

EMPLOYEE HANDBOOK
for
**EXECUTIVE
ADMINISTRATIVE
STAFF**

MAY 2019



THE UNIVERSITY OF BRITISH COLUMBIA



We acknowledge that the UBC Point Grey campus is situated on the traditional, ancestral, and unceded territory of the Musqueam people.

The UBC Okanagan campus is situated on the territory of the Syilx Okanagan Nation.

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INTRODUCTION AND WELCOME



MESSAGE FROM THE PRESIDENT

I am pleased to welcome you to the University of British Columbia, one of the most vibrant and inspirational places of learning and research in the world. Thank you for choosing to contribute your talents and expertise towards the achievement of the University's mission and goals.

As we enter our second century, UBC is proud to be ranked among the best universities around the globe not only in terms of research and academics, but also as one of Canada's top employers. Our faculty, staff, and students have demonstrated that our pursuit of excellence in learning, teaching, and research is making a lasting and positive difference, and I believe that we can collectively build on our accomplishments to move UBC to the next level of excellence.

By working together on new ideas and approaches, we can ensure that UBC continues on its path to eminence — providing a student experience second to none and integrating research and community engagement with teaching and learning.

We want UBC to be a first-choice place to work. We do so by paying attention to the wellbeing of our employees, supporting them to the best of our abilities, and by encouraging diversity and inclusion in the workplace. We value a respectful workplace that allows for diverse opinions and ideas.

UBC is a dynamic place to learn, reflect, discover, and ideally transform the world. Together, we can reach even greater heights.

Once again, welcome to the UBC community. We consider our people the cornerstone of the University, and are glad to have you here. I hope you enjoy your work at UBC, and I wish you all the best as you embark upon this new phase of your career.



Professor Santa J. Ono
President and Vice-Chancellor
The University of British Columbia



HOW TO USE THIS HANDBOOK

This handbook is your guide to the University terms, conditions, practices and procedures that apply to Executive Administrative staff like you.

Review the contents

Take some time to familiarize yourself with the contents, then keep it close by for easy reference throughout your career. Keep an eye out for the following symbols as you go:



Fun facts and pro tips



More info online



Key terms, defined

Ask questions

If you have questions about your job or the contents of this handbook, your first point of contact should be your immediate supervisor or you may also have a Departmental Administrator. If you have an employment or workplace concern please contact your Human Resources Advisor at www.hr.ubc.ca/administrators/contact . For questions regarding your pay and benefits, contact UBC Finance at www.finance.ubc.ca.



Your **supervisor** may be a faculty member, a manager, a unit administrator, a department head, a faculty Dean, or an institute or centre director.

Stay up to date

Please note that the terms, conditions, practices and procedures described in this handbook may change from time to time. Any amendments will be made in consultation with affected employees, published in bulletins distributed by the Department of Human Resources and reflected in future editions of this handbook. Where there are inconsistencies between this handbook and the University's policies and procedures, the latter will prevail.

UBC POLICIES AND PROCEDURES

In this Handbook we have outlined many topics, but would like to direct you to a number of other sources of information about UBC's policies and procedures.

Generally, your first source of information should be your supervisor. It is also important for you to be familiar with the policies and procedures that may guide certain aspects of your work at the University. The Index of all Policies, Guidelines and Rules is accessible online at www.universitycounsel.ubc.ca/policies/index. These policies are subject to change in the future.

Listed below are some of the policies we encourage you to read as they may be applicable to your work at UBC:

- Employment Equity (Policy #2)
- Discrimination and Harassment (Policy #3)
- University Safety (Policy #7)
- Pre-Retirement Reduced Appointment Agreements for Staff (Policy #49)
- Non-Performance of Work During a Legal Strike (Policy #64)
- Inventions and Discoveries (Policy #88)
- Conflict of Interest and Conflict of Commitment (Policy #97)
- Acceptable Use and Security of UBC Electronic Information and Systems (Policy #104)
- Sexual Assault and Other Sexual Misconduct (Policy #131)

To assist you in understanding this Handbook, you may also access the following:

- A Human Resources Advisor in the Department of Human Resources is available to assist you in understanding this Handbook and to provide advice on HR-related matters.
- A Service Representative in the Department of Finance is available to answer questions relating to your pay and benefits.
- You may also access your pay, benefits and update your personal information on the Self-Service site through Campus Wide Login:
<http://www.msp.ubc.ca/auth/menuPeoplesoftPortals.jsp>.

The terms, conditions, practices and procedures described in this Handbook will change from time to time. It is both the commitment and the practice to make changes only after consultation with Executive Administrative Staff. Changes will be reflected in future editions of this Handbook or in memorandums forwarded to you from the Department of Human Resources. Where there is inconsistency between this Handbook and UBC's Policies and Procedures, the Policies and Procedures will prevail.

ORIENTATION AND TRAINING

In order to be a productive and satisfied members of the University's staff, we believe that you should feel comfortable, supported and encouraged in your work environment. To ensure a smooth transition into a new work environment, you will be oriented to your position and department by either the Administrative Manager, your supervisor, or their designate.

We would also like to direct you to the UBC Online Orientation, which is an online self-service orientation tool to help employees navigate through campus life upon your arrival:

www.hr.ubc.ca/orientation/

As new employee at UBC, you need to complete mandatory training, which is mainly focused on safety. This training is required to meet WorkSafeBC and UBC requirements. The following training is available online to all employees:

- New Worker Safety Orientation
- Preventing and Addressing Workplace Bullying and Harassment Training
- Privacy & Information Security Fundamentals Training
- Workplace Violence Prevention Training
- Active Shooter Preparedness

If you have any questions about training please reach out to your supervisor.

The Department of Human Resources also provides an online Benefits orientation and sign-on program for staff. Your offer letter from UBC will outline the details of enrolling in UBC's Benefits program.



Visit UBC's online benefits enrolment system for step-by-step instructions to enrol for your payroll, benefits and pension package.

<http://www.hr.ubc.ca/wellbeing-benefits/benefits/getting-started/enrolling-in-benefits/online-enrolment-assistance/>

RESPECTFUL WORK ENVIRONMENT

The University recognizes the right of staff to work in an environment free from harassment and discrimination.



The University's policy #3 on Discrimination and Harassment addresses problems arising from grounds prohibited from discrimination under the Human Rights Code of British Columbia. The prohibited grounds of discrimination include: age, ancestry, colour, family status, marital status, physical or mental disability, place of origin, political belief, race, religion, sex, sexual orientation, gender identity or expression, and criminal conviction unrelated to employment. Staff should bring any concerns to their Administrative Head who should consult immediately with the Equity & Inclusion Office.

