

Approval Date: May 13, 2011 Effective Date: July 1, 2011

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. [▲Top](#)

Staff Member	A person employed by the University of Alberta and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> or <i>Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
Academic Staff	A staff member of the University of Alberta as defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i>
Designated Groups	Women, Aboriginal persons, persons with disabilities, and visible minorities.

RELATED LINKS

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[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](#)