



# UNIVERSITY OF TORONTO

UNIVERSITY OF TORONTO  
Governing Council

## **Policies for Senior Research Associates and Research Associates (Limited Term)**

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(effective April 1, 2012)

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**POLICIES FOR SENIOR RESEARCH ASSOCIATES  
AND RESEARCH ASSOCIATES (LIMITED TERM)**

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## PREAMBLE

There are two categories of research positions. The normal qualifications for each category are the same, an advanced degree (e.g., PhD, MD or equivalent) in the field where the research is to be carried out. The distinction between the two categories rests on whether the position is analogous to a career position or whether the position is for a relatively short period of time from which the incumbent would move to a faculty or other position.

Senior Research Associate positions are continuing positions where it is expected that grant funding for the position will continue. Such positions will be terminated only under the conditions of this Policy. Research Associates (Limited Term) will be appointed on a limited term, renewable to a total of five years. The combined terms may not exceed this total of five years.

While the work of Research Associates (Limited Term) and Senior Research Associates is academic in nature, they are not members of the teaching staff. These individuals are intrinsically involved in research projects where they contribute, by way of their academic expertise, to the projects directed by the principal investigator. From time to time, they may be asked to participate in the teaching program of the department or division. Any teaching will be a minor part of the individual's activity and should not be assigned on a continuing basis. Any teaching assigned must be in compliance with the collective agreement between the University and CUPE 3902 Unit 3.

It is important that the positions of Research Associate (Limited Term) or Senior Research Associate be used only in circumstances where an individual meets the qualifications for the position as described above and is carrying out research responsibilities with a high degree of independence, albeit under the direction of the principal investigator. In exceptional circumstances, where the chair of the department so recommends and the dean approves, and where the policies and terms and conditions of the funding sources permit, a Senior Research Associate may act as co-investigator with a University of Toronto faculty member on a project.

In developing a set of policies and procedures for Research Associates (Limited Term) and Senior Research Associates, it was recognized that any policy or procedure should retain a high degree of flexibility for the principal investigator while at the same time providing fair and equitable treatment to individuals holding these research positions.

These policies apply to all staff appointed Senior Research Associates and Research Associates (Limited Term), full-time or part-time, unless otherwise stated in policy.

Questions concerning these Policies or related procedures or guidelines may be directed to the appropriate divisional HR Office.

\* The University retains the right to modify or amend these policies in whole or in part from time to time on the giving of written notice to staff members of changes in the policies as the University, in its sole discretion, considers appropriate.

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**SECTION II: APPOINTMENT CONDITIONS**

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**POLICY: EMPLOYMENT STATUS****CODE NUMBER: 2.01.01**

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**DEFINITIONS****Senior Research Associate**

Senior Research Associate positions are continuing positions where it is expected that grant funding for the position will continue.

Continuing staff members have no predetermined end date and hold positions that are considered by the employing unit as part of the staff complement of the unit and whose employment will continue unless terminated by the University in accordance with Section V: Termination (Senior Research Associates) or by an employee, for example through resignation or retirement.

**Research Associate (Limited Term)**

Research Associate (Limited Term) positions will be for a limited term.

Term appointed staff members are normally hired for an initial appointment of at least six (6) months in duration and have a predetermined end date at which time the appointment will terminate unless an extension is offered and accepted, in writing, before the end of the term indicating the new end date for the appointment. Research Associate (Limited Term) appointments are renewable but the total of all such appointments cannot exceed five years at the University of Toronto.

Leaves of absence, paid or unpaid, do not extend the length of a term appointment. The 5-year term limit applies whether the appointment is full or part-time.

**Part-time Status**

An appointment as a Senior Research Associate or Research Associate (Limited Term) may be part-time.

A part-time appointment is based on less than 100% of the full-time hours of work, i.e., 36.25 hours per week.

A part-time appointment may not be less than 25%. The part-time appointment must reflect the expected hours to be worked.

Part-time appointments of 25% or more are eligible for various benefit plans. Salary and benefits will be pro-rated according to the percentage time worked.

**Part-time Appointments for Family Care**

A Senior Research Associate or Research Associate (Limited Term) who has continuous responsibilities for the care of his/her family may request a change to part-time status for a defined period in order to devote more time to their family care responsibilities. In such cases, staff members should direct their request to their immediate supervisor and must make their request as far in advance as possible but in any event, no less than one month prior to the commencement of the requested change in status. The decision of whether or not to grant such a request is at the sole discretion of the supervisor.

## Policies for Senior Research Associates & Research Associates (Limited Term)

Questions concerning part-time appointments and the impact on the staff member's salary, benefits, pension and other employment provisions should be directed to the staff member's divisional HR Office.

### **Change in Appointment**

Any change in the terms of an appointment, including a change in FTE, will take effect upon being documented in writing and signed by both the department and the staff member.

Departments should consult with their divisional HR Office prior to making a change in the terms of an appointment.

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**SECTION II: APPOINTMENT CONDITIONS**

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**POLICY: RECRUITMENT, SELECTION & HIRING****CODE NUMBER: 2.01.02**

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NOTE: The implementation date of the Research Associates Employment Opportunities website may be subsequent to the effective date of these policies. Until the new website is launched, departments may continue to advertise job opportunities as per current practice.

**RECRUITMENT****Advertising**

All research associate job opportunities will be advertised on a central Research Associates Employment Opportunities website for a minimum of six (6) working days. Concurrently, the job opportunity may be advertised on the hiring department's website.

Other advertising media may be used (e.g., newspapers, relevant journals), the extent of which is determined by the principal investigator except in the case of an international search.

Job advertisements will include the typical duties and qualifications required, the salary range and source of funding, the type of appointment, the name/title of the person to whom applications should be submitted, the deadline for application, and both the University's equity statement and the HRSDC (Human Resources and Skills Development Canada) statement, as amended from time to time, and available on the University of Toronto website.

In cases of authorization to search internationally, the principal investigator is required to follow the procedures as contained in the Immigration and Refugee Protection Act and its regulations, as amended from time to time.

Normally, all research associate job opportunities will be advertised. However, there may be exceptional circumstances where a department may wish not to advertise for a particular opportunity. Any exceptions to normal practice should be discussed first with the hiring department's divisional HR Office.

**OFFER OF EMPLOYMENT**

When the University decides to make an offer of employment in respect of a job opportunity, the offer will be made to the candidate who is best qualified for the position taking into account factors such as the candidate's qualifications, skill, education, training, previous related experience, ability and potential, and the requirements of the position.

The successful candidate will be provided with a written letter of offer, which outlines the terms and conditions of employment, and must be signed and returned to the Principal Investigator prior to the start date.

**PROBATIONARY PERIOD**

A new Senior Research Associate to the University shall be considered probationary until s/he has successfully completed six (6) months of active employment. Whereas, a new Research Associate (Limited Term) shall be considered probationary until s/he has successfully completed no less than four (4) months of active employment.

## Policies for Senior Research Associates & Research Associates (Limited Term)

The staff member's employment may be terminated by the University at any time during the probationary period upon giving appropriate notice in accordance with the Employment Standards Act of Ontario, as amended from time to time (See Section V, Termination of Employment).

