



The Students' Association
Of Northwestern Polytechnic

POLICIES &
PROCEDURES

TABLE OF CONTENTS

SECTION 1: Policy Manual		
1.1 Policy Creation	3	
1.2 Maintenance & Amendments	4	
1.3 Interpretation	5	
SECTION 2: Governance		
2.1 Students' Council	6	
2.2 Executive Director	8	
2.3 Executive Council	9	
2.4 Elections	13	
2.5 Transition	16	
2.6 Whistleblowing Policy	17	
2.7 Conflicts of Interest	23	
2.8 Alberta Students' Executive Council Representation	25	
2.9 Board of Governors Representation	26	
SECTION 3: Committee Terms of Reference		
3.1 Evaluation Committee	27	
3.2 Finance Committee	28	
3.3 Governance Committee	29	
3.4 Ad-hoc Committee	30	
SECTION 4: Finance		
4.1 Operating Budget	31	
4.2 Annual Audit	33	
4.3 Records Management	34	
4.4 Signing Authority	35	
4.5 Contingency Fund	36	
4.6 Lending and Borrowing	37	
4.7 Capital Requests	38	
4.8 Membership Fees	39	
4.9 Payroll, Honorarium and Bonuses	41	
4.10 Use of Credit Cards	42	
4.11 Missing Receipts	43	
4.12 Expense Claims	44	
4.13 Cash Handling and Deposits	45	
4.14 NWPSA Bonus Structure	47	
4.15 Club Funding	N/A	
SECTION 5: Human Resources		
5.1 Hiring of Staff	48	
5.2 Working Hours	50	
5.3 Afterhours	51	
5.4 Holidays and Institution Closures	52	
5.5 Vacation and Vacation Pay	53	
5.6 Job-Protected Leaves	54	
5.7 Job Descriptions	56	
5.8 Performance Evaluations	57	
5.9 Personnel Files	58	
5.10 Code of Conduct	59	
5.11 Discrimination and Harassment	60	
5.12 Violence	62	
5.13 Member Complaint Procedure	64	
5.14 Equity, Diversity, and Inclusion	68	
5.15 Termination and Resignation	71	
5.16 Outside Employment	73	
SECTION 6: Administration		
6.1 Access to Records	74	
6.2 Key Access	75	
6.3 Technology	76	
6.4 Volunteers	78	
6.5 Excellence in Teaching Award	79	
6.6 Most Student-Centered Staff Award	80	
6.7 Student Volunteer of the Year Award	81	
6.8 NWPSA Staffer of the Year Award	82	
6.9 NWPSA MVP of the Year Award	83	
6.10 Safe Space Endorsements	84	
SECTION 7: Student Services		
7.1 Student Clubs	85	
7.2 Student Health and Dental Plan	87	
7.3 Student Discount Program	88	
7.4 Room of Plenty Foodbank	89	
7.5 Other Services	91	
SECTION 8: Communications		
8.1 Website	92	
8.2 Social Media	93	
SECTION 9: Travel		
9.1 Travel Requests	94	
9.2 Transportation	95	
9.3 Accommodations	96	
9.4 Per Diem Allowance	97	
APPENDICES:		
1: NWPSA Organizational Structure	99	
2: Executive Director Performance Evaluation	100	
3: Staff Performance Evaluation	105	
4: Executive Councillor Performance Evaluation	110	
5: Code of Conduct (<i>as per New Hire Package</i>)	115	
6: Club Ratification Form	117	
7: Travel Request Form (<i>includes Per Diem</i>)	122	
8: Trip Reimbursement Request Form	123	
9: Missing Receipt Authorization Form	124	
10: Payment Request Form	125	
11: NWPSA Recognition of Territory	126	
12: Safe Space Endorsement Form	N/A	
<i>Document References</i>	120	



1.1 POLICY CREATION			
Section:	Policy Manual	Effective Date:	November 13, 2013
Responsibility:	Students' Council	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

Policy Statement

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

Procedure

1. Any Students' Association member, elected official, staff, or group of the aforementioned may present policy changes to the Executive Council for approval.
2. All policies will be consistently formatted in a clear and concise manner, indicating:
 - 2.1. The body responsible for governing the policy;
 - 2.2. The effective, last reviewed and mandatory review dates;
 - 2.3. The purpose of the policy through a Policy Statement; and
 - 2.4. 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			
Section:	Policy Manual	Effective Date:	November 13, 2013
Responsibility:	Students' Council Executive Council Executive Director	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

Policy Statement

The Students' 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 Governance Committee.
2. Amendments and newly created policies will take effect immediately after approval.
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:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	
Approved By:	Students' 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 Governance 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:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	<ul style="list-style-type: none"> • Post-Secondary Learning Act (Alberta) • NWPSA By-laws
Approved By:	Students' 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:
 - 1.1. The Post-Secondary Learning Act (Alberta)¹;
 - 1.2. NWPSA By-laws²; and
 - 1.3. NWPSA Policies & Procedures.
2. Council members' responsibilities are to:
 - 2.1. Attend Students' Council meetings and participate according to the rules of order outlined in NWPSA By-laws;
 - 2.2. Attend the Student Council orientation;
 - 2.3. Represent the best interests of its students;
 - 2.4. Serve on at least one (1) NWPSA committee;
 - 2.5. Review and monitor the NWPSA By-laws, and Policies & Procedures;
 - 2.6. Gain an understanding of Councillor Roles and Responsibilities, and obtain the knowledge and skills necessary to meet them;
 - 2.7. Review all material included in Agenda packages and provide any applicable feedback prior to all meetings;
 - 2.8. Support and/or volunteer in Students' Association events;
 - 2.9. Review and approve the Students' Association annual budget;
 - 2.10. Appoint commissions to investigate any grievances that may arise concerning the members of the Students' Association;
 - 2.11. Be a member of NWPSA and in good standing, with a cumulative GPA of 2.0 or higher; and
 - 2.12. 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:
 - 6.1. Death in the family;
 - 6.2. Sickness; or
 - 6.3. 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:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	
Approved By:	Students' 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:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	<ul style="list-style-type: none"> • NWPSA By-law 6 • NWPSA By-law 8
Approved By:	Students' 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 6*.

Procedure

President:

1. The President of the Students' Association shall fulfill the following duties:
 - 1.1. *Exclusive to Role:*
 - 1.1.1. 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;
 - 1.1.2. 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;
 - 1.1.3. Serve as the official representative of the Students' Association to the Northwestern Polytechnic Executive;
 - 1.1.4. Find a candidate to sit on the Board of Governors;
 - 1.1.5. Serve as the official public relations representative on behalf of the Students' Association;
 - 1.1.6. Serve as a secondary delegate for the Alberta Students' Executive Council (ASEC);
 - 1.1.7. Be responsible for directing student grievances as per Northwestern Polytechnic policy, in conjunction with the VP Internal of the Students' Association;
 - 1.1.8. Supervise and liaise with the Vice Presidents of the Students' Association;
 - 1.1.9. Supervise and liaise with the Executive Director of the Students' Association;
 - 1.1.10. Main signatory for all financials, contracts and agreements. Responsible for financial due diligence;
 - 1.1.11. Uphold the principles of Policy & Procedure Governance for the Students' Council and Operation Governance for the Executive Council;

- 1.1.12. Serve as the liaison for the Health and Dental Plan and be the official Students' Association representative to the Health and Dental benefits provider;
- 1.2. *Executive Council:*
 - 1.2.1. 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 two (2) business prior to SC meetings;
 - 1.2.2. Attend annual budget planning;
- 1.3. *Students' Council:*
 - 1.3.1. Organize a Students' Council orientation presentation following elections in conjunction with VP Internal;
 - 1.3.2. Attend all Students' Council meetings as a voting member. Help find a neutral chair to chair the Students' Council meetings;
 - 1.3.3. Chair the Advisory Committee of the Students' Association as a non-voting member;
- 1.4. *Students' Association:*
 - 1.4.1. 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
 - 1.4.2. 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:
 - 2.1. *Exclusive to Role:*
 - 2.1.1. Be responsible for directing student grievances as per Northwestern Polytechnic policy, in conjunction with the President of the Students' Association;
 - 2.1.2. 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;
 - 2.1.3. Provide oversight of all Executive Council and Students' Council elections, including serving as Chief Returning Officer (CRO) or appointing the CRO;
 - 2.1.4. 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;
 - 2.1.5. Work in conjunction with the Executive Director to review budgets of all Students' Association affairs;
 - 2.1.6. Oversee Mental Health initiatives and events in coordination with staff, Executive Council, and/or NWP departments;
 - 2.1.7. Manage the NWPSA clubs program;
 - 2.2. *Executive Council:*
 - 2.2.1. Attend all meetings of the Executive Council as a voting member, all Students' Council meetings as a voting member;
 - 2.2.2. Attend annual budget planning;
 - 2.3. *Students' Council:*
 - 2.3.1. Serve as the official point of contact for the Students' Council, in conjunction with the Executive Director;
 - 2.3.2. Organize Students' Council orientation in conjunction with the President;

- 2.3.3. Ensure that all NWP committees have student representation in conjunction with the President;
- 2.3.4. Chair the Students' Council meetings in the absence of the Neutral Chair;
- 2.3.5. Chair the Finance Committee and Governance Committee of the Students' Association or any NWPSA committee as directed by the Executive Council as a non-voting member;
- 2.4. *Students' Association:*
 - 2.4.1. Present compliance reports to the Executive Council regarding activities in the role of VP Internal; and
 - 2.4.2. 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:
 - 3.1. *Exclusive to Role:*
 - 3.1.1. 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;
 - 3.1.2. Understand the political climate and advocate for the needs of the Students' Association members to government;
 - 3.1.3. Serve as the official representative of the Students' Association to organizations external to the NWP;
 - 3.1.4. Serve as the main liaison between the Alberta Students' Executive Council (ASEC) and the Students' Association;
 - 3.1.5. Serve as the primary Alberta Students' Executive Council (ASEC) voting delegate;
 - 3.1.6. Serve as a member on at least one (1) Alberta Students' Executive Council (ASEC) committee;
 - 3.1.7. Organize and maintain a Student Discount List;
 - 3.1.8. Coordinate with external organizations to provide harm reduction, mentorship, and educational opportunities to students;
 - 3.1.9. Manage marketing and advertisement sales for the Student Handbook alongside the Department Coordinator;
 - 3.1.10. Liaise with Housing Staff and residents to support programming and students living in residence;
 - 3.1.11. Work with the President to maintain relationships with NWPSA's stakeholders.
 - 3.2. *Executive Council:*
 - 3.2.1. Attend all meetings of Executive Council as a voting member, all Students' Council meetings as a voting member;
 - 3.2.2. Attend annual budget planning;
 - 3.3. *Students' Council:*
 - 3.3.1. Chair any Ad-Hoc committee of the Students' Association or any NWPSA committee as directed by the Executive Council as a non-voting member;
 - 3.4. *Students' Association:*
 - 3.4.1. Present compliance reports to the Executive Council regarding activities in the role of VP External; and



- 3.4.2. 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 31st.
 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 8.1: 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:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	• NWPSA By-law 4
Approved By:	Students' 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 4.1*. 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 4.2*, 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:
 - 1.1. Notice of the call for nominations shall be posted at least three (3) weeks prior to the beginning of the campaign period;
 - 1.2. Nomination forms, which must include the following information:
 - 1.2.1. Name of the candidate;
 - 1.2.2. Position running for;
 - 1.2.3. Nomination signature of fifteen (15) current members of the Students' Association in good standing;
 - 1.2.4. Rules of campaigning, voting, and appeals;
 - 1.2.5. Dates of campaigning start and close, required candidates' forums, required candidate meetings, and voting days;
 - 1.2.6. Signature of nominee; and
 - 1.2.7. Date of submission.
 - 1.3. Campaign period;
 - 1.4. Candidates' forums; and
 - 1.5. 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* 4.3 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.

