staff, demonstrates effective behaviors and skills, and builds morale among staff and volunteers.
  - 2. The Manager delegates tasks and responsibilities effectively, and maintains a high performance standard.
  - 3. The Manager provides staff with support or appropriate training to promote competency and development of the necessary skills.
5. What are the major strengths of the Manager in this area?
6. What can the Manager improve in this area?

## SECTION 4: RELATIONS & PUBLIC IMAGE

- 1. The staff member works effectively with the Executive Director, Executives and Students' Council, to maintain good communication and a positive, professional environment.





Appendix 3: Staff Performance Evaluation...continued

- 2. The staff member maintains a positive, professional reputation within the college community, and cultivates relationships with student members.
- 3. The staff member maintains a positive, professional reputation with the community at large, and cultivates effective relationships with public officials, businesses, consumers, and other relevant community organizations.

4. What are the major strengths of the staff member in this area?

5. What can the staff member improve in this area?

**FINAL COMMENTS**

1. Do you have any additional feedback, comments or concerns that should be taken into consideration when evaluating the staff member's performance this term?

2. Do you have any additional feedback, comments or concerns for the staff member? **Note: Your response will be shared with them during their evaluation review.**

This evaluation was completed by:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Witnessed by:

\_\_\_\_\_  
Signature (President, SAGPRC)

\_\_\_\_\_  
Date

## Appendix 4: Executive Councillor Performance Evaluation

### EXECUTIVE COUNCILLOR PERFORMANCE EVALUATION

#### INSTRUCTIONS TO THE RESPONDENT

The evaluation form consists of four sections corresponding with major responsibilities of the Executive Councillor. Each section includes several statements relating to particular performance objectives for the Executive Councillor in that area.

For each of the statements, please use the following grade system:

- 4 → Exceeds major requirements of this area of responsibility
- 3 → Achieves major requirements of this area of responsibility
- 2 → Needs to improve in this area of responsibility
- 1 → Fails to meet major requirements of this area of responsibility
- N → Not sure; unable to assess\*
- X → Not applicable to Executive Councillor

Each section also contains an area for comments regarding strengths the Executive Councillor exhibits and opportunities for improvement in their performance in that particular area of responsibility.

**Providing comment aides in a better understanding of the Executive Councillor's performance.**

*\* Marking "N" as a response requires explanation in the comments section. If more than 25% of the evaluations provide this response, it may indicate an important communication problem between the Executive Councillor and the Association.*

#### SECTION 1: STRATEGY & PLANNING

- 1. The Executive Councillor works with the Executive Director to develop a clear vision for the organization and to understand their own leadership roles.
- 2. The Executive Councillor leads the Executive Director and staff with the development and implementation of measurable goals and objectives, consistent with the Association's mission statement.
- 3. The Executive Councillor participates in the planning process as a collaborative effort involving the Executive Director, staff, college and community members, as necessary.
- 4. What are the major strengths of the Executive Councillor in this area?
- 5. What can the Executive Councillor improve in this area?

## Appendix 4: Executive Councillor Performance Evaluation...continued

### SECTION 2: PORTFOLIO MANAGEMENT

- 1. The Executive Councillor demonstrates fundamental knowledge regarding the Association's programs and services, as are applicable to their position.
  - 2. The Executive Councillor is knowledgeable regarding financial matters of the Association.
  - 3. The Executive Councillor displays positive work habits and manages their time effectively.
  - 4. The Executive Councillor recommends new programs and services to improve production and the modification or discontinuance of current programs or services, as appropriate.
  - 5. The Executive Councillor seeks ways to be actively involved with the SAGPRC team and with SAGPRC-promoted events.
6. What are the major strengths of the Executive Councillor in this area?
7. What can the Executive Councillor improve in this area?

### SECTION 3: PERSONNEL MANAGEMENT

- 1. The Executive Councillor maintains an effective working relationship with the team.
  - 2. The Executive Councillor collaborates with staff on SAGPRC services and events.
  - 3. The President maintains an effective working relationship with the Executive Director. *(President evaluation only)*
  - 4. The President conducts bi-annual reviews for the Executive Director to maintain efficiency within the Association. *(President evaluation only)*
  - 5. The VP Internal maintains an effective working relationship with both the CRO and DRO, if applicable. *(VP Internal evaluation only)*
  - 6. The VP Internal ensures Students' Council members are meeting their volunteer and meeting requirements. *(VP Internal 2<sup>nd</sup> evaluation only)*
7. What are the major strengths of the Executive Councillor in this area?
8. What can the Executive Councillor improve in this area?