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**SECTION III: EMPLOYMENT CONDITIONS**

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**POLICY: BENEFIT PLANS/ CONTINUATION OF BENEFITS  
WHILE ON LEAVE**

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**CODE NUMBER: 3.01.01**

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**Eligibility**

Research Associates (Limited Term) and Senior Research Associates who hold full-time appointments or part-time appointments of 25% or more, are eligible for the following benefit plans. In the case of part-time employees, the benefit will be pro-rated in accordance with the part-time appointment.

**Benefit Plans**

Eligibility for benefits coverage and the nature and extent of that coverage are governed by the terms and conditions of the relevant benefit plans. The following is only a summary and to the extent the summary is inconsistent with the terms of any relevant benefit plan, the terms of the plan prevail.

Benefit plans include: Pension Plan; Long Term Disability Plan (mandatory); Group Life & Survivor Income Plan; Dental Care Plan (mandatory); Extended Health Care Plan; Semi-Private Hospital Plan; Vision Care Plan (mandatory); and, Joint Membership Plan.

The University retains the right to alter or modify pension or benefit plans from time to time.

More information on the benefit plans for Senior Research Associates and Research Associates (Limited Term) is available on the HR & Equity website.

**Continuation of Benefit Plans While on Leave**

**1. Leave of Absence without Pay**

The University will continue its normal contribution for staff members on leave of absence without salary for one calendar month or less.

Staff members on leave of absence without salary or receiving less than 25% of their salary while on leave for more than one calendar month may choose the benefit plans they wish to continue during the period of leave and remain enrolled in these by paying both the University's and the staff member's portion of the premium cost.

**2. Staff Members in receipt of benefits under the Long Term Disability (LTD) Plan**

Staff members will continue to accrue pension credits during their period of disability providing they remain employees of the University. Staff members are required to pay their portion of the premium cost of all benefit plans in which they are participating except for Long Term Disability, Group Life Insurance and Pension, for which the employee portion is waived.

**3. Staff Members in receipt of benefits under the Workplace Safety and Insurance Act**

The University and the staff member continue to pay their respective portion of the premium cost of all benefit plans in which the staff member is participating.

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**SECTION III: EMPLOYMENT CONDITIONS**

**POLICY: PAID SICK LEAVE**

**CODE NUMBER: 3.01.02**

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**INTRODUCTION**

Sick Leave is defined as absence due to a staff member's illness or injury, not incurred in the performance of his/her regular job duties, or absence due to quarantine through exposure to contagious disease, or because of an accident for which compensation under the Workplace Safety and Insurance Act is not payable.

The purpose of Paid Sick Leave is to prevent loss of income for a defined period of time by staff members who are prevented by sickness or injury from performing their duties.

**ELIGIBILITY**

All staff appointed Research Associates (Limited Term) and Senior Research Associates, full-time or part-time, who have completed three (3) months of continuous staff-appointed service with the University.

Staff members with less than three (3) months of continuous staff appointed service may be granted up to two (2) weeks of leave with regular salary, at the discretion of their Department Head.

Staff members whose employment is for a defined period will not be eligible for benefits beyond the contractual period.

**PROVISIONS**

Eligible staff members will be granted leave with regular salary for periods of up to fifteen (15) weeks for each separate and unrelated illness or injury.

An employee who has returned from sick leave and experiences an unrelated illness or injury will only be entitled to a new period of up to fifteen (15) weeks' paid sick leave after s/he has been back at work for one full day at his/her regular FTE following the end of the previous sick leave. Where an unrelated illness or injury occurs before an employee has returned to work for at least one full day at his/her regular FTE, the employee may continue the original 15-week sick leave period if it has not expired, or if it has expired may apply for LTD benefits.

An employee who has returned from sick leave and experiences a recurrence of the same or related illness or injury will only be entitled to a new period of up to fifteen (15) weeks' paid sick leave after s/he has been back at work for three months at his/her regular FTE since the end of the previous sick leave. Where there is a recurrence of the same or related illness or injury within three months of a return to work, the staff member may continue the original 15-week sick leave period if it has not expired, or if it has expired may apply for LTD benefits.

A physician's certificate may be required by the University for any absence due to illness or injury, regardless of the duration.

The University reserves the right to require that an employee seeking to return to work following a period of illness or injury first provide medical evidence satisfactory to the University confirming that the employee is medically fit to return to work.

A staff member who is hospitalized or confined by order of a doctor or public health unit because of sickness or accident while on scheduled vacation will be considered eligible for Sick Leave during the period of hospitalization or confinement providing the staff member provides a doctor's note confirming the period of hospitalization or confinement.

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**SECTION III: EMPLOYMENT CONDITIONS**

**POLICY: PREGNANCY LEAVE**

**CODE NUMBER: 3.01.03**

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**PREAMBLE**

The following set of Policies includes: Pregnancy Leave (3.01.03), Primary Caregiver Leave (3.01.04), and Parental Leave (3.01.05). The provisions of these Policies are in compliance with the Employment Standards Act of Ontario and the Employment Insurance Act.

Senior Research Associates and Research Associates (Limited Term) who wish to receive assistance with the completion of Employment Insurance forms or to receive further information on child care or on combining work and family life may contact the University's Family Care Office or attend the Maternity/Parental/Adoption/Primary Caregiver Leave Planning Seminar, offered by the Office.

**PREGNANCY LEAVE**

A Maternity Leave package in electronic form containing forms and information is available to all employees upon request from the Family Care Office.

**ELIGIBILITY FOR LEAVE**

Staff appointed Senior Research Associates and Research Associates (Limited Term), full or part-time, who have completed thirteen (13) weeks of service with the University prior to the probable date of delivery are entitled to a pregnancy leave of absence of up to seventeen (17) weeks.

Not less than three (3) months before the expected date of delivery, the staff member should notify the appropriate administrative officer, in writing, of her pregnancy and include a doctor's certificate or certificate from a midwife stating that the employee is pregnant and indicating the probable date of delivery. An employee must give two (2) weeks' notice of any change of the commencement of her pregnancy leave.

If an employee on pregnancy leave wishes to change the date of her return to work to an earlier date, she must give the University four (4) weeks' written notice of the date on which she intends to return. If the employee wishes to change the date of return to a later date (but subject to the maximum length of leave set out in these policies), she must give the University four (4) weeks' written notice before the date the leave was to end.

**ELIGIBILITY FOR SUB (Supplementary Unemployment Benefit) BENEFITS**

For staff appointed Senior Research Associates and Research Associates (Limited Term) with one (1) year of service or more with the University, the University will pay ninety-five (95) percent of regular salary during the two (2) week waiting period for Employment Insurance benefits, and for up to the next sixteen (16) weeks, will pay the difference between Employment Insurance benefits and ninety-five (95) percent of regular salary, provided that the employee applies for and receives Employment Insurance benefits. In no case will the total amount of the University paid supplement plus Employment Insurance benefits plus any other earnings received by the staff member exceed 95% of regular earnings.

