

# Staffing and Resignations Policy

## Purpose / Intent

The purpose of this policy is to outline the expectations and legal requirements around employee resignations and the 90-day probation period. This policy is meant to guide managers and staff on appropriate steps for both processes.

## Terminology

The term “AMS” means the Alma Mater Society of Queen’s University Incorporated and the Alma Mater Society of Queen’s University.

The term “salaried staff” refers to the Executive, Head Managers, Directors, and Commissioners who work for the AMS and are paid a fixed salary based on their hours worked.

The term “waged staff” refers to any employee who works for the AMS and is paid a wage on an hourly basis.

The term “Direct Supervisor” refers to the specific Director, Commissioner, Head Manager, or member of the Executive who directly oversees the employee.

## Scope

This policy applies to all AMS waged and salaried employee positions, held by students of Queen’s University.

## Policy

### Staffing

#### Probationary Periods

1. All AMS employees shall be subject to a probation period, not to exceed 90 days, commencing on the first day of their contract.
2. Employees may be terminated within the probationary period without pay in lieu of notice.
3. Employee's probation Period ends 90 days from hire. It is the responsibility of the supervisor to inform the employee prior to that date, if they choose to terminate employment.

4. Employees shall be subject to a new probation period at the beginning of each new contract.

#### Terms of Employment

1. The term of employment for all AMS employees shall be specified in the employee's contract.
2. Students may be employed for some part, or all of the summer term subject to staffing and management requirements.

#### Resignation

1. Salaried Staff
  - a. In the event that a managed staff member resigns, they shall be expected to give at least two weeks' notice.
  - b. The AMS may choose to forgo the notice period and accept immediate resignation.
  - c. If at all possible, an effort shall be made to participate in the facilitation of the transition of their replacement, in a manner to be determined by their direct supervisor.
  - d. A staff member who has resigned shall inform their immediate supervisor. It is then the responsibility of the immediate supervisor to report the resignation to the Executive and the Human Resources Office.
  - e. The Human Resources Office shall confirm that proper notification is given to the AMS Administrative and Payroll Assistant to ensure remaining pay is administered appropriately.
  - f. All staff of the appropriate service shall be notified of the resignation via email and, where applicable, a notice may be posted on the AMS website.
2. Waged Staff
  - a. In the event that a waged staff member resigns, they shall communicate this to their direct supervisor. The Manager/Director/Commissioner shall then communicate this information to the Human Resources Office. The Human Resources Office will ensure that the AMS Administrative and Payroll Assistant is also informed of the details of the resignation to ensure accurately reflected in the payroll.

#### Staff Layoffs

1. Eligibility
  - a. The AMS may consider all employees in a given service (including management) as eligible to be laid off.
2. Employer Responsibilities
  - a. The AMS has the responsibility of ensuring that, when decisions to lay people off are made, staff members affected by this decision shall be notified in a reasonable timeframe, and within ESA guidelines for reasonable notice and length of time the employee is entitled to receive.

3. Notice
  - a. All layoffs proposed by managers/directors shall be subject to approval by the AMS Board of Directors.
4. Returning to Work
  - a. Should conditions change such that additional employees are required following a layoff period then any employees who have been laid off shall have the right of first refusal for said jobs in that year (unless the employee has been terminated for reasons of cause).

## Monitoring

Monitoring for compliance with this policy will be carried out by...

<b>Responsibility and/or contact person</b>	Human Resources Office
<b>Approved by</b>	Board of Directors
<b>Date initially approved</b>	January 1991
<b>Date last revised</b>	August 11, 2022
<b>Date of next review</b>	Every two years, or when significant change dictates a need for revision.
<b>Related policies, procedures, and guidelines</b>	N/A
<b>Policies superseded by this policy</b>	N/A