



Employment Guidelines for Managers & Professional Administrators (MPA)

TERRITORIAL ACKOWLEDGEMENT

MSVU etek Kjipuktuk, Mi'kma'ki, Mi'kmaq wmitkiwew ta'n mna'q iknmuetasinuk. Ula maqamikew wiaqtek Wantaqo'tie'l aqq lla'matultimkewe'l Ankukamkewe'l kisutasikipn 1725ek aqq 1779ek. Ulaankukamkewe'l ketlewite'tasikipn Mawi-espe'k llsutekemkewey Kanata aqq keknuitet'tasik Teli-alsutmi'tij ula Maqamikew L'nu'k (wiaqwikasik kitk 1763ewey Eleke'witewey Teplutasik aqq eltankukamkewe'l weja'tekemkek aqq Pkesikn35(1) 1982ewey Wi'katikn Teplutasik Tel-pukuik Kanata). Ankukamkewe'l na keknue'kl kisa'matimkl ta'n wettaqne'wasikl tplutaqnn wjit Te'sunemiksijik tel-wije'wmi'titl Ankukamkewe'l tela'matulti'tij. Kepmite'tmek kjijitaqnwesko'tmi'tij Mi'kmaq wjit teli-anko'tasik maqamikew aqq sam'qwan aqq elt teli-kina'muksi'k kisiku'k wejkwa'taqnik, kiskuk aqqelmi'knik. (Translation provided by Mi'kmaw Kina'matnewey.)

MSVU is located in Kjipuktuk (Halifax), part of Mi'kma'ki, the unceded ancestral territory which remains the homeland of the Mi'kmaq Nation. This territory is covered by the Covenant Chain of Treaties of Peace and Friendship signed between 1725 and 1779. These treaties are affirmed by the Supreme Court of Canada and recognize Aboriginal Title (which is embedded in both the 1763 Royal Proclamation and in section 35(1) of the 1982 Constitution Act). The treaties are living agreements that establish the rules for an ongoing Treaty relationship between nations.

We pay respect to the knowledge embedded in the Mi'kmaw custodians of the lands and waters and to the Elders, past, present, and future.

Introduction

Welcome to MSVU

At Mount Saint Vincent University (MSVU), we are committed to academic excellence, and our passion is a rich and rewarding university experience. We are dedicated to the pursuit of knowledge: scholarship, teaching, and intellectual endeavour of the highest quality, and we promote accessibility through flexible learning opportunities and services. We are inspired by our strong tradition of social responsibility and our enduring commitment to the advancement of women. Our people are our foundation and our relationships are built on respect and accountability.

Purpose and Scope

These guidelines set out fair and equitable terms and conditions of employment for MSVU's Management & Professional Administrators (MPA) employee group and is designed to follow an employee's career cycle at MSVU. These guidelines are to provide employees an overview of benefits, information related to employment and general information to assist you at MSVU. The MPA consists of all full-time, part-time and contract non-union employees outside of Management Forum. The MPA does not include externally funded positions. This employee group will be referred to as "employees" within this document.

These guidelines are subject to University Policies and government legislation such as the Labour Standards Code, the Human Rights Act and the Occupational Health & Safety Act.

Please note that the employment conditions outlined in this document are based on those provided to full-time, permanent employees, and that individuals employed on a sessional, part-time or contract basis may be subject to pro-rated or alternate conditions. Due to legislative requirements, Early Childhood Educators at MSVU have different employment conditions and benefits. In all cases, employment conditions are as outlined in the individual's employment contract.

Human Resources (HR) may develop new Employee Policies and update existing policies. Please consult the HR intranet at intranet.msvu.ca for the most up to date version of this document.

Commitment to Equity, Diversity, Inclusion, and Accessibility

Mount Saint Vincent University is committed to efforts that advance equity, diversity, inclusion and accessibility across all facets of our university and in the community.

Equity, diversity and inclusion means acknowledging and embracing each individual's uniqueness, which includes race, ethnicity, sex, sexual orientation, gender identity and gender expression, socio-economic status, age, religious beliefs, political beliefs, and other characteristics and ideologies. It also means celebrating, in a safe environment, the rich dimensions of diversity contained within each individual. Cultivating diversity in the workplace develops stronger relationships, fostered by trust, respect and open dialogue.

