

**DALHOUSIE PROFESSIONAL AND
MANAGERIAL GROUP**

HANDBOOK

(DPMG)

Updated: December 2016

TABLE OF CONTENTS

1	Introduction.....	1
1.1	About Dalhousie University.....	1
1.2	University Vision and Mission Statement.....	1
1.3	Strategic Direction.....	2
1.4	University Governance (See Appendix B – Organization Chart).....	2
1.5	Academic Programs.....	3
1.6	Dalhousie Professional and Managerial Group (DPMG).....	3
1.7	Other Employee Groups.....	3
1.8	Temporary Employees.....	4
2	University Policies.....	6
2.1	Human Resources Policies and Guidelines.....	6
2.2	Policies Administered by the Office of Human Rights, Equity & Harassment Prevention.....	6
2.2.1	Employment Equity Through Affirmative Action Policy.....	6
2.2.2	Statement on Prohibited Discrimination.....	6
2.2.3	Accommodation Policy.....	6
2.2.4	Personal Harassment Policy.....	6
2.2.5	Sexual Harassment Policy.....	6
2.3	Organizational Health & Safety.....	7
2.4	University Closure.....	7
2.5	Conflict of Interest.....	8
3	Terms of Employment.....	10
3.1	Initial Offer of Employment.....	10
3.1.1	Offer Process.....	10
3.1.2	Starting Salary.....	10
3.1.3	Appointment Letter and Documentation.....	10
3.2	Probationary Period.....	10
3.3	Assessment Period.....	11
3.4	Hours of Work.....	11
3.5	Termination of Employment.....	11
3.6	Complaints Procedure.....	12
4	Salary Administration.....	15
4.1	Salary Policy.....	15
4.2	Exceptional Salary Adjustment.....	15
4.3	Market Differentials.....	16
4.4	Salary Payment.....	16
4.5	Salary Increment.....	16
4.6	Increment Withholding.....	16
4.7	Additional Increment and Merit Adjustment.....	17
4.8	Overload Payment.....	17
4.9	Supervisory Differential.....	17
4.10	Temporary Assignments.....	18
4.11	Job Evaluation/Reclassification.....	18
4.12	Provisional Rating.....	19
4.13	Employee Records.....	19

5	Benefits, Vacation and Leaves	21
5.1	Insured Benefits	21
5.2	Pension Plan	21
5.3	Employee and Family Assistance Program	22
5.4	Holidays	22
5.5	Vacation	22
5.6	Health Spending Account	24
5.7	Employee Leaves	25
5.7.1	Bereavement Leave.....	25
5.7.2	Compassionate Care Leave	26
5.7.3	Pregnancy Leave.....	26
5.7.4	Parental Leave	26
5.7.5	Sick Leave and Long Term Disability (LTD)	27
5.7.6	Leave for Family Illness	28
5.7.7	Jury Duty	28
5.7.8	Employee Benefit (Sabbatical Leave) Plan.....	28
5.7.9	Study Leave.....	28
5.8	Additional University Services.....	29
5.8.1.	Payroll Deduction.....	29
5.8.2.	Dalplex membership fees for access to all sports, athletic and recreational facilities	29
5.8.3.	Daycare Facilities	29
5.8.4.	Tuition Assistance	29
6	Career Opportunities	31
6.1	Job Posting	31
6.1.1	Process.....	31
6.1.2	Internal Transfers and Promotions	31
7	Professional Development.....	33
7.1	Career Development.....	33
7.2	Professional Development	33
7.3	Secondment.....	33
7.4	Tuition Assistance.....	34
7.4.1	Tuition Waiver	34
7.4.2	Tuition Reimbursement (previously Professional Certification).....	35
7.5	Study Leave	36
7.6	Volunteer Work	36

APPENDIX A CONSTITUTION & BYLAWS

APPENDIX B ORGANIZATION CHART - Dalhousie University Administrative Structure

APPENDIX C SERVICE AWARDS - FORMER T.U.N.S. EMPLOYEES

APPENDIX D PROFESSIONAL AND MANAGERIAL GROUP SALARY SCALES

Section 1

Introduction

1 Introduction

1.1 *About Dalhousie University*

Dalhousie University is a leading research-intensive university, combining the prestige of a big-name school with the charm of life on Canada's east coast. Dalhousie's influence extends throughout Nova Scotia, Canada and beyond.

The university offers more than 180 academic programs -- from undergraduate to doctoral -- in 12 faculties. Founded in 1818, Dalhousie combines a tradition of excellence with outstanding and progressive learning opportunities. The university is proud of its more than 18,000 students and its more than 100,000 alumni, who play leadership roles across Canada and around the globe.

With campuses located in Halifax and Truro, Nova Scotia, as well as a Medical School site in Saint John, New Brunswick, Dalhousie has more than 6,000 faculty and staff who make up the university's energetic academic community.

Dalhousie's campus in Truro, Nova Scotia is the home to the university's Faculty of Agriculture. The merger of the former Nova Scotia Agricultural College (NSAC) with Dalhousie University was effective September 1, 2012. For more information, visit <http://www.dal.ca/faculty/agriculture/about.html>

Dalhousie Medicine New Brunswick (DMNB), located in Saint John, New Brunswick, is an innovative program that gives New Brunswick students the opportunity to attend medical school in their home province. It is a program of Dalhousie Medical School, offered in partnership with the government of New Brunswick and the University of New Brunswick. For more information, visit: <http://newbrunswick.medicine.dal.ca/>

The University of King's College, adjacent to the Dalhousie campus, is an affiliated institution. Its students in Arts and Science receive Dalhousie degrees in the name of both institutions.

Dalhousie University is a member of Universities Canada, the Atlantic Association of Universities, the Association of Commonwealth Universities and the U15 group of leading Canadian research-intensive universities.

1.2 *University Vision and Mission Statement*

Vision: We are a leading innovative, research-intensive university, inspiring our diverse scholarly community to serve Nova Scotia, our region, our nation and the world.

Mission: Our mission is three-fold:

- To foster an environment of teaching and learning excellence, built on innovation, collaboration and respect;
- To create a hub of world-leading research and innovation, adding to the intellectual, social and economic capital of our communities;
- To facilitate opportunities for our students, staff and faculty to connect with and serve our local, national and global communities.

1.3 Strategic Direction

Inspiration and Impact: Dalhousie Strategic Direction 2014 – 2018 includes revamped vision and mission statements for the university and 25 strategic priorities, organized under five broad themes:

- Enhance the transformative power of teaching and learning
- Expand opportunities for research, scholarly and artistic work
- Catalyze the intellectual, social and economic development of our communities
- Take our place nationally and internationally
- Build our institutional capacities

For more information about the Strategic Direction, visit <http://www.dal.ca/forward>.

1.4 University Governance (See Appendix B – Organization Chart)

Dalhousie University operates under a bicameral governance structure (i.e. two governing bodies with a division of responsibilities between the two bodies) comprised of the Board of Governors and the University Senate. The role and powers of each body are set out in the Statutes relating to Dalhousie University. Essentially, the Board has general responsibility for finances and the overall operation of the university; the Senate is committed to the internal regulation of the university, subject to the approval of the Board.

The Board of Governors

The Board of Governors of Dalhousie University is responsible for the overall conduct, management, administration and control of the property, revenue, business and affairs of the university. The basic responsibility of the board is to represent the interests of the university in directing its affairs and to do so within the statutes relating to Dalhousie University.

