



**Staff Handbook for
Non-Bargaining Unit Employees**

Department of Human Resources
October, 2003.

Memorial University's Vision and Mission:

Vision:

As Memorial University moves forward into the new century, it reaffirms and strengthens its traditional commitments to the citizens of Newfoundland and Labrador, whose university it is proud to be. At the same time, Memorial will seek to realize its full potential not only within the province but regionally, nationally and internationally as Atlantic Canada's foremost university. The actions called for in this plan will enable Memorial to win that recognition through the realization of its goals.

Mission:

Memorial University is committed to excellence in teaching, research and scholarship, and service to the general public.

Memorial University recognizes a special obligation to educate the citizens of Newfoundland and Labrador, to undertake research on the challenges this province faces and to share its expertise with the community.

For more information on the University's Strategic Plan, please visit this site:

<http://www.mun.ca/ciap/planning/framework.htm>

Mission of the Department of Human Resources

The Department of Human Resources is dedicated to supporting the University's commitment to excellence in teaching, research and scholarship, and service to the general public. Our goal is to establish and sustain Memorial University's reputation as an employer of choice, and to maintain a workplace culture in which all employees feel valued and able to contribute their personal best to the achievement of the University's mandate.

For more information on the Department of Human Resources, please visit this site:

<http://www.mun.ca/humanres/v4/index.shtml>

TABLE OF CONTENTS

INTRODUCTION.....	7
Purpose	7
Scope	7
University Policies	8
Summary Only.....	8
Interpretation	8
GENERAL TERMS AND CONDITIONS.....	9
Job Posting	9
Appointment & Probationary Period	10
Newly Hired Employees	10
Appointments and Staff Changes - Permanent Employees	10
Appointments and Staff Changes – Contractual, Part-Time and Casual Employees.....	10
Employee Documentation	11
Relocation Expenses.....	11
New Employee Orientation.....	12
Exit Interviews	12
Personal Files	13
Employee Identification Card	13
Hours of Work	14
Overtime.....	14
On Call/Standby	15
Call Back	15
Shift Premium.....	15
University Holidays.....	16
Annual Leave	17
Unused Annual Vacation	17
Recognizing Previous Service for Determining Vacation Entitlement	17
University Closure	18
Absence from the University	18
Discipline and Discharge.....	18
Resignations and Terminations.....	19
Resignation by Employee.....	19
Termination due to Redundancy	19
Severance Pay.....	19
Complaint and Appeal Procedures.....	20
Sexual Harassment	20
Job Evaluation Appeals	20
Discipline and Discharge	20
Alternative Dispute Resolution	21

EMPLOYEE SERVICES & SUPPORT	23
Employment Equity	23
Sexual Harassment.....	23
Personal Harassment.....	24
Workflex Program.....	24
Leave Without Pay	25
Reduced Hours of Work	25
Short Term Lateral Position Exchange.....	25
Employee Assistance Program	25
Employee Educational Assistance	26
University Credit Courses	26
Non-Credit and Professional Development Courses	26
Professional Certificate Programs	27
Assisted Educational Leave	27
Deferred Salary Leave Plan	27
Workplace Accommodation.....	28
Wellness and Active Living.....	28
LEAVES OF ABSENCE	29
Short and Long Term Disability	29
Short Term Disability	29
Long Term Disability.....	30
Injury on Duty Leave	30
Maternity, Adoption and Parental Leave	31
Family Responsibility Leave.....	31
Bereavement Leave	32
Jury Duty or Court Leave	32
Political Leave	32
Contesting an Election.....	33
Winning a Provincial or Federal Election	33
Municipal Council Election.....	33
Special Leave With Pay	33
Leave Without Pay	33
SAFETY AND HEALTH.....	35
Reporting Unsafe Conditions	35
Accident Reporting	36
Right to Refuse Unsafe Work.....	36
Protective Clothing	36
Emergency Response	37
Smoking	37
Fire and Evacuation Procedures	37

SALARY ADMINISTRATION & JOB EVALUATION	38
Direct Deposit.....	38
Salary Bands & Scales.....	38
Job Evaluation Review	38
Job Evaluation Appeal.....	39
Salary Scales.....	39
Temporary Assignments and Promotion	39
Progression on Scale	40
Labrador Allowance	40
BENEFITS AND PENSIONS	41
Benefits Program Membership.....	41
Pension Plan	42
APPENDIX A: DEFINITIONS	43

INTRODUCTION

Purpose

Memorial University's goal is to provide its employees with an excellent working environment. An important aspect of this commitment is to ensure that those employees who are not covered by a collective agreement are provided fair and equitable terms and conditions of employment.

This Handbook is designed to give an overview of the terms and conditions of employment for non-bargaining unit (NBU) employees, as well as some of the University's key policies which have a bearing on employment matters. Detailed guidance regarding the University's policies and procedures can be obtained from each Department's Senior Administrative Support Staff, from the Department of Human Resources, or on-line from the University's web site.

Scope

The terms and conditions of employment outlined in this Handbook apply to all NBU personnel employed by Memorial University of Newfoundland.

Employees funded under external grants or employed by an Agency or under contract are not covered by the university's policies pertaining to Severance Pay, Redundancy Severance Pay, or Tuition Assistance (for credit and non-credit courses). However, except as otherwise noted, this Handbook and the University's policies and procedures generally apply to such employees.

Employees of organizations which are affiliated with the University but which are incorporated as separate entities (SIE - Separately Incorporated Entity) are not governed by the terms and conditions of employment outlined in this Handbook, unless existing arrangements require otherwise. However, an SIE's Board of Directors may choose to adopt part or all of these terms and conditions for their employees should they wish to do of their own accord.

This Handbook rescinds the Terms and Conditions of Employment for Non Bargaining Unit Administrative, Technical, Maintenance, and Campus Enforcement & Patrol Personnel employees, issued by the Department of Human Resources in March, 1988.

University Policies

All employees are expected to be familiar with Memorial's policies and procedures, and are encouraged to discuss with their supervisors the particular policies which apply to them in their respective jobs and work environments. These policies are maintained on-line by the Department of Financial and Administrative Services in a **Policy and Procedures Manual**, which may be viewed at the University web site noted below:

<http://www.mun.ca/comptroller/policy/contents.htm>

The Department of Human Resources maintains and implements policies and procedures under the direction of the Director of Human Resources. The policies of the Department of Human Resources may be viewed at this site:

http://www.mun.ca/humanres/v4/policies_index.shtml

Summary Only

This Staff Handbook is a summary of the key terms and conditions of employment for NBU employees, and is not intended as a complete or official statement of the University's employment policies. Where applicable, reference should be made to the official policy of the University as it is stated in the University's on-line Policy and Procedures Manual or in the Policies section of the Department of Human Resources web site.

This Handbook is subject to applicable provincial and federal regulations and legislation. Where any conflict exists between this Handbook and the University's policies and such regulations, the latter shall prevail.

Memorial's policies and procedures are approved by the University's Senior Executive or by the Board of Regents, and they may be altered from time to time on their authority.

Interpretation

When a word is used in the singular or in either gender, it is understood that the plural or opposite gender also applies as the case may be, or vice-versa, where required by the context.

