

SUBJECT: POLICY ON ACADEMIC SERVICES POSITIONS**1. Purpose**

The purpose of this policy is to outline the procedures to be followed when hiring Academic Services employees.

2. Scope

This policy and its procedures apply to all Academic Services Employees. Academic Service employees are usually senior level appointments (Research Associates/Coordinators/Managers/Post Docs) often characterized by project management, supervision and longer term employment. Academic Services employees do not meet other employee group definitions and are primarily hired by a faculty member using research funds. Benefits are provided and funded through the research monies if permitted.

3. Authority

The Vice-President (Academic) and Provost and the Vice-President Research have the primary responsibility for administration of this policy. The Director of Human Resources, reporting through to the Vice-President (Administration and Finance) is responsible for the implementation of this policy.

4. Group Definition

- Evaluated by Human Resources to establish non-conformation to Exempt or Director group definitions
- Evaluated by Human Resources to be non-CUPE work based on information provided by hiring supervisor
- Employer/Employee relationship is with UNBC, not an external organization or entity
- Senior level appointments (i.e. Research Associates/Coordinators/Managers/Post Docs) often characterized by project management, supervision, higher salaries, relatively long term length
- Generally soft funding
- Director appointments are unique but are senior level positions dedicated to Academic programs. They are not covered by an established Handbook or Agreement.

4. Recruitment/Selection

A Faculty member who has funding to support an Academic Services employee will normally solicit the advice and assistance of the UNBC Human Resources Department. Recruitment of Academic Services employees may be by whatever method is appropriate; e.g.: advertising in appropriate local, national or international journals, newspapers or electronic media, personal contacts, or response to enquiries.

5. Processes for the Hiring of Academic Services Positions

The hiring of Academic Services Positions shall be through the use and sign off of an Employee Request Form (which can be obtained from the Human Resources Department or off the Human Resources Department website at http://www.unbc.ca/assets/hr/forms/employee_request.pdf). This Employee Request Form must be accompanied by a description of the duties and responsibilities of the position, and, if the candidate for the position has already been identified, a resume/curriculum vitae of said candidate. The supervisor of the Academic Services position shall work with the Human Resources Department to determine level of pay and benefits the position is entitled to. The Human Resources Department shall confirm that the required level of funding is available for the position before sending the Employee Request Form for approval to both the Vice-President (Academic) and Provost and the Vice-President Research.

6. Compensation

All employees of UNBC receive Worker's Compensation coverage and the employer's contribution to Canada Pension Plan and Employment Insurance. Deductions are made for Federal and Provincial Tax and for employee contributions to the Employment Insurance Program and Canada Pension Plan. The length of appointment will determine the benefit program eligibility for Academic Services Positions. Their benefit coverage will be the same as that for UNBC term employees. There are three categories of term employment (each with corresponding benefit packages): 1 year or greater; 6 months to 1 year and 2 months to 6 months.

7. Terms and Conditions of Appointment

The letter of appointment from the Vice-President (Academic) and Provost will specify:

Position title

The term of appointment

Salary and benefit arrangements (whether funding is from external or internal sources or a combination of both)

The nature of the work to be undertaken

Any conditions or opportunities that may apply.

Acceptance of the appointment letter must be in writing. For an Academic Services employee to be recognized at UNBC, all appropriate documentation must be completed and submitted to the Human Resources Department (appointment form, resume/curriculum vitae, social insurance number, employment authorization if a non-Canadian).

8. Accounting

Academic Services employees salaries are to be coded through the following account:

6111 Salaries – Regular

9. Vacation

Vacation pay will conform to the current policy of the BC Employment Standards Act. Vacation pay will be paid in each pay period as a percentage of earnings. The current standards are:

<u>Length of Service</u>	<u>Percentage</u>
< or = 5 years	4%
> 5 years	6%

The supervisor is responsible for ensuring that the employee submits a UNBC Leave form so that pay is stopped during the employee's absence.

10. Health Benefits

The length of employment term will determine the benefit package eligibility for Academic Services employees. The various benefit packages available to employees can be accessed through Human Resources. In order to qualify for benefits an individual must work a minimum of 18 hours per week. The cost of the premiums shall be shared by the University and the employee in the same proportion as the number of hours worked.

In some cases, for solely externally funded research appointments, the researcher may choose to top up the benefit funding to where premium costs are fully funded (i.e. The employer funding needs to be the minimum required based on hours worked. But there is the discretion, if funding is available to fund benefit costs up to 100%).

11. Leaves

Academic Services employees will be eligible for 5 paid days of sick leave on the same pro-rated basis as CUPE term employees (5/12 days per month per calendar year Collective Agreement article 23.01).

The supervisor is responsible for ensuring that the employee submits a Leave Form to the Human Resources department to ensure that sick leave is appropriately accounted (5/12 days per month).

12. Miscellaneous Benefits

Academic Services employees are not eligible for:

- Tuition Waiver
- UNBC paid Training & Development
- UNBC Length of Service/Service Excellence Awards

13. Reporting

- Academic Service Employee's will not be counted in Staff FTE/Headcount
- Academic Service Employee's will be included in the UNBC Online Phone Directory

SCHEDULE B

Benefits which are not part of the UNBC package:

As you are employed by an employer other than UNBC, you are not eligible for benefits including the following but not limited to:

- Tuition Waiver
- Recreation Organization Membership
- UNBC Employee Fitness Center Membership rates
- UNBC paid Training & Development opportunities
- 5 paid day of Compassionate Leave
- 5 paid days of Bereavement Leave
- 5 paid days of Illness in the Family Leave
- 60 paid days of Sick Leave
- Long Term Disability
- 52 week Maternity/Paternity leave top up benefit
- Vacation: any and all vacation balances are determined and administered by your employer.

Your employer will confirm if these types of benefits are made available.