The [University Statement on Respectful Working, Learning & Living Environment](#) addresses concerns an employee may have about personal harassment that does not involve prohibited grounds of discrimination covered under the Human Rights Code of British Columbia. These concerns should be brought to the attention of the administrative head of the unit for investigation and resolution in a timely manner. The administrative head of the unit should consult with Human Resources.

EMPLOYMENT



EMPLOYMENT

Do I have an ongoing or term appointment?

Executive Administrative Staff are employed in either ongoing or term appointments. Ongoing employees are hired with no stated term length of employment. Term employees are hired with a stated period of employment. At the end of the period, a term employee may be hired for another period of employment. Some Executive Administrative positions may be supported by grant or other funding and are available only as long as sufficient funding is available.

Is my position part-time or full-time?

Executive Administrative Staff members may work on a full-time or part-time basis and are paid on either a monthly or hourly basis. Part-time employees normally will work less than 35 hours per week and the salary will be based on the actual hours of work. Employees with a part-time appointment of at least 17½ hours per week, for a period of at least three months, will be eligible to join some of the University's Benefits programs. Speak to your department administrator or service representative in Financial Services, for more information on benefit calculations.

PROBATIONARY PERIOD

Is there a probationary period?

There is a probationary period of six full consecutive calendar months or 132 days of accumulated service, whichever comes first (the "Initial Probationary Period"). Your supervisor should provide you with written details of the position description. During this probationary period, your supervisor will carefully review your performance. This is also an opportunity for you to evaluate the job and work environment.

What if I have already completed a probationary period?

If you are transferring or being promoted from another role at the University, and have already completed the Initial Probationary Period, a probationary period in the new position applies ("Subsequent Probationary Period"). The Subsequent Probationary Period will be for 6 months or 132 days of accumulated service, whichever comes first. This requirement may be reduced or waived at the sole discretion of your administrative head of unit. During this Subsequent Probationary Period, your supervisor will carefully review your performance. This is also your opportunity to evaluate the job and work environment.

What if I'm not a good fit for the job?

No matter how carefully candidates and job requirements are matched, sometimes it's not a good fit. Despite everyone's best efforts, you may not be satisfied with your position or your supervisor may not be satisfied with your performance. If that's the case, the employment relationship may be terminated by you or your supervisor at any time during or at the end of your probationary period. Alternatively, your supervisor may choose to extend your probationary period for up to an additional six months.

The University may terminate your employment at any time during the Initial Probationary Period if the University determines, in its sole discretion, that you are not suitable for continued employment by the University. If the University terminates your employment during the Initial Probationary Period, you will receive only the amount of notice or pay in lieu of notice as required under the British Columbia Employment Standards Act (no notice or pay in lieu of notice if your employment is terminated during the first three months of the Initial Probationary Period, and one week of notice or pay in lieu of notice if your employment is terminated during the remainder of the Initial Probationary Period). Please note that the University may also terminate your employment during the Initial Probationary Period without providing any notice or pay in lieu of notice in the event that there is just cause for your termination.



Good communication is essential at all times, but particularly during the probationary period. Employees should communicate with their supervisors about any difficulties they are experiencing, and should expect that their supervisor will bring to their attention any difficulties observed. Good communication between employees and supervisors is the best way to solve any problems that may arise during the probation period or any other time of employment at the University.

HOURS OF WORK

It is expected that you and your supervisor will meet at the outset of your appointment to discuss and agree on issues and expectations around the scheduling of work, including how overtime requirements will be handled.

It is the University's expectation that full-time work as an Executive Administrative Staff member will conform generally to the following guidelines and standards:

- **Normal Work Week** - The normal work week for all Executive Administrative Staff is 35 hours per week.
- **Normal Work Day** - A normal work day is eight hours with a one hour unpaid meal period and two 15-minute paid rest breaks during the work day. The two paid breaks may be combined by mutual agreement between you and your supervisor. Such combination is not to be used to shorten the normal work day.
- **Overtime** - Unless set out by prior agreement, all work exceeding the normal work day or work week will be considered overtime. All overtime work performed for which overtime payments will be requested must be approved by your supervisor in writing in advance of the overtime work. Overtime will be paid at double time. With mutual agreement between you and your supervisor, equivalent time off may be taken at a double time rate. You must use accrued paid days off within the calendar year in which they are accrued unless there is prior written approval from your supervisor.

You may be granted flexible working arrangements with your supervisor's approval. These arrangements shall be mutually agreed and voluntary. Flexible working arrangements may include but are not limited to the following options:

- Seven hours per day, five days per week;
- Eight and three-quarters hours per day, four days per week;
- Seven and three-quarters hours per day, nine days per two-week period;
- Seven and one-half hours per day, 14 days per three-week period.

You will be required to make up the difference between the annual hours of the approved form of work week and the Standard Work Week schedule (1820 hours per year). This includes making up the difference in hours of the General/Statutory Holidays and the Christmas Paid Leave days.

From time to time, flexible working arrangements may cease to be effective for either you or your supervisor. In these cases, the flexible working arrangement may be altered or discontinued. If a mutually agreeable alternative is not identified, your supervisor will provide you with notice to return to the standard work arrangement of seven hours per day, five days per week. Six weeks' written notice of the change shall be provided to you employee, and shall include reasons for the change.

PAY SCHEDULE

How will I be paid?

When you are initially hired, you will be asked to complete a direct deposit form with pertinent information regarding your bank account. Your pay will be deposited directly into your designated eligible Canadian checking or savings account. You may be required to pick up your first pay in the form of a cheque at UBC Payroll.

How often will I be paid?

If you are hired as a monthly paid employee you will receive your pay by direct deposit twice a month, on the 15th (or the nearest working day before the 15th) and the last working day of the month.

If you are hired as an hourly-paid employee, you will receive your pay by direct deposit two times per month: on the 8th (or the nearest working day before the 8th) and the 23rd (or nearest working day before the 23rd) of the month.



You can update your personal details, and access information regarding your pay and benefits, any time using your campus-wide login on the University's self-service site: www.hr.ubc.ca/faculty-staff-resources/self-service/

EMPLOYMENT FILE

How can I see my employment file?

All official documentation concerning your employment at the University is retained in a central file by UBC Finance. If you wish to review your file, please contact the Department of Human Resources at least 24 hours in advance.

YOU AND YOUR SUPERVISOR

Your supervisor is one of the most important links between you and the University. He or she is there to support you in your work, provide opportunities for development and help you grow professionally over time.

The University encourages individual growth, and your supervisor is in a good position to help you determine what actions should be taken to ensure your development within the University environment.

UBC is supportive of staff who are looking to grow their careers and empowers employees to successfully navigate their careers at UBC. UBC offers Career Navigation Services which focus on looking at one's career (beyond the specific role) and creating pathways that would be most fulfilling, while utilizing the vast opportunities and resources available at the university.



