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.

On November 27, 2017, under Bill 148: Fair Workplaces, Better Jobs Act, the Ontario government passed legislation increasing Ontario’s minimum wage effective January 1, 2018. Further information may be found in the January 1, 2018 Minimum Wage Rate Increase section.

Professional Staff

- 108 Flexible Spending Credits [8] [rev. 2017]
- 110 On-Call [10] [new Oct 2000]

Support Staff

- 204 Vacation Leave [14] [rev. Mar 2006]
- 207 Acting Pay [16] [rev. March 2006]
- 208 Language Bonus [17] [rev. Mar 2004]
- 209 Termination [18] [rev. Dec 1999]

All Employees

- 301 Employment Policy [21] [rev Sep 2010]
- 305 Employment Equity Policy [22]
- 306 Job Opportunities - Job Posting [23] [rev. May 2000]
- 307 Temporary and Off-semester Student Employment [24] [rev. Apr 2003]
- 311 Personal Data Change [26] [rev. Oct 2000]
- 312 Disciplinary Procedure [27] [rev. Dec 2003]
- 314 Minimum Wage [28] [rev. Mar 2006]
- 316 Conditions of Employment [29] [Mar 2008]
- 317 Conflict of Interest [30]
- 401 Educational Opportunities Program [31] [rev. March 2006]
- 402 Training [32] [rev. Feb 2004]
- 403 Scholarship Plan [33] [rev. Dec 2009]
- 405 Sick Leave [34] [rev. Jan 2019]
- 501 Leave of Absence [35] [rev. Dec 2018]
- 502 Paid Holidays [36] [rev. Dec 2018]
- 503 Grievances [37]
• 504 Absence (Abandonment) [38] [rev. Nov 2003]
• 507 Solicitations [39] [rev. Nov 2003]
• 509 8-9-10 Month Continuing Limited Term Positions [40] [rev. Dec 2003]
• 510 Four-day Work Week [41] [rev. Dec 2003]
• 511 Consumption of Alcoholic Beverages, Illicit Drugs or Recreational Cannabis at Work [42] [rev. October 2018]
• 512 Hazardous Weather / Emergency Closing Procedures [43] [rev. Nov 2019]
• 513 Time-off for Hazardous Weather / Emergency Closings [44] [rev. Feb 2004]
• 515 Employee Family Assistance Program [45] [rev. Sep 2019]
• 518 Athletic Fee Subsidy [46] [rev. Sep 2019]
• 519 Hours of Work [47] [new Aug 2019]
• 608 Pay at Death [48] [rev. Dec 1999]
• 702 Confidentiality of Personal Information [49] [rev. Feb 2004]
• 706 Flag Lowering Policy [50] [rev. Jan 2006]
• 708 Theft and Fraudulent Activities [51] [rev. Mar 2002]
• 709 Termination Checklist [52] [rev. Jan 2016]
• 710 Service Recognition and other Performance Based Awards [53] [new Feb 2005]
• 711 Gifts to Employees and Recognition of Significant Events [54] [new Feb 2005]
• 712 Recognition of Bereavement or Illness [55] [new Feb 2005]

• Environmental Health and Safety Policies [56]
• Occupational Health and Wellness Policies [57]

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[3] https://www.uoguelph.ca/hr/node/4100/
[4] https://www.uoguelph.ca/hr/node/4101/
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