

Student Media Corporation, University of Windsor
CJAM-FM
Policies and Procedures
Updated February 2011

Note:

Excepting the by-laws and employee contracts, this document supersedes all other documents & policies created by the staff at CJAM-FM.

1. Application

1.1 This Policy applies to the CJAM-FM operations of Student Media, University of Windsor (Called in this policy "SMC"). It is a policy to be adhered to by staff and volunteers and does not form part of the bylaws of SMC

2. Definitions:

In This Policy:

2.1 "Board of Directors" means the Board of Directors of SMC as defined by the corporation's bylaws;

2.2 "Advertising Director" means that person who is an independent contractor supplies services to the CJAM-FM operations of SMC relating to the raising of advertising revenues:

2.3 "Assistant" means any staff members who have been specifically assigned to assist a specific core employee:

2.4 "Book Keeper" means that person who is an independent contractor supplying goods and services to CJAM-FM relating to the corporation's book-keeping.

2.5 "Engineer" means that person who is an independent contractor supplying technical maintenance to the CJAM-FM pursuant to a contractual relationship.

2.6 "Core Employees" means the Station Manager, the Music Director, and the Program Director of CJAM-FM as defined in this section.

2.7 "Employee" means a full time or part time paid staff member of SMC, working at the CJAM-FM operations of SMC who is not a volunteer or independent contractor;

2.8 "Full Time Employee" means those persons who are paid staff members required to work at least 35 hours per week.

2.9 “Grant Staff” means those persons who work at CJAM-FM operations of SMC and are paid pursuant to a grant or other outside source of funds relating specifically to the creation of that position;

2.10 “Independent Contractor” means a person who is not an employee or volunteer who is paid to provide specific goods and services to CJAM-FM operations of SMC pursuant to a contractual relationship to provide such specific goods or services, and is not by law considered an “employee”

2.11 “Music Director” means a part time employee who directs and supervises the music department of the CJAM-FM operations of SMC;

2.12 “Part-Time Employee” means those paid staff members who work under 35 hours a week;

2.13 “SMC” means that non-share capital corporation named “Student Media, University of Windsor”, which operates CJAM-FM;

2.14 “Program Director” means that full time employee that directs and supervises all programming of the CJAM-FM operations of SMC.

2.15 “Staff” means both the employees and the volunteers of the CJAM-FM operations of SMC including any persons engaged at the station through grant funding or work-study;

2.16 “Station” means the CJAM-FM operations of SMC.

2.17 “Station Premises” means the physical location of the offices and broadcasting studios of the CJAM-FM operations of SMC.

2.18 “Station Manager” means that full time employee who is the manager of the CJAM-FM operations of SMC;

2.19 “Volunteer” means a person who has been trained, signed a volunteer contract, volunteered unpaid time in the CJAM-FM operations of SMC, and who is a voting member of SMC as defined by the corporation's bylaws.

3. General Considerations - Workplace Culture and Behaviour

3.1 Volunteers shall be encouraged to regard core employees as leaders, and the core employee shall at all times attempt to lead by example and inspiration.

3.2 All staff should act in the utmost professional manner at all times, and without limiting this duty shall;

3.2.1 Be Courteous at all time

3.2.2 Be prompt in keeping appointments and return all messages left;

3.2.3 Honour all commitments made;

3.2.4 Behave in a manner which does not conflict with any of the bylaws or policies of SMC or any internal policies of CJAM-FM or breach any law or regulation;

3.2.5 Not consume alcohol or illegal drugs on the premises of CJAM-FM or report to one's duties in a state of physical or mental impairment which would cause an unsafe condition for other staff or affect one's ability to do one's work;

3.2.6 Devote his or her full time and attention to CJAM-FM while at work;

3.2.7 Not participate in any activity which may interfere with his or her duties at CJAM-FM or engage in activities in competition with CJAM-FM

3.2.8 Not disclose any confidential information relating to any aspect of the operations of SMC, except where duly authorized

3.2.9 Be personally responsible for all the keys or other property entrusted to his or her possession, and shall immediately report any loss or theft of such property to the their superior.

4 Political Activities

4.1 Any staff member who accepts a nomination to run for student, municipal, provincial or federal office may request an unpaid leave of absence if he or she believes that such may detrimentally affect his or her work responsibilities at the station;

4.2 The Station Manager may require that a staff member who accepts a nomination to run for student, municipal, provincial, or federal office shall take an unpaid leave of absence if in the opinion of the Station Manager such nomination may detrimentally affect the staff member's work responsibilities at the station;

4.3 No staff person has been nominated to run for student, municipal, provincial, or federal office shall be forced to resign his or her position at CJAM-FM during such election;

4.4 Any staff person who has been elected to student, municipal, provincial, or federal office shall resign his or her position at CJAM-FM upon such election;

4.5 For the purpose of this section "student government" shall not include the Board of Directors of SMC or CJAM-FM for which elections are held

but no volunteer who is nominated for election shall in any way use the station or the premises for campaigning.