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

6. The campaign period for elections shall be two (2) weeks in length, and shall include three (3) 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.
7. 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.
8. 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

9. 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.
10. 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.
11. 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.
12. 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.
13. All multiple candidate elections shall be decided by majority vote.
14. 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.
15. 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

16. 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.
17. 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:	December 13, 2023
		Mandatory Review Date:	June 2026
		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:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	<ul style="list-style-type: none"> • Appendix 1 • NWPSA Code of Conduct
Approved By:	Students' Council		
Review Schedule:	Every 3 years		

Policy Statement

While it is expected that everyone associated with NWPSA acts with the utmost integrity, it is recognized there is a possibility that misconduct can occur. This policy outlines the confidential reporting process to maintain and ensure the ongoing integrity and good governance of the Students' Association. NWPSA supports ethical behaviour and recognizes the need to provide an avenue for NWPSA staff to report incidents of fraud or other misconduct confidentially.

NWPSA is committed to conducting business with honesty and integrity, staff is expected to maintain high standards and uphold the commitment in the day-to-day completion of their duties. However, all organizations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential in order to prevent such situations occurring or to address them when they do occur.

The aims of this policy are:

1. To encourage staff to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected;
2. To provide staff with guidance as to how to raise those concerns; and
3. To reassure staff that they should be able to raise genuine concerns without fear of reprisals, even if they turn out to be mistaken.

Procedure

1. *Stakeholders*

- 1.1. NWPSA recognizes various stakeholders (collectively referred to as "staff") for the purpose of this policy. This policy applies to all individuals working at all levels of the organization including:
 - 1.1.1. NWPSA employees including part-time, and full-time;
 - 1.1.2. NWPSA former employees;
 - 1.1.3. Student Leaders;
 - 1.1.4. Volunteers; and
 - 1.1.5. Students employed with NWPSA.
- 1.2. Other parties to this policy may include:
 - 1.2.1. Consultants;
 - 1.2.2. Contractors; and
 - 1.2.3. Vendors

- 1.3. This policy enables staff to voice concerns through the channels in Section 9. All NWPSA staff shall have access to the avenues provided.
- 1.4. If there is uncertainty whether something is within the scope of the Whistleblower Policy or the Code of Conduct Policy, seek advice from the direct supervisor.
2. *Types of Concerns*
 - 2.1. Concerns of a degree that apply to this Whistleblowing Policy include:
 - 2.1.1. Conduct which is an offence or a breach of law;
 - 2.1.2. Failure to comply with a legal obligation;
 - 2.1.3. Disclosures related to miscarriages of justice;
 - 2.1.4. Health and safety risks, including risks to the public as well as other employees;
 - 2.1.5. Damage to the environment;
 - 2.1.6. The unauthorised use of public funds;
 - 2.1.7. Possible fraud and corruption;
 - 2.1.8. Sexual, physical or other abuse of clients;
 - 2.1.9. Actions which are unprofessional, inappropriate, or conflict with a general understanding of what is right and wrong; and
 - 2.1.10. Other unethical conduct.
3. *Communication Channels*

Whistleblowing is appropriate when internal communication channels or escalation would not be appropriate, have not be successful in addressing an issue or when there is a serious offense or wrongdoing where there may be fear of reprisal or lack of confidentiality.

- 3.1. Reporting can be done through the incident reporting process detailed in this policy.
- 3.2. An employee with a genuine concern may report such concern to:
 - 3.2.1. Their direct supervisor;
 - 3.2.2. NWPSA Executive Director;
 - 3.2.3. NWPSA President; or
 - 3.2.4. NWPSA Students' Council.
- 3.3. NWPSA will expect concerns to be resolved through their direct supervisor in the first instance. Where a concerned member of staff does not, for any reason, feel their concern will be resolved this way, further channels for escalation will be available.
4. *Anonymity*
 - 4.1. NWPSA recognizes that anonymity is a powerful tool in ensuring success of a Whistleblower mechanism.
 - 4.2. NWPSA will do its utmost to ensure that concerned staff who wish to remain anonymous will do so. However, the Whistleblower may need to be contacted to provide additional information.
 - 4.3. In the case that the investigation of concern necessitates the staff members identity being disclosed to the investigators, staff will be consulted before any disclosure takes place.
 - 4.3.1. All disclosures will be treated in a sensitive and confidential manner, and the identity of the individual making the report will be kept confidential except the individual elects to be known.
 - 4.3.2. NWPSA staff, and student officials shall not attempt to discover the identity of a Whistleblower who has chosen to report a concern anonymously.
 - 4.3.3. Appropriate disciplinary measures will be taken against any NWPSA employee or student official who attempts to discover the identity of a Whistleblower.



- 4.4. NWPSA anticipates that anonymous whistleblowing will be difficult to adequately investigate if further information cannot be obtained from the concerned staff and strongly encourages staff members to disclose their identity when submitting a complaint.
5. *Protection of the Whistleblower*
 - 5.1. NWPSA recognizes the need to adhere to a strict non-retaliation policy against the Whistleblower, whether or not the concern is ultimately substantiated.
 - 5.2. If the individual who makes the report believes that they are being subjected to any form of retaliation, they should refer the matter to the whistleblowing channels.
 - 5.3. Appropriate action will be taken to protect the whistle-blowers from any reprisal.
 - 5.4. A NWPSA employee or student official of who takes or attempts any retaliation steps towards a whistleblower shall be subject to disciplinary action under the NWPSA Code of Conduct.
 - 5.5. Appropriate disciplinary measures may be taken against a person who knowingly makes a false complaint.
6. *Allegations*
 - 6.1. NWPSA recognizes the need for some clarity on the nature of concerns that fall within the purview of this policy.
 - 6.2. A Whistleblower should exercise care to ensure the accuracy of the information forming the basis of allegation, however, it is safe to report a concern provided there is sufficient grounds for a review of the matter.
 - 6.3. Staff can raise concerns in relation to perceived wrongdoing, or breach of law or NWPSA policy including:
 - 6.3.1. Fraud, which means any act, omission, or misrepresentation, that knowingly and recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - 6.3.2. Corruption, which means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence the actions of another party;
 - 6.3.3. Misconduct, which means failure to observe NWPSA's Code of Conduct;
 - 6.3.4. Coercive practices, which mean impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - 6.3.5. Collusive practices, which mean an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly actions of another party;
 - 6.3.6. Bullying, physical/sexual harassment and those actions impacting on dignity at work;
 - 6.3.7. Purchase of inferior goods or purchasing goods at inflated rates;
 - 6.3.8. Forgery;
 - 6.3.9. Disclosure or misuse of confidential data;
 - 6.3.10. Stealing;
 - 6.3.11. Override of financial or human resource controls;
 - 6.3.12. Conflicts of interest;
 - 6.3.13. Abuse of authority; and
 - 6.3.14. Any other activity which undermines NWPSA's operations and philosophy.
7. *Reporting*
 - 7.1. The Whistleblower can report a concern to any of the available channels depending on the nature of the complaint (refer to Sec. 3.2).
 - 7.2. The whistleblower can elect to disclose their identity or remain anonymous.

- 7.2.1. 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.
- 7.2.2. 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.
- 7.3. Before making a report, it is important to obtain as much relevant information as possible, and the whistleblower should provide the following information:
 - 7.3.1. Where the incident occurred;
 - 7.3.2. Description of the incident;
 - 7.3.3. Name(s) of the people involved;
 - 7.3.4. Date and time of the incident;
 - 7.3.5. Evidence; and
 - 7.3.6. Witnesses
- 7.4. Reports that are not supported by facts and appear to be ambiguous may be difficult to investigate and resolve.
- 7.5. Reports should be made in good faith, and a sincere belief that the allegations are true, but it is not required that the reporter is certain that the allegations are true.
8. *Investigation and Corrective Action*
 - 8.1. The person(s) conducting the investigation will:
 - 8.1.1. When the report is received, it will be sanitized to remove any details that might identify the Whistleblower;
 - 8.1.2. Provide the Whistleblower with written acknowledgement of the report within two (2) business days if the report has not been submitted anonymously. This acknowledgement will confirm that the matter will be investigated and the timeline in which they can expect to receive a response.
 - 8.1.3. Make initial inquiries to determine an investigation is appropriate, and the form it should take. Some concerns may be resolved by agreed action without the need for investigation.
 - 8.1.4. Thoroughly investigate all serious allegation, retaining outside legal counsel, accountants, or any other resource necessary to conduct a full investigation.
 - 8.1.5. Take necessary action to begin the investigation within one week of the report. The length and scope of the investigation will depend on the concern, but the investigator will make every effort to conclude the investigation in a timely manner.
 - 8.1.6. Keep all information disclosed during the course of the investigation confidential, except as necessary to conduct the investigation and take any remedial action and subject to applicable law.
 - 8.1.7. Upon completion of the investigation a formal report will be completed that will propose, where necessary, solutions to resolve the disclosed improper activities. These recommendations may include civil or criminal proceedings if sufficient evidence is present. Whistleblowers do not receive a copy of the report.
 - 8.2. *Witness Participation and Protection*
 - 8.2.1. Witnesses who are identified as part of a complaint will be contacted during the course of the investigation. Witnesses are expected to fully participate in the investigative process, provide required information and maintain confidentiality of all related activities. With the exception of legal counsel, witnesses may not discuss the investigation with anyone other than the investigator.



8.2.2. NWPSA recognizes that witnesses may not be aware of their inclusion in a complaint and may have concerns regarding confidentiality and anonymity. The person conducting the investigation will do their utmost to maintain confidentiality as it relates to specific and/or identifying information provided by a witness but cannot guarantee total anonymity or confidentiality.

8.3. Corrective Action

8.3.1. NWPSA shall take action to resolve the concern as necessary. This may involve initiating disciplinary action, informing external authorities, amending, or changing policy, or other action as appropriate. If it is found there is not sufficient evidence of malpractice, or the actions of the individual(s) are not serious enough to warrant disciplinary action, it may be more appropriate to take an informal approach to dealing with the matter.

8.3.1.1. Any staff implicated by reports will be notified in a reasonable time, provided this notification does not impede the investigation. The rights of any person implicated by a report will be respected, while ensuring that the procedures are effective.

8.3.1.2. Where the Whistleblower’s own conduct is implicated, they will not be given immunity from investigation, disciplinary action, or other consequence.

8.4. Response

8.4.1. Feedback will be provided after the initial investigation and subsequently transmitted to the Whistleblower through the initial channel of submission, upon the request of the Whistleblower, and where this does not prejudice those implicated by the report. NWPSA acknowledges that a Whistleblower’s expectations may not always be met by the outcome of an investigation.

8.4.1.1. NWPSA will inform Whistleblowers of the progress of any ongoing investigations and the expected timescales for their completion. There may be occasions where NWPSA is unable to inform Whistleblowers of the full details of an investigation for the preservation of individual’s right to confidentiality. Any information given to a Whistleblower will be treated as confidential.

8.4.1.2. A dissatisfied Whistleblowers may raise further concerns with one of the key contacts detailed in Communication Channels.

8.4.2. NWPSA shall aim to ensure that all reports are investigated within four (4) weeks of the report and feedback provided and appropriate steps carried out immediately thereafter.

8.5. False Disclosures

8.5.1. In the case that a Whistleblower’s allegations, or evidence provided by witnesses, are determined to be deliberate falsehoods, malicious, or for personal gain, disciplinary action will be taken against them.

8.5.1.1. NWPSA will treat all disclosures of inappropriate conduct or behaviours seriously and protect staff that raise concerns in good faith.

8.5.1.2. Appropriate disciplinary action, up to and including dismissal, may be taken against any person who is found to have made a disclosure or provided evidence maliciously that they know to be untrue or without reasonable grounds.

9. Reporting Matrix

NWPSA recognizes the need for a clear and consistent reporting matrix in relation to whistleblowing reports.

Type of Incident	Recipient(s)
Allegations against NWPSA staff member(s)	Executive Director or President
Allegations against the Executive Director	President or Students’ Council
Allegations against Executive Council	Students’ Council



Allegations against Students' Council	Executive Director
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10. Record Retention

After the complaint/investigation is formally closed, records will be retained by the Executive Director for a period of seven (7) years as follows ensuring such records will be subject to data protection and confidentiality policies.