Mount Saint Vincent University strives to be a safe and welcoming place for all through our commitment to fostering equity, diversity, inclusion and accessibility. The university is committed to removing barriers of all kinds so students, faculty and staff – especially those from underrepresented groups – can fully participate in the university experience. MSVU encourages everyone to take steps to understanding the diverse cultures, ethnicities, experiences, abilities and beliefs within MSVU and its neighbouring communities.

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University Policies and Procedures

All employees are expected to become familiar with and abide by the University's policies and procedures. Below is a list of Human Resources Policies approved by the Board of Governors, Senior Administrators and a list of internal Human Resources policies and procedures that apply to all MPA employees. A complete and up-to-date list of all University policies can be accessed at [Policy Central](#) or at [Policies and Guidelines](#).

Board and Senior Administration Approved Policies

Anti-Harassment and Discrimination
Code of Conduct
Conflict of Interest
Employment Equity
Employee Recognition and Award
Employee Tuition Fee Reduction
Faculty Staff Email Policy
Occupational Health and Safety
Policy Against Sexual Violence
Regulations Governing Computer Usage
Retirement
Safe Disclosure of Employee Wrongdoing
Snowstorm Policy
Workplace Violence Prevention Statement

Human Resources Policies & Guidelines

Employee Recognition and Award Policy
Flexible Work Arrangements
Leave of Absence Without Pay
No Scents is Good Sense
Salary/Wage Upon Hiring
Volunteer Day for MPA Employees

HR Planning

Probation Period

All employees will complete a probationary period of at least six months. All probationary employees will receive an initial evaluation and feedback review of performance within three months of employment, to allow for the opportunity to address any areas of concern prior to the expiry of the probationary period. Before the end of the probationary period, the Managing Supervisor will complete a final probationary performance appraisal and decide whether or not to retain the employee, contingent on the approval by the Department Head. In consultation with Human Resources, a Department Head may extend the probation period for up to a further six months if an employee does not sufficiently meet the standards of the role, and it is felt more time is required to evaluate the employee. A Probation Performance Appraisal Form is available on the HR intranet.

Job Evaluation

Job descriptions establish a common understanding of the requirements of a job among the employee, the Managing Supervisor and Human Resources. With a complete outline of roles and responsibilities, compensation can be equitably assigned and fairly compared to other jobs in the University. The University is responsible for establishing the appropriate level of education and experience for each position. The Vice-Presidents have final approval on these two criteria. All forms and documentation of the process are accessible on the intranet here: [Job Evaluation](#)

Job evaluations are conducted to evaluate a new position or re-evaluate an existing job. A Job Evaluation measures job content, not the performance of the person in the job. Typically, a job evaluation is initiated by the Managing Supervisor but may be initiated by an employee on request.

Every five years, when a position undergoes significant changes, or when a position becomes vacant, the Managing Supervisor will be expected to complete or update a Job Fact Sheet (JFS). Should no significant change be evident, no review need take place.

If the job evaluation results in a change in salary, such change shall be effective from the date the JFS is received by Human Resources. If an evaluation results in a higher rating, the incumbent's salary will be increased to the closest step that doesn't provide a salary decrease. If an evaluation results in a lower rating, the incumbent's salary will be red-circled and will not receive further salary step increases until such time that the appropriate salary step meets or surpasses the red-circled salary. The incumbent shall continue to receive cost of living increases if applicable.

Should the incumbent disagree with a) the decision that no review needs to take place or b) the outcome of the evaluation, the incumbent may file a written appeal within 10 (ten) days to Human Resources. The results and decision of the appeal shall be communicated in writing to the incumbent and the Managing Supervisor and shall be final.

Compensation & Recognition

Salary

The Salary scale comprises six (6) MPA levels. Within each level there is a six-step salary range with an established minimum and a maximum allowable for the position. The salary level for a position is determined through the Job Evaluation process which determines the relative ranking of the position against all other evaluated positions.

Salary Scale Adjustments

At its discretion, the University will consider annual adjustments to the salary scale consistent with University resources and in recognition of changes in the cost of living. Generally, such adjustments are effective July 1.

