ams — EST. 1915 —

SUBMISSION TO AMS COUNCIL

SUBJECT	New Executive Support Staff Tier Structure
MEETING DATE	(03/30/2022)
SUBMISSION TYPE	**MOTION** ☒ **FOR INFOMRATION** ☐
MOTION OR SUMMARY	BE IT RESOLVED that the HRComm approves the New Executive Support Staff Tier Strucutre, which includes the following five tiers for the relevant positions: Tier 1 ($16.00), for Assistant Coordinators and Assistant Managers; Tier 2 ($17.00), for Coordinators (Executive Support), Administrators (Executive Support), Executive Assistant to the President; Tier 3 ($17.50), for Committee Chairs, Deputy Ombudsperson, and Officers (Elections Committee); Tier 4 ($18.00), for Associate Vice-Presidents, Leads (President's Office), and Managers (Executive Support); and Tier 5 ($19.00), for Speaker of Council, Ombudsperson, and the Chief Electoral Officer.
MOVE + SECOND	**MOVED:** Romina Hajizadeh **SECONDED:** Ananya Swaminathan
SUBMITTED BY	Romina Hajizadeh, Chair of Human Resources Committee
RELEVANT COMMITTEE or EXECUTIVE	**COMMITTEE** ☑ Select **EXECUTIVE** ☐ Select
SUPPORTED BY	Human Resources Committee
COMMITTEE VOTE RESULT	**YES** ✓ **NO** UNANIMOUS ☐ NOT APPLICABLE ☐
ATTACHMENTS	Tier Structure Sheet

DESCRIPTION & RATIONALE	The Current Tier structure has been identified as oversimplified. Thus, from Executive Committee a revised 5 tier payment structure was brought to the Human Resources Committee. The Human Resources Committee believes such changes to the tier structure are necessary and will benefit the Society in recruiting future candidates for student government positions. Tiers are based off of the varying nature of qualifications needed and responsibilities for each role.
BENEFITS Reputational, Financial, Sustainable, Social	More competitive tier structures should lead to higher talent recruitment, especially as we compete with WorkLearn and other positions available to students. Many people across the organization have acknowledged wages are not great, and some positions in particular have been historically underpaid.
RISKS Financial, Operational, Reputational	n/a
COSTS Financial, Resources, Lifecycle	This will have a financial impact but budgetary impacts are relatively negligible.
TIMELINE Implementation Timeline	These changes would come into effect May 1, 2022.
CONSULTATION Internal & External Groups	Managing Director, Executive Committee, Human Resources Committee.

Tier Level	Criteria	Relevant Positions
Tier 1 ($16.00)	• Entry level. • Supports Tier 4 level positions. • Limited individual responsibilities.	• Assistant Coordinators • Assistant Managers
Tier 2 ($17.00)	• Entry level, with some experience preferred. • Support Tier 4 and Executives positions directly. • Takes on some significant responsibility.	• Coordinators (Executive Support) • Administrators (Executive Support) • Executive Assistant to the President
Tier 3 ($17.50)	• Relevant qualifications preferred. • Directly supports Tier 5 positions. • Council Committee Chairs.	• Committee Chairs • Deputy Ombudsperson • Officers (Elections Committee)
Tier 4 ($18.00)	• Relevant qualifications highly preferred. • High degree of responsibility. • Supervises others and/or takes a significant leadership role.	• Associate Vice-Presidents • Leads (President's Office) • Managers (Executive Support)
Tier 5 ($19.00)	• Relevant qualifications expected/highly desired. • Leads entire unit/very high degree of responsibility.	• Speaker of Council • Ombudsperson • Chief Electoral Officer