The board carries out its responsibility through a stewardship role, and delegates the day-to-day management of the university to the President and the senior administration. The board also respects the responsibility of the University Senate to adopt policies on academic matters subject to board approval. For additional information on the Board of Governors:

<http://boardofgovernors.dal.ca/>

The Senate

The Senate is the university's senior academic governing body. It is responsible for:

- The approval of new programs
- Approving the granting of degrees and diplomas
- Managing the reviews of Faculties, Centres and Institutes

The Senate is also responsible for setting academic regulations (including regulations governing student conduct and discipline), which affect the University as a whole, and it establishes the academic calendar. For additional information on the University Senate: <http://senate.dal.ca/>

The University Secretariat

The University Secretariat is the administrative office responsible for ensuring the effective and efficient operation of Dalhousie University's bicameral system of governance, comprised of the Board of Governors, the Senate and their respective committees. For additional information on the University Secretariat: <http://secretariat.dal.ca/>

1.5 Academic Programs

With 4,000 courses in over 180 degree programs, Dalhousie offers a wealth of choice. Dalhousie's students pursue studies in 12 Faculties – Agriculture, Architecture and Planning, Arts and Social Sciences, Computer Science, Dentistry, Engineering, Health Professions, Law, Management, Medicine, Science, and Graduate Studies. Continuing education opportunities are offered by the Faculties and by the College of Continuing Education. For more information about the university's academic programs, visit <http://www.dal.ca/academics/academic-programs.html>

1.6 Dalhousie Professional and Managerial Group (DPMG)

Staff, faculty and students create our vibrant academic community where people are engaged in internationally-recognized teaching and research activities. Working at Dalhousie enables you to make a contribution toward the education of students who will make meaningful contributions to the world.

The Dalhousie Professional and Managerial Group (DPMG) is an employee group formed in 1980, to ascertain and promote the interests of employees who perform professional or managerial functions at the University. Managerial and Professional employees play an integral role in the effective functioning of the University and the achievement of its goals.

The DPMG Constitution and By-Laws can be found in Appendix A.

To foster and facilitate cooperative and productive employment relations between DPMG members and the University, the Joint Consultative Committee (JCC) has been established. Committee members include the DPMG Executive and senior representatives of the University administration.

Professional and Managerial employees have legally-enforceable individual contracts of employment, and incorporated into these contracts are some common terms and conditions of employment. The University consults with the Executive of the DPMG, through the Joint Consultative Committee (JCC) on policy decisions with respect to compensation, hiring policies, terms and conditions of employment, the working environment, and related matters affecting the employees. This Handbook outlines common terms and conditions of employment for employees of DPMG, and refers to various policies applicable to employees.

1.7 Other Employee Groups

Confidential Clerical Secretarial (CCS)

This employee group comprises designated clerical and secretarial positions, which are non-unionized by reason of confidentiality.

Grant-Paid Employees

A group of employees hired through research grant or time-limited contract funding to perform duties of a clerical, technical, research, professional and/or managerial nature in support of research or other time-limited projects at Dalhousie.

Nova Scotia Government & General Employees Union (NSGEU Local 77)

The Nova Scotia Government Employees Union represents most of the secretarial, clerical, and

technical support staff at the University.

Dalhousie Faculty Association (DFA)

The Dalhousie Faculty Association is the certified bargaining agent for Faculty (excluding clinical Medicine and Dentistry), Librarians, Instructors, and Counsellors.

Nova Scotia Government & General Employees Union (NSGEU Local 99)

This union represents the trades, security, custodial, grounds, trucking and mail staff.

Canadian Union of Public Employees (CUPE Local 3912)

This union is the bargaining agent for part-time (less than 50%) academic staff and teaching assistants.

Public Service Alliance of Canada (PSAC)

This union represents Postdoctoral Fellows who perform research and research-related activities under the supervision of faculty at Dalhousie University.

Copies of the relevant collective agreements, policy handbooks or guide for the above Employee groups are available through Human Resources or on the Human Resources *myDal* website (login required): <https://dalu.sharepoint.com/sites/mydal/dc/hr/SitePages/Employee%20Groups.aspx>

1.8 Temporary Employees

Temporary employees may be hired without posting to fill a temporary vacancy or temporary job, which would otherwise fall within the Professional and Managerial Group, provided it is for a duration of eight (8) months or less or for the purpose of replacing an employee in DPMG during a temporary absence from her/his position. An additional period of time for orientation/training may be provided at either the beginning and/or end of the temporary appointment for up to one month in total. Extensions may be made to temporary contracts that serve to further the strategic goals of the university, such as diversity and inclusion. Any extensions or renewals of such contracts shall be subject to the approval of the Director, Employee Relations, Human Resources, or designate, and the DPMG Executive will be notified of any such extensions or renewals.

For further information on temporary staffing, visit *myDal* (login required).

<https://dalu.sharepoint.com/sites/mydal/dc/hr/SitePages/Temporary%20Employees.aspx>

Section 2

University Policies

2 University Policies

University Policies are periodically updated. A list is available online at:

http://www.dal.ca/dept/university_secretariat/policies.html. The most current version of any policy will be available on the applicable website. Members should review and maintain familiarity with all policies.

2.1 Human Resources Policies and Guidelines

Human Resources policies and guidelines are available on the HR section of *myDal* (login required): <https://dal.sharepoint.com/sites/mydal/dc/hr/SitePages/Policies%20and%20Guidelines.aspx>

2.2 Policies Administered by the Office of Human Rights, Equity & Harassment Prevention

2.2.1 Employment Equity Through Affirmative Action Policy

Dalhousie University is committed to employment equity through affirmative action and will institute active measures to eradicate discrimination, both personal and systemic, and to reverse the historic underrepresentation on its faculty and staff of women, aboriginal peoples, racially visible persons and persons with a disability.

2.2.2 Statement on Prohibited Discrimination

Dalhousie University is committed to safeguarding its students and employees against all forms of prohibited discrimination in the course of work or study or participation in university-sponsored organizations, activities and programs. The university operates in accordance with the Nova Scotia Human Rights Act. Discrimination is defined as making “a distinction, whether intentional or not, based on a characteristic, or perceived characteristic that has the effect of imposing burdens, obligations or disadvantages on an individual or class of individuals not imposed upon others or which withholds or limits access to opportunities, benefits and advantages available to other individuals or classes of individuals in society.”

2.2.3 Accommodation Policy

The university recognizes that its obligation to provide a working environment free from prohibited discrimination includes the obligation to make accommodations for employees in instances where an employee’s work environment has a discriminatory effect on the employee’s ability to fully participate in work-related activities. In particular, the university is obliged to make every reasonable effort short of undue hardship to take substantial and meaningful measures to eliminate or reduce the discriminatory effects of its workplace environment, including facilities, policies, procedures, and practices.

2.2.4 Personal Harassment Policy

Dalhousie University is committed to providing employees with a work environment that is free of personal harassment. All employees of the university community share responsibility for establishing and maintaining a climate of respect and for taking appropriate steps to address situations which violate this principle or seek advice.

2.2.5 Sexual Harassment Policy

Sexual harassment potentially undermines the full and free participation of all members of the community by negatively impacting on an individual's employment conditions or academic status or performance or by creating an intimidating, hostile or offensive working or academic environment. Dalhousie University does not condone or tolerate sexual harassment of any kind.

Indeed, the university regards sexual harassment as unacceptable behaviour that is subject to a wide range of disciplinary measures, including dismissal or expulsion from the university.

The full policies and resources are available online at <http://hrehp.dal.ca/>.

2.3 Organizational Health & Safety

Dalhousie University is committed to the health, safety and well-being of its employees. The Offices of Human Resources, Human Rights, Equity and Harassment Prevention, Environmental Health and Safety, and Facilities Management are some of the departments that actively work with colleagues across campus to promote a healthy workforce and workplace.

Employees have responsibility for establishing and maintaining safe work practices in accordance with the Dalhousie Environmental Health and Safety Policy. Managers have additional responsibilities and are advised to ensure they know their obligations. Further information is available online at <http://safety.dal.ca/>

Information regarding emergency response, office and general safety, workshops and other resources, including a Guide on Office Ergonomics can be found at <http://safety.dal.ca/> or by calling 902-494-2495.

In accordance with the Occupational Health and Safety Act of Nova Scotia, the university has an Environmental Health and Safety Committee. This Committee meets monthly to consider environmental health and safety issues throughout the university. DPMG appoints one (1) representative to serve on this committee. Facilities Management and most scientific departments have their own environmental health and safety committees that deal with their local concerns.

