

**SPECIALIST/INSTRUCTIONAL
APPOINTMENTS**

University Policy No.: HR6315
Classification: Human Resources
Approving Authority: Board of Governors
Effective Date: July/95
Supersedes: October/81
Last Editorial Change: December 2020
Mandated Review:

1. GENERAL 1.
 - Fellows, Coaches, Non-Credit Course Instructors, and all others assisting in specialized or instructional activities.
 - 1.2 The designation Specialist/Instructional applies only to appointments funded from the University's general operating funds and not to those paid from externally funded, specific purpose grants or contracts.
 - 1.3

2.1 Term of Appointment

Maximum term of appointment is twelve months, normally July 1 to June 30. Full-time appointments of eight or more months shall be renewed no more than once.

2.2 Vacation

2.2.1 Full-time twelve month appointments - two weeks' vacation, three weeks after one year.

2.2.2 Others - 4% vacation pay unless arrangements are made at the time of appointment to take vacation with pay pro-rated on the basis of an annual full-time vacation entitlement of two weeks.

2.3 Canada Pension Plan

Compulsory participation.

2.4 Staff Pension Plan

2.4.1 Full-time twelve month appointments - voluntary after twelve or more months of continuous full-time service.

2.4.2 Part-time twelve month appointees working half time or more on a year round basis - voluntary after twelve or more months of such continuous service.

2.5 Basic Group Life Insurance Plan

Voluntary participation upon becoming eligible for the Staff Pension Plan.

2.6 Optional Group Life Insurance Plan

Voluntary participation upon joining the Basic Group Life Insurance Plan.

2.7 Medical Services and Extended Health Benefit Plans

Voluntary participation provided appointment is for a minimum of three consecutive months and half time or more.

2.8 Dental Plan

Voluntary participation upon becoming eligible for the Staff Pension Plan.

3.2.2 Sessional appointments - vacation at the pro-rated value of two weeks' annual vacation, three weeks after one year, one additional day for each year of service above four to a maximum of ten such additional days. Any entitlement to vacation days which cannot be taken during the session without disrupting the department's operations will be granted as vacation pay.

3.2.3 Annual vacation entitlements to be calculated on a pro rata basis if employment is for less than twelve months and/or less than thirty-five hours per week.

3.3 Canada Pension Plan

Compulsory participation.

3.4 Staff Pension Plan

Voluntary after 12 months of full-time service and compulsory after 36 months of such service in a Continuing position.

3.5 Basic Group Life Insurance

Voluntary after becoming eligible for Staff Pension Plan and compulsory upon joining the Staff Pension Plan.

3.6 Optional Group Life Insurance

Voluntary after joining the Basic Group Life Insurance Plan.

3.7 Medical Services and Extended Health Benefit Plans

Compulsory participation, unless covered by another plan.

3.8 Dental Plan

Compulsory participation upon becoming eligible to join the Staff Pension Plan.

3.9 Sick Leave

Based on one and one-quarter days per month of service, cumulative to 130 days. Pro-rated if appointment is part-time.

Absences from work on account of illness or accident along with all other absences shall be reported monthly on the departmental absence report to the Director, Human Resources.

3.10 Maternity, Parental and Adoption Leave

Employees shall be entitled to maternity, parental and adoption leave as specified under the Employment Standards Act as amended from time to time.

3.11 Bereavement Leave

An employee shall upon request be granted up to one week's leave (5 consecutive working days) without loss of pay in the case of a death of a child, or a legal or a common law spouse. An employee shall on request be granted up to three consecutive working days' leave without loss of pay in the case of death of a brother, sister, parent, mother-in-law, father-in-law, grandparent, grandchild, son-in-law, daughter-in-law, or individual

c) Consultation:

The advice and assistance of the Director of Human Resources (or designate) or the Director of Student and Ancillary Services (or designate, including the International Student Coordinator) may be sought at any stage of the appeal process by either party. An employee may be assisted or represented as appropriate by a University of Victoria Graduate Student Society representative or an Undergraduate Student Society Representative, or a representative of a non-student employee's choosing, at any stage of the appeal procedure including all problem solving meetings.