Find out more about Career Navigation and Transition Services.

<http://www.hr.ubc.ca/career-navigation/>



Maintaining a supervisor-employee relationship based on mutual respect and consideration is of utmost importance. The University's policies and practices are designed to ensure equitable treatment of all employees, but they cannot cover every situation. Your supervisor has a certain degree of latitude and discretion in handling individual situations as they arise.

What if I have ideas for improving how we work?

We're always looking for ways to improve how we work. If you have suggestions for streamlining procedures or workflows, or ideas for making your job more productive or satisfying, make an appointment to discuss them with your supervisor.

What if my supervisor and I disagree?

Informal consultation and discussions between yourself and your supervisor are preferable; however, if your disagreement cannot be resolved in this manner, a formal appeal procedure is available to provide you with the opportunity to resolve any problems you may have with your supervisor. All appeals are handled by the Advisory Services section in the Department of Human Resources. Please contact your Human Resources Advisor for more information.

Find out who your Human Resources Advisor is.

<http://www.hr.ubc.ca/administrators/contact/>



PERFORMANCE EVALUATION

What is the purpose of a performance evaluation?

Your performance evaluation is a chance for you and your supervisor to discuss how your performance measures up to established departmental standards, opportunities for development, and strategies for achieving the goals of the department.

How often should performance evaluations occur?

Your performance should be evaluated at least once in each calendar year. Both you and your supervisor are responsible for the frequency and quality of your performance evaluations.

How should I prepare for my performance evaluation?

Take some time to objectively assess your performance over the past year and develop a personal development plan, making sure to consider your goals, possible performance improvements, and your career development. Identify actions you can take and ways that your supervisor might assist you.



COMPENSATION POLICY AND PRACTICE

The University expects that its total compensation policy (salary, benefits including paid time off, and other perquisites) will attract and retain highly qualified staff. In order to administer salaries fairly, the University has developed and is maintaining a salary structure system based on job content. The first step of the salary system is the evaluation of the job.

INITIAL JOB EVALUATION

Executive Administrative Staff positions have been evaluated by Compensation in Human Resources based on a position description. At times the incumbent and supervisor may wish to review the position description to ensure that the information is an accurate reflection of the job. If the position has changed substantially since it was originally evaluated such that a re-evaluation is warranted, the incumbent and the supervisor should request a re-evaluation of the job as per the information below.

REVIEW FOR RECLASSIFICATION OF EXISTING POSITIONS

What if my job changes?

If you and/or your supervisor feel that the duties and responsibilities of your position have significantly changed, the following procedures shall be followed:

1. You or your supervisor may request a review of the position. The request is to be forwarded to Compensation in Human Resources.
2. Compensation will respond to the request by sending Questionnaires for completion to you and your supervisor. Your supervisor is expected to work with you to update the position description.
3. Upon receipt of the completed Questionnaires and the Position Description, a member of the Compensation team will assess the information. If necessary, the Compensation Consultant will meet with you and/or your supervisor and conduct an audit in order to gather more information, or to seek clarification of existing information.
4. The Compensation professional shall classify the position based on the available information and will inform your supervisor of the outcome.
5. If the position is reclassified to another pay level with a change in the rate of pay, the effective date shall be retroactive to the date of change of job duties or, when no date can be established, retroactive to the date of written request for review. If the position is rated such that it warrants a decrease in pay grade, your pay will either be decreased or red-circled as determined by your supervisor in consultation with you.
6. A minimum of six months must elapse between each review application on an incumbent's behalf.

APPEALS OF EVALUATION RESULTS

Upon receiving the results of the review, if you or your supervisor believe that the results do not accurately reflect the duties and responsibilities of the job, the following procedures shall be followed:

1. You or your supervisor may request an appeal of the results by submitting a request in writing to the Managing Director, Human Resources, Total Compensation, Benefits and Wellbeing stating the reasons for the appeal.
2. Appeals must be filed within 15 working days from the date the Compensation professional distributes the results. The applicant may make one extension request within the 15 days in the case of extenuating circumstances.
3. The Managing Director's decision is final.

Job Changes

A **promotion** is a temporary or permanent job change for an employee to a position (job) with a higher salary scale.

A **reclassification** is the change of a position to a different salary range as a result of an increase in duties and responsibilities through an evolutionary process. Reclassification occurs because the position's accountability and responsibility have changed significantly. Reclassification is not dependent on the employee who presently holds the position or how well the employee performs the job. Either the employee or their supervisor may request a review of the position.

A **reassignment** is a change in position duties for an employee at the request of the University. The employee's former position is not affected. A reassignment may occur for reasons such as special project work, professional development or better use of available personnel. The reassignment will usually be temporary and the staff member will continue to receive salary based on their permanent position.

A **transfer** is a job change for an employee to a different position at a similar salary scale. Employees who are interested in seeking promotion or transfer should apply for posted positions for which they are qualified. Applications should be made within the job posting deadline. All promotions and transfers are subject to a probationary period.



SALARY ADMINISTRATION

The salary structure for the Executive Administrative group has a number of salary levels and includes a minimum salary, midpoint salary and maximum salary. When hired, your salary is initially placed between the minimum and midpoint of the salary range, depending on your expertise and experience for that particular position.

When can I expect my salary to increase?

Probationary Increase: After successful completion of your probationary period, the department may process an optional probationary increase.

Career Progress Increase: By the end of your second year in the position, you will be compensated at the midpoint of your salary range subject to satisfactory performance.

Salary Increases Beyond Midpoint: Your salary beyond the midpoint of the salary range will be based on meritorious job performance. You will need to have completed your probationary period and be at or above the midpoint of your salary range to be eligible for a merit increase. The salary ranges are noted in [APPENDIX 1 - SALARY SCALES](#).

The compensation package for Executive Administration staff is reviewed regularly by the Department of Human Resources. Recommendations from this review are forwarded to the President and the Board of Governors for approval.



View the latest salary scales and ranges.

<http://www.hr.ubc.ca/compensation/salary-administration/salary-scales/>



BENEFITS INFORMATION

You have access to several benefit plans as part of your total compensation package, the costs of which are shared by you and the University.

The information provided here are brief summaries only. If there is a discrepancy between the information provided here and the official plan documents, the information in the plan documents and/or University's Policies and Procedures will prevail.

How do I know if I'm eligible for these plans?

Your eligibility for these plans is determined by your position, type of appointment, the number of hours you work each week, the length of your appointment, whether you are paid on a monthly or hourly basis, and whether you have reached your normal retirement date. For more information, please contact your service representative in Financial Services or refer to <http://www.hr.ubc.ca/wellbeing-benefits/benefits/getting-started/eligibility/farm-workers-tra>



Your **normal retirement date** is the first of the month following the month in which you turn 65. So, if you turn 65 on September 19, your normal retirement date will be October 1 of that year.