Dalhousie has a Scent-Free Initiative which encourages employees, students and visitors to limit their use of scented products on campus. More information is available at: <http://www.dal.ca/dept/safety/programs-services/occupational-safety/scent-free.html>

Dalhousie is a smoke-free university. Visit <http://www.dal.ca/dept/safety/programs-services/occupational-safety/smoke-free.html>

2.4 University Closure

In order to meet its commitments to students, staff, faculty and the public, the university shall remain open and in operation in all but exceptional circumstances wherein operations must be reduced or curtailed by the direction of the President. Inclement weather does not generally result in closure of the university and employees are expected to be in attendance. The university has a Policy on University Closure or Class/Examination Cancellation and it can be found at: http://www.dal.ca/dept/university_secretariat/policies/academic/storm-cancellation-policy.html

Questions on this policy should be directed to Employee Relations, Human Resources.

2.5 *Conflict of Interest*

Employees in the Professional and Managerial Group undertaking work on behalf of another employer may do so if there is not a conflict of interest and if there is no interference with their obligations to the university. These employees shall keep their Department Head informed of any such arrangements. This will also apply to work that does not fall within an individual's regular responsibilities and which is being undertaken on behalf of another university department. For more information, please refer to: http://www.dal.ca/dept/university_secretariat/policies.html

Section 3

Terms of Employment

3 Terms of Employment

3.1 Initial Offer of Employment

3.1.1 Offer Process

All offers of employment in the Professional and Managerial Group will be made in consultation with Recruitment and Retention in the Human Resources Talent Management team and the appropriate Department Head or Manager.

The initial offer of employment will be made on behalf of Dalhousie University by Recruitment and Retention, Talent Management. The offer will specify the terms and conditions of employment.

3.1.2 Starting Salary

Starting salary upon hire is determined in consultation with Human Resources. The starting salary within a classification is the starting rate for the classification unless a higher rate is justifiable and agreed. A starting salary beyond the mid-point of the salary scale will be exceptional.

3.1.3 Appointment Letter and Documentation

A letter of appointment is prepared by Recruitment and Retention, Talent Management. The letter is co-signed by the employing department head or designate with signing authority and the Assistant Vice-President of Human Resources or designate. Recruitment and Retention will provide information to new employees on how to submit Payroll and Benefits forms and access other information. Information on Dalhousie's Total Compensation package can be found in Section 5.

3.2 Probationary Period

Upon commencement of employment with Dalhousie University, all Professional and Managerial Group employees are subject to an initial probationary period of six months' continuous employment, excluding any absence.

The purpose of the initial probationary period is to ensure that employees have the necessary aptitude, ability, skill, competence, interest and suitability to perform in the position to which they have been appointed. Being a period of mutual assessment, it also provides the employee an opportunity to assess the university and the position. During this time, employees are encouraged to discuss their progress and performance with their immediate supervisor.

Either party may consult with Human Resources to discuss any concerns. The supervisor will document progress and completion of the probationary period in writing.

This probationary period may be extended by mutual consent; however, the university reserves the right to terminate employment at any time during the probationary period. In the event that employment is terminated, four weeks' notice will be given, other than when dismissal is for cause.

Employees on probation are normally not eligible to apply for other positions until they have successfully completed the probationary period.

A probationary employee shall accumulate sick leave at a rate of one day per month until the probationary period has been successfully completed.

3.3 Assessment Period

Should an employee transfer to a new DPMG position within the university, a six (6) month period of assessment, excluding absences, shall apply in the new position. The assessment period provides an opportunity for the employee and the hiring manager to discuss suitability for and performance in the new position. Managers should seek the guidance of Human Resources (Talent Management or Employee Relations) if performance challenges are present. In the event that the transfer proves to be unsatisfactory, for reasons other than neglect of duty, misconduct or comparable factors, the university will endeavour to facilitate suitable placement elsewhere. The assessment period may be extended by mutual consent following consultation with Human Resources (Talent Management or Employee Relations).

Managers should provide ongoing feedback and document performance feedback in writing at the conclusion of the assessment period.

Employees on formal assessment are not normally eligible to apply for other positions until they have successfully completed the assessment period.

3.4 Hours of Work

Dalhousie University recognizes the important contributions made by Professional and Managerial Group employees to the success of the university.

The range of hours stipulated as core hours of work is 35 – 40 hours per week, depending upon the role played and/or the functional area. DPMG employees are primarily self-directed with respect to accomplishing the functions of their position, and are expected to exercise discretion about hours worked in support of established performance objectives and departmental goals. Since Professional and Managerial Group positions require flexibility in the work day/week, this flexibility will be applied to time off where significant hours in addition to the norm have been worked, and the immediate supervisor is in agreement and operational requirements permit.

Dalhousie University encourages managers, supervisors, and staff to be responsive to work-life issues, and to work together to achieve excellent service levels and accountability for results. Expectations regarding hours of work shall be discussed and mutually agreed to by the employee and manager upon hire and as appropriate.

Occasionally individuals are assigned additional responsibilities over and above their usual role for an extended period, which requires significant hours of work over and above the normal workload. In such circumstances, with prior approval, an additional lump sum (overload payment) may be appropriate (see Overload Payment, Section 4.8.).

3.5 Termination of Employment

In the event of resignation or transfer to another Department, a minimum of four weeks' notice in writing is required, excluding vacation. This required notice may be amended by the mutual agreement of both departments.

In the event of termination of employment by the university, after the initial probationary period and other than for willful misconduct, disobedience or neglect of duty that has not been condoned by the university, there is entitlement to notice of termination by the university. Other employment opportunities within the university will be explored as an alternative to termination where such opportunities exist and there is a realistic prospect of successful employment.

Terminations will be administered jointly by Human Resources and the employing department upon the authorization of the employing department. Termination arrangements will be reviewed by the Assistant Vice-President, Human Resources, or designate, and confirmed in writing. Every effort will be made to ensure a fair compensation package is offered, giving consideration to years of service, position held, and other factors affecting future employment prospects.

The employee may meet with the DPMG Executive about termination arrangements, and should also consider seeking independent legal advice.

3.6 Complaints Procedure

It is essential that complaints be raised openly and resolved as quickly as possible. Therefore, differences and concerns should be discussed informally and resolution sought without proceeding to the Complaints procedure listed below.

Note that at any stage in the process the complainant or supervisor may confer informally with the Director, Employee Relations, Human Resources, for advice and the complainant may also seek the advice of the DPMG Executive.

Informal

The first level of complaint is to one's immediate supervisor. At this stage the complaint is oral. A reply will be given within five (5) working days.

Formal

(Should the supervisory reporting relationship within a Department require it, one or more stages will be added to or omitted from the complaint procedure, as appropriate.)

Should the complaint not be resolved informally the complainant may present the complaint in writing to the immediate supervisor. A written reply shall be given within five (5) working days.

If the matter is not resolved, the complainant may refer the matter to the Dean/Administrative Director. The complainant may choose to be accompanied at this formal stage by another employee in DPMG to any meeting convened under this process.

If the matter is not resolved at the Dean/Administrative Director level within ten (10) working days, it shall be referred formally to the Director, Employee Relations, Human Resources, who shall confer with the parties. If the matter is not resolved within a further ten (10) working days, it shall be referred to the Vice-President (Finance and Administration) with a recommendation from the Director, Employee Relations, Human Resources, in consultation with the Assistant Vice-President, Human Resources. The Vice-President shall provide a written final decision on behalf of the University to all parties within a further ten (10) working days.

Total Rewards Package

Section 4: Salary Administration

Section 5: Benefits, Vacation and Leaves

Section 6: Career Opportunities

Section 7: Professional Development

Section 4

Salary Administration

4 Salary Administration

4.1 Salary Policy

Dalhousie offers competitive salaries and a total compensation package that is attractive to new and existing Dalhousie Professional and Managerial Group employees.

The university annually secures market data to determine its competitiveness in the external market. The salary policy goal for the Professional and Managerial Group is that the maxima of the salary scales should track the average of the Hay Group's Nova Scotia clients (Hay Group is a compensation consulting company). To ensure that the Hay Group salary survey tracking process is valid and remains valid, Dalhousie benchmark positions, which have been rated using the Hay job evaluation plan, are used as the basis for salary comparisons with Hay Group's Nova Scotia clients. Following the completion of the Hay Group evaluation process, statistical reports will be prepared annually describing progress towards the achievement of the salary policy goal. The development of these reports will be initiated by the Assistant Vice-President, Human Resources and the DPMG Executive. These reports will be made available to employees in the Group through the Executive.

