Instructions:
The purpose of this form is to present proposed policy amendments or additions in an explicit and standard manner. Members of the Graduate Student Society of UBC Vancouver wishing to make policy amendments or additions for Council approval must use this form. Consultation with the Code and Policy Committee is strongly recommended to ensure that the language and style reflects that of the current policy manual. The Code and Policy Committee can be emailed at cpcom@gss.ubc.ca.

As per bylaw 13.1.4 and policy 1.2.1, notice of a proposed policy amendment or addition must be posted on the Society’s website and emailed to all Council members at least seven days prior to the motion at Council. For assistance with putting forms on the website, you may contact the Communications and Marketing Director at communications@gss.ubc.ca.

Date: November 1, 2019
Submitted by: Katharine Sedivy-Haley, CPC Chair

What type of change is this?
☒ Amending an existing policy  ☐ Addition of a new policy  ☐ Removal of a policy

Original Policy #:  HR Manual 10.2  New Policy # (if applicable):

Proposed Revised Policy:

10.2 Process for Determining Salary (All Part-Time Employees)

Salaries for all part-time employees will be set based on the tasks performed, as described by the following Tier system:

<table>
<thead>
<tr>
<th>Tier</th>
<th>Description</th>
<th>Example Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Involves routine tasks of limited complexity, with any necessary training provided on-the-job; the employee is only required to exercise limited judgement and make infrequent low impact decisions.</td>
<td>Event Production Assistant (EPA)</td>
</tr>
</tbody>
</table>
2 Involves office or library support tasks such as entering data, keeping records, or assisting with creating reports.

3 Involves performing routine tasks of moderate complexity which fall within well-defined guidelines but typically require previous experience, exercising initiative, and some judgment, such as performing literature searches, student service and outreach activities, or assisting in marketing or website maintenance.

   Online Communication Assistant,
   Peer Support Specialist,
   Advocacy Coordinator.

4 Involves duties that require extensive knowledge of a discipline, such as statistical analysis, writing reports and interviewing, or coordinating communications strategies. Can exercise judgment and make decisions with little guidance.

   Policy Assistant,
   Digital Communications Coordinator,
   Survey Coordinator.

HR shall revise the base hourly wages for each tier every month of August in consultation with HF and considering the rates of the Work Learn program. To maintain internal equity of compensation in the organization, wages for positions within each tier should be equal. The new rates shall become effective September 1st.

The base hourly wage is subject to bonuses as determined by HR.

Rationale Behind Proposed Changes:

HR Committee has determined that the current policy for determining salary of part-time staff members need to be updated to provide additional guidance based on the responsibilities of the position. The new policy ensures that GSS part time staff will be paid according to the nature of the position, and that positions with similar responsibilities will have the same compensation regardless of whether the position is filled using the Work Learn program. The final determination for specific hourly rates remains with HR, as is the case in the existing policy.

CPC has approved the wording of this policy.