For staff appointed Senior Research Associates and Research Associates (Limited Term) with less than one (1) year of service, the University will pay the above noted top-up prorated according to the percentage of a whole year and FTE that the employee worked before the first day of the leave, provided that the employee applies for and receives Employment Insurance benefits.

**Other**

During the period of paid pregnancy leave the University will continue to pay the employer share of the premium costs of benefits and the employee continues to pay her share through regular payroll deductions.

In the case of a staff member whose employment is limited to a defined term, the pregnancy leave will be limited to the period of time remaining in the contract of employment. In this situation, the staff member may be eligible for Employment Insurance benefits for the remaining period beyond her contract of employment.

The date of commencement of pregnancy leave and its length (up to 17 weeks) shall be at the discretion of the staff member, with a minimum of two (2) weeks' notice being given to the University. If the employee has been on her pregnancy leave for seventeen (17) weeks but the baby has not yet been born, the pregnancy leave will end when the baby is born and the employee will be entitled to take a parental leave immediately after the birth.

If pregnancy-related complications require the employee to stop work before she has arranged her pregnancy leave, she has two (2) weeks from that date to give the University written notice of the date the pregnancy leave began (e.g., if the child has been born) or when the leave is to begin, with a medical certificate confirming the circumstances and the expected or actual date of birth. In such case the provisions of the Paid Sick Leave policy and the Long Term Disability Plan (if eligible) shall come into effect until a) the actual date the employee's baby is born or b) the expected date of delivery or c) the date she intended to start her pregnancy leave as stated in her written notice, whichever comes first.

Length of service and vacation credits will continue to accrue during pregnancy leave.

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**SECTION III: EMPLOYMENT CONDITIONS**

**POLICY: PRIMARY CAREGIVER LEAVE**

**CODE NUMBER: 3.01.04**

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A Primary Caregiver Leave package in electronic form containing forms and information is available to all employees upon request from the Family Care Office.

**ELIGIBILITY FOR LEAVE**

Primary Caregiver Leave is available to any staff appointed Senior Research Associate and Research Associate (Limited Term), full or part-time, who is a parent, other than a biological mother, who has primary responsibility for the care of a child for up to thirty-seven (37) weeks immediately following: i) the birth of a child; or ii) the coming of a child into the custody, care and control of a parent for the first time, and who has completed thirteen (13) weeks of service with the University prior to the date of application.

Primary caregiver leave of absence must be applied for and granted in writing with a minimum of two (2) weeks' notice. An employee making such application must confirm in writing that the employee will in fact have the primary responsibility for the care of the child during the period of the leave applied for (e.g., for a father or same-sex parent, because the mother is unavailable or has returned to work; for an adoptive parent, because the parent will be the primary caregiver for some period of time after the child comes into the custody, care and control of an adoptive parent for the first time.)

If both parents are employees of the University and eligible for the SUB Benefit, the Primary Caregiver Leave benefit may be split. The total benefit paid will not exceed that which would have been paid had only one of the parents taken the entire leave.

In the case of an adoption, the primary caregiver leave shall not apply to adoptions which arise through the blending of families.

**ELIGIBILITY FOR SUB (Supplementary Unemployment Benefit) BENEFIT**

For staff appointed Senior Research Associates and Research Associates (Limited Term) with one (1) year of service or more with the University, the University will pay the following to supplement Employment Insurance benefits:

- a) ninety-five (95) percent of regular salary during the two (2) week waiting period for Employment Insurance benefits, and
- b) for the next sixteen (16) weeks, the difference between Employment Insurance benefits and ninety-five (95) percent of regular salary, provided that the employee applies for and receives Employment Insurance benefits. In no case will the total amount of the University paid supplement plus Employment Insurance benefits plus any other earnings received by the staff member exceed 95% of regular earnings.

The balance of the leave, i.e., up to nineteen (19) weeks, is taken as unpaid parental leave.

For staff appointed Senior Research Associates and Research Associates (Limited Term) with less than one (1) year of service, the University will pay the above noted top-up prorated according to the percentage of a whole year and FTE that the employee worked before the first day of the leave, provided that the employee applies for and receives Employment Insurance benefits.

**Other**

During the period of primary caregiver leave the University will continue these individuals on their full benefits through regular payroll deductions.

## Policies for Senior Research Associates & Research Associates (Limited Term)

In the case of a staff member whose employment is limited to a defined term, any primary caregiver leave will be limited to the period of time remaining in the contract of employment. In this situation, the staff member may be eligible for Employment Insurance benefits for the remaining period beyond his/her contract of employment.

Length of service and vacation credits will continue to accrue during primary caregiver leave.

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**SECTION III: EMPLOYMENT CONDITIONS**

**POLICY: PARENTAL LEAVE**

**CODE NUMBER: 3.01.05**

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A Parental Leave package in electronic form containing forms and information is available to all employees upon request from the Family Care Office.

**ELIGIBILITY FOR LEAVE**

This provision is not available to employees who have taken Primary Caregiver Leave.

Staff appointed Senior Research Associates and Research Associates (Limited Term), full or part-time, who have completed thirteen (13) weeks of service with the University are entitled to parental leave following the birth of the child or the coming of the child into a parent's custody, care and control for the first time, as follows:

- Birth mothers who took pregnancy leave are eligible to take up to 35 weeks of parental leave; and,
- All other new parents, such as birth fathers, adoptive parents and same-sex partners, may take up to 37 weeks of parental leave.

**PROVISIONS**

For employees who take pregnancy leave, parental leave commences when her pregnancy leave ends or when the baby first comes into custody, care and control of the birth mother. For other parents, parental leave must commence within the fifty-two (52) weeks following the baby's birth or for adoptive parents, within the fifty-two (52) weeks after the child first comes into the custody, care and control of a parent. Note that if the parent wishes to collect Employment Insurance benefits during the parental leave, the parental leave must be completed within the fifty-two (52) week period as described above.

For employees with one (1) year of service or more, the University will pay ninety-five (95) percent of salary during the two (2) week waiting period for Employment Insurance benefits, and for the next eight (8) weeks, will pay the difference between Employment Insurance benefits and ninety-five (95) percent of salary, provided that the employee applies for and receives Employment Insurance benefits.

Eligible employees must give two (2) weeks' written notice prior to commencement of the leave. If s/he does not specify when the leave will end, it will be assumed that s/he wishes to take the maximum leave.

An employee who has given notice to begin a parental leave may change the notice to an earlier date by giving at least two (2) weeks' notice before the earlier date, or to a later date by giving two (2) weeks' notice before the leave was to begin.

If the employee stops work because the child has arrived earlier than expected, the employee has two (2) weeks from that date to give the University written notice of his/her intent to take the parental leave.

If an employee on parental leave wishes to change the date of return to work to an earlier date, s/he must give the University four (4) weeks' written notice of the date on which s/he intends to return. If the employee wishes to change the date of return to a later date (but subject to the maximum length of leave set out in these policies), s/he must give the University four (4) weeks' written notice before the date the leave was to end.

During the period of parental leave the University will continue the employer subsidy of any benefit plan for which the person continues to pay the employee portion.

