



To: AMS Council
From: AMS Human Resources Committee

Code Changes to Section II, Article 10: Ombudsperson and Advocacy Office, (16)

Deletions indicated with ~~strikethroughs~~, additions indicated with ***bolded italics***

Article 10. Ombudsperson and Advocacy Office

16. ~~Transitional Honorarium~~ ***Transitional Duties***

(a) The outgoing Ombudsperson shall be responsible for the ***transitioning and*** orientation of his or her replacement, such orientation is to include but not be limited to:

(i) completion of a comprehensive transitional report no later than the incoming Ombudsperson's first day of work;

(ii) in-person training of the incoming Ombudsperson;

~~(iii) consultation on Ombuds matters at the request of the incoming Ombudsperson for a period of not less than one (1) month after the incoming Ombudsperson's first day of work; and~~

(iii) organization of the Ombudsperson's office and files;

(iv) introduction to relevant Society staff;

(v) familiarization with the day-to-day tasks of the position;

(vi) transitioning on any outstanding items, issues, or work to be completed; and

(vii) ensuring the availability of all required keys and other necessary equipment.

~~(b) Council may direct the Human Resources Committee to review the amount of a transitional honorarium for the Ombudsperson. On the recommendation of the Human Resources Committee, Council may alter the amount of the transitional honorarium.~~

~~(c) An Ombudsperson who is reappointed to the position shall not be granted an honorarium. If not already serving in the position, the incoming Ombudsperson shall be eligible for an honorarium or a portion of an honorarium, based on the extent to which he or she fulfils the requirements of paragraph (a) above.~~

~~(d) The incoming Ombudsperson shall decide the extent to which the outgoing Ombudsperson has fulfilled the requirements of paragraph (a) above in accordance with the Transition Checklist below. If there is a dispute, the outgoing Ombudsperson may appeal to the Agenda Committee.~~

~~(e) Transition Checklist~~ **(b) Transitional Report Checklist**

~~(i) Further to paragraph a(i) above, the comprehensive transitional report shall be worth one-third (1/3) of the amount of the transitional honorarium and shall include but not be limited to:~~

(i) The Ombudsperson Transitional Report shall include but not be limited to the following items:

1) a review of the Ombudsperson's duties, including duties related to internal Society matters and duties related to matters to do with the University;

2) a review of the successes and failures of projects and new initiatives of the outgoing Ombudsperson, including suggestions for improvements; and

~~3) a timeline indicating when events are to take place and by what dates tasks need to be completed.~~

3) timelines on items such as events and due dates.

~~(ii) The transitional report shall be a new document focusing on the events, achievements, and challenges of the previous year and on the outlook for the upcoming year, and must not be simply a copy of a previous year's transitional report.~~

(ii) The Transitional Report shall be a new, comprehensive document with a focus on relevant information and materials from the term of the outgoing Ombudsperson.

~~(iii) The outgoing Ombudsperson shall inform the incoming Ombudsperson how to obtain copies of previous years' transitional reports.~~

~~(iv) Further to paragraph (a)(ii) above, the in-person training of the incoming Ombudsperson shall be worth one-fifth (1/5) of the amount of the transitional honorarium and shall include but not be limited to:~~

~~1) introduction to the staff, especially the staff members with whom the Ombudsperson works particularly closely; and~~

~~2) familiarization of the incoming Ombudsperson with day-to-day tasks.~~

~~(v) Further to paragraph (a)(iii) above, consultation on Ombuds matters after the incoming Ombudsperson's first day of work shall be worth one-third (1/3) of the amount of the transitional honorarium and shall include, but not be limited to, informing the incoming Ombudsperson of any outstanding issues to be resolved and work to be completed.~~

~~(vi) Further to paragraph (a)(iv) above, organization of the office and files shall be worth two-fifteenths (2/15) of the amount of the transitional honorarium and shall include but not be limited to:~~

~~1) organizing the outgoing member's paper and computer files, including e-mail files, by the time of the incoming Ombudsperson's first day of work;~~

~~2) removing all personal belongings of the outgoing Ombudsperson by the time of the incoming Ombudsperson's first day of work; and~~

~~3) ensuring the availability of all required keys and other necessary equipment by the time of the incoming Ombudsperson's first day of work.~~