

**Policies and Procedures for Non-Union Staff  
Victoria University**

**HR02-CONDUCT**  
**HR02-01 CODE OF CONDUCT**

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## INTRODUCTION

Victoria University is well respected by the general public, clients, Employees, vendors and communities due to its excellent track record of good ethical conduct and high integrity. As the University continues to grow, it is crucial that we all work together to ensure that its reputation remains positive with all audiences, and that employees benefit from an atmosphere of good ethical conduct.

While written policies have always existed, the University has not, until now, provided employees with a formal Code of Conduct. Over the years, employees have used their own judgment to determine the appropriate conduct. For the most part this has been done quite successfully. The purpose of this handbook is to formalize the standards by which University employees must operate, serve as a useful reference guide, help to ensure consistency, alert employees to potential problems, and inform them of the University's overall mission and commitment.

As a condition of employment with Victoria University, employees are expected to adhere to the University's Code of Conduct. Employees are encouraged to discuss any situations of concern or doubt regarding the Code of Conduct with their supervisor, or if necessary, the Manager of Human Resources, the Bursar or the President.

It is the responsibility and duty of all employees to ensure they understand and follow the University's Code of Conduct.

As the University evolves and new issues arise, this document will be reviewed from time to time and modified appropriately to ensure it reflects current situations.

## **CORPORATE MISSION STATEMENT**

The University plays a leadership role in the provision of services to make Victoria a healthy and safe community in which to live and work. To achieve this mission, the University is committed to:

Advocating common goals and interests of the entire University;

Strengthening its position as a self-determining entity;

Providing University services to persons and property which meet agreed upon criteria; and

Operating in an effective and efficient manner while balancing environmental, social and economic responsibilities.

## **CORPORATE STANDARDS OF EXCELLENCE**

Excellence is the standard for service at Victoria University. The University values the contribution of all employees to its goals. Corporate performance is measured on the following criteria:

Service Quality,

Financial Performance,

Organizational Climate,

Public Image, and

Strategic Direction.

We believe that our performance as a University depends on respect for our employees, and on the intelligent use and development of their abilities and our resources. We therefore encourage our employees to work as a team, to take an active part in reaching our corporate goals and to feel pride in their University. We will be sensitive to the University's multicultural character and to the need to protect its environment. Our reputation rests on the highest integrity and ethical conduct in dealings with the general public, clients, employees, vendors and communities.

## **INTEGRITY IN ALL OUR RELATIONSHIPS**

### Our Employees

The University maintains equality of opportunity for the employment, development and advancement of its employees. It compensates them through remuneration and benefits that are competitive with similar organizations. The University is committed to maintaining a safe, secure and clean working environment for its employees, and to communicating with its employees on all matters of concern. Communication channels will encourage self-expression and open discussion about employee opinions, attitudes and concerns.

All employees of the University are encouraged to discuss any concerns they might have with the level of management they feel is appropriate to deal with those concerns, ideally initially approaching their direct or second removed supervisor. Using this open door policy will not in any way affect any performance evaluations of employees, or subject them to any other adverse consequences.

The University strives to balance the personal needs, corporate needs, values and aspirations of employees in plans for individual development. The University maintains accurate employee records and safeguards employees' privacy in accordance with the Freedom of Information and Protection of Privacy Act.

The University's respect for employee privacy includes concern about personal conduct off the job, where conduct impairs the employee's work performance or impairs the trust and confidence that an employer is entitled to expect in an employee or that anyone is entitled to expect in a University.

The University therefore expects that its employees will at all times be conscious of the University's public duty, as well as their own, and conduct themselves with the same high degree of ethical behaviour and integrity off the job, as they are expected to employ on the job.

The University also seeks to encourage, train and support its employees in the development of their skills and abilities to meet the University's future needs for experienced people and to best use each employee's capabilities.

#### Our Taxpayers

The University is committed to protecting and improving the value of investment gained through taxpayers' dollars, through the prudent use of University resources and by observing the highest standards of legal and ethical conduct in all its business dealings.

Taxpayers are encouraged to identify with the University, to take an interest in its affairs and to develop informed opinions. The University undertakes to be open to such opinions and to actively seek comment and public opinion.

The University communicates with taxpayers regularly, candidly and promptly.

#### Our Suppliers

The University is committed to dealing fairly with its suppliers. It is the University's policy to purchase all equipment, supplies and services on the basis of merit in accordance with the Purchasing By-law. Suppliers will be treated with fairness and integrity.

The Conflict of Interest section of this Code will guide employees who deal with suppliers or potential suppliers. (Reference: University Policy Manual)

#### Our Clients

The provision of excellent and courteous service is central to the University's continued success. Responses to client concerns and identified needs are achieved efficiently and equitably.

The University provides services in compliance with legislated rights and standards for safety, health and environmental protection.

#### Our Communities

The University is committed to being a responsible corporate citizen. The University will abide by all laws. It will strive to improve the well being of its communities through the encouragement of employee participation in community affairs, and the integration of community objectives into the objectives of the University.

#### Our Environment

The University conducts its operations in a way that safeguards the natural environment.

The University participates in the protection of the environment, particularly as it affects employees, elected officials, clients and the general public.

#### Our Communications

At the University, we believe that successful human relations, good morale and a constructive atmosphere of teamwork depend on good communication among all University employees and faculty. Communication to all employees of the principles and expectations of the University is a fundamental part of this approach.

Senior management is committed to ensuring that ample communication takes place throughout the University, by actively encouraging such communication to all levels of management, for the benefit of all employees. Its goal is that employees view every person with supervisory responsibility as the first source of information on any business issue.

The cornerstone of the University is its employees. Only well informed employees, who feel entirely free to express themselves, will continue to contribute to our success now and into the future.

### **COMMITMENT TO EXCELLENCE AND QUALITY**

The University promotes and seeks excellence in all its endeavours. Excellence is an attitude or state of mind within each person, and collectively within the University, which promotes the improvement of what we achieve, and how it is achieved. It is: a spirit of caring for others, clients and fellow workers; the will to fulfill one's objectives every day; pride in being employed by the University; commitment to improving the success of the enterprise, and our image to all outside the organization. Excellence is acknowledgement by our clients that Victoria University delivers value and quality service while being cost effective.

### **ABIDING BY THE LAW**

In acting on behalf of the University, no employee shall at any time take any action, which he or she knows, or reasonably should know, violates any applicable law or regulation.

The operation of the University is subject to many complex and changing provincial and federal laws. Ignorance of the law is not a valid defense if the law has been contravened. The University's standard operating procedures, even if of long standing, do not take precedence over legal obligations.

Appropriate recommendations for change will be brought forward where a practice is in clear conflict with an overriding legal obligation.

Any time an employee is uncertain about the application or interpretation of a law or regulation, that employee will consult the appropriate supervisor, who in case of doubt will seek the opinion of the Office of the President.

It is important to note that legal difficulties usually can be avoided or minimized if such consultation takes place at the outset of business dealings, rather than at a later stage. The Office of the President is to be informed immediately where litigation, or a prosecution of the University, or of University employees in connection with their University duties, is either threatened or becomes reasonably foreseeable as a possibility. This requirement is not applicable to proceedings where representation of University interests is customarily undertaken by the responsible operating department, unless special circumstances appear to warrant advice from legal counsel.

#### Fraud

Management of the University is responsible for protecting the assets, public trust and confidence of the University. This is accomplished by creating systems and procedures to prevent and detect fraud, breach of trust and other forms of wrongdoing. Advice is available from the Bursar on effective control practices and procedures.

All employees of the University are responsible for immediately reporting suspected fraud, breach of trust and other forms of wrongdoing to their supervisors, or more senior management as appropriate. President, the Manager of Human Resources or the Bursar may also be informed of such suspicions. Appropriate protection for the confidentiality of such information will be observed.

Prior to taking action on suspicions of wrongdoing, management should seek the advice of the President, the Manager of Human Resources or the Bursar, to protect the University's interests in subsequent disciplinary actions; to protect the rights of the person under suspicion; and to assist in preventing further losses or damage to the University.

All suspected wrongdoing will be investigated fully, and all persons accused or suspected of wrongdoing will be treated fairly. All employees are required to co-operate fully with law enforcement and regulatory officials.

The results of completed investigations of discovered wrongdoing will be reported in camera to Board of Regents by the appropriate department head. Department heads are also required to prepare a report to the President, Bursar the Manager of Human Resources on the occurrence of any fraud in their departments, and the steps being taken to reduce the risk of frauds in the future.

Retaliation against informants or witnesses involved in investigations of wrongdoing is forbidden.

All wrongdoing, which involves misappropriation of money or property, must be reported to the Controller as soon as possible to permit the initiation of a claim against the University's bonding insurance.

#### Accounting Principles and Practices

The University's accounting books and records shall be maintained with the utmost integrity, reflecting accurately and punctually all transactions, assets and liabilities of the Corporation. All business records, expense accounts, invoices, vouchers, bills, payroll and employee records, and other reports are to be prepared with care and honesty. False or misleading entries in the books and records of the University, or any unrecorded bank accounts, are strictly prohibited. No secret or unrecorded cash funds or other assets will be established or maintained for any purpose. No transaction is to be concealed from management or the University's internal or external auditors. Satisfactory accounting and auditing procedures and controls must be maintained, and full compliance with statutory requirements regarding internal and external audit procedures is imperative.

#### **TRAVEL AND RELATED BUSINESS EXPENSES**

Travel expenses will be consistent with the needs of business. Compensation is for actual, approved expenses incurred on University business only.