11. Contacts

NWPSA Executive Director	edirector@nwpolytech.ca
NWPSA President	sapresident@nwpolytech.ca



2.7 CONFLICTS OF INTEREST			
Section:	Governance	Effective Date:	November 13, 2013
Responsibility:	Students' Council	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	
Approved By:	Students' 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:
 - 8.1. Opportunities for networking;
 - 8.2. Experience with board governance;
 - 8.3. Honorariums, paid expenses, and other monetary benefits as outlined elsewhere in the NWPSA By-laws, or Policies & Procedures; and
 - 8.4. Specific benefits that may be offered by NWPSA or NWP for persons serving on Students' Council or committee positions.
 - 8.4.1. 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:	December 13, 2023
		Mandatory Review Date:	June 2026
		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)*³, 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:
 - 1.1. Be an NWPSA member in good standing;
 - 1.2. Attend all ASEC meetings and conferences;
 - 1.3. Present reports of ASEC activities to the NWPSA Executive Council; and
 - 1.4. 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:
 - 2.1. 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;
 - 2.2. Has the full support of the Executive Council to run for the position;
 - 2.3. Presents reports of ASEC Board activities to the NWPSA Executive Council; and
 - 2.4. 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:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	<ul style="list-style-type: none"> • Post-Secondary Learning Act (Alberta)
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:
 - 1.1. One (1) BOG position will be given to an NWP student in good standing, selected through election; and
 - 1.2. 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:
 - 2.1. Attend all BOG meetings and orientations, as well as additional events when possible;
 - 2.2. Present reports of BOG activities to the NWPSA Executive Council; and
 - 2.3. Represent the best interests of the NWPSA/CIS members to the BOG; while abiding by Board Member responsibilities; and
 - 2.4. Sit on NWPSA Students’ Council for the academic year.
3. The NWP student elected for BOG representation must meet the following requirements:
 - 3.1. The new representative is a NWPSA member in good standing;
 - 3.2. They must abide by the election policies set in *NWPSA Policies & Procedures 2.4*.



3.1 EVALUATION COMMITTEE			
Section:	Committee Terms of Reference	Effective Date:	November 13, 2013
Responsibility:	Students' Council President	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	• NWPSA By-law 9
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

Policy Statement

The Evaluation 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:
 - 1.1. Development and recommendation of the Students’ Association’s strategic direction or purpose;
 - 1.2. Presentation of recommended developments of the Students’ Association’s long-term goals;
 - 1.3. Development and presentation of an annual Letter of Recommendations to the NWPSA Executive; and
 - 1.4. 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:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	• NWPSA By-law 9
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:
 - 1.1. Review and recommendation for approval of the Students’ Association’s budget;
 - 1.2. Review and recommendation for approval of all unbudgeted financial commitment; and
 - 1.3. 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 GOVERNANCE COMMITTEE			
Section:	Committee Terms of Reference	Effective Date:	November 13, 2013
Responsibility:	Students' Council VP External Executive Council	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	• NWPSA By-law 9
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 Governance Committee reports to the Students’ Council and is responsible for:
 - 1.1. Scheduled review of the NWPSA By-laws, and Policies & Procedures;
 - 1.2. Presentation of recommended changes to the NWPSA By-laws, and Policies & Procedures for approval; and
 - 1.3. 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 AD-HOC COMMITTEE			
Section:	Committee Terms of Reference	Effective Date:	June 8, 2021
Responsibility:	Students' Council Executive Council	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	• NWPSA By-law 9
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:
 - 3.1. Fundraising activities;
 - 3.2. Grievance cases;
 - 3.3. Building projects;
 - 3.4. Celebrations; or
 - 3.5. 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:
 - 5.1. Agendas;
 - 5.2. Reports;
 - 5.3. Approved minutes; or
 - 5.4. 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:	December 13, 2023
		Mandatory Review Date:	June 2026
		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:
 - 2.1. Are necessary for projected operations of the Students' Association;
 - 2.2. Do not result in a deficit budget; and
 - 2.3. 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 Principles⁴ (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:
 - 7.1. Providing ongoing initiatives and services;
 - 7.2. Establishing new initiatives and services if any;
 - 7.3. Developing and maintaining NWPSA facilities;
 - 7.4. Developing and maintaining NWPSA business; and
 - 7.5. 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:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	<ul style="list-style-type: none"> • Post-Secondary Learning Act (Alberta) • NWPSA By-laws • Generally Accepted Audit Standards (GAAS) • Generally Accepted Audit Standards (GAAS)
Approved By:	Students' 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 Standards⁵ (GAAS)* by September 1st, 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:	December 13, 2023
		Mandatory Review Date:	June 2026
		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:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	
Approved By:	Students' 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 four (4) people:
 - 1.1. The members of the Executive Council; and
 - 1.2. 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:	December 13, 2023
		Mandatory Review Date:	June 202
		Cross-References:	
Approved By:	Students' 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:
 - 6.1. Unanimous approval from the Executive Council; and
 - 6.2. 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:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	
Approved By:	Students' 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:
 - 2.1. It has the prior approval of the Students' Council; and
 - 2.2. 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:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	
Approved By:	Students' 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:	December 13, 2023
		Mandatory Review Date:	January 2024
		Cross-References:	<ul style="list-style-type: none"> • Post-Secondary Learning Act (Alberta) • NWPSA By-laws
Approved By:	Students' Council		
Review Schedule:	Annually		

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:
 - 1.1. **Credit Courses:** \$10.64/credit
 - 1.2. **Distance Courses:** \$7.03/credit
 - 1.3. **Apprenticeship Courses:**
 - 1.3.1. Grande Prairie Campus \$11.46/week
 - 1.3.2. Fairview Campus \$10.63/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:
 - 2.1. **Fees for students beginning in September** (September 1 – August 31):
 - 2.1.1. Health \$222/year
 - 2.1.2. Dental \$214/year
 - 2.1.3. Both \$436/year
 - 2.2. **Fees for students beginning in January** (January 1 - August 31):
 - 2.2.1. Health \$155/8-month period
 - 2.2.2. Dental \$150/8-month period
 - 2.2.3. Both \$305/8-month period
 - 2.3. **Fees for students beginning in May** (May 1 – August 31):
 - 2.3.1. Health \$92/4-month period
 - 2.3.2. Dental \$92/4-month period
 - 2.3.3. Both \$184/4-month period
 - 2.4. 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):*
 - 2.4.1. **Fees for dependants added for September intake** (Sept. 1 - Aug. 31):



- 2.4.1.1. Health *\$222/year* for the first dependant; *\$100.00/year* for each additional dependant above and beyond
- 2.4.1.2. Dental *\$214/year* for the first dependant; *\$100.00/year* for each additional dependant above and beyond
- 2.4.1.3. Both *\$436/year* for the first dependant; *\$200.00/year* for each additional dependant above and beyond
- 2.4.2. **Fees for dependants added for January intake** (Jan. 1 - Aug. 31):
 - 2.4.2.1. Health *\$155/8-month period* for the first dependant; *\$100.00/8-month period* for each additional dependant above and beyond
 - 2.4.2.2. Dental *\$150/8-month period* for the first dependant; *\$100.00/8-month period* for each additional dependant above and beyond
 - 2.4.2.3. Both *\$305/8-month* for the first dependant; *\$200.00/8-month period* for each additional dependant above and beyond
- 3. The Opt-Out deadlines for the academic year match with Northwestern Polytechnic's withdrawal deadline.

Fee Changes

- 4. All fee changes shall be approved by a Special Resolution of the Students' Council.
- 5. Membership Fees may only be increased or decreased by a maximum of 5% per academic year.
- 6. Health and Dental fees may only be increased or decreased by a maximum of 10% per academic year.
- 7. 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:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	<ul style="list-style-type: none"> • NWPSA By-laws • NWPSA 4.14 • NWP Student Executive Tuition Reimbursement Academic Policy
Approved By:	Students' 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:
 - 1.1. Executive Director approves all office staff, volunteer, Executive Council, and contractor timesheets;
 - 1.2. President approves the Executive Director; and
 - 1.3. Supervisors approve sub-staff timesheets.
2. Payroll shall be the responsibility of the Executive Director.
3. Office staff/ Executive Council members shall receive:
 - 3.1. Salary for their services to the Students' Association;
 - 3.2. A parking pass or transit pass for the length of their employment; and
 - 3.3. (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 Registrar. NWP Finance will refund the Councillor directly.
4. The criteria for Students' Council to receiving an honorarium are:
 - 4.1. Regular meeting attendance;
 - 4.2. Fulfilment of duties as established in NWPSA By-laws, and Policies & Procedures; and
 - 4.3. Completion of assigned duties to the satisfaction of the Executive Director and Executive 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:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	• NWPSA By-laws
Approved By:	Students' 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:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	• Appendix 9
Approved By:	Executive Director		
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.



4.12 EXPENSE CLAIMS			
Section:	4: Finance	Effective Date:	April 9, 2014
Responsibility:	Students' Council Executive Council Executive Director	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	
Approved By:	Executive Director		
Review Schedule:	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 Coordinators	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	• Appendix 10
Approved By:	Executive Director		
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:
 - 2.1. Students’ Association of NWP; or
 - 2.2. 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:	December 13, 2023
		Mandatory Review Date:	June 2026
		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 (3rd) week of September and the third (3rd) week of April. If a bonus is to be awarded, with approval from Executive 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/Coordinator, with approval from Executive 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 Coordinators	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	<ul style="list-style-type: none"> • Provincial Employment Standards • Provincial Privacy Laws
Approved By:	Executive Director		
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 Coordinator.

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*⁶ govern all hiring procedures.
2. *Provincial Employment Standards*⁷ govern all employee positions.
3. Prior to the posting of an available staff position, the Executive Director, appropriate Coordinator, 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 Coordinator will ensure all available positions are suitably advertised, and that all job postings contain the following information:
 - 4.1. Necessary qualifications, including knowledge, education, and skill requirements;
 - 4.2. Duties and responsibilities;
 - 4.3. Wage or salary, unless negotiable;
 - 4.4. Required hours of work;
 - 4.5. Length of employment contract;
 - 4.6. Deadline for applications; and
 - 4.7. 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.

Hiring Committee Procedures:

- 5.1. 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.
- 5.2. 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.
- 5.3. 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.
- 5.4. 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.
- 5.5. 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.
6. 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.
7. The successful candidate will be given an employment agreement, to be signed by the candidate, the Executive Director or Coordinator, 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.
8. 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.
9. Prior to commencing employment, the new employee shall meet with the Executive Director or Coordinator to discuss important information, which includes, but is not limited to:
 - 9.1. Employee benefits;
 - 9.2. Salary and wages;
 - 9.3. Job description; and
 - 9.4. NWPSA Policies & Procedures.



5.2 WORKING HOURS			
Section:	Human Resources	Effective Date:	January 15, 2014
Responsibility:	Executive Director President	Last Reviewed:	March 22, 2024
		Mandatory Review Date:	June 2027
		Cross-References:	• Alberta Employment Standard Rules
Approved By:	Executive Director		
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* regarding working hours and overtime.
2. The Students’ Association office is open Monday – Friday with regular business hours, with the exception of holidays, institution closures, and exceptional circumstances.
3. *Recording of hours*
 - 3.1. Employees and Executive Councillors are required to ensure their hours of work are tracked through the BambooHR system used by NWPSA.
 - 3.2. Employees and Executive Councillors are required to round up or down to the nearest 15 minutes through the BambooHR system before the end of each pay period.
 - 3.3. Hours of work must be recorded prior to the end of the pay period in which they were worked and should be required at the end of every day.
 - 3.4. 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.
4. *Overtime and Banked Hours*
 - 4.1. 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 contracts.
 - 4.2. Employees and Executive Councillors are required to obtain the prior approval of the Executive Director before working more than their set weekly or daily hours.
 - 4.3. The overtime hours will be banked to take time off at a later date as a rate of one hour off per hours worked.
 - 4.4. Executive Councillors are expected to take their banked hours off before the end of their term.
5. Failure to meet required working hours shall result in the individual receiving disciplinary action as outlined in the NWPSA Policies & Procedures.



5.3 AFTERHOURS			
Section:	Human Resources	Effective Date:	March 22, 2024
Responsibility:	Executive Director	Last Reviewed:	March 22, 2024
		Mandatory Review Date:	June 2027
		Cross-References:	<ul style="list-style-type: none"> • Alberta Employment Standard Rules
Approved By:	Executive Director		
Review Schedule:	Every 3 years		

Policy Statement

The Students’ Association recognizes the need for the office to hold regular business hours for members.