GENERAL TERMS AND CONDITIONS

The following topics are covered in this Section:

- Job Postings
- Appointment and Probationary Period
- Employee Documentation
- Relocation Expenses
- New Employee Orientation
- Exit Interviews
- Personal Files
- Employee Identification Card
- Hours of Work
- Overtime
- On-Call/Standby
- Call Back
- Shift Premium
- University Holidays
- Annual Leave
- University Closure
- Absence from the University
- Discipline
- Resignation, Termination or Redundancy
- Severance Pay
- Complaint and Appeal Procedures
- Alternative Dispute Resolution

Job Posting

Memorial internally posts all non-academic employment opportunities for a minimum of five working days. Any employee may apply for a job vacancy or new job opening. In accordance with the University's staff collective agreements, NBU employees are considered for bargaining unit positions only if no suitable bargaining unit employee is available as a qualified candidate.

Additional information on Job Posting may be viewed at this site:

http://www.mun.ca/humanres/v4/employment_opportunities.shtml#ii

Appointment & Probationary Period

All employees receive a written letter of appointment, addressed to them and signed by the Director of Human Resources or his/her delegate.

Newly Hired Employees

A newly appointed permanent employee is required to successfully complete a six month probationary before permanent status is confirmed. Management, professional, and executive employees are subject to a probationary period of no less than 12 months. A probationary period may be extended only once, and for a specified time that does not exceed the original probationary period.

New employees will normally receive a written notification from the Department of Human Resources, at least two weeks before the expiration of their probationary period, indicating whether permanent status has been confirmed, terminated, or extended. Confirmation of permanent status is effective from the date of the initial appointment.

Newly hired contractual, part-time or casual employees will normally receive written notification in a term contract specifying their notice period and end date. Employment beyond the original end date must be stated in a revised letter of appointment that either extends the initial appointment or specifies the conditions of a new appointment.

The termination of an employee either during or at the end of their probationary period is not subject to review or appeal.

Appointments and Staff Changes - Permanent Employees

A permanent employee who is promoted or transferred will be subject to a two month trial period. Conditional on satisfactory performance indicated by the completion of the Trial Period Review Form, the employee will be confirmed in the new position after the trial period. If in the opinion of the employing department the employee proves to be unsuitable in the position, or is unable to perform duties of the new position, the employee will be returned to his/her former position and salary level consistent with the former position.

With mutual consent of both the employee and the employing department, this trial period may be extended by up to two months.

Appointments and Staff Changes – Contractual, Part-Time and Casual Employees

A contractual, part-time or casual employee who is successful in obtaining a permanent appointment will be required to complete either a six or 12 month probationary period, whichever is applicable.

If a contractual employee is appointed to a permanent position that he/she currently occupies, and has done so for no less than six or 12 months, as applicable, that employee is not required to serve a probationary period and is confirmed on appointment.

A contractual employee with more than 12 months of service who is successful in a job competition for a permanent position in a different department or classification will not be required to serve another probationary period. However, that individual will be required to complete the normal two month trial period, which may be extended by a further two months if necessary upon mutual consent.

Employee Documentation

Eligible employees are required to complete documentation for insurance, pension, payroll and other general employment purposes. Documentation takes place in the Department of Human Resources either before or during the first week of employment. At this time, employees will be asked to complete forms related to the University's insured benefit and pension programs, personal income tax exemptions, the designation of beneficiaries, etc. Employee documentation is confidential and is filed and maintained in the Department of Human Resources.

Senior administrative support staff in the employing department, or the employee's supervisor, may also request the employee to sign a Confidentiality Agreement and/or Computer Access Agreement, in addition to any other forms pertinent to the employee's position.

Relocation Expenses

Memorial's **Household Removal and Relocation Guidelines** are followed when new employees who are hired to a permanent position or on a contract of two year's duration or more seek reimbursement for relocation expenses.

- A newly appointed employee is reimbursed for one-way economy airfare, or public transportation, from their previous place of residence to the normal place of work, as defined by Memorial. This includes transportation for the employee, spouse, and children. If the employee travels by private motor vehicle, or by an indirect route, the employee is reimbursed for the actual cost of travel, up to the amount of economy class airfare or public transportation fare.
- The University pays up to 75% of the cost of moving an agreed amount of household goods by freight, from the previous residence to the new place of residence. The cost of moving a motor vehicle is not reimbursed unless it is used as the sole means of transportation in the move. Memorial also pays living expenses incurred by the employee and his/her family for one day at the previous place of residence, and for a reasonable period at the normal place of work, as defined by the University.

-
- An employee who fails to complete two years of service with Memorial, from the date of the initial appointment or special contract period, will be required to repay one-half of the amount originally provided by the University for the move to, and settlement in, the employee's new place of residence.

The University's full policy may be viewed at the following site:

<http://www.mun.ca/comptroller/policy/moving.htm>

New Employee Orientation

The University administers an orientation program for new employees comprised of two components: a) a general Overview Orientation, and b) a Job-Specific Orientation.

The **Overview Orientation** is a general session coordinated and hosted by the Department of Human Resources three times a year in September, January, and April.

The **Job-Specific Orientation** is conducted by a senior administrative person in the employing department, and should be completed during the first week of employment. This orientation deals more specifically with matters related to the job and the department, and includes the following sections: overview of the department and the position; work site familiarization; departmental policies and procedures; and workplace safety. Both the employee and the departmental representative are expected to complete and sign an orientation checklist, which is then placed in the employee's personal file.

Other information on the University's employee orientation process may be viewed on this site:

http://www.mun.ca/humanres/v4/policies_index.shtml

Exit Interviews

Employees with more than 12 months service with the University who resign or retire are offered the opportunity to complete a confidential exit interview with a representative of the Department of Human Resources. Departing employees are asked to comment on various aspects of the University workplace and to reflect on their employment experience at Memorial.

Exit interview results are summarized and reported to the University's senior administration on an annual basis. In addition, if any issue or concern is identified as requiring immediate attention, the Department of Human Resources will conduct appropriate follow-up with the department and/or the employee's immediate supervisor as appropriate.

Other information on the University's Exit Interview process may be viewed at this site:

http://www.mun.ca/humanres/v4/policies_index.shtml

Personal Files

The Department of Human Resources confidentially maintains the official personal file for each and every employee of the University. With reasonable notice to the Department's Records Section, you may privately view your personal file, and copies of documents on your file are available on request.

Documents of a disciplinary nature are supplied to the employee by registered mail or in person. An employee has the right to respond in writing to any such documents placed in his/her file, and any such response also forms part of the employee's personal file.

A written reprimand or warning becomes a part of your file. It is destroyed after 18 months if no other warning or reprimand relating to a similar misconduct is given within that period.

Employee Identification Card

Employees are encouraged to obtain an employee ID card for general identification purposes. This can be done by contacting Student Affairs in the University Centre on the St. John's Campus. You should bring a copy of your letter of appointment to verify your employee status.

Access to a number of buildings on campus requires a coded employee identification card. You will be notified by the administrative staff in your Department if you require an ID card for this purpose, e.g., access to offices after hours, library privileges, etc. Administrative staff in your department can coordinate the addition of the necessary permissions to your ID card.

The loss of an identification card should be reported immediately to your immediate supervisor, who will advise Campus Enforcement & Patrol as well as Student Affairs.

An employee identification card is considered University property and must be returned to your immediate supervisor in the event you terminate your employment.

To view additional information on identification cards, please visit this site:

<http://www.mun.ca/student/1Card/>

Employees of the Marine Institute and the Sir Wilfred Grenfell College will be advised by their administrative offices of the procedures applicable to their respective sites.

Hours of Work

The standard workweek is either 35 or 40 hours, depending on your position and the area in which you work, and the work week is considered as starting at 00:01 on Monday to the following Sunday at 24:00 hours. The scheduled workweek may be varied by the University to allow for summer hours, to meet emergencies or during unusual situations.