Following the release and publication of the information provided for above, after discussion with the DPMG Executive, and with the advice of the Assistant Vice-President, Human Resources, the Vice President (Finance and Administration) will recommend a salary adjustment for the professional and managerial salary scales. This will be done each year for inclusion in the final budget that is submitted to the Board of Governors for their approval.

Although the university proposes to track Hay's Nova Scotia clients, and to adjust salary rates over a reasonable time period in accordance with its salary policy goal, budget constraints may affect the availability or level of salary increases in any given year.

Employees' salaries are also subject to review in the event of transfer, promotion, and re-evaluation if significant changes in job content are assigned and approved.

4.2 Exceptional Salary Adjustment

Exceptional individual salary rate adjustments, including progression above the maximum salary for a classification may be recommended, when warranted for reasons such as an external competitive offer. Approval of any such adjustment requires written recommendation (including any support documentation) from the Administrative Director, Dean or Vice-President to the Assistance Vice- President, Human Resources, or designate.

Any differential or exceptional salary adjustment that is awarded shall not result in the revision of salary scales, although individuals may be paid above the applicable maximum as a result of an approved differential or adjustment. Actual salary rates will be administered in accordance with the DPMG Salary Administration policy and the exceptional salary adjustment will be paid as additional salary (but tracked separately).

4.3 Market Differentials

If external market pressures as evidenced by actual or anticipated turnover within a particular occupational group or sub-group warrant the payment of a market differential, a differential may be recommended for approval by the Assistant Vice-President, Human Resources (or designate). The procedure shall be as outlined for Exceptional Salary Adjustments.

Any differential or exceptional salary adjustment that is awarded shall not result in the revision of salary scales, although individuals may be paid above the applicable maximum as a result of an approved differential or adjustment. Actual salary rates will be administered in accordance with the DPMG Salary Administration policy and the market differential will be paid as additional salary (but tracked separately). The market differential will be reviewed annually and if market conditions no longer support the market differential, employees may return to their base salary. A decision to adjust an approved differential shall be made by the Assistant Vice-President (Human Resources), in consultation with the Department Head and Dean.

4.4 Salary Payment

Salaries are paid monthly by bank deposit. Pay day is normally the 27th day of each month, unless this coincides with a holiday or weekend, in which case pay is issued or deposited on the last working day preceding the 27th of the month. Pay is issued earlier in the month of December.

4.5 Salary Increment

An annual salary increment may be awarded based on satisfactory performance up to the maximum of the salary scale. Any regular increment awarded for progression through a salary range is effective on the annual anniversary date of commencement of employment and in the case of reclassification following completion of twelve (12) months' satisfactory service (anniversary date is the first day of the first full month following appointment or reclassification) provided the employee has remained in the same classification; however, this anniversary date will be adjusted for any period of unpaid leave of absence and parental leave. This date is the anniversary date for subsequent progression in that same classification. Department Heads (or designate) will be asked to confirm the employee's satisfactory performance in the role and verify the accuracy of the employee's job description at the time when Human Resources initiates a request for approval of the salary increment. If the job description is out-of-date or inaccurate, then the Department Head (or designate) shall immediately notify Human Resources and submit an updated job description.

4.6 Increment Withholding

In instances of unsatisfactory performance, supervisors may recommend in writing to the Assistant Vice-President, Human Resources, or designate, the withholding of any salary increment, or a portion thereof. All such withholding is subject to the agreement of the Department Head, and the employee affected shall be notified in writing by the Department Head and given the right to make any representation on his or her own behalf through the "Complaints" procedure (Section 3: Terms of Employment). In the event an increment is withheld, Department Heads will meet with employees and re-evaluate their performance periodically. It is recommended the Department Head discuss the performance issues with Human Resources (Talent Management or Employee Relations). When a salary increment is withheld (for employees in the ADM-03 to ADM-07 classifications) the increment

(or portion thereof) may be granted at any subsequent time when, in the supervisor's opinion, the performance deficiencies have been corrected. The employee's anniversary date will remain unchanged.

4.7 Additional Increment and Merit Adjustment

Supervisors may recommend the award of an additional salary increment (up to one further step) when performance is deemed to warrant special recognition and provided such an award would not result in an adjusted salary rate which would exceed the maximum salary rate for the applicable classification. Such awards shall be subject to the approval of the Assistant Vice-President, Human Resources (or designate). Application should be made through the appropriate Dean or Administrative Director and then forwarded to the Assistant Vice-President, Human Resources.

For classifications ADM 08-09 salary progression is based on a Department Head's annual recommendation (July 1) to the Assistant Vice-President, Human Resources. Incumbents whose positions are classified ADM-08 or ADM-09 may qualify for variable rates of service review adjustment ("steps"), based on assessed performance and attained salary level. Adjustments for steps for all individuals in the unit are pooled, and the total amount awarded in the unit will not normally exceed the equivalent of one step for each eligible individual. The department head may recommend a salary increment of a half, whole, one and one-half, or two steps, for eligible individuals.

4.8 Overload Payment

Employees may qualify for exception payments for unusual and non-recurring "overload" situations. Examples of overload payments include special projects which require exceptional effort with hours of work, over and above the normal workload. Department Heads should confer with Human Resources prior to submission to discuss appropriateness of the overload and amount. Any proposed payments must be authorized and agreed to in advance by the appropriate Department Head and Assistant Vice-President, Human Resources, or designate.

4.9 Supervisory Differential

In setting an initial salary for an employee who is being newly appointed to a position (new hire or promotion), on application from the Department Head attesting to the required supervisory relationship, consideration may be given to whether an additional step increment is warranted beyond the usual hiring salary given qualifications and experience, because of salary comparisons to persons supervised. This shall not result in the salary maximum for the classification being exceeded.

Whether an increment is awarded shall take full account of the fact that salary differentials may be narrowed or inverted for a time because of the length of service of the person supervised, market differentials or demand, retention requirements and any other relevant factors.

4.10 Temporary Assignments

Departments should consult with Human Resources to assist in the determination of temporary assignment pay.

Employees who are assigned and fulfill the full scope (or substantial portion) of responsibilities for a position in a higher classification for a period of at least two weeks will be given an increase in the range of 5 – 10% (depending upon how much of the job and scope of responsibilities have been assigned), or the minimum of the classification (as appropriate), for the duration of the assignment.

For example:

5% -- take on partial role of a higher classification

7.5% -- take on full scope of position of higher classification, and relieved of own duties

10% -- take on full scope of position of higher classification, and also retain part of own role.

The first six months will be treated as a non-pensionable premium. When the temporary assignment exceeds six months, the premium will be pensionable and become part of the employee's salary with appropriate deductions.

4.11 Job Evaluation/Reclassification

A program of job evaluation is conducted and administered through Human Resources. The purpose of job evaluation is the objective measurement of job content and relative worth to other jobs. Through the DPMG job evaluation system, the relative ranking of all positions in the Group is determined and classifications are assigned. Job evaluation is not designed, nor intended, to measure actual performance or qualifications of individual incumbents.

At the time when Human Resources (Payroll) requests the Department Head to consider a service increment for approval, the Department Head will also be asked to assess the accuracy of the employee's job description. If the job description is deemed to be out-of-date or inaccurate, the Department Head shall immediately notify Human Resources, and submit an up-to-date job description.

In cases when job evaluation is formally requested by an employee and/or supervisor, or in cases where the Department Head and employee update the job description (in accordance with a service increment request, above) the effective date will be the date on which the completed and authorized job description is received in the Compensation and Job Evaluation Unit. While the position is under review, employees will qualify for normal salary progressions in their current classification.

Classification decisions may be appealed to the appeal committee. Notification of the right of appeal (procedure and time limits) will be provided whenever the employee is notified of the classification decision.

