



Policy Revision Form

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: March 7, 2020

Submitted by: Jordan Hamden, CPC Chair

What type of change is this?		
<input type="checkbox"/> Amending an existing policy	<input checked="" type="checkbox"/> Addition of a new policy	<input type="checkbox"/> Removal of a policy
Original Policy #: N/A	New Policy # (if applicable): 20	
Proposed Revised Policy:		
20. Executive Absence Guidelines		
20.1 Purpose		
20.1.1 As per Bylaw 8.4, the following procedure should be followed in the event there are concerns that an executive may be absent, as defined by not fulfilling their duties.		
20.2 Definitions		
20.2.1 "The Executive" shall within this policy refer to the executive that is suspected of being absent from their duties.		
20.2.2 "The Responsible Committee" shall be Executive Oversight Committee in reviewing the suspected absence of any executive other than the Financial and Executive Oversight Officer,		



and Governance & Accountability Committee in reviewing absence of the Financial and Executive Oversight Officer.

20.3 Warning stage

20.3.1 In the event that there are any concerns raised about an executive not performing duties, the Responsible Committee should be notified.

20.3.2 Such a warning may be issued in the event that an executive fails to return from a scheduled vacation at the appointed time.

20.3.3 The Responsible Committee will notify the executive that they are suspected of being absent from their duties, describe the duties which have not been performed, request their participation in the investigation stage, and indicate that they may be determined absent in 2 weeks if the Relevant Committee determines that duties are not being performed.

20.3.4 In the event that an executive other than the President is suspected to be absent, the Responsible Committee will also notify the President, and the President should assist the Responsible Committee in investigating and rectifying the situation during the next stage.

20.4 Investigation stage

20.4.1 The Investigation stage should take place during the two weeks following the warning.

20.4.2 The Executive should be given the opportunity to provide evidence of duties which they have performed.

20.4.3 The Executive should be given an opportunity to meet with the president, the Chair of the Responsible Committee (the FEOO or the Chair of G&A as appropriate), and at least one other member of the Responsible Committee, to determine what the reason for the missed duty is. At this meeting, it should be determined exactly which duties are and are not being performed, and allowances should be discussed.

20.4.4 The Responsible Committee shall gather other information regarding performance of duties, which may include:

- a) Any reports or updates on duties performed submitted by the executive to Council, Executive Committee, the Responsible Committee, or other bodies as applicable.
- b) The Executive's physical presence in the offices.
- c) The Executive's attendance, or providing of updates to, meetings relevant to their duties, such as:
 - i. Executive Committee
 - ii. Council



iii. Meetings of committees or other bodies described in the duties of the executive office.

- d) Testimony of staff who work closely with the executives and may be aware of execution of relevant duties.
- e) Confirmation of duties for which the performance is clearly visible, such as calling Council meetings (by the President) or exercising signing authority (normally by the President and FEOO).

20.5 Deliberation stage

20.5.1 The deliberation stage occurs 2 weeks (10 working days) after the initial warning was given.

20.5.2 At this stage, the Executive shall be given the opportunity to present a written submission to be considered.

20.5.3 The Responsible Committee shall meet to make a determination regarding whether The Executive should be considered absent.

20.5.4 The Responsible Committee should determine that an executive is absent if, in the view of the Responsible Committee, the executive has not made a good faith effort to perform a substantial part of the duties over the two weeks since the date of the warning being issued to the Executive that they are not performing their duties.

20.5.5 The Responsible Committee should consider recommending Council recall an executive per Bylaw 8.3 when an executive is making a good faith effort to perform duties, but the Executive is not able to do so even given reasonable accommodations and training.

20.6 Allowances

20.6.1 If at any stage during the above process, the Responsible Committee believes that a reasonable accommodation might allow the Executive to perform their duties, the Committee should recommend such allowances, which may include but are not limited to:

- a) Providing scheduling accommodations
- b) Providing training
- c) Allowances made for remote work to the extent that duties can be completed remotely.

20.6.2 A recommendation of allowances must be communicated to the Executive in writing.



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20.6.3 A recommendation of allowances must indicate a timeline for future updates from the Executive to the Responsible Committee regarding the effect of the allowances.

20.6.4 If upon receiving updates from the Executive, the Responsible Committee determines that the accommodations have not resolved the issue, they shall resume the process at the stage in which the allowance was issued.

20.7 Resolution

20.7.4 In the event that the Responsible Committee determines the Executive is absent, they shall provide notification as described in Bylaw 8.4, and the position shall be filled as described by the procedures in that Bylaw. If the Executive presented a written submission to the Responsible Committee as per Policy 5, this written submission shall be given to Council in the notice of the determination of absence.

Rationale Behind Proposed Changes:

Bylaw 8.4 dictates that in the event of the resignation, incapacitation, or absence without explanation of an Executive Officer, vacancies may be filled by appointment upon a special resolution of Council. However, the policy manual does not provide a mechanism for determining when/how an Executive Officer should be determined absent.

Moreover, the revised version of Bylaw 8.4 that was brought to AGM 2020 states "8.4.2 A prolonged absence is defined as a period of more than two weeks in which the Executive Officer is not fulfilling their duties. The Executive Oversight Committee shall determine whether an Executive Officer is fulfilling their duties, except in the case of the Financial and Executive Oversight Officer. In this case, the determination shall be made by the Governance & Accountability Committee. *Guidelines for how to determine executive absence, and the duration of such absence, shall be contained in the Policy Manual.*"

These guidelines for determining absence, presented as Policy 20, have been drafted by EOC and reviewed by both G&A and CPC. Policy 20 describes the steps that should be taken by EOC (or G&A) should there be concerns with the absence of an Executive Officer.