

**Nipissing University**  
**GUIDELINES AND REGULATIONS**  
**Full-time Administrative Employees**

**Revision date: March 2017**  
**(Salary Scale as at May 1, 2014)**

**Nipissing University**  
**GUIDELINES AND REGULATIONS**  
**Full-time Administrative Employees**

**ARTICLE 1 - HOURS OF WORK**

1. Employees are responsible for the operation of his/her office and is expected to work the required hours to perform his/her duties effectively and efficiently.

The normal work week is Monday to Friday inclusive, 8:30 a.m. to 4:30 p.m., with one hour for lunch. Summer hours, which are in effect from May to August, are 8:30 a.m. to 4:00 p.m. with a half hour for lunch. Exact dates for summer hours will be provided by the Facilities Department in April each year.

2. Employees are permitted a fifteen minute break in the forenoon and afternoon.

**ARTICLE 2 - PAY PERIOD**

1. Employees will be paid every second Thursday, covering a two week pay period from Monday to Sunday inclusive.

**ARTICLE 3 - CHANGE OF ADDRESS AND/OR STATUS**

1. It is the responsibility of each employee to notify the Human Resources Office of any change of address and/or status in order to update your personnel records, (ex: group benefits, pension plan, and tax forms.)

**ARTICLE 4 - LEAVE AND HOLIDAYS**

1. The University recognizes the following statutory holidays:

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	

## ARTICLE 5 - ANNUAL VACATIONS

1. Vacations will be granted to employees on the active payroll at the following rate for each completed continuous fiscal year of service (fiscal year is May 1 to April 30) All vacation days must be pre-approved by the employee's supervisor.

Years of Continuous Service	Monthly Accrual Rate	Maximum Annual Vacation Credit
<b>Up to 3 years</b>	1.92 days	23 days
<b>After 3 years</b>	2.08 days	25 days
<b>After 5 years</b>	2.25 days	27 days
<b>After 8 years</b>	2.5 days	30 days
<b>After 10 years</b>	2.92 days	35 days

**Note: Vacation credits as allotted on May 1 of each year are those earned in the preceding year – e.g. vacation allocated on May 1, 2016, is that which is earned from May 1, 2015 to April 30, 2016.**

2. For the portion of the year worked before May 1 in the first year of employment and for the year when a change in the rate of holiday credit accumulation occurs, vacations will be calculated as follows: One year is to be taken from the date of employment and one month is to be any calendar month in which at least ten (10) days were worked. Holidays will be calculated to the nearest whole day, not to exceed the total allowed in one fiscal year.
3. Vacation must be taken on or after May 1 but no later than April 30 of the fiscal year following that in which it was earned. A maximum of ten (10) vacation days may be carried over to the next fiscal year. Unused vacation time that is not carried over will not be redeemable for its monetary value.
4. Employees are allowed to borrow a maximum of five (5) vacation days from the next fiscal year, provided that all days borrowed are accrued before they are taken.

## ARTICLE 6 - SICK LEAVE

1. After successful completion of the probationary period (normally three months – see Article 13.2), employees will earn one and one-half (1½) sick credits per month to a total of 130 days. (One month is to be any calendar month in which at least ten (10) days were worked.) These sick leave credits may be used only for absences due to sickness or other legitimate medical reasons.
2. Sick days will be paid to the total of available sick leave credits, but will not be paid for any additional days. The Human Resources office will notify the employee in writing when his/her sick leave credits are exhausted.
3. When an employee cannot work due to illness, the employee will notify the designated contact person in his/her department and/or his/her direct supervisor. If neither the designated contact nor the supervisor is available, the employee will contact the Human Resources Department. The absence must be reported on the Attendance Report.
4. Employees included under the sick leave plan who are absent due to illness or other medical reasons for more than three (3) consecutive days will be required to present a doctor's note to Human Resources upon their return to work. In addition, a doctor's note may be required for any day of absence where the University has reasonable grounds to question whether the absence is due to sickness or other legitimate medical reasons.
5. If an employee is absent from work due to illness for more than seven (7) consecutive calendar days, under the care of a physician, and considered totally disabled, he/she shall apply for Short Term Disability (STD) benefits. If approved for STD benefits, he/she will receive through the group insurance plan a benefit of 75% of weekly earnings. In addition, such employee will receive from the University the difference between benefits to him/her through the

group insurance plan and his/her full salary. The University payment will be made only until such sick leave credits as accrued have been exhausted, at which time only the group insurance benefit will be payable, if eligible.

