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 fulfills 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.