

Part I: Human resources

The Sheaf editor-in-chief and board of directors will work with employees whenever possible to improve poor performance. Progressive discipline is for problems such as poor performance, late or incomplete work, poor behaviour or lack of communication.

1. Code of Conduct

a. Scope

- i. This code applies to the Sheaf workplace. The workplace is defined as the Sheaf office, as well as time spent at professional conferences and board meetings and travelling to and from conferences and meetings. The Sheaf workplace also extends to all online Sheaf activity as well as any other time that a Sheaf staff member or volunteer can reasonably be considered to be representing the Sheaf.
- ii. This code applies to all employees of the Sheaf, including hired employees, volunteers and board members.

b. Rights

- i. All Sheaf staff may reasonably expect to pursue their work in a safe and civil environment. The Sheaf does not condone harassment or offenses against property. Sheaf does not condone harassment on the basis of race, colour, sexual orientation, disability, age, marital status, political or religious affiliation, place of origin, class or gender.

c. Harassment

- i. Harassment may be verbal, physical, or psychological. It is unwelcome and unsolicited. It may be one incident or a series of incidents.
- ii. Harassment consists of any vexatious comment or conduct that is known, or should reasonably be known, to be unwelcome.

d. Behavioural Expectations

- i. Members are expected to conduct themselves in a manner that is conducive to a positive environment and abstain from conduct that is detrimental to the reputation of the Sheaf.

e. Offenses Against Property

- i. Offenses against property are defined as willfully or recklessly taking, having unauthorized possession of, and/or damaging or destroying any property belonging to: (1) the Sheaf; or (2) any member when such property is in the the Sheaf workplace. To threaten any of the above-mentioned offenses will be considered in the same light.

g. Conflict of Interest

- i. As journalists we feel it is important to maintain accuracy, integrity and fairness in all situations. So, we will make every effort to avoid conflicts of interest, both real and perceived.
- ii. If a conflict of interest arises, the staff member in question will inform the editor-in-chief or human resources rep immediately, and a plan of action developed as quickly as possible.
- iii. To avoid conflict of interest:
 - (1) there will be a clear delineation between opinion pieces and reporting.
 - (2) The Sheaf staff will not write or edit articles concerning any organization movement or affiliation of which he or she is a volunteer, member, paid staff, or involved in any capacity.
 - (3) The Sheaf staff should not be working for any non-affiliated political bodies or lobby groups.
 - (4) The Sheaf staff will disclose previously existing relationships with sources or subjects.
 - (5) The Sheaf staff must not use privileged information obtained by their position to further personal interest.
- iv. Recognizing our own fallibility as writers and editors, the Sheaf staff are encouraged to ask for a second opinion or seek feedback if they are unsure if a conflict of interest exists.

h. Responsibilities

- i. All the Sheaf members are expected to refrain from violating this Code. Members of the Sheaf who have supervisory authority over others bear particular responsibility to act in a timely and effective manner if they become aware of any violation of this Code.

i. Assistance from the Sheaf board HR representative

- i. This Code establishes that the the Sheaf Board Human Resource Representative is mandated to assist the Sheaf members in resolving incidents involving an alleged violation of this Code, in an effective and constructive manner. Such assistance is available to individuals who believe that they have been subjected to conduct that violates this Code, to those with supervisory authority who are called upon to respond to incidents of such conduct, and to those individuals who have been charged with the violation of this Code.
- ii. In the case where the HR Representative has violated this Code or is perceived to pose a conflict of interest to the case, the complainant may seek assistance from the Chair of the Board. The Chair thus takes on the role of the HR Representative for this purpose.

2. Progressive discipline

a. Progressive for part-time staff

Should any party feel that a staff member is found to be in violation of the terms of his/her contract, or fails to fulfill aspects of his/her job description, the following disciplinary measures will take place.

- (1) First Warning: The first warning is verbal and given by the the Sheaf editor-in-chief and HR rep. The warnings must include specific examples of the behaviour that needs to be changed and suggestions for performance improvement. The warnings must be documented and filed in the Sheaf staff personnel files. Documentation should include the date of the warning, the improvements that needed to be made and the signatures of those who gave the warning. Documentation should also include any responses by the staff member in question to the charges of poor performance.
- (2) Second Warning: The second and final warning is written and given to the staff member by the the Sheaf editor-in-chief and HR rep. The second warning must include suggestions for performance improvement and explicitly state that if poor performance continues the staff member will be fired. A copy of the second warning must be signed and dated by the staff member in question and filed in the personnel file. If the staff member disagrees with the content of the warning, he or she can write a letter to the HR rep outlining what he or she disagrees with. The second warning must be given no less than two weeks after the first warning.
- (3) The HR rep will inform the the Sheaf Board that the staff member has received a second and final warning and that if performance does not improve the staff members' contract will be terminated. In the case that the staff member in question has filed a formal letter of disagreement with the warning to the HR rep, the Sheaf Board will also be informed about the content of the letter.
- (4) Dismissal: If the staff member in question's performance has not improved after a period of no less than two weeks, the the Sheaf Board, in consultation with the editor-in-chief, will ratify the termination of the staff member's contract resulting in immediate dismissal. The HR rep must contact said staff member immediately to notify him/her that the the Sheaf Board has ratified his/her dismissal and send a formal letter documenting the dismissal. A copy of this letter must be filed in the personnel file.
- (5) The Editor-in-Chief is authorised to terminate a staff member without notice, provided reasonable grounds, such as illegal activity, contravention of rental agreement, harassment of other staff members, or severe dereliction of duty. The staff member will receive a notice of termination and be put on suspension for a period of 10 days, during which time the Board of Directors must convene to determine the validity of the termination. The staff member in question may submit an appeal to the board during that time. A staff member on suspension must relinquish keys and access to computer/email account immediately.
- 6) If a staff member is terminated, s/he will be paid in full for the month in which the notice of termination is given.