Procedure

1. Regular hours of operation are Monday – Friday, 8:00 am – 4:00 pm.
2. Staff and student leaders who have office codes are allowed to access the office outside of regular hours, the codes are tracked.
 - 2.1. No one without a code is allowed to access the office afterhours without prior approval from the Executive Director.



5.4 HOLIDAYS AND INSTITUTION CLOSURES			
Section:	Human Resources	Effective Date:	January 15, 2014
Responsibility:	Executive Director	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	• Alberta Employment Standard Rules
Approved By:	Executive Director		
Review Schedule:	Every 3 years		

Policy Statement

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

Procedure

1. The Students’ Association recognizes the following as paid holidays for all employees and Executive Councillors:
 - 1.1. New Years Day;
 - 1.2. Family Day;
 - 1.3. Good Friday;
 - 1.4. Victoria Day;
 - 1.5. Canada Day;
 - 1.6. Civic Holiday;
 - 1.7. Labour Day;
 - 1.8. Thanksgiving;
 - 1.9. Remembrance Day;
 - 1.10. Christmas Eve;
 - 1.11. Christmas Day;
 - 1.12. Boxing Day; and
 - 1.13. 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.



5.5 VACATION AND VACATION PAY			
Section:	Human Resources	Effective Date:	January 15, 2014
Responsibility:	Executive Director Executive Council	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	• Alberta Employment Standard Rules
Approved By:	Executive Director		
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*⁸ 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.



5.6 JOB-PROTECTED LEAVES			
Section:	Human Resources	Effective Date:	January 15, 2014
Responsibility:	Executive Director Executive Council	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	• Alberta Employment Standard Rules
Approved By:	Executive Director		
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. Employees are entitled to personal days as listed in their contracts. Executive Council are entitled to five (5) personal days. 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. A paid holiday occurring during a period of sick leave is to be documented as such and not a day of sick leave.
4. Personal days cannot carry over year to year.

Special Leave

5. 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:
 - 5.1. Personal and Family Responsibility Leave⁹- five (5) days
 - 5.2. Bereavement Leave¹⁰- three (3) days
 - 5.3. Travel time for Personal and Family Responsibility or Bereavement- two (2) days
6. 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.
7. For purposes of determining eligibility for special leave, the following provisions shall apply:
 - 7.1. Personal and Family Responsibility Leave shall be granted when leave is necessary:
 - 7.1.1. For the health of the employee; or
 - 7.1.2. 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.)



- 7.2. 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.)
- 7.3. Travel time for serious illness within the immediate family or for bereavement shall mean when long distances or isolated areas are involved.

Maternity/Parental Leave¹¹

8. All permanent employees qualify for maternity/parental leave after ninety (90) days of employment.
9. 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.
10. 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 Leave¹²

11. 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.



5.7 JOB DESCRIPTIONS			
Section:	Human Resources	Effective Date:	January 15, 2014
Responsibility:	Executive Director Executive Council	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	
Approved By:	Executive Director		
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:
 - 2.1. Title;
 - 2.2. Reporting Structure;
 - 2.3. Organizational status (full-time, part-time, casual, contract);
 - 2.4. Position purpose;
 - 2.5. Required qualifications; and
 - 2.6. 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:
 - 3.1. The details of the job description;
 - 3.2. Date of hire;
 - 3.3. Compensation (wage, salary, or honorarium);
 - 3.4. Length of probationary period;
 - 3.5. Signature of the Executive Director;
 - 3.6. Signature of an Executive Council member (for permanent staff positions only); and
 - 3.7. 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.



5.8 PERFORMANCE EVALUATION			
Section:	Human Resources	Effective Date:	January 15, 2014
Responsibility:	Executive Director Executive Council	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	<ul style="list-style-type: none"> • NWPSA Bonus Structure Policy • Appendix 2, 3, 4
Approved By:	Executive Director		
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.



5.9 PERSONNEL FILES			
Section:	Human Resources	Effective Date:	January 15, 2014
Responsibility:	Executive Director	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	• NWPSA By-law 6
Approved By:	Executive Director		
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



5.10 CODE OF CONDUCT			
Section:	Human Resources	Effective Date:	January 15, 2014
Responsibility:	Students' Council	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June-2026
		Cross-References:	• Appendix 5
Approved By:	Executive Director		
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*).



5.11 DISCRIMINATION AND HARASSMENT			
Section:	Human Resources	Effective Date:	January 15, 2014
Responsibility:	Students' Council Executive Council	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	
Approved By:	Students' 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 employees of the Students' Association are unacceptable and will not be tolerated.

Procedure

1. In support of this policy, NWPSA has implemented harassment prevention measures at the end of this section to protect employees from harassment and a process for employees to report incidents or raise concerns.
2. Staff, student leaders, and volunteers will adhere to this policy and the corresponding procedures and are responsible for ensuring that they are followed by employees and that employees have the information to protect themselves.
3. Nothing in this policy prevents or is intended to discourage an employee from exercising their rights under any law, including the *Alberta Human Rights Act*, or NWPSA's Whistleblower Policy.

Complaints

- 3.1. Employees shall report incidents of harassment to the appropriate person in accordance with the corresponding procedures.
- 3.2. NWPSA will take appropriate corrective actions to address incidents and complaints of harassment in a fair, respectful, and timely manner.
- 3.3. NWPSA will endeavor to respect the privacy of all concerned as much as possible. NWPSA will not disclose the circumstances related to an incident or complaint of harassment or the names of the parties involved except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, as required by law.
- 3.4. No employees may be penalized, reprimanded, or criticized when acting in good faith while following this section for addressing situations involving harassment.
- 3.5. Employees are encouraged to report any incidents of harassment to their direct Coordinator, the President, or Executive Director. Department Coordinators must report any such incidents to the Executive Director.
 - 3.5.1. The President, Department Coordinator, or Executive Director will determine a reasonable solution to the complaint. If they determine that it is appropriate to do so,



an investigation will be conducted, and an external specialist or consultant may be engaged to carry out the investigation.

- 3.5.2. All parties involved in the complaint will be treated with fairness and given an opportunity to explain what happened from their perspective.

Preventing Harassment

- 3.6. NWPSA will work to prevent harassment and will not tolerate any form of harassment. Employees must do their part to encourage a work environment that is based on respect and integrity.
- 3.7. NWPSA will ensure that all employees are educated on what constitutes harassment and are aware of how seriously allegations of harassment are taken. New employees will be informed of this during their orientation by the Executive Director or delegate.
- 3.8. Department Coordinators must make examples of themselves and encourage a safe working environment for employees under their supervision.



5.12 VIOLENCE			
Section:	Human Resources	Effective Date:	December 13, 2023
Responsibility:	Executive Director Executive Council	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	
Approved By:	Students' Council		
Review Schedule:	Every 3 years		

Policy Statement

NWPSA is committed to preventing workplace violence and providing a healthy and safe workplace for its employees. NWPSA will take reasonable steps to protect employees from the hazards associated with workplace violence. All employees are obligated to uphold this section and work together to prevent workplace violence.

Procedure

1. In support of this policy, NWPSA has implemented violence prevention measures at the end of this section to protect employees from violence and a process for employees to report incidents or raise concerns.
2. Staff, student leaders, and volunteers will adhere to this policy and the corresponding procedures and are responsible for ensuring that they are followed by employees and that employees have the information to protect themselves.
3. Nothing in this policy prevents or is intended to discourage an employee from exercising their rights under any law, or NWPSA’s Whistleblower Policy.
4. *Complaints*
 - 4.1. Employees shall report incidents of harassment to the appropriate person in accordance with the corresponding procedures.
 - 4.2. NWPSA will take appropriate corrective actions to address incidents and complaints of harassment in a fair, respectful, and timely manner.
 - 4.3. NWPSA will endeavor to respect the privacy of all concerned as much as possible. NWPSA will not disclose the circumstances related to an incident or complaint of violence or the names of the parties involved except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, as required by law.
 - 4.4. No employees may be penalized, reprimanded, or criticized when acting in good faith while following this section for addressing situations involving harassment.
 - 4.5. Employees are encouraged to report any incidents of violence to their direct Coordinator, the President, or Executive Director. Department Coordinators must report any such incidents to the Executive Director.
 - 4.5.1. The President, Department Coordinator, or Executive Director will determine a reasonable solution to the complaint. If they determine that it is appropriate to do so,



an investigation will be conducted, and an external specialist or consultant may be engaged to carry out the investigation.

- 4.5.2. All parties involved in the complaint will be treated with fairness and given an opportunity to explain what happened from their perspective.
5. *Preventing Violence*
- 5.1. NWPSA will work to prevent violence and will not tolerate any form of violence. Employees must do their part to encourage a work environment that is based on respect and integrity.
 - 5.2. NWPSA will ensure that all employees are educated on what constitutes violence and are aware of how seriously allegations of violence are taken. New employees will be informed of this during their orientation by the Executive Director or delegate.
 - 5.3. Department Coordinators must make examples of themselves and encourage a safe working environment for employees under their supervision.



5.13 MEMBER COMPLAINT PROCEDURE			
Section:	Human Resources	Effective Date:	December 13, 2023
Responsibility:	Executive Director Executive Council	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	
Approved By:	Students' Council		
Review Schedule:	Every 3 years		

Policy Statement

The Students' Association employs a complaint procedure to protect the rights of its members.

- NWPSA believes it is in the best interest of all parties that complaints are dealt with promptly and resolved as quickly as possible.
- NWPSA shall strive to review and respond to all complaints in a manner that is fair, impartial, and respectful of all parties.
- NWPSA shall provide complainants with clear and understandable reasons for decisions relating to complaints.
- NWPSA shall conduct any complaint investigations in a manner that is fair and impartial.
- NWPSA shall not tolerate any complaints that are frivolous, vexatious, or made in bad faith.
- NWPSA shall not tolerate repetitive complaints intended to irritate or harass NWPSA employees.
- This policy does not apply to member suggestions for or about programs and services.

Procedure

Responsibilities

1. All NWPSA staff and student leaders shall be responsible for complying with the following guidelines when hearing or responding to complaints:
 - 1.1 If receiving a complaint, directing it to the relevant individuals who will respond to the complaint within 2 business days. If a complaint is received during a time when NWPSA office is closed, it shall be acknowledged within 2 business days of it reopening.
 - 1.2 If a complaint received is regarding a NWPSA program or service, NWPSA staff may attempt to direct the complaint to the appropriate Coordinator.
 - 1.3 If investigation is required after a complaint is acknowledged, the investigation shall be initiated within 5 business days of the complaint's acknowledgement.
 - 1.3.1 If an investigation is required for the complaint, the complainant shall be notified that an investigation has been opened, and that they may be contacted for more information.
 - 1.3.2 Any complaint investigation shall be completed within 20 business days of the complaint being acknowledged.
 - 1.4 If an investigation is not deemed necessary for a complaint, NWPSA staff may take reasonable steps to resolve the complaint within 5 business days.
 - 1.5 The Executive Director, in consultation with NWPSA President, is responsible for:



- 1.5.1 Ensuring the complaints process is effectively administered;
- 1.5.2 Ensuring staff and student leaders are appropriately prepared for complaint management;
- 1.5.3 Maintaining accurate complaint records;
- 1.5.4 Determining the proper response to complaints, where needed;
- 1.5.5 Referring complaints to an external organization or agency, where appropriate.
- 1.6 NWPSA Staff and student leaders are responsible for:
 - 1.6.1 Handling complaints in accordance with NWPSA's procedures,
 - 1.6.2 Directing complaints to the appropriate staff, when necessary.

Suggestions and Concerns

- 2. NWPSA values all member feedback but acknowledges that not all feedback it receives constitutes a complaint.
- 3. Any concerns or suggestions received by staff shall be noted and directed to the appropriate department coordinator. Member suggestions and concerns may be tracked for future reference when planning or developing NWPSA programs or services.
- 4. While NWPSA values input of its members, not all suggestions or concerns may be acted upon when modifying NWPSA programming or services.