The Department of Human Resources also provides an online Benefits orientation and sign-on program for staff. Your offer letter from UBC will outline the details of enrolling in UBC's Benefits program. Visit UBC's online benefits enrolment system for step-by-step instructions to enrol for your payroll, benefits and pension package.

<http://www.hr.ubc.ca/wellbeing-benefits/benefits/getting-started/enrolling-in-benefits/online-enrolment-assistance/>



For more detailed information on benefits (eligibility, cost, provisions), please refer to: <http://www.hr.ubc.ca/wellbeing-benefits/benefits/getting-started/eligibility/executive-administrative/>

HEALTH AND WELFARE PLANS

The University offers the following plans to help offset some medical, dental, and personal counselling costs.

Medical Services Plan (MSP) of British Columbia is the provincial medical insurance plan. It pays for medically required services of physicians and surgeons, hospital services, and for dental and oral surgery when it is medically required to be performed in a hospital. Enrollment in the Medical Services Plan at UBC is optional. However, as residents of British Columbia, you are required to be enrolled in this plan, whether with Health Insurance BC directly, or as a dependent on your spouse's/ common-law partner's plan.

Fair PharmaCare subsidizes eligible prescription drugs and designated medical supplies once you have reached your annual deductible. Registration is required for Fair PharmaCare.

The UBC **Extended Health Care Plan** is an optional benefit plan for you and your eligible dependents. It provides reimbursement for some medical services and supplies expenses which are not covered under any government program. Emergency medical assistance is also provided when traveling outside of the employee's home province.

The UBC **Dental Care Plan** is an optional benefit plan for you and your eligible dependents. It provides coverage for a wide range of dental services, from regular check-ups to major procedures such as root canals and crowns. These procedures may be provided by a licensed Dentist, Denturist, Dental Hygienist and Anesthetist.

The **Employee and Family Assistance Program** provides confidential and personal counselling and referrals by professional counsellors to you and your eligible dependents for a variety of issues affecting personal, family or work life. Enrollment in EFAP is mandatory.

The **Disability Benefit Plan (DBP)** is an employee-funded plan that provides you with a monthly tax-free income if you are unable to work for six months or more due to illness or injury. Enrollment in the DBP plan is mandatory.

The **Basic Group Life Insurance Plan (BGL)** provides benefits for your beneficiary should you die, whatever the cause. Spouses and dependent children are not covered under the Basic Group Life Insurance plan. Enrollment in the BGL plan is mandatory.

The **Optional Life Insurance Plan** provides coverage in addition to your Basic Group Life Insurance through UBC, or any other life or accident insurance you may have. Employees may also elect to purchase Optional Life Insurance coverage for their spouse. All applications for Optional Life Insurance for you and your spouse require completion of a Health Statement and approval by Sun Life. Dependent children are covered automatically, at no additional cost, if you are approved for Optional Life. To be eligible to apply for the Optional Life Insurance Plan, you must be enrolled in the Basic Group Life Insurance Plan.

The **Optional Accidental Death and Dismemberment Insurance Plan** provides benefits to your beneficiary if you are the victim of an accident resulting in accidental death or loss of limb, sight or hearing. This is in addition to your Basic and Optional Group Life Insurance, or any other policy you may have. You may also elect to purchase Optional Accidental Death and Dismemberment Insurance coverage for your spouse. To be eligible for the Optional Accidental Death and Dismemberment Insurance plan, you will need to be enrolled in the Basic Group Life Insurance Plan and the Optional Life Insurance Plan and the amount of coverage purchased must be equal to that purchased under the Optional Life Insurance Plan. If you elect to purchase Optional Accidental Death and Dismemberment Insurance for your spouse, the amount of coverage purchased must be equal to that purchased for your spouse under the Optional Life Insurance Plan. Dependent children are not covered under the Optional Accidental Death and Dismemberment Insurance Plan.



For more details on the benefit plans, please refer to:

<http://www.hr.ubc.ca/wellbeing-benefits/benefits/details/>



STAFF PENSION PLAN (SPP)

The University sponsors a Staff Pension Plan (SPP) for staff who meet the eligibility requirements. Membership in the SPP is optional until 3 years of service. The plan then becomes compulsory. We encourage all employees new to the University to learn about the benefits of joining earlier, as opposed to deferring their membership.

Am I eligible to join the SPP?

If you are a full-time, monthly-paid employee with an ongoing appointment, you are eligible to join the SPP when you are first appointed. If you are a full-time, monthly-paid employee and you have continuous appointments totaling 12 months or more with no breaks in service, you are eligible to join the SPP.

If you are a part-time, monthly-paid employee, you are eligible to join the SPP once you have completed at least one year of continuous employment with no breaks in service and earned at least 35% of the yearly maximum pensionable earnings (YMPE).

Your eligibility will be confirmed either when you are hired, when you become eligible, or when membership is compulsory with a letter from the Pension Office. If you think you are eligible and have not received notice, then you can complete an enrolment form and submit it to the Pension Office. Upon receipt you will be put on the Plan if you are eligible, if you are not eligible, your form will be returned to you confirming why you are not eligible at this time.



Am I required to join the SPP?

Membership in the UBC SPP is optional until you have completed 3 years of service from the date you become eligible. At this date, membership becomes compulsory and you will be required to join the Plan.

You will receive a letter from the UBC Pension Administration Office that tells you the date you first become eligible to join and the date that your membership is compulsory.

How do I join the SPP?

An as eligible full-time or part-time employee, you must join the SPP on the first of the month after completing three years of employment. You will need to complete a Staff Pension Plan Enrolment Form and submit it to the UBC Pension Administration Office.

If you are a new employee, you will receive an offer letter with an enrolment package code for use with the benefits online enrolment process at UBC. To enrol in the SPP, follow the instructions within the online session and complete the optional pension enrolment form. Your forms will be sent directly to the UBC Pension Administration Office once they have been received by payroll.

Once you have joined the SPP, you must remain a member for as long as you are an employee or until you receive pension benefits as required by law.



To confirm your eligibility or apply for the staff pension plan (SPP), or for more information, contact the UBC Staff Pension Plan at the Pension Administration Office. <https://staff.pensions.ubc.ca/>

PERSONAL AND PROFESSIONAL DEVELOPMENT

Executive Administrative Professional Development Fund

To help further the success of Executive Administrative Staff members, the University has established the Executive Administrative Professional Development Fund. The intent of this funding is to support you to access learning activities that will enhance your current role-related knowledge, skills and performance, as well as contribute to your ongoing career development and advancement opportunities at UBC.