Summer hours start on the first Monday of June in each year and continue for 13 weeks. For employees who normally work 35 hours per week, summer hours are reduced to 32.5 hours per week.

All employees are permitted a 20-minute break during the first half of each work day or shift, at a time scheduled or approved by the Department Head.

Hours of work in a day or in a week may be averaged where circumstances or operational requirements permit such an arrangement. The total hours worked over the period to which averaging applies cannot exceed the total number of hours which would otherwise be scheduled during that period.

Hours off on approved leave with pay are considered as hours worked.

Recognizing the varied demands placed on employees' time, Memorial has established a flextime policy. Employees may, at the discretion of their supervisor, apply to vary their working hours. To view the University's flextime policy please visit the following site:

http://www.mun.ca/humanres/v4/workflex_program.shtml

To view the University's summer work hours please visit the following site:

<http://www.mun.ca/humanres/v4/summer02hrs.shtml>

Overtime

Overtime is authorized and scheduled by the Department Head. Overtime is paid when an employee is required to work in excess of 35 or 40 hours a week, as applicable. Overtime pay is 1.5 times the employee's regular hourly rate.

An employee may request time off in lieu of overtime pay, which is granted on the basis of 1.5 hours for each hour worked in excess of the regular workweek. If time off is not granted within two months of working the overtime, the employee will receive pay at the applicable rate.

Employees on the management, professional, and executive pay plans are not entitled to overtime compensation. However, in recognition of the extra hours typically worked by

these employees beyond the normal workweek, they receive an extra week of annual vacation instead of overtime pay or time off.

On Call/Standby

There may be times where it is necessary and appropriate to designate an employee as being on call and available for call back to work where the requirement for the employee's services is immediate and essential. Memorial recognizes that such employees should be compensated fairly for any on-call periods involved.

On call applies to an employee who is required by a Dean, Director or Department Head to be available on a stand-by basis outside scheduled working hours, to respond immediately to a call back to work as required for reasons of operational necessity. The on call period is the time when an employee is required to carry a cell phone, pager or other immediate contact device and to remain in a state of readiness to respond immediately to a call back to work or to a work demand.

For further details on this, please contact the Associate Director of Human Resources & ADR Coordinator at 737-4766. Additional information may also be obtained by visiting this site:

http://www.mun.ca/humanres/v4/policies_index.shtml

Call Back

Call back applies to an employee who works a regular shift, has left the workplace, but is called back to work without prior notification. Compensation for call back is a minimum of three hours pay at the appropriate overtime rate. If the employee is recalled again to work within the initial three hour period, the benefit of the three hour minimum applies only once.

Memorial pays a transportation cost of up to \$8.00, or reimbursement at the appropriate mileage rate, for each call back.

These call back provisions do not apply to employees on the management, professional and executive pay plans, except as otherwise approved by the Vice-President (Administration and Finance) on the recommendation of the Director of Human Resources.

Shift Premium

For employees working shifts on a 40 hour work week, a shift premium of \$2.80 per shift applies where one-half or more of the regular hours worked on the shift fall between 4:00 p.m. on one day and 8:00 a.m. the following day.

Employees on the management, professional, and executive pay plans are not eligible for shift premium.

Employees who work through their regular meal break or beyond their normal work hours, as requested by the Department Head, are entitled to receive:

- A rescheduled meal break as soon as practical after the employee's normal meal break;
- or*
- In the event this is not practical, the employee is provided with a meal.

University Holidays

Memorial employees observe the following paid holidays:

New Year's Day	Mid-July Holiday
January 2 nd	Regatta Day (St. John's)
St. Patrick's Day	Labour Day
Good Friday	Thanksgiving Day
Commonwealth Day	Remembrance Day
Discovery Day	Christmas Day
Memorial Day	Boxing Day

Full-time employees also receive two additional days off with pay between Christmas and New Years Day. If for some reason an employee cannot be provided with these days off, they may be taken at another time, but not later than March 31st in the same fiscal year. Part-time employees who normally work during the Christmas and New Years Day period are granted time off on a prorated basis.

If a paid holiday falls on an employee's scheduled day off, the employee receives another day off, at a mutually agreed upon time, or pay for one day at the employee's regular rate of pay.

An employee who qualifies for holiday pay but is scheduled to work on that day will receive either time off at a mutually agreed upon time, or additional pay. Pay or time off in this situation is calculated on the basis of 1.5 hours for each hour worked on the holiday.

To view a current list of holiday dates please visit this site:

http://www.mun.ca/humanres/v4/holidays_index.shtml

Annual Leave

The vacation year is from April 1st to March 31st of the next year.

An employee is entitled to 1¼ days of vacation leave for each month of service, up to 15 working days in a year.

Vacation entitlement increases to 20 working days/year upon completion of 10 years of service and accrues at the rate of one and two-thirds days for each month of service.

Vacation entitlement increases to 25 working days/year upon completion of 25 years of service and accrues at the rate of 2½ days for each month of service.

Management, professional and executive employees who are not entitled to overtime pay receive an extra week of annual leave entitlement in recognition of the extra hours typically worked in these positions.

Unused Annual Vacation

Subject to the recommendation of the Department Head and the approval of the Director of Human Resources, an employee may carry forward to another vacation year any portion of unused annual leave from previous years, subject to the following maximums:

- 20 days of unused vacation if the employee is eligible for 15 or 20 days in a year;
- 25 days of unused vacation if the employee is eligible for 25 days in a year.

Employees who are unable to use their annual vacation because they are on either Long Term Disability or Workers' Compensation leave will be permitted to carry any unused portion of that leave to the following year.

Unused portions of annual leave are paid to a terminating employee.

Recognizing Previous Service for Determining Vacation Entitlement

Memorial may recognize prior service for persons employed by Memorial, the Government of Newfoundland and Labrador, and other related public sector bodies where there has been continuous service in excess of six months, and the break in service is not greater than 30 days.

To view the University's policy on the recognition of prior service please visit this site:

http://www.mun.ca/humanres/v4/recognizing_previous_service.shtml

University Closure

The University may close due to a storm as set out in its official storm policy. If the University closes in accordance with this policy, employees do not incur any loss of pay.

Employees required for the continued operation of the University who are scheduled to work, and who do work, receive no extra pay but receive time off on an hour-for-hour basis at a mutually agreed upon time. If such an employee works an extra shift above his/her normally scheduled shift, they will receive overtime compensation for the extra time worked.

To review further details on Memorial's Storm Policy please visit this site:

<http://www.mun.ca/comptroller/policy/storms.htm>

Absence from the University

If you are unable to report to work for any reason you are expected to notify your immediate supervisor or Department Head at the earliest opportunity. An employee who is absent from work without approved leave will not receive salary for the period involved, and may be considered by the University as having abandoned their position.

Discipline and Discharge

Memorial has the right to discipline, suspend, or discharge an employee for just cause, and is committed to the principles of progressive discipline in dealing with disciplinary situations.

If disciplinary action is taken, the affected employee will be notified in writing within three working days, indicating the action being taken and the reasons for the action.

Where cause for discharge is felt to exist, the University may decide to suspend the employee pending a further investigation, and the employee will be notified by the President of this decision and the reasons for the action taken.

An employee who feels that a disciplinary action taken by the University is unjust is entitled to request a review of this action in accordance with the Complaint and Appeal Procedures described in this Handbook. If an employee is dismissed for cause, such an appeal may be initiated in the first instance at Level III of that Procedure.