Supervisors who approve travel and related business expense reports are responsible for the appropriateness of the business-related expense and related expense reports. Employees are responsible for the propriety and reasonableness of expenditures, for ensuring that expense reports are submitted promptly, and that receipts and explanations properly support reported expenses. (Reference: University Policy Manual)

#### **INFORMATION**

##### Inside Information

It is every employee's responsibility to ensure that all information they communicate, whether by reports, memos or orally, is as accurate as possible. No employee shall willfully mislead other employees, Board members, or the public, about any issue of corporate concern. Only with proper authority will employees give or release to anyone not employed by the University, or to another employee who has a need for it, confidential data or confidential information acquired in the course of that person's duties with the University.

Any information which is personal information, or might reasonably be regarded as having been disclosed to the employee in confidence, or as being of a sensitive nature, or as imparting to the person in possession of such information an advantage not available to the public generally, must not be used or disclosed, except in accordance with the Freedom of Information and Protection of Privacy Act.

Employees shall not, on the basis of advance information, acquire any interest in property for speculation or investment.

#### Protection of Proprietary Information

Employees frequently have access to proprietary information of the University or of others, which is confidential and must be protected from unauthorized or inadvertent disclosure. This includes: information contained in business strategies and plans; pending proposals or contracts; unannounced services; research results; financial projections; client and prospect lists; proposed acquisitions and divestitures; computer programs and software; engineering expertise; know-how; inventions and the like. Safeguarding of such information is a high priority responsibility of all employees, as is respecting any proprietary or copyright conditions that may exist.

Such information may be given or released only to employees who have a need for such information, or otherwise in accordance with the Freedom of Information and Protection of Privacy Act.

Employees are not to divulge the proprietary information of their former employers. Employees, whether currently employed or after they leave the employment of the University, will not disclose any proprietary information of the University or of any other person where such information was acquired during employment with the University, unless the release or disclosure is properly authorized by the University, individual, or firm owning the information.

Employees of the University shall not directly or indirectly, disclose or use, at any time, either during or subsequent to their employment with the University, any proprietary information, or data obtained in the course of their employment (whether or not acquired or developed by the employee), unless they have obtained the written consent of the University for the disclosure or use. Information acquired by employees in the course of their employment is the exclusive property of the University. The collection, use or disclosure of any information must be in compliance with the Freedom of Information and Protection of Privacy Act. All rights and title to any tangible or intellectual property produced by an employee during the course of employment shall remain with the University.

#### Media and Public Relations

Communications with the media and public shall be conducted so that all information originates from an authoritative source within the Corporation. The conduct of media relations shall be consistent with University policies and procedures. The President and members of Senior Management will be spokespersons for University policy in their respective programs.

It is not the intent of this Code to restrict the ability of employees to express an opinion on general interest matters, where the employee makes it clear that he or she is commenting as a private citizen, and not in the employee's capacity as an employee. In such instances, extreme caution should be exercised so that the University is not compromised in any way, either by the use of University letterhead, or by any other implication.

Office of the President is the sole group responsible for the co-ordination of all communication with the media on behalf of the University. Opinions or information sought by outside groups or organizations should be channeled through the Communication Services Division for response. (Reference: University Policy Manual)

## CONFLICT OF INTEREST

A conflict of interest occurs when, in the course of his or her duties, an employee is called upon to deal with any matter in which he or she has a direct or indirect personal interest, whether or not the employee acts or intends to act in a way which is inconsistent with the interests of the University.

A direct personal interest is an interest through which the employee may derive an economic benefit or avoid an economic loss.

An indirect personal interest arises where the potential economic benefit, or avoidance of economic loss, would be experienced by another person or corporation having a financial relationship with the employee. This may include, but not be limited to, ownership of shares or other securities, or the loan of money or property by, or to, the employee. An indirect personal interest also occurs when the potential benefit, or avoidance of loss, would be experienced by a person who is a relative or spouse of the employee, or based upon the facts of the particular case, the employee could reasonably be considered to have a personal interest in the economic well-being of that other person.

A personal interest in common with all or part of Victoria University or a personal interest in common with all or a substantial portion of the employees of the University, by reason of the terms and conditions of employment, will not be considered to create a conflict of interest.

Each employee shall make prompt and full disclosure in writing to the employee's Director of any conflict of interest, including a description of the nature of the direct or indirect personal interest and the identity of any persons or corporations in respect of which there is a personal interest. Upon receiving disclosure of a conflict of interest, Directors shall take such steps as may be reasonable in the circumstances, to ensure the employee is not required to deal with the matter giving rise to the conflict of interest. It must be remembered that a conflict of interest will most often arise without any wrongdoing or improper conduct on the part of the employee. Therefore, employees shall not be disciplined or treated adversely for making prompt and full disclosure of the circumstances.

On the other hand, an employee who, in the course of his or her duties, seeks to advance a direct or indirect personal interest, whether or not there is a detriment to the University, commits a breach of trust. A breach of trust would include:

1. Influencing or attempting to influence the University to contract with a person, partnership or corporation for any purpose in which the employee has an undisclosed direct or indirect personal interest, or for which the employee reasonably anticipates receipt of some payment, compensation, gift, benefit or favour of any kind whatsoever;

2. Accepting from any person or corporation any profit, commissions other payments or favours in the way of price or other advantages, such as loans, services, travel, entertainment or gifts, which are not in accordance with the policies respecting gifts and entertainment in section 6.1 where:

a) A person or corporation has had, has, or may reasonably be expected to have, or desire to have, any contract with the University,

Or

b) A person or corporation is seeking any decision, act, advice, comment, endorsement or anything whatsoever from the University, its employees or the Board of Regents

3. Accepting from any person or corporation any share of profits, commissions or other payments or favours in the way of price or other advantages, such as loans, services, gifts, travel or entertainment in exchange for referral of third parties to any such person or corporation.

A breach of trust is just cause for immediate dismissal without notice and employees will be disciplined for breach of trust.

#### Gifts and Entertainment

Employees are expected to take action and make decisions based on an impartial and objective assessment of each situation, free from the influence of gifts and favours. The University must avoid both the fact and the appearance of impropriety with the organizations or individuals with whom it deals. The choice of suppliers of goods and services should be based on competitive conditions of quality, price, service and benefit to the University, and on University policy and the University

#### Purchasing By-law

The University will purchase goods and services only in accordance with the Purchasing By-law. Employees must not represent themselves as being in a position to commit the University to the purchase of goods or services, except when acting in accordance with the Purchasing By-law and established policies and practices.

#### Employees

Employees shall not seek or accept any gifts, entertainment, payments, fees, services, valuable privileges, or other favours from any person or business organization that has any dealings with the University, except as provided below.

1. a) Employees may accept entertainment usually associated with accepted business practices if:

- (i) It is infrequent,
- (ii) It legitimately serves a definite business purpose,

(iii) It is appropriate to the business responsibilities of the individuals involved.

b) Employees should not give or receive gifts with more than a \$10 value.

2. An especially strict standard is expected with respect to gifts, services or considerations of any kind from clients and suppliers. Entertainment at the expense of clients or suppliers beyond that contemplated in (a) above should not be accepted under any circumstances. Suppliers will be reminded periodically of this corporate policy.

3. It is never permissible to accept a gift in cash or cash equivalent of any amount (i.e. stocks or other form of marketable securities).

#### The University

Gifts, favours and entertainment may be given to others at the University's expense only if they are consistent with accepted business practice, such as providing vendors with a better understanding of University operations. The University must avoid the appearance of improperly influencing any relationship.

#### Outside Business Activity

Employees considering or already engaged in any outside business, or income producing activity, must be aware of the following possible points of conflict:

Employees may not participate in outside business or financial activities that compete, or potentially compete, with services offered by the University.

Where such outside activity exists, there is the potential for a conflict of interest as described above. A conflict of interest, which arises frequently, or is ongoing, may significantly impair the employee's ability to carry out the employee's duties on a regular basis. Where this occurs, employees may be asked to transfer to other duties, or choose between continued employment at the University and the outside activity.

Outside employment or activity, which results in a breach of trust, as described above will lead to immediate dismissal or other discipline.

Employees participating in an outside business will not use the University's time, facilities or property (i.e. photocopying, stationery, stenographic, etc.) for the benefit of that business.

Proprietary or confidential information, or data acquired through employment, may not be used, or disclosed in any personal external activity.

Responsibility to avoid conflicts of interest, or the perception of conflicts of interest arising from outside activities, lies with the individual employee. If in doubt, the employee should discuss the situation with his or her supervisor. It is expected that employees will act in the best interest of the University at all times.

**EMPLOYEE POLITICAL ACTIVITY**

Employees shall not engage in any political activity -- federal, provincial, or University -- during working hours or utilize University assets, resources, or property. The responses to requests for contributions addressed to employees will, at all times, remain a personal decision.

University employees who are elected officials should arrange appropriate time off for political responsibilities.

**DRUG AND ALCOHOL USE**

All employees will abide by applicable laws and regulations governing the possession or use of alcohol and drugs. The illegal use, sale, purchase, transfer or possession of any restricted or controlled drug, narcotic or any other substance while on University premises, or during working hours is prohibited, and will result in immediate dismissal or other discipline.

Similarly, the University prohibits the use, sale, purchase, transfer or possession of opened alcoholic beverages by employees while on University premises or during working hours, except as authorized by the University.

It is never permissible for employees to attend to their position's responsibilities and duties under undue influence of alcohol, or under the influence of any illegal drug.

**HARASSMENT**

The University will provide all employees with a work environment that is free from any form of discrimination or harassment, and will promote one that respects the dignity, self-worth, and human rights of every individual.

Harassment may be related to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability.

Harassment is a misconduct that can present itself in many forms including, but not limited to, unsolicited remarks made deliberately or repeatedly, questions, suggestions, or decisions based on prohibited grounds of discrimination.

Every complaint of harassment will be treated as a serious matter and harassment will not be tolerated. (Reference: University Policy Manual)

**SOLICITATION OF THE UNIVERSITY'S EMPLOYEES**

In the interest of the orderly and efficient operation of our business, it is necessary to restrict soliciting, and the distribution of material to employees.