Employee Progression Increase

Employees who have successfully completed probation and have received a positive performance evaluation will be recommended by the Managing Supervisor for a step increase. Any pay increase is subject to satisfactory performance and the approval of Human Resources and the Senior Executive.

Step increases are effective July 1 and shall be confirmed by individual letters to each employee. Employees who have successfully completed the probationary period and at least six (6) months of active compensated service in their current role since July 1 of the previous year are eligible to be recommended for the July 1 increase.

Employee Recognition

Recognition opportunities are available through MSVU's Staff and Faculty Recognition Program.

The **Managers and Professional Administrators Exceptional salary** is designed to recognize the contributions of long-serving staff who have demonstrated sustained excellence in all areas of their work and who have provided lasting contributions to the University community. This salary is intended to recognize leaders who have demonstrated exceptional performance during their career at MSVU and is not intended to be part of the normal salary progression for Managers and Professional Administrators. The Recognition Award is a one-time addition to salary and represents an above scale of 102% for a position. This adjusted salary becomes the new base salary for the employee being recognized for exceptional performance. The process for approval is outlined in the Guidelines for the Managers and Professional Administrators Recognition Award.

The annual **Long Service Recognition Celebration** recognizes long service of MSVU employees in five-year increments. The recognition program involves a formal program of awards and events. The employees being recognized are presented awards at a celebration event hosted by the President.

President's Awards are presented annually to individuals who made an extraordinary contribution. The President presents these awards and recognizes the individuals at the President's Holiday Luncheon in December. Nominations for these awards are solicited from all members of the Mount Saint Vincent University community.

Human Resources welcomes ideas for additional awards or recommendations of nominees. A complete list of awards is located on the HR intranet located here: [Human Resources](#).

Benefits

Wellbeing for Life - Benefits

The University provides a Flexible Benefit Program to all eligible employees. The plan is designed to provide options that address our diverse employee needs. The plan consists of a mandatory component (core benefits), plus optional benefits. Employees choose their benefits at the start of their employment and have the option to make certain changes during the re-enrolment period that typically occurs every 2 years.

The Flexible Benefit Program is managed through an employee-based Benefit Users Committee, reporting to the Board of Governors Human Resources Governance Committee.

Benefit coverage includes the following areas:

Health and Dental Benefits Coverage

Basic, Dependent and Optional Life Insurance

Basic and Optional Accidental Death and Dismemberment

Long Term Disability

Emergency Medical Travel Insurance

Optional Critical Illness Insurance

Employee & Family Assistance Program

Teladoc second opinion services

The terms and conditions of the plan, including eligibility requirements, are available on the HR intranet: [Employee Benefits Program](#)

Saving for Life – MSVU Retirement Savings Plan

The University provides a very generous retirement savings plan, the Defined Contribution/Group Registered Retirement savings plan (money purchase plan), for all eligible employees. Membership in the plan is compulsory for eligible employees and vesting is immediate.

The University contributes an amount to the plan equal to the member's contribution to a maximum of 7.5% of the member's gross salary. Member contributions may be selected from a range of 3% to 7.5%. Members may make contributions in excess of the matching 7.5%, to a maximum of 10.5%, subject to pension maximums as set forth by the Canada

Revenue Agency. The Plan is administered by the Pension Governance Board which includes MPA representation. All new eligible employees are invited to educational information sessions and receive a Retirement Plan information package from Human Resources. A financial advisor is available through the Retirement Plan service provider. Information on individual investments can be accessed through the HR intranet, [MSVU Retirement Plan](#), which provides a link to a confidential and secure investment management website.

Employee & Family Assistance Program

The [Employee and Family Assistance Program](#) offers a wide range of confidential personal counseling services for employees and dependents. Help is available on a variety of issues, such as personal well-being, relationship issues, family issues, substance abuse, workplace challenges, and many more. The website offers e-counseling, along with a variety of online courses and resources related to wellness. A link to the confidential website is available through the HR intranet: [Employee Assistance Program \(EAP\)](#)

Additional MSVU Benefits

MSVU offers its employees several distinct benefits, including:

Commitment to Lifelong Learning

As an educational institution, we are strong supporters of continuing learning opportunities for our staff as well as our families. Employees become eligible for tuition fee waivers for undergraduate and graduate credit courses at MSVU following six months of continuous employment and by meeting all the normal admission requirements to one of our programs. Immediate family (spouse or children) are eligible to have the base tuition fee reduced by 50% on a reimbursement basis. A complete description of eligibility and process is available in the Tuition Fee Reduction Policy and Tuition Fee Reduction Application forms on the HR intranet. [Tuition Reduction Policy & Procedure](#)

All employees may enjoy full borrowing privileges from the library located in the E. Margaret Fulton Communication Centre.