- a) Should an employee be absent from work for a period exceeding seven (7) days, and provided the employee is entitled to weekly indemnity\* or long-term disability, sick leave (credits) will be deducted at the rate of 25% (of the weekly earnings) --Motion #80-4-3.

\* Weekly Indemnity = Short Term Disability

6. Should an employee be off work due to illness for more than one hundred and eighty-two calendar days, under the care of a physician, and considered totally disabled, he/she may be eligible for Long Term Disability (LTD) benefits through the group insurance plan. The amount of LTD benefit will not exceed 75% of salary.
7. An employee who has a medical or dental appointment or who requires time off for other medical reasons will inform his/her supervisor. Whenever possible, appointments should be scheduled early in the morning, during lunch or late in the afternoon so as not to interfere with regularly scheduled work. The Director, Human Resources will be the administrator of the sick leave plan and will keep a proper record and accounting of sick leave.

## **ARTICLE 7 - SPECIAL LEAVE**

1. Special Leave is provided for those occasions not covered by annual vacation or sick leave. Special leave must be requested from the Director, Human Resources. If permission is not granted, the employee will be considered as absent without leave, will forfeit pay for the period absent, and will be liable as defined under Article 8, Inexcusable Absenteeism.

- a) Bereavement Leave will be allowed in the event of a death in the immediate family of an employee's parent, spouse, common-law spouse, child, brother, sister, mother-in-law, father-in-law, step-child, step-parent, grandchild or grandparent, of up to five (5) working days without loss of pay. A common-law spouse shall be defined as one who cohabitates for twelve (12) consecutive months. In the event of death in the distant family of a brother-in-law, sister-in-law, aunt, uncle, niece or nephew, or the grandparent of the employee's spouse, one (1) working day shall be allowed with pay. Reasonable traveling time, as determined by the Director, Human Resources, or his/her designate, may be allowed with or without pay.

Where bereavement leave in accordance with this Article occurs during an employee's vacation period, the employee may substitute bereavement leave for the period in question provided that the employee contacts their supervisor during the vacation period and provides evidence satisfactory to the supervisor. The employee would then be eligible to schedule the unused portion of their vacation at a later date.

- b) Marriage Leave: An employee will be allowed marriage leave of three (3) working days without loss of pay.
- c) Leave for Jury Duty: An employee who is called for jury duty will receive paid leave at full pay, less the amount of the jury fee received, as delineated by the Ministry of the Attorney General.
- d) Leave Without Pay: Leave without pay may be granted in special circumstances at the discretion of the applicable Vice-President.

All other leaves as stipulated under the Ontario Employment Standards Act will apply.

## **ARTICLE 8 - INEXCUSABLE ABSENTEEISM**

1. If an employee is absent without permission for three (3) working days during any two month period, he/she will be given a written warning; after a second warning, the employee will be subject to dismissal.
2. If an employee is absent without permission for five (5) consecutive working days during which time he/she has not contacted his/her supervisor or the Human Resources office with a reason acceptable to the University when he/she has an opportunity to do so, he/she will be considered as having left the service of the University.

## **ARTICLE 9 - COMPUTER USAGE AND THE INTERNET**

1. An employee's work computer, internet and email are intended for University use; accordingly, his/her work computer, internet and email use is not private, and all material and documents on his/her computer, email and internet are University property.