4.5.1 Notwithstanding 4.5, volunteers who have been nominated for an elected position with SMC may post campaign posters not larger than legal sized sheets on or near the bulletin board within the station premises, provided that such campaign poster does not contain any abusive, illegal, or potentially defamatory language or depictions or which any policy or regulation to which SMC is subject.

5. Hierarchy of Employees

5.1 The Station Manager shall report to and be answerable to the Board of Directors, pursuant to the SMC and to any written policy set by the Board of Directors.

5.2 The Music Director shall report to and be answerable to the Station Manager.

5.3 The Program Director shall report to and be answerable to the Station Manager.

5.4 All independent contractors providing goods or services to the CJAM-FM operations of SMC shall report to the Station Manager in the manner set out in the contract entered into with such person, unless the Board of Directors require that the contract provide some other method of reporting.

5.5 The Station Manager shall decide to whom within the station any other employee may be answerable.

5.6 The Station Manager shall regularly meet with the core employees and any necessary independent contractors and consult with them respecting any issues which have arisen in their areas of responsibility.

6. Hierarchy of Volunteers

6.1 All volunteers shall report to and be answerable to the Program Director.

6.2 Volunteers who are voting members of the corporation and elected to the Board of Directors shall be subject to 6.1 while engaged in volunteer activity at CJAM-FM falling outside their legal duties as officers or directors of the corporation.

7 Probationary Period - New Employees

7.1 Newly hired employees shall be a subject to a probationary period as listed in their employment contract.

7.2. The Station Manager shall determine whether to recommend to the Board of Directors if the probationary employee shall be retained or dismissed based upon a review of his or her work while under probation.

7.2.1 Notwithstanding 7.2 if the probationary employee is the Station Manager, the evaluation will be conducted by the Board of Directors.

7.3 Probationary employees shall not be eligible for any benefits.

8 Employment and Payroll

8.1 The core employees shall be salaried employees and not paid on a per hour basis.

8.2 Employees shall be paid every second Tuesday.

8.3 The Station Manager, in consultation with the book keeper, shall oversee the proper completion of all documents and filings relating to the payment of employees.

8.4 Written request pay increases or increase of any other benefits shall be submitted to the Station Manager prior to the preparation of the annual budget, and the Station Manager shall forward all such request, including any of his own, to the Treasurer of SMC who shall represent them to the Board of Directors.

9 Drug, Dental and Other Health Benefits

9.1 All full time employees who are not probationary employees shall be entitled to such drug and benefit coverage.

9.2 Such benefits if purchased shall be equally available to all full employees.

10 Vacation

10.1 Except as set out in this section, no employee shall be required to work on New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Eve, Christmas Day and Boxing Day.

10.2 In the event that an employee must work on a statutory holiday, that person shall be granted equal time off with pay on a work day, which shall be taken within six months of the holiday worked.

10.3 All full time employees shall be given sufficient time off on days of federal or provincial elections for the purpose of voting.

10.4 Vacation time not taken within the calendar year may not be carried on into the next year without the approval of the Board of Directors, but

any employees who do not take vacation time shall be entitled to vacation pay in the manner prescribed by the law.

10.5 At least one week's notice must be given to the Station Manager prior to any vacation being taken, unless the Station Manager waves this condition, and the Station Manager shall be responsible for scheduling vacation times in a manner consistent with the efficient and convenient operation of the station.

10.6 The Station Manager may in his or her discretion refuse requested time if it will affect the efficient and convenient operation of the station.

10.7 At least one core employee shall be in the office at any given time.

10.8 The Station Manager shall advise the other core employees and the President of SMC or his or her nominee at least one week's before taking his or her own vacation, unless the Board of Directors waives this condition.

10.9 All employees taking vacation shall ensure that his or her duties are properly managed in his or her absence by another employee, an assistant, or a qualified volunteer.

10.10 During the week from Christmas Day to New Years Day, executive presence at the station is not required but the core employees will be on call and at least one of them must be available at all times as needed.

11 Work and Attendance

11.1 Any hours worked which exceed the parameters of the employee contract may be listed as lieu hours and taken as paid leave, if properly documented and pre-approved by the Station Manager.

11.2 Accrued lieu hours can not exceed 35. Lieu hours can be used up to 7 hours per day and must be approved by the Station Manager at least one day in advance.

11.2.1 In the case of the Station Manager, hours must be pre-approved by the President of the Board of Directors.

11.3 The Station Manager shall provide time cards for the use in documenting all work hours as well as the purpose of necessity of any work outside of traditional office hours and/or beyond 35 hours per week, as well as for documenting sick and vacation days taken and employees shall submit copies of completed forms to the Station Manager.

