Human Resources Committee (ft. Sheldon)
Minutes
Alma Mater Society of UBC Vancouver
Feb 9, 2022 at 1:00 PM PST
@ Zoom + AMS Offices Room 3511

Attendance
Members Present:
Avery Chan, Sheldon Goldfarb, Romina Hajizadeh

Members Present (Remote):
Aadim Rajan (SaL), Sophie Penniman, Ananya Swaminathan

Members Absent:
Emily Covell (Staff), Cole Evans, Mathew Ho

Guests Present (Remote):
Celia Chung, Betty Huang

I. Call to Order

Meeting called to order at 1:09PM.

II. Territorial Acknowledgement

Romina did a land acknowledgement.

III. Approval of the Agenda

Motion:
BE IT RESOLVED that the agenda be approved as follows.

Motion moved by Romina Hajizadeh and motion seconded by Ananya Swaminathan. Motion passes unanimously.

IV. Approval of Minutes

Motion:
BE IT RESOLVED that the Feb 2 HR Committee minutes be approved.

Motion moved by Romina Hajizadeh and motion seconded by Ananya Swaminathan. Motion passes unanimously.
V. Discussion: Three Building Goals/Philosophies

Discussion item suggested by Aadim.

Aadim: Three guiding principles that should be taken in account when making new policies or going through processes.

Aadim: Cost-effectiveness (fiscal responsibility, equity), Accountability (transparency, checks and balances), Efficiency (enable everyone to harness strengths, take advantages of resources (HR dept, Sheldon)).

Romina: Equity (treat in a fair way, make less isolated or ignored), Efficiency (not just resolving over same things, want progress to happen by the end of the term), Open-Mindedness (let everyone in committee speak).

Sophie: Concurs with want to support staff support (e.g. Elections Committee).

VI. Ammending Code w/ Sheldon: Increasing Productivity Regarding Backpay

[Hours of Work Policy DRAFT.docx]
[Overtime Policy DRAFT.docx]

Attached documents are proposed policy documents created by Aadim.

Romina: A lot of the actions we've been doing lately in HrComm are very rubber-stampy. Do not just want to make the committee about rubber stamping backpaying, etc.. Want to focus on greater things like exec salaries,

Aadim: Discussions are also important on backpaying and hourly

Sheldon: Clarified current code based on retroactive pay and how if it's in the middle of their term, retroactive pays must go to Council. Council is not always receptive to retroactive pay.

Celia: HR Dept discourages retroactive pay. Would want hours to be approved before employees start to work more hours and expect to be back-paided.

Aadim: Is there a current policy where this is written down in?

Betty: Also depends on whether they are hourly exempt (e.g. CEO, ombuds... very salary-like) or hourly?

Sheldon: What case did this come from? Who allocated extra hours?

Romina: ElectionsComm, they started working extra hours since it was needed. Also Cole's prior motion for backpaying EDI staff because of extra hours for events.
Sheldon: Extra hours should have been approved before (e.g. by HRComm), but understands the tricky time (since the HRComm
Romina: EDI backpay could have been approved before hand.
Aadim: Is there any supplementary processes where hours can be changed?
Sheldon: If they are in the position already, Council needs to approve. If they are not, HRComm can just do it on their own.
Aadim: Long term hour changes should go through the approval process. But short-term temporary increases (2-3 weeks) are not as crucial since it already has been done and approval is just being put in.
Sheldon: Short-term temporary increases would probably not constitute a change in the terms of employment.
Betty: Just re-evaluate JD's and best determine appropriate hours for each chunk of time (e.g. Jan to April plus this many hours). To prevent backpay, but it also depends on the person because everyone works at different rates. So large variance.
Sheldon: Not a code issue, can there just be more flexibility in the JD's where it can be said that 'extra hours may be added'?
Romina and Sheldon: Possible ideas to get Elections Comm to report to HRComm but also many possible Conflicts of Interest if HR Comm members are running for election.
Sheldon: Suggests to amend JD's so that supervisors are able to increase hours through their own discretion.
Sophie, Aadim, and Ananya support this suggestion.
Aadim: Still needs some level of oversight to this process (e.g. submit a document to HrDept? HrComm? Explaining why increase is needed).
Betty: Current JD's already say that supervisors may add more tasks/responsibilities. Warns of precedent set of allowing them to add more hours without oversight.
Celia agrees.
Aadim: Look at suggested overtime policy doc. (To anyone reading the minutes, please read over the doc for more context).
Aadim: Are backpays considered overtime? Or just additional hours? And if so, should they be being payed at overtime rates?
Betty: Overtime is not the best term to use because many student gov staff work many more hours anyways. There is no current banked overtime policy.

Sheldon: They are additional hours. We used to have personnel handbooks, do we not have those anymore?

Celia: Does not recall a clause outlining extra hours. Will need to double check.

Sheldon: Probably best to put it in there. Used to have three handbooks: permanent, hourly, student gov staff (hourly-exempt). Would be logical place to put this policy so you don’t have to amend Code.

Sheldon: Did previous backpay even need to go to Council because code is in grey area on this topic?

Romina: JD’s at end of the year is the best option and positions are vacated.

Sheldon: Draft changes now and bring it to next year’s HR committee so they can approve it.

Romina: Doesn’t really make sense for us to be giving oversight on backpay when we are not directly involved in supervision duties.

Sheldon and Aadim: Oversight should be done from the original internal structure. Wants supervisors to just approve overtime themselves and submit report to Council so that it can audited from a high level.

Celia: Could be done.

Sheldon: How does overtime work for hourly staff in outlets?

Celia: Hourly is completely different than hourly-exempt student gov staff.

Sheldon: Could we just start paying student gov staff hourly?

Celia: Only concern of letting people work as many hours as they want is that there is lack of consistency in terms of their work efficiency. In hourly, there are set times and everyone has specific tasks they want to do, whereas student gov staff is just in their offices working, so it is harder to define overtime for student gov staff than hourly staff.

VII. Discussion: Ombudsperson Full-Time Possibilities

Romina: Typically hire law students, who want to work a full time job when they graduate.

Romina: Previous ombuds suggested it and remove deputy ombuds position.
Aadim: Need more context from previous ombuds to know more about levels of work, justification, and wages.

VIII. Discussion: General

Employee handbooks need Council approval, but can look at amending it as a project before the end of the year.

Romina will get ahold of them.

IX. Adjournment

Next Meeting will be AFTER the reading break. rest well and wishing you all the best for midterms :)

If needed, possible meeting next week or during reading week.

Meeting adjourned at 2:01 pm.