b. Progressive discipline for editor-in-chief and business manager

Should any party feel that the editor-in-chief or business manager is not meeting the terms of his/her contract or is not fulfilling aspects of his/her job description, the following procedure shall be followed.

- (1) The complainant will notify the Sheaf Board Chair or HR rep in writing. The letter should outline the specific grievance and what action the complainant wishes to see.
- (2) Upon receipt of the letter, the Board Chair and HR rep will meet to discuss the grievance. The Board Chair and HR rep will proceed with progressive discipline as defined in section j at their discretion. If they decide progressive discipline is necessary, the Board HR rep must immediately arrange for a meeting with said staff member. The HR rep and Chair will endeavour to maintain the confidentiality of the complainant at all times. The HR rep will be responsible for filing all correspondence and documentation of the disciplinary process and for maintaining its confidentiality.
- (3) The first warning is oral and given by the Board Chair and HR Rep. The warnings must include specific examples of the behaviour that needs to be changed and suggestions for performance improvement. The warnings must be documented and filed in the Sheaf staff personnel files. Documentation should include the date of the warning, the improvements that needed to be made and the signatures of those who gave the warning. Documentation should also include any responses by the staff member in question to the charges of poor performance.
- (4) Upon the receipt of a second grievance letter, the Sheaf Board HR Rep and Chair will call an emergency meeting of the the Sheaf Board of Directors to discuss the second and final warning.
 - a. The second and final warning will be given at the discretion of the the Sheaf Board.
 - b. The second and final warning is written, signed and given to the staff member by the Board HR Rep and Chair.
 - c. The second warning must include suggestions for performance improvement and explicitly state that if poor performance continues the staff member will be fired.
 - d. A copy of the second warning must be signed and dated by the staff member in question and filed in the confidential personnel file by the HR rep.
 - e. If the staff member disagrees with the content of the warning, he or she can write a letter to the HR rep outlining what he or she disagrees with.
 - f. A second warning must be given no less than two weeks after a second warning.
- (5) Dismissal: If a third grievance letter is filed after a period of no less than two weeks, the HR Rep and Chair must call an emergency meeting of the the Sheaf Board to discuss the possible dismissal of the staff member in question. In the event that the the Sheaf Board moves to dismiss the staff member the motion must have 2/3 to carry.
- (6) The HR Rep and at least one other member of the Board must contact said staff member immediately to notify him/her that the the Sheaf Board has voted in favour of his/her dismissal.

The Board must also send a formal letter documenting the dismissal to said staff member. The HR rep must file a copy of this letter in a confidential personnel file.

(7) The Sheaf Board of Directors will hire an interim editor-in-chief or business manager to fill the position until staff is hired for the following school year.

c. Emergency removal procedure

- i. Under extreme circumstances such as sexual assault, fraud, embezzlement, etc., the the Sheaf Board shall have the authority to terminate immediately the employment of any the Sheaf staff member.
- ii. The HR Rep and at least one other member of the Board must notify the staff member of the grievance.
- iii. An emergency board meeting shall be set for no more than 10 days from notification.
- iv. Immediately following notification, the staff member shall be suspended until the Board has made its decision
- iiv. The staff member shall be entitled to legal counsel, and encouraged to speak to the grievance.

Part II: Hiring procedure

1. Applications

a. Application to any position on the Society editorial staff shall be open to any current and continuing student at the University of Saskatchewan. For all positions on the editorial staff, the *Sheaf* must publish a call for applications no later than February 15th. Applicants, both internal and external, shall submit résumés to the Society office, to be turned in to the Ads and Business Manager, and to be reviewed by an appointed hiring committee. Applications for the position of Editor-in-Chief must be received no later than March 5th, and applications for all other section editors must be received no later than March 20th.

b. Applications for the Ads and Business Manager and Delivery Coordinator shall be received at whatever time is deemed appropriate for the position to be filled.