Appendix 4: Executive Councillor Performance Evaluation...continued

**SECTION 4: RELATIONS & PUBLIC IMAGE**

- 1. The Executive Councillor works effectively with the Executive Director, staff and Students' Council, to maintain good communication and a positive, professional environment.
  - 2. The Executive Councillor maintains a positive, professional reputation within the college community, and cultivates relationships with student members.
  - 3. The Executive Councillor maintains a positive, professional reputation with the community at large, and cultivates effective relationships with public officials, businesses, consumers, and other relevant community organizations.
4. What are the major strengths of the Executive Councillor in this area?
5. What can the Executive Councillor improve in this area?

**FINAL COMMENTS**

- 1. Do you have any additional feedback, comments or concerns that should be taken into consideration when evaluating the Executive Councillor's performance this term?
- 2. Do you have any additional feedback, comments or concerns for the Executive Councillor? **Note:** *Your response will be shared with them during their evaluation review.*

This evaluation was completed by:

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Witnessed by:

\_\_\_\_\_  
*Signature (President, SAGPRC)*

\_\_\_\_\_  
*Date*

## Appendix 5: Code of Conduct (as per New Hire Package)

### CODE OF CONDUCT

#### PRINCIPLE

The objective of the Code of Conduct (CoC) is to communicate to all SAGPRC staff the Association's values and to outline the behaviors expected that demonstrate commitment to those values. Staff are in a position of trust with legal responsibilities so their behavior must preserve and protect SAGPRC's legitimacy, professionalism, integrity, and reputation. The CoC supplements the SAGPRC Bylaws, and Policies and Procedures, and is binding to every staff member. The Code of Conduct is subject to interpretation and is enforceable.

1. Staff are committed to ethical behavior, to professional standards and to SAGPRC values. It is also the duty of each staff member to require those same commitments.
2. Staff shall demonstrate loyalty to the interests of SAGPRC and ensure that any activities outside SAGPRC do not negatively affect their ability to fulfill any assigned responsibilities.
3. Staff shall avoid conflicts of interest. Staff must declare conflicts of interests and recuse themselves. Staff are expected to seek clarification from the Executive Director on whether an action would constitute a conflict of interest prior to acting.
4. Staff will be respectful in their internal and external communications. They will follow the established lines of internal communication and respect the principle that the President speaks externally on behalf of SAGPRC.
5. Staff strive for full and meaningful participation for themselves and the general student population. They will be prepared for and engaged in all necessary SAGPRC meetings and functions applicable and they facilitate student participation in all affairs of SAGPRC.
6. Staff cannot act for SAGPRC in its dealings with stakeholders, institutions or outside organizations unless as explicitly defined by their job description.
7. Staff will act with courtesy, fairness, and integrity and will not engage in discriminatory activities, statements or behaviors of any kind. In addition, staff will strive to protect other staff from any such discrimination.
8. Staff must respect and maintain the stated or implicit confidentiality of information gained during the performance of their roles as staff members.
9. Staff will encourage constructive comments and will discourage destructive criticism from any source. Staff will not participate in or condone malicious statements or actions that in any way affect other members, the general membership, staff or integrity of SAGPRC.
10. Staff will follow the principle of "first contact" if conflict arises by first attempting to resolve any issues at the personal level before turning to another authority for further conflict resolution.
11. The following, while involved in SAGPRC activities are considered serious breaches of the Code:
  - a. Theft, fraud, or other criminal activities;
  - b. Using, or being under the influence of, illicit substances;
  - c. Breach of confidentiality.



Appendix 5: Code of Conduct (as per New Hire Package)...continued

**BREACHES OF THE CODE OF CONDUCT**

Any serious breach of the Code of Conduct is to be reported immediately to the Executive Director and/or the President. If appropriate, the individual in question is to be removed immediately from the situation or role.

Any breach will be subject to the disciplinary procedures laid out in SAGPRC bylaws and policies. The Students' Council reserves the right to make additional disciplinary decisions pertinent to each case.

**AMENDING THE CODE OF CONDUCT**

Any amendments to the Code of Conduct shall be the responsibility of the Students' Council.