## Policies for Senior Research Associates & Research Associates (Limited Term)

In the case of a staff member whose employment is limited to a defined term, any parental leave will be limited to the period of time remaining in the contract of employment. In this situation, the staff member may be eligible for Employment Insurance benefits for the remaining period beyond his/her contract of employment.

Length of service and vacation credits will continue to accrue during parental leave.

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**SECTION III: EMPLOYMENT CONDITIONS**

**POLICY: PAYMENT OF SALARY ON DEATH**

**CODE NUMBER: 3.01.06**

In the event of the death of a staff member, the University will pay his/her estate the full salary and vacation pay accrued to the end of the month in which the death occurred.

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**SECTION III: EMPLOYMENT CONDITIONS**

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**POLICY: COMPENSATION****CODE NUMBER: 3.01.07**

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**INTRODUCTION**

The objectives of the University's compensation program for Research Associates (Limited Term) and Senior Research Associates are: to enable the University to attract and retain highly qualified staff; to differentiate pay levels on the basis of performance and experience; and, to reward excellence.

**SALARY RANGES**

There are separate salary ranges for Research Associates (Limited Term) and Senior Research Associates:

- The salary range for Research Associates (Limited Term) is structured with a minimum and a maximum.
- The salary range for Senior Research Associates is structured with a minimum, a breakpoint and a notional maximum.

No staff member may be paid below the published salary range minimum.

\* IMPLEMENTATION NOTE: Staff members who are currently paid below the new salary range minimum, effective April 1, 2012, will have their salaries raised to the new minimum incrementally over a designated period of time, to be determined in consultation with the PI, Chair and HR Office.

It is expected that, in most cases, the salary of a Research Associate (Limited Term) will not exceed the maximum. However, there may be circumstances where an exception is warranted; all Research Associate (Limited Term) salaries above the salary range maximum must be approved by the applicable division head.

In the case of Senior Research Associates, salaries above the notional maximum must first be approved by the Vice-President, Human Resources & Equity, upon the recommendation of the applicable division head.

Movement through the salary ranges is achieved through merit increases.

The salary ranges are adjusted annually and published in the Annual Salary Increase Instructions for Senior Research Associates and Research Associates (Limited Term), which are posted on the HR & Equity website.

**STARTING SALARIES**

Starting salaries should be commensurate with the successful candidate's qualifications and experience in relation to the position for which they are being hired.

**PROBATIONARY PERIODS AND INCREASES**

While increases are not generally given during the probationary period, if the staff member's probationary period overlaps with the annual salary adjustment program, the supervisor may, in his/her sole discretion, consider awarding a merit increase at the successful end of the probationary period.

## **ANNUAL SALARY ADJUSTMENT PROGRAM**

Salaries will be reviewed on an annual basis.

The program includes two components:

- i. An across-the-board (ATB) adjustment to salaries with some exceptions as outlined in the Annual Salary Increase Instructions; and,
- ii. An increase to salaries that will be based on merit, as determined through the annual performance assessment process.

Merit increase guidelines and any applicable ATB and merit amounts will be published annually in the Salary Increase Instructions for Senior Research Associates and Research Associates (Limited Term).

Movement through the salary range for Senior Research Associates should be accelerated up to the breakpoint, and rise more slowly above the breakpoint.

## **SALARY ADJUSTMENTS OTHER THAN ATB & MERIT**

Other salary adjustments to base salary require the approval of the applicable division head; for Senior Research Associates adjustments to base salary that exceed the notional maximum require the approval of the Vice-President, Human Resources & Equity, upon the recommendation of the applicable division head.

## **SPECIAL RECOGNITION PROGRAM**

A lump sum (OTO) payment may be awarded to a staff member to recognize extraordinary effort and/or contribution. Note: Such payments are not part of the staff member's regular salary and are not pensionable.

Special efforts or accomplishments may also be recognized in non-monetary formats, for example educational opportunities, special educational leave and/or funding, appreciation events and other forms of recognition appropriate to the specific circumstances.

Approval is required from the Vice-President, Human Resources and Equity for any lump sum (OTO) payments awarded to staff members in excess of a level set by the Vice-President, Human Resources and Equity and reported to the Senior Appointments and Compensation Committee, as required.

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**SECTION III: EMPLOYMENT CONDITIONS**

**POLICY: HOURS OF WORK**

**CODE NUMBER: 3.01.08**

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Senior Research Associates and Research Associates (Limited Term), while expected to maintain effective liaison with their principal investigator or the individual to whom they report on their hours of work schedule, have a high degree of independence in scheduling their own time.

Staff members are expected to schedule their own work to meet the requirements of their position and to arrange their work schedule to accommodate both their obligations to the University and their family care responsibilities, health care appointments, religious observances, bereavement leave and other personal needs\*. Staff members are expected to consult with their supervisor regarding individual work schedules, as appropriate.

\* See the Personal Leave Guidelines for Senior Research Associates and Research Associates (Limited Term) on the HR & Equity website.

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**SECTION III: EMPLOYMENT CONDITIONS**

**POLICY: UNIVERSITY HOLIDAYS**

**CODE NUMBER: 3.01.09**

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The University observes the following holidays: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, and Boxing Day.

Additionally, the University, in its sole discretion, designates a holiday closure in December and January.

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**SECTION III: EMPLOYMENT CONDITIONS**

**POLICY: VACATION**

**CODE NUMBER: 3.01.10**

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NOTE: This policy comes into effect July 1, 2012.

**VACATION CREDITS**

**Schedule 1: Research Associates (Limited Term)**

Full-time Research Associates (Limited Term) are entitled to vacation in accordance with the following schedule:

<b>Length of Service</b>	<b>Monthly Accrual Rate</b>	<b>Annual Vacation Entitlement</b>
0 to 60 months	1.667 days per month	20 days

Vacation credits for part-time Research Associates (Limited Term) are pro-rated according to the percentage of their appointment.

**Schedule 2: Senior Research Associates**

Full-time Senior Research Associates are entitled to vacation in accordance with the following schedule:

<b>Length of Service</b>	<b>Monthly Accrual Rate</b>	<b>Annual Vacation Entitlement</b>
0 to 132 months	1.667 days per month	20 days
133 to 156 months	1.75 days per month	21 days
157 to 168 months	1.833 days per month	22 days
169 or more months	2.083 days per month	25 days

Vacation credits for part-time Senior Research Associates are pro-rated according to the percentage of their appointment.

**USE OF VACATION CREDITS**

Vacation credits may be used up to the amount which has been earned. Under exceptional circumstances, a principal investigator may allow use of vacation credits prior to their being earned.

While Research Associates (Limited Term) and Senior Research Associates have a high degree of independence in scheduling their own time, they should be encouraged to take their full annual vacation entitlement. In all cases staff members are required to take at least two weeks of their annual vacation entitlement. Vacation requests must be approved in advance by the principal investigator.

A Research Associate (Limited Term) or Senior Research Associate may accumulate vacation credits up to a maximum of the annual entitlement plus five days with the written approval of the principal investigator.

Where possible, a staff member should use all outstanding vacation credits prior to his/her last day of active employment. Accrued vacation will not be paid out except to the extent, if any, that payment may be required under the Employment Standards Act of Ontario.