2. Hiring

a. Editor-in-Chief

i. The hiring committee for the Editor-in-Chief shall be appointed by the Chair of the SPSBOD and shall consist of five members, including:

- The outgoing Editor-in-Chief
- At least two representatives elected from the board
- At least one outgoing member of the editorial staff
- One student-at-large member of the Society, appointed by the board

If the current Editor-in-Chief is reapplying for a position, or otherwise has a conflict of interest, he or she shall be replaced by another outgoing editorial staff member or board member.

- ii. The hiring committee shall convene no more than three days from the appointed application deadline to review submitted applications. It shall conduct interviews with applicants and convene privately to decide on the successful applicant. If a consensus cannot be reached, the result shall be determined by a simple majority.
- iii. Within no more than three days of the decision being reached, there shall be a formal announcement of the new Editor-in-Chief. The result is not to be shared with anyone outside the hiring committee until a formal announcement has been made.
- iv. The Editor-in-Chief shall be chosen no less than one week before the hiring of the section editors.

b. Section Editors

The hiring committee for the section editors shall be appointed by the Chair of the SPSBOD and shall consist of five members, including:

- The incoming Editor-in-Chief
- The outgoing Editor-in-Chief
- At least one board member
- At least one outgoing member of the editorial staff
- One student-at-large member of the Society, appointed by the board

If the current Editor-in-Chief is reapplying for a position, or otherwise has a conflict of interest, he or she shall be replaced by another outgoing editorial staff member or board member.

- ii. The hiring committee shall convene no more than three days from the appointed application deadline to review submitted applications. Interviews with applicants shall be conducted at the discretion of the hiring committee. The hiring committee shall conduct a separate deliberation for each of the ten editorial positions. If a consensus cannot be reached, the decision shall be made based on a simple majority.
- iii. Within no more than three days of the decision being reached, there shall be a formal announcement of the new editorial staff. The result is not to be shared with anyone outside the hiring committee until a formal announcement has been made.
- iv. The editorial staff must be chosen no less than two full production weeks before the end of the term.

c. Ads and Business Manager

- i. At the time that it is necessary to hire a new Ads and Business Manager, an ad hoc hiring committee shall be formed, comprising at least three members, including:
- The Chair or Vice Chair
 - The Editor-in-Chief
 - Another board member or editorial staff member
- ii. The hiring committee shall convene no more than three days from the appointed application deadline to review submitted applications. It shall conduct interviews with applicants and convene privately to decide on the successful applicant. If a consensus cannot be reached, the result shall be determined by a simple majority.
- iii. Within no more than three days of the decision being reached, the successful applicant shall be notified.

d. Delivery Coordinator

Applications for the Delivery Coordinator shall be reviewed by the Ads and Business Manager and the Editor-in-Chief. They shall interview applicants and deliberate privately. The successful applicant shall be notified within three days of the deliberation.

e. Conflict of Interest

A member of the hiring committee is determined to have a conflict of interest if he or she is:

- personally applying for one of the available positions
- applying for a staff position while sitting on the EIC hiring committee
- related within two degrees to the applicant by blood or marriage
- married, engaged, or otherwise in a recognized committed relationship with the applicant
- determined to have an excessive financial or emotional stake in the success or failure of the applicant.

In the event of a conflict of interest, the individual shall be removed from the hiring committee until the conflict is resolved.

Part III: Job Descriptions

1. Editor-in-Chief

The Editor-in-Chief has final editorial authority and is in charge of the administrative and creative aspects of the newspaper. The Editor-in-Chief is responsible, legally and otherwise, for the content and appearance of the Sheaf, and for fulfilling the Mission of the Sheaf Publishing Society. The Editor-in-Chief must clearly specify their duties at the beginning of the year and ensure that these duties are communicated so all staff are aware of their responsibilities.

a. Organizational Responsibilities:

- maintaining regular office hours during the week, excluding Wednesdays, the Christmas holiday season, both Reading Weeks, and following the publishing of the last issue in April
- ensuring that the Bylaws are adhered to
- reviewing the Bylaws and Policy, and proposing revisions when appropriate
- designing an effective system to ensure editorial content of the highest possible quality
- reporting the activities and decisions of the Sheaf staff to the Board
- implementing the decisions of the Sheaf staff
- representing the Sheaf publicly
- meeting with the Sheaf's Lawyer(s) to discuss libel issues and other legal matters if necessary
- liaising with the USSU, College Societies, U of S Officials and officials of other relevant groups representing students and the U of S
- collaborating with Business Staff to ensure that equipment and supplies required to operate are present and in good working order
- compiling and posting a complete editorial schedule, including the office hours of the Editorial Staff
- working with the Business Manager and Board to ensure that the Sheaf is financially responsible and accountable
- collaborating with the Business Manager to dispense and track office keys
- ensuring that the office is reasonably clean
- collaborating with the Business Manager to set a proposed budget that is discussed and ratified by the Board in April
- continually training by reading newspapers, other student newspapers, OnCampus News, magazines and online publications, attending workshops and conferences, and pursuing style guides and journalism textbooks
- training the following year's staff in April, especially the incoming Editor-in-Chief

b. Editorial Staff and Volunteer Coordination:

- organizing writing, layout, and graphic art seminars as determined by the Sheaf staff.
- training new staff in editorial and business aspects of the newspaper
- organizing and chairing weekly Editorial Staff meetings
- providing constructive and continuous feedback to the section Editors and volunteers to facilitate their training and personal development
- mediating disputes in the office
- recruiting voluntary personnel to assist in the publication of the newspaper
- organizing a training day with all staff and the ad and business manager to go through bylaws, policy and job expectations. This should occur before regular publishing schedule resumes in September and all staff must be present.
- liaising with Outreach Director on all events and promotional initiatives, when applicable

c. Editorial Responsibilities:

- holding full and direct responsibility for editorial content published in the Society newspaper and indirectly for all advertising content
- ensuring that all copy is properly edited and proof read, and that the content to be published meets the requirements set forth in the Bylaws and Editorial Policy, especially with regards to libel (Editorial Staff must refer to the CP Style Guide book and schedule a meeting with the Sheaf's lawyer as early as possible into their term to discuss libel laws)
- ensuring in conjunction with the Production Manager that the layout of the newspaper is appealing and allows for easy perusal
- establishing deadlines and procedures for week-to-week administration of the newspaper
- ensuring that the newspaper is published according to schedule
- fielding and directing comments and letters from the readership regarding content, the activities of Sheaf volunteers or Staff, or Sheaf policies

2. Advertising and Business Manager

The Ads/Business Manager shall act as the General Manager and Chief Sales Agent of the Sheaf Publishing Society (Sheaf); including being the Chief Financial Officer of the organization and an ex-officio member of the Sheaf Publishing Society Board of Directors (SPSBOD).

a. Financial Duties:

- Provide timely feedback on the financial status of the Sheaf to the SPSBOD and the Managing Editors;
- Managing all cash flows and investments;
- Depositing all cheques and cash in a regular and timely fashion;
- Purchasing all necessary equipment and supplies for the Sheaf within the bounds of the budget and the approval of the SPSBOD;
- Coordinating the annual audit;
- Maintaining accurate records of Accounts Receivable and Accounts Payable;
- Ensuring that any Accounts Payable are paid in a timely fashion;
- Preparing Accounts Receivable Statements on a monthly basis and sending them out to clients;
- Preparing an Overdue Accounts Receivable Report;
- Maintaining accurate records regarding business with Free Media (national advertiser) and ensure that proper payments are received when due;
- Preparing monthly financial statements;
- Preparing GST returns on a quarterly basis; and,
- Remitting withholdings as required to Revenue Canada.

b. SPSBOD Duties:

- Acting as Recording Secretary for all SPSBOD meetings;
- Providing continuity for the SPSBOD in terms of giving context and reference on past decisions and working with the SPSBOD Chair to host a Transition/Orientation meeting for the incoming SPSBOD;
- Reporting to the SPSBOD on all matters financial and issues of interest to the members;
- Preparing, in conjunction with the SPSBOD Chair and the Editor-in-Chief, the annual report for the Annual General Meeting; and,
- Drafting, in conjunction with the SPSBOD, with consultation from the Editor-in-Chief and the Advertising Manager, the annual operating budget for approval by the SPSBOD.

c. Representative Duties:

- Acting as the official liaison with the Sheaf Attorney on all legal matters;

- Acting as the main contact between the Sheaf and the University of Saskatchewan community; and,
- Dealing directly with all external business contacts (i.e. the USSU) on problems as they arise.

d. General Business Manager Duties:

- Reviewing all business contracts annually (i.e. insurance, photocopier, lease);
- Delivering and pick-up all mail for the Sheaf from the Students' Union;
- Typing all SPSBOD minutes;
- Coordinating logistical tasks (i.e. booking rooms, calling volunteers, etc.);
- Organizing, in conjunction with the Managing Editors, special events for the Sheaf (i.e. workshops, fund-raisers);
- Participating in the annual hiring process of the Sheaf editorial and production staff;
- Managing the office in terms of ordering supplies, coordinating repairs and maintenance;
- Monitoring the Sheaf business computer system and make recommendations for change to the SPSBOD;
- Other duties that may arise from the SPSBOD from time to time
- upholding the reputation of the Sheaf while carrying out all activities

e. Distribution Responsibilities:

- supervising the distribution of the newspaper with the Outreach Director
- storing 25 copies of the newspaper in the Sheaf's archives filing cabinet
- setting aside 20 newspapers each week for bound editions
- recycling leftover newspapers
- mailing copies weekly to those who have purchased subscriptions to the Sheaf
- collaborating with the courier to find a means of transporting the newspaper bundles to campus for delivery

f. Advertising Sales Duties:

- Generating revenue through display advertising sales;
- Managing all sales;
- Setting up new accounts and maintain existing accounts with clients;
- Establishing exceptional working relationships with clients and colleagues, particularly when acting as liaison between the newspaper and the U of S community, and the local business community;
- Formulating and implementing marketing strategies; and
- Designing, creating and placing display ad copy, using up-to-date software applications.

