301 Employment Policy, All Staff

Revised: September 2010

GENERAL

1. The University of Guelph is committed to ensuring that employment decisions and practices are made equitably. Our Employment Equity and Human Rights Policies can be accessed through the HREO website [1].

2. The University is committed to the elimination of employment-related barriers which may inhibit the recruitment and retention of women, persons with disabilities, members of visible minorities, or Aboriginal persons.

3. Employment decisions shall be made on the basis of experience, skills and qualifications. Employment decisions encompass such matters as selection and hiring practices, recommendations and decisions regarding remuneration, promotion, classification, workload, assignment of duties, and access to benefits.

4. Provisions of the applicable Employee Groups and Agreements [2] will apply in the posting and recruitment to positions covered by those agreements.

5. In accordance with the Occupational Health and Safety Act no person under the age of 15 years may be employed by the University of Guelph nor employed under grant funding at the University of Guelph, regardless of the hours or duration of such employment.

6. Normally, temporary full-time positions that are greater than six (6) months in duration will be posted. Please contact your HR Consultant [3] for more information.

7. Any regular full-time and temporary full-time positions that are greater than twelve (12) months in duration require approval from the Hiring Review Committee.

CONFLICT OF INTEREST

8. No University employee shall be involved in an employment decision involving a family member or an individual with whom they have a relationship as defined in the Conflict of Interest Policy [4]. An employee shall not be involved in an employment decision concerning an individual which, under scrutiny, would appear to be a potential, apparent or actual conflict of interest under the Policy.

9. No one shall be employed in, transferred to, or promoted to a position in a direct line of supervision to or from a family member or for an individual with whom they have a relationship as defined in the Conflict of Interest Policy [4].

EMPLOYMENT AND IMMIGRATION STATUS

10. Unless specifically exempted under Citizenship and Immigration Canada (CIC), an individual who is not a Canadian citizen or permanent resident (landed immigrant) can only be employed in Canada if they possess a valid work permit, issued by CIC and, in most cases, is obtained by applying from outside of Canada.

11. In accordance with CIC, a University of Guelph student who has a valid student permit and is not a Canadian citizen or permanent resident (landed immigrant) may work at the University of Guelph while registered as a full-time student at the University. In some instances part-time studies or off-semester periods also qualify. Please contact your HR Consultant [3] for details.

12. Employing departments can only make conditional offers of employment until they receive confirmation of legal entitlement to work in Canada. When submitting employee data forms to Human Resources, the department must include a copy of the valid work permit or student permit.

13. Employment cannot extend beyond the expiry date of the work permit or student permit.

OUTSIDE EMPLOYMENT

14. An employee may engage in outside employment as long as it does not conflict with the employee's duties, responsibilities, or normal work period for the University.

15. An employee engaged in outside employment may not use University facilities or resources without prior written approval of the Dean, Director or Assistant/Associate Vice-President.

Source URL:https://www.uoguelph.ca/hr/staff-faculty-hr-policies-all-employees/301-employment-policy-all-staff

Links
[1] https://www.uoguelph.ca/hreo/ [2] https://www.uoguelph.ca/hr/node/4085/ [3] https://www.uoguelph.ca/hr/hr-services-about-human-resources/human-resources-consultants [4] https://www.uoguelph.ca/hr/node/4128/