**VACATION RECORDS**

Records of vacation earned and taken by each staff member will be maintained within the unit

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**SECTION III: EMPLOYMENT CONDITIONS**

**POLICY: PROBLEM RESOLUTION**

**CODE NUMBER: 3.01.11**

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**INTRODUCTION**

In any situation where conflicts or other problems arise between a Research Associate/Senior Research Associate and his or her colleagues, it is anticipated that the issue will be resolved through discussion and possibly through use of conciliatory techniques such as mediation and facilitation.

Employees should attempt to resolve issues as early as possible, before they have an opportunity to escalate. Employees are reminded in this Policy of the various supports available to aid them in resolving conflicts and other problems.

**ELIGIBILITY**

All Research Associates/Senior Research Associates who hold full or part-time appointments with the University including Research Associates/Senior Research Associates whose complaint pertains to the termination of their employment with the University.

**CONSULTATION WITH HUMAN RESOURCES**

If a Research Associate/Senior Research Associate requires assistance prior to raising a complaint, he/she is encouraged to discuss the issue with the manager/director of any human resources office, whether or not it is the HR office for the Research Associate/Senior Research Associate's own division. The HR manager/director can assist the Research Associate/Senior Research Associate in determining such matters as whether there is an issue that should be raised, how to raise it, with whom to raise it, and the range of resolutions that might be possible.

Supervisors who receive a complaint are also encouraged to seek advice from their divisional human resources offices.

**PROCESS**

Research Associates/Senior Research Associates are encouraged to resolve problems through full and open discussion of the problem with their immediate supervisor.

Where discussion with his/her immediate supervisor is not appropriate or fails to resolve the problem, the staff member may discuss the matter with, and if he/she wishes, present a written complaint to:

1. the person to whom the Research Associate/Senior Research Associate's immediate supervisor reports, and from there may proceed to raise the concern through successively higher levels of management to the division head until resolution is reached; or
2. the Vice-President, Human Resources & Equity, or designate if step 1 is not appropriate, for example in the case of employees who report directly to a division head.

If the Research Associate/Senior Research Associate follows step 1 and is not satisfied with the Division's response, he/she may discuss it directly with the Vice-President, Human Resources & Equity, or designate. Depending upon the type of issue raised, the University may, in its discretion, investigate further and/or upon the consent of the parties engage in facilitation or mediation.

Policies for Senior Research Associates & Research Associates (Limited Term)

Supervisors who receive complaints are encouraged to consider whether it would be useful to engage any internal or external resources such as mediation, facilitation or the Employee and Family Assistance Program.

An employee who raises a complaint under this Policy will receive a timely response. Such response may be verbal or written and will include an outline of the complaint, any steps taken to investigate the complaint, and the University's decision regarding the complaint. No employee shall be subject to reprisals for any complaint that he/she brings forward in good faith.

For any employee positions at a level or in a division of the organization where the process outlined above is not appropriate, this should be discussed with the Vice-President, Human Resources and Equity, or designate in order that an analogous process can be provided.

The University reserves the right to decline to apply this Policy in situations where a complaint is also pursued through another avenue.

Policy approved by the Business Board, March 3, 2003

Problem Resolution, amended; approved by the Business Board, June 17, 2010

Problem Resolution (as amended and approved by the Business Board, June 17, 2010) approved by the Business Board, March 5, 2012

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**SECTION III: EMPLOYMENT CONDITIONS**

**POLICY: ACCESS TO PERSONNEL FILES**

**CODE NUMBER: 3.01.12**

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**INTRODUCTION**

In order to document and administer the employment of staff, the University collects, maintains and uses information relating to matters such as pay, benefits/pension, terms of employment, performance, career development, attendance, references and other personal data. Personnel files are the repository for documentation that the University views as official documentation relating to employment. Such files may be maintained by the department/division and/or the local human resources department. Information maintained on the Human Resource Information System (HRIS) will also be regarded as part of the personnel file.

In cases of internal transfer, the staff member's departmental and/or divisional personnel file will be transferred to the staff member's new department or division.

**RIGHT OF ACCESS/CORRECTION**

Any Senior Research Associate or Research Associate (Limited Term) has the right to examine information included in his/her Personnel File, subject to the conditions set out below:

A staff member must give reasonable notice, in writing, of a request to examine his/her Personnel File to his/her immediate supervisor or HR Generalist, as appropriate.

The employing department or the Human Resources Generalist will arrange a mutually convenient time and location for the staff member to examine his/her Personnel File in the presence of a departmental or Human Resources representative.

Access to certain records may be denied at the discretion of the University in accordance with applicable privacy legislation and the principles reflected therein.

A staff member may not remove or alter information in the Personnel File, but may request correction of information where s/he believes there is an error or omission. Staff members also have the right to add rebuttal documents to the file.

At the staff member's request, documents that recognize his/her job-related accomplishments, including certificates, diplomas, degrees, documentation of service on University committees and University or community offices held will be added to his/her Personnel File.

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**SECTION III: EMPLOYMENT CONDITIONS**

**POLICY: CONFLICT OF INTEREST**

**CODE NUMBER: 3.01.13**

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**NOTE: This policy is currently under review and when a new policy is developed it will replace this one.**

## **INTRODUCTION**

Senior Research Associates and Research Associates (Limited Term) of the University of Toronto are committed to achievement of the University's mission. Hence, their primary commitment is to the work of the University and their personal activities may not conflict with the University's interests.

Occasionally, in the course of the exercise of their responsibilities, Senior Research Associates and Research Associates (Limited Term) may develop commitments to persons or organizations other than the University and may perform services for others for which they are paid. In such cases, situations may arise when a staff member's personal or financial interests may conflict, or may seem to conflict, with the staff member's obligations to the University. All staff members have an obligation to report and discuss with the person to whom they report all such conflicts that the staff member believes, or an objective observer would believe, to be significant. If the person to whom the staff member reports concludes the activities constitutes a conflict of interest, the staff member may not continue to engage in them.

Any alleged breaches of this policy will be handled under the Termination for Cause section of the Termination of Employment Policies, 5.01.01 and 5.01.02, Section V, Policies for Senior Research Associates and Research Associates (Limited Term).

## **APPLICATIONS**

### **1. Use of University Resources**

Senior Research Associates and Research Associates (Limited Term) may not make more than trivial use of University facilities, supplies or administrative services for personal purposes without authorization. On occasion, a staff member may wish to make more than trivial use of University facilities, supplies or services. Application must be made in writing to the person to whom the person reports. If the request is granted, the staff member shall reimburse the University for the full cost, including overhead, of the facilities, supplies or support staff used.

### **2. Conflict of Interest Resulting from Family or Other Personal Relationships**

a) Any situation involving the hiring (including casual hiring), supervising, or conferring or denying of any material benefit to any person with whom there exists or has recently existed an intimate personal or family relationship must be discussed by the staff member with his or her supervisor.

b) Where funds involved are administered by the University, no staff member may, directly or indirectly, purchase from or sell to, or confer or deny any financial or commercial benefit on or engage in any commercial transaction with any person or organization with whom the staff member has, or recently had, an intimate, family or business relationship without the prior approval of the person at the next higher level of authority. In requesting the approval, the staff member shall indicate in writing why the benefit should be conferred on, or the activity should be carried out by the person.