**CODE OF CONDUCT DECLARATION**

I have read, understand, and agree to abide by the Code of Conduct of the Students' Association of Grande Prairie Regional College. I understand that such adherence is a condition of my employment. I understand that a violation of the Code of Conduct may be grounds for termination.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*



Appendix 6: Club Ratification Form

### CLUB RATIFICATION FORM

#### SECTION 1: REQUEST FOR RATIFICATION

*We have read the SAGPRC Club Manual and agreed with the criteria and benefits associated with the formal ratification of our club by the SAGPRC Executive Council. Please accept this form as our request for ratification.*

**Date of Submission:** \_\_\_\_\_

**Club Name:** \_\_\_\_\_

**Club Purpose/Objective:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Primary Activities/Fundraisers:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Will you be charging a membership fee? (Please circle)**      YES    NO

If yes, how much \$ \_\_\_\_\_

Please provide a breakdown of the fee purpose:

\_\_\_\_\_  
\_\_\_\_\_

**Primary Contact Information:**

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_



Appendix 6: Club Ratification Form...continued

**SECTION 2: MEMBERSHIP ROSTER**

**Executive Members**

_____	_____	_____
<i>Name</i>	<i>Student ID #</i>	<i>Executive Position (if applicable)</i>
_____	_____	_____
<i>Email</i>	<i>Phone</i>	<i>Signature</i>

_____	_____	_____
<i>Name</i>	<i>Student ID #</i>	<i>Executive Position (if applicable)</i>
_____	_____	_____
<i>Email</i>	<i>Phone</i>	<i>Signature</i>

_____	_____	_____
<i>Name</i>	<i>Student ID #</i>	<i>Executive Position (if applicable)</i>
_____	_____	_____
<i>Email</i>	<i>Phone</i>	<i>Signature</i>

**Additional Members** (use a separate sheet if necessary to list all members)

<b>Name</b>	<b>Student, Club Executive, or Community member?</b>	<b>Signature</b>





Appendix 6: Club Ratification Form...continued

**SECTION 3: CLUB RESPONSIBILITY**

A club is responsible for any loss/damages to SAGPRC/GPRC equipment (TV's, overhead projectors etc.) and/ or the room in which any meetings/events take place.

Please sign below acknowledging that you have read the SAGPRC Club Manual and understand the above statements.

**Club President:**

\_\_\_\_\_

*Name (printed)*                      *Signature*                      *Date*

.....

**FOR OFFICE USE:**

Approval Granted?    \_\_\_ Yes            \_\_\_ No

If no, please provide reasoning:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date Approved:** \_\_\_\_\_

**Vice President Internal:**

\_\_\_\_\_

*Name (printed)*                      *Signature*                      *Date*

**Executive Director:**

\_\_\_\_\_

*Name (printed)*                      *Signature*                      *Date*



Appendix 6: Club Ratification Form...continued

**SECTION 4: CODE OF CONDUCT OF CLUB EXECUTIVES**

**Principle**

The objective of our Code of Conduct is to communicate to all Executive members of SAGPRC clubs, the SAGPRC values and to outline the behaviors expected that demonstrate commitment to those values. Club Executives are in a position of trust with legal responsibilities so their behavior must preserve and protect SAGPRC's legitimacy, professionalism, integrity, and reputation. The Code of Conduct supplements the Bylaws, and Policies & Procedures of SAGPRC and is binding to every club member.

1. Club Executives are committed to ethical behavior, to professional standards and to SAGPRC values. It is also the duty of each Club Executive to require those same commitments of club members.
2. Club Executives will be respectful in their internal and external communications. They will follow the established lines of internal communication and respect the principle that the Club President speaks externally on behalf of the SAGPRC ratified club.
3. Club Executives cannot act for SAGPRC in its dealings with stakeholders, institutions or outside organizations.
4. Club Executives will act with courtesy, fairness, and integrity and will not engage in discriminatory activities, statements or behaviors of any kind. In addition, Club Executives will strive to protect other club members from any such discrimination.
5. Club Executives will encourage constructive comments and will discourage destructive criticism from any source. Club Executives will not participate in or condone malicious statements or actions that in any way affect other members, the general membership, Club Executives or the integrity of SAGPRC.

**Breaches of the Code of Conduct**

Any serious breach of the Code of Conduct is to be reported immediately to the SAGPRC Executive Director and/or the President. If appropriate, the individual in question is to be removed immediately from the situation or role.

Any breach will be subject to the disciplinary procedures laid out in SAGPRC club bylaws and policies. The Students' Council reserves the right to make additional disciplinary decisions pertinent to each case.