5. Initiating a Complaint

- 5.1. Individuals may make a complaint either verbally or in writing.
- 5.2. When hearing complaints verbally, employees should listen and seek to understand the complaint, and may attempt to resolve it within reason;
- 5.3. Complaints that cannot be immediately resolved shall be directed to the Executive Director.
- 5.4. Complaint records shall include the following:
 - 5.4.1. The name of the complainant(s);
 - 5.4.2. The complainant's contact information, if the complaint cannot be resolved immediately;
 - 5.4.3. The date, time, and location of incident;
 - 5.4.4. The name of the intended respondent(s), if any;
 - 5.4.5. The reason for the complaint;
 - 5.4.6. An explanation of the complaint;
 - 5.4.7. Any other information deemed relevant by the staff member or student leader receiving the complaint or their Coordinator.
- 5.5. Written complaints should include the following:
 - 5.5.1. The name of the complainant(s);
 - 5.5.2. The name of the intended respondent(s), if any;
 - 5.5.3. The reason for the complaint;
 - 5.5.4. An explanation of the complaint;
 - 5.5.5. Evidence of the basis for the complaint;
 - 5.5.6. Documentation of any prior attempts to resolve the complaint, if applicable.

6. Investigating a Complaint

- 6.1. NWPSA shall take reasonable steps to investigate complaints from consumers or members to ensure the manner is resolved in a fair and impartial manner.

- 6.2. To ensure that all parties to a complaint are treated fairly, NWPSA shall not disclose any of the complainant's personal information to any external parties or other staff not directly involved.
- 6.3. To ensure complainants are treated fairly, NWPSA shall require investigators to declare any real or perceived conflict of interest before proceeding with the investigation.
- 6.4. NWPSA may refer a complaint to an external investigator for any of the following reasons:
 - 6.4.1. Conflict of Interest;
 - 6.4.2. Allegations of severe misconduct (e.g. assault);
 - 6.4.3. Other reasons as determined by the Executive Director;
- 6.5. If an investigation is deemed necessary for a complaint, the relevant department coordinators shall be responsible for investigating the complaint.
 - 6.5.1. If the complaint is regarding the conduct of a staff member, the Executive Director shall investigate the complaint.
 - 6.5.2. If the complaint is regarding the Executive Director or a student leader, the President of the Students' Association shall conduct the investigation of the complaint.
- 6.6. Investigators shall comply with the following procedures when investigating complaints from members:
 - 6.6.1. The investigator shall meet separately with the complainant and respondent to gather additional information regarding the nature of the complaint;
 - 6.6.2. The investigator shall gather additional information through interviews with witnesses, and shall consider any evidence brought to them by witnesses to the complaint;
 - 6.6.3. Investigators shall assess evidence to determine:
 - 6.6.3.1. If the evidence has reliability to demonstrate substance to the complaint;
 - 6.6.3.2. The circumstances and context of the complaint;
 - 6.6.3.3. Credibility of parties involved;
 - 6.6.3.4. Consistency in evidence;
 - 6.6.3.5. Absence of evidence, where it should logically exist.
 - 6.6.4. Investigators shall determine if a complaint is substantive on a balance of probabilities.
- 6.7. Upon concluding their investigation, investigators shall notify all parties separately to the complaint of the outcome of their investigation, and how the complaint shall be resolved.
- 6.8. If any investigation finds that the complaint was unfounded, frivolous, vexatious, or made in bad faith, it shall be dismissed. The complainant shall be notified of the reason for dismissal, and NWPSA shall retain record of the decision.
- 6.9. If investigation requires the involvement of a third-party (e.g. Campus Security), NWPSA shall notify relevant parties and may provide them with information about the nature of the complaint, if requested.

7. *Resolving a Complaint*

- 7.1. NWPSA shall make reasonable efforts to resolve complaints in a timely fashion.
- 7.2. Any employees or volunteer who receives a complaint may make reasonable efforts to resolve the complaint immediately. This can include, but is not limited to:
 - 7.2.1. Offering an apology to complainant(s);
 - 7.2.2. Offering to replace faulty product(s);
 - 7.2.3. Providing a refund for a product or service, when applicable or deemed appropriate by the department coordinator;



7.3. If an employee is unable to resolve the complaint, they should bring the complaint to the attention of their direct supervisor, who shall be responsible for investigating and/or resolving the complaint.

7.3.1. If the complaint involves the conduct of the employee's direct supervisor, the complaint should be brought to the Executive Director or their designate who shall decide how the complaint be resolved.

8. *Dismissing a Complaint*

8.1. Complaints that are unfounded, frivolous, vexatious, or made in bad faith may be dismissed.

8.1.1. Students who submit unfounded, frivolous, vexatious, or bad faith complaints may be reported to the Dean of Students and subject to Non-Academic Misconduct.

8.1.2. Community members, including staff and faculty of NWP, who submit unfounded, frivolous, vexatious, or bad faith complaints may have their access to NWPSA services or other privileges restricted at the discretion of the Executive Director.

8.2. If a complaint is dismissed by an investigator, department coordinator, or the Executive Director, they shall notify the complainant(s) of the reasons for doing so in writing.

9. *Complaint Documentation*

9.1. NWPSA shall maintain records of complaints it receives to ensure responses to complaints are consistent and fair.

9.1.1. Complaints for issues that were immediately resolved by staff do not need to be logged in NWPSA records.

9.1.2. Staff are responsible for maintaining complaint records and providing regular updates to the Executive Director of any complaints received for reporting purposes.



5.14 EQUITY, DIVERSITY, AND INCLUSION			
Section:	Human Resources	Effective Date:	December 13, 2023
Responsibility:	Executive Council Students' Council Executive Director	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	<ul style="list-style-type: none"> • Appendix 11 • Canadian Charter of Rights and Freedoms • Alberta Human Rights Act • Alberta Occupational Health and Safety (OHS) Act • Employment Standards Code • Truth and Reconciliation Commission Report and Calls to Action • United Nations Declaration on the Rights of Indigenous Peoples
Approved By:	Students' Council		
Review Schedule:	Every 3 years		

Policy Statement

NWPSA is dedicated to providing a safe and inclusive space where all individuals can show up as their authentic self. The Students' Association is committed to fostering an environment that is free of harassment, bullying, discrimination, and violence.

The Students' Association acknowledges that equity, diversity, and inclusion (EDI), and anti-racism are ongoing processes, and will continue to work hard to make progress in the EDI and anti-racism journeys. This policy applies to all NWPSA employees, student officials, members, and volunteers in all contexts where individuals engage in NWPSA business, activities on behalf of or representing NWPSA, and any other times where individuals conduct could reasonably reflect on NWPSA or impact its operations or reputation.

Purpose

The purpose of this policy is to establish:

1. NWPSA's commitment to advancing equity, diversity, and inclusion, and addressing racism;
2. A framework that builds on existing legislative requirements to ensure anti-racism, Indigenous reconciliation, accessibility, equity, diversity, and inclusion are considered in NWPSA operations; and
3. Accountability mechanisms for the organization to measure progress towards these critical objectives.

NWPSA Commitments

1. NWPSA is dedicated to improving the student experience at every opportunity.
2. NWPSA is committed to working hard to create an environment where students are inspired to learn, lead, and be exceptional.



3. NWPSA commits to fostering a campus-wide culture that students are proud to be part of.
4. NWPSA commits to advocating on behalf of students to all levels of government, and internally to NWP as an institution.
5. NWPSA will work to identify and meet the needs of underrepresented groups within the NWP community.
6. NWPSA commits to supporting students in their education and/or personal life.
7. NWPSA commits to investigating any acts of discrimination, violence, bullying, harassment, and racism, based on grounds and legislation.
8. NWPSA commits to removing systemic and programmatic barriers to ensure all individuals have the opportunity to fully contribute and pursue their potential.
9. In accordance with Truth and Reconciliation Commission Call to Action 92, NWPSA adopts the United Nations Declaration on the Rights of Indigenous Peoples as a reconciliation framework and will apply its principles, norms, and standards to NWPSA policy and operational activities involving Indigenous peoples and their lands and resources. This includes a commitment to:
 - 9.1. Adopt structures, systems, policies, procedures, and processes to demonstrate Truth and Reconciliation, improve equity, diversity, inclusion, and accessibility for NWPSA members and the public including but not limited to incorporating Treaty Land Acknowledgement into formal events and meetings;
 - 9.2. Meaningful consultation, building respectful relationships, and obtaining the free, prior, and informed consent of Indigenous peoples before proceeding with economic development projects;
 - 9.3. Provide education for management and staff on the history of Indigenous peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Indigenous rights, Indigenous law, and Indigenous-Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.

Procedure

1. The Students' Association will publish its EDI and Anti-Racism goals and objectives as part of its regular strategic and organizational planning processes.
2. The Students' Association will publish an annual report that evaluates the organization's compliance with this policy and tracks progress against key metrics.
3. Conduct regular reviews of programs, services, policies, procedures, resources, physical and virtual spaces, and information sources to:
 - 3.1. Identify and address discriminatory practices; and
 - 3.2. Identify opportunities to eliminate barriers and improve equity, diversity, inclusion, and accessibility in program and service delivery and participation.
4. Set up systems and supports to collect, analyze, and use equity data to report findings, and inform future decisions.
5. Implement Indigenous Reconciliation, anti-racism, and EDI training and education for all staff, student leaders, and volunteers.
6. Adopt structures, systems, policies, procedures, and processes to demonstrate Truth and Reconciliation, improve equity, diversity, inclusion, and accessibility for all NWPSA members and the public including but not limited to:



- 6.1. Incorporating Treaty Land Acknowledgement into formal events and meetings;
- 6.2. Consulting with Indigenous peoples or organizations when designing programs or services that seek to support the needs of Indigenous students; and
- 6.3. Consulting with Indigenous organizations and researchers when conducting research that involves Indigenous people.



5.15 TERMINATION AND RESIGNATION			
Section:	Human Resources	Effective Date:	January 8, 2024
Responsibility:	Executive Director	Last Reviewed:	January 8, 2024
		Mandatory Review Date:	June 2027
		Cross-References:	<ul style="list-style-type: none"> • Bylaw 7.3 • Bylaw 8
Approved By:	Executive Director		
Review Schedule:	Every 3 years		

Policy Statement

This policy is intended to establish the expectations and processes to be followed at the end of an employee’s employment relationship with NWPSA.

Procedure

1. Notice of Termination

1.1. Notice by Employees and Student Leaders

1.1.1. Employees and student leaders who intend to resign are required to give notice to NWPSA as follows:

Length of Employment	Notice
90 days or less	None
Greater than 90 days, less than 2 years	1 week
2 years or more	2 weeks

1.2. Notice by NWPSA

1.2.1. NWPSA will give notice to employees of termination, or pay in lieu of such notice, as follows:

Length of Employment	Notice
90 days or less	None
Greater than 90 days, less than 2 years	1 week
2 years or more, but less than 4 years	2 weeks
4 years or more, but less than 6 years	4 weeks
6 years or more, but less than 8 years	5 weeks
8 years or more, but less than 10 years	6 weeks
10 years or more	8 weeks

1.3. Additional notice or pay in lieu of notice may be given in NWPSA’s discretion. NWPSA may also terminate employment for cause at any time without notice or pay in lieu of notice.

2. Termination Procedures

2.1. Coordinators must notify the Executive Director prior to any termination of an employee’s employment.



- 2.2. Coordinators are responsible for recovering all NWPSA property from an employee prior to the employee's last day of work, including keys, building access cards, laptops, NWPSA credit cards, etc. and give them to the Executive Director.
- 2.3. Student Leaders are required to give their NWPSA property prior to the last day of work to the Executive Director.



5.16 OUTSIDE EMPLOYMENT			
Section:	Human Resources	Effective Date:	March 22, 2024
Responsibility:	Students' Council Executive Director	Last Reviewed:	March 22, 2024
		Mandatory Review Date:	June 2027
		Cross-References:	<ul style="list-style-type: none"> • Bylaw 7.3 • Bylaw 8
Approved By:	Executive Director		
Review Schedule:	Every 3 years		

Policy Statement

The Students' Association recognizes the right of employees to engage in employment opportunities outside the organization while maintaining performance standards.