Any solicitation of employees or distribution of non-work related materials of any kind to employees, on University premises or during working hours, will require the prior approval of

management. However, an individual employee may solicit or distribute materials to the employee's co-workers without prior approval, provided that the activity and materials are not disruptive to the workplace environment, and further provided, that no employee will approach a person for such purposes who reports to him or her, whether directly or indirectly, unless the materials are of a nominal value.

Facilities such as electronic mail, voice mail, internal mail and bulletin boards are for University business and sponsored activities, and must be restricted to those activities, unless other use is approved by management.

### **USE OF REAL OR PERSONAL PROPERTY OF THE UNIVERSITY**

Employees shall not make use of any real or personal property of the University for their personal benefit, gain, or enjoyment, other than property specifically provided by the University for such use as a benefit of employment.

Employees shall only use the University's property, equipment, supplies, and services for activities associated with the discharge of their duties, unless proper authorization has been granted.

No employee shall sell, transfer, publish, disclose, display, or otherwise make available computer programs, purchased software programs, technological innovations, or other intangible property or rights owned, or used, by the University either while in employ of the University, or thereafter.

All such property or rights, and any other printed or computer records prepared by an employee during University time will remain the exclusive property of the University (i.e. control logs, forms, daily calendars).

Upon termination of employment, employees shall deliver to the Corporation all correspondence, drawings, documents, and all other property belonging to the Corporation which may be in the employee's possession, or under his or her control. This includes property made or prepared by the employee, and relating in any way to the affairs of the University.

### **OWNERSHIP OF INTELLECTUAL PROPERTY**

Employees are reminded that if the subject matter of an outside interest or activity relates in any way to their work for the University, or if it arises from confidential information acquired in the course of employment with the University, then all inventions, products, processes and ideas that the employee has developed will belong to the University. Employees will be required to sign documents confirming ownership by the University.

### **CONSULTANTS, REPRESENTATIVES AND AGENTS**

When it is necessary to engage the services of an individual or firm to consult for, or otherwise represent the University, special consideration must be given to avoiding conflicts of interest

between the University and the person or firm to be employed. Hiring of consultants, and the appointment of representatives and agents, must be in accordance with the University's Purchasing By-law. Consultants, representatives and agents of the University must not act on the University's behalf in any way that is inconsistent with our Code of Conduct or any applicable laws or regulations (including University By-laws and policies).

## COMPLIANCE AND INTERPRETATION

As a condition of employment with the University, employees are expected to comply with the University's Code of Conduct and related policies and procedures. When in doubt, employees have the responsibility to seek clarification from their supervisor, or if necessary, from Human Resources, the Office of the President or the Bursar. Violations of the University's Code of Conduct will be grounds for disciplinary action up to, and including, discharge and legal prosecution.

All employees benefit from an atmosphere of good ethical conduct. Employees are encouraged to discuss any situations of existing or potential non-compliance, involving themselves or others, with their supervisor, or if they prefer, with their department head, the President, the Bursar or the Manager of Human Resources.

Understanding of and compliance with, the University's Code of Conduct is the continuing responsibility and duty of all employees.

**HR 02-02 SEXUAL HARASSMENT****Issued: May 1994****Updated: April 2003**

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At the May 26th, 1994 meeting of the Board of Regents the University adopted the University of Toronto's policies and procedural machinery for dealing with cases of sexual harassment at Victoria.

Victoria staff should contact either the Victoria Human Resources Manager or the University of Toronto's Sexual Harassment Officer.

**HR 02-03 CONFLICT OF INTEREST AND PERSONAL GAIN  
1999****Issued: December**

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Victoria employees will not accept personal gifts of a value greater than \$25 without declaring the gift to their supervisor.

Victoria employees will declare any situation where personal interest (financial or other) would influence their judgement.

Victoria employees in supervisory positions will not hire any person related to them without having properly advertised the job, conducted interviews and obtained the approval of another supervisor. Most properly, the supervisor whose family member was applying for a job, should declare a conflict of interest and turn the search over to another supervisor to conduct.

Victoria employees in supervisory positions will declare a conflict of interest in cases where members of their family are bidding for a contract at the University. Then another supervisor should handle the bidding process and contract management.

**HR 02-04 GRIEVANCE****Issued:**

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Any grievance concerning terms of employment, disciplinary actions, or working conditions, should be brought to the attention of the immediate supervisor or department head.

Failing a satisfactory settlement, the matter should be referred to the personnel officer or the Bursar.

Final appeal may be made to the President.

At any time, during the above proceedings, the grievor may elect to be accompanied by another employee.

A grievance presented in the above manner will not prejudice an employee's position within the University.

**HR 03-02 ENVIRONMENTAL PROTECTION POLICY  
2000**

Issued: January

**ENVIRONMENTAL PROTECTION POLICY****INTRODUCTION**

Victoria University is committed to being a positive and creative force in the protection and enhancement of the local and global environment, through its teaching, research and administrative operations. Recognizing that some of its activities, because of their scale and scope, have significant effects on the environment, the University as an institution, and all member so the University community, have a responsibility to society to act in ways consistent with the following principles and objectives:

**FUNDAMENTAL PRINCIPLES**

- ◆ Minimization of negative impacts on the environment
- ◆ Conservation and wise use of resources
- ◆ Respect for bio-diversity

**SPECIFIC OBJECTIVES**

In adopting these fundamental principles, the University will be guided by ethical attitudes towards natural spaces and will take all reasonable steps to meet the following objectives:

- ◆ Minimize energy use, through efficient management and practice
- ◆ Minimize water use, through efficient management and practice
- ◆ Minimize waste generation through reduction, reuse and recycling
- ◆ Minimize polluting effluent and emissions into air, land and water
- ◆ Minimize noise and odour pollution
- ◆ Minimize and, where possible, eliminate use of chemicals, including outdoor salt, pesticides, herbicides and cleaning agents
- ◆ Include bio-diversity and environmental concerns in planning and landscape designs
- ◆ Meet and, where possible, exceed environmental standards, regulations and guidelines

**IMPLEMENTATION**

To implement this Environmental Protection Policy:

- ◆ An Environmental Protection Advisory Committee will be established and will be composed of two students selected by the President of the Student Council in March of each year, two faculty members selected by the two Principals of Victoria and Emmanuel College and two staff members chosen by the Senior Administrative Group. The committee will report to the President. Membership of the committee will be made known to the community to ensure that new and existing initiatives are known and brought forward for consideration. The

Meetings of EPAC will be open and members of EPAC will receive copies of the minutes of the meetings of the Board of Regents.

- ◆ The functions of the committee will be community awareness and monitoring.
- ◆ The committee will meet at least four times a year (Sept., Nov., Jan., and Mar. are suggested).
- ◆ The committee may review other University policies and procedures to ensure consistency with the environmental protection policy, undertake education of the University community, (both personally and collectively) to inform it about the policy and how it can best meet the objectives set forth in it, carry out appropriate audits and recommend pilot projects, ensure that all service operations and users of University facilities and contractors are informed of the policy, and issue a report once a year on the University's impact on the environment, identifying matters which may require particular attention and areas which deserve special commendation.

**HR 04-01 SELECTION AND HIRING**

Issued: June 1995

Updated: April 2003

**Introduction**

The staffing process for administrative regularly appointed positions is intended to meet the following objectives;

- to foster excellence in the work place and contribute to the achievement of the mission of the University through hiring the best qualified candidate in accordance with the policies of the University; and
- to encourage and provide opportunities for career development of administrative regularly appointed staff.

**Responsibility**

Recruitment for all staff positions governed by this document is the responsibility of the Department Head subject to the authorization of his/her immediate superior to commence the hiring process, and subject to the conditions outlined below. Victoria's Human Resources Manager will assist in the recruitment process with posting and advertising, explanation of benefit packages, interviewing, tailoring of appointment letters, etc. The Department Head is responsible for booking interviews and for making the final decision in respect of candidate selection.

**Recruitment Procedure****Job Evaluation**

Where a vacancy occurs in a position with an existing classification and job description, it is the responsibility of the Department Head to review the job description to ensure that it is current. Where the job description no longer reflects the nature of the job or duties to be performed, or where a wholly new position is being established, a new job description is to be prepared by the Department Head, and approved by his/her immediate superior before being evaluated and classified. ***Qualifications listed on job postings are to be consistent with current job descriptions.***

**Recruitment From Within Victoria**

Consideration for a job opening should be given to current staff members who have the required qualifications and potential to fill it from ***within the ranks of Victoria's own employees.*** When a vacancy occurs, or is about to occur, the Department Head will make this known ***by means of an internal Victoria posting*** arranged by Victoria's Human Resources Manager.

**External Recruitment**

External recruitment will be necessary where suitable candidates from inside Victoria cannot be found. Where the job requirements of a vacant position are of such a high level of skill or specialization that no one inside Victoria is likely to possess them, the department head may in consultation with Human Resources advertise at the same time as the internal posting. Any Victoria job openings to be advertised beyond Victoria will be advertised via the University of Toronto's Promotional Opportunity Announcements to give employees of the University of

Toronto and the other federated universities notice of openings. This advertising through the University of Toronto does not preclude other forms of external advertising, which may proceed at the same time using such channels as may be appropriate including advertising aimed at designated groups.

#### Screening of Applications and Interview Procedures:

The number of applicants to be interviewed is a matter for the Department Head's discretion. An interview committee must be struck involving at least one staff member from outside the hiring department; an "outside" staff member can provide an arms-length perspective which will be especially useful where there may be both internal and external candidates for the position.

##### 1. Skills-testing

When appropriate it is the responsibility of the Department Head to satisfy himself/herself that applicants possess adequate technical skills and/or that they possess the minimum educational requirements for the job.