## **ARTICLE 10 - PREGNANCY LEAVE / PARENTAL LEAVE / ADOPTION LEAVE**

### **1. Pregnancy and Parental Leave**

- a) Leave of absence for pregnancy and parental leave will be granted in accordance with the Ontario Employment Standards Act.
- b) Upon request in writing by an employee, the University will grant pregnancy leave consistent with the Ontario Employment Standards Act up to a maximum leave (including other leave available under the legislation) of 52 weeks. The University, in considering any request for an extension in pregnancy and parental leave in excess of that provided under the legislation, will give consideration to any medical or other relevant reasons. The employee will advise the University in writing of the expected date of delivery and of her intention to take pregnancy leave including the commencement date and duration of such leave as early as possible, it being understood that the commencement date may change.
- c) At the employee's option, she may, by arrangement with the University, elect to pay for the employee portion of the group benefits plan. In such case, the University will continue to pay its portion of the premium cost for the group benefits set out in Article 11 for the duration of the pregnancy and parental leave.
- d) At the employee's option, she may elect to continue pension contributions, based on either her nominal salary or on the supplementary employment insurance benefit. In such case, the University will continue to match the employee's contribution as set out in Article 12 for the duration of the pregnancy and parental leave.
- e) On returning from pregnancy leave and/or parental leave, the employee will be placed in her former position or in a position equivalent to her former position.
- f) An employee entitled to pregnancy leave under this Article who provides the University with proof that she has applied for and is eligible to receive Employment Insurance (EI) benefits pursuant to the Employment Insurance Act as amended, will be paid an allowance in accordance with supplementary employment top up benefit. In respect of the period of pregnancy leave, payments made according to supplementary insurance top up benefit will consist of the following:
  - i) for the first two (2) weeks, payments equivalent to ninety-five percent (95%) of the nominal salary for her position, which she was receiving on the last worked prior to the commencement of the pregnancy leave, and
  - ii) up to a maximum of fifteen (15) additional weeks, payments equivalent to the difference between the sum of weekly EI benefits the employee is eligible to receive and any other earnings received by the employee, and ninety-five percent (95%) of the actual salary for her position which she was receiving on the last day prior to the commencement of the pregnancy leave.
  - iii) According to the Ontario Employment Standards Act, the employee, after pregnancy leave, is also entitled to a thirty-five (35) week unpaid parental leave. An employee who provides the University with proof that she continues to be eligible to receive Employment Insurance (EI) benefits pursuant to the Employment Insurance Act as amended, will be paid, for twelve (12) weeks, the difference between the sum of weekly EI benefits she is eligible to receive and any other earnings by the employee, and ninety-five percent (95%)

of the nominal salary for her position which she was receiving on the last day prior to the commencement of the leave.

- g) The employee may also, if she chooses, utilize her accumulated vacation entitlement if it does not contravene Article 5.

## **2. Parental Leave for the Parent Who Has Not Given Birth**

After thirteen (13) weeks of continuous employment, the University will grant paid parental leave for the parent who has not given birth who claims the status of primary caregiver for parental leave. Thirty-seven (37) weeks of unpaid leave are allowed under legislation, but twelve (12) weeks are paid at ninety-five percent (95%). The parental leave must commence no later than fifty-two (52) weeks after the baby is born and must be taken all at one time. The leave will be granted after the employee has notified the University of the time frame and will consist of the following:

- a) The leave will be with salary (95%) and benefits up to twelve (12) weeks, and
- b) An employee who provides the University with proof that he/she has applied for and is eligible to receive employment insurance benefits will be paid, for the first two weeks, payments equivalent to 95% of their salary for their position which they were receiving on the last day worked prior to the commencement of the leave, and
- c) Up to a maximum of ten (10) additional weeks, payments equivalent to the difference between the sum of weekly EI benefits the employee is eligible to receive, and any other earnings by the employee, and ninety-five percent (95%) of the nominal salary for his/her position which he/she was receiving on the last day prior to the commencement of the leave, and
- d) On returning from parental leave the employee will be placed in his/her former position or in a position equivalent to his/her former position, and
- e) For the duration of the parental leave, the University will continue to pay its portion of the group benefit costs unless the employee has advised the University in writing that he/she does not wish to pay the employee portion, and
- f) At the employee's option, he/she may elect to continue pension contributions, based either on his/her nominal salary or on the supplementary employment insurance benefit. In such case, the University will continue to match the employee's contribution as set out in Article 12 for the duration of the parental leave, and
- g) If additional leave is required, the employee may request unpaid leave or utilize their accumulated vacation entitlement if it does not contravene Article 5, and
- h) Salary (95%) and benefits will continue for twelve (12) weeks only.

