



EMPLOYEE HANDBOOK

UNION EXEMPT EMPLOYEES

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NSCAD UNIVERSITY

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INTRODUCTION

This handbook is intended as an information guide to Non Union Employees, Department Managers and Supervisors for employment related matters. It is expected that these policies are administered to all non union members of the university in a fair and consistent manner.

From time to time this handbook may be subject to periodic updates. It is important to obtain the most up to date version from the Human Resources Department.

RECRUITMENT AND SELECTION

Process

The University will post all positions internally and/or externally in order to attract the best qualified candidates for the vacancy. The Human Resource Department is responsible for facilitating the recruitment process and providing guidance in the recruitment and selection of candidates.

Equal Opportunity

There shall be no discrimination in employment at NSCAD on any grounds prohibited by the Canadian Charter of Rights and Freedoms or the Nova Scotia Human Rights Act.

Offers of Employment

All letters of offer will be prepared by the Human Resources Department and approved by the appropriate Vice President responsible for the area of hire.

Orientation

It is important that new employees are integrated into their new environment as soon as possible after beginning their new position. The orientation program at NSCAD is divided into two parts.

Human Resources Responsibility: Within the first week of employment the Employee shall meet with the Director, Human Resources to be oriented to the University. During this session the Employee will complete all new hire paperwork and be given a general overview of the University.

Departmental Responsibility: The departmental orientation is more in depth and includes more detailed information on the department in which the Employee will work, as well as details on the scope of his or her work. A check list should be completed and returned to the Human Resources Department within two weeks of beginning employment.

TERMS AND CONDITIONS OF EMPLOYMENT

Hours of Work

Full Time: Employees who are regularly scheduled to work a minimum of thirty-five (35) hours per work week.

Part Time: Any Employee who regularly works less than 35 hours per week.

Scheduled Hours: Work hours shall normally be scheduled between 7:30am and 5:30pm with one unpaid hour for lunch. Daily working hours shall be determined by the Employer and discussed with the Employee at the time of hiring. No change to working hours will be implemented by the Employer without reasonable notice to the Employee.

Flexible work hours: Individual hours of work may be considered upon mutual agreement of the Employer and Employee.

Employee Identification

All Employees must obtain a valid NSCAD identification card from the office of Student Services. The identification must be updated each year with a validation year sticker obtained from the Office of Student and Academic Services. This ID will be required to access the University after hours or overnight.

A barcode will be required to charge items to an account in the NSCAD art supply store, or to withdraw books from the Library. Barcodes may be obtained from Library Services.

Overtime

It is recognized that from time to time additional hours may be required to fulfill the requirements of a position. These hours should be requested in advance by a supervisor, except in the case of an emergency.

Overtime is defined as all work performed outside the Employee's regularly scheduled working hours, and that is **authorized in advance** by the Employer.

You are expected to perform your position competently, efficiently and to the best of your ability. Managerial positions are expected from time to time to carry out duties outside of normal business hours and days. Salaries and benefits take into account these expectations. As such, the following Employees will not be compensated directly for overtime worked:

- Director, Facilities Management
- Director, School of Extended Studies
- Director of Admissions and Recruitment
- Director of Human Resources
- Registrar
- Store Manager
- Director, University Relations

Controller
Director, Computer Services

These Employees may request leave with pay in recognition of excessive hours of work or time off in lieu of overtime pay.

All other Employees are entitled to overtime compensation as follows:

- Overtime hours must be required as an operational necessity and be pre authorized by the Supervisor.
- Periods of less than fifteen (15) minutes in a regular work day are not entitled to overtime compensation.
- Unless required as an operational requirement and pre-approved by the supervisor, work performed during lunch hours is not considered to be work performed in excess of the regular work day and will not be compensated as overtime.
- Overtime will be compensated at 1 ½ times the current salary.
- If an Employee is required to work on the following they will be compensated at 2 times the hourly rate: Sundays after 7 hours consecutive overtime; or holidays.
- Employees may choose to accumulate their overtime hours for use at a later date; however, any hours not utilized by the end of the calendar year in which they are earned will forfeit the time and pay unless authorized by the immediate supervisor.
- There is no pyramiding of wages or benefits.