**3. Conflict of Interest for Supervisor**

If the person to whom a staff member normally reports has a personal interest in the matter to be discussed, then that individual shall refer the matter to the person at the next higher level of authority.

**4. Purchases Involving University Funds**

If a staff member has received or is receiving supplementary income from a company, or if the staff member or a member of his or her family or a person with whom the staff member has or has recently had an intimate personal relationship, has a significant financial interest in a company, the staff member must disclose the nature of the involvement with the company in any situation in which the staff member is in a position to influence whether or not University funds will be used to purchase goods and services from that company or where the company may otherwise receive some benefit from the University.

**5. Approval of Expenses**

All expense claims made by staff members involving funds administered by the University require the signature of the person to whom the staff member reports.

**6. Acceptance of Gifts**

The acceptance of gifts or any other material benefit or favour from individuals who are associated with the University activities of the staff member, with the exception of minor gifts as token courtesies, is not normally permitted. If a staff member has any doubts about the propriety of accepting a particular gift or favour, s/he should discuss the matter with the person to whom s/he reports.

**7. Paid Professional or Commercial Activities**

While Senior Research Associates and Research Associates (Limited Term) may in some circumstances engage in professional or commercial activities from which they derive supplementary income, such activities must be fully disclosed to, and receive the approval of, the person to whom the staff member reports. Where, in the opinion of that person, these activities constitute a conflict of interest, the supervisor may insist on the staff member's withdrawal from engaging in them. [This provision does not require disclosure of personal activities with minor financial implications such as renting a basement apartment or cottage, operating a hobby farm, and which have no impact on the staff member's University's responsibilities.]

**8. Confidentiality**

All information about a staff member gathered under this Policy shall be held in strict confidence and not divulged to any other person, except for internal University administrative purposes required by Policy, or under the compulsion of the law, without the written consent of the staff member.

**9. Supplementary Divisional or Departmental Guidelines**

More detailed guidelines may be developed for particular divisions or departments, as appropriate and must be approved by the appropriate Vice-President.

**10. Protection of Staff Members Reporting Suspected Conflict of Interest**

The University or person(s) acting on its behalf shall not i) dismiss or threaten to dismiss or suspend a staff member; ii) discipline or suspend or threaten to discipline or suspend a staff member; iii) impose any penalty upon a staff member; or, iv) intimidate or coerce a staff member, because the staff member has provided information relating to an alleged conflict of interest to an

## Policies for Senior Research Associates & Research Associates (Limited Term)

appropriate officer of the University or has sought the enforcement of this Policy through appropriate University channels.

In cases of suspected financial impropriety, staff members should follow the University of Toronto "Reporting Incidents of Suspected Financial Impropriety" procedure which details the University's protocol for responding to allegations of financial impropriety including procedures for individual staff members.

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**SECTION III: EMPLOYMENT CONDITIONS**

**POLICY: INTELLECTUAL PROPERTY**

**CODE NUMBER: 3.01.14**

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The University's Inventions Policy (available online at <http://www.governingcouncil.utoronto.ca/policies/invent.htm>) and Copyright Policy (available online at <http://www.governingcouncil.utoronto.ca/policies/copyright.htm>) apply to Research Associates (Limited Term) and Senior Research Associates, who are Administrative Staff within the meaning of the Copyright Policy. If other arrangements regarding intellectual property are made they must be agreed to in writing between the Senior Research Associate/ Research Associate (Limited Term) and the Principal Investigator, and approved by the appropriate Vice-President.

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**SECTION III: EMPLOYMENT CONDITIONS**

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**POLICY: EDUCATIONAL ASSISTANCE****CODE NUMBER: 3.01.15**

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**INTRODUCTION**

In keeping with its goal of providing staff with opportunities for personal and career development, the University provides staff members with financial assistance to further their formal education.

**ELIGIBILITY**

All Research Associates (Limited Term) and Senior Research Associates who hold full-time appointments or part-time appointments of 25% or more, are eligible providing the staff member has academic acceptability by the institution from whom the course is to be taken and has the approval of the Department Head, if required, before beginning the course.

In the case of part-time staff members, for the first three years of continuous service, the funding is prorated according to the percentage of their appointment.

**PROVISIONS****1. Degree/ Credit Courses****a) Taken At the University of Toronto**

100% of tuition fees will be waived for a qualifying staff member who is enrolled in:

i. A part-time University of Toronto or OISE degree/credit course, up to and including the Master's level, to a maximum of \$3,000 per academic year, or

ii. A flex-time/part-time Doctoral program at the University of Toronto, to a maximum of \$3,000 per academic year, or

iii. A diploma or certificate program offered through Woodsworth College, to a maximum of \$3,000 per academic year.

**b) At a Recognized Post-Secondary Institution External to the University of Toronto**

50% of tuition fees will be reimbursed to a maximum of \$1,500 per academic year, to a qualifying staff member who shows successful completion of courses, taken on a part-time basis and pre-approved by the Organizational Development and Learning Centre (ODLC), leading to a degree, diploma or certificate program, up to and including the Master's level.

Such courses must be either an asset to the staff member in the performance of his/her current position or directly related to his/her potential career.

**2. Non Degree/ Credit Courses****a) At the University of Toronto**

100% of tuition fees will be waived for a qualifying staff member who takes courses offered by the School of Continuing Studies, to a maximum \$500 per course and up to six (6) courses per academic year.

A number of courses offered by the School of Continuing Studies are covered by the Educational Assistance Policy. However, a number of courses have been excluded for

which the registrant must pay the full fee. Further information on eligibility for coverage may be obtained through the staff member's divisional HR Office.

**b) At a Recognized Post Secondary Institution External to the University of Toronto**

50% of tuition fees will be reimbursed to a maximum of \$1,500 per academic year, to a qualifying staff member who shows successful completion of a pre-approved work related course which is related to the staff member's present position. Courses must be approved by the Organizational Development & Learning Centre.

**c) At Other (Non Post Secondary) Institutions External to the University of Toronto**

A qualifying staff member who shows successful completion of a pre-approved work related non degree or non credit course, will be reimbursed to a maximum of \$500 per course and up to two (2) courses per academic year.

**CONDITIONS**

Courses should be taken outside of normal working hours. However, if the course is not otherwise available, one such course at a time may be taken during normal working hours provided the approval of the staff member's manager is obtained and alternative work arrangements are made.

**PROCEDURES**

**1. Application for Tuition Waiver for Courses Taken at the University of Toronto**

For details on how to apply for a tuition waiver, the application is available on the HR Forms page on the HR & Equity website.

**2. Application for Reimbursement for Courses Taken at Institutions External to the University of Toronto**

For details on how to apply for educational assistance reimbursement, the application is available on the HR Forms page on the HR & Equity website.

**EXCLUSIONS**

The University's Educational Assistance policy excludes the following:

- a) Conferences, seminars, webinars and workshops;
- b) Costs of course materials, books, registration and examination fees;
- c) Professional association membership fees; and,
- d) Any other incidental fees.