3. News Editor

a. Editorial Responsibilities:

- remaining abreast of news on campus and notifying the Editor-in-Chief of events and issues when appropriate
- gathering and generating story ideas by discussing the issues facing students and the University, and scanning other publications on-line and those sent by post for story ideas
- assigning all news, news features, and news commentary articles
- writing news articles on a regular basis, though ensuring volunteer submissions provide the bulk of the section
- ensuring that all deadlines are met and followed up with contributors to help them with their research
- assigning photos and graphics for stories
- ensuring that news coverage is broad and does not simply focus on the USSU or a couple of the colleges
- facilitating weekly section meetings
- preparing a detailed list of assigned stories, photos and graphics prepared for the weekly editorial meeting
- conducting a first edit on all stories for the section
- conducting three rounds of careful updates to the story file following copy editing
- drafting photo captions and headlines/subheadlines for the section

b. General Responsibilities:

- participating in weekly Editorial Staff meetings
- assisting Editor-in-Chief, with fundraising, event planning and other events for the promotion of the Sheaf, in co-operation with the Outreach Director.
- maintaining an office presence
- attending weekly University Students' Council meetings and monthly University Council meetings, when necessary
- continually training by reading newspapers, other student newspapers, magazines and online publications, and attending workshops and conferences
- upholding the reputation of the Sheaf while carrying out all activities

c. Recruitment and Training:

- meeting with news writers as often as necessary to ensure that their skills are improving
- ensuring that news writing guides are available
- maintain a list of volunteer news writers and their interests
- recruiting volunteers to assist with the publication of the newspaper
- helping to train the following year's News Editor in April

4. Culture Editor

a. Editorial Responsibilities:

- remaining abreast of arts news and issues on campus and notifying the Editor-in-Chief of events and issues when appropriate
- maintaining contact with various arts promoters and artists
- gathering, generating and assigning story ideas every week
- notifying the Photography Editor of relevant shoots, and filling out photo or graphics assignments for stories
- ensuring that all deadlines are met and followed up with contributors to help them with their research
- writing culture articles on a regular basis, though ensuring volunteer submissions provide the bulk of the section
- facilitating weekly section meetings
- preparing a detailed list of assigned stories, photos and graphics prepared for the weekly editorial meeting
- conducting a first edit on all stories for the section
- conducting three rounds of careful updates to the story file following copy editing
- drafting photo captions and headlines/subheadlines for the section

b. General Responsibilities:

- participating in weekly Editorial Staff meetings
- assisting Editor-in-Chief, with fundraising, event planning and other events for the promotion of the Sheaf, in co-operation with the Outreach Director.
- maintaining an office presence
- continually training by reading newspapers, magazines and on-line publications and attending workshops and conferences
- upholding the reputation of the Sheaf while carrying out all activities

c. Recruitment and Training:

- recruiting writers interested in reviewing and profiling all types of entertainment, literature, visual and performance arts, music, theatre, and new media art, especially those genres relevant to or consumed by Society members who are not served by mainstream publications
- meeting with arts writers as often as necessary to ensure that their skills are improving
- ensuring that arts writing guides are available
- maintain a list of volunteer culture writers and their interests
- recruiting volunteers to assist with the publication of the newspaper
- helping to train the following year's Culture Editor in April

5. Sports Editor

a. Editorial Responsibilities:

- remaining abreast of sports news and issues on campus and notifying the Editor-in-Chief of these when appropriate
- gathering, generating and assigning story ideas every week
- assigning athletic profiles or sports features when appropriate
- notifying the Photography Editor of relevant shoots
- ensuring that all deadlines are met and followed up with contributors to help them with their research
- writing sports articles on a regular basis, though ensuring volunteer submissions provide the bulk of the section
- performing a first edit on all sports stories each week
- facilitating weekly section meetings
- preparing a detailed list of assigned stories, photos and graphics prepared for the weekly editorial meeting
- conducting a first edit on all stories for the section
- conducting three rounds of careful updates to the story file following copy editing
- drafting photo captions and headlines/subheadlines for the section

b. General Responsibilities:

- maintaining an office presence
- assisting Editor-in-Chief, with fundraising, event planning and other events for the promotion of the Sheaf, in co-operation with the Outreach Director.
- participating in weekly Editorial Staff meetings
- continually training by reading newspapers, magazines and online publications and attending workshops and conferences
- upholding the reputation of the Sheaf while carrying out all activities

c. Recruitment and Training:

- meeting with sports writers as often as necessary to ensure that their skills are improving
- ensuring that sports writing guides are available
- maintain a list of volunteer sports writers and their interests
- recruiting volunteers to assist with the publication of the newspaper
- helping to train the following year's Sports Editor in April

6. Opinions Editor

a. Editorial Responsibilities:

- creating questions and finding subjects for Campus Chat
- remaining knowledgeable about issues on campus and in the media to ensure coverage of issues relevant to students
- writing opinion articles on a regular basis, though ensuring volunteer submissions provide the bulk of the section
- communicating with the Photography and Graphic Editors to determine any necessary visuals for stories
- preparing and editing content for the distractions page(s)
- facilitating weekly section meetings
- preparing a detailed list of assigned stories, photos and graphics prepared for the weekly editorial meeting
- conducting a first edit on all stories for the section
- conducting three rounds of careful updates to the story file following copy editing
- drafting photo captions and headlines/subheadlines for the section
- ensuring that all deadlines are met and followed up with contributors to help them with their research

b. General Responsibilities:

- participating in weekly Editorial Staff meetings
- assisting Editor-in-Chief, with fundraising, event planning and other events for the promotion of the Sheaf, in co-operation with the Outreach Director.
- maintaining an office presence
- continually training by reading newspapers, magazines and online publications and attending workshops and conferences
- upholding the reputation of the Sheaf while carrying out all activities

c. Recruitment and Training:

- meeting with opinion writers as often as necessary to ensure that their skills are improving
- ensuring that opinion writing guides are available
- maintain a list of volunteer opinion writers and their interests
- recruiting volunteers to assist with the publication of the newspaper
- helping to train the following year's Opinions Editor in April

7. Staff Writer

a. General Duties:

- writing at least one to two stories for each issue
- covering stories as assigned by the Editor-in-Chief
- remaining abreast of news on campus and notifying the Editor-in-Chief of events and issues when appropriate
- gathering and generating story ideas by discussing the issues facing students and the University, in collaboration with the section heads as necessary
- participating in weekly Editorial Staff meetings
- assisting Editor-in-Chief, with fundraising, event planning and other events for the promotion of the Sheaf, in co-operation with the Outreach Director.
- maintaining an office presence
- working in improve writing skills for all section throughout the year
- continually training by reading newspapers, magazines and online publications and attending workshops and conferences
- upholding the reputation of the Sheaf while carrying out all activities

b. Recruitment and Training:

- recruiting volunteers to assist with the publication of the newspaper
- training the following year's staff writer in April

8. Copy Editor

a. Editorial Responsibilities:

- reading the entirety of the Sheaf before it is sent to the printers, both electronically and in print
- finding errors in the newspaper, including but not limited to misspellings, grammatical errors, punctuation errors, factual errors
- suggesting corrections for these errors as they are found
- having a knowledge of Canadian laws as they relate to libel and defamation
- pointing out to the Editor-in-Chief if the Society newspaper risks breaking such laws
- making corrections directly to the pre-print newspaper without the guidance of the appropriate section editor(s), when such a need arises
- keeping a list of corrections from the previous week to put in the paper
- editing all letters to the editor in conjunction with the appropriate section editor, as determined by content of the letter

b. General Responsibilities:

- possessing an extensive knowledge of the English language
- recruiting voluntary personnel to assist in the publication of the Society newspaper
- participating in weekly Editorial Staff meetings
- assisting Editor-in-Chief, with fundraising, event planning and other events for the promotion of the Sheaf, in co-operation with the Outreach Director.
- maintaining an office presence
- continually training by reading newspapers, magazines and online publications and attending workshops and conferences
- upholding the reputation of the Sheaf while carrying out all activities
- training the following year's Copy Editor in April

9. Graphics Editor

a. Graphics Design Responsibilities:

- coordinating the creative design of all graphics in the newspaper
- setting up an information system to assign graphic images, including cartoons and to provide constructive criticism to volunteer graphic artists
- ensuring that all graphic elements are at proper half-tone values for printing (i.e., using gamma settings in Photoshop, Printing Inks Setup, Dot Gain Settings etc.)
- working with the Photography Editor to create a cover graphic for each issue
- collaborating with the Layout Manager to direct the overall design of the newspaper, when necessary
- creating advertisements for the paper when necessary, as determined by the Editor-in-Chief

b. General Responsibilities:

- participating in weekly Editorial Staff meetings
- assisting Editor-in-Chief, with fundraising, event planning and other events for the promotion of the Sheaf, in co-operation with the Outreach Director.
- recruiting voluntary personnel to assist in the publication of the Society newspaper
- maintaining an office presence
- continually training by reading newspapers, magazines and online publications and attending workshops and conferences
- upholding the reputation of the Sheaf while carrying out all activities
- training the following year's Graphics Editor in April

10. Photography Editor

a. Editorial Responsibilities:

- notify the Editor-in-Chief and/or Ads and Business Manager if any new equipment is required
- maintaining an electronic archive of all photos shot over the year
- ensuring that cameras and equipment are properly maintained
- setting up an information system to assign photos and provide constructive criticism to volunteer photographers
- selecting a cover photo or collaborating with the Graphics Editor to design a cover graphic image
- ensuring that all photographic elements are at proper half-tone values for printing (i.e., using gamma settings in Photoshop, Printing Inks Setup, Dot Gain Settings etc.)
- ensuring that photos assigned by the Section Editors and Editor-in-Chief are ready by Tuesday afternoon at the latest

b. General Responsibilities:

- organizing photography seminars and workshops as determined by the Editorial Staff
- recruiting voluntary personnel to assist in the publication of the Society newspaper
- participating in weekly Editorial Staff meetings
- providing the Outreach Director with photos for social media when necessary
- assisting Editor-in-Chief, with fundraising, event planning and other events for the promotion of the Sheaf, in co-operation with the Outreach Director.
- maintaining an office presence
- continually training by reading newspapers, magazines and online publications and attending workshops and conferences
- upholding the reputation of the Sheaf while carrying out all activities
- training the following year's Photography Editor in April

11. Layout Manager

a. Layout and Design Responsibilities:

- coordinating and supervising the layout and design of the newspaper to ensure maximum aesthetic and readability
- ensuring in conjunction with the Photo and Graphics Editors that photos and graphics are properly half-timed for publication
- Staying up to date and trained in the latest production and layout technologies (new editions of InDesign, etc.)
- Suggesting new design ideas to keep the publication interesting and to visually entice readers to the text

b. General Responsibilities:

- presenting proposals to the Editor-in-Chief for the purchase of equipment and supplies required for the production of the newspaper
- advising the Editor-in-Chief, Business Manager, and Advertising Manager of printing problems
- participating in weekly Editorial Staff meetings
- maintaining an office presence
- recruiting voluntary personnel to assist with the publication of the newspaper
- continually training by reading newspapers, magazines and online publications and attending workshops and conferences
- training the following year's Layout Manager in April
- assisting Editor-in-Chief, with fundraising, event planning and other events for the promotion of the Sheaf, in co-operation with the Outreach Director.
- upholding the reputation of the Sheaf while carrying out all activities

12. Web Editor

a. Website Responsibilities:

- coordinating and supervising the design and layout of the web page.
- setting up a record of codes, passwords and other information relevant to the upkeep of the website to pass on to the Editor-in-Chief, Ads & Business Manager and the next Web Editor or in the case that duties cannot be fulfilled.
- ensuring articles, photos and graphics from the printed newspaper are uploaded to the website as soon as possible.
- continuing to upload content to the Sheaf website throughout the week, especially when a special or time-sensitive article comes in
- collaborating with other staff members to post relevant links and web-exclusive content, such as videos and podcasts, to the website.
- updating social media platforms such as Twitter and Facebook in collaboration with the Outreach Director
- staying in contact with information technology personnel about software and hardware requirements.
- overseeing the comments and discussion on the website, encouraging civil behaviour and reducing the risk of libel charges against the Sheaf.

b. General responsibilities:

- participating in weekly Editorial Staff and Collective meetings.
- assisting Editor-in-Chief, with fundraising, event planning and other events for the promotion of the Sheaf, in co-operation with the Outreach Director.
- maintaining an office presence
- investigating the possibility of developing the Sheaf website into a source of commercial revenue.
- continually training by reading newspapers, magazines and online publications and attending workshops and conferences
- upholding the reputation of the Sheaf while carrying out all activities

c. Recruitment and Training:

- recruiting volunteers to assist with the publication of the newspaper
- training the following year's web editor in April

13. Outreach Director

The mission of the Outreach Director is to increase the visibility and presence of the Sheaf on the U of S campus.

- a. **Delivery responsibilities:**
 - distributing newspapers on and off campus, at drop-off locations that are predetermined with the aid of the Advertising Manager and the Editor-in-Chief
 - cleaning up and restocking bins, and making sure that newspapers are easily accessible
 - keeping a log book of estimated pickup at each location weekly, so that newspapers may be distributed where needed
 - submitting the log book to the Editor-in-Chief and/or Business Manager each week
 - regularly assessing the success of each drop-off location and making changes when and where necessary
 - any other delivery-related responsibilities deemed appropriate and fair
- b. **Paper handout responsibilities:**
 - handing out copies of the Sheaf at various locations on campus each week (may be assisted by a member of the editorial staff)
- c. **Event planning responsibilities:**
 - organizing community building and fundraising events. All events are subject to approval from the Editor-in-Chief
 - promoting all of the Sheaf's events and initiatives
- d. **Outreach responsibilities:**
 - talking to professors, student groups, college societies and individual students to inform them about the Sheaf and all student-related opportunities
 - attending 6 campus events per month to promote the Sheaf (events may include sporting events, USSU/student political events, student art/music/theatre events, etc.)
 - collaborating with the Editor-in-Chief to ensure the Sheaf's presence at orientation and welcome week in September
- e. **Branding and ad creation responsibilities:**
 - working with other staff members to create Sheaf ads
 - creating and distributing event posters for all Sheaf-related events
 - creating a cohesive and consistent promotional branding for the Sheaf to be used throughout the year
- f. **Social media responsibilities:**
 - engaging students using Twitter, Instagram and Facebook
 - promoting all Sheaf events and the newspaper as a whole on social media
 - using social media platforms to encourage members of the Society to contribute to the Sheaf
 - collaborating with staff members for solid media purposes
- g. **Financial responsibilities:**
 - liaising with the Business Manager to maintain a balanced promotional budget
 - returning all monies made from events and fundraisers to the Business Manager within two business days of the event
 - providing a financial report to the Business Manager after each event
- h. **General responsibilities**
 - providing a weekly report to the Editor-in-Chief

