



University Students' Council Of Western University

## Part-Time Staff Orientation and Training Policy

<b>Authority:</b> Chief Operating Officer	<b>Date Ratified:</b> February 3, 2022
	<b>Next Review Date:</b> February, 2025
<b>Previous Amendments:</b> N/A	
<b>Review Committee(s):</b> Human Resources Committee, Board of Directors	
<b>Delegates:</b> Senior Manager, People and Development	

### PREAMBLE:

The USC maintains a strong commitment to its Part-Time Staff by ensuring they are prepared for the operational, health and safety, and organizational requirements of their role. As part of this commitment, the USC offers orientation and training upon joining the organization and prior to starting on the job. The USC also provides opportunities for USC Part-Time Staff to develop their leadership skills throughout their time with the USC. This document details the expectations of the orientation and training offered by the USC.

This Policy is created under the Human Resources Directive of Council. This Policy should be read in context with the Human Resources Directive, which further defines terms used in this document.

### 1. SCOPE

- 1.1. This policy applies to all Part Time Staff as outlined in this policy. A Part Time Staff member is defined as an hourly employee who works less than 24 hours per week averaged over 3 consecutive USC quarters, within the University Students' Council at Western University. This includes all paid USC employees identified in this policy including those compensated through honoraria (Part-time Staff, Coordinators, Associate Vice-Presidents, Interns, Orientation Staff, and Members of the Gazette).
- 1.2. This policy is concerned with the implementation of effective orientation and training for USC Part Time Staff.

## **2. ORIENTATION**

- 2.1. Prior to starting with the USC, all part-time employees will be required to complete mandatory USC operational training and HR training modules. Upon hiring, the details will be communicated regarding the time, location, and format of all mandatory USC training.
- 2.2. USC part-time employees will be compensated for training either as part of their honoraria or as an hourly rate.
- 2.3. The purpose of the Human Resources session will be to familiarize Part-Time Staff with the culture and structure of the organization, the general expectations of USC part-time staff, Health & Safety training, and the relevant USC policies that will apply to them during their employment.
- 2.4. All HR training modules shall be led by a member of the People and Development department.
- 2.5. A record of participation and proof of quiz completion in an orientation session shall be kept in each student's file for future reference.

## **3. ROLE-SPECIFIC TRAINING**

- 3.1. All USC Part Time Staff shall participate in role-specific training with their supervisor.
- 3.2. Role-specific training shall be focused on helping Part Time Staff understand their specific responsibilities and expectations, as well as any specific Health and Safety information pertinent to the position.
- 3.3. A record of participation in role-specific training shall be kept on file.

## **4. COMMUNICATION**

- 4.1. This policy will be explained as needed to workers through orientation or task-specific training, and will be included in new hire paperwork.
  - 4.1.1. All Members will be trained on this policy annually.

## **5. EVALUATION**

- 5.1. This policy shall be reviewed annually and as needed through the Continuous Improvement Policy for Human Resources Policies.