Procedure

1. Individuals employed by NWPSA may hold outside jobs as long as they meet the performance standards of their job with NWPSA.
2. All employees will be evaluated by the same performance standards and will be subject to NWPSA scheduling demands, regardless of any outside work.
3. Employees may be asked to terminate outside employment if they are unable to meet NWPSA requirements or job performance expectations due to the conflict.
4. All employees must avoid outside employment that creates a conflict of interest.
 - 4.1. Employees may not receive any income or material gain from individuals or organizations for materials produced or services received while performing their jobs with NWPSA



6.1 ACCESS TO RECORDS			
Section:	Administration	Effective Date:	January 15, 2014
Responsibility:	Students' Council Executive Council	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	
Approved By:	Executive Director		
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:	Administration	Effective Date:	January 15, 2014
Responsibility:	Executive Director	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	
Approved By:	Executive Director		
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 Coordinator, 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 TECHNOLOGY			
Section:	Administration	Effective Date:	March 22, 2024
Responsibility:	Executive Director	Last Reviewed:	March 22, 2024
		Mandatory Review Date:	June 2027
		Cross-References:	<ul style="list-style-type: none"> • NWP Information Management Policy • NWP IT Acceptable Use Policy • NWP IT Access Control and User Access Management Policy
Approved By:	Executive Director		
Review Schedule:	Every 3 years		

Policy Statement

Technology is a vital tool for NWPSA in carrying out its business, but there are risks associated with its use. The purpose of this policy is to establish the requirements for use of NWPSA and Northwestern Polytechnic (NWP) technology and to establish the requirements for using technology when carrying on NWPSA’s business.

Procedure

1. NWPSA in coordination with NWP has provided systems to support its mission, these include all IT systems or applications managed by NWP that store, process or transmit information including:
 - 1.1. Network and computer hardware, software and applications;
 - 1.2. Mobile devices; and
 - 1.3. Telecommunication systems.
2. Phones
 - 2.1. Employees shall comply with the following when using phones for NWPSA business:
 - 2.1.1. Proper and professional telephone etiquette must be used at all times, including identifying oneself when answering and maintaining a professional outgoing voicemail message.
 - 2.1.2. Employees must comply with all distracted driving legislation. Employees who are convicted for any breach of such legislation shall be solely responsible for any associated fines, penalties, or other punishments, even if the phone was being used to conduct NWPSA business at the time.
 - 2.1.3. No disciplinary action may be taken against any employee who does not answer or use their call phone while driving.
3. Computers and Other Systems
 - 3.1. Employees shall comply with the following requirements respecting the use of computer technology, including computers, laptops, tablets, and smart phones:
 - 3.1.1. Employees shall restrict their use of NWPSA/NWP email and internet services for personal use to a reasonable level.
 - 3.1.2. If a NWPSA/NWP email address has been provided to an employee, the employee shall use such email address for all NWPSA business and shall not use personal accounts.
 - 3.1.3. NWPSA/NWP technology shall not be used for commercial activities except for NWPSA’s own business.
 - 3.1.4. Employees must not download or install any software or files except with the prior approval of the Executive Director.



- 3.1.5. Email communications using NWPSA/NWP email, as well as any email involving NWPSA business, shall be polite and professional in nature.
- 3.1.6. Confidential materials shall not be transmitted via email except with prior approval from the Executive Director or President.
- 3.1.7. Employees shall take reasonable steps to protect NWPSA/NWP's systems from viruses, including not opening emails from unknown senders, exercising caution in opening attachments even from known sources, and notifying their manager of any incidents or suspicious communications.
4. Use of Personal Equipment
 - 4.1. Employees shall obtain prior approval before using personal computer technology, including computers, laptops, tablets, and smart phones, to conduct NWPSA business. Employees must secure data on such equipment to the same extent as such data is secured on NWPSA/NWP technology.
 - 4.1.1. This shall include ensuring that such equipment is protected with a secure password.
5. All data in NWP's computer and communication systems (including documents, other electronic files, email, and recorded voice messages) are the property of NWP.
 - 5.1. NWPSA/NWP may inspect and monitor such data at any time.
6. NWPSA/NWP's systems must not be used to create or transmit material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs.
7. NWPSA/NWP systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages, or other non-job-related purposes.
8. Unique user sign-on identification and passwords are provided to control access to NWPSA/NWP's host computer system, networks, and voicemail system.



6.4 VOLUNTEERS			
Section:	Administration	Effective Date:	January 15, 2014
Responsibility:	Executive Council Coordinators	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	
Approved By:	Executive Director		
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 Governance and Student Support Coordinator.



6.5 EXCELLENCE IN TEACHING AWARD			
Section:	Administration	Effective Date:	January 15, 2014
Responsibility:	Executive Council	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		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 1st of each year, and close on March 31st 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.



6.6 MOST STUDENT-CENTERED STAFF AWARD			
Section:	Administration	Effective Date:	January 15, 2014
Responsibility:	Executive Council	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		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~~ **has** 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 1st of each year, and close on March 31st 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.



6.7 STUDENT VOLUNTEER OF THE YEAR AWARD			
Section:	Administration	Effective Date:	January 15, 2014
Responsibility:	Executive Council	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		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 polytechnic community through the donation of their time. Their involvement helps their fellow students through post-secondary life and sets a powerful example of how NWP students make a difference.

Procedure

1. Nominations open on October 1st of each year, and close on March 31st 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.



6.8 NWPSA STAFFER OF THE YEAR AWARD			
Section:	Administration	Effective Date:	December 13, 2023
Responsibility:	Executive Council	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

Policy Statement

This award is given to a staff member inside NWPSA who has most exemplified the values of NWPSA and support of the students throughout the academic year. They are a member who has gone above and beyond many times for the students.

Procedure

1. Nominations open on October 1st of each year, and close on March 31st of each year, with the form available on the NWPSA website for submissions.
2. Any NWPSA member is eligible to nominate any NWPSA staff member for this award.
3. There shall be one recipient picked from the organization.
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.



6.9 NWPSA MVP OF THE YEAR AWARD			
Section:	Administration	Effective Date:	December 13, 2023
Responsibility:	Executive Council	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

Policy Statement

The NWPSA MVP of the Year Award is designed to recognize an individual that exemplifies NWPSA values and is actively involved with the organization through the donation of their time. They are an individual who has gone above and beyond many times to benefit NWPSA and its members.

Procedure

1. Any NWPSA member is eligible to nominate for this award. The NWPSA Executive Council will nominate and select the recipient of this award.
2. There shall be two (2) recipients selected for this award.
3. NWPSA Executive Councillors and Student Councillors are not eligible for this award.
4. The Executive Council shall select the annual recipients of the awards.
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.



6.10 SAFE SPACE ENDORSEMENTS			
Section:	Administration	Effective Date:	December 13, 2023
Responsibility:	Executive Council	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2027
		Cross-References:	• Appendix 12
Approved By:	Executive Council		
Review Schedule:	Every 3 years		

Policy Statement

The NWPSA Safe Space Endorsement is designed to recognize staff and faculty within NWP that actively work towards equity, diversity, and inclusion both within and outside the classroom. They consistently work on educating and bettering themselves and those around them to create a safer community.

Procedure

1. Nominations can be made year-round, with the nomination form (*see Appendix 12*) available on the NWPSA website for submissions.
2. Any NWPSA member is eligible to nominate NWP staff or faculty for this endorsement.
3. Any NWP staff or faculty is eligible to nominate themselves or another member for this endorsement.
4. The NWPSA Executive Council shall select the recipients for the endorsement based on the received nominations.
5. The endorsement along with appropriate recognition shall be given to recipients after they are approved by NWPSA Executive Council.
 - 5.1. Should a nomination be rejected, the NWPSA Executive Council is responsible for providing rationale and next steps to the nominee.
6. NWPSA shall retain 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:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	<ul style="list-style-type: none"> • Appendix 6 • NWPSA Club Manual
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*¹³ 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:
 - 4.1. Ability to book NWPSA space, free of charge, for club activities;
 - 4.2. Ability to book NWP space as a ratified club;
 - 4.3. Inclusion in the NWPSA master Club Contact List, maintained at the main office and on the NWPSA website;
 - 4.4. Opportunity to advertise on NWPSA boards and social media; and
 - 4.5. Opportunity to fundraise through partnership with NWPSA events.
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:
 - 6.1. Register their club through NWPSA;
 - 6.2. Keep NWPSA updated on any membership or executive changes;
 - 6.3. Keep NWPSA informed of all Academic club activities, events and issues;
 - 6.4. Adhere to the advertisement and poster procedures, as per the Club Manual;
 - 6.5. Adhere to the financial procedures, as per the Club Manual; and
 - 6.6. 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:
 - 7.1. Violation of the procedures outlined in the NWPSA Club Manual;
 - 7.2. Abuse of any Ratified Club benefits;
 - 7.3. Abuse of any NWPSA services or privileges;
 - 7.4. (*Academic Clubs*) Holding events not approved;
 - 7.5. Failure to submit fundraised monies;



- 7.6. Failure to re-pay outstanding loans;
- 7.7. 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:	President Department Coordinator Executive Director	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	<ul style="list-style-type: none"> • 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*¹⁴.
2. The President and Executive Director 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.
4. Students covered by the Health and Dental Plan are eligible to add dependants before the opt-out date for their starting semester.



7.3 STUDENT DISCOUNT PROGRAM			
Section:	Student Services	Effective Date:	February 12, 2014
Responsibility:	VP External Department Coordinator	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		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 Department Coordinator.
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:
 - 4.1. Inclusion in the Students’ Association master student discount program list, maintained at the main office and on the NWPSA website;
 - 4.2. Opportunity to advertise on NWPSA social media; and
 - 4.3. Other rights as negotiated through the Executive Council.
5. Any advertising or promoting on NWP property will abide by the *NWP Poster Policy*¹⁵.



7.4 ROOM OF PLENTY FOODBANK			
Section:	Student Services	Effective Date:	June 30, 2021
Responsibility:	Department Coordinator Lounge Coordinator Room of Plenty Coordinator Executive Director	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	<ul style="list-style-type: none"> • Salvation Army Grande Prairie • foodbanksalberta.ca
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 Lounge Coordinator and Room of Plenty Coordinator are responsible for their respective campuses and:
 - 1.1. Are the first point of contact for students;
 - 1.2. Complete the requests using current inventory items and arrange for its delivery to the student;
 - 1.3. 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;
 - 1.4. Maintain all requests and inventory documents;
 - 1.5. Create and maintain all marketing; and
 - 1.6. Maintain the physical inventory for cleanliness, order and overall integrity/security.
2. Inventory levels are maintained by:
 - 2.1. 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
 - 2.2. Small or ongoing purchases are done by the Department Coordinator or Executive Director 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 seven (7) business days. Pick up 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 15th 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*¹⁶.



- 7.1. Details on the Grande Prairie food bank, run by the Salvation Army can be found on the *Salvation Army Grande Prairie*¹⁷ website or by calling 780-532-3720; and
- 7.2. 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.



7.5 OTHER SERVICES			
Section:	Student Services	Effective Date:	February 12, 2014
Responsibility:	Executive Council Staff	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		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:
 - 2.1. Student club ratification;
 - 2.2. Recreational and study spaces;
 - 2.3. Maintenance of the Student Discount Program;
 - 2.4. Health and Dental insurance coverage;
 - 2.5. Advocacy on behalf of its members;
 - 2.6. Safer Sex Supplies;
 - 2.7. Room of Plenty;
 - 2.8. Orientation events, and other events as determined by the Executive Council during each year’s budget and event planning; and
 - 2.9. Maintenance of social media accounts and a website that provide access to information and services relevant to members;
 - 2.10. 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 Director Department Coordinator	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	
Approver:	Executive Director		
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 Executive Director 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 Executive Director.
3. The website will provide access to:
 - 3.1. NWPSA contact information;
 - 3.2. NWPSA Bylaws, and Policies & Procedures;
 - 3.3. All relevant bookings and applications forms related to the operation of NWPSA; and
 - 3.4. All other information deemed necessary by the Executive Council.