- attending weekly editorial staff meetings
- maintaining an office presence
- ordering any necessary promotional materials
- facilitating an open-dialogue among staff members regarding the Sheaf's on-campus presence
- upholding the reputation of the Sheaf while carrying out all activities

Part VI: Office Usage:

The SPS office functions first and foremost as a place of business, but it is understood that it may also serve a social function. Staff are allowed and expected to spend time in the office outside of the hours dedicated to production. However, social activity should never contravene the business of the *Sheaf* publication, and staff are expected to observe the SPS rental policy, respect for SPS equipment, and courtesy for other staff members.

1. Substance use

a. Smoking

No smoking of any substance is allowed within the Memorial Union Building. Smokers must go outside. Violations of this policy will be in contravention of the Society's rental agreement and should be reported to the SPSBOD at first offense.

b. Alcohol

There is to be no alcohol consumption in the Memorial Union Building outside of Louis' Pub. Violations of this policy will be in contravention of the Society's rental agreement and should be reported to the SPSBOD at first offense.

c. Other substances

No illegal or controlled substance is to be consumed, distributed, or manufactured within the Society office. Violations of this policy will be in contravention of the Society's rental agreement and should be reported to the SPSBOD at first offense; appropriate legal action may also be taken.

2. Computer and Electronic Usage

a. The following is to be considered inappropriate usage of the Society computers

- The production of any illegal or malicious content
- The access of any obscene or pornographic material
- Any work done for personal profit aside from business relating to *The Sheaf*
- Any work done for a publication in competition with *The Sheaf*

- Selling of state secrets beyond journalistic obligations
- Any work which contravenes the business of the *Sheaf* publication

b. It is understood that the Society editorial staff are students, and they are therefore permitted to do coursework on Society computers, provided this work does not contravene the business of the *Sheaf* publication. Any work done for a student group unrelated to *The Sheaf* is allowable only with permission from the Editor-in-Chief.

c. Printer Usage

Staff is allowed to print personal documents up to 10 pages. If wanting to print more than 10 pages, they must first get permission from either the Editor-in-Chief or Ads and Business Manager. If they do not get permission, their printing privileges may be revoked, upon approval from the board.

d. Usage of office computers is seen to contravene the business of the *Sheaf* publication if:

- Computer equipment is physically damaged in any way
- A computer is engaged in personal use at the expense of another staff member wishing to use it for the *Sheaf* publication
- The activity causes significant distraction to other members of the staff
- The activity slows the performance of office computers in any noticeable way
- The activity threatens to corrupt or erase any information in the *Sheaf* database
- The activity has consequences which may adversely affect *the Sheaf* as a whole.
- The activity causes harm to any member of *the Sheaf* staff

e. The staff e-mail accounts are intended strictly for *Sheaf* business.

Staff members are not to use their e-mail accounts for personal communication, work-related communication outside of the *Sheaf*, academic coursework, or any personal writing or composition. A staff member will not have the right to access any personal work stored on the e-mail account after his or her term has ended. Any unsolicited personal communication should be deleted immediately.

f. Any complaints about inappropriate computer usage shall fall under the policy of progressive discipline (Part 1, section 2 of the *Sheaf* policy manual) or may be brought directly to the board. Complaints of unequal or unfair enforcement of the office usage policy may also be brought to the board.

3. Misc. Office Usage

The Sheaf does not have regular office hours, but for liability reasons there should be a record of staff members in the office after hours of regular activity.

- Any staff member in the office between 12 am and 8 am must leave a notification with the Editor-in-Chief. This does not require the Editor-and-Chief to give permission, but only serves to provide a record in case of damaged property or other liability concerns.
- Any staff member wishing to bring a guest into the SPS office between the hours of 10 pm and 8 am must notify the Editor-in-Chief; that staff member will be liable for the behaviour of his or her guest.

Any staff member who fails to provide notification of their after-hours activity may be reprimanded under the policy of progressive discipline.