You may apply for funding up to a set maximum claim amount each UBC Fiscal Year (April 1 to March 31), which can be applied to workshops, courses, conferences, resource books and a variety of other professional growth opportunities applicable to the UBC workplace. Your access to this funding pool is available on a first-come, first-served basis each UBC fiscal year and is subject to the availability of the annually budgeted funds.



To determine your eligibility and to access the guidelines and applicable application forms, go online at <http://www.hr.ubc.ca/learning-engagement/leading-learning/pd-funding/executive-administrative/>

TUITION WAIVER BENEFIT PLAN

What is the Tuition Waiver Benefit Plan?

After completion of a 3 month qualifying period, and working at least 17.5 hours per week, the Tuition Waiver Benefit provides tuition assistance for up to 12 undergraduate course credits per year, or the dollar equivalent in tuition for non-credit courses offered by UBC Extended Learning and approved courses offered by the Sauder School of Business Continuing Business Studies. It may be possible to participate in courses during normal working hours provided that you have approval from your supervisor and a plan for making up any time off.

Per year is defined as one year from the start date of the first course you take using the tuition fee benefit. This date is called your **tuition waiver benefit anniversary date**.



You may transfer all or part of your tuition waiver credits to your spouse or eligible dependent children for undergraduate credit courses.



Learn more about the Tuition Waiver Benefit Plan.

<http://www.hr.ubc.ca/wellbeing-benefits/benefits/details/professional-development/bcgeuo-116-2278-2950-ea-farm-iuoe-115/>



VACATION



The University believes that time away from your job is both necessary and desirable for your wellbeing. Your vacation entitlement depends on your length of continuous service.

How much vacation time am I entitled to receive?

During your first calendar year, you will accrue vacation entitlement at one and one-quarter days per month on a pro-rata basis depending on the amount of time you worked in the calendar year. After your first calendar year, you will accrue vacation entitlement according to the following table:

Year 2 - 4	three weeks (105 hours)
Year 5 - 7	four weeks (140 hours)
Year 8 - 13	five weeks (175 hours)
Year 14 - 18	five weeks (175 hours) plus one additional day (seven hours) per year of service to a maximum of five additional days (35 hours)
Year 19+	six weeks (210 hours)

In your second calendar year, you may take your vacation entitlement of one and one-quarter days per month as it is accrued. Alternatively, you may take your full annual vacation entitlement of three weeks or portion thereof at any time in the second calendar year. In this event, you shall receive vacation pay only for entitlement already accrued. Payment for vacation entitlement unearned at the time of vacation will be paid monthly as it is accrued.

If you are a part-time employee, your vacation entitlement will be pro-rated based on your hours worked.

Can I transfer vacation time from one year to the next?

It is expected that you will take your vacation entitlement in the calendar year in which it is earned. A maximum of two weeks (10 working days) may be carried over to the next calendar year with advance written approval from your supervisor or departmental office.

What happens to my vacation time when I leave?

If you leave the University before you have taken all of your earned vacation, you will receive a lump sum payment with your final pay in lieu of the vacation time not taken. If you have taken vacation in excess of what you have earned, an amount equivalent to the payment of the unearned vacation will be deducted from your final pay.

GENERAL/STATUTORY HOLIDAYS



The University recognizes twelve general/statutory holidays and employees will receive these holidays with pay if eligible:

New Year's Day	BC Day
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

Will I be paid for holidays?

To be eligible for pay for general/statutory holiday pay, you must have earned wages or performed work on at least 15 of the 30 calendar days immediately preceding the general holiday.

If you are a part-time employee, the amount of any general/statutory holiday pay will be equal to your average earnings, exclusive of overtime, for days worked in the four week period immediately preceding the week in which the general/statutory holiday occurs.

What if a holiday falls on a weekend?

If a general/statutory holiday falls on a Saturday or Sunday, another working day, as determined by the University, will be observed as the holiday.

What if I have to work on the holiday?

If you are required to work on a general/statutory holiday but are eligible for general/statutory holiday pay, will be entitled to overtime pay for the hours worked on that day as well as another regular day off with pay, to be taken at a time which is mutually agreed between you and your supervisor.

Overtime pay is attached to the actual date of the paid holiday, not a day declared in lieu by the University. If you work on an "in lieu" day, you will receive straight time for the hours worked on that day, plus any statutory pay to which you are entitled (or, if mutually agreed, a different day off in lieu).

CHRISTMAS PAID LEAVE

Do I get time off between Boxing Day and New Year's Day?

If you are normally scheduled to work between Boxing Day and New Year's Day, you will be given three days of paid leave. If you are required to work for operational reasons, you will be given three paid days off at another, mutually agreeable time.



**ABSENCE FROM
WORK**

MEDICAL/DENTAL APPOINTMENTS

A reasonable effort should be made to schedule routine, non-emergency and specialist medical and dental appointments outside of normal working hours, but you can take up to one-half day per month, with pay, to attend medical and dental appointments.

Excessive use of medical or dental appointments may necessitate the provision of medical or dental certificates. Please check with your supervisor to learn more about your unit's specific leave request procedures

ILLNESS OR INJURY

From time to time, you may experience an illness or injury that prevents you from performing your job. In these instances, it is appropriate to use the sick leave provided by the University.

Will I be paid?

Yes, you will receive paid sick leave as long as your claim does not exceed the time accumulated in your sick leave reserve.

How much sick leave am I entitled to receive?

If you are a full-time employee, you will accrue 1.25 days (8¾ hours) of sick leave for each month you work at least 11 days. The maximum sick leave you may accumulate in your reserve is 152 days (1064 hours).

If you are a part-time employee, your sick leave entitlement will be pro-rated based on your hours worked.

How do I claim sick leave?

All absences from work due to illness or injury must be reported to your supervisor prior to your shift. Your supervisor may request that you provide sufficient medical documentation from your physician if you have been, or are expected to be, absent.

If you have recurring absences or an extended absence, or you are unable to do your job, a medical examination and report, or an independent medical examination, may be requested by the University. If you do not provide a sufficient and satisfactory medical report, you may be denied sick leave and your employment may be terminated.

If you are resuming your role after an extended absence, the University may request a note to confirm that you are fit to return to work.

What is considered satisfactory medical information/documentation?

Satisfactory information is defined as timely medical documentation confirming the following:

- you are too ill to attend work;
- the general nature of the illness;
- prognosis, including your anticipated return to work date;
- confirmation of compliance with a treatment plan; and
- indication of any modifications required to allow you to return in a modified capacity.

What if my sick leave is long-term?

If you are on short-term sick leave or unpaid medical leave and unable to work for six months or more due to illness or injury, you may qualify for long-term disability, which will provide you with a monthly income at a percentage of your regular salary. Your long-term disability plan is called the Disability Benefit Plan (DBP)



For more information on long-term disability visit the UBC Benefits website.