d) Formal Procedure (Graduate Students):

i) A graduate student employee or representative of the employee may present an appeal in writing setting out the grounds for the appeal to the Dean of Graduate Studies normally within twenty-one (21) calendar days of the date when the circumstances giving rise to the appeal could reasonably have become known to the employee. Copies of the appeal will be sent to the Manager/Chair/Director of the Department/School, the person whose action is being appealed, and the Director of Human Resources.

ii) The Department/School will answer the appeal in writing, normally within seven (7) calendar days of its receipt, addressed to the Dean of Graduate Studies, with a copy to the employee, and the Director of Human Resources. The Dean or Associate Dean will make a decision, normally within seven (7) calendar days, and will forward the decision in writing to the employee, the Manager/Chair/Director of the Department/School, and/or the person whose action is being appealed, and the Director of Human Resources.

iii) The employee may, within seven (7) calendar days after the receipt of the Dean's or Associate Dean's decision, make a written request to the Vice-President Academic and Provost to initiate an Inquiry into the appeal. The request must include the grounds for the request to initiate the Inquiry. The Vice-President Academic and Provost will have fourteen (14) calendar days in which to convene

- ii) The Department/School will answer the appeal in writing, normally within seven (7) calendar days of its receipt, addressed to the Faculty Dean, with a copy to the employee. The Dean or Associate Dean will make a decision, normally within seven (7) calendar days, and will forward the decision in writing to the employee, the Manager/Chair/Director of the Department/School, and/or the person whose action is being appealed, and the Director of Human Resources.
 - iii) The employee may, within seven (7) calendar days after the receipt of the Dean's or Associate Dean's decision, make a written request to the Vice-President Academic and Provost to initiate an Inquiry into the appeal. The request must include the grounds for the request to initiate an Inquiry. The Vice-President Academic and Provost will have fourteen (14) calendar days in which to convene a Board of Inquiry.
- f) Formal Procedure (Non-Student Employees)

g) Board of Inquiry

- i) The Vice-President Academic or the Vice-President Finance and Operations as appropriate, will appoint a Chair from the University faculty or administration to preside over a three-person Board of Inquiry. The composition of the Board of Inquiry, in addition to the Chair, will be:

in the case of a student employee, either the President of the Graduate Student Society (or designate) or the Chairperson of the University of Victoria Student Society (or designate), or in the case of a non-student employee, a representative from the University community designated by that employee; and

a member of the University community (external to the Department/School) who is acceptable to the appropriate Dean/Director.

- ii) The Board of Inquiry will, normally within fourteen (14) calendar days of the appointment of the Chair, convene and receive statements from all parties involved in the appeal. In general, oral statements will be presented with all parties present. However, written depositions may be received from either or both parties. Written statements will be circulated to all those present at the Inquiry. Parties involved in the appeal who are not present at the Inquiry will be notified in writing that they are entitled to copies of written submissions.
- iii) When all of the evidence has been presented, the Board will deliver a decision in writing within seven (7) calendar days of the Inquiry. The decision of the Board of Inquiry concerning any alleged breach of the specific terms or provisions of Policy HR6315 is final.
- iv) This appeal process covers employment matters only. No records concerning an employment-related appeal or Board of Inquiry will be filed in a student's academic file.

5. APPOINTMENT PROCEDURES AND SALARY SCHEDULES

Appointment procedures and salary rates for Specialist/Instructional appointments are contained on forms available from Human Resources.

6. PERFORMANCE REVIEW

It is the responsibility of the supervisor to provide advice and guidance to assist each employee to achieve the objectives of the position.

The purpose of the performance review is to identify and build on an employee's strengths, to point out areas for improvement or development, and to optimize performance. Performance review is intended to be a positive and productive

process, to assist employees to further their career objectives, and to ensure that teaching and research standards are maintained at the highest possible levels.

Either the employee or the supervisor may initiate a performance review during the term of employment. The employee or supervisor may request that the review be documented, and that written assessment, including the employee's comments, will be filed in the employee's departmental personnel file.

7. DISCIPLINE

No employee shall be disciplined or discharged without just cause.

Except in cases of gross misconduct, or serious insubordination, the principles of progressive discipline will be applied when performance is unsatisfactory. This will normally include a verbal warning, a written warning, and a suspension prior to discharge. At each stage prior to discharge, the supervisor or administrative head will e (t)-6.6 (he)10.6 ad()Tj7,rr0 -.9 ()0.7 (t)-6ni.7 (a)10.5p.9 (t)-6.6Jto du (e (t)-6.