The Art Gallery, located in the Seton Academic Centre, hosts numerous exhibitions throughout the year and is always free of charge.

Affordable Parking

MSVU offers competitive parking rates which are much more affordable than most parking fees downtown. Faculty and staff have the option of purchasing daily or monthly passes or purchasing short to full-term parking permits depending on the flexibility of their schedule. For permanent employees, or employees on a term of greater than one year, parking passes are payable through payroll deduction.

Wellness Program

The University supports an employee-led Wellness Committee that comprises members from all employee groups. The Wellness Program focuses on four pillars: Physical, Psychological, Spiritual and Social wellbeing. A full description of the [Wellness Program](#) is available on the Intranet.

Fitness Centre

The on-campus fitness centre is open to the community and offers an excellent discount to all full-time employees. A full range of programs and services is available on the [Fitness Centre web-site](#).

Normal Operating Hours & Holidays

Normal Operating Hours

Management and Professional Administrator positions are salaried roles based on a standard 35-hour workweek. Due to operational and organizational requirements, employees in these roles may be required to work additional hours beyond the standard schedule. Such additional hours may arise from short-term, cyclical, or unanticipated increases in workload.

Given the nature of these positions, fluctuations in work demands are an inherent aspect of the role. In consultation with their managing supervisor, employees are expected to manage their schedules accordingly to meet operational needs and fulfill all duties and responsibilities assigned.

Where operationally feasible, summer hours will apply between June 1 and August 31 each year. Typically, employees will be permitted to have their workday reduced by one half-hour at the end of the workday. During this period employees will still be expected to fulfill their roles and responsibilities.

Holidays

The University recognizes the following paid holidays:

New Year's Day	Canada Day	Remembrance Day
Heritage Day	Natal Day	Christmas Day
Good Friday	Labour Day	Boxing Day
Easter Monday	Thanksgiving Day	Victoria Day
National Day for Truth and Reconciliation		

When a holiday falls on a weekend, the University will determine and grant an alternative day off. When a holiday falls within an employee's vacation period, additional time off equal to the holiday time shall be granted.

Should circumstances require an employee to work during a holiday, the employee shall be granted appropriate time off in lieu, at a mutually agreed upon time.

It is recognized that some employees may observe other special days in the context of individual religious celebrations. Such employees are entitled to take time off as vacation or unpaid leave.

December Holiday Closure

The University normally closes during the December Holiday Closure period and where operationally feasible, employees will be provided paid time off during the declared December Holiday Closure period.

Leaves

Leave Approval Process

Where possible, an employee is expected to submit a request for all leaves of absence either paid or unpaid in advance of the commencement of the leave. The leave request must be submitted to the Managing Supervisor for approval through the online Leave website.

When using the online Leave of Absence site, the Employee's request automatically goes to their Managing Supervisor for approval. Upon approval, confirmations are automatically sent to Human Resources for processing.

Where it is not possible to submit a leave request prior to taking the leave, due to the cause of the absence such as hospitalization, the request should be completed as soon as possible. Human Resources may require documentation to substantiate leaves.

Vacation

The University recognizes the need for employees to have time away from work for rest and rejuvenation.

Entitlement

Full-time employees are credited with one and two-thirds (1.66) days of vacation per month, which is twenty (20) days per vacation year (April 1 to March 31). Part-time employees are credited on a pro-rated basis. Employees are credited with their full entitlement each April 1st.

Upon completion of twenty (20) years of continuous service at MSVU, full-time MPA employees are credited with two and one-twelfth (2.08) days of vacation per month, which is twenty-five (25) days per vacation year (April 1 to March 31). The increased accrual rate is effective upon their anniversary date. Part-time employees are credited on a pro-rated basis.

An employee appointed on or before the 15th of a month accumulates vacation credit for that month. An employee appointed after the 15th of a month begins to accumulate credit on the first day of the following month. No vacation credit accrues when an employee misses more than two weeks of work in a month due to an unpaid leave of absence.