Resignations and Terminations

Resignation by Employee

Employees are expected to provide a reasonable notice of their intention to resign, with consideration given to the period of time that will likely be involved in securing a suitable replacement. This notice period should be no less than two weeks. If an employee leaves Memorial without giving a proper notice of termination, the employee's salary ends on the date work duties were last performed.

Termination due to Redundancy

A permanent employee whose position is declared redundant will be given three months notice of their termination of employment, or pay in lieu of notice. In addition, the employee will also be entitled to a redundancy allowance in accordance with the following:

- In the case of an employee with at least one, but not more than five years of continuous service -- two days' pay for each year of service.
- In the case of an employee with more than five, but not more than 10 years of continuous service -- five days' pay for each year of service.
- In the case of an employee with more than 10 years of continuous service -- seven days' pay for each year of service.

Periods of Long Term Disability and authorized leave without pay, up to a total of 52 weeks, are counted as service for the purpose of calculating a redundancy allowance.

Severance Pay

The following severance pay provisions are not applicable to non-bargaining unit employees hired **after** October 1, 2004. Non-bargaining unit employees hired **prior** to October 1, 2004, **only**, are entitled to the following severance pay benefits:

A permanent or contractual employee (other than a grant-funded or agency employee) who has at least nine years of continuous service with Memorial is entitled to receive severance pay upon their resignation, retirement, termination by reason of disability, or death. The amount of severance pay is determined on the basis of five days pay for each year of service, to a maximum of 100 days' pay.

Periods of Long Term Disability or periods of authorized leave without pay are regarded as service when determining the nine year entitlement threshold. Periods of Long Term Disability or authorized leave without pay, up to a maximum of 52 weeks, count as service in calculating the severance payment amount.

An employee who is re-employed after receiving severance pay is entitled to severance pay for subsequent periods of employment provided that:

-
- a) The employee has been out of the employ of the University for a period not exceeding the number of days for which severance pay was paid; *and*,
 - b) The employee refunds the proportionate part of the severance pay.

Any severance pay entitlement of a deceased employee is paid to the employee's estate.

An employee who receives a redundancy allowance is not eligible to receive severance pay.

Complaint and Appeal Procedures

The University provides formal procedures designed to assist employees with complaints or appeals relating to sexual harassment, job evaluation, and discipline/discharge.

Sexual Harassment

Complaints or concerns related to sexual harassment may be addressed under the University's **Sexual Harassment Procedures**. These procedures provide both students and employees with an avenue for dealing with sexual harassment matters on either an informal or formal basis. For additional information on these procedures please visit this site:

<http://www.mun.ca/comptroller/policy/harassme.htm>

Job Evaluation Appeals

An employee may appeal the result of a self-initiated review of his/her job evaluation rating to the **Job Evaluation Appeal Committee**. This Committee is comprised of university employees from outside the Department of Human Resources who have been trained in the interpretation and application of the University's job evaluation system for non-academic employees. Additional information regarding this appeal process may be viewed at this site:

<http://www.mun.ca/humanres/v4/appealpro.shtml>

Discipline and Discharge

An employee who has been disciplined or dismissed for cause may appeal this decision through the process outlined below. An employee who chooses to do this may be accompanied by another person of the employee's choice from within the University at any or all steps of the Appeal Process.

In the case of termination for cause, the affected employee may initiate an appeal at Level III in the first instance. This appeal must be presented within four working days of having received written notification of his/her dismissal for cause.

The timeframes outlined in this procedure may be varied with the mutual agreement of the employee and the University.

Level I

An employee who wishes to initiate an appeal under this section must do so within four working days of having received written notification of the disciplinary action which is the subject of appeal. This appeal is to be submitted to the employee's immediate supervisor, and an earnest effort should be made by both sides to resolve the matter at that stage. The immediate supervisor will provide a written decision within four working days.

Level II

If the decision at Level I is not satisfactory to the employee, he/she may submit the appeal to their Department Head, which must be done in writing within four working days of having received the supervisor's decision under Level I. The Department Head will convene a meeting of the interested parties and render a written decision within four working days of having received the appeal.

Level III

If the decision at Level II is not satisfactory to the employee, he/she may submit the appeal to the President, which must be done in writing and within three working days of having received the Department Head's decision under Level II. The President will convene a meeting of the interested parties and render a decision, in writing, within five working days of having received the appeal.

Level IV

If the decision at Level III is not satisfactory to the employee, he/she may request a hearing before the Board of Regents or a committee of the Board to appeal the President's decision, which must be done in writing and within five working days of having received the President's decision under Level III. A hearing before the Board will be arranged and concluded as expeditiously as possible.

Alternative Dispute Resolution

The Department of Human Resources is available to provide assistance to employees, supervisors and others who are interested in attempting to resolve a workplace conflict on a voluntary, informal, and mutual interest basis. The use of this approach is often effective in avoiding more formal, adversarial conflict resolution processes, and is helpful as well in addressing issues which either do not lend themselves to a formal appeal process or are not appealable in another forum. Typical examples of situations where ADR might be appropriate would be personal harassment, interpersonal conflict, personality conflict, etc.

The role of a Department of Human Resources representative in this process is one of facilitation and mediation only. Participation in an ADR process is voluntary and based on mutual agreement, and agreements are usually private and they are not precedent setting. In addition, participation in an ADR process does not prevent anyone from availing of a more formal appeal process in the event ADR is not successful.

An employee, supervisor or other person wishing to avail of the Department's informal conflict resolution services should contact the Associate Director-ADR Co-ordinator, Department of Human Resources.

EMPLOYEE SERVICES & SUPPORT

The following topics are covered in this Section:

- Employment Equity
 - Sexual Harassment
 - Personal Harassment
 - Workflex Program
 - Employee Assistance Program (EAP)
 - Educational Assistance
 - Workplace Accommodation
 - Wellness and Active Living
-

Employment Equity

The University believes that all individuals, including those belonging to designated minority groups, should have open and unhindered access to employment opportunities with our institution. In seeking to hire the most qualified person for any available position, the University is always concerned with ensuring that its employment processes and practices do not unfairly impede or discriminate against any particular group or person.

Memorial complies with the Federal Contractors Program with respect to the employment of members of the following four designated groups: women; aboriginal peoples; persons with disabilities; and persons who, because of their race or color, are a visible minority.

Memorial's commitment to the area of employment equity will help the University sustain the richness and strength of its highly diverse workforce, and will in the longer term ensure that we reflect the diversity of the communities in which we exist and operate.

To review Memorial's Employment Equity mandate, please visit this site:

<http://www.mun.ca/humanres/v4/webcopy.shtml>

Sexual Harassment

At Memorial we consider sexual harassment to be a serious issue. The University has a Sexual Harassment Advisor to administer its sexual harassment policy and to educate the campus community about sexual harassment. The Advisor is available to the entire University population: students, faculty and staff.

Sexual harassment is defined as including unwelcome sexual advances; requests for sexual favors; unnecessary touching or patting; suggestive remarks or other verbal abuse of a sexual nature; leering at a person's body; compromising invitations; physical assault, and any other verbal or physical conduct of a sexual nature directed at an individual by a person who knows or reasonably ought to know that such attention is unwanted.

Sexual harassment by any member of the University is prohibited. The faculty, staff, and students of Memorial are expected to be responsible for the way they behave towards each other by not engaging in behaviors that fall within the definition of sexual harassment. Members of faculty, staff, or the student body who experience sexual harassment on campus can seek the assistance of the Sexual Harassment Advisor, and then choose whether to resolve their concern through the informal or formal procedures of the University, or by contacting an external agency such as the Human Rights Commission or the police.