Timesheets must be submitted to the Human Resource Department noting the date of the overtime, the overtime rate and total of hours. This information will be recorded for future use, or pay out.

Absenteeism & Absence Reporting

All unscheduled absences are required to be reported to your immediate supervisor as soon as possible, and no later than one (1) hour after your normal start time.

Upon return to work a staff report form must be completed noting the dates of absence in the appropriate section and signed by the supervisor. The type of leave must be included, identifying sickness, bereavement, family emergency, etc.

All absences of more than ½ day must be noted on a staff report form. Any absences because of sudden illness, or appointment, etc of less than ½ day do not have to be formally recorded, but should be noted by the supervisor.

All copies of staff report forms are to be forwarded to the Human Resources Department where they will be recorded. The pink copy will be returned to the employee for his/her records.

If an Employee suffers an illness, accident, or has surgery that will prevent him or her from working for an extended period of time, the Employee must contact the Human Resources Department as soon as possible to complete the paperwork for any benefits which may be available.

Personal Appearance & Hygiene

The University's public image is of significant importance. Employees are expected to dress appropriately including the practice of daily hygiene. Each department may have different dress codes however Employees are expected to dress in a manner that is consistent with the nature of their position. Appropriate attire should be discussed with the immediate supervisor.

Clothing should be clean, neat, of appropriate fit and consistent with safety standards and contributing to the overall positive impression of our University.

Code of Conduct

Employees are expected to represent the University at all times. All employees are encouraged to maintain high standards of honesty, fair dealing and integrity and by their actions realize that they affect its reputation.

Performance Reviews

Probation Period

An initial probationary review should take place within the first six months of employment as stated in the Employee's letter of offer. A signed copy of this review will be sent to the Human Resources Department to be included in the Employee's personal file.

If concerns arise during the probationary period, notice in writing will be provided outlining the areas of concern, potential remedies and time frames. The probation period may be extended at this point for a period of up to 3 months. If it is determined at this time that the Employee is not performing to the expected standard, the Employee may be terminated.

Annual Reviews

An annual performance review will take place each year, prior to the end of the school year on June 30, 2008. This is an opportunity for both the Employee and Supervisor to discuss their performance goals, concerns and development within the University. A signed copy of this review will be placed in the Employee's personal file.

Discipline

The Supervisor will discuss all issues relating to performance and code of conduct with Employees directly, in order to inform and permit the Employee to take corrective measures prior to discipline being imposed. The University shall follow the principles of progressive discipline as outlined below.

Based on the nature of the infraction progressive discipline may include some or all of the following:

- Verbal warnings
- Written warnings
- Suspension
- Demotion
- Trial Period
- Termination

After consultation with the Human Resources Department, all discipline will be issued in writing outlining the type of discipline imposed and the expected standard of performance. A copy will be issued to the Employee, and kept in the official personnel file.

Resignation

Unless otherwise stated in a contract, all Employees are expected to provide a minimum of two weeks notice prior to leaving the employment of the University. Unused vacation accrual is not to be included in the notice period and will be paid out on the last pay from the University.

Retirement

Employees are eligible for retirement after reaching the age of 55.

LEAVES

Sick Leave

All Employees are entitled to twelve (12) days of sick leave per salary year to cover unexpected illness or injury. An Employee's sick leave entitlement will not be carried from one year to the next. If an Employee is unavailable for work, and no longer has accumulated sick time available, the missed time must be taken without pay or charged against accumulated vacation time.

Employees who suffer illness, injury or hospitalization for more than ten (10) consecutive days' duration shall be covered from the first day of such absence by the University's short and long term disability plan in accordance with the terms and conditions of such plan.