8.2 SOCIAL MEDIA			
Section:	Communications	Effective Date:	February 12, 2014
Responsibility:	Executive Director Department Coordinator	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	
Approved By:	Executive Director		
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 Executive Director to maintain all NWPSA social media accounts, and to approve all content.
2. The Executive Director will maintain administrative status over all official NWPSA social media accounts and may delegate administrative permissions and responsibilities accordingly.
3. All NWPSA staff and student leaders can submit information to be published on social media accounts, at the discretion of the Executive Director.
4. All social media content must be related to communication of NWPSA or institution goals, activities, and accomplishments.



9.1 TRAVEL REQUESTS			
Section:	Travel	Effective Date:	March 19, 2014
Responsibility:	Executive Council Executive Director	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	• Appendix 7
Approved By:	Executive Director		
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.
3. *Per Diem* requests must be submitted two (2) week prior to departure.
4. Expense claims with itemized receipts, must be submitted to the Executive Director within thirty (30) days after the completed travel.
5. 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.
6. 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	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June-2026
		Cross-References:	<ul style="list-style-type: none"> • Government of Canada Automobile Allowance Rates • Appendix 8 • Appendix 10
Approved By:	Executive Director		
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. In situations where personal vehicles must be utilized, reimbursements are as follows:
 - 1.1. The kilometer reimbursement rate is set in accordance with the current *Government of Canada Automobile Allowance Rates*¹⁸; and
 - 1.2. Fuel expenses and kilometres must be submitted on a Trip Reimbursement Request Form (*see Appendix 8*). Fuel receipts must also be submitted.
2. NWPSA 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.

Airline Use

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

Other Transportation

8. 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	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	• Appendix 7
Approved By:	Executive Director		
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 and student leaders will not share the same room; and
 - b. If someone chooses to have their own room, they will incur the cost of that room.
2. 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.
3. 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			
Section:	Travel	Effective Date:	March 19, 2014
Responsibility:	Executive Council Executive Director	Last Reviewed:	December 13, 2023
		Mandatory Review Date:	June 2026
		Cross-References:	<ul style="list-style-type: none"> • Appendix 7 • NWPSA Policies & Procedures 9.1.4
Approved By:	Executive Director		
Review Schedule:	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.

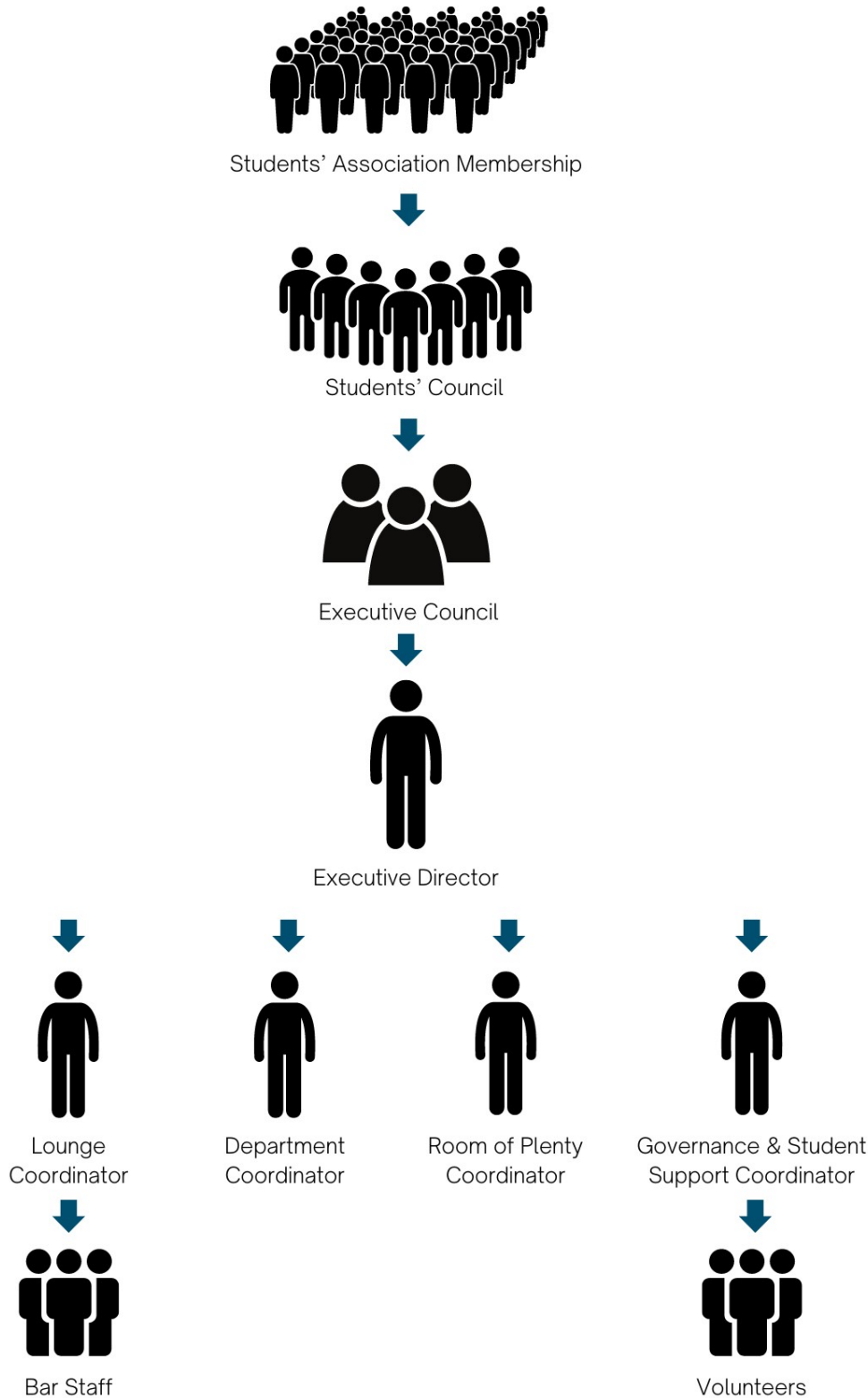
1. Per Diem amounts must be noted on the Travel Request Form (*see Appendix 7*), and cannot be applied to costs that are covered elsewhere by NWPSA funds (e.g. Delegate fees).
2. Per Diem amounts are set as per Appendix 7.
3. Per Diem will be paid out through Direct Deposit to the traveller after the 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.



APPENDICES

Appendix 1: NWPSA Organizational Structure.....	99
Appendix 2: Executive Director Performance Evaluation.....	100
Appendix 3: Staff Performance Evaluation.....	105
Appendix 4: Executive Councillor Performance Evaluation.....	110
Appendix 5: Code of Conduct (<i>as per New Hire Package</i>).....	115
Appendix 6: Club Ratification Form.....	117
Appendix 7: Travel Request Form (<i>includes Per Diem</i>).....	122
Appendix 8: Trip Reimbursement Request Form.....	123
Appendix 9: Missing Receipt Authorization Form.....	124
Appendix 10: Payment Request Form.....	125
Appendix 11: NWPSA Recognition of Territory.....	126
Appendix 12: Safe Space Endorsement Form.....	N/A

Appendix 1: NWPSA Organizational Structure



Appendix 2: Executive Director Performance Evaluation



EXECUTIVE DIRECTOR PERFORMANCE EVALUATION

INSTRUCTIONS FOR THE RESPONDENT

The evaluation form consists of five 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 respondent.*

SECTION 1: PLANNING AND MENTORSHIP

- 1. The Executive Director works with Executives to develop a clear vision for the organization and to understand their own leadership roles and expectations.
- 2. The Executive Director works with Executives and team to build and implement goals for the organization.
- 3. The Executive Director ensures that students, NWP, and/or community are involved, when applicable, when planning strategies and goals to further the organization.
- 4. The Executive Director helps leaders to narrow down and prioritize goals to build the skills they want to learn during their terms.
- 5. The Executive Director provides regular feedback and assistance to student leaders throughout their terms.



Appendix 2: Executive Director Performance Evaluation...continued

SECTION 1: PLANNING AND MENTORSHIP

Are there any strengths of the Executive Director you wish to highlight in this area?

What can the Executive Director improve on in this area?

SECTION 2: OPERATIONAL MANAGEMENT

- 1. The Executive Director demonstrates fundamental knowledge of the programs and services that NWPSA offers.
- 2. The Executive Director works, alongside the Executives and staff, to bring in relevant educational opportunities for students, Executives, and staff.
- 3. The Executive Director works to find and recommend new programs and services to improve and benefit NWPSA and its members.
- 4. The Executive Director recommends modifications or discontinuance of programs and services that are not beneficial to NWPSA or its members.

Are there any strengths of the Executive Director you wish to highlight in this area?

What can the Executive Director improve on in this area?



Appendix 2: Executive Director Performance Evaluation...continued

SECTION 3: FINANCIAL MANAGEMENT

- 1. The Executive Director maintains up-to-date financials for each of the Associations operations.
- 2. The Executive Director recommends different ways to effectively utilize revenue for all the Associations operations.
- 3. The Executive Director communicates clearly, ensures understanding, and provides educational opportunities for student leaders regarding financials.
- 4. The Executive Director works with Executives and staff to find sponsorship, bursary, and funding opportunities for different programs and services NWPSA offers.

Are there any strengths of the Executive Director you wish to highlight in this area?

What can the Executive Director improve on in this area?

SECTION 4: PERSONNEL MANAGEMENT

- 1. The Executive Director builds and works to maintain a strong staff team that aligns with the organization's goals.
- 2. The Executive Director encourages professional development opportunities for team and allows space to develop necessary skills.
- 3. The Executive Director maintains a space that allows for open communication and provides regular feedback for team to improve.
- 4. The Executive Director creates and helps maintain a safe work environment and provides support to team.



Appendix 2: Executive Director Performance Evaluation...continued

SECTION 4: PERSONNEL MANAGEMENT

Are there any strengths of the Executive Director you wish to highlight in this area?

What can the Executive Director improve on in this area?

SECTION 5: PUBLIC RELATIONS

- 1. The Executive Director builds and maintains strong relationships with staff, faculty, and the Executive team within NWP.
- 2. The Executive Director builds and maintains strong relationships with external schools, people, businesses, and organizations.
- 3. The Executive Director works, alongside Executives and staff, to develop new and beneficial relations with external community members.
- 4. The Executive Director works to create and maintain a positive reputation for the Students' Association.

Are there any strengths of the Executive Director you wish to highlight in this area?

What can the Executive Director improve on in this area?



Appendix 2: Executive Director Performance Evaluation...continued



EXECUTIVE DIRECTOR PERFORMANCE EVALUATION

FINAL COMMENTS

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

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

Date

Appendix 3: Staff Performance Evaluation



STAFF PERFORMANCE EVALUATION

INSTRUCTIONS FOR THE RESPONDENT

The evaluation form consists of five sections corresponding with major responsibilities of the 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 respondent.*

SECTION 1: PLANNING AND MENTORSHIP

- 1. The staff member participates in the planning process as a collaborative effort with the Executive Director, other staff, and Executives.
- 2. The staff member aides, where applicable, to help implement goals and objectives for the organization alongside the Executive Director and student leaders.
- 3. The staff member help in the professional growth and development of student leaders, alongside the Executive Director.
- 4. The staff member encourages and provides regular feedback and assistance for student leaders and other staff.

Appendix 3: Staff Performance Evaluation...continued

SECTION 1: PLANNING AND MENTORSHIP

Are there any strengths of the staff member you wish to highlight in this area?

What can the staff member improve on in this area?

SECTION 2: GROWTH AND DEVELOPMENT

- 1. The staff member works towards building professional portfolio and participates in any applicable education opportunities.
- 2. The staff member aims to grow their skills and find ways to improve their role with NWPSA.
- 3. The staff member works to bring new ideas, opportunities, and/or connections to improve NWPSA and its members.
- 4. The staff member is open to feedback and actively works to implement necessary changes.

Are there any strengths of the staff member you wish to highlight in this area?

What can the staff member improve on in this area?

Appendix 3: Staff Performance Evaluation...continued

SECTION 3: EFFICIENCY AND PRODUCTION

- 1. The staff member demonstrates fundamental knowledge regarding NWPSA programs and services, relevant to their position.
- 2. The staff member displays positive work habits and manages their time effectively.
- 3. The staff member ensures their work is aimed towards bettering NWPSA and helping achieve its goals.
- 4. The staff member ensures open communication with necessary NWPSA team members on projects and seek feedback and input.