**Code of Conduct Declaration**

*I have read, understand and agree to abide by the Code of Conduct of the Students' Association of Grande Prairie Regional College. I understand that such adherence is a condition of my status as a Club Executive. I understand that a violation of the Code of Conduct may be grounds for removal from the club.*

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Printed Name (President)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name (Vice President)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name (Third Executive)

\_\_\_\_\_  
Signature



Appendix 7: Travel Request Form (includes Per Diem)



**Students' Association of Northwestern Polytechnic**

p. 780.539.2962 
 f. 780.539.2776 
 e. sa@nwpolytech.ca 
 w. nwpsa.ca

Traveler Reimbursement Form

Traveler Information	
Traveler Name	Position/Title

Trip Information	
Destination	Purpose
Departure Date	Return Date
Departure Time	Return Time
Trip Description	

Costs Incurred						
Trip Days	Per Diem Amounts (X if meal is taken care of)				Accommodations (X if accommodations are taken care of)	
	Breakfast (\$10)	Lunch (\$20)	Dinner (\$30)	Incidental (\$15)	Name of Accommodations (Hotel, Resort, ect)	Amount(\$)
1						
2						
3						
4						
5						
6						
7						
<b>Total</b>						
Trip Days	Transportation			Type (vehicle, rental, baggage, fee, taxi, ect)	Amount	
1						
2						
3						
4						
5						



Appendix 8: Trip Reimbursement Request Form



Students' Association of Northwestern Polytechnic  
**TRIP REIMBURSEMENT REQUEST FORM**

Request Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

**KILOMETRES**

Date:	Kilometres:	Amount:	Bookkeeping Only:
_____	_____ kms @ 59¢/km	\$ _____	_____
_____	_____ kms @ 59¢/km	\$ _____	_____
_____	_____ kms @ 59¢/km	\$ _____	_____
_____	_____ kms @ 59¢/km	\$ _____	_____
_____	_____ kms @ 59¢/km	\$ _____	_____
_____	_____ kms @ 59¢/km	\$ _____	_____
		<b>Subtotal:</b> \$ _____	

**FUEL**

Date:	Receipt Attached?	Amount:	Bookkeeping Only:
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	_____
		<b>Subtotal:</b> \$ _____	

**Payment Method (Pick one)**

\_\_\_\_\_ Reimburse from Petty Cash  
 \_\_\_\_\_  Regular Accounts Payable

**Documentation (Pick one)**

\_\_\_\_\_ All receipts attached  
 \_\_\_\_\_ Receipts to follow

Requested By: \_\_\_\_\_

Approved By: \_\_\_\_\_

**Kilometers Subtotal:** \$ \_\_\_\_\_

**Fuel Subtotal:** \$ \_\_\_\_\_

**Reimbursement Total:** \$ \_\_\_\_\_



Appendix 9: Missing Receipt Authorization Form



Students' Association of Northwestern Polytechnic  
**MISSING RECEIPT AUTHORIZATION FORM**

Claim Date: \_\_\_\_\_

Name of Claimant: \_\_\_\_\_

Staff/Student ID # of Claimant: \_\_\_\_\_

*Receipts must be provided for each purchase, where possible. This form is for unexpected circumstances (receipt lost or destroyed) and must be submitted when an original receipt or duplicate cannot be produced.*

**EXPLANATORY NOTE**

Description of Purchase:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Circumstances of Loss:

\_\_\_\_\_  
\_\_\_\_\_

Any Additional Information:

\_\_\_\_\_  
\_\_\_\_\_

Amount (Including Taxes):

*I hereby declare that I have lost or accidentally destroyed the original receipt and have made every effort to obtain a replacement, but have not been able to obtain one. I further declare that I have not and will not use this receipt (if found) to claim any reimbursement from any other source, or to support any claim in the future.*

Claimant's Signature: \_\_\_\_\_



Appendix 10: Payment Request Form



Students' Association of Northwestern Polytechnic

**PAYMENT REQUEST FORM**

Request Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**EXPENSE CLAIMS**

Date:	Description:	Amount:	Bookkeeping Only:
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____

Payment Method ( <i>Pick one</i> )	Documentation ( <i>Pick one</i> )
_____ Reimburse from Petty Cash	_____ All receipts attached
<input checked="" type="checkbox"/> Regular Accounts Payable	_____ Receipts to follow

