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

- **101** Recording of Absences (Attendance) [1] [rev. Oct 1999]
- **102** Hours of Work [2] [rev. Oct 1999]
- **104** Sick Leave [4] [rev. Nov 1999]
- **105** Membership Fees [5] [rev. Oct 1999]
- **107** Acting Pay [7] [rev. Nov 1999]
- **109** Self-Funded Leave, see Policy 501- Leave of Absence [9] [rev. Feb 2000]
- **110** On-Call [10] [new Oct 2000]
- **111** Extra Workload [11] [new Jan 2003]

Support Staff

- **201** Attendance [12] [rev. Oct 1998]
- **202** Hours of Work [13] [rev. Nov 1999]
- **203** Overtime [14] [rev. Mar 2006]
- **204** Vacation Leave [15] [rev. Mar 2006]
- **205** Sick Leave [16] [rev. Nov 1999]
- **206** Family Responsibility Time [17] [rev. March 2006]
- **207** Acting Pay [18] [rev. March 2006]
- **208** Language Bonus [19] [rev. Mar 2004]
- **209** Termination [20] [rev. Dec 1999]
- **211** Shift Premiums [22] [rev. Oct 1998]

All Employees

- **301** Employment Policy [23] [rev September 2010]
- **305** Employment Equity Policy [24]
- **306** Job Opportunities - Job Posting [25] [rev. May 2000]
- **307** Temporary and Off-semester Student Employment [26] [rev. Apr 2003]
- **309** Probationary Service [27] [rev. Mar 2006]
- **311** Personal Data Change [28] [rev. Oct 2000]
- **312** Disciplinary Procedure [29] [Dec 2003]
- **316** Conditions of Employment [31] [Mar 2008]
- **317** Conflict of Interest [32]
- **401** Educational Opportunities Program [33] [rev. March 2006]
- **402** Training [34] [rev. Feb 2004]
- **403** Scholarship Plan [35] [rev. Dec 2009]
- **501** Leave of Absence [36] [rev. Feb 2006]
- **502** Paid Holidays [37] [rev. Jan 2008]
- **503** Grievances [38]
- **504** Absence (Abandonment) [39] [rev. Nov 2003]
- 507 Solicitations [40] [rev. Nov 2003]
- 509 8-9-10 Month Continuing Limited Term Positions [41] [rev. Dec 2003]
- 510 Four-day Work Week [42] [rev. Dec 2003]
- 511 Consumption of Alcoholic Beverages [43] [rev. Dec 2002]
- 512 Hazardous Weather / Emergency Closing Procedures [44] [rev. 2016]
- 515 Employee Assistance Program [46] [update Feb 2005]
- 518 Athletic Fee Subsidy [47] [rev. Jan 2017]
- 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]
- 801 Environmental Health and Safety Policies [56]

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