##### 2. Reference-checking

Similarly, reference checking is an essential component of the hiring process (whether the candidate comes from inside or outside the "University"). At least three references should be sought out for any external candidate being seriously considered, and at least two references in the case of internal candidates from outside the hiring department (one of whom should be the candidate's current supervisor). Details of reference checks are to be noted in writing for file purposes. Given the potential problems (even during a probationary period), the importance of thorough checking in these areas before any offer of employment is made, cannot be overemphasized. Where "bonding" is appropriate, a candidate should not only be asked whether he/she is "bondable", it should be made a condition of employment.

#### Appointment Procedure

##### 1. Offer of Employment

The Department Head is to consult with the Human Resources Manager to discuss an appropriate starting salary, probationary terms, and other relevant details of benefits to be offered and general conditions of employment. After agreement on terms, the Department Head will draft a letter of appointment for approval by Human Resources before communicating same in writing to the candidate selected.

##### 2. Human Resources Orientation Interview

It is the Department Head's responsibility to arrange a "Documentation Appointment" with the Human Resources Manager for a new employee, on or before that employee's start date, so that information on payroll routines and requirements, benefit options, orientation information, and the like can be communicated to the new employee. Information to be communicated to the employee includes a general description of Victoria departments, benefits brochures, benefits cost information and enrolment forms, a Collective Agreement for union members, Occupational Health and Safety Policy, as well as all the required forms for payroll purposes.

### 3. Probationary Periods

For every job offered an appropriate probationary period should be established by the Department Head in co-operation with the Human Resources Manager (anywhere from 3-12 months may be appropriate depending on job level, experience, etc.). ***Probationary details are to be included in all written offers of employment.***

A new employee must be provided with a current copy of his/her job description and the employee's immediate supervisor must ensure that the employee understands the tasks to be performed and the standard of performance expected.

It is especially vital that written performance reviews be completed one third of the way through the probationary period and again within two weeks of the end of the probationary period. Any negative views on a new employee's performance must be communicated to that individual by the employee's supervisor in writing with suggestions on how performance can be improved. This must be done from the first signs of problematic performance, not at the end of a probationary period.

The staff member's employment may be terminated at any time during the probationary period without notice other than as may be required under the *Employment Standards Act of Ontario, 2000*.

**HR 04-02 PAYROLL REQUIREMENTS****Issued: November 2001**Social Insurance NumbersA Message from HRDC

Employers must ask to see the SIN card of all new employees as soon as they are hired, and by law, the employee must show the card within 3 days of the start date of the employment. If the social insurance number begins with the number 9 that employee must also show you the employment authorization issued to him/her by Citizenship and Immigration Canada before being hired. If there is no employment authorization, it may be illegal for that person to work in Canada. Stolen or lost or borrowed SINs are used to defraud governments, businesses and individuals. We need to protect the integrity of the SIN for the good of business, industry, government and the citizens of Canada.

We will not hire anyone until we see his/her SIN card. When your hiring managers are completing the New Hire form they should ask to see it (the SIN card) at that time and ask the employee to bring the card and authorization (if required) with him/her to the payroll office when s/he comes to complete the tax forms. Payroll personnel will ask to see them when the tax forms are provided for completion.

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**HR 05-01 ACCOMMODATION IN EMPLOYMENT OF PERSONS WITH DISABILITIES**

Issued: June 1999

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**Objective**

The objective of these guidelines is to:

- Ensure conformity with the Ontario Workplace Safety and Insurance Act (1997) in the provision of work accommodation to persons with disabilities:
- Facilitate the return to work of employees who become disabled, or who have medical restrictions

**Applications and Scope**

These guidelines apply to all employees at Victoria University who have a disability.

**Definitions for the Purposes of these Guidelines**

Accommodation is an adaptation or adjustment to enable the person with a disability to perform the essential duties of the job. The period of accommodation may be temporary or permanent depending on the particular circumstances.

Disability is an injury or disability for which benefits were claimed or received under the Workplace Safety and Insurance Act.

**IMPLEMENTATION GUIDELINES**

Since the Workplace Safety and Insurance Act provides specific legal requirements for re-employment and accommodation of disabled workers these guidelines differentiate between employees with workplace compensable injuries and other individuals who may require accommodation under the Human Rights Code.

The key phrases with respect to accommodation are that the accommodation must be **reasonable**, and with such accommodation, the individual could perform the essential duties of the job. Situations may therefore arise where accommodation is not possible within a particular job or work unit. In such cases it is essential that the Bursar's Office be consulted.

**The basic principles to be considered are as follows:**

- Under no circumstances should employees suffer any penalty because they have sought or require accommodation:
- Successful accommodation requires a partnership between the individual requiring accommodation and the accommodating work unit:

- The early return to work of an employee with a disability under appropriate medical supervision is beneficial both to the employee and to the University. Statistics show that the longer the return to work is delayed, the less likely the employee is to ever return.
- Accommodation needs are addressed in a way that is consistent with responsible financial management, with the maintenance of the essential operations of the work unit, and the health and safety of all employees, students and the public.
- The primary responsibility for accommodating the needs of an employee with a disability lies with the employing work unit working in partnership with the employee and the Personnel Officer.

**Guidelines applicable to every person with a disability are as follows:**

1. Any person with a disability who requires accommodation to perform the essential duties of the job should discuss this need at the earliest possible time with their supervisor. Medical documentation may be required to determine the appropriate accommodation requirements.
2. The supervisor or manager of the work unit should make every reasonable effort to provide the accommodation to the extent that it does not cause undue hardship.
3. In determining the ability of the unit to provide accommodation, the unit head should consult with the individual with the disability, and should take into account the following factors:
  - The ability to reassign tasks on a temporary or permanent basis to other employees;
  - The impact of the accommodation on other employees in the department;
  - The impact of the accommodation on the health and safety of the person being accommodated and on other persons;

If accommodating an employee would, in the manager's view, cause undue hardship, the manager **must** consult with the Personnel Officer.

**Legal Requirements for Employees with WSIB-Compensable Disabilities**

The Workplace Safety and Insurance Act places specific legal requirements on employers to re-employ workers who have been injured as a result of a work-related injury. These are summarized as follows:

**Extent of Obligation to Re-Employ**

The re-employment obligation is subject to the following conditions:

1. The injury must have occurred after January 2, 1990.
2. The employee must have been employed continuously for one year on the date of the injury.
3. The obligation extends to the date which is the earliest of: (a) two years after the date of the injury; (b) one year after the date that the WSIB notifies the employer that the worker is medically able to perform the essential duties of the worker's pre-injury employment; and (c) the date the worker reaches sixty-five years of age,
4. Where employment is terminated within six months of the re-employment, the employer is presumed, unless the contrary is shown, not to have complied with the re-employment obligations,
5. The re-employment provisions prevail over the terms of a collective agreement, with the exception of the seniority provisions.

**Workers Able to Perform Essential Duties of Pre-Injury Job**

Where the WSIB determines that the employee is able to perform the essential duties of the pre-injury job the employee shall be offered reinstatement in the pre-injury job or offered alternative employment of a nature and at earnings comparable to the pre-injury job or offered alternative employment of a nature and at earnings comparable to the pre-injury job. WSIB has issued a policy and guidelines for determining what constitutes acceptable alternative employment and these are available from the Personnel Officer.

Accommodation may be an issue in facilitating the employee's return to work in these situations.

**Worker Unable to Perform Essential Duties of Pre-Injury Job**

Where the WSIB determines that the employee is unable to perform the essential duties of the pre-injury job but is medically able to perform suitable work, the employee shall be offered the first opportunity to accept suitable employment which may become available. Since this may involve positions external to the employing unit, the Bursar's office may be involved.

Accommodation may be an issue in facilitating the employee's return to work in these situations.

**Guidelines for Accommodation of Employees with WSIB-Compensable Disabilities**

Supervisors and managers must make every reasonable attempt to provide the accommodation necessary to reintegrate the injured worker back into the workplace and preferably into the pre-injury job.

**RESPONSIBILITIES**

**The Bursar** is responsible for approving the guidelines and procedures for Accommodation in Employment of Persons with Disabilities and revising them from time to time as warranted.

**Employing Departments are responsible for:**

- Facilitating health assessments of employees with disabilities, determining work restrictions or limitations and participating in the development of a modified work program for the employee where appropriate;
- Facilitating physical demands/environmental/task analyses of jobs;
- Monitoring the implementation of the modified work program and recommending changes as appropriate;
- Working in partnership with the employee to identify and implement accommodation requirements;
- Providing accommodation to the extent that it does not cause undue hardship; in particular the employing department is responsible for accommodations relating to job design and scheduling;

**Persons with disabilities who may require accommodation are responsible for:**

- Making known the needs and accommodation requirements of which they are aware; initial discussions may be held in confidence with the Personnel Officer or Department Manager;
- Working in partnership with the Personnel Officer and the employing work unit to identify and implement accommodation requirements.

## Accommodation in Employment of Persons with Disabilities Guidelines

Suitable employment is any work that;

- the worker has the necessary skills to perform, or
- the worker is able to acquire the necessary skills to perform, and
- does not pose a health or safety risk to the worker or co-workers.

To evaluate the suitability of the job, the decision-maker considers whether

- the worker has the necessary skills to perform the job, or
- the worker is capable of acquiring the necessary skills to perform the job, and
- there is a health or safety risk to the worker or his/her co-workers, if the worker performs the job.

Other factors the decision-maker may consider when reviewing the suitability of the job are the

- worker's functional abilities
- degree of the worker's impairment and medical prognosis of the injury, and
- worker's aptitude.

The Board must also consider any potential accommodations to the work or workplace when determining if a worker can perform the job.

### **Application date**

This policy applies to all claims (regardless of accident date) effective January 1, 1998.

