

Acadia Students' Union
Students' Representative Council

Resolution No. 112-17

Being a Resolution to Authorize the Adoption of an Hours of Work Policy to Govern the Office Hour Requirements of Members of Council


Whereas the Acadia Students' Union was founded on the central "values of integrity, excellence, and respect" (*ASU Constitution, Article I, Item 2(b)*).

Whereas Council deems it expedient to adopt an Hours of Work Policy to codify the rules and regulations that govern office hours for Members of Council in a manner that promotes integrity, excellence and respect;

Therefore Be It Resolved That the Students' Representative Council of the Acadia Students' Union hereby enact as follows:

1. **That** the Hours of Work Policy, attached as Schedule A of this resolution, is hereby adopted as an official policy document of the Acadia Students' Union.
2. **That** Schedule A attached hereto shall be read with and form part of this resolution.
3. **That** this resolution may be referred to as the "Hours of Work Policy."
4. **That** a vote of two-thirds of all Members be required to amend or repeal this resolution.
5. **That** this resolution shall come into full force and effect upon its passing thereof.


Enacted and Passed this 17th day of September, 2017.



Oliver Jacob, Chairperson



Grace Hamilton-Burge, President

	Acadia Students' Union Corporate Policies and Procedures Manual	
	Section: Employment Standards	Policy # ES-2017-01
Policy Name: Hours of Work Policy		
Effective Date: September 17th , 2017 Resolution No: 112-17	Revision Date: Resolution No:	Coverage: Council Members with Office Hours

1.0 Policy Statement

To provide guidelines to Members of Council regarding office hours to meet operational requirements while considering individual preferences and external obligations.

2.0 Purpose

Hours of work, work schedules, lunch breaks and other related work time decisions fall within the Union's discretionary authority. Decisions regarding these matters shall be governed by the operational and service requirements of the Union.

3.0 Scope

This policy applies to all Members of Council who are constitutionally mandated to hold office hours.

4.0 Responsibility

Office of the Chairperson: The Office of the Chairperson is responsible for ensuring that the necessity of Council office hours is properly balanced with the needs of Members of Council to support their physical, emotional and mental health by setting, approving and altering office hour schedules. They are also responsible for supporting and approving Executive Team Member requests for flexible work hours, where possible.

Members of Council: Individual Members of Council are required to hold their office hours on a regular basis, and to comply with the provisions of this policy.

5.0 Definitions


"Mental Health Day" means a 7.5 hour work day where the Member can rest and

recouperate from long periods of stressful activities.

“Office Hours” mean the period of time during which constituents can meet with Members of Council and Members of Council are readily accessible to do so. Office hour requirements are listed in the ASU Constitution.

6.0 Procedures

6.1 Hours of Work (General)

- 6.1.1 Office hours shall be defined and communicated to the Chairperson using the [Office Hour Schedule Form](#) by individual Members of Council by September 1st of each year.
- 6.1.2 After office hour schedules have been selected and confirmed with the Chairperson, office hour changes can only be made with the Chairperson’s permission through the [Office Hour Change Requests Form](#).
- 6.1.3 The Chairperson shall review all office hour changes within twenty-four (24) hours of the request submission.
- 6.1.4 All requests to change office hours shall be accompanied with an explanation of the reason and a plan to make up the office hours lost.
- 6.1.5 If there are extenuating circumstances (i.e. death of a close family member, illness,etc.), the Chairperson may accept late requests to change office hours.
-  6.1.6 Given that Executive Members attend conferences outside of office hours, each Executive Member may take up to two (2) paid Mental Health Days per month during the summer (May to August) and up to one (1) paid Mental Health Day per month during the academic year that would allow them to rest and recouperate as they deem necessary. Such decisions shall be reflected in the Office Hour Change Request form identified in sub-section 6.1.2 of this Policy.
- 6.1.7 If an Executive Member does not use their Mental Health Days in one month, they may not bank the time or transfer the days forward to the next month.

- 6.1.8 The Nova Scotia *Labour Standards Code* prohibits continuous work of more than five hours without a break for a meal and Members of Council may take a 30 minute unpaid lunch break for each five (5) hour stretch.
- 6.1.9 Within the total office hour requirement as defined below, a paid fifteen (15) minute break will be allowed for each uninterrupted three (3) hour stretch.
- 6.1.10 Executive Members may be eligible for flexible work arrangements, subject to the written approval of the Chairperson.
- 6.1.11 The Chairperson is authorized to conduct random office hour checks to ensure that Members of Council are fulfilling their constitutional obligations.

6.2 **Work Week Schedules**

- 6.2.1 The work week for Executive Members over the summer months consists of 37.5 hours spread over five days (Monday to Friday) resulting in a 7.5 hour workday.
- 6.2.2 The work week for Executive Members over the academic year consists of 20 hours per week for the President and 15 hours per week for the Vice Presidents.
- 6.2.3 The work week for the Chairperson over the academic year consists of six (6) hours per week.
- 6.2.4 The work week for all other non-executive Members of Council over the academic year consists of three (3) hours per week.
- 6.2.4.1 At least fifty percent (50%) of the office hours must be held outside of the Old Student Union Building.
- 6.2.4.2 Office hours within the Old Student Union Building shall be held in your assigned office, or if none exist, the Council room (OldSUB 613).
- 6.2.4.3 Office hours may be held in the Beveridge Arts Centre (BAC), Higgins Science Hall (HSH), Patterson Hall (PAT), Fountain Commons, the Student Union Building (SUB), the Acadia Divinity College and/or the Wheeloch Dining Hall (WDH).

6.2.4.3.1 Locations outside of these options may be approved on a case-by-case basis with the written approval of the Chairperson.

6.3 Exclusions

6.3.1 The following are examples of activities that are not eligible to count against your office hours:

6.3.1.1 Travel Time

6.3.1.2 Social Activities at Conferences

6.3.1.3 Committee Meetings where you are appointed by Council to serve

6.3.1.4 Council meetings

6.3.1.5 Time spent in the office outside of your regular office hours

6.4 Exemptions

6.4.1 Nothing in this policy precludes Members of Council from exercising personal discretion regarding working more hours than required under the ASU Constitution.

6.4.2 The Chief Returning Officer and Deputy Chairperson are required to hold office hours during the nomination and campaign periods as set out in By-Law Three (Union Elections) to meet with and advise candidates and constituents about the electoral process of the Union. While not covered directly in this policy, these positions are obliged to have the same rights and privileges of a Member of Council while serving in their official capacity.

6.5 Review Board

6.5.1 Review Board will review the performance of individual Members of Council and consider any reports from the Chairperson regarding missing office hours or irregularities.

7.0 Attachments

None