<http://www.hr.ubc.ca/wellbeing-benefits/benefits/details/income-replacement-disability-benefits/bcgeu-ea-farm-iuoe-115-tra/>

What support is available to help me return to work?

The Remain at Work/Return to Work Program can provide you with information and services to assist you. This program offers you the support you need to keep working or return to work while managing a medical impairment or disability.



For more information on the Remain at Work/Return to Work Program visit their website at:

<http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/remain-at-work-return-to-work/>

What if I need time away from work to care for a family member?

Upon request to your supervisor, you may be granted up to five days of paid leave each calendar year to meet responsibilities related to the care, health, or education of dependent children, or the care or health of a spouse, common law partner, same sex partner, parent, or sibling.

It is expected that where possible, you will make arrangements to carry out your responsibilities outside of your working hours. It is also expected that at any given time the amount of leave granted will not exceed one day. The purpose of the leave is to provide you with the time to care for and to make arrangements for care of these family members. Any additional time needed would normally be requested by you from your vacation entitlement or accrued time off, where applicable.

SUBROGATION

What happens if I receive compensation from a third party during my sick leave?

You are not required to take legal action to recover lost salary or other damages from a third party, but you are required to return to the University any monies received directly or indirectly from any third party insurer or any other person as a result of a claim for lost salary, where you have used your paid sick leave as a result of an accident or some other type of wrongdoing by a third party.

Your sick leave will be credited to you upon payment of these monies. The amount you are required to repay to the University for a claim of lost salary shall be net of verified, reasonable expenses incurred by you to recover that claim.

WORKERS' COMPENSATION

What if I am injured on the job?

You must immediately report any workplace injuries to your supervisor so that a claim can be submitted to WorkSafeBC. While your claim is being adjudicated by WorkSafeBC, you are entitled to claim paid sick leave, provided that enough sick leave entitlement has been accumulated in your sick leave reserve.

If your claim is accepted by WorkSafeBC, you will remain on UBC's payroll and WorkSafeBC will reimburse UBC at 75% of your salary. One quarter of a day of sick leave will be deducted from your accumulated sick leave for each day you are away from work on WorkSafeBC benefits.

If you have no sick leave in your reserve, the department will place you on an unpaid leave of absence and WorkSafeBC will compensate you directly.

MATERNITY AND PARENTAL LEAVE

You are entitled to maternity and parental leave as specified in this handbook and under the provisions and regulations of the BC Employment Standards Act, as amended from time to time. In addition, the University offers a supplemental employment benefits (SEB) plan, the details of which are outlined below.

Maternity Leave

How many weeks of maternity leave am I eligible for?

Under the BC Employment Standards Act, a pregnant employee is entitled to up to 17 consecutive weeks of unpaid maternity leave.

An employee who requests maternity leave after the termination of their pregnancy is entitled to up to 6 consecutive weeks of unpaid leave, which must be taken as of the date of the termination of the pregnancy and it must end no later than 6 weeks after that date.

An employee who requests maternity leave is entitled to an additional 6 consecutive weeks of unpaid leave if for reasons related to the birth or the termination of the pregnancy, is unable to return to work after the end of the maternity leave. A request for additional leave must be made in writing and the University may require medical documentation outlining the reasons for requesting the additional leave.

When can I take maternity leave?

Your maternity leave must start no earlier than 13 weeks before the expected birth date of the child, and no later than the actual birth date. This leave must end no later than 17 weeks after the maternity leave begins.

What is the Supplemental Employment Benefits (SEB) Program?

The Supplemental Employment Benefits (SEB) Program pays the difference between the Employment Insurance (EI) maternity benefit and 95% of your salary for a specified period of time.

Service Canada will calculate your EI maternity/parental benefit based on your average weekly earnings over the 12 month period from the start date of your leave. UBC will calculate your SEB top-up based on your current salary at the time of your leave.

If you do not return to work after your leave for at least six months, you will be required to reimburse UBC the total value of the SEB payments you received while on leave. After six months of return to work, you will receive the additional 5% of salary for the specified length of time top-up is payable.

Am I eligible for the University's SEB plan?

Yes, provided you are on maternity leave, have applied for and are eligible to receive Employment Insurance (EI) benefits, and plan to return to work for at least six months following the leave.

How is the University's SEB benefit calculated?

If you meet the SEB requirements, the University will pay according to the following:

- **Week 1 (1 week):** 95% of salary during one week waiting period for EI maternity benefit.
- **Week 2 (1 week):** 95% of salary in addition to the EI maternity benefit.
- **Week 3-16 (14 weeks):** EI maternity benefit and top up payments up to 95% of salary.

When will I receive benefits under the University's SEB plan?

Before beginning your leave, you will be given the choice of receiving SEB top-up payments during your leave or after you have returned to work for at least six months. If you choose to receive top-up payments during your leave, you will be required to sign an agreement prior to the commencement of payments. If you choose to receive SEB Plan top-up payments after returning to work, you must notify Financial Services to receive the payment once the six months have been completed. Copies of all EI cheque stubs must accompany the request.

If you do not return to work for at least six months, you will be required to pay UBC back any top-up benefits you received. If you are not sure whether you will remain at work for six months following your leave, you can apply for the SEB Program retroactively after you return to work for six months. This allows you to avoid a situation where you have to repay a benefit to UBC.

The additional 5% of the total salary for the period you were receiving SEB plan benefits is payable after you have returned to work for at least six months. If your position is discontinued through no fault of your own, the additional 5% will still be paid.

Will I still have benefits during my leave?

Yes, the University will continue to pay for its portion of your benefits if you continue to pay your portion during your maternity leave.

Will I earn vacation time during my leave?

Your employment shall be deemed continuous for the purposes of calculating your annual vacation entitlement, but your vacation pay will be pro-rated on the basis of the maternity SEB plan benefit paid by the University. If you do not apply for or qualify for the SEB Plan benefit, you will not accumulate sick leave reserve beyond the month in which the leave or combined leave begins.

Will I earn sick time during my leave?

If you are on maternity leave and receiving the SEB plan benefit, you will accumulate sick leave, pro-rated on the basis of the SEB plan benefit paid by the University. If you are on maternity leave and do not apply for or qualify for the SEB plan, you will not accumulate sick leave beyond the month in which your leave begins.

How do I apply for maternity leave?

Provide your supervisor written notice of your intentions at least eight weeks prior to the anticipated start of your maternity leave.

What happens if I resign while on maternity leave?

If you decide to resign before the end of your leave, you are encouraged to provide the University with at least six weeks of notice.

Please note that if you have received the University's SEB plan benefits and do not return to work for at least six months following your leave, you will be required to pay UBC back any top-up benefits you received.

Parental Leave

What are my parental leave entitlements?