Vacation Leave

The vacation year runs from the 1st of July to end of June the following year. Vacation entitlement for regular full time Employees is as follows:

Employees with 1 – 15 years service	23 days vacation per year (1.9 earned /month)
After 15 years – 20 years service	25 days vacation per year (2.1 earned /month)
After 20 years service	30 days vacation per year (2.5 earned /month)

Part-time Employees will be prorated based on the number of hours worked annually.

Temporary or casual Employees are not entitled to vacation time, but will receive vacation pay as outlined in the labour standards code.

Employees are expected to give one (1) month notice of vacation time unless it is not possible to do so. Staff report forms must be submitted to the immediate Supervisor *in advance of the vacation* for approval. The signed staff report form will be submitted to Human Resources for recording and the pink copy returned to the Employee noting the number of remaining days left owing. The scheduling

of vacation is administered by the Manager or Supervisor of the department, and is subject to the needs of the workplace.

Employees are encouraged to use vacation credits during the vacation year in which they are earned, and use them by end of the year immediately following. Vacation days will not normally be carried over beyond the 12 months following the vacation year in which they are earned. Under special circumstances an Employee may request for up to one (1) week of their vacation (typically 5 working days) to be carried over beyond the normal time frame. The request must be submitted in writing to the Supervisor and prior to April 1st of the current year.

Employees may request vacation in advance of earning the days. If approved, the days will be charged against future earnings of vacation. If an Employee leaves the employ of the University and has outstanding debits of vacation, the cost of the time taken will be deducted from the last pay.

An Employee terminating his/her employment will be entitled to payment in lieu of any accumulated and unused vacation time.

Personal Emergency Days

Personal Emergency leave days will be provided in cases of unexpected emergencies up to a maximum of five (5) days per year. These leaves will be at the sole discretion of the Employer and may include sick child, medical emergency of a parent, child or spouse, unexpected school closing, etc. An Employee will not be entitled to carry forward emergency days from year to year.

All emergency leaves will be recorded on a staff report form along with the reasons for such leave and approved by the immediate supervisor and recorded by the Human Resource Office.

Moving Day

When an Employee, who has worked at the University for at least one year, physically moves his/her household to a new residence, one moving Day with full salary and benefits shall be granted.

Maternity Leave

A pregnant Employee who is qualified for pregnancy and parental leave under current legislation shall be entitled to Pregnancy and Parental Leave for up to fifty-two (52) weeks.

Where an Employee takes pregnancy leave and the Employee's newborn child or children arrive in the Employee's home during the pregnancy leave, parental leave:

- begins immediately upon completion of the pregnancy leave and without the Employee returning to work; and
- ends not later than fifty-two (52) weeks after the commencement of the combined pregnancy and parental leave began, as determined by the Employee.

A pregnant employee who does not qualify for pregnancy and parental leave under current legislation shall be entitled to an unpaid Leave of Absence for up to seventeen (17) weeks upon

- giving the Employer notice of the date that she will begin the leave and the date she will return to work, and
- providing to the Employer a certificate of a legally qualified medical practitioner stating that the Employee is pregnant and specifying the expected date of delivery.

A pregnant Employee, who has been employed by the Employer for at least six months, and qualifies for pregnancy and parental leave under current legislation, is entitled to a leave of absence for up to seventeen (17) weeks upon:

- giving the Employer notice of the date that she will begin the leave(s) and the date she will return to work; and
- providing to the Employer a certificate of a legally qualified medical practitioner stating that the Employee is pregnant and specifying the expected date of delivery.

The Employee shall determine the dates on which the leave begins and ends, except that the pregnancy leave shall begin:

- not sooner than sixteen weeks before the expected date of delivery, as the Employee determines; and,
- not later than the date of delivery; and

The pregnancy leave shall end:

- not sooner than one week after the date of delivery; and
- not later than seventeen (17) weeks after the pregnancy leave began, or in the case of combined pregnancy and parental leave not later than fifty-two (52) weeks, after the pregnancy leave began.