### **Alternative Work Comparable to the Pre-injury Job**

If the pre-injury job is not available, the workplace parties (employer and worker) have primary responsibility to determine whether the alternative employment offered is comparable in nature to the pre-injury job. If there is a dispute between the workplace parties about this, the Board makes the final determination.

**When comparing pre-injury employment to alternative employment, the workplace parties and/or decision-maker consider all factors, not one factor in isolation. The decision-maker compares the**

- duties performed
- skills, qualifications, and experience required
- degree of physical and mental effort
- level of responsibility and supervision of other employees
- rights, privileges, and prerequisites associated with the position
- wages and employee benefits
- working conditions, hours of work, and right to work overtime
- geographic location of the work site
- opportunities for advancement and promotion, and
- whether the jobs are covered by the same collective agreement.

Earnings that are as close as possible to the pre-injury earnings are considered comparable. In no case are earnings less than 90% of pre-injury earnings considered comparable.

Earnings are both the wages and benefits to which a dollar value can be attached. Benefits include vacation time, dental and medical plans, and pension plan contributions.

#### REFERENCES

Workers' Compensation Act RSO 1990 Section 54

Workplace Safety and Insurance Act Sections 41,102

**HR 06-01 CLASSIFICATION REVIEW****Issued:** April 2003**Introduction**

A classification review may be required when:

1. A manager wishes to change the responsibilities of a staff member and these changes might affect the classification of the position;
2. Responsibilities have changed over time and the current classification is not relevant;  
or
3. When a new position is created.

**Procedure**

The Manager must first obtain agreement from his or her supervisor. The Manager's supervisor will then submit a request for classification review to the Director of Finance and Human Resources and must include the present and past job descriptions and an explanation of how the work will be accomplished in the office and how it affects the other staff in the department. For example, if an individual is to take on added responsibilities, will he or she still be able to perform the tasks for which the position was originally created?

After agreement among the Director of Finance and Human Resources, the Manager's supervisor, the Manager and the employee on the specific details of a new job description, it will be forwarded to University of Toronto personnel for a formal job evaluation. If reclassification to a higher level is approved, it will be retroactive to the month the official request was submitted for evaluation.

**Implementation**

Salary adjustments, if any, will be in accordance with the University of Toronto policy in effect at that time.

**HR 07-01 HOURS OF WORK**

Issued: July 1995

**HR 07-01.01 Hours of Work**

The normal office day for salaried administrative staff is 9:00 a.m. to 5:00 p.m. with a one hour lunch break to be scheduled sometime between 12:00 noon and 2:00 p.m. This schedule yields a 35 hour work week. In the summer (from Victoria Day to Labour Day) Victoria allows salaried staff, where practicable, to work a compressed four-day work week averaging 31 hour per week (including those weeks containing statutory holidays). A separate set of procedures for recording time during the summer is detailed in the policy for Summer Flex-time Hours dated May 1994.

It is acknowledged that the work flow in different offices may necessitate adjustments to the normal office hours of 9:00 a.m. – 5:00 p.m. on an occasional, or in some cases a regular basis (e.g. evening hours in the Registrar's Office). Such adjustments are not to be confused with overtime *per se*.

It is the departmental supervisor's responsibility to plan work schedules and ensure that service to the Victoria community and general public is maintained during the normal office day. It is also the supervisor's responsibility to plan work schedules to cope with occasional extra demands at certain times of the year, within the parameters of the department's budget allocations for staff (whether full or part-time).

**HR 07-01.02 Overtime**

It is the policy of Victoria to avoid overtime work whenever possible, this for reasons of both budget and consideration for individual staff members who will usually wish to plan private activities on the basis of their normal office day and work week. It is normal for staff members occasionally to work a few minutes beyond the "normal" working day to complete an assignment at hand without overtime compensation, in the same way that it is assumed supervisors will occasionally permit staff some latitude in keeping private appointments, etc.

Where staff members are asked by a departmental supervisor to work additional hours beyond the "normal" work week, they are to be compensated in one of two ways:

1. At straight time off for any hours worked in excess of their normal work week up to but not exceeding 44 hours per week.
2. At a rate of pay equivalent to their normal hourly rate for each hour worked in excess of their normal work week but not exceeding 44 hours per week.

Hours worked by staff are to be accounted for at the end of each two-week period. At this time a summary of hours worked is to be updated for each staff member. Vacation time, sick days, other absences are to be recorded as well. In any standard two-week period 70 hours on the job is the norm. Where an employee has worked in excess of 70 hours in two weeks at a supervisor's request, that employee is to be compensated in one of the two ways outlined above. Where such overtime compensation takes the form of equivalent time off, the time off should be taken in the subsequent two-week accounting period. Where such overtime compensation takes

the form of extra pay, it should be requested by the supervisor for the next feasible monthly pay date.

These time limits are intended to achieve a regular and orderly clearing of overtime accounts and to avoid undue build-up of hours or misunderstandings about what overtime compensation will be forthcoming. However, managers may seek authorization from the President or Bursar (as appropriate according to their reporting relationships) for an extension of these time limits if there is mutual agreement between a manager and a staff member that compensating time off at a later date is preferable.

Overtime which would take an employee's total hours worked above 44 hours in any one working week must be authorized by the President or Bursar (as per managerial reporting relationships) in advance. Where such authorization is granted, the staff must be compensated by the department in one of the two ways outlined above, but at time-and-one-half for each hour worked above 44 hours in any given week.

Please note that all of the above provisions for overtime compensation apply generally to staff members with classifications up to 11N and/or 07B.

Supervisors or staff members wishing further detail in the precise application of these policies should address their questions to the Bursar's Office.

**HR 07.02 SUMMER HOURS****Issued: May 1994****INTRODUCTION**

This is an opportunity for salaried administrative staff to work a 4-day work week during the summer.

Most employees have taken advantage of this opportunity, but the system as designed does not provide for large build-ups of hours, and cannot cope with them. All employees and their supervisors have to operate on the same ground rules. They are as follows:

1. Total hours worked will not be less than under previous summer scheduling.
2. The overall level of service provided by the offices and normal business hours will be maintained.
3. The arrangements will not cause undue disturbance to Victoria's operations. In some offices a 4-day work-week may be impractical.

**GENERAL PROVISIONS**

- a) The four-day work-week schedule will begin on the May 24<sup>th</sup> holiday and end on the Friday before the Labour Day holiday.
- b) Each week in this period, including weeks containing Statutory Holidays, will have four working days.
- c) The average working day during this period will be 7-3/4 hours; the average work-week will be 31 hours (or 62 hours per two-week accounting period).
- d) Normal hours of work should begin no earlier than 8:00 a.m. or later than 9:00 a.m. and end no earlier than 4:00 p.m. or later than 6:00 p.m.
- e) Flextime recorders will operate from 8:00 a.m. to 6:00 p.m. Monday to Friday. The machines are programmed to stop for 1 hour between 1:00 p.m. and 2:00 p.m. each day (to account for a one hour lunch break).
- f) A lunch hour of one hour per day will be taken by all staff.

**HOURS OF SERVICE**

The official business hours of the University will be from 9:00 a.m. to 4:30 p.m., five days per week during the summer period.

These hours may vary in some areas.

Although some offices may not be personally attended at all times, public service (i.e., reception, telephone answering and response to public enquiry) must be maintained. In addition, some basic services such as typing urgent correspondence must be provided when the regular staff member is absent from an office.

Responsibility for maintaining service levels rests with the head of the division involved; i.e., the following positions:

President; Principal, Victoria College; Principal, Emmanuel College; Registrar; Bursar; Chief Librarian; Archivist; Director External Relations & Development; Dean of Students; Director, Conference, Food and Plant Services, etc.

Where a condensed work week proves to be impractical, staff may work from 9:00 a.m. to 4:00 p.m. on a 5-day week basis from July 1 to August 31. In this case, regular 9-5 hours continue through June 30<sup>th</sup>.

N.B. All salaried employees will be expected to follow one or the other of these two summer hours plans as they are outlined.

### TIME RECORDING

Since both hours worked per day and the specific days worked will be flexible to some extent under this system, it is the responsibility of individual staff members and their supervisors to maintain an accurate record of time worked. To assist with this process, Flextime recorders will be used to accumulate hours worked during the summer. These machines measure hours worked in a day between the time a card is inserted on arrival and again on departure and provide a cumulative total of hours worked during each accounting period. All employees who intend to take advantage of flex-time and the 4-day summer work week must record hours accumulated each day.

Hours will be accounted for at the end of each two week period. At this time a summary of hours worked will be updated for each staff member. Please note that vacation time, illness etc. must be entered in the adjustment columns on the time summary.

In order to comply with Labour Standards provisions, it is important that reporting of time worked be accurate. In this connection, each staff member is responsible for the sole use and safe-keeping of his/her flextime card. This responsibility must not be delegated. Any alterations to the time summary must be initialed by both the staff member and the supervisor.

### DEBIT/CREDIT HOURS

At the end of each period, staff members may have accumulated more or fewer hours than the standard number. These debit or credit hours must be absorbed in the next two-week accounting period, unless the employee's immediate supervisor obtains written permission from the Bursar's office for a further carry-over. **Debit or credit hours are not to exceed eight hours at the end of any two-week period.**

### VACATION TIME

A four-day work week will be equivalent to a regular five-day work week for vacation purposes. For example, a person entitled to a three week vacation (15 regular working days) would be entitled to three four-day weeks of vacation, i.e. 12 four-day week working days. In a similar way, three weeks vacation may be taken as one week of four-day working week time and two weeks of five-day working week time at another time of year. On a daily basis, one day of four-day week time is equivalent to one and one-quarter days of five-day week work time.