11.4 All employees shall post their office hours.

11.5 All full time employees shall be entitled but not required to take a one hour unpaid lunch break per day. This hour must be properly indicated on the employee's time card.

11.6 All part time employees shall be entitled to a one hour unpaid lunch break after 4 consecutive hours worked.

11.7 All employees are entitled to two paid 15 minute breaks per day.

11.8 No staff, other than the Station Manager, may create paid positions of any sort.

11.9 The Station Manager shall create no paid positions of any sort without the prior approval of the Board of Directors.

12 Sick Days

12.1 All employees are entitled to the number of sick days as listed in their employee contract.

12.2 Part time employees shall not be entitled to any paid sick days.

12.3 Any employee who is sick for 2 or more consecutive days shall present to the Station Manager with a written doctors note.

12.3.1 With respect to the Station Manager, any such note may be requested by the Board of Directors.

12.4 If a core employee other than the Station Manager is sick for more than ten (10) consecutive days, he or she may upon request be granted an unpaid leave of absence not to exceed ninety (90) days, and in the meantime replaced by a person to be appointed by the Station Manager.

12.4.1 If the Station Manager is sick more than ten (10) consecutive days he or she may upon request be granted an unpaid leave of absence not to be exceeded ninety (90) days, and in the meantime replaced by a person to be appointed by the Board of Directors

12.4.2 Any employee absent from work more than ninety (90) days due to illness shall be deemed to have terminated in his or her employment.

12.4.3 No more than one (1) unpaid leave of absence due to illness shall be accorded to any employee in any twelve (12) month period.

12.5 In the case of an unpaid leave of absence due to sickness, the Station Manager shall be provided with a doctor's note on a monthly basis in the manner set out in 12.3.

12.5.1 In the case of an unpaid leave due to sickness of the Station Manager, the Board of Directors may request such a doctor's note.

13 Parental Leave

13.1 Maternal or parental leave shall be allowed, unpaid, as provided by the Canadian Labour Code and in the meantime replaced by a person to be appointed by the Station Manager.

14 Work Performance Evaluation

14.1 The Station Manager shall provide for the purpose of work performance evaluation.

14.1.1 Paid employees shall be provided with forms to evaluate their own work experience and that of the Station Manager.

14.1.2 Grant and work study staff shall be provided with a form to evaluate their own work experience at the station.

14.1.3 The Station Manager shall provide a form for use in his or her evaluation of paid employees.

14.2 The Station Manager shall evaluate the work performance of all employees at least once annually.

14.3 The Board of Directors shall administer an evaluation of the Station Manager at least once annually, and in a method determined at the discretion of the Board of Directors.

14.4 All work performance evaluations shall follow these criteria:

14.4.1 They shall be in writing.

14.4.2 They shall follow a prepared form.

14.4.3 They shall be for the purpose of consecutive feedback.

14.4.4 They shall be for the purpose of improving and assessing an employee's work performance.

14.4.5 They shall be for the purpose of improving efficiency in the area in which the paid employee works and in the overall operation of the station.

14.4.6 They shall record what action, if any, should be taken with respect to the employee's work performance;

14.5 All employees shall have the right to a copy of his or her performance review, and the opportunity to respond in writing.

14.6 A copy of the employee's response, if any, to the performance review shall be placed with it in the employee's employment file.

15 Out-Of-Pocket-expenses

15.1 All purchases made on behalf of the station must be approved by the station manager prior to any such purchase being made.

15.2 The Station Manager shall keep a record of all such disbursements and shall account to the Board of Directors for the purchase.

16 Violation of Policies

16.1 Violations by employees of these and other policies of SMC or CJAM-FM or bylaws of SMC may result in:

16.1.1 A written warning, a copy of which in the case of a paid employee shall be placed in his or her employment file;

16.1.2 Docking of pay if the infraction relates to the absence of work;

16.1.3 Suspension

16.1.4 Dismissal;

16.2 The Station Manager shall be responsible for any disciplinary action relating to any such violation or, in the case of the Station Manager being the disciplined employee, the responsibility lies with the Board of Directors.

16.3 All disciplinary action shall be recorded in writing and must include the date of the infraction, the specifics of the incident, the specific policy or bylaw violated, and the consequences of the infraction; following the Write-Up Template created by the Board of Directors

16.4 The discipline of volunteers shall be governed by the discipline policy found in CJAM's training manual.

16.4.1 All disciplinary action towards volunteers shall be carried out by the Program Director in accordance with the same expectations as stated in 16.3

16.5 An employee who disputes any disciplinary action may appeal in writing to the Board of Directors within seven days of the decision of the Station Manager.

16.6 All grievances or complaints made against the Station Manager by any staff member for any reason shall be made in writing to the Board of Directors.