When a position is reclassified upwards, employees will normally receive an increase of 7.5% over the salary at the time when they submitted their completed job descriptions, or the minimum salary for the new classification, whichever is higher. Anniversary dates will be adjusted to ensure that an earnings increase of at least 3% is obtained in the twelve months following reclassification/promotion.

When a position is reclassified downward, the employee's present salary will be maintained until it is exceeded by the salary maximum for the new classification. It will then be adjusted to the salary maximum at that time.

4.12 Provisional Rating

When a position has a provisional rating (such as a new position or a restructured position) it will normally be reviewed and evaluated by the job analyst or the job evaluation committee approximately six (6) months after the position has been filled, provided the same incumbent is in the job.

Employees and their supervisor may propose that six months is insufficient elapsed time prior to the review of a provisional rating. A request, in writing, signed by both the employee and supervisor, for an extension of up to a further six months stating the reasons for the extension may be made to the job analyst, Compensation and Job Evaluation unit. If such a request is granted, the position will be reviewed and classified at the end of the extension period.

4.13 Employee Records

Upon request and provided at least one working day's notice has been given, employees may view their employee files as maintained by the departments and/or Human Resources. The file may include, where applicable, appointment information, application, résumé, correspondence, appraisals, and disciplinary documents which are on the employee's record, but shall not include confidential references.

In order for university records to be useful it is essential that personal information be kept up to date. Human Resources must be advised of any changes such as additional dependents, changes in marital status, home address, telephone number, etc.

Subject to any legal requirement to provide information, employee information will be held in confidence and will only be used for internal administration purposes of the university. In the event of information queries from outside sources, appointment and length of employment with the university will be confirmed. The provision of any additional information to a specified source will require written authorization from the employee. This must be arranged in each instance by the employee through Payroll and Information Services.

Section 5

Benefits, Vacation and Leaves

5 Benefits, Vacation and Leaves

5.1 Insured Benefits

The University offers a comprehensive range of insured or subsidized benefits. Many of these benefits are available to regular full-time or regular part-time (50% or more) employees. Employment must be anticipated to continue for eight (8) months or more for eligibility. Benefit entitlements are based on full-time equivalency unless specified otherwise. Benefits are pro-rated for employees who work less than full-time.

Further details are available from Employee Benefits, Human Resources, and detailed information is available at: http://www.dal.ca/dept/hr/new-employees/your-first-day/Regular_Employee.html

Cost Shared or University Paid:

- (a) Group Life
- (b) Accidental Death and Dismemberment
- (c) University Pension Plan
- (d) Dental Plan
- (e) Voluntary Major Medical Insurance (Blue Cross) Plan
- (f) Health Spending Account

100% Employee Paid:

- (a) Disability insurance
- (b) Voluntary Personal Accident Insurance
- (c) Voluntary Group Term Life Insurance
- (d) Group Home and Auto Insurance

5.2 Pension Plan

All regular full-time and regular part-time employees are required to participate in the Dalhousie University Staff Pension Plan, subject to the eligibility criteria specified in the Plan. Employment must be anticipated to continue for twelve (12) months or more for eligibility. Some other part-time employment categories may also qualify. Details are available from the Employee Benefits Office or online at <http://www.dal.ca/dept/pension.html>.

The normal retirement date for employees is July 1 following their sixty-fifth birthday, as defined under the Dalhousie University Staff Pension Plan. Former TUNS employees and former Nova Scotia Agricultural College employees who continued their membership in the Public Service Superannuation Plan shall retire in accordance with the provisions of the Public Service Superannuation Act and eligibility for pension benefits upon retirement shall be in accordance with the provisions of the Public Service Superannuation Act.

Service Awards for former TUNS Employees, see Appendix C.
Service Awards for former NSAC employees can be found in the employee's letter outlining entitlement at time of merger or subsequent appointment to DPMG.

5.3 Employee and Family Assistance Program

The University offers an Employee and Family Assistance program (EFAP). The program offers a range of services to assist people on a wide variety of personal and work-related issues with services delivered by the professional counselors and work/life consultants employed by Shepell-fgi, Medavie Blue Cross's EFAP service partner.

Confidential counselling and work/life services are available, at no cost, to each employee or eligible family member. More information can be found at <https://www.workhealthlife.com/>.

Confidentiality and privacy are assured, within the limits of the law, to each employee and family member who uses this service directly.

5.4 Holidays

The University provides the following as paid holidays for DPMG employees:

New Year's Day	Labour Day
Nova Scotia Heritage Day	Thanksgiving Day
Munro Day	Remembrance Day
Good Friday	Christmas Day
Victoria Day	Boxing Day
Canada Day	1/2 day to be scheduled by the University
HRM Natal Day	on a day other than the holidays already listed

In order to provide for an extended break from work between Christmas and the New Year, at least two (2) scheduled days off with pay are usually granted in addition to the holidays listed above.

5.5 Vacation

The vacation year is June 1st to May 31st. Dalhousie revised its vacation policy for newly-hired DPMG employees effective January 1, 2011. As such, please refer to the appropriate policy as it relates to your most recent Dalhousie hire date:

- a) Vacation Entitlement for employees hired prior to June 1, 2010
- b) Vacation Entitlement for employees hired on or after June 1, 2010
- c) Vacation Entitlement for employees transferring from another Employee Group

a) Vacation Entitlement for employees hired prior to June 1, 2010

Vacation entitlement is based upon length of continuous paid employment. Entitlement in a given year is calculated based on paid service up to May 31st in the previous vacation year. If less than one full year's service has been completed, entitlement for the following year is prorated as follows:

$(\# \text{ of months worked} / 12) * 20 \text{ days} = \text{entitlement for the next vacation year}$

Entitlement:

1 or more but less than 10 years	=	4 weeks (20 working days)
10 or more years	=	5 weeks (25 working days) beginning with the vacation year in which the tenth anniversary falls
20 or more years	=	6 weeks (30 working days) beginning with the vacation year in which the twentieth anniversary falls

The scheduling of vacation is subject to the final decision of the supervisor, taking account of all other requests and the operational requirements of the department. Vacations should be taken within the vacation year.

Approved unpaid leaves of absence of up to ten (10) working days per year shall not affect an employee's vacation entitlement in the following vacation year.

Subject to the discretion of the Department Head a maximum of five (5) days may be deferred at the employee's request to the following vacation year. The maximum carryover of five (5) vacation days does not apply when employees are commencing a pregnancy and/or parental leave; by mutual agreement with the Department Head, they may carry over up to one (1) year's vacation entitlement (based on the length of the leave the employee is taking).

Continuous employment for determining the fifth or sixth week of entitlement does not include unpaid leaves of absence in excess of 30 days, e.g. parental leave, but do include pregnancy leave. While taking a pregnancy leave will affect the annual vacation employees will have earned for the vacation year(s) immediately following such leave, it will not affect their continuous employment credit for entitlement to an additional week of vacation commencing the year in which the tenth or twentieth anniversary falls.

In the event that a different entitlement is or was formally agreed upon appointment to an Administrative position it will supersede the entitlement herein.

When operationally feasible, and by mutual agreement with the Department Head or designate, DPMG employees may draw from earned vacation days up to a maximum of ten (10) days to use in the current year.

b) Vacation Entitlement for employees hired on or after June 1, 2010

Annual vacation entitlement is based on the number of years of service, normally following successful completion of the probationary period. Vacation entitlement is prorated based upon the number of months' service accumulated in the year:

Entitlement:

Less than 10 years of service	=	4 weeks (20 working days)
10 or more years	=	5 weeks (25 working days) beginning with the vacation year in which the ninth anniversary falls
20 or more years	=	6 weeks (30 working days) beginning with the vacation year in which the nineteenth anniversary falls.

Example #1, an employee's start date is October 1, 2015:

October 1, 2015 – May 31, 2016 – 8 months/12 months * 20 days = 13.3 days; normally

taken following successful completion of the probationary period

June 1, 2016 – May 31, 2017 – 4 weeks (20 days) as of June 1 plus days accumulated and not taken during probationary period

June 1, 2017 – May 31, 2018 – 4 weeks (20 days) as of June 1

Example #2, an employee's start date is January 4, 2016:

January 4, 2016 – May 31, 2016 – 5 months/12 months * 20 days = 8.3 days; normally taken following successful completion of the probationary period

June 1, 2016 – May 31, 2017 – 4 weeks (20 days) as of June 1 plus days accumulated and not taken during probationary period

June 1, 2017 – May 31, 2018 – 4 weeks (20 days) as of June 1

Employees may take vacation on the assumption that their employment will continue throughout the calendar year. Employees who take vacation before it is earned and subsequently terminate their employment will be required to repay any vacation taken but not earned.