A parent who takes maternity leave is also entitled to 61 consecutive weeks of unpaid parental leave. This parental leave must begin immediately after the end of the employee's maternity leave. An employee's maximum combined maternity and parental leave is 78 weeks of unpaid leave plus any additional maternity and/or parental leave they may be eligible for.

A parent, including adoptive parents, who did not take maternity leave, is entitled to 62 consecutive weeks of unpaid parental leave, which must begin within 78 weeks after the birth of the child or children.

If the child who the parental leave was taken for has a physical, psychological or emotional condition requiring an additional period of parental care, an employee who requests parental leave, may request an additional 5 consecutive weeks of unpaid leave, beginning immediately after the initial period of parental leave. A request for additional leave must be made in writing and the University may require medical documentation or other evidence of the employee's entitlement to this additional leave.

Am I eligible for the University's SEB plan?

No, as an employee on parental leave, you are not eligible for the University's SEB plan.

Will I still have benefits during my leave?

Yes, the University will continue to pay for its portion of your benefits if you continue to pay your portion during your parental leave.

Will I earn vacation time during my leave?

Your employment shall be deemed continuous for the purposes of calculating your annual vacation entitlement, but your vacation pay will be pro-rated to account for your unpaid leave.

Will I earn sick time during my leave?

No, as an employee on parental leave, you will not accrue sick leave.

How do I apply for parental leave?

You must apply for parental leave in writing to your supervisor at least 4 weeks prior to the proposed start date of your leave. The University may require medical documentation or other evidence of your entitlement to parental leave.

What happens if I resign while on parental leave?

If you decide to resign before the end of your leave, you are encouraged to provide the University with at least six weeks of notice. If you do not return to work at the end of your leave, the University will assume that you have resigned.

Please note, if in addition to your parental leave you took maternity leave and received the University's SEB plan benefit and do not return to work for at least six months following your leave, you will be required to pay UBC back any top-up benefits you received.

BEREAVEMENT LEAVE

How much bereavement leave am I entitled to receive?

If there is a death your immediate family, you will be entitled to three days of paid leave of absence. You should notify your supervisor as soon as possible. Immediate family shall include an employee's parent, grandparent, spouse, common-law spouse, same sex spouse, child or ward, brother or sister, grandchild, or in-law.

In exceptional circumstances, additional paid leave of up to three days may be granted. Your immediate supervisor must request and obtain approval from the Department of Human Resources for this leave.

What if I have to attend a funeral of someone else?

Upon approval, an amount of time up to a maximum of one half day of paid leave may be granted to attend a funeral or memorial service. The half day may be extended to a full day if you have a significant role in arranging or conducting the service or ceremony.

What if I need more time?

If a longer leave is required, it shall be applied for as a General Leave without pay.

COURT APPEARANCE/JURY DUTY

Will I be paid?

If you are subpoenaed as a witness or called for jury duty, you will receive your regular rate of pay for the days you would have normally worked. You must remit any payment from the Crown, plus an accounting for any expenses for the appearance, to your departmental office.

If you must appear as a plaintiff or defendant in a civil or criminal action, you will be granted a leave of absence without pay.

PERSONAL LEAVE OF ABSENCE

You may be granted a personal leave of absence without pay for up to six months with the approval of your immediate supervisor and unit head.

Will I retain my benefits?

Life insurance, disability insurance, MSP, extended health care plan, dental plan, Employee and Family Assistance Program and pension plan coverage will continue during your leave if you pay the full cost of these benefits (including the University's portion).

Will I still earn sick time and vacation time?

No, you will not add to your sick leave reserve or earn vacation entitlements while you are on leave of absence without pay.

SPECIAL LEAVE

Other special leaves, with pay, may be approved by your supervisor, the appropriate Associate Vice-President, Vice-President, or President. If you are on a paid leave, you must maintain your benefits coverage and deductions will continue in the normal manner.

DISPUTE RESOLUTION



INFORMAL RESOLUTION

As embodied in UBC's Statement on Respectful Environment, supervisors and employees should feel free to exchange information, ideas, beliefs and opinions in diverse forms, while maintaining a respectful environment characterized by respect for others in the workplace and concern for the well-being of other members of the community. Everyone at UBC is expected to conduct themselves in a manner that upholds the principles of respect, civility, diversity, opportunity, and inclusion.

Where interpersonal disputes arise, the parties involved should try to begin to resolve the issue through informal methods of dispute resolution, keeping in mind the responsible exercise of freedom of expression and a respectful environment. The most effective way of resolving most conflict is through discussion and open communication. Only where informal resolution is not effective should an employee move to the formal appeal procedure outlined below.

FORMAL APPEAL PROCEDURE

The purpose of this procedure is to provide an effective and orderly means for Executive Administrative Staff to bring problems and complaints concerning their employment to the attention of the University, should individual and informal efforts to resolve the problem(s) fail. This procedure is applicable to those problems or complaints not covered under another more specific policy or procedure at the University.

The intent of this formal appeal procedure is to give staff an opportunity to discuss problems with their supervisor(s) in a manner which provides for an equitable and speedy resolution to the problem(s).

The Appeal Procedure is not available to deal with terminations, resignations or any other severance of employment.

A problem is defined as "a condition of employment affecting the employee that the employee thinks or feels is unjust or inequitable, which is raised by the employee during their employment with the University."

It should be emphasized that initially, every effort should be made by the employee and the supervisor to settle problems on a verbal and informal basis. Only if this fails and should the employee wish to proceed with a formal appeal procedure, the steps outlined below are to be followed:

A. Write to Your Supervisor

1. If the informal attempts to resolve the problem fail, the employee is to submit personally her/his written complaint(s) to her/his immediate supervisor within five (5) working days of the informal process.
2. Every effort should be made by the employee and supervisor to resolve the problem within five working days after the written letter of complaint is received by the supervisor.

3. If the problem is not resolved within this five working day period, the supervisor will respond in writing to the employee's complaint by outlining the decision.
4. Within five working days of receiving the supervisor's letter, or if the employee's concerns are relating to their supervisor, the employee may decide to write to their Administrative Head of Unit (see below).

B. Write to Your Administrative Head of Unit

1. If the employee chooses to proceed with a written complaint to their Administrative Head of Unit, the complaint must be submitted within five working days after the receipt of letter from their Supervisor.
2. At this stage, a meeting will be convened to provide an opportunity for the employee and the supervisor to discuss the complaint with the employee's Administrative Head of Unit.
3. If there is no resolution at this meeting, the employee may decide to proceed with writing to Human Resources (see below).

