

Compensation and Administration

Purpose / Intent

The purpose of this policy is to highlight AMS compensation procedures for all staff.

Terminology (if applicable)

The term “AMS” means the Alma Mater Society of Queen’s University Incorporated and the Alma Mater Society of Queen’s University.

The term “Executive” refers to the person or persons who have been elected as the President, Vice President (Operations), and Vice President (University Affairs).

The term “Direct Supervisor” refers to the specific Director, Commissioner, Head Manager, or member of the Executive who directly oversees the employee.

The term “salaried staff” refers to the Executive, Head Managers, Directors, and Commissioners who work for the AMS and are paid a fixed salary based on their hours worked.

The term “waged staff” refers to any employee who works for the AMS and is paid a wage on an hourly basis.

The term “Senior Management” collectively refers to the Commissioners, Directors, and Head Managers of the Major Services.

The term “Assistant Managerial Staff” refers to all other managerial staff in the Services, Offices, and Commissions who are not a part of Senior Management.

Scope

This policy applies to all AMS waged and salaried employee positions, held by students of Queen’s University.

Policy

Remuneration Administration

1. Remuneration

- a. Salaries and wages shall be reviewed every three years and established by the AMS Board of Directors as required. This review shall, to the extent possible, be completed prior to the commencement of the annual winter/spring hiring period so as to ensure all applicants have accurate remuneration information for AMS positions.
- b. The Board of Directors shall provide an official, approved copy of the salary grid to the incoming Vice-President (Operations), the Controller, and the Human Resources Office.
- c. The finalized salary grid will be reviewed by the incoming Vice-President (Operations) and the Human Resources Officer prior to the first payroll period of their term in office.
- d. The Outgoing Vice-President (Operations) and the Human Resources Office are responsible for ensuring that all compensation amounts accurately reflect:
 - i. The salary amounts for the contract duration and any other approved benefit;
 - ii. The correct amount of wages paid upon completion of transition.
- e. Should any discrepancies be noted, or changes required, the Vice-President (Operations) shall seek final approval from the Board of Directors.

2. Pay Periods

- a. All staff will be paid bi-weekly, unless extenuating circumstances warrant (i.e., if the end of the fiscal year falls in between a pay period).
- b. All pay will be paid out on the Friday following the conclusion of the pay period.

3. Pay Discrepancies

- a. Any queries or complaints regarding pay cheques should be directed first to the manager, and then to the Payroll Administrator/Controller.

4. Compensation for Personal Property Loss or Damage

- a. The AMS shall bear no responsibility for the loss or damage to any personal property of an employee that is not required, or otherwise necessary, for the employee to perform their normal duties in the workplace.
- b. Where an employee's personal property is required in the performance of their duties, and that property is damaged during the normal course of work, that employee's direct supervisor, in consultation with the next level of management, shall have the discretion to authorize financial compensation or replacement as they deem appropriate when the item cannot be repaired or cleaned to an

- acceptable/usable standard.
- c. In the event of a disagreement or conflict, the Vice-President (Operations) shall make the final decision.

Monitoring

Monitoring for compliance with this policy will be carried out by...

Responsibility and/or contact person	Payroll Office
Approved by	Board of Directors
Date initially approved	January 1999
Date last revised	March 2021
Date of next review	Every two years, or when significant change dictates a need for revision.
Related policies, procedures, and guidelines	N/A
Policies superseded by this policy	N/A