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**SECTION III: EMPLOYMENT CONDITIONS**

**POLICY: SCHOLARSHIP PROGRAM FOR DEPENDANTS**

**CODE NUMBER: 3.01.16**

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**ELIGIBILITY**

Scholarships shall be awarded by the University of Toronto to eligible students who are dependants of staff appointed Research Associates (Limited Term) and Senior Research Associates, full-time or part-time of 25% or more, who are enrolled in full-time studies in an eligible program of study at an eligible institution as defined below. The Tuition Waiver for Dependants program shall apply for the purpose of part-time studies.

**VALUE OF SCHOLARSHIP**

The scholarship awarded to those who qualify shall, in each year, be an amount equal to one-half the amount of the tuition for Arts and Science at the University of Toronto in that same year, excepting that, where the eligible staff member holds an appointment of less than 100% FTE, the ordinary amount shall be pro-rated to the actual FTE.

**DEFINITIONS**

*Dependant* means a daughter or son (including step-daughter or step-son), or spouse (including same-sex partner, married or living common-law) of Research Associates (Limited Term) and Senior Research Associates.

*Eligible Institution* means any four-year-degree granting institution (or its equivalent if the institution is outside North America) which is recognized by the University of Toronto for transfer credit purposes or Ontario Colleges of Applied Arts and Technology or the Ontario College of Art and Design.

*Eligible Student* means a student who is the dependant of Research Associates (Limited Term) and Senior Research Associates and who is enrolled as a full-time student in an eligible institution in an eligible program of study and who:

- a) having attained at least an 80% average in the student's best six OAC mid-term or final marks or the equivalent, is enrolling in the first year of studies (Admission Scholarship); or
- b) has attained an average of at least B in the student's most recent year of eligible program of studies (In-program Scholarship); or
- c) having been granted a scholarship under this program in the previous year, continues to be eligible to proceed in the student's eligible program of study and who is not on academic probation (Continuing Scholarship).

*Program of Study* means a program of study leading to a first undergraduate degree or certificate and which does not require prior undergraduate preparation.

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**SECTION IV: PERFORMANCE ASSESSMENT**

**POLICY: PERFORMANCE ASSESSMENT**

**CODE NUMBER: 4.01.01**

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**OBJECTIVES**

The performance assessment process is intended to meet the following objectives:

- \* to provide periodic feedback throughout the review period
- \* to discuss and document, on at least an annual basis, the staff member's performance
- \* to recognize the staff member's contribution to the goals and objectives of the unit
- \* to enhance communication between the supervisor and the staff member and provide an opportunity for the staff member to provide meaningful input on their role in the work of the unit
- \* to develop goals and objectives within the terms of the grant/ funding for the following review period and plan for professional development

**THE PROCESS**

During the review period, the supervisor will monitor and provide periodic feedback to the staff member on his/her progress toward the achievement of pre-established goals and objectives.

Performance assessments will be conducted for all Senior Research Associates and Research Associates (Limited Term) on an annual basis. The supervisor will review the staff member's annual Activity Report, which summarizes his/her achievement of pre-established goals and objectives for the review period, and will discuss and provide, in writing, feedback on these achievements, identifying areas of strength and areas requiring improvement.

The achievement of goals and objectives, along with the overall quality of work and contribution to the unit, will be taken into consideration in the overall performance rating.

The supervisor and the staff member will discuss and establish goals and objectives for the next review period, and may also discuss any professional development plans that take into consideration the established goals and objectives as well as the performance needs and interests of the staff member, as appropriate.

A Senior Research Associate or Research Associate (Limited Term) may request an annual performance assessment when one has not been initiated by his/her immediate supervisor.

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**SECTION V: TERMINATION**

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**POLICY: TERMINATION OF EMPLOYMENT  
(SENIOR RESEARCH ASSOCIATES)****CODE NUMBER: 5.01.01**

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**INTRODUCTION**

The employment of a continuing staff member may terminate for various reasons. The staff member may terminate his/her own employment, for example through retirement or resignation.

The University may terminate a staff member's employment either with cause or without cause.

**ELIGIBILITY**

This policy applies to Senior Research Associates.

**TERMINATION BY THE STAFF MEMBER****1. Resignation from the University**

A staff member should provide written notice of his/her resignation to his/her supervisor. Staff members are expected to provide two weeks' notice of termination.

Resignations should be confirmed by the staff member's supervisor, in writing.

Once provided to the supervisor in writing, the resignation is binding on the staff member and the University and cannot be changed except by mutual agreement.

**TERMINATION BY THE UNIVERSITY**

In all cases the supervisor must receive the approval of his/her division head before terminating a staff member's employment for any reason.

Departments should consult with their divisional HR Office before terminating a staff member's employment.

**1. Termination during Probationary Period**

A staff member's employment may be terminated by the University at any time during the probationary period upon providing the minimum notice required under the Employment Standards Act of Ontario, as amended from time to time.

**2. Termination other than for Cause**

A staff member's employment may be terminated by the University for a wide variety of reasons that do not amount to cause for termination.

When the University decides to terminate employment without cause, the staff member will be provided with working notice or severance pay, or a combination of both, on the basis of one (1) month of notice per completed year of continuous service\*\* with the University, to a maximum of twenty-four (24) months, provided that in no case will an employee receive less working notice than the minimum working notice required under the Employment Standards Act of Ontario or less severance pay than the severance pay, if any, required under the Employment Standards Act of Ontario.

Policies for Senior Research Associates & Research Associates (Limited Term)

\*\* Continuous service is defined as years of service from the staff member's most recent employment date as a full- or part-time staff appointed employee.

Formal notice of termination shall be in writing and will be delivered personally to a staff member or by registered mail to his/her home address most recently provided by the employee to the University, and in some circumstances may also be delivered by email, and will specify the employee's termination date.

All benefits coverage and pensionable service ceases the later of the date that the termination takes effect or the end of the minimum notice period required under the Employment Standards Act. Beyond that date, staff members shall have no claim whatsoever for benefits coverage or pensionable service.

The staff member will be required to sign a full and final release before receipt of any severance pay.

The staff member will be entitled to career transition services through the University's Organizational Development & Learning Centre for up to three (3) months following the date that the termination takes effect.

**3. Termination for Cause**

Employment may be terminated for cause at any time without notice or pay in lieu of notice or severance. All benefits coverage and pensionable service ceases immediately upon the termination date. Beyond that date, staff members shall have no claim whatsoever for benefits coverage or pensionable service.

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**SECTION V: TERMINATION**

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**POLICY: TERMINATION OF EMPLOYMENT  
(RESEARCH ASSOCIATES (LIMITED TERM))**

**CODE NUMBER: 5.01.02**

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**INTRODUCTION**

The employment of a staff member may terminate for various reasons. The staff member may terminate his/her own employment, for example through retirement or resignation. The University may terminate a staff member's employment either with cause or without cause.

**ELIGIBILITY**

This policy applies to staff appointed Research Associates (Limited Term).