Vacation entitlement when employment ends

When employment at MSVU ends, vacation entitlement will be pro-rated for the actual time worked during the vacation year, and an adjustment will be made for any monies owing to either the employee or the University on the employee's final pay.

The use of vacation entitlements and/or planned vacation shall not constitute any part of an employee's required notice period.

Vacation Requests

Vacation requests must be entered into the Leaves system in advance and approved by the employee's Managing Supervisor. While efforts will be made to grant requests as submitted, a Managing Supervisor may deny requests or suggest alternative dates based upon the staffing needs of the department.

In the event that an employee has outstanding vacation leave and has not arranged for suitable leave dates, the Managing Supervisor may determine the dates of such leave in order to ensure the vacation is taken during the year in which it is earned. It is the Managing Supervisor's responsibility to ensure that accurate vacation records are kept and approvals are recorded for all employees. An online form is available through Human Resources to request vacation leave approval and to document such leaves.

Carry Over

All vacation entitlement should be taken during the year in which it is earned. Under normal circumstances vacation entitlement will not be paid out in lieu of time taken except upon termination.

In the event of extenuating circumstances that make it impossible for an employee to take their full entitlement within the year that it is earned, the employee must submit to HR a Request for Carry Over of Vacation Leave Form prior to the end of the vacation year. The form should outline the outstanding entitlement amount, the details of the extenuating circumstances, and a plan to use the outstanding entitlement prior to June.

The maximum number of vacation days that can be carried over is five (5) days. Any carry-over request must be approved by the employee's Managing Supervisor and Human Resources. Forms are available on the HR intranet: [Vacation Carry Over Request Form](#)

Sick Leave

Reporting Sick Leave - If an employee is unable to report to work due to illness or injury, the employee needs to advise their Managing Supervisor as soon as reasonably possible so arrangements can be made to cover key functions. For an illness longer than five (5) consecutive days, and/or for more than nine (9) non-consecutive sick days within a year, the employee will need to provide HR sufficient medical documentation from a medical practitioner that is acceptable to the University.

Short-term Sick Leave – An employee with more than one year of service will be entitled to paid short-term sick leave up to 119 calendar days, based on sufficient medical documentation. An employee with less than one year of service will be entitled to up to one (1) day of short-term sick leave for every month of service, based on medical documentation.

Early Assistance – In situations where MSVU has determined that an employee might benefit from the early assistance program, HR will collaborate with its service provider to determine appropriate support for a successful return to health. Support may include working with the physician and any medical specialists to provide a health assessment and treatment plan aimed at earliest return to health.

Long-term Sick Leave - After 119 calendar days of short-term sick leave, an Employee may be eligible for Long Term Disability benefits, subject to approval by the service provider. Alternatively, the employee may have access to Employment Insurance (EI) Sick Leave Benefits.

Further information on the EI program is available at [here](#).

An employee who is ineligible for Long Term Disability may extend sick leave as unpaid leave beyond the 119th calendar day of sick leave, subject to sufficient medical evidence in a suitable form as determined by the University.

An employee who has been on sick leave from her duties for two (2) consecutive years will be deemed to have ceased employment.

Return to Work – In situations where MSVU has determined that an employee might benefit from a return-to-work plan, HR will collaborate with its service provider to determine appropriate support for a successful return to work. Support may include working with the physician and any medical specialists to provide a return-to-work plan and any need to accommodate that meets the needs of the employee and the operational requirements of their department.

Personal Leave

Annually, Employees shall be granted two (2) Personal Obligation leave days per fiscal year. These days must be taken as full days and cannot be taken as partial days. These days may not be carried over and must be taken in the year earned.

Family Care Leave

An employee may take up to seven (7) days per fiscal year to care for an immediate family member (mother, father, spouse, child) in the event the employee is required to attend to the person's medical needs. Such leave may require appropriate documentation by the University and entered into the Leaves system as Personal Leave with a comment indicating "Family Care Leave".

Compassionate Care Leave

In accordance with Compassionate Care Leave legislation, an employee is entitled to an unpaid leave of absence of up to 26 weeks to provide care or support to a family member who is gravely ill and who has a significant risk of death. Approval for the leave will be based on proof of acceptance for the Employment Insurance (EI) Compassionate Care Benefits.