N.B. For accounting purposes the vacation year begins on July 1 of any calendar year and ends on June 30 of the next. Vacation credits earned during this period must be taken within the first ten months of the vacation year which immediately follows unless deferment is requested by the staff member and **approved in writing by the department head and Bursar's Office.**

**HR 09-02 WAGES FOR STUDENT HELP****Issued: April 2003**

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1. Rates will be confirmed by Human Resources each April 1 for the year April 1 to March 31.
2. Students working at a job, which is found in the current collective agreement grids, will be paid the part time grid rate (e.g. P/T Housekeeper, P/T Groundskeeper).

**HR10-01 EDUCATIONAL ASSISTANCE****Issued: August 1995  
Updated: April 2003****Introduction**

To provide staff members with opportunities for personal development and establish a working environment that will encourage them to develop their abilities, the University has designed this practice on Educational Assistance. Its provisions define the extent to which the University will financially assist staff to further their formal education.

**Terms of Reference**

Qualifying staff members referred to below are those staff who are eligible in terms of University service (described under ELIGIBILITY) and have academic acceptability by the Faculty, School, Centre, etc. and the approval of the Department head before beginning the course as described under PROCEDURES.

**Eligible Staff Members**

All staff members of the University whether full-time, part-time of 25% or more or sessional are eligible. In the case of part-time staff members, the funding is prorated in accordance with the part-time appointment.

**Scheduling**

Courses should be taken outside of normal working hours. However, if the course is not otherwise available, one such course at a time may be taken during normal working hours provided the approval of the Department head is obtained and alternative work arrangements are made.

**PROVISIONS****1.1 100% Tuition Waived**

Tuition fees are waived for a qualifying staff member taking:

- 1) a University of Toronto degree course, up to and including the Master's level;
- 2) a diploma or certificate program offered through Woodsworth College; or
- 3) those courses offered by the School of Continuing Studies in which enrolment is not limited to defined constituencies (normally outside the University community) or for which the tuition fee is more than \$500. For courses with a tuition fee of more than \$500, a partial waiver of \$500 will be provided when a staff member pays the balance of the tuition fee.

**Exclusions**

The Educational Assistance Policy covers a number of courses offered by the School of Continuing Studies. In addition, a number of courses have been excluded for which the registrant must pay the full fee. Further information on eligibility for coverage can be obtained from Human Resources.

**1.2 50% Tuition reimbursed**

Tuition fees will be reimbursed to a qualifying staff member, as per Procedures

Section 2, who show successful completion of a job-related course given at a recognized educational institution (other than those above). Such courses should be taken on the staff member's own time:

- 1.) Individual skill improvement courses that are related to the staff member's present job or to jobs in the same field to which the staff member might logically aspire.
- 2.) Courses of study leading to undergraduate certificates, diplomas or degrees offered at recognized educational institutions. Such courses must either be an asset to the staff member in either performance of his/her present job or directly related to his/her potential career. Individual courses, even though unrelated, will qualify provided they are a part of an eligible certificate, diploma or degree program.

In all of the above financial aid covers only tuition fees. Costs of course materials, books, registration and examination fees, fees for entrance into professional groups, exemption fees, and other incidental fees do not qualify for educational assistance.

## PROCEDURES

### 1. University of Toronto courses and Diploma and Certificate Programs offered through Woodsworth College, and some Courses offered by the School of Continuing Studies

The staff member should first make formal application for admission to the appropriate faculty. Provided the staff member possesses all academic and other relevant qualifications an approval notice will be issued. On receiving this acceptance a Tuition Waiver form should be completed with two copies. These forms should then be presented to the staff member's Department head **only** if some part of the schedule for the course(s) will be conducted during normal working hours. The staff member requires approval from the Human Resources by mail or in person to certify that the employee is eligible for the Tuition Waiver form as requested.

Once approval has been received, the staff member, in the case of U of T. courses, should present one copy of the Tuition Waiver form together with fees invoice and payment for all other fees to the Fees Department (or the College Bursar if the student is enrolling in a Federated College). In the case of School of Continuing Studies courses, the copy should be taken to the School of Continuing Studies.

#### 2.1 Required Courses

The staff member should first seek approval from his/her supervisor that the course is required and that the time required for attending classes and exams can be accommodated. If the course is a requirement of the job then time will be allowed for attendance and the tuition is covered 100%.

#### 2.2 Job Related Courses

If the course is job related but not a requirement applications for reimbursement of 50% of fees for job related courses should be submitted, with proof of payment of tuition fees and of successful course completion to the Department Head.

**HR 10-02 REIMBURSEMENT RATES****Issued: January 1995**

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## 10.02.02 Moving Expenses of Full-Time Tenure Stream Faculty Members

Victoria University will pay approved household and office moving costs up to \$5,000 depending on the location from which the person is moving. Costs beyond this sum will be the responsibility of the individual being appointed. An estimate from a reputable moving company should be submitted for prior approval by the Bursar.

**HR10-02 EXPENSE REIMBURSEMENT**

Issued: April 2003

Updated:

10.02.01 Travel and Educational SeminarsIntroduction

The University should reimburse its faculty and staff for legitimate, appropriate and reasonable amounts while representing the University or travelling on University business. This would include attending approved required educational seminars, courses, etc.

Use of Personally Owned Vehicles

The reimbursement rate for using a personally owned vehicle while on approved university business is \$0.40 per kilometre.

Per Diem Allowance for Meals and Incidentals

The per diem allowances for meals where an employee is unable to obtain a receipt for actual expenditure will be \$50 per day for three meals while travelling in Canada. The per diem allowance for three meals while travelling in the USA or internationally will be \$75 per day Canadian. This breaks down as follows:

	Canada	USA or International
Breakfast	\$10.00	\$15.00
Lunch	\$15.00	\$22.50
Dinner	<u>\$25.00</u>	<u>\$37.50</u>
	<u>\$50.00 Cdn.</u>	<u>\$75.00 Cdn.</u>

Expenses for meals are reimbursed either on the basis of actual receipts or on a per diem basis as indicated above. Original receipts are required for reimbursement of actual expenses. Per diems are appropriate where receipts are not available.

Sponsored Travel Through Research Grants and Other Similar Third Parties

The above rules also pertain to expenses charged to research and other grants except where granting agencies issue guidelines or restriction in which case those rules will apply and take precedence over Victoria University rules.

Approvals

All submissions for expense reimbursements by the person's supervisor.

**HR 10-03 EDUCATIONAL AWARD FOR DEPENDANTS**

Issued: April 2003

**Introduction**

The intention of the Scholarship program is to encourage and assist dependants of Victoria's staff members to pursue full-time studies. The Tuition Waiver for Dependants program shall remain in effect for the purpose of part-time studies.

**Value of Scholarship**

The scholarship awarded to those who qualify shall, in each year, be the lesser of:

- a) the actual tuition fee; or
- b) an amount equal to one-half the amount of the tuition for Arts and Science at the University of Toronto in that same year (based on academic fees for five full courses).

Where the eligible staff member holds an appointment of less than 100% FTE, the amount shall be pro-rated to the actual FTE.

**Definitions**

Dependant means a son, stepson, daughter, stepdaughter, or spouse of a staff member.

Eligible Institution means any four-year-degree granting institution (or its equivalent if the institution is outside North America) that is recognized by the University of Toronto for transfer credit purposes or Ontario Colleges of Applied Arts and Technology or the Ontario College of Art and Design.

Eligible Student means a student who is the dependant of a staff appointed non-union salaried employee, faculty or librarian, full-time or part-time of 25% or more and who is enrolled as a full-time student in an eligible institution in an eligible program of study and who:

- a) having attained at least a 80% average in the student's best six mid-term or final marks or the equivalent, is enrolling in the first year of studies (Admission Scholarship); or
- b) has attained an average of at least B in the student's most recent year of eligible program of studies (In-program Scholarship); or
- c) having been granted a scholarship under this program in the previous year, continues to be eligible to proceed in the student's eligible program of study and who is not on academic probation (Continuing Scholarship).

Program of Study means a program of study leading to a first undergraduate degree or certificate and which does not require prior undergraduate preparation.

Spouse means a person of the same or opposite sex who is living with the eligible staff member in a conjugal relationship, whether or not the persons are legally married to each other.

**Administrative Interpretation**

1. Each scholarship shall be for one academic year of full-time study. Students in cooperative programs shall be considered for scholarships at equivalent intervals.
2. Non-union staff means a faculty member, librarian or Management/Confidential Group member who holds a regular staff appointment, whether full-time, part-time of 25% or more, during the academic session for which the scholarship application is made.

3. Dependents of faculty member, librarian or Management/Confidential Group member who have retired are eligible for the scholarship program. The value of the scholarship shall be prorated to the actual FTE in the year of retirement.
4. For University of Toronto students, the scholarship shall be credited in the student's account. For other students, the scholarship cheque shall be forwarded to the appropriate institution that will confirm the student's enrolment as a full-time student and then release the cheque to the student.

#### Procedures

1. Form 2002-011 is required from all applicants including those who are seeking a Continuing Scholarship.
2. Proof of marks must be attached to Form 2002-011. Students who will be enrolled in a cooperative program are required to submit a plan of study with the Form 2002-011 so that the variable academic years can be taken into consideration.
3. The Human Resources Manager will determine the applicant's eligibility, and then write and advise the student of the value and the terms of the scholarship, payment procedure, and the renewal requirements.
4. a) For University of Toronto students, the scholarship shall be credited directly into the student's account with the Student Accounts Office after confirmation of registration. Deferral of tuition fees to the value of the scholarship may be granted on presentation of the scholarship letter to the Fees Department.  
  
b) For students attending other institutions, the cheques will be forwarded to the appropriate institution and released after confirmation of the student's status as a full-time student in an eligible program of study.

**HR10-04 GENERAL LEAVES**

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**10.04.01-Leave of Absence Without Pay – Non-Emergency****Issued: April 2003**

A department head (provided proper notice is given) may, subject to departmental requirements, grant an unpaid non-emergency leave of absence. When the request is for time greater than one week and where a replacement must be found, notice must be given in writing at least one month in advance of the requested starting date of the leave.