Leave for illness of an employee arising out of or associated with the Employee's pregnancy prior to the commencement of, or the ending of pregnancy leave, may be granted sick leave.

Where the duties of a pregnant Employee cannot be reasonably performed or the performance of the Employee's work is materially affected by her pregnancy, the Employer will make all reasonable efforts to accommodate the Employee. All requests for accommodation will be based on a medical certificate provided by a qualified medical practitioner.

The Employee shall advise her Immediate Supervisor in writing that she is applying for pregnancy and/or parental leave and file the required documents in accordance with the above procedure before the leave arrangements are finalized by the Employer.

Subject to the terms and conditions of the Supplementary Employment Benefits Plan, the Employer shall supplement an Employee's Employment Insurance Benefits and other earnings for a maximum period of fifteen (15) weeks during the Employee's pregnancy leave. In addition, for the first two (2) weeks of the pregnancy leave, the Employee shall receive 95% of the Employee's salary.

Before proceeding on pregnancy leave, each Employee claiming benefits shall sign an undertaking on a prescribed form that she will return to work at the end of her pregnancy leave, or any authorized extension thereof, and remain in the University's employ for a period of at least seventeen (17) weeks thereafter. Should an Employee fail to return to work or return for a period of less than seventeen (17) weeks, the University shall review each case on its own merits and may, at its option, require the Employee to repay all or part of the benefits received under the Supplementary Employment Benefits Plan.

When the Employee reports for work upon the expiration of the period of leave, she shall resume work in the same position or, if the position has been eliminated, a comparable position to that which she held prior to the commencement of the pregnancy leave at no lower rate of pay and with no loss of benefits accrued to the commencement of the pregnancy leave.

Where there is a newborn child and there is continuous hospitalization or death of the mother who is the Spouse of an Employee of the University, if the Employee is not taking parental leave, a period of unpaid leave up to seventeen (17) weeks, or in the case of combined pregnancy and parental leave, fifty-two (52) weeks, shall be available to the Employee under the provisions of the Pregnancy Leave clause.

Paternity Leave

Upon the birth of his child, an Employee who is the spouse of the primary caregiver and not in receipt of benefits shall be granted special leave with pay and benefits for up to a maximum of five (5) Days.

Parental Leave

An Employee who qualifies for parental leave under current legislation and who becomes a parent of one or more children through:

- the birth of the child or children; or
- the placement of the child or children in the care of the Employee for the purpose of adoption of the child or children pursuant to the law of the Province of Nova Scotia,

is entitled to an unpaid leave of absence of up to fifty-two (52) weeks upon giving the University notice of the date that the Employee will begin the leave and the date that the Employee will return to work.

Where parental leave is not continuous with pregnancy leave, it:

- begins on such date, coinciding with or after the birth of the child or children or the child or children first arriving in the Employee's home; and
- ends not later than fifty-two (52) weeks after the parental leave begins.

Where an Employee has begun parental leave and the child to whom the parental leave relates is hospitalized for a period exceeding or likely to exceed one (1) week, the Employee is entitled to return to and resume work and defer the unused portion of the parental leave until the child is discharged from the hospital, upon giving the Employer notice. There will be only one interruption and deferral of each parental leave.

An Employee other than an Employee in receipt of leave, who has been employed by the University for at least one (1) year, who becomes the parent of one or more children through the birth of a child or children, or placement of a child or children through adoption pursuant to the laws of the Province of Nova Scotia, and who is in receipt of parental leave benefits under the terms of the Employment Insurance Act, shall be entitled to the benefit of the Supplementary Employment Benefits Insurance Plan for a period of ten (10) weeks during the parental leave.

In order to provide the Employer with as much advanced notice as possible in the event of adoption, an Employee should provide a copy of his/her approved Application for Adoption to the Human Resources Office.

