

# UNIVERSITY OF TECHNOLOGY, JAMAICA

<b>GOVERNANCE - POLICY</b> — GENERAL		
<b>NAME: POLICY FOR STUDENTS' UNION BENEFITS</b>		<b>Approval Date:</b> January 20, 2014
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Revised at meeting with Students' Union and Governance Committee Work Group – November 13, 2013  
 Further revised at Governance Committee Workgroup meeting held December 11, 2013  
 Approved by Governance Committee at its meeting held December 17, 2013- Ref: Paper 2013/GC/12/44B  
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## **1.0 PURPOSE**

This policy outlines the benefits to be allocated further to the swearing in of each Students' Union Council annually and is to be used by the University as a means of administering the varying benefits that are afforded the Student Union Council.

## **2.0 BACKGROUND**

This Policy and attendant Performance Management Instrument have been drafted to be used as a guideline for the University of Technology, Jamaica in consideration of incentives that may be given to the Students Union Council members. Incentives to students' Union Council members by the University shall be subject to the availability of resources. This University policy shall not be construed to form a contract between the Council Members and the relevant operating units of the University of Technology. Through the instrument attached in the schedule, performance based incentives shall be awarded to a Council member upon the recommendation of the Union President, and shall be subject to final consultations with the University Registrar. The President of the Students' Union shall be evaluated by the Assistant Registrar, Student's Services. .

## **3.0 OBJECTIVE**

**3.1** To make formal provisions for the Students' Union Council in an effort to render support through their tenure as officiating members of the Council.

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## **4.0 GENERAL PROVISIONS**

### **4.1 Housing Benefits**

#### **4.1.1 Dormitory Allocation to Students Union Council- Academic Year**

**Students Union President** - A flat is provided for the President of the Students' Union free of cost.

The University shall allow for the provision of dormitory spaces (if necessary) to accommodate the Students' Union Members on Campus to a maximum of fifteen (15) spaces. Such allocation shall be based on the demonstration of Council members that they are unable to find housing elsewhere. This serves to satisfy the need of Council members to efficiently operate within their offices with the requirement to be on campus for extended hours. Where the University provides accommodation in the western campus, the maximum space allocated shall be five (5).

#### **4.1.2 Waiver on Dormitory Fees – Students Union Council**

Students' Union Council Members (with the exception of the Students' Union President) who are assigned dorm spaces shall be eligible for a 30% reduction in the fees for the academic year.

#### **4.1.3 Dormitory Allocation to Students Union Council- Summer Session**

The Students' Union Council Members are required to remain on dorm for a period in the Summer Session in order to complete tasks assigned and to plan Students' Union activities. The University shall allow a fifty percent (50%) fee reduction for all accommodation during this period.

#### **4.1.4 Dormitory Allocation to Students Union Council- last week of summer Session**

At the end of the summer session there is a one (1) week gap before the Orientation sessions commences,. The University shall allocate three (3) rooms to the Council members for the transition period so as to facilitate their preparation for and participation in Student Orientation activities. A fifty percent (50%) fee reduction shall apply for this period of residence.

#### **TERMS AND CONDITIONS FOR SUMMER DORMITORY OCCUPANCY**

1. List of all Council Members who will be occupying the dorms during the summer and for the agreed period is to be provided by the Students' Union and this shall be approved by the Assistant Registrar, Student Services.
2. Payment of relevant fees for requested period must be made before accesses to the allocated spaces are granted.
3. List of the all persons who will be assisting in Teach the Youth Programme, and not required to stay over, prior to the start of the programme. ***Note, any additional persons requiring accommodation will incur a cost.***
4. Details of what the preparation of Teach the youth programme will entail.
5. Upon notification and verification of an unauthorized occupant on the account of a Council member on the Hall. The respective Council member will have his/her dorm space withdrawn with immediate effect. Additional charges for resources utilized by the unauthorized occupant will be levied to the Council members account.
6. No loud music, shouting and or carousing will be allowed.

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7. The Resident Manager/ Accommodations Officer will be responsible for the management of the halls **without exception**.

#### **4.1.5 Dormitory Allocation to Students Union Council- Orientation Week**

During Orientation Sessions, the University shall allow for Students' Union Council Members to occupy their Dorm Spaces without first satisfying payments in order to participate in the proceedings as requested by the University.

- 4.1.6** Where Council Members do not reside on campus the aforementioned benefits shall not apply, with the exception that they have been placed in the Off-Campus Housing facility provided by the Accommodations Unit. Should the unit expand accommodations, Students' Union Members will be allowed to increase the number of spaces provided for Council Members

## **5.0 Earn and Study**

**5.1** Students' Union Council members shall be ineligible to participate in the Earn and Study programme on the basis that such members are eligible for reduction in fees by the University through the performance Based Incentive. This will facilitate other students with financial needs accessing the programme.

## **6.0 Performance Based Reward/Incentive**

**6.1** Reference shall be made to the Performance Management manual (June 2013) regarding the issuance of a Performance Based Benefits on Council members fees. Reward/ Incentive shall be made within the range of 30-50% of the amount of fees paid by the Council member.

**Students Union President** –Tuition and auxiliary fees shall be waived for the President of the Students' Union.

### **NB: Regard must be had for the following:**

1. The PBR is an incentive to be paid as a percentage of fees paid by members of the Students' Union Council, based on the recommendation of the Students' Union President following performance evaluation.
2. All members of the Council shall be eligible for the PBR on the condition that the appraisal has been completed for the period served.
3. There shall be no provision for the PBR to be applied to Council members' fees as an advance for fees due to the University as the payment of this Reward/Incentive is to be made following performance evaluation at the end tenure of members.

## **7.0 Teach the Youth Programme**

The University will provide support to the Students' Union in the annual Teach the Youth programme.

## **8.0 Student Leadership Programme**

The University will provide support to the Students' Union in the annual Student leadership programme.

## **9.0 PARTICIPATION AND RESPONSIBILITIES (COUNCIL MEMBERS)**

- 9.1** Council Members will be expected to fulfil the description of his or her job as well as the programmes laid down in their election manifesto to the best of their ability.
- 9.2** Council Members are also expected to attend any meeting pertaining to their performance appraisal.
- 9.3** Appraisals are final and Council Members are expected to accept the outcome of the appraisal.
- 9.4** All Council Members assigned dorm spaces are expected to abide by the rules and regulations governing the spaces assigned.
- 9.5** Provision shall be made for appeals relating to their appraisals/evaluation to be made by Council members to the University Registrar.

## **10.0 General Conditions**

- 10.1** The President of the University of Technology Students' Union is responsible for ensuring the completion of performance appraisals in a timely manner and that said appraisals are documented for the purpose of efficiency; as well as ensuring that appraisals are forwarded to the relevant Budget Holder of the University of Technology for processing and distribution of benefits and performance based Reward/Incentive.
- 10.2** The Budget holder's office of the University of Technology, Jamaica has the responsibility to ensure that all Benefits and Performance Based Reward/Incentive are disbursed upon receipt of a report including appraisals and recommendations for Reward/Incentive from the incumbent President of the Students' Union, no later than the first week of Semester 1 for housing benefits, and no later than the first week of April each year for the issuance of Performance Based Incentives.
- 10.3** Pursuant to the Students' Union Election Code, a student shall not be eligible for membership to the Students Union Council unless they have attained a GPA 2.7 and above in the semester prior to the elections.
- 10.4** The Students Union President shall ensure that all appointed members of the Council meets the 2.7 GPA requirement and shall provide a list of all appointed and elected members of the Council to the Registrar upon taking office to ensure compliance.