**TERMINATION BY THE STAFF MEMBER**

**1. Resignation from the University**

A staff member should provide written notice of his/her resignation to his/her supervisor. Staff members are expected to provide two weeks' notice of termination.

Resignations should be confirmed by the staff member's supervisor, in writing.

Once provided to the supervisor in writing, the resignation is binding on the staff member and the University and cannot be changed except by mutual agreement.

**TERMINATION BY THE UNIVERSITY**

**1. Termination during Probationary Period**

A staff member's employment may be terminated by the University at any time during the probationary period upon providing the minimum notice required under the Employment Standards Act of Ontario, as amended from time to time.

**2. Completion of Term Employment**

Research Associates (Limited Term) are appointed on a limited term. Such term appointments are for a specified period and do not involve a continuing commitment by the University beyond the term stated in the employment contract. Acceptance of the contract with a specified end date constitutes notice of termination, and the contract will end on that date unless an extension is offered and accepted, in writing, before the end of the term.

All benefits coverage and pensionable service ceases the last day of the term. Beyond that date, staff members shall have no claim whatsoever for benefits coverage or pensionable service. Research Associates (Limited Term) whose combined terms have reached a total of five (5) years will upon completion of their final term be provided with severance pay in accordance with the Employment Standards Act of Ontario, as amended from time to time.

**3. Early Termination of Term Employment**

A staff member's employment may be terminated by the University before the end date of the term upon the University providing the staff member with notice in the amount of the minimum requirement set out in the Employment Standards Act.

All benefits coverage and pensionable service ceases the later of the date that the termination takes effect or the end of the minimum notice period required under the Employment Standards Act of Ontario. Beyond that date, staff members shall have no claim whatsoever for benefits coverage or pensionable service.

**4. Termination for Cause**

Employment may be terminated for cause at any time without notice or pay in lieu of notice or severance. All benefits coverage and pensionable service ceases immediately upon the termination date. Beyond that date, staff members shall have no claim whatsoever for benefits coverage or pensionable service.

## Policies for Senior Research Associates & Research Associates (Limited Term)

Policy, Procedures & Terms and Conditions of Appointment for Research Associates (Limited Term) and Senior Research Associates, approved by the Business Board, February 26, 1996

i. Of the policies approved by Business Board, February 26, 1996, the following policies for faculty members, as per the Policies for Academic Staff and Librarians, were applicable:

- Public Holidays ( 2.02.04)
- Sick Pay (2.02.05)
- Payment of Salary on Death of Staff Member (2.02.06)
- Tuition Scholarship for Dependents (2.02.07)
- Maternity Leave/ Parental Leave (2.02.08)
- Adoption Leave (2.02.09)
- Educational Assistance (2.02.10)

Section B, II, 2, Employment Policies for Senior Research Associates, Involuntary Termination of Continuing Employment Other than for Cause, amended March 3, 2003

5.01.01, Termination of Employment (Senior Research Associates), amended; approved by the Business Board, March 5, 2012

Section B, III, 1, Employment Policies for Senior Research Associates, Compensation, amended March 3, 2003

3.01.07, Compensation, amended, approved by the Business Board, March 5, 2012

Section C, I, Other Employment Policies for Research Associates (Limited Term) and Senior Research Associates, General Employment Conditions, amended March 3, 2003, to add the following policies:

- Scholarship Program for Dependents
- Pregnancy Leave
- Primary Caregiver Leave (previously known as Adoption Leave)
- Parental Leave
- Educational Assistance for Research Associates (Limited Term) and Senior Research Associates
- Payment of Salary on Death of a Staff Member
- Public Holidays
- Sick Pay

3.01.16, Scholarship Program for Dependents; 3.01.03, Pregnancy Leave; 3.01.04, Primary Caregiver Leave; 3.01.05, Parental Leave; 3.01.15, Educational Assistance; 3.01.06, Payment of Salary on Death of a Staff Member; 3.01.09, University Holidays; 3.01.02, Paid Sick Leave, amended, approved by the Business Board, March 5, 2012

Section C, III, 1, Other Employment Policies for Research Associates (Limited Term) and Senior Research Associates, Vacation, amended March 3, 2003

3.01.10, Vacation, amended, approved by the Business Board, March 5, 2012

Section C, II, Other Employment Policies for Research Associates (Limited Term) and Senior Research Associates, Benefit Plans, approved February 26, 1996

Section C, III, 4, Other Employment Policies for Research Associates (Limited Term) and Senior Research Associates, Continuation of Benefit Plans While on Leave, approved March 3, 2003

3.01.01, Benefit Plans/ Continuation of Benefits While on Leave, approved by the Business Board, March 5, 2012

Section C, IV, Problem Resolution, approved by the Business Board, March 3, 2003

Section C, IV, Problem Resolution, amended; approved by the Business Board, June 17, 2010

3.01.11, Problem Resolution, as amended and approved by the Business Board, June 17, 2010; approved by the Business Board, March 5, 2012 in conjunction with the revised Policies for Senior Research Associates and Research Associates (Limited Term)

Policies for Senior Research Associates & Research Associates (Limited Term)

Policies for Senior Research Associates and Research Associates (Limited Term), approved by the Business Board, March 5, 2012

i. Sections 2.01.01, Employment Status; 3.01.08, Hours of Work; 3.01.12, Access to Personnel Files; 3.01.13, Conflict of Interest; 3.01.14, Intellectual Property; 4.01.01 Performance Assessment, approved by the Business Board, March 5, 2012

ii. Preamble, and Sections 2.01.02, Recruitment, Selection & Hiring; 3.01.01, Benefit Plans/Continuation of Benefits while on Leave; 3.01.02, Paid Sick Leave; 3.01.03, Pregnancy Leave; 3.01.04 Primary Caregiver Leave; 3.01.05, Parental Leave; 3.01.06, Payment of Salary on Death; 3.01.07, Compensation; 3.01.09, University Holidays; 3.01.10, Vacation; 3.01.15, Educational Assistance; 3.01.16, Scholarship Program for Dependants; 5.01.01, Termination of Employment (Senior Research Associates); 5.01.02, Termination of Employment (Research Associates (Limited Term)), amended, approved by the Business Board, March 5, 2012

iii. Of the policies that were amended:

2.01.02, Recruitment, Selection & Hiring (replaced Appointments, Recruitment & Selection, two separate policies for Research Associates (Limited Term) and Senior Research Associates)

3.01.07, Compensation (replaced Compensation, Merit and Salary Ranges, two separate policies for Research Associates (Limited Term) and Senior Research Associates)

3.01.02, Paid Sick Leave (was renamed; previously known as Sick Pay)

3.01.09, University Holidays (was renamed; previously known as Public Holidays)

iv. New policy, 2.01.01, Employment Status, incorporates the previous Child Care Leave policy, and Renewal of Term Appointment policy

v. Newly created Personal Leave Guidelines incorporate the Short-term Compassionate and Emergency Leave policy under the leave provisions as per the Employment Standards Act of Ontario

vi. 3.01.10, Vacation Policy, approved by the Business Board, March 5, 2012; as noted in the policy, this policy is effective July 1, 2012

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