Are there any strengths of the staff member you wish to highlight in this area?

What can the staff member improve on in this area?

SECTION 4: MANAGEMENT*

**Only applicable to Lounge Coordinator, Governance & Student Support Coordinator, and Department Coordinator*

- 1. The Coordinator hires and aims to maintain qualified staff and/or volunteers that align with the organization's goals.
- 2. The Coordinator encourages professional development opportunities, where possible, and allows space to develop necessary skills.
- 3. The Coordinator maintains a space that allows for open communication and provides regular feedback to staff and/or volunteers to improve.
- 4. The Coordinator creates and helps maintain a safe work environment and provides support to staff and/or volunteers.

Appendix 3: Staff Performance Evaluation...continued

SECTION 4: MANAGEMENT

Are there any strengths of the Coordinator you wish to highlight in this area?

What can the Coordinator improve on in this area?

SECTION 5: PUBLIC RELATIONS

- 1. The staff member works to build and maintain strong relationships with internal and external stakeholders that work with their position.
- 2. The staff member works, alongside the Executive Director, other staff, and student leaders, to develop new and beneficial relations with external community members.
- 3. The staff member works to maintain a positive reputation when representing the Students' Association at any events or meetings.

Are there any strengths of the staff member you wish to highlight in this area?

What can the staff member improve on in this area?



Appendix 3: Staff Performance Evaluation...continued



STAFF PERFORMANCE EVALUATION

FINAL COMMENTS

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

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

Date

Appendix 4: Executive Councillor Performance Evaluation



EXECUTIVE COUNCIL PERFORMANCE EVALUATION

INSTRUCTIONS FOR THE RESPONDENT

The evaluation form consists of five sections corresponding with major responsibilities of the Executive Councilor. Each section includes several statements relating to particular performance objectives for the Executive Councilor 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 Councilor

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

SECTION 1: STRATEGY AND PLANNING

- 1. The Executive Councilor works with the Executive Director and their staff touchpoint to understand their leadership role and the vision of the organization.
- 2. The Executive Councilor works with the Executive Director and staff touchpoint on the development and implementation of their goals and objectives.
- 3. The Executive Councilor works with the Executive team to create measurable and achievable goals and objectives that align with the vision of the organization.
- 4. The Executive Councilor participates in the planning process as a collaborative effort alongside the Executives, Executive Director, and staff.

Appendix 4: Executive Councillor Performance Evaluation...continued

SECTION 1: STRATEGY AND PLANNING

Are there any strengths of the Executive Councilor you wish to highlight in this area?

What can the Executive Councilor improve on in this area?

SECTION 2: GOVERNANCE

- 1. The Executive Councilor demonstrates fundamental knowledge regarding the organization's programs and services.
- 2. The Executive Councilor demonstrates fundamental knowledge on the policies and bylaws of the organization.
- 3. The Executive Councilor is knowledgeable and understands the financial matters of the organization, as needed by their position.
- 4. The Executive Councilor works alongside the team to find different funding and sponsorship opportunities for the organization, as needed by their position.

Are there any strengths of the Executive Councilor you wish to highlight in this area?

What can the Executive Councilor improve on in this area?

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

SECTION 3: EVENT MANAGEMENT

- 1. The Executive Councilor finds ways to provide and host fun and/or educational events for students throughout the year.
- 2. The Executive Councilor collaborates with NWPSA staff, NWP staff, and external community to provide events and resources to students.
- 3. The Executive Councilor attends and supports NWPSA hosted events and supports NWP events, when possible.
- 4. The Executive Councilor recommends new and relevant programs, services, and events to improve NWPSA and its students.
- 5. The Executive Councilor recommends modifications or discontinuance of programs and services that are not beneficial to NWPSA or its members.

Are there any strengths of the Executive Councilor you wish to highlight in this area?

What can the Executive Councilor improve on in this area?

SECTION 4: INTERNAL RELATIONS

- 1. The Executive Councilor maintains an effective working relationship and open communication with the Executive team.
- 2. The Executive Councilor maintains an effective working relationship and open communication with the Executive Director and their staff touchpoint.
- 3. The Executive Councilor works to hold the Executive team accountable for completing their projects and events.
- 4. The Executive Councilor builds and maintains an effective working relationship with the Student Councilors.
- 5. The Executive Councilor works to hold the Executive team accountable for completing their projects and events.

Appendix 4: Executive Councillor Performance Evaluation...continued

SECTION 4: INTERNAL RELATIONS

- 6. The Executive Councilor builds and maintains an effective working relationship with the Student Councilors.

Are there any strengths of the Executive Councilor you wish to highlight in this area?

What can the Executive Councilor improve on in this area?

SECTION 5: PUBLIC RELATIONS

- 1. The Executive Councilor builds and maintains strong relationships with staff, faculty, and the Executive team within NWP.
- 2. The Executive Councilor builds and maintains strong relationships with external people, businesses, and organizations.
- 3. The Executive Councilor works, alongside the team, to develop new and beneficial relations with external community members.
- 4. The Executive Councilor works to create and maintain a positive reputation for the Students' Association.

Are there any strengths of the Executive Councilor you wish to highlight in this area?

What can the Executive Councilor improve on in this area?



Appendix 4: Executive Councillor Performance Evaluation...continued



EXECUTIVE COUNCILOR PERFORMANCE EVALUATION

FINAL COMMENTS

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

Do you have any additional feedback, comments or concerns for the Executive Councilor?
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

Date

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

Northwestern Polytechnic Students' Association
CODE OF CONDUCT

PRINCIPLE

The objective of the Code of Conduct (CoC) is to communicate to all NWPSA 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 NWPSA's legitimacy, professionalism, integrity, and reputation. The CoC supplements the NWPSA 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 NWPSA values. It is also the duty of each staff member to require those same commitments.
2. Staff shall demonstrate loyalty to the interests of NWPSA and ensure that any activities outside NWPSA 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 NWPSA.
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 NWPSA meetings and functions applicable and they facilitate student participation in all affairs of NWPSA.
6. Staff cannot act for NWPSA in its dealings with stakeholders, institutions or outside organizations unless as explicitly defined by their job description.
7. NWPSA is an equal opportunity employer and believes strongly in the values of Equity, Diversity, and Inclusion. 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 NWPSA.
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 NWPSA 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



Northwestern Polytechnic Students' Association
CODE OF CONDUCT

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 NWPSA 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 Northwestern Polytechnic. 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



Students' Association of Northwestern Polytechnic

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

REQUEST FOR RATIFICATION

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

A request for ratification must be made again if a club wishes to continue operating during the summer months (May to August), and each club will have until May 1st to do so.

Date of Submission: _____

Club Name: _____

Club Purpose:

Primary activities:

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

If yes, how much \$ _____

Please provide a breakdown of what the fees are for.

Primary Contact Information

Name: _____

Phone Number: _____

E-Mail: _____



Appendix 6: Club Ratification Form...continued



Students' Association of Northwestern Polytechnic

P 780.539.2962 T 780.539.2776 e sa@nwpolytech.ca w nwpsa.ca

MEMBERSHIP ROSTER

Founding Members

Name	Student ID #	Phone #	Email	Executive Position (If applicable)	Signature

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

Name	Student, Club Executives, or community member?	Signature



Appendix 6: Club Ratification Form...continued



Students' Association of Northwestern Polytechnic

p. 780.539.2962 **t.** 780.539.2776 **e.** sa@nwpolytech.ca **w.** nwpsa.ca

CLUB RESPONSIBILITY

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

Please sign below acknowledging that you have read the club manual and understand the above statements.

Club President Name (printed): _____

Club President Signature: _____

Date: _____

FOR OFFICE USE:

Approval Granted? Yes No

If no, please provide reasoning:

Date Approved: _____

Vice-President Social name: _____

Signature: _____

Executive Director name: _____

Signature: _____

Appendix 6: Club Ratification Form...continued



Students' Association of Northwestern Polytechnic

 780.539.2962
  780.539.2776
  sa@nwpolytech.ca
  nwpsa.ca

Code of Conduct of Club Executives

Principle

The objective of our Code of Conduct (CoC) is to communicate to all Executive members of NWPSA clubs, the NWPSA 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 NWPSA's legitimacy, professionalism, integrity, and reputation. The CoC supplements the bylaws and policies of NWPSA and is binding to every club member.

1. Club Executives are committed to ethical behavior, to professional standards and to NWPSA values. It is also the duty of each Club Executive to require those same commitments of club members. **Initial:** _____
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 NWPSA ratified club. **Initial:** _____
3. Club Executives cannot act for NWPSA in its dealings with stakeholders, institutions, or outside organizations. **Initial:** _____
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. **Initial:** _____
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 NWPSA. **Initial:** _____

Breaches of the Code of Conduct

Any serious breach of the Code of Conduct is to be reported immediately to the NWPSA 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 NWPSA club bylaws and policies. The Students' Council reserves the right to make additional disciplinary decisions pertinent to each case.



Appendix 6: Club Ratification Form...continued



Students' Association of Northwestern Polytechnic

p 780.539.2962 **t** 780.539.2776 **e** sa@nwpolytech.ca **w** nwpsa.ca

Code of Conduct Declaration

I have read, understand, and agree to abide by the Code of Conduct of the Students' Association of Northwestern Polytechnic. 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_____.

President Name

Signature

Vice President Name

Signature

Other Executive Name

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						
Total						
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	\$ _____	_____
		Subtotal: \$ _____	

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	\$ _____	_____
		Subtotal: \$ _____	

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

Requested By: _____

Approved By: _____

Reimbursement Total: \$



Appendix 11: NWPSA Recognition of Territory



Students' Association of Northwestern Polytechnic

780.539.2962 780.539.2776 sa@nwpolytech.ca nwpsa.ca

Recognition of Territory

Background

NWPSA is committed to true and impactful indigenization while also supporting effective reconciliation with our indigenous partners. The recognition of territory is a small, but meaningful, effort that the NWPSA has taken to work towards reconciliation.

Statement

The Students' Association of Northwestern Polytechnic is committed to true and impactful indigenous partners. We recognize that we are meeting on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

Document References:

- ¹ **Post-Secondary Learning Act: Statutes of Alberta**, 2003; Current as of December 9, 2020
<https://www.qp.alberta.ca/documents/acts/p19p5.pdf>
- ² **Students' Association of Grande Prairie Regional College By-laws**; Revised July , 2021
- ³ **Alberta Students' Executive Council (ASEC)**; <https://albertastudents.ca/>
- ⁴ **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))
- ⁵ **Generally Accepted Audit Standards (GAAS)** definition
https://en.wikipedia.org/wiki/Generally_Accepted_Auditing_Standards
- ⁶ **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
- ⁷ **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
- ⁸ **Alberta Employment Standard Rules: Vacation and Vacation Pay** <https://www.alberta.ca/vacation-pay.aspx>
- ⁹ **Alberta Employment Standard Rules: Personal and Family Responsibility Leave** <https://www.alberta.ca/personal-family-responsibility-leave.aspx>
- ¹⁰ **Alberta Employment Standard Rules: Bereavement Leave** <https://www.alberta.ca/bereavement-leave.aspx>
- ¹¹ **Alberta Employment Standard Rules: Maternity and Parental Leave** <https://www.alberta.ca/maternity-parental-leave.aspx>
- ¹² **Alberta Employment Standard Rules: Job-Protected Leaves** <https://www.alberta.ca/job-protected-leaves.aspx>
- ¹³ **SAGPRC Club Manual** pdf; Current as of ... *Link currently under construction*
- ¹⁴ **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>
- ¹⁵ **GPRC Policies** pdf; Current as of March 26, 2019; Administrative Policies» Communications» *Poster Policy* <https://www.gprc.ab.ca/about/administration/policies/index.html>
- ¹⁶ **Foodbanks Alberta**; Community Foodbanks; <https://foodbanksalberta.ca/food-banks/>
- ¹⁷ **Salvation Army Grande Prairie** <https://salvationarmygp.ca/family-services/food-bank/>
- ¹⁸ **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>