

POLICY 8.1 – Membership in the Select Administrative Group Employees (SAGE)

Policy Category: Personnel – Select Administrative Group Employees (SAGE)
Subject: Membership in the Select Administrative Group Employees (SAGE)
Approving Authority: Board of Governors
Responsible Officer: Associate Vice-President (Human Resources)
Responsible Office: Human Resources
Related Procedures:
Related University Policies:
Effective Date: May 4, 2017
Supersedes: May 28, 2006; June 26, 2002

I. PURPOSE

The purpose of this policy is to recognize the Select Administrative Group Employees (SAGE) and their relationship as an employee group in the Western community.

II. POLICY

1.00 Western recognizes SAGE as those Western employees who utilize or have access to confidential information such that they could be placed in a conflict of interest with respect to labour relations issues and are therefore excluded from other employee associations/bargaining units, and who are also not members of the Board-approved Senior Administrative Salary Group. These positions include, but are not limited to, the following positions:

- Secretaries and/or administrative assistants in the Offices of:
 - The President;
 - Vice-Presidents;
 - Vice Provosts;
 - Secretary of the Senate/Board of Governors; and
 - Human Resources
- The personal secretary or administrative assistant to each of the following individuals:
 - AVP - Division of Financial Services
 - AVP - Division of Housing and Ancillary Services
 - AVP - Human Resources
 - AVP - Office of Institutional Planning and Budgeting
 - AVP Facilities Management

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- Associate Registrar
 - Executive Director - Division of Information Technology Services
 - Director, Hospitality Services
 - Director of Operations and Maintenance, Facilities Management
 - Director of Total Compensation
 - Director of Faculty Relations
- 2.00 Western will continue to provide SAGE with support services, including the reasonable use of the internal mail service, copying/duplication services and meeting rooms.
- 3.00 Western will allow the SAGE representative(s) reasonable participation in committees established to review changes to or to formulate new University policies affecting the working conditions or working environment of SAGE.
- 4.00 A members' service to SAGE is in the best interest of Western and will not negatively influence a member's performance evaluations. A SAGE member will request from his/her Supervisor and/or Budget Unit Head anticipated time off by stating the destination of SAGE-related travel (if any), as well as the purpose and expected length of absence. Supervisors and/or Budget Unit Heads shall not unreasonably deny such requests for time off work to attend to SAGE functions.