C. Write to Human Resources

1. If the employee chooses to proceed with a written complaint to Human Resources, the complaint must be submitted in writing within five working days after the meeting with the Administrative Head of Unit. The letter should be addressed to the either the Managing Director, Human Resources Advisory Services at UBC Vancouver, or the Director, Human Resources at UBC Okanagan depending on the employee's work location.
2. The Managing Director, Human Resources, Advisory Services or the Director, Human Resources at UBC Okanagan (or their designate), will be responsible for interpreting relevant University policies, practices, or procedures where necessary, either personally or by inviting appropriate resource people from UBC. This person is called the Reviewer.
3. The Reviewer will utilize a fact-finding process to clarify the basis of the appeal and to obtain all relevant facts.
4. During the fact-finding process, the Reviewer will be empowered to interview appropriate people, including the employee and the supervisor(s) involved.
5. At the conclusion of the fact-finding process, the Reviewer will convene individual meetings with the employee and the supervisor(s) to provide an opportunity to comment on the situation as they understand it. During these meetings, only the employee or the immediate supervisor directly involved may be present.
6. The Reviewer will consider all the facts presented and will prepare a report reflecting a final decision. Normally, the Reviewer is expected to conclude their process within 30 working days of receipt of the referral.



LEAVING THE UNIVERSITY

RESIGNATION

If you decide to leave the University, you are encouraged to provide the University with a reasonable amount of notice so that your supervisor and fellow staff members can arrange a smooth transition.

How much notice do I need to give?

A minimum four weeks of notice is desirable. If less than three weeks of notice is received, any outstanding vacation will be calculated in accordance with the minimum requirements as set out under the *Employment Standards Act*.

RETIREMENT

Many employees choose to finish their working careers at the University. If that's something you are considering, here are a few notes to keep in mind.

Is there a mandatory retirement age?

No. If you plan to work past age 65, your benefits coverage may be impacted. You can find more information at: www.hr.ubc.ca/retiring

How much notice do I need to give?

You are encouraged to provide the University with three months of written notice so that appropriate planning can occur.

Further information can be found at: <http://www.hr.ubc.ca/retiring/>.



TERMINATION

In certain circumstances, the University may decide to end your employment relationship. Employment may be terminated without just cause, for frustration of the employment contract or for cause.

What does “termination without just cause” mean?

You may be terminated without cause for circumstances that include, but are not limited to, redundancy, lack of funding, lack of work, program changes, restructuring or unsuitability for a position. If you are terminated without just cause, you will be entitled to notice as set out in this Handbook.

What does “frustration of the employment contract” mean?

You may be terminated for frustration of contract if, for an unforeseen reason, you are no longer able to carry out your work commitments under the employment contract. If you are terminated for frustration of the employment contract, you will have no notice entitlements.

What does “termination for cause” mean?

You may be terminated for cause for serious or repeated misconduct including but not limited to: dishonesty, insubordination, theft, time theft, sick leave abuse, fraudulent conduct, assault or other violent or threatening behavior, bullying or harassment of other employees, destruction of University property, or continued unsatisfactory job performance. If you are terminated for cause, you will have no notice entitlements.

Ongoing Appointments

If you hold an ongoing appointment (i.e., a position without an end date), and you are terminated without just cause after completing your Initial Probationary Period, you will be provided with written notification of termination.



What are the different types of notice and what do they mean?

- **Working notice:** In this case, you are advised that your position will be discontinued on a specific date. During the working notice period, you continue to work and receive salary and benefits as usual.
- **Pay in lieu of notice (salary continuance):** In this case, you receive an equivalent amount of pay in lieu of notice in the form of salary and benefits continuance. You are immediately relieved of your employment obligations and continue to collect salary and benefits for the period of your notice entitlement.
- **A combination of working notice and pay in lieu of notice:** In this case, your notice entitlement is made up of some working notice and some pay in lieu of notice.

It's at the discretion of the University to decide which form of notice is provided to you.

How much notice (or pay in lieu) will I receive?

If you hold an ongoing appointment and have successfully completed the Initial Probationary Period, you will receive a minimum three months of notice.

If you were hired prior to April 1, 2008, and have provided more than three years of continuous service, you will receive one month of notice per year of service and one week per quarter-year of service to a maximum of 24 months of notice.

If you were hired on or after April 1, 2008, and have provided more than three years of continuous service, you will receive one month of notice per year of service and one week per quarter-year of service to a maximum of 18 months of notice.

Please note that if you are receiving Disability Benefit Plan benefits and/or are on an unpaid leave of absence, you will not accumulate years of service for the purposes of notice entitlement.

Examples: an employee with two years of employment would receive three months' notice; an employee with eight years of employment would receive eight months' notice; an employee with ten and three-quarters' years of employment would receive ten months and three weeks' notice.

Am I required to seek other employment during my notice period?

Yes, you have a duty to mitigate. If you are receiving pay in lieu of notice (salary continuance) as all or part of your notice period, you must make a diligent effort to find other employment during your notice period and are required to advise the University of your job search efforts.

What if I find employment or work during my notice period?

If you are receiving salary continuance payments as all or part of your notice period and earn income through other employment, consulting, or contractor work during the notice period, you must inform the University and you may then elect one of the following two options.

- (i) to have the University deduct the amounts of all such income earned during the notice period from the salary continuance payments being made to you; or
- (i) to have the University immediately cut off all remaining salary and benefit continuance payments and pay you a lump sum equal to 50% of the salary of the remaining time left in the notice period.

Please note that if you find other employment within the University or public sector, the 50% lump sum payment option will not be available to you and instead the University will simply deduct the income earned by you from such other employment from the salary continuance payments.

Term Appointments

If you hold a term appointment, your employment relationship with the University will be terminated automatically when the stated term ends. However, if you have held continuous term appointments with the University with no break in service for 3 or more years, you are entitled to the same notice, to a maximum of 12 months, as an employee with an ongoing appointment (see **Ongoing appointments** above).

Can I be rehired once my term appointment ends?

Yes, you may be rehired for another period of employment after your term appointment comes to an end.

Can my term appointment be terminated early?

Yes, both you and the University have the ability to terminate the employment relationship for any reason during the term appointment by providing appropriate written notice to the other party.

APPENDIX 1 – SALARY SCALES

EXECUTIVE ADMINISTRATIVE STAFF

Effective May 1, 2019

Classification		Minimum	Midpoint	Maximum
Administrative Asst 1	<i>Per Year</i>	39,615	44,020	48,427
	<i>Per Month</i>	3,301.25	3,668.33	4,035.58
	<i>Per Hour</i>	21.72	24.13	26.55
Administrative Asst 2	<i>Per Year</i>	41,893	46,540	51,189
	<i>Per Month</i>	3,491.08	3,878.33	4,265.75
	<i>Per Hour</i>	22.97	25.52	28.06
Administrative Asst 3	<i>Per Year</i>	44,229	49,143	54,056
	<i>Per Month</i>	3,685.75	4,095.25	4,504.67
	<i>Per Hour</i>	24.25	26.94	29.64