



TO: Business Board

SPONSOR: Professor Angela Hildyard
Vice President, Human Resources and Equity

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DATE: June 17, 2010

AGENDA ITEM: 8

ITEM IDENTIFICATION:

Revision to the Policies for Research Associates re: Problem Resolution

JURISDICTIONAL INFORMATION:

Under section 5.9 of its terms of reference, the Business Board has responsibility for approval of personnel policies for non-union administrative staff and approval of changes to the process of determining salaries and benefits.

HIGHLIGHTS

As in any organization, conflicts arise from time to time between colleagues. This policy on Problem Resolution, modeled on the policy in place for Professional and Managerial staff, provides mechanisms to facilitate constructive resolution where conflicts arise between a Research Associate and a colleague. The key features include:

- An increased emphasis on the importance of early resolution of issues.
- Additional supports such as the opportunity to seek advice from a Human Resource Manager from any HR office.
- A clear process whereby the employee may discuss a matter or present a complaint to the person to whom their immediate supervisor reports and then through successively higher levels of management OR to the Vice-President, Human Resources & Equity.
- Options to assist with resolution, such as mediation, facilitation or use of the Employee and Family Assistance Program.
- A clearer statement outlining what employees who raise a complaint can expect in terms of a response.

FINANCIAL AND/OR PLANNING IMPLICATIONS:

There are no financial and/or planning implications associated with the proposed changes to policy.

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RECOMMENDATION:

It is recommended THAT the proposed Problem Resolution Policy for Research Associates (Limited Term) and Senior Research Associates, a copy of which is attached to Professor Hildyard's memorandum to the Business Board, be approved, replacing the current section C (IV) (Problem Resolution) of the Policy, Procedures and Terms and Conditions of Appointment for Research Associates (Limited Term) and Senior Research Associates, approved by the Business Board on March 3, 2003.