## **3. Adoption Leave**

After thirteen (13) weeks of continuous employment, an employee is entitled to Adoption Leave. A leave from work, with salary and benefits, up to 12 weeks, will be granted after the employee has notified their manager of the timeframe and will consist of the following:

- a) Adoption leave will commence no later than 52 weeks after the child was born or came into the employee's custody, care and control for the first time.
- b) An employee who provides the University with proof that he/she has applied for and is eligible to receive Employment Insurance (EI) benefits will be paid, for the first two weeks, payments equivalent to 95% of his/her salary for their rank which they were receiving on the last day worked prior to the commencement of the adoption leave, and

- c) Up to a maximum of ten (10) additional weeks, payments equivalent to the difference between the sum of weekly EI benefits the employee is eligible to receive, and any other earnings by the employee, and ninety-five percent (95%) of the actual salary for their rank which they were receiving on the last day prior to the commencement of the adoption leave.
- d) Where both parents are employed by the University, only one paid adoption leave, in total, will be granted.
- e) On returning from adoption leave, the employee will be placed in his/her former position or in a position equivalent to his/her former position.
- f) For the duration of the Adoption leave, the University will continue to pay its portion of the group benefit costs unless the employee has advised the University in writing that they do not wish to make the required employee contributions.
- g) If additional leave is required, the employee may request unpaid leave or utilize their accumulated vacation entitlement if it does not contravene Article 35.11(b).
- h) An employee is entitled to a leave of absence for 37 weeks. After twelve weeks (weeks 13-37), the employee will not receive pay from the University. The University will continue to pay its portion of the group benefit costs unless the employee has advised the University in writing that they do not wish to make the required employee contribution.

#### ARTICLE 11 - GROUP BENEFITS

The group benefit plan is shared. 20% is paid by the employee through payroll deduction, and 80% is paid by the employer. It offers the following coverage and is effective on the date of hire.

1. Note: Participation is a condition of employment for all eligible employees.

Benefits:

- a) Life Insurance - 2 X annual salary (max \$500,000)  
Dependent Group Life: \$15,000 for a spouse/\$7,500 for a child
- b) Accidental Death or Dismemberment - 2 X annual salary to a maximum of \$500,000
- c) Short Term Disability - 75% of normal weekly earnings with a maximum weekly benefit of \$2,100. Payment commences following a seven day waiting period.
- d) Long Term Disability: 75% of monthly basic earnings up to a maximum monthly benefit of \$15,000 (payment commences following a 26 week waiting period.)
- e) Vision Care: \$300 every two consecutive calendar years for each covered person.
- f) Dental:
 

one year ODA lag applies	
basic services:	no maximum
major restorative:	\$2,000/individual/year
orthodontics:	\$2,000/life time maximum/dependent (under 18 years of age)
- g) Major Medical – Major medical/surgical

Prescription drug coverage as follows:

- Tier 1 – Pay Direct (NASA Formulary drugs) 100%
- Tier 2 – Pay Direct (non-formulary drugs) 70%

Tier 3 – Pay Direct (Lifestyle drugs) 50%  
Maximum dispensing fee of \$7.50

- h) Paramedical - 100% reimbursement up to a maximum combined paramedical of \$300 per year. Paramedical practitioners are as follows:

Chiropodist, Chiropractor, Neuropath, Osteopath, Physiotherapist, Podiatrist, Psychologist, Registered Massage Therapist, Speech Language Pathologist and Audiologist.

For further detailed information, please refer to your Group Benefits Booklet or go to the Human Resources Home Page of the Nipissing University web site (Compensation, Pension & Benefits) and select Group Benefits.