When the Employee reports for work upon the expiration of the period of parental leave, he/she shall resume work in the same position or, if the position has been eliminated, a comparable position to that which he/she held prior to the commencement of the parental leave at no lower rate of pay and with no loss of benefits accrued to the commencement of the parental leave.

Bereavement Leave

When there is a death of an Employee's immediate family member, the Employee shall be entitled to up to five (5) consecutive Days of bereavement leave with full salary and benefits.

The Employee shall notify his/her Immediate Supervisor that such leave is required. The immediate family members shall be defined as father, mother, sister, brother, legal guardian, Spouse, son, or daughter. Special consideration will be given to an Employee who regards someone other than their biological parents or legal guardians to be their immediate family.

An Employee shall be entitled to up to three (3) consecutive Days of bereavement leave with full salary and benefits for grandparent, grandchild, uncle, aunt, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, or son-in-law. The Employee shall notify his/her Immediate Supervisor that such leave is required.

An Employee shall be entitled to one (1) Day of bereavement leave in the event of the death of a niece or nephew.

In cases where extraordinary circumstances prevail (such as travel outside mainland Nova Scotia), the Employer, in its sole discretion, may grant other or additional leave with or without pay for bereavement or compassionate reasons.

Special Leave

Special leaves with or without pay may be granted by the Employer upon terms and conditions prescribed by the Employer.

Court Leave

Leave of absence without loss of seniority and benefits shall be given to every Employee other than an Employee on leave of absence without pay or under suspension who:

- loses work time as a result of jury selection process or actual service as a juror in Court; or
- by subpoena or summons attends and testifies as a witness in any proceeding held in or under the authority of a court, to which the Employee himself/herself is not a party.

The Employer shall pay such Employee(s) the difference between normal earnings for such lost time and the payment he/she received for jury or witness duty. The Employee will present proof of service and the amount of pay received. An Employee released from such jury or witness duty shall return to complete that part of the work shift he/she would have lost had the jury or witness duty continued.

Voting Leave

In the event of an election, all Regular Full-time Employees who are electors and whose employment hours do not allow them three (3) consecutive hours of their own time for voting, shall be allowed such additional time with pay from required employment hours as may be necessary to provide the three consecutive hours. Such additional time for voting shall be granted to the Regular Full-time Employee at the time of Day that, in the judgment of the Employer, best accommodates the Employee's duties.

Holidays

Employees are not required to work on the days the University is officially closed. In addition, the following holidays will be given with pay:

New Year's Day	Good Friday
Easter Monday	Victoria Day
Canada Day	Halifax Natal Day
Labour Day	Thanksgiving Day
Remembrance Day	Christmas Day
Boxing Day	

All days that the University is officially closed during the Winter Holidays, or any other day designated as a Holiday by the President.

PAYROLL AND BENEFITS

Eligibility

All full time permanent employees, or Employees who work a minimum of 9 months per year and 25 hours per week, are eligible for benefit plan coverage. The Employee must be signed up to take part in the Health and Dental coverage within one month the eligibility date (2 months of employment date). If the Employee has not completed the application within this time frame he/she may be required to submit a late enrollment application. You may also be asked for more detailed medical information or to take physical before being approved for coverage. Dental coverage may also be limited to \$100 for the first year of coverage.

Please see Human Resources for a detailed list of insurance coverage.

Group Health and Dental

Employees who meet the eligibility requirements of the Health and Dental plan will be enrolled 1 month from their hire date. Applications for coverage must be completed within 30 days of becoming eligible or late applications may be required.

Employees may opt out of the Group Health and Dental plan if the Employee has coverage through another plan. Proof of coverage must be provided and a waiver form may be required.

Pension Plan

All full time Employees are required to join the pension plan following one year of service. You will be contacted by the Human Resources Department upon reaching your one year anniversary and will be provided with detailed information on the plan.