Approved unpaid leaves of absence of up to ten (10) working days per year shall not affect an employee's vacation entitlement. Subject to the discretion of the Department Head a maximum of ten (10) days may be deferred at the employee's request to the following vacation year.

The maximum carryover of ten (10) vacation days does not apply when employees are commencing a pregnancy and/or parental leave; by mutual agreement with the Department Head, they may carry over up to one (1) year's vacation entitlement (based on the length of the leave the employee is taking).

The scheduling of the vacation year is subject to the approval of the Department Head or designate, taking account of all other requests and the operational requirements of the department.

c) Vacation Entitlement for employees transferring from another Employee Group

Upon transfer to DPMG from another employee group, the DPMG vacation entitlement will be calculated based on most recent Dalhousie hire date. Any increase in entitlement, i.e. three (3) to four (4) weeks, or four (4) to five (5) weeks, or five (5) to six (6) weeks will be prorated based on the percentage of the vacation year worked in the DPMG group.

Termination

In the event of termination with due notice (four or more weeks), accrued vacation will be paid. Otherwise, payment will be at the minimum prescribed under the Labour Standards Code, unless the Department Head agrees to accept less notice.

5.6 Health Spending Account

Annually, Professional and Managerial Group employees will have funds credited to a Health Spending Account (HSA). The Health Spending Account is a tax-free benefit and can be used to

cover the portion of health and dental claims not covered by the Dalhousie Plans, expenses exceeding the Plan's maximums or copayments, or for health costs not covered under the Dalhousie Insured Benefit Plan. Claims to the Health Spending Account must be eligible under Canada Revenue Agency guidelines. Further information regarding eligible expenses can be found at: https://www.medavie.bluecross.ca/cs/ContentServer?c=ContentPage_P&pagename=MedavieBlueCrossCorporate%2FContentPage_P%2FMBCOneColNoBanner&cid=1187218503205#.Vs4QGPPD_cs

Employees can submit expenses for themselves and their dependents. Professional and Managerial group employees must use HSA funds during the year it is deposited in the "HSA Account" or in the following year. The year runs from July 1 to June 30.

5.7 Employee Leaves

A request for a leave of absence without pay is made in writing to the employee's supervisor. Such leaves must be jointly approved by the Dean or Department Head and the Assistant Vice-President, Human Resources or designate.

Insured benefit coverage will be maintained upon request and provided the employee prepays the total premium cost. This understanding is subject to any limitations incorporated in individual plans.

5.7.1 Bereavement Leave

DPMG members will be granted bereavement leave with pay as follows:

- a) In the event of a death of a spouse, a parent or a child (including step-child), ward of the employee, grandchild or a relative with whom the employee permanently resides, an employee so bereaved shall be allowed leave with pay not exceeding five (5) working days. The days shall normally be consecutive, and shall be taken at the time of death, funeral or memorial service.
- b) In the event of a death of a parent-in-law, grandparent, sibling (including step-sibling and half-sibling, sibling-in-law (immediate – a spouse's sibling or a sibling's spouse), son-in-law, daughter-in-law or step-parent, an employee so bereaved shall be allowed leave with pay not exceeding three (3) working days. The days shall normally be consecutive, and shall be taken at the time of death, funeral or memorial service.
- c) In the event of the death of an employee's aunt, uncle, niece, nephew, sibling-in-law (extended – spouse's sibling's spouse), foster parent, or the grandparent of the spouse of the employee, an employee shall be granted leave of absence with pay for one (1) day for the purpose of attending the funeral.

Spouse shall include a person who is in a marriage or other formal union recognized by law with an employee or who has cohabited with an employee in a conjugal relationship for at least twelve (12) months as the employee's spouse.

If the location of the funeral or memorial service is more than two hundred (200) kilometers away from an employee's residence, an employee may be granted time to attend, in addition to the time outlined in section (b) & (c), for the actual time it takes to travel to and from such location, to a maximum of two (2) days.

If there is a death in an employee's family as defined under (a), (b), (c) while the employee is on vacation, the employee is entitled to use bereavement leave, rather than vacation days as scheduled.

Request for such leave must be directed to the employee's immediate supervisor.

5.7.2 Compassionate Care Leave

An employee shall be granted Compassionate Care Leave in accordance with the leave provisions of the Nova Scotia Labour Standards Code. Compassionate care leave is an unpaid leave of up to eight (8) weeks for employees who need to care for a seriously ill family member who has a high risk of dying within (26) twenty-six weeks.

5.7.3 Pregnancy Leave

The university will grant pregnancy leave to an employee in accordance with the provisions of the Labour Standards Code.

The university supplements the pregnancy leave benefits which an eligible employee may qualify for under the Employment Insurance Program, and provided they have successfully completed their probation period. For a period of up to seventeen (17) weeks, the University will pay a benefit of up to 95% of regular salary, less benefits receivable under the Employment Insurance Act and any other earnings from employment. No benefit is payable by the university for any period in which the employee is disqualified from benefits under the Employment Insurance program. This benefit is granted on the condition that the employee returns to continuing employment upon expiry of the leave. If the employee does not return to work the university is entitled to reimbursement of any amounts (prorated) paid by the university to the employee under this supplementary benefit. The employee will acknowledge in writing by signing a Supplementary EI Benefits Application Form. The application to request this benefit is available on the HR section of *myDal* (login required):

<https://dalu.sharepoint.com/sites/mydal/dc/hr/SitePages/Life%20Changes.aspx>

Further details on this benefit can be obtained through Human Resources.

5.7.4 Parental Leave

The university will grant unpaid parental leave in accordance with the terms of the Labour Standards Code. Such leave is available to parents by birth or by adoption, provided they have been employed at Dalhousie for at least one year.

When an employee is entitled to pregnancy leave and qualifies for parental leave under the Labour Standards Code of Nova Scotia and for parental benefits under the Employment Insurance Act as determined by Human Resources Development Canada, the benefit payable by the university is a weekly amount which combined with the Employment Insurance benefit and any other earnings from employment will equal ninety-five percent (95%) of the employee's regular salary at the commencement of the parental leave for a maximum period of fourteen (14) weeks. Where an employee takes a pregnancy leave, the Act requires that both leaves (pregnancy and parental) be taken consecutively.

When an employee becomes a parent, including through adoption, and is not taking a pregnancy leave, and qualifies for parental leave under the Labour Standards Code of Nova Scotia and for parental benefits under the Employment Insurance Act, the university will supplement those benefits and pay 95% of regular salary, less benefits receivable under the Employment Insurance Act and any other earnings from employment, for a period of seventeen (17) weeks. Where employees take a parental leave but not a pregnancy leave, they may do so

at a time of their choosing commencing with the date of birth or the date in which the child is taken into their care, provided the leave is completed within a fifty-two (52) week period after the child first arrives in the home.

The application to request the above benefit is available on the HR section of *myDal* (login required): <https://dalu.sharepoint.com/sites/mydal/dc/hr/SitePages/Life%20Changes.aspx>

Employees who are adopting a child, and who are not seeking parental leave benefits under the Employment Insurance Act, will be granted a leave of absence with pay for the week in which the adoptive child comes into their care. They will also be eligible for additional unpaid leave in accordance with the Labour Standards Code; however, such leave includes the aforementioned week. In the event that both parents are employed by the university, this provision shall have application only to one of those adoptive parents. Employees who are not seeking pregnancy or parental leave benefits under the Employment Insurance Act shall be granted special leave with pay to a maximum of four (4) working days at, or following, the birth of their child. This leave may be granted on non-consecutive days.

