Employment Relationship Policy

**Office of Accountability:** Provost and Vice-President (Academic) and Vice-President (Finance and Administration)

**Office of Administrative Responsibility:** Human Resource Consulting Services and Faculty Relations

**Approver:** General Faculties Council & Board of Governors

**Scope:** Compliance with University policy extends to all members of the University community

### Overview

**Legislation Governing Academic Staff**

Pursuant to the provisions of the *Post-Secondary Learning Act of Alberta*, the Board of Governors has the authority to manage and operate the University and employ staff members, including Academic Staff.

The complete wording of the section(s) of the *Post-Secondary Learning Act of Alberta*, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction or delegation needs to be determined.

**Legislation/Agreement Governing Support Staff**

Employment of non-academic employees is pursuant to the *Public Service Employee Relations Act*, the *Employment Standards Code* and the *Post-Secondary Learning Act* and is governed by the *Collective Agreement between the Non-Academic Staff Association (NASA)* and the Governors of the University of Alberta.

### Purpose

The purpose of this policy is to promote transparent procedures concerning the ongoing employment relationship between the staff member and the University.

### POLICY

1. **STATEMENT OF PRINCIPLE**

   a. Subject to provisions of all staff agreements and legislation, employees will be afforded reasonable treatment in their employment relationship with the University of Alberta.

   b. The University will strive to make its human resource procedures transparent.

   c. The University of Alberta is committed to making reasonable efforts to remove employment related barriers which may impact its employment relationship with individuals in the designated groups identified in the *Employment Equity Act* and other individuals who possess personal characteristics identified as protected grounds in the *Alberta Human Rights Act* and the University of Alberta Discrimination and Harassment Policy.

### DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.
Staff Member

A person employed by the University of Alberta and defined under Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues or Recruitment Policy (Appendix B) Definition and Categories of Support Staff

Academic Staff

A staff member of the University of Alberta as defined under Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues

Designated Groups

Women, Aboriginal persons, persons with disabilities, and visible minorities.

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [▲Top]

Alberta Human Rights Act (Government of Alberta)

Appointment of Faculty Procedure (UAPPOL)

Collective Agreement between NASA and the Governors of the University of Alberta (NASA)

Discrimination and Harassment Policy (GFC 44) (University of Alberta)

Employment Equity Act (Department of Justice)

Post-Secondary Learning Act (Government of Alberta)

Public Service Employee Relations Act (Government of Alberta)

PUBLISHED PROCEDURES OF THIS POLICY

Appointment of Administrative Professional Officer Procedure

Appointment of Continuing Librarian Procedure

Appointment of Contract Academic Staff Teaching (CAST) Procedure

Appointment of Faculty Service Officer Procedure

Appointment of Sessional and Other Temporary Staff Procedure

Appointment of Support Staff Procedure

Appointment of Trust/Research Academic Staff Procedure

Home Internet Allowance for Support Staff Procedure

Managing Staff Vacation Procedure - Support Staff

Payment by Electronic Banking/Direct Deposit Procedure