Requested By: \_\_\_\_\_

Approved By: \_\_\_\_\_

**Reimbursement Total: \$**

## Document References:

- <sup>1</sup> **Post-Secondary Learning Act: Statutes of Alberta**, 2003; Current as of December 9, 2020  
<https://www.qp.alberta.ca/documents/acts/p19p5.pdf>
- <sup>2</sup> **Students' Association of Grande Prairie Regional College By-laws**; Revised July , 2021
- <sup>3</sup> **Alberta Students' Executive Council (ASEC)**; <https://albertastudents.ca/>
- <sup>4</sup> **Generally Accepted Accounting Principles (GAAP) (Canada)** definition  
[https://en.wikipedia.org/wiki/Generally\\_Accepted\\_Accounting\\_Principles\\_\(Canada\)](https://en.wikipedia.org/wiki/Generally_Accepted_Accounting_Principles_(Canada))
- <sup>5</sup> **Generally Accepted Audit Standards (GAAS)** definition  
[https://en.wikipedia.org/wiki/Generally\\_Accepted\\_Auditing\\_Standards](https://en.wikipedia.org/wiki/Generally_Accepted_Auditing_Standards)
- <sup>6</sup> **Alberta Human Rights Commission** *Access to Information and Protection of Privacy*; Revised February 1, 2010,  
[https://www.albertahumanrights.ab.ca/employment/employer\\_info/issues\\_outside\\_hr\\_law/Pages/privacy.aspx](https://www.albertahumanrights.ab.ca/employment/employer_info/issues_outside_hr_law/Pages/privacy.aspx)
- <sup>7</sup> **Alberta Human Rights Commission** *Employment Standards*; Revised January 27, 2010,  
[https://www.albertahumanrights.ab.ca/employment/employer\\_info/issues\\_outside\\_hr\\_law/Pages/employment\\_standards.aspx](https://www.albertahumanrights.ab.ca/employment/employer_info/issues_outside_hr_law/Pages/employment_standards.aspx)
- <sup>8</sup> **Alberta Employment Standards Rules: Hours of Work and Rest** <https://www.alberta.ca/hours-work-rest.aspx>  
*Overtime Hours and Overtime Pay* <https://www.alberta.ca/overtime-hours-overtime-pay.aspx>
- <sup>9</sup> **Alberta Employment Standard Rules: Vacation and Vacation Pay** <https://www.alberta.ca/vacation-pay.aspx>
- <sup>10</sup> **Alberta Employment Standard Rules: Personal and Family Responsibility Leave** <https://www.alberta.ca/personal-family-responsibility-leave.aspx>
- <sup>11</sup> **Alberta Employment Standard Rules: Bereavement Leave** <https://www.alberta.ca/bereavement-leave.aspx>
- <sup>12</sup> **Alberta Employment Standard Rules: Maternity and Parental Leave** <https://www.alberta.ca/maternity-parental-leave.aspx>
- <sup>13</sup> **Alberta Employment Standard Rules: Job-Protected Leaves** <https://www.alberta.ca/job-protected-leaves.aspx>
- <sup>14</sup> **GPRC Respectful Workplace Policy** pdf; Current as of September 24, 2019; Administrative Policies» Human Resources» Respectful Workplace Policy <https://www.gprc.ab.ca/about/administration/policies/index.html>
- <sup>15</sup> **Alberta Labour Law: Termination by Employer** <https://www.alberta.ca/termination-pay.aspx#jumplinks-2>
- <sup>16</sup> **GPRC Policies** pdf; Current as of December 13, 2012; Academic Policies» Student Academic Grievance Policy  
<https://www.gprc.ab.ca/about/administration/policies/index.html>
- <sup>17</sup> **GPRC Residence Handbook** pdf; Current as of ... *Link currently deactivated*
- <sup>18</sup> **GPRC Policies** pdf; Current as of April 12, 2018; Academic Policies» Student» *Student Misconduct: Academic and Non-Academic Policy* <https://www.gprc.ab.ca/about/administration/policies/index.html>
- <sup>19</sup> **SAGPRC Club Manual** pdf; Current as of ... *Link currently under construction*
- <sup>20</sup> **GPRC Policies** pdf; Current as of January 29, 2019; Administrative Policies» Student Services and Support» *Student Health and Dental Insurance Coverage Policy* <https://www.gprc.ab.ca/about/administration/policies/index.html>
- <sup>21</sup> **GPRC Policies** pdf; Current as of March 26, 2019; Administrative Policies» Communications» *Poster Policy* <https://www.gprc.ab.ca/about/administration/policies/index.html>
- <sup>22</sup> **Foodbanks Alberta**; Community Foodbanks; <https://foodbanksalberta.ca/food-banks/>
- <sup>23</sup> **Salvation Army Grande Prairie** <https://salvationarmygp.ca/family-services/food-bank/>
- <sup>24</sup> **Government of Canada**: Automobile Allowance Rates <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/automobile-allowance-rates.html>
- <sup>25</sup> **GPRC Policies** pdf; Current as of February 22, 2017; Administrative Policies» Facilities» *Vehicle Use Policy* <https://www.gprc.ab.ca/about/administration/policies/index.html>
- <sup>26</sup> **GPRC Policies** pdf; Current as of February 22, 2017; Administrative Policies» Finance» *Travel and Related Expenses Policy* <https://www.gprc.ab.ca/about/administration/policies/index.html>