An employee who has begun parental leave is entitled to return to and resume work and defer the unused portion of the parental leave should the child become hospitalized for a period exceeding or likely to exceed one week. Only one such interruption and deferral is provided for under the Labour Standards Code.

Employees must give at least four (4) weeks' notice of their intention to take pregnancy or parental leave, and to return from such leave unless the maximum leave entitlement is taken.

The Employment Insurance Act deals with any benefit payments to which an employee may be entitled. Further information is available on the Employment Insurance website at <http://www.servicecanada.gc.ca/eng/sc/ei/index.shtml>

Insured benefits coverage may be obtained for the duration of a leave, subject to the employee paying the full cost, and meeting any qualifying conditions under specific plans.

5.7.5 Sick Leave and Long Term Disability (LTD)

The University has a policy on Sick Leave Administration for Faculty and Staff available on the HR section of *myDal* (login required) at:

<https://dalu.sharepoint.com/sites/mydal/dc/hr/SitePages/Policies%20and%20Guidelines.aspx>

A regular full-time employee who has worked for 125 days in the preceding 12-month period may be eligible for sick leave for up to 125 working days at full salary for any qualifying absence due to illness or injury, until the employee reaches the normal retirement date under the Dalhousie University Pension Plan. Vacation and leaves of absence with pay shall be treated as days worked. Parental leave, pregnancy leave and leaves of absence without pay shall be excluded when determining the start and end dates of the preceding 12-month period. For a part-time employee, the entitlement of 125 days is prorated based on the percentage of full-time equivalence.

A probationary employee shall accumulate sick leave at a rate of one day per month until the probationary period has been successfully completed.

Employees who work beyond the normal retirement date shall be entitled to accumulate sick leave at the rate of one (1) day per complete month of employment beyond their normal retirement date.

In order to assess a claim for paid sick leave, employees may be required to provide adequate medical certification verifying: i) the illness or injury; ii) a resulting inability to work; iii) that appropriate medical treatment is being sought; iv) estimated date of return to work and any subsequent revisions to the return date; v) return to work schedule, and if applicable vi) any functional limitations and/or medical restrictions to facilitate an earlier return to work date. The employing department or Human Resources will contact the employee to indicate when medical evidence is required and, as circumstances dictate, when further medical evidence is required to assess the claim for paid sick leave.

A Professional and Managerial group employee has the right to return to their own job prior to the expiration of available sick leave. This period will be extended by twelve (12) months from the date the employee completes the elimination period under the terms of the long term disability program (currently 125 days, excluding Saturdays, Sundays, and Holidays, prior to age 65) provided the employee is approved for LTD benefits. Their employment with the University, if they proceed on Long Term Disability, will not be terminated for 24 months from the expiration of paid sick leave. Therefore they may, with adequate medical certification within that 24-month time frame, apply and be considered (including waiver of postings where applicable) for other DPMG positions as a university employee.

An applicant for employment or an employee may be required to undergo, without cost to such employee, medical examinations by a physician of the university's choice in the following instances:

- (a) Prior to employment, but following an offer of employment, provided the medical information sought relates to a bona fide occupational requirement for the position applied for.
- (b) In order to obtain health certificates, where the university in its discretion deems it necessary or desirable, including cases of repeated absences of less than five (5) days, provided a duplicate copy of the physician's report is given to the employee.

5.7.6 Leave for Family Illness

Employees may be granted leave with pay for up to five (5) days per calendar year, from their sick leave entitlement, for the purpose of caring for an employee's parent, spouse, or child, provided such family member(s) require(s) care and no one other than the employee can provide such care. The university may require proof of the need for such leave as it considers necessary. These days shall be deducted from the employee's sick leave entitlement, and will be calculated on a calendar year basis.

5.7.7 Jury Duty

An employee who is required to serve as a juror or witness will receive full salary for the duration of such services and shall reimburse the university to the extent of any jury duty pay received, less expenses.

5.7.8 Employee Benefit (Sabbatical Leave) Plan

Employees may participate in the Employee Benefit (Sabbatical Leave) Plan which provides for deferral of income when an extended period of unpaid leave is sought and agreed to in advance. Contact Payroll, Human Resources, for information on this plan. This plan cannot be used in conjunction with a paid leave because of Canada Revenue Agency regulations.

5.7.9 Study Leave

See Section 7.5 under Career Opportunities and Professional Development.

5.8 Additional University Services

5.8.1. Payroll Deduction

Payroll deduction facilities are available for various deductions including payment of Canada Savings Bonds, United Way donations, charitable donations to Dalhousie (e.g. Annual Fund, Capital Campaign), University Club dues, RRSP, Dalplex fees, and parking.

5.8.2. Dalplex membership fees for access to its sports, athletic and recreational facilities

The cost of single and family membership for full-time Employees, or those who have a part-time appointment which is at least 50% of full-time, is 50% of the fee charged to the general community. For more information, visit: <http://athletics.dal.ca/>

5.8.3. Daycare Facilities

There is a day care facility on campus. Refer to <http://ucc.dal.ca/>. Dalhousie also has a membership with Kids and Company Child Care. For more information, please refer to <https://kidsandcompany.com/ca/>

5.8.4. Tuition Assistance

See Section 7.5

Section 6

Career Opportunities

6 Career Opportunities

Working at Dalhousie University provides an opportunity to make a positive contribution to the student experience and acclaimed research activities. As one of the largest employers in Metro Halifax, Dalhousie encourages career development and personal growth in an environment focused on lifelong learning.

6.1 Job Posting

6.1.1 Process

Professional and Managerial Group positions are posted through http://www.dal.ca/dept/hr/careers_dalhousie.html and employees interested in opportunities within Dalhousie are encouraged to regularly check the website. Job postings include a summary of the position and qualifications and experience, along with other relevant information. Job postings are sent electronically across the university to most departments and circulated through the electronic employee newsletter, Today@Dal.

Employees may make confidential inquiry for such positions through Recruitment and Retention, Talent Management. Applications are completed online at: http://www.dal.ca/dept/hr/careers_dalhousie.html.

The university encourages career development discussions between employees and managers. The university encourages employees to advise current managers when considering an application to another position.

The university may fill vacancies without advertising should such vacancies provide an opportunity to:

- a) address matters related to accommodation,
- b) provide an alternative for other employment opportunities when a position is being eliminated,
- c) meet a key initiative, such as accreditation standard, with a significant and/or unavoidable time constraint, or a strategic priority such as diversity and inclusion, or
- d) other exceptional circumstances.

6.1.2 Internal Transfers and Promotions

Employees who transfer to a position from within the university will be subject to a period of formal assessment of six months' duration in their new positions (see Section 3.3, Assessment Period).

Salary placement upon promotion (through the posting process) shall be determined in consultation with Human Resources. Employees promoted to a position in a higher classification will normally receive an increase of 7.5% of their current salary, and will, in any event, receive not less than the minimum salary for the position to which they are promoted. Anniversary dates will be adjusted to ensure that an earnings increase of at least 3% is obtained in the twelve months following promotion. Employees will progress through the salary range until the maximum of the range is attained.

In the event of resignation or transfer to another Department, a minimum of four weeks' notice in writing is required, excluding vacation. This required notice may be amended by the mutual agreement of both departments.

Section 7

Professional Development

7 Professional Development

7.1 Career Development

Dalhousie University encourages personal and professional growth through various resources. Dalhousie encourages employees to use these resources to assist with career development. To discuss career opportunities in general, or obtain details of the qualifications and experience required to pursue career advancement, employees may contact Recruitment and Retention, Talent Management, for advice. Information on resume writing, interviewing skills, etc. is available on the Recruitment and Retention website on *myDal* (login required):

<https://dal.u.sharepoint.com/sites/mydal/dc/hr/SitePages/Career%20Development.aspx>

7.2 Professional Development

Employees of the Professional and Managerial Group are encouraged to maintain their competence and knowledge through direct training opportunities, such as certificate programs, credit and non-credit courses, seminars, convention and conference attendance, committee work and professional affiliation.

