



# UNIVERSITY OF TORONTO

UNIVERSITY OF TORONTO  
Governing Council

## **Policies for Confidentials**

July 1, 2023

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## POLICIES FOR CONFIDENTIALS

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**SECTION II: APPOINTMENT CONDITIONS**  
**POLICY: TYPES OF EMPLOYEES**

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**CODE NUMBER: 2.01.01**

**DEFINITIONS**

**Continuing Employees**

Continuing employees 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 the *Policies for Confidentials* or by an employee through resignation or retirement.

**Term Employees**

Term employees are hired for an initial appointment of at least six (6) months in length, the maximum period of consecutive term employment not to exceed twenty-four (24) months. Each term appointment shall have a predetermined end date. Should the term(s) exceed a twenty-four (24) month period then such employee shall become a continuing employee.

**Sessional Employees**

Sessional employees hold positions for which the University requires staffing only during an academic session or part thereof, which may be up to eleven months in length. These employees are on sessional layoff for the balance of the academic year.

**Part-time Employees**

A part-time appointment is based on less than 100% of the full-time hours of work (See Work Scheduling Policy, 3.01.07, *Policies for Confidentials*).

**EXCLUSION**

**Casual Employees**

Casual employees are not staff appointed and are not governed by the *Policies for Confidentials*.

Terms and conditions of employment for casual employees are governed by:

- i) the provisions of the *Employment Standards Act* of Ontario including those provisions pertaining to hours of work, public holidays, overtime, vacation pay, notice of termination; and,
- ii) the written agreement made in relation to their employment at the time of hiring.

**EMPLOYMENT PROVISIONS**

All administrative staff appointed Confidentials employees are governed by the *Policies for Confidentials*.

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

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**SECTION II: APPOINTMENT CONDITIONS**  
**POLICY: RECRUITMENT, SELECTION and HIRING**

**CODE NUMBER: 2.01.02**

**REVISED: November 24, 2021**

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**INTRODUCTION**

The objective of the staffing process for administrative Confidentials positions is intended to meet the following objectives:

- to foster excellence in the workplace and contribute to the achievement of the mission of the University through hiring the most qualified candidate in accordance with the policies of the University; and
- to continue to meet or exceed its commitments under the institutional [Statement on Equity, Diversity, and Excellence](#); and
- to ensure barrier-free employment in accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act; and
- to encourage and provide opportunities for career development of Confidential staff.

**a) THE STAFFING PROCESS**

**ELIGIBILITY**

- Any administrative Confidentials staff member, full-time or part-time or sessional, who has completed their initial probationary period may be considered for an internal transfer; and
- Candidates who are legally entitled to work in Canada, in the role for which they are being considered.

**POSTING**

- All continuing staff appointed Confidentials job opportunities will be advertised for a minimum of seven (7) working days:
  - consecutively, University wide and as required, externally; or
  - concurrently, both a University wide posting and an external posting if the position requires specialized or expert skills not typically found in the University's work force.
- Term staff appointed job opportunities may be advertised accordingly or may be filled by a secondment which may or may not be advertised within the University or externally. (See Secondments section below)
- University-wide job opportunities will be advertised on the HR website for a minimum of seven (7) days and will include the typical duties and qualifications required, the classification, salary range and source of funding, the type of appointment including end date, if applicable.
- Posting for a position that may attract a foreign national worker must be conducted in accordance with the Immigration and Refugee Protection Act, as well as applicable government regulations.

**APPLICATION PROCESS**

- Employees must submit a written application, including an up-to-date resume, within the period indicated on the posting. Late applications may be accepted at the discretion of the University in extenuating circumstances.

### **SELECTION**

- Selection, if any, will be based on the most qualified candidate 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.
- Where these factors are equal between an internal and external applicant, the internal applicant will be selected.

### **CONFLICT OF INTEREST**

- All employees involved in the hiring process must abide by the University's Policy on Conflicts of Interest – Administrative Staff. If an employee is in or will be in a conflict of interest during the hiring process or upon hire of a candidate, the employee must immediately declare the conflict of interest to their supervisor who will determine if the employee can continue their involvement with the recruitment.

### **CONFIDENTIALITY**

- Candidates for positions at the University submit material during the application process that is intended to be held in confidence and used only for the hiring process for which it was submitted. Such material must remain confidential to the members of the duly constituted hiring committee and other University employees or agents who require the information to do their role in relation to the hiring process.
- Confidentiality is also required with respect to discussions among the committee members, and therefore no information about these discussions will be disclosed to anyone outside the committee except to the extent that any other University employee or agent requires the information to do their role in relation to the hiring process.
- Interview panel members must sign an Agreement to Maintain Confidentiality prior to accessing confidential information related to each recruitment process.

### **RECORD RETENTION**

- Information gathered through the course of recruitment will be retained in accordance with the University's File Plan.

### **PROBATIONARY PERIOD**

- A new staff member to the University shall be considered probationary until they have completed six (6) months of active employment. The staff member's employment may be terminated at any time during the probationary period without notice other than as may be required under the *Employment Standards Act* of Ontario. (See Termination Policy, 5.01.01, *Policies for Confidentials*)

## Policies for Confidentials

- In cases of internal transfer:
  - i) while there is no probationary period, an appropriate review period will be established of up to six (6) months, the length of which will be based on the applicant's skills and experience in relation to the requirements of the position. The review period should be used to orient the staff member to their new department, set goals for performance, identify and plan for any required training, provide and receive feedback on performance and enhance ongoing communication between the supervisor and staff member.

### **b) SECONDMENTS**

A secondment is an appointment to another position for a limited term, i.e., up to 18 months, at the conclusion of which the incumbent will normally return to their previous position which, by mutual agreement of