



# MEMO

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TO: Executive Board  
FROM: Maddison Hampel (Operations Coordinator)  
SUBJECT: Part-Time Issues Committee  
DATE: October 23, 2018

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## **Background**

The Executive Board is responsible for managing Part-Time employment matters, as time does not permit general outreach through the Vice-President (Administration). In practice, specific employment challenges get escalated to the Executive Board as opposed to general issues. The Board of Directors designed a Full-Time Issues Committee to create a forum for communication. General employment matters are discussed at the Committee and brought to management for further discussion. This system has been in place for 20+ years and provides a transparent process for equitable communication between employee and employer. We would like to pilot an initiative to replicate this approach for part-time staff.

## **Recommendation**

In consultation with John McGowan, General Manager, and Kristina Epifano, VP (Administration), the Operations Coordinator has created a Part-Time Issues Committee policy. The committee's purpose will be to provide a forum for part-time staff to address employment issues as they relate to the McMaster Students Union and discuss resolutions for recommendation to the Executive Board. This committee will provide a formalized process for discussing issues that all Part-Time staff feel need addressing and mirrors the Full-Time Staff Issues Committee. This committee offers Part-Time staff an equal opportunity to discuss any general concerns, best practices, training, and legislation that may affect their employment terms. Recommendations from the committee will be brought to the Executive Board, and in turn will assist in the execution and implementation of changes that will positively impact the employment of Part-Time staff.

## **Composition**

The committee will be made up of the Operations Coordinator (Chairperson), a Board of Directors representative, a Part-Time Management (PTM) staff representative, a Customer Service Representative (CSR) staff representative, and an Executive Board (EB) representative. How members are selected, and their duties and responsibilities are detailed in the attached policy.

## **Timeline**

The pilot will run for 1 year, beginning November 1, 2018 and conclude November 1, 2019, after which time a review of the committee will occur. A review of the committee's effectiveness after the pilot project will determine if it will continue in a permanent capacity.

## **Final Thoughts**

The Part-Time Issues Committee will offer part-time employees a forum to address and suggest resolutions for general part-time employment matters and offer an output for recommendations to be presented to the Executive Board. This policy mirrors the Full-Time Issues Committee and will begin as a 1-year pilot project to evaluate its effectiveness. Should there be any questions or concerns regarding the committee's purpose or scope, please do not hesitate to speak with Maddison Hampel, Kristina Epifano, or John McGowan.

Thank you,

**Maddison Hampel**

Operations Coordinator

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