



University Students' Council Of Western University

## Part-Time Staff Scope of Responsibilities 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>Related Document(s):</b>	
<b>Review Committee(s):</b> Human Resources Committee, Board of Directors	
<b>Delegates:</b> Senior Manager, People and Development	

### PURPOSE:

The following Policy is created under the Human Resources Directive of Council in order to ensure that there is consistency applied to all USC Part-Time staff when it comes to requirements, expectations, and role descriptions.

### 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 outlines the responsibilities, expectations and requirements of Part-Time Staff relative to the USC in addition to the specific roles and responsibilities of each position as laid out in their job descriptions.

### 2. JOB DESCRIPTIONS

2.1. All requirements of Part Time roles will be communicated in writing.

2.1.1. These requirements will include bona fide demands of the role, remuneration and hours of work.

1. These requirements will include that successful applicants will be an undergraduate or professional level student defined by Western University.
- 2.2. Part-time eligibility requirements for holding more than one position with the USC at a time will be determined by the USC's Conflict of Interest Policy. All Part Time Staff contracts shall be no more than 12 months in length within one school year.
- 2.3. All Part Time Staff shall be assigned a direct supervisor who will be responsible for providing feedback regarding job performance, information and resources, and day-to-day direction.

### **3. POLICY AND PROCEDURE ADHERENCE**

- 3.1. All Part Time Staff are required to comply with USC Human Resources policies including but not limited to; Acceptable Use, Confidentiality, Conflict of Interest, Social Media, Workplace Conduct and any other Human Resource Policies that apply to all Part Time Staff.
- 3.2. All Part Time Staff shall respect the authority and expectations as outlined in USC role requirements/job descriptions and day to day direction as provided by the Supervisor.

### **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. of this Policy.