HR Policies

Unless otherwise stipulated, these policies apply to all regular full-time staff. Collective Agreements between the certified bargaining agents and the University take precedence over the contents of these policies. Policies under “Support Staff” apply to those staff who are not covered by a collective agreement.


Professional Staff

- **102 Hours of Work** [3] [rev. Oct 1999]
- **103 Vacation Leave** [4] [rev. Aug 2004]
- **104 Sick Leave** [5] [rev. Nov 1999]
- **105 Membership Fees** [6] [rev. Oct 1999]
- **106 Termination** [7] [rev. Oct 1999]
- **107 Acting Pay** [8] [rev. Nov 1999]
- **108 Flexible Spending Credits** [9] [rev. 2017]
- **109 Self-Funded Leave, see Policy 501- Leave of Absence** [10] [rev. Feb 2000]
- **110 On-Call** [11] [new Oct 2000]
- **111 Extra Workload** [12] [new Jan 2003]

Support Staff

- **201 Attendance** [13] [rev. Oct 1998]
- **202 Hours of Work** [14] [rev. Nov 1999]
- **203 Overtime** [15] [rev. Mar 2006]
- **204 Vacation Leave** [16] [rev. Mar 2006]
- **205 Sick Leave** [17] [rev. Nov 1999]
- **206 Family Responsibility Time** [18] [rev. March 2006]
- **207 Acting Pay** [19] [rev. March 2006]
- **208 Language Bonus** [20] [rev. Mar 2004]
- **209 Termination** [21] [rev. Dec 1999]
- **211 Shift Premiums** [23] [rev. Oct 1998]

All Employees

- **301 Employment Policy** [24] [rev September 2010]
- **305 Employment Equity Policy** [25]
- **306 Job Opportunities - Job Posting** [26] [rev. May 2000]
- **307 Temporary and Off-semester Student Employment** [27] [rev. Apr 2003]
- **309 Probationary Service** [28] [rev. Mar 2006]
- **311 Personal Data Change** [29] [rev. Oct 2000]
- **312 Disciplinary Procedure** [30] [Dec 2003]
- **314 Minimum Wage** [31] [rev. Mar 2006]
- **316 Conditions of Employment** [32] [Mar 2008]
- **317 Conflict of Interest** [33]
- **401 Educational Opportunities Program** [34] [rev. March 2006]
- **402 Training** [35] [rev. Feb 2004]
- **403 Scholarship Plan** [36] [rev. Dec 2009]
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- **500 Personal Emergency Leave** [37] [new Jan 2018]
- **501 Leave of Absence** [38] [rev. Jan 2018]
- **502 Paid Holidays** [39] [rev. Jan 2018]
- **503 Grievances** [40]
- **504 Absence (Abandonment)** [41] [rev. Nov 2003]
- **507 Solicitations** [42] [rev. Nov 2003]
- **509 8-9-10 Month Continuing Limited Term Positions** [43] [rev. Dec 2003]
- **510 Four-day Work Week** [44] [rev. Dec 2003]
- **511 Consumption of Alcoholic Beverages** [45] [rev. Dec 2002]
- **512 Hazardous Weather / Emergency Closing Procedures** [46] [rev. Jan 2018]
- **513 Time-off for Hazardous Weather / Emergency Closings** [47] [rev. Feb 2004]
- **515 Employee Assistance Program** [48] [update Feb 2005]
- **518 Athletic Fee Subsidy** [49] [rev. Jan 2017]
- **608 Pay at Death** [50] [rev. Dec 1999]
- **702 Confidentiality of Personal Information** [51] [rev. Feb 2004]
- **706 Flag Lowering Policy** [52] [rev. Jan 2006]
- **708 Theft and Fraudulent Activities** [53] [rev. Mar 2002]
- **709 Termination Checklist** [54] [rev. Jan 2016]
- **710 Service Recognition and other Performance Based Awards** [55] [new Feb 2005]
- **711 Gifts to Employees and Recognition of Significant Events** [56] [new Feb 2005]
- **712 Recognition of Bereavement or Illness** [57] [new Feb 2005]
- **801 Environmental Health and Safety Policies** [58]

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**Links**
[1] https://www.uoguelph.ca/hr/staff-faculty/pay/january-1-2018-minimum-wage-rate-increase
[2] https://www.uoguelph.ca/hr/node/4099/
[3] https://www.uoguelph.ca/hr/node/4100/
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[9] https://www.uoguelph.ca/hr/staff-faculty-hr-policies-professional-staff/108-professional-development-reimbursement-professional
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