Further information on the EI program is available [here](#).

Domestic Violence Leave

In accordance with legislation, Employees are entitled to leave with pay who are experiencing domestic violence, or whose child (under 18) experiences domestic violence. Employees are entitled to up to ten (10) days, which can be taken continuously or intermittently and up to an additional sixteen (16) weeks of continuous leave. The first ten (10) days will be paid.

Bereavement Leave

In the event of the death of a member of the immediate family (mother, father, brother, sister, spouse, child), an employee will be granted leave with pay for up to seven (7) working days from the date of death. For extended family (in-laws, grandparents, grandchildren) and/or in the event of a death within an Indigenous kinship network, employees will be granted leave with pay for up to five (5) working days from the date of death. This leave may be extended by the University in extenuating circumstances.

Court Leave

An employee served with a legal document requiring appearance as a witness in a legal proceeding, or called for jury duty, will be granted a paid leave of absence to carry out such duties. Such leave does not include personal legal cases. Notice of such required leave should be provided to the employee's Managing Supervisor as soon as possible. Any per diem monies received for service in such proceedings will remain with the employee.

Pregnancy & Parental Leave

In accordance with legislation, an employee has the right to continue regular duties during pregnancy. To facilitate the hiring of a temporary replacement, the employee is asked to provide the University (Managing Supervisor and Human Resources) with as much advance notice as possible of the requested dates for the commencement of pregnancy leave and the expected date of return to work. Unless an early start date has been arranged by the employee, an employee's maternity leave will commence on the due date or upon the baby's birth, whichever occurs first.

Should pregnancy result in medical complications before the commencement of the maternity leave, such absence shall be considered as sick leave. In this case, the employee is required to submit medical support.

An employee is entitled to pregnancy and/or parental leave in accordance with provincial & federal legislation. During the first seventeen weeks of pregnancy and/or parental leave, an employee who has been actively employed at MSVU for at least one year and is the primary caregiver is eligible to receive a combined University and Government contribution of 95% of their salary in accordance with the University and the Employment Insurance (EI) benefit. The employee must apply and be eligible for EI benefits to be entitled to the Supplemental Employment Benefits Plan (sub-plan) top-up. Parental leave in accordance with legislation may be taken in addition to maternity leave.

An employee eligible for the sub-plan is also eligible to accrue annual paid vacation for the period during which they collect the Supplemental Employment Benefits Plan.

An employee who is not eligible for pregnancy leave, but either through birth or adoption is eligible for parental leave, may apply for the sub-plan top-up. The member must have been employed for at least one year and be the primary caregiver. The employee must also apply and be eligible for the Employment Insurance (EI) parental benefit to be entitled to the sub-plan top-up.

In the event of the birth or adoption of a child, the parent who has not applied for parental leave benefits or is not in receipt of Employment Insurance benefits during the parental leave period shall be granted leave with pay up to a maximum of one (1) week. Should the employee later decide to apply and receive parental/adoption leave benefits, the benefits will be reduced by any days already taken.

Emergency Leave

In the event of a personal emergency an employee may be granted up to two days of paid leave at the discretion of the Managing Supervisor and Human Resources.

Educational Leave

Employees who are registered for one or more courses at MSVU, that are relevant to their current position, are eligible for one paid day per term for study to be scheduled in accordance with the operational needs of the department.

Leaves of Absence Without Pay

The University recognizes that certain circumstances might arise where an employee may request time off beyond the normal vacation allowance. In such cases, employees may apply for a leave of absence without pay in accordance with the [Leave of Absence Without Pay Policy](#) available on the intranet. Please note

Community Volunteer Day

In support of MSVU's tradition of social responsibility and service to the community, the University provides opportunity for its Management and Professional Administrators (MPA) to apply for a one-day paid leave of absence each year to volunteer in the community. The process for approval is outlined in the HR Policy on Community Volunteer Day.