Where in the course of employment employees are requested to attend conferences or seminars related to their work, regular salary, registration fees and all reasonable travel and accommodation expenses will be paid, unless otherwise agreed, from departmental funds. For details on the University travel policy, please refer to: <http://www.dal.ca/dept/financial-services/For-Staff-and-Faculty/travel.html>

The DPMG Conference, a one-day event held annually in June, is a recommended professional development opportunity available to all members free of charge. All DPMG members are strongly encouraged to attend.

On an ongoing basis, Learning and Development, Talent Management, provides a range of development courses and workshops without cost to university employees. Information on programs and services is available online at: <https://events-eod.dal.ca/>.

Learning and Development, Talent Management, also supports achievement, development and success through the Achieve program or other performance planning systems. Employees are encouraged to discuss their performance and future goals with their managers. For more information on Achieve or on performance planning in general please visit *myDal* (login required): [https://dal.u.sharepoint.com/sites/mydal/dc/hr/SitePages/Performance%20Support%20\(ACHIEVE\).aspx](https://dal.u.sharepoint.com/sites/mydal/dc/hr/SitePages/Performance%20Support%20(ACHIEVE).aspx)

7.3 Secondment

A secondment agreement may be arranged when there is agreement to transfer an employee with a particular skill set to an external organization, or when it is determined to be the appropriate method of temporary transfer between employee groups, or to another Faculty or administrative area of the university. Secondment arrangements may be considered as a means of professional development, in addition to fulfilling a particular need in a unit.

An agreement to second an employee will not normally exceed two years. Seconded employees may return to their original positions at the end of the agreement.

Employees who have been transferred to a higher classification in another employee group, Faculty or administrative area of the university through a secondment agreement will receive a temporary salary increase in the range of five to ten percent (5-10%) or to the minimum of the new classification, depending on the nature and extent of the duties being assumed. Prior to engaging in secondment arrangements, unit or faculty administrators should consult with Human Resources for assistance in determining appropriate salary treatment. The appropriate salary level for an employee seconded to an external organization will be determined in consultation with the seconding organization. Secondment to a position of the same classification shall not result in a change in salary.

7.4 Tuition Assistance

7.4.1 Tuition Waiver

Tuition fees will be waived for employees who are regular full-time or regular part-time (50% FTE or greater), as well as their spouses and children, as follows:

Employee:

Up to twelve credit hours in the 12-month period ending August 31 of each year in any Faculty of Dalhousie University.

Spouses and Children:*

Fifty percent (50%) of tuition fees in all courses offered at Dalhousie University in any undergraduate program in a Faculty other than Dentistry (excluding the School of Dental Hygiene), Law and Medicine. Where both parents are employees, the tuition fee waiver for children shall be 100%.

Where an employee has a child in respect of which any waivers claimed under the previous paragraph do not exceed 15 billing hour fees (30 if both parents are entitled to this benefit), the University agrees to waive tuition of \$4,332 for that child (until age 25) in respect of a Dalhousie MD, DDS, or LLB (prorated for an LLB student enrolled at less than full-time fees). Where both parents are entitled to this benefit, the tuition waiver shall be \$8,664. The waiver amounts specified are the rates for 2016/17. This may only be used for one degree program. The fees are based on the standard annual tuition for the Bachelor of Health Science.

Deceased or Retired Employee:

Tuition waivers shall continue to be available to employees who have retired, having been employed for five or more years, and to their spouses and children, and to the spouses and children of former employees who are deceased and who had been employed for five or more years.

Divorced or Legally Separated Employees:

Tuition waivers shall continue to be available to the children of those employees who are divorced or legally separated, provided satisfactory evidence of support equivalent to 7% of annual earnings is provided.

Ill or Disabled Employees:

Tuition waivers shall continue to be available to employees who are ill or disabled and to their spouses and children, provided the employee is in receipt of sick leave or long-term disability benefits.

The tuition fee waiver is a tax-free benefit for employees unless the waiver is for a non-job related course.

** For the purposes of tuition waiver administration the following definitions shall apply:*

“Spouse” shall mean a person who is in a marriage or other formal union recognized by law with an employee or who has cohabited with an employee in a conjugal relationship for at least twelve (12) months as the employee’s spouse.

“Child” shall mean any dependent child of the employee to the end of the academic year of the child’s 25th birthday, or beyond that date if dependent on the employee by reason of mental or physical disability. Dependents are defined as children of the employee for whom the employee is entitled to claim tax credit under the Income Tax Act in the year in which the tuition waiver is requested or children not over the age of twenty-five (25) to whom the employee declares that they provide regular financial support.

“Tuition Fee” shall mean the basic tuition fee applicable to specific programs and shall include auxiliary fees which are for required instruction but shall exclude any other fees such as international student differential fees, co-op fees, and student union fees.

Note: The University recognizes and promotes a number of specialized credit programs, e.g. foreign exchange programs. Tuition waiver does not apply to these programs when:

- a) the fees are only collected by Dalhousie on behalf of the host institution;
- b) the fees are paid directly by the student to the host university.

For further information, please contact Student Accounts.

Tuition Waiver for Employees Admitted to a Graduate Program Fee Degree

A program fee degree is one that is based on a set tuition per term and a residency requirement, rather than individual cost per course. Arrangements have been made to give employees registered in Graduate Program Fee Degrees a fee waiver equivalent to that given to employees registered in Graduate Per Course Fee Degrees (i.e., up to twelve credit hours in the 12-month period ending August 31 of each year). If employees complete their degree requirements prior to the completion of the required terms of program fees, they will be required to pay the balance of fees owing before being approved for graduation. Should employees terminate their employment before the outstanding fees are waived in full, the outstanding balance shall be payable to the university by the employee. Specific situations should be referred to Learning and Development, Talent Management, and the Faculty of Graduate Studies, for advice. For more information, please refer to Benefits, Human Resources or the Faculty of Graduate Studies.

7.4.2 Tuition Reimbursement (previously Professional Certification)

Employees who undertake a specific course of study which is associated with their professional certification and which is related to current job requirements and/or anticipated university needs (including study related to professional certification which would not be covered under the Tuition Waiver Policy) may request Tuition Reimbursement. Applications should be directed to Learning and Development, Talent Management, and must be endorsed by the employee's Department Head. These courses may be taken at another educational institution if they are not available through Dalhousie. This benefit will not be given in addition to the twelve credit hours

provided for through the Tuition Waiver, but a combination of these benefits is permissible subject to the total support provided by the university not exceeding the cost of twelve credit hours.

Employees may make arrangements through their Department Heads to audit any credit course offered by the university provided it is job related and subject to the instructor's approval.

7.5 Study Leave

As the operations of the university expand and become more complex, the university may wish to selectively encourage middle- and senior-level managers to seek further post-secondary education study or project experience (hereinafter referred to as study leave). Such study or project work must complement directly the employee's responsibilities at Dalhousie University.

To be eligible for such study leave, the applicant must have:

1. completed a minimum of three years' continuous service if it is an initial application;
2. six years of continuous service since the completion of the last period of study leave if it is a second or subsequent period of leave.

Application must be made in writing to the Vice-President responsible for the unit in which the applicant is employed. The application must specify the course of study or project which will be undertaken and the period of leave which is being requested. Where appropriate, the agreement of the Dean or the Administrative Director must accompany the application.

When study leave is granted, in consultation with the Assistant Vice-President, Human Resources, it shall be for a period of up to twelve (12) consecutive months in total.

For initial requests (three (3) year service qualification), leave when granted will be with 50% of regular salary with pension and insured benefits being maintained on a nominal salary basis. In approving such leaves it is understood that the applicant will return to the university for a period equal to the period of the leave or reimburse the university for the full amount of salary received from the university during such leave.

The salary support provided may be increased to 75% at a rate of 8.33% per annum for each year that the applicant is willing to commit to remaining in the employ of the university following completion of the period of leave, and the subsequent service requirement which is a condition of leave.

Second and subsequent leaves, when granted, will be with 75% of regular salary.

Financial assistance may also include assistance to offset part or all of the cost relating to tuition fees, travel and relocation.

7.6 Volunteer Work

The university encourages participation by all of its employees in university and community volunteer work. Time commitments should be arranged with the employee's supervisor so that they do not interfere with the fulfillment of regular responsibilities.