An employee may be granted a leave of absence for up to ninety (90) calendar days without pay if the employee requests it in writing, with reasons, at least two (2) weeks in advance. The leave may be extended for an additional thirty (30) calendar days without pay.

The staff member will return to his or her position at the end of the leave if the position still exists. If the position is eliminated during the leave the University will endeavour to find suitable employment.

**10.04.02-Emergency Leave****Issued: April 2003**

The University shall grant up to ten (10) emergency leave days without pay for circumstances as outlined in the Ontario Employment Standards Act, 2000 - Part XIV- Leaves of Absence, Section 50. (1) Emergency Leave.

The Emergency Leave provisions outlined in the Ontario Employment Standards Act, 2000 are taken into consideration when determining the number of allowable days on an annual basis (July 1 to June 30). Example: STD and Bereavement paid days provided by the University are deducted from the 10 emergency leave annual allowable maximum.

**PROCEDURE**

Employees requesting a leave of absence will complete the form 'Request for Leave of Absence' to present to his/her department head to initialise the procedure.

**10.04.03-Bereavement Leave****Issued: February 2004**

The University will grant five (5) consecutive working days paid leave in the event of the death of an employee's spouse or same-sex partner or child, and three (3) consecutive working days paid leave in the event of the death of an employee's parents, parents-in law, brother, sister, brother-in-law, sister-in-law, grandparents or grandchildren. One of the days of leave must be either the day of the death or the day of the funeral.

If a death in the immediate family interrupts the use of all or part of a scheduled vacation period, a staff member is entitled to substitute bereavement leave for the period of vacation per the bereavement leave provisions above. Where this occurs, the staff member shall notify his/her supervisor as soon as possible.

**HR 10-05 MARGARET RAY AND FLORENCE PRATT AWARD** Issued: April 1991Introduction

Income from a bequest of the late Margaret V. Ray, a retired Victoria University Librarian who died in 1982, provides, under specific conditions, an annual award in the name of Margaret Ray and Florence Pratt to an eligible Victoria employee.

**Criteria of Eligibility**

1. Employees with ten or more years' service may apply for up to two months' leave of absence with full pay (from the fund) over their normal annual vacation entitlement, to travel, pursue vocational interest, attend conferences, study elsewhere, or simply retreat from everyday pressures for private reflection. Such paid leave could be combined with annual vacation entitlement to afford up to three months off the job. (Applicants will need the support of their supervisors to ensure that leave from the job is taken at a time which involves minimal disruption to normal work routines.)
2. In addition to seeking paid leave, applicants may apply for grant monies from the fund to a maximum of \$10,000 to assist them in realizing their own plan for "reviving their spirits" in any leave period granted.
3. Depending on the nature of the applications received and the cost of financing any one of them, more than one award might be made in a given year, although cost alone will not determine the merits of an application. However, in accordance with the terms set out by Margaret Ray, **over a period of years the preponderance of awards will be given to library staff.**

Procedure

1. Once a year in January the President's Office distributes a memo to all employees inviting applications
2. The applications are submitted to a Selection Committee, a Standing Committee of the Senate. If payroll information is required by the committee the employee is asked to complete a Consent Form so that the Payroll department may release this information to the committee. The committee reviews the applications and chooses a winner or winners following the above criteria.

**HR 10-06 BENEFITS FOR REGULAR PART-TIME STAFF** Issued: October 1998  
Updated: February 2004

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A regular part-time employee is one who has a minimum of one (1) year continuous service and average weekly paid time of not less than ten and not more than twenty-four hours. This does not include students, seasonal, occasional/casual or retired employees. Only the following benefits are available to regular part-time employees.

**AUTOMATIC MANDATORY COVERAGE**

**Disability Insurance**

This is a mandatory insurance for regular part-time employees. The cost is minimal and is on a pro-rated basis.

**Basic Life Insurance**

Victoria covers the Basic mandatory coverage of one times salary.

**OPTIONAL COVERAGES**

**Pension Plan**

Regular part-time employees with a minimum of two years continuous service, will be eligible to join the University's General Pension Plan according to Article 2.2 and must be employed in the part-time service of the University with earnings of not less than 35% of the Years Maximum Pensionable Earnings (YMPE), or with no less than 700 compensated hours of employment in each of the two (2) plan years immediately prior to becoming a member of the plan.

**Holidays, Presidential Days, Three days off with Pay**

Regular part-time employees will be entitled to these holidays on a pro-rated basis.

**Sick Leave Benefits**

Regular part-time employees will be entitled to receive sick leave benefits on a pro-rated basis.

**Optional Life Insurance**

Additional coverage is optional on a pro-rated basis, but must be applied for by the employee; premiums are paid by the employee.

**Medical Coverage**

A regular part-time employee has the option to join from among the following; Extended Health, Dental, Vision Care and Semi-private.

**HR 10-07 SICK LEAVE****Issued: April 2003****Updated:****10.07.01-Salaried Staff**

In general no more than 10 sick days a year is regarded as normal, more than this is at the discretion of the department head. He/she will take into account the employee's overall record and years of service.

**10.07.02 – Hourly Paid Staff****Sick Leave**

Effective January 1, 2004, the rate of accumulation will be one (1) day for every one (1) month of service up to a maximum of twelve (12) days each year up to the year ending June 30

The University will allow the accumulation of sick days for carry forward into the next year to a maximum of seventy-five (75) days of sick leave.

**Short Term Disability**

The Short Term Disability plan will pay eighty (80%) percent of the employee's normal weekly earnings for up to fifteen (15) weeks. The plan will pay benefits beginning on the first working day of hospitalization as an in-patient or the fourth working day of absence due to illness or injury. Employees are required to use accumulated sick leave days during the three (3) days waiting period.

Employees shall be permitted to top up the short term disability plan with their accumulated sick days to a maximum of one hundred percent (100%) of their pre sick leave regular earnings.

When an employee is unable to report to work due to sickness or injury, the supervisor must be notified promptly and informed as early as possible of the probable date when that employee is able to return to work.

**HR 10-08 DISABILITY INSURANCE AND BENEFITS CONTINUATION****Issued: December 1986**

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Employees receiving disability benefits from our group plan are eligible for benefits continuation on the following basis.

**Pension Plan**

Pension plan contributions cease during disability. However, the employee continues to accrue credited service based on their last annual salary rate and increases annually when the University grants an “across the board” economic increase and the percentage by which the Consumer Price Index on each anniversary date exceeds the Consumer Price Index on the same date in the previous year. The University of Toronto calculates the increase and lets the insurance company know the adjustment since they are the holders of the LTD plan.

**Disability Insurance**

Premiums are waived

**Group Life Insurance**

The University maintains coverage in effect prior to disability and pays the full premium. The coverage is increased by the Across-The-Board increase on the anniversary date of receiving disability benefits.

**Medical and Dental Insurance**

Coverage in effect at the time of disability is maintained. The employee pays his/her share of the cost as if receiving regular salary.

**HR 10-09.01 PREGNANCY LEAVE**

Issued: May 1989  
Updated: February 2004

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**PREAMBLE**

The following set of policies includes: Pregnancy Leave (10-09.01), Primary Caregiver Leave (10-09.02) and Parental Leave (10-09.03). The provisions of these policies are in compliance with the *Employment Standards Act, 2000* of Ontario and the *Employment Insurance Act*.

**ELIGIBILITY FOR LEAVE**

Regularly appointed full-time and part-time employees, who have completed thirteen (13) weeks of service with the University prior to the probable date of delivery, are entitled to a pregnancy leave of absence of up to seventeen (17) weeks.

Not less than three (3) months before the expected date of delivery, the staff member should notify the appropriate administrative officer by completing Form 2002-007, of her pregnancy and include a certificate from a legally qualified medical practitioner stating the probable date of delivery. An employee must give two (2) weeks notice of any change of the commencement of her pregnancy leave unless circumstances beyond the control of the employee prevent this.

If an employee on pregnancy leave wishes to change the date of her return to work to an earlier date, she must give the University four (4) weeks written notice of the date on which she intends to return. If the employee wishes to change the date of return to a later date (but subject to the rules concerning the maximum length of leave), she must give the University four (4) weeks written notice before the date the leave was to end.

**ELIGIBILITY FOR SUPPLEMENTARY EMPLOYMENT BENEFITS (SUB)**

This benefit is available to all regularly appointed full-time and part-time employees subject to the exclusion listed below, who have been continuously employed for one year or twelve months at the expected date of delivery, and who intend to continue their careers with the University following pregnancy leave.

**Exclusions**

1. Casual employees who work 24 hours or less per week, including full-time students.
2. Employees who do not qualify for Employment Insurance benefits during pregnancy leave.

**Provisions for SUB Benefits**

The University will supplement the Employment Insurance benefits as follows;

- a) 95% of the employee's normal regular earnings for the initial two-week waiting period prior to commencement of the Employment Insurance benefits;

b) Upon submission of the employee's benefits stubs, the difference between Employment Insurance benefits and 95% of normal regular earnings, for a period not to exceed fifteen weeks. In no case will the total amount of the University paid supplement plus Employment Insurance benefits plus any other earnings received by the staff member exceed 95% of regular earnings.

#### PROCEDURES

1. At the earliest opportunity, the employee should notify her immediate supervisor of her pregnancy and discuss her intentions with respect to career continuation.
2. Not less than three months before the expected date of delivery, the staff member should present to the appropriate administrative officer Form 2002-007 for pregnancy leave and a certificate from a legally qualified medical practitioner stating the probable date of birth. The employee should notify the appropriate administrative officer immediately of any subsequent change in her plans.
3. Upon receipt of the written notification from the employee indicating the commencement date and anticipated date of return, the supervisor should arrange to have a copy of the written application for maternity leave forwarded to the Payroll/Human Resources Staff in order to effect pregnancy leave.
4. Immediately following commencement of pregnancy leave a "Record of Employment" will be sent to the employee. This form is required by the Employment Insurance office to activate the claim for pregnancy leave benefits.