Once enrolled, the University will deposit 8% to the plan and the Employee is required to contribute 6%. After two years of contributions, an Employee will be considered vested in the pension plan and you will be eligible to keep 20% of the Employer contributions and after each subsequent year increasing the percentage by 20%. After 5 years Employees are fully vested and will be eligible to keep 100% of the Employer contributions.

Accidental Death and Dismemberment (ADD)

The cost of the benefit is covered by the Employer. Coverage equals 2.5 times the Employees annual salary to a maximum coverage of \$300,000.00.

Short Term Disability

All eligible Employees are covered for short term disabilities up to 17 weeks. The cost of coverage is paid in full by the University. If the benefit is approved by the Universities insurance carrier, the Employee will receive 95% of annual salary if employed less than 5 years, and 100% of salary if employed more than 5 years.

Long Term Disability

The cost of coverage for long term disability is paid 100% by the Employee. This ensures that if approved for receipt of benefits, the earnings will not be taxable. Benefit is equal to 60% of monthly earnings to a maximum coverage of \$4,000.00. Employees and the Employer continue to make contributions to the pension plan while in receipt of the benefit.

An Employee may apply directly to Manulife for Optional Additional Long Term Disability to cover earnings above \$4,000.00 per month.

Life Insurance

Employees are required to purchase life insurance while employed by the University. Coverage equals 2.5 times the annual salary to a maximum of \$300,000.00.

Optional Life Insurance is also available and subject to approval through Manulife Insurance.

Pay Schedule

All Employees are paid on the 15th and 30th of the month. Should these dates fall on a weekend you will be paid on the preceding Friday. The Payroll Office requires banking information or a void check for automatic payroll deposit.

Educational Benefits

In December of each year Employees will receive an educational benefit allowance in the amount of \$750.00. This benefit is taxable and is intended to assist in the payment of professional fees, educational seminars, or materials. Receipts are not required and you will not be asked for a record of purchases.

Tuition Assistance

Employee's, Spouses and Dependents in the immediate family of the Employee may enroll in credit or non-credit courses in the University at one-half the tuition fee (studio fees and other fees are to be paid in full). Tuition must be paid in full up front and a receipt with Tuition rebate form must be completed and submitted to the Human Resources Department for rebate.

Canada Savings Plan

Once per year in October Employee's are offered to join the Canada Payroll Savings Plan. This is an easy way to save money by having it deducted from each paycheck. Information on this plan will be distributed in advance of the enrollment.

OCCUPATIONAL HEALTH AND SAFETY

OH&S Committee Meetings

The Occupational Health and Safety Committee meet a minimum of 4 times per year and include members from every area of the University. The University is committed to your safety; if you have any items you would like to have discussed or notice any potential hazards please bring it to the attention of a committee member.

Health and Safety Policy

A full copy of the Occupational Health and Safety Policy can be found on the NSCAD University web site.

Alcohol Policy

In order to ensure awareness of the responsible use of alcohol, the University will act in accordance with the following guidelines:

1. the Nova Scotia College of Art and Design is committed to providing a College environment which values, promotes and reinforces responsibility in the use of alcohol;
2. supports the responsible service and consumption of alcoholic beverages in compliance with the liquor laws of the Province of Nova Scotia;
3. supports the Student Services Office which has developed policy guidelines for the prudent use of alcohol on campus in consultation with the Student Union of the Nova Scotia College of Art and Design.

Please see the NSCAD web site for a listing of the full alcohol policy.

Smoking Policy

In order to achieve a safe, healthy and clean environment, and as required by the HRM smoke free places Act, smoking is not permitted in any of the University buildings. In addition to the demonstrable health risks associated with smoking, much of the University is located in a historic building and is vulnerable to fire and the extensive use of flammable chemicals associated with various art and design production procedures makes smoking on campus especially hazardous.

If you must smoke you are required to smoke out doors and not within 4 meters of windows, air intake vents and entrances to places of employment.