



# Memo

*From the office of the...*  
Finance Commissioner

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TO:	Executive Board
FROM:	Jethro Krause
SUBJECT:	MACycle Director Wage Review
DATE:	February 16, 2016

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Dear Executive Board Members,

The Finance Committee has recently completed a wage review of the role of MACycle Director. As it currently stands, the MACycle Director is allocated 16 hours per week during the academic term and 35 hours per week during the summer term, while being in the Part Time Manager wage classification.

**Recommendation:**

Recommendation by VP Administration: 12hrs per week (academic) and 20hrs per week (summer)

Finance Committee Recommendation:

Wage Level: Part Time Manager Wage

Summer Hours: 20 hours per week

Academic Hours: 12 hours per week

**Recommendation Description, Criteria, and Explanation:**

When considering the role of MACycle director, the primary discussion revolved around the true role of the Director and what the Job Description listed its tasks to be. The summer hour allocation at 35 hours per week, a full time role, was deemed to be in

order to constantly be in the shop, which is broken down in the job description to be only 25% of the role, and that work is geared towards the recruitment and training of all staff and volunteers that will take on the responsibility of the day to day shop front. The reduction to 20 hours per week during the summer term will still allow for a significant amount of time be spent in the shop and working, while also providing sufficient hours to spend completing the other aspects of the role, such as financial obligations and promotions of the co-op and their services. Additionally, it appeared that 16 hours per week during the academic term exceeded the role as it was less demanding, specifically in the winter term was decided. Therefore a reduction to 12 hours per week during the academic term is recommended.

If you have any questions, comments, or concerns, please feel free to reach out to me at anytime and I would be more than happy to chat or set up a time to meet and discuss our recommendation. Thank you very much.

Regards,  
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