Nothing in this policy is intended to restrict an individual's entitlement to pregnancy leave or rights to employment as provided for in the Employment Standards Act, 2000. This policy may require modification in the event of changes in Federal or Provincial legislation.

#### OTHER

In no case will the total amount of Supplemental Employment Benefits, employment gross benefits and any other earnings received by the employee exceed 95% of normal regular earnings. Employees do not have a right to SUB payments except for supplementation of EI benefits for the employment period as specified in the plan. Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits will not be reduced or increased by payments received under the plan.

Length of service, vacation, benefits and pensionable service continue during an employee's pregnancy leave, provided the employee fulfills any requirements for said continuation.

In the case of a staff member whose employment is limited to a defined term, the pregnancy leave will be limited to the period of time remaining in the contract of employment. In these situations, the staff member may be eligible for Employment Insurance benefits for the remaining period beyond her contract of employment.

If pregnancy-related complications force the employee to stop work before she has arranged her pregnancy leave, she has two (2) weeks from that date to give the University written notice of the date the pregnancy leave began (e.g. if the child has been born) or when the leave is to begin,

with a medical certificate confirming the circumstances and the expected or actual date of birth. In such cases the provisions of the Short Term Disability Leave policy and the Long Term Disability plan (if eligible) shall come into effect until a) the actual date the employee's baby is born or b) the expected date of delivery or c) the date she intended to start her pregnancy leave as stated in her written notice, whichever comes first.

At the end of the leave period provided in this policy, a staff member will continue in the same position or a comparable one in terms of work setting, level of responsibility and remuneration, and without prejudice to promotion and without loss of any other rights and privileges

Additional leave without salary after the pregnancy leave may be granted in certain circumstances under the terms of a general leave.

**HR 10-09.02 PRIMARY CAREGIVER LEAVE****Issued: February 2004****ELIGIBILITY FOR LEAVE**

Primary Caregiver leave is available to a regularly appointed full-time and part-time employee who is a parent, other than a biological mother, who has primary responsibility for the care of a child during the eighteen (18) weeks immediately following: a) the birth of a child; or b) the coming of a child into the custody, care and control of a parent for the first time, and who has completed thirteen (13) weeks of service with the University prior to the date of application.

Primary Caregiver leave of absence must be applied for and granted with a minimum of two (2) weeks notice. An employee making such application must confirm in writing with a note attached to the application (Form 2002-07) that the employee will in fact have the primary responsibility for the care of the child during the period of the leave applied for (e.g. for a father or same-sex parent, because the mother is unavailable or has returned to work; for an adoptive parent, because the parent will be the primary caregiver for some period of time after the child comes into the custody, care and control of an adoptive parent for the first time.)

If both parents are employees of the University and eligible for the SUB benefit, the Primary Caregiver leave benefit may be split. The total benefit paid will not exceed that which would have been paid had one of the parents taken the leave.

**ELIGIBILITY FOR SUPPLEMENTARY EMPLOYMENT BENEFITS**

This benefit is available to all regularly appointed full-time and part-time employees subject to the exclusion listed below, who have been continuously employed for one year (or twelve months over two consecutive sessions).

**Exclusion**

1. Casual employees who work 24 hours or less per week, including full-time students.
2. Employees who do not qualify for Employment Insurance.

The University will supplement the Employment Insurance benefits as follows;

- b) 95% of the employee's normal regular earnings for the initial two (2) week waiting period prior to commencement of the Employment Insurance benefits;
- c) Upon submission of the employee's benefits stubs, the difference between Employment Insurance benefits and 95% of normal regular earnings, for a period not to exceed ten (10) weeks. In no case will the total amount of the University paid supplement plus Employment Insurance benefits plus any other earnings received exceed 95% of regular earnings.

The balance of the leave, i.e., up to twenty-five (25) weeks, is taken as unpaid parental leave.

### Procedures

1. At the earliest opportunity, the employee should notify his/her immediate supervisor and complete Form 2002-007. The employee should notify his/her supervisor immediately of any subsequent change in her plans.
2. Upon receipt of the written notification from the employee indicating the commencement date and anticipated date of return, the supervisor should arrange to have a copy of the written application for leave forwarded to the Payroll/Human Resources Staff in order to effect the leave.
3. Immediately following commencement of leave a "Record of Employment" will be sent to the employee. This form is required by the Employment Insurance office to activate the claim for Primary Caregiver leave benefits.

### Other

During the period of Primary Caregiver Leave the University will continue these individuals on their full benefits through regular payroll deductions.

In the case of an employee whose employment is limited to a defined term, any Primary Caregiver Leave will be limited to the period of time remaining in the contract of employment. In these situations, the employee may be eligible for Employment Insurance benefits for the remaining period beyond his/her contract of employment.

Primary Caregiver Leave will not affect length of service, benefits, vacation and pensionable service, provided the employee fulfills any requirements for said continuation. At the end of the leave period provided in this policy, an employee will continue in the same position or a comparable one in terms of work setting, level of responsibility and remuneration, and without prejudice to promotion and without loss of any other rights and privileges.

In the case of adoption the Primary Caregiver Leave shall not apply to adoptions which arise through the blending of families.

**HR 10-09.03 PARENTAL LEAVE****Issued: February 2004****ELIGIBILITY FOR LEAVE**

This provision is not available to employees who have taken Primary Caregiver Leave.

Regularly appointed full-time and part-time employees, who have completed thirteen (13) weeks of service with the University are entitled to an unpaid parental leave following the birth of the child or the coming of the child into a parent's custody, care and control for the first time, as follows:

- birth mothers are eligible to take 35 weeks of parental leave; and,
- all other new parents, such as fathers, adoptive parents and same-sex partners, may take up to 37 weeks of parental leave.

**PROVISIONS**

For employees who take pregnancy leave, parental leave commences when her pregnancy leave ends or when the baby first comes into custody, care and control of the birth mother. For other parents, parental leave must commence within the fifty-two (52) weeks following the baby's birth or for adoptive parents, within the fifty-two (52) weeks after the child first comes into the custody, care and control of a parent. Note that if the parent wishes to collect Employment Insurance benefits during the parental leave, the parental leave must be completed within the fifty-two (52) week period as described above.

Eligible employees must give two (2) weeks notice prior to commencement of the leave by completing Form 2002-007.

An employee who has given notice to begin a parental leave may change the notice to an earlier date by giving at least two (2) weeks notice before the earlier date, or to a later date by giving two (2) weeks' notice before the leave was to begin.

If the employee stops work because the child has arrived earlier than expected, the employee has two (2) weeks from that date to give the University written notice of his/her intent to take the parental leave.

If an employee on parental leave wishes to change the date of return to work to an earlier date, s/he must give the University four (4) weeks written notice of the date on which s/he intends to return. If the employee wishes to change the date of return to a later date (but subject to the rules concerning the maximum length of leave), s/he must give the University four (4) weeks' written notice before the date the leave was to end.

Length of service, vacation, benefits and pensionable service continue during an employee's parental leave, provided the employee fulfills any requirements for said continuation.

In the case of an employee whose employment is limited to a defined term, any Parental Leave will be limited to the period of time remaining in the contract of employment. In these situations, the

employee may be eligible for Employment Insurance benefits for the remaining period beyond his/her session or contract of employment.

At the end of the leave period provided in this policy, an employee will continue in the same position or a comparable one in terms of work setting, level of responsibility and remuneration, and without prejudice to promotion and without loss of any other rights or privileges.

**HR 10.10 VACATION**

Issued: October 1987

**10.10.01 Confidential**

The vacation year begins on July 1. Vacation credits are earned in the twelve months immediately preceding July 1.

It is required that a record of vacations earned and taken by staff members be maintained by the department.

**Vacation Entitlement**

<u>Length of Service</u>	<u>Vacation Entitlement</u>	<u>Rate on Termination</u>
1 to 5 years	15 days	6.0%
6 years	16 days	6.4%
7 years	17 days	6.8%
8 years	18 days	7.2%
9 years	19 days	7.6%
10 to 11 years	20 days	8.0%
12 to 13 years	21 days	8.4%
14 years	22 days	8.8%
15 years	25 days	10%

**Less Than One Year**

In the first year of employment the entitlement on July 1 is prorated at 1-1/4 days per month of service.

**STATUTORY HOLIDAYS**

The following holidays are observed at Victoria:

New Year's Day	Civic Holiday
Good Friday	Labour Day
Victoria Day	Thanksgiving Day
Canada Day	Christmas Day
	Boxing Day

Holidays during the Christmas/New Years period, other than those specified above, which are declared by the President of Victoria University, shall also be extended to the administrative staff. Where employees are not released from service on the specified day(s), equivalent time off with pay will be granted at a later date wherever possible at a time mutually convenient to the employee and the University.

**10.10.02 Part-Time and Casual**

Part-time and casual employees shall be entitled to vacation pay as follows:

<u>Length of Service up to Time of Lay-off</u> .	<u>Percentage of Employee's Annual Earnings</u> .
Less than 2 years	4%
2 to 6 full years	6%
7 years or more	8%

Vacations shall be scheduled by the Employer, taking into account its operational requirements and employee requests and seniority.

10.10.03 Managers

The vacation year begins on July 1. Vacation credits are earned in the twelve months immediately preceding July 1.

It is required that a record of vacations earned and taken by staff members be maintained by the department.

**Vacation Entitlement**

<u>Length of Service</u>	<i><b>Vacation</b></i> <u>Entitlement</u>	<i><b>Rate on</b></i> <u>Termination</u>
1 to 15 years	20 days	8%
15 years or more	25 days	10%

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