To view the University's Sexual Harassment Procedures please visit this site:

<http://www.mun.ca/sexualharassment/>

Personal Harassment

Memorial is committed to providing a friendly and safe educational and working environment which is free from any form of personal harassment. Personal harassment is defined as any comment or conduct towards another person which is abusive, offensive or demeaning, and includes any behavior which is based on any of the prohibited grounds of discrimination contained in the Newfoundland and Labrador Human Rights Code. Accordingly, offensive or unwelcome conduct towards another person which is related to that person's race, religion, religious creed, gender, sexual orientation, marital status, physical disability, mental disability, political opinion, color, or ethnic, national or social origin may constitute personal harassment.

If you experienced personal harassment, or you are aware of another person who has been personally affected by harassment, you should contact the Associate Director and ADR Coordinator, Department of Human Resources.

Note: The Department of Human Resources is currently reviewing the University's policies and procedures in the area of personal harassment and the manner in which they should be integrated within a broader respectful workplace policy.

Workflex Program

Workflex is a program of alternative employment options which is designed to assist employees in modifying their existing work arrangements so as to achieve a better balance between work and personal needs. The Workflex program consists of three options.

Leave Without Pay

Leave Without Pay may be granted for up to six months, subject to departmental operating requirements. This leave may also be taken in conjunction with annual leave.

Reduced Hours of Work

Reduced hours of work can be arranged in one of the following ways:

<i>Reduced Work Week</i>	This is achieved through either a shorter work day or a shorter work week, where the minimum weekly total is 20 hours.
<i>Job Sharing</i>	This involves sharing your position with another employee.
<i>Part Time Work</i>	This involves working less than 20 hours a week, and it can also be part of a job sharing arrangement. Part-time employees working less than 20 hours/week are not eligible to participate in the pension and benefit plans.

Short Term Lateral Position Exchange

This option allows two employees to temporarily exchange positions through a two-way transfer, provided they have the consent of their respective Department Heads. This arrangement provides an opportunity to gain some variety in work life and to gain experience in a comparable position.

Additional information on the Workflex program may be viewed at this site:

http://www.mun.ca/humanres/v4/app_leave.shtml

Employee Assistance Program

The University and its various employee groups have worked together to establish a voluntary and confidential counseling, advisory and information service for employees and their families which is designed to:

- assist employees in preventing and/or remedying personal and family problems which may adversely affect their well-being or potentially result in reduced work performance.
- maintain and improve the general well-being of employees through activities designed to promote healthy lifestyles.
- promote improvements in the work place that increase the opportunity for employee well-being and enhanced work performance.
- provide immediate, short-term crisis intervention in the event of a traumatic incident.

All employees and pensioners of Memorial, and their dependents, are eligible for services and assistance under the University's Employee Assistance Program and are encouraged to take advantage of the services associated with it.

To view the Employee Assistance Program Policy please visit this site:

<http://www.mun.ca/comptroller/policy/eap.htm>

The University's current provider of EAP services is Family Guidance Incorporated (FGI). For more information regarding the various services provided by FGI please visit this site:

www.mun.ca/humanres/v4/emp_support_index.shtml

Note: Access to FGI's On Line Services is limited to employees, pensioners and their dependents, and requires the use of a username and password. Please contact the Work Life Programs Specialist in the Department of Human Resources, or e-mail the Department at humanres@mun.ca, to obtain this information if you do not have it.

Employee Educational Assistance

Memorial strives to create a continuous learning environment, and the University encourages the personal and professional development of its employees. Employees are encouraged to take a personal interest in their career development by talking with their supervisors about overall career interests and identifying opportunities for training and development. The University supports employee participation in courses, programs, workshops and seminars in a variety of different ways, as outlined below.

University Credit Courses

Permanent employees, academic staff, and contractual employees whose contracts are greater than six months in duration are eligible to register for one Memorial University credit course per semester. Approval for credit course assistance should be obtained prior to the start of the semester for which assistance is requested.

If a course is not available outside normal working hours, the employee's attendance during working hours may be arranged provided approval is received from the Department Head, and the equivalent amount of time is worked at another time.

Non-Credit and Professional Development Courses

Non-credit and professional development courses, workshops and seminars which contribute to the knowledge and skill development of an employee and are related to the job may be provided within the University or by external providers.

Employees who complete job-related training after normal working hours are entitled to receive compensatory time off on an hour-for-hour basis, up to a maximum of three days in a fiscal year. An employee who is required to write an examination to upgrade

qualifications related to his/her employment is entitled to time away from work as required to prepare for and write these examinations.

Professional Certificate Programs

Participation in training programs which require the completion of more than one course and which lead to the awarding of a diploma, license, and/or certificate may be supported based on the recommendation of the Department Head. Permanent employees, and contractual employees with contracts of one year duration or more, are eligible.

Assisted Educational Leave

An employee may apply for an assisted leave of absence to obtain additional education or training which will either increase their competence in their present position or to help prepare them for future advancement within the University. Requests for such leave are considered relative to the needs of the employee and the University, and are reviewed by the Board of Regents on referral from the Department and the Director of Human Resources. Applications for assisted leave should be initiated at least three months prior to the intended start date.

Assisted educational leave provides an educational grant equivalent to 40% of the employee's regular salary, and is approved on the following understandings:

- The employee agrees to return to his/her regular duties at Memorial for a period at least equal to that of the leave taken.
- If the employee resigns from Memorial prior to working a period equal to the period of leave, or fails the course or drops the course, the employee is expected to reimburse the proportionate amount of the educational grant to the University.

An employee on assisted educational leave maintains his/her status in the University's group benefits and pension plans.

Deferred Salary Leave Plan

An employee who wishes to attend an educational institution on a full-time basis for a period of three months or more may consider availing of the University's Deferred Salary Leave Plan.

This Plan enables a non-probationary, permanent employee to defer a portion of his/her salary for up to six years. This deferred salary is later paid during a leave of absence for education or other personal purposes, which is normally between six and 12 months in duration. The Deferred Salary Leave Plan complies with the various provisions of the Income Tax Act.

To view the University's Deferred Salary Leave Plan please visit this site:

<http://www.mun.ca/humanres/v4/defsal.shtml>

To view the list of current non-credit programs available please visit this site:

http://www.mun.ca/humanres/v4/working_emp_dev.shtml

To view the University's **Training and Development Policy** please visit this site:

<http://www.mun.ca/comptroller/policy/training.htm>

To download either an **Application to Undertake a Training Program** or an **Application for Financial Assistance to Undertake a Credit Course** please visit this site:

http://www.mun.ca/humanres/v4/hrforms_index.shtml

Workplace Accommodation

The University is committed to assisting any employee whose ability to function in their job has been impaired by illness or injury. The Department of Human Resources works closely with employees, their attending medical professionals, employing departments, and external agencies such as the University's LTD plan provider and the Workplace Health, Safety and Compensation Commission to facilitate the early and productive return to work of employees who are in this unfortunate situation.

Accommodation in the workplace to facilitate an employee's return to work and their maximum medical recovery may take various forms. Typically, return-to-work plans may involve modified duties, ease back, a modified workplace or work processes, or a combination of any of these.

Additional information on workplace accommodation may be obtained by contacting the Work Life Programs Specialist in the Department of Human Resources at 737-7408, or by e-mail at humanres@mun.ca.