2. For active employees beginning the month following their 65<sup>th</sup> birthday, long-term disability coverage will not be provided. Life insurance will be provided, but will be limited to an amount of coverage equal to the employee's normal earnings, to a maximum of \$125,000. Eligibility for life insurance coverage will end at age 70.

The Ontario Drug Benefit Program also commences at age 65, and Ontario residents are entitled to health care services paid by the Ontario Health Insurance Plan (OHIP). An employee must be a resident of Ontario and must have a valid health card to be eligible for services.

3. Applicable health benefits for early retirees (55 years of age and 10 years of service) will be paid at 100% of premium to age 65.

#### **ARTICLE 12 - PENSION PLAN**

1. The Nipissing University Registered Pension Plan (RPP) is available to eligible employees after six months of service. The plan is integrated with Canada Pension Plan (CPP). Effective May 1, 2014, contributions are 10% of salary integrated with the 2001 CPP contribution rate of 4.3% with an equal contribution being made by the employer.
2. The plan is a defined contribution plan and has several asset classes. Please see your pension package for detailed information. Annual information sessions and retirement sessions are offered. Additional information regarding the Nipissing University Pension Plan can be found on the Human Resources website.
3. Upon resignation, an employee will receive, subject to legislation restrictions, the full amount of the fair market value of the employee and employer contribution plus the earned interest. Contributions are vested from the date the employee enters the pension plan. The employee may elect to transfer his/her funds/money to another eligible RPP or to a RRSP.

#### **ARTICLE 13 - ADMINISTRATIVE POSITIONS AND SALARY**

1. An employee's salary (placement on the grid) will be determined by education, experience and qualifications.
2. Each new employee will serve a designated probationary period as stated in their offer letter which outlines the terms and conditions of employment. The probationary period will normally be three (3) months; however, this period may be extended by an additional three (3) months at the discretion of the University.
3. The Vice-President, Finance & Administration may recommend an increase for the administrative group on May 1 each year. Under no circumstances will increments or economic increases be considered automatic.
4. A supervisor may conduct an appraisal at any time.

The administrative salary scale is reviewed annually by the Director, Human Resources.

**ARTICLE 14 - TUITION SUBSIDY FOR STAFF AND DEPENDENTS**

1. Tuition subsidy as per the University Policies and Procedures.

**ARTICLE 15 - TERMINATION AND RESIGNATION**

1. An employee should provide the University at least one month's notice of his/her intention to resign.
2. If an employee is terminated, with or without cause from the University, they will be provided with the required notice and/or pay as outlined in the *Employment Standards Act*.

**ARTICLE 16 - SALARY SCALE**

Please see attached the Administrative Salary Grid.

**Nipissing University**  
**Administrative Salary Grid 14/15 Increase 1%**  
**Effective May 1, 2014**

<b>SALARY GRADE</b>	<b>MIN</b>							<b>MAX</b>	<b>CDI VALUE</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	
<b>12</b>	116350	122168	127986	133804	139622	145440	151258	157076	5818
<b>11</b>	105773	111062	116351	121640	126929	132218	137507	142796	5289
<b>10</b>	96,157	100,965	105,773	110,581	115,389	120,197	125,005	129,813	4,808
<b>9</b>	87,431	91,805	96,179	100,553	104,927	109,301	113,675	118,049	4,374
<b>8</b>	79,557	83,538	87,519	91,500	95,481	99,462	103,443	107,424	3,981
<b>7</b>	72,867	76,329	79,791	83,253	86,715	90,177	93,639	97,101	3,462
<b>6</b>	66,806	69,981	73,156	76,331	79,506	82,681	85,856	89,031	3,175
<b>5</b>	61,322	64,236	67,150	70,064	72,978	75,892	78,806	81,720	2,914
<b>4</b>	58,229	60,413	62,597	64,781	66,965	69,149	71,333	73,517	2,184
<b>3</b>	54,351	56,409	58,467	60,525	62,583	64,641	66,699	68,757	2,058
<b>2</b>	50,858	52,767	54,676	56,585	58,494	60,403	62,312	64,221	1,909
<b>1</b>	47,528	49,310	51,092	52,874	54,656	56,438	58,220	60,002	1,782