Annual Performance Development and Review Process

Performance Development Process Timeline

	Process Step
May 1 to April 30	Performance Review Period
By August 1	Objectives finalized for coming year
By January 1	Mid-year check up on Objectives
May 1 to 30	Performance Review completed
By June 1	Department Head approves increment decision
By July 1	Salary increases implemented

The Performance Development and Review Program is designed with professional growth of the employee in mind. It allows employees to take control of their experience at MSVU in a way that is forward-thinking, and creates positive energy in the workplace. It is also a program that includes training for managing supervisors to be the employee's best advocate for meeting their goals. Together, employees and managing supervisors will set goals on an annual basis, engage in on-going dialogue and feedback concerning the goals, and conduct a formal review at the end of the year to assess competencies, contributions and goal outcomes.

Resolution of Employee Concerns & Protection of Personal Information

Conflict Resolution

It is an objective of the University to establish a working environment where employee concerns are dealt with in a real and meaningful way. Employees are encouraged to bring forward concerns for discussion and resolution.

A concern is generally defined as an employee's expressed feeling of dissatisfaction concerning conditions of employment or treatment by management, supervisors or other employees.

The first step in resolving an employee concern is for the employee to discuss it fully with their Managing Supervisor in an effort to find an acceptable solution. If a solution cannot be found at this first step, either because of the complex nature of the problem or because it is a subject that cannot be discussed with the Managing Supervisor, then the employee should direct her concern to the next level of supervision, and then, if necessary, to Human Resources.

Expressions of concern by employees are to be treated as confidential. Individual identification shall only be made with the consent of the employee and as required to resolve the concerns. No Employee shall be subject to any reprisal for a genuine good faith concern being brought forward.

Discrimination or Harassment Complaints

The MSVU Anti-Harassment and Discrimination Policy is committed to providing and maintaining an environment that promotes the dignity of human beings. The Anti-Harassment and Discrimination policy prohibits harassment and discrimination and affirms that all members of the MSVU community have the right to participate in activities at the University without fear of discrimination or harassment. All employees are responsible for reading and understanding the Policy. Any employee who believes they are being harassed or discriminated against may discuss the incident with either their managing supervisor, Human Resources or the Harassment and Discrimination Advisor. Contact information is available on the HR intranet. The MSVU Policy Against Sexual Violence along with the Protocol provide information on how to handle disclosures of sexual assault. Training is available through the Harassment and Discrimination Advisor's Office.

Mediation

Human Resources offers informal mediation services to assist with resolving workplace conflicts. These services are available to any employee who is having a conflict with a co-worker, supervisor, or any other member of the MSVU community.

Protection of Personal Information

The University is committed to maintaining employee confidentiality. Access to file information will be subject to provincial privacy laws.

Employees may access their official employee file maintained in Human Resources during regular office hours with an HR staff member present. To access their official employee file, employees should arrange an appointment with HR at least two business days in advance.

Discipline, Suspension and Discharge

An employee who has completed the probationary period may be disciplined or discharged for just cause.

Disciplinary action will be just and reasonable and commensurate with the offense. Depending on the seriousness of the incident, and at the Managing Supervisor's option in consultation with the Department Head, the discipline may include written warnings, suspensions or immediate discharge.

In consultation with Human Resources, normally the Department Head will investigate the incident and meet with the employee to outline the issue and hear an explanation. Any written warnings or letters of discipline or discharge will be placed in the official personnel file. Any final decision to discharge will be managed by Human Resources and requires the authorization of the relevant Vice-President and the President.

Leaving Employment at MSVU

An employee who is leaving employment at MSVU needs to provide as much notice as possible to ensure smooth operations continue and to allow appropriate time for any replacement to be hired and trained.

Retirement

An employee intending to retire should provide as much written notice as possible to their Managing Supervisor and Human Resources or at least two months in advance of retirement. This will allow Human Resources to provide appropriate and timely advice concerning transition of pension and benefits.

Resignation

Employees who wish to resign from their employment should provide as much written notice as possible to their Managing Supervisor and Human Resources or at least two (2) weeks in advance of their last day.

An employee leaving MSVU will have their vacation entitlement pro-rated in accordance with the process outlined in the Leaves section of these Guidelines.

Exit Interview

Human Resources is interested in hearing from employees about their employment experience at MSVU. An exit interview is available to all employees and may be arranged by contacting Human Resources. The exit interview may be completed in person with an HR representative or in written form. The information will be treated confidentially and used in aggregate form only to assist the University in improving future employee experiences.