Wellness and Active Living

Memorial is strongly committed to promoting wellness and active living among its employees. The University's goal is to integrate a preventative approach to facilitating employee wellness which complements other existing programs and services such as the Health Benefits Plan; our EAP Program; our Short and Long Term Disability programs; and our Workplace Accommodation policies.

The University's activities and programs in the area of Wellness are planned and implemented by the Department of Human Resources, who are assisted by a university-wide **Wellness and Active Living Advisory Committee**. For additional information on wellness and active living please visit this site:

<http://www.mun.ca/humanres/v4/wellnessintro.shtml>

LEAVES OF ABSENCE

The following topics are covered in this Section:

- Short and Long Term Disability
 - Injury on Duty Leave
 - Maternity, Adoption and Paternity Leave
 - Family Responsibility Leave
 - Bereavement Leave
 - Jury or Court Duty Leave
 - Political Leave
 - Special Leave With Pay
 - Leave Without Pay
-

Short and Long Term Disability

Short Term Disability

Under the University's Salary Continuance Plan, an employee covered by the Long Term Disability (LTD) Plan who is absent from work for a period of less than 60 calendar days because of sickness, disability related to a non-occupational injury, or quarantine caused by exposure to a contagious disease is entitled to salary continuance for the period of absence.

Employees are not eligible for LTD coverage if they are employed for a period of less than six months or work less than 20 hours per week. These employees are entitled to sick leave, on a prorated basis for the number of hours worked, up to a maximum of two weeks.

Entitlement to short term salary continuance is governed by the following requirements:

- Absences from work of four days or less are to be recorded on a **Reason for Absence** form and signed by the Department Head. Click here to download the form:

http://www.mun.ca/humanres/v4/hrforms_index.shtml
- Absences greater than four days at a time, or 10 days in any 12 month period, require the presentation of a medical certificate to the Department Head.
- A period of illness, disability or quarantine in excess of four days which occurs during an employee's period of vacation may be converted to sick leave. An application should be made to the Department Head, with a medical certificate attached, and forwarded to the Director of Human Resources for approval.

Long Term Disability

If an employee's absence due to sickness or disability extends beyond 60 days, the employee is entitled to apply for salary continuance benefits under the University's Long Term Disability Plan. The basic features of the LTD plan are as follows:

- a) *Eligibility* - Permanent full-time employees are covered from the first day of active employment. Contract employees must be employed for a minimum of six months in order to be eligible for coverage.
- b) *Benefit Level* - The LTD benefit is equal to 72.67% of monthly earnings, which includes the employee's contribution to the University Pension Plan, subject to a maximum monthly benefit of \$4,500. The monthly benefit is also subject to a 100% all source maximum.
- c) *Qualifying Period* - The qualifying disability period starts when you first become totally disabled and ends after 60 days, provided your disability is continuous and you are under age 65.
- d) *Definition of Disability* - During the 60 day qualifying period and the following 24 months, you are considered totally disabled if you are unable to perform any and every duty of your occupation. After this period you are considered totally disabled if you are unable to perform any and every duty of any occupation for which you are reasonably qualified by training, education or experience.

A detailed summary of the University's Group Benefits Program, including the LTD Plan, may be viewed at this site:

<http://www.mun.ca/humanres/v4/pdf/BenefitsGuide2002.pdf>

Injury on Duty Leave

An employee who is required to be absent from work because of an injury incurred on the job receives full salary and benefits for the entire period of temporary disability. Eligibility is determined in accordance with the policies and guidelines of the Workplace Health, Safety & Compensation Commission (WHCSS) and the WHCSS Act.

When an injured employee is certified by their physician as being fit to return to work, but is no longer able to carry out the duties of their position, The University will make every effort to accommodate the employee's circumstances and place the employee in a position which is consistent with their qualifications and capabilities.

An employee who is unable to return to work because of a workplace injury and has been declared as being permanently and totally disabled may continue to contribute to the Memorial University Pension Plan.

Maternity, Adoption and Parental Leave

Employees may be granted a leave without pay of up to 52 weeks for maternity, adoption, or parental leave purposes, subject to agreement between the employee and the supervisor regarding start and end dates.

If the state of an employee's health becomes incompatible with the requirements of the job, the University may require that the maternity/adoption/parental leave start on a date which is earlier than previously agreed upon.

Pension and benefits coverage may be maintained for the duration of the leave provided that the employee makes arrangements for the payment of the full cost of the appropriate premiums, and provided that any relevant qualifying conditions under specific plans are met. Further information regarding qualifying conditions, exclusions, or limitations can be obtained by calling the Pension and Benefits Section of the Department of Human Resources at 737-7406.

Upon returning from leave, the employee may resume their former position and salary with no loss of accrued benefits, including annual vacation. Periods of maternity, adoption or paternity leave up to a maximum of 52 weeks are counted as service for the purpose of step progression and severance pay.

Before returning to work, an employee is expected to:

- a) Provide two (2) weeks' notice of intent to return to work; and,
- b) Provide a satisfactory certificate of wellness from their physician.

Family Responsibility Leave

Family Responsibility Leave is an important aspect of the University's employee support program and is available to employees who require leave assistance in attending to family-related matters.

Up to six days of paid family leave in each two year period (starting on April 1, 2002) are available to employees who are required to be absent from work for any of the following reasons:

- attending to the temporary care of immediate family members.
- accompanying an immediate family member to a medical or dental appointment.
- attending a meeting with school authorities.
- attending to a home or family emergency.
- attending to needs related to the birth of the employee's child.
- attending to needs related to the death of a family member (as defined in the Bereavement Leave section above).

An employee wishing to use Family Responsibility Leave should:

-
- provide as much notice to the Department Head as reasonably possible.
 - provide valid reasons why this leave is required.
 - endeavour where reasonable to schedule dental, medical, and other appointments outside regular working hours.

Family Responsibility Leave may be changed to Bereavement Leave or Sick Leave if appropriate in the circumstances.

To view the University's Family Responsibility Leave policy please visit this site:

http://www.mun.ca/humanres/v4/family_responsibility_leave.shtml

Bereavement Leave

Paid leave of absence of up to three consecutive working days is available in the event of a death in an employee's immediate family. Immediate family is defined to include the following: parent or legal guardian; parent-in-law; spouse, son or daughter; son-in-law or daughter-in-law, brother or sister; grandparent or grandchild; a step-child or ward of the employee; or other near relative with whom the employee permanently resides.

One day of paid leave is available in the event of the death of an employee's aunt, uncle, brother-in-law, or sister-in-law.

If the death occurs outside the province or outside a 200 kilometre radius of the employee's place of residence, an additional day off with pay may be granted for the purpose of traveling to attend the funeral.

If an employee qualifies for Bereavement Leave while he/she is on vacation, the appropriate number of vacation days will be credited.

Jury Duty or Court Leave

An employee who is called for jury service or is subpoenaed as a witness in a court of other legal or quasi-legal proceeding will continue to receive full pay and benefits for the period of absence.

Political Leave

Memorial recognizes the right of every citizen to enter political life should they wish to do so. Provided that the instructional, technical and service needs of the University are properly accounted for, leave of absence without pay may be granted to an employee in the circumstances outlined below.

Contesting an Election

Leave without pay of up to four weeks may be granted to an employee who is standing for election in a provincial election, and for up to six weeks in the case of a federal election. The employee may take part or all of their accumulated annual leave during the election period. If the employee is defeated, he/she is entitled to return to their normal duties with the University.

Winning a Provincial or Federal Election

In the event an employee is successful in becoming elected to either the Provincial or Federal Government, he/she will be granted leave without pay for the term elected. At the end of this time, if the employee contests a second election and is successful, the employee will be required to resign from their position with the University after two terms or six years, whichever occurs first. If the employee is not re-elected or does not stand for re-election, he/she is entitled to resume employment with the University, but there is no guarantee of reinstatement in the employee's former post.

Municipal Council Election

An employee who is elected to a Municipal Council or who engages in other political activities may be granted leave without pay for periodic duty, if necessary, provided that the appropriate reduction in University duties and compensation have been determined and agreed upon in advance.

Special Leave With Pay

Special leave with pay may be granted to an employee on compassionate grounds in extremely unusual and extraordinary circumstances. A request for such leave should be submitted to the Department Head, and is subject to the approval of the Director of Human Resources. If the situation is family-related, Family Responsibility Leave should be considered first if the employee has not exhausted their entitlement under that program.

Leave Without Pay

With the approval of both the Department Head and the Director of Human Resources, an employee may be granted a leave of absence without pay for a period of up to six months. Leave without pay greater than six months may also be granted for medical or educational reasons, or in other special circumstances.

Leave without pay is not usually granted in the case of short-term emergencies or as additional bereavement leave. In addition, leave without pay is not available when the purpose of the leave is to pursue alternative employment or to operate a private business.

If Leave Without Pay is granted for a period of less than one month, payroll deductions for pension and group benefit coverage will continue. If the leave period is greater than one

month, you may choose to continue these programs provided that appropriate arrangements are made to continue the full cost of coverage.

A variety of factors are considered when considering a request for leave without pay, including the reason for the leave; the duration; and the potential benefits to both the employee and the University. The University's full policy in this area may be viewed at the following site:

<http://www.mun.ca/humanres/v4/LWOPpolicy.shtml>

SAFETY AND HEALTH

The following topics are covered in this Section:

- Reporting Unsafe Conditions
 - Accident Reporting
 - Right to Refuse Unsafe Work
 - Protective Clothing
 - Emergency Response Plan
 - Emergency Phone
 - Fire and Evacuation Procedures
 - Smoking
-

Memorial is committed to providing a safe and healthy work environment. Compliance with federal and provincial health and safety regulations and University safety procedures is mandatory for all faculty, staff, students, and visitors. The initial responsibility for ensuring a safe environment within a faculty, school or department rests with the Dean, Director or Department Head. This responsibility is met with the cooperation and support of the Office of Safety and Environmental Services. Any suggestions you may have on improving Memorial's safety practices are welcomed by your Department Head and the Manager of Safety and Environmental Services.

Details of Safety/Emergency procedures are also included as the red pages within the front section of Memorial's Telephone Directory.

To view Memorial's **Safety Standards Policy** please visit this site:

www.mun.ca/comptroller/policy/safety.htm

To review information on **Occupational Health and Safety Training** please visit this site:

www.mun.ca/humanres/v4/occupational_health_safety_training.shtml

Reporting Unsafe Conditions

It is the policy of Memorial University to make all reasonable efforts to maintain a healthy and safe environment for its students, faculty, staff and visitors. The University recognizes that health and safety is a shared responsibility, and that employees can play a significant role in helping to create an accident-free environment within the University. You can do this by observing all relevant safety rules and guidelines, and by reporting unsafe conditions which you feel represent a potential danger either to yourself or to others.

An unsafe condition or situation should be reported immediately to your immediate supervisor and, if necessary, directly to the Safety and Environmental Services section of the Department of Facilities Management at 737-4326 (or by e-mail at safety@mun.ca).

Accident Reporting

Any employee who is involved in a workplace accident or safety-related incident should complete an **Accident/Incident Report** as soon as possible and forward the completed form to their Department Head. This report will be forwarded to the University's Safety Manager for attention and other action as appropriate. In the case of an accident, the University is required by Workers' Compensation regulations to ensure that the accident has been formally reported within three days.

If you are involved in an accident or other safety-related incident, you should check with your Department's senior administrative staff to obtain assistance in obtaining and completing the necessary report form(s).

Right to Refuse Unsafe Work

Under the province's Occupational Health and Safety Act, an employee may refuse to do work that the employee has reasonable grounds to believe is dangerous to his or her health or safety, or the health and safety of another person at the workplace:

- a) until remedial action has been taken by the employer to the employee's satisfaction;
- b) until the Occupational Health and Safety Committee or worker health and safety representative has investigated the matter and advised the employee to return to work; or,
- c) until a Safety Officer has investigated the matter and has advised the employee to return to work.

An employee who feels they are exposed to a potentially dangerous situation should report the matter to their immediate supervisor without delay. If the situation requires remedial action or investigation, you may be assigned to other duties while this is being done.

Protective Clothing

Any Protective clothing which an employee is required to wear under University policy or OH&S regulations is provided free of charge, and laundered free of charge.

Hard hats are available to all employees and invited guests who work in, or visit, a designated hard hat area where there is a potential for head injury. A person who does not comply with this requirement is not permitted to enter the designated area. Where **Safety boots** are required in accordance with safety regulations, the University reimburses employees up to a maximum of \$75.00 per year.

Emergency Response

Memorial's Crisis Management Plan (CMP) is implemented following the President's declaration of a state of crisis to prepare for successful management of a crisis situation. To report an emergency, the following numbers should be used (dialed from the campus exchange).

- St. John's Campus 4100
- Health Sciences Center 6444
- Ocean Sciences Center 9 + 911
- Marine Institute 0456
- Sir Wilfred Grenfell College 9 + 911

Emergency phones on the St. John's campus are located in parking lots 3 and 16A, and near the Childcare Center. To operate, push the indicated button for a direct link to Camous Enforcement and Patrol.

To view the University's detailed procedures for reporting, and responding to, special emergencies such as Bomb Threats; Fires; Hazardous Spills/Gas Leaks; or a Crime in Progress, please visit this site:

www.mun.ca/facman/v4/services/emergency_procedures.shtml

Smoking

Smoking in University buildings and facilities is not permitted.

Fire and Evacuation Procedures

Supervisors are responsible for reviewing fire and evacuation procedures with their employees during the employee orientation process. Employees should familiarize themselves with the location of building emergency exits, as well as available fire safety equipment. Emergency evacuation maps are posted throughout the University's buildings. Faculty, staff and students are encouraged to study these maps to become thoroughly familiar with both primary and alternative evacuation routes in case they are necessary.

If you discover fire or smoke, activate the nearest fire alarm, warn people in the immediate vicinity, and try to extinguish the fire, but only if you are sure you can handle it using available fire extinguishers. Otherwise, evacuate the building as soon as possible using the nearest safe exit. Stand clear of the building.

If you hear the firm alarm, evacuate using the nearest safe exist, stand clear of the building and do not re-enter the building until advised by the Fire Department or Campus Enforcement and Patrol that it is safe to do so. *Please do not use elevators as a means of exit in a fire emergency.*

SALARY ADMINISTRATION & JOB EVALUATION

The following topics are covered in this Section:

- Direct Deposit
- Salary Bands and Scales
- Progression on Scale
- Temporary Assignment and Promotion
- Labrador Allowance

Direct Deposit

New employees are expected to arrange with a Canadian financial institution to have Memorial automatically deposit their pay into an account every second Thursday. An “*Application for Direct Deposit*” form should be completed and returned to the Department of Human Resources, 4th Floor, Arts and Administration Building, St. John’s.

To download the **Direct Deposit Application** form please visit this site:

http://www.mun.ca/humanres/v4/hrforms_index.shtml

Salary Bands & Scales

The job evaluation system used by Memorial University to establish salary bands for non-academic positions is referred to as the AIKEN Plan. This is a point based system of rating the relative worth of positions in comparison to all others within the non-academic group, and is designed to be gender neutral and in compliance with the pay equity principle of ensuring “equal pay for work of equal value”.

The job evaluation system is administered by a university-wide **Job Evaluation Committee**, which is comprised of a cross-section of employees from outside the Department of Human Resources who have been trained in the interpretation and application of the AIKEN Plan. Information on the various factors which make up the AIKEN Plan and the manner in which job evaluation points are allocated can be obtained by contacting the senior administrative officer in your Department, or by contacting the Department of Human Resources.

Job Evaluation Review

If you feel that your position is incorrectly classified you may submit a request for a job evaluation review. A request for review will be considered by the Job Evaluation Committee except in the following instances:

-
- The duties assigned to your position are unchanged.
 - The scope of your duties and responsibilities has been improperly assigned by management.
 - Your duties have been assigned as a result of a temporary assignment. An employee may not request a review of a position to which he/she is temporarily assigned, except long-term temporary assignment, which will be addressed on an individual basis.

Job Evaluation Appeal

An employee may appeal a decision of the Job Evaluation Committee on an employee-initiated request for review to the **Job Evaluation Appeal Committee** using the Job Evaluation Appeal Procedure. To view this procedure in detail, please visit this site:

<http://www.mun.ca/humanres/v4/appealpro.shtml>

Salary Scales

Since 1997, the **Common Pay Plan** has been the official pay policy for all non-academic employees of the University. This salary scale system is comprised of 15 salary bands and 36 steps within each band, and is the same for both union and non-union employees. The salary scales for employees working 40 hours a week are adjusted on pro-rated basis to reflect the additional hours of work involved. The University's current salary scale for non-bargaining employees paid on the Common Pay Plan is the same as that used for CUPE 1615, and may be viewed at the site noted below.

http://www.mun.ca/humanres/v4/collective_agree.shtml

Temporary Assignments and Promotion

An employee who is temporarily assigned to a higher position for two days or more receives a salary adjustment of at least 5% in recognition of the higher level duties performed during that assignment. The same adjustment formula applies in the case of an employee who is promoted to a higher level position.

Extended temporary assignments which are longer than one year count towards pensionable salary effective the date of the initial assignment. To view additional information on Temporary Assignments please visit this site:

http://www.mun.ca/humanres/v4/temporary_assignment.shtml

Progression on Scale

Subject to satisfactory service and the recommendation of the Department Head, management, professional and executive employees advance two steps on their respective salary scales for each 12 months of service completed with the University, subject to the maximum of the scale. Other non-bargaining unit employees advance automatically.

Labrador Allowance

Memorial follows the Labrador Benefits Policy of the provincial government and provides employees working in Labrador with supplementary allowances to help offset the high cost of living and traveling to and from Labrador. These allowances, which are paid annually, are outlined in the policy which may be viewed at the site noted below:

<http://www.mun.ca/humanres/v4/LBbenAgreement.shtml>

BENEFITS AND PENSIONS

The following topics are covered in this Section:

- Group Benefits Program
 - Pension Plan
-

Benefits Program Membership

Permanent full-time employees, and contractual employees whose initial appointment is to a position of at least six months duration requiring them to work at least 20 hours per week, are covered by the University's group benefits program, effective from the first day of active employment.

Contractual employees who are not eligible for coverage upon initial appointment are covered following completion of six months continuous employment in a position requiring them to work at least 20 hours per week.

The following benefits are provided to eligible employees on a mandatory participation basis:

- Basic Group Life Insurance
- Dependent Life Insurance (available only with family health option)
- Basic Accidental and Dismemberment Insurance
- Long Term Disability Insurance
- Health Plan, including Worldwide Travel Assistance
- Dental Plan

Additional benefit coverages are available on an optional, employee-pay basis:

- Optional Term Life and Optional AD&D Insurance
- Voluntary AD&D Insurance

To view the conditions and provisions of the University's Group Benefit Plan please visit this site:

http://www.mun.ca/humanres/v4/working_benefits.shtml

Pension Plan

Permanent full-time employees, and contractual employees whose initial appointment is to a position of at least six months duration requiring them to work at least 20 hours per week, are covered by the University's defined benefit pension plan on a mandatory participation basis, effective from the first day of active employment.

Contractual employees who are not eligible for plan participation upon initial appointment are covered following completion of six months continuous employment in a position requiring them to work at least 20 hours per week.

Note: Prior to September 2003, the participation of eligible contractual employees in the Memorial University Pension Plan was optional. The University's policy changed at that time to make pension plan participation for eligible contractual employees mandatory on a go-forward basis. In addition, current contractual employees who were not members of the Plan at that time were given a one-time 60 day opportunity to opt into the Plan.

Retirement pensions are based on years of service and an employee's best five-year average salary. Normal Retirement is at age 65 and must be taken no later than Aug. 31st in the year in which you turn 65 years of age. To provide personalized assistance, please contact the Benefits and Pensions Office at:

Memorial University of Newfoundland
Department of Human Resources
4th Floor Arts and Administration Building
St. John's, Newfoundland
A1C 5S7
Tel: (709) 737-7406

To review Pension Plan coverage, please visit the Pension Plan Summary on this site:

http://www.mun.ca/humanres/v4/working_pensions.shtml

To view the University's policy regarding the participation of contractual employees in the Memorial University Pension Plan please visit this site:

<http://www.mun.ca/humanres/v4/pdf/POLConEmp.pdf>

APPENDIX A: DEFINITIONS

Employee Definitions:

CASUAL EMPLOYEE is an employee employed on an intermittent basis.

CONTRACTUAL EMPLOYEE is an employee employed in a non-permanent post within the University for the purpose of performing specified work and whose terms of employment are stated in the employee's letter of appointment.

PART-TIME EMPLOYEE is an employee who ordinarily works less than the full time hours of work per week.

PERMANENT EMPLOYEE is an employee who occupies a permanent post within the University and is employed without reference to any specific date of termination of service.

PROBATIONARY EMPLOYEE is an employee who is employed and has not yet successfully completed the probationary period.

General Definitions:

ACT refers to the *Memorial University of Newfoundland Act*, RSN 1990, Chapter M-7 and amendments thereto.

BOARD is the Board of Regents of the University.

DAY is a working day unless otherwise indicated.

DEPARTMENT HEAD is the Dean or Director of a department, faculty or other academic unit of the University.

DIRECTOR OF HUMAN RESOURCES is the Director of Human Resources of the University.

EMPLOYEE is a person who is employed by the University on a contractual, part-time, permanent, or casual basis, and includes a person hired under a University grant.

EMPLOYER is Memorial University of Newfoundland, also referred to as Memorial.

LEAVE OF ABSENCE is absence from duty with the permission of the Department Head, the Director of Human Resources, or the Board as applicable in the circumstances.

MONTH OF SERVICE is a calendar month when an employee receives full salary for the prescribed number of regular working hours, in each working day, in that month. It includes a calendar month in which an employee is absent on Special Leave Without Pay, for two-thirds of a month, but does not include an employee who is on Long Term Disability.

PRESIDENT is the President of the University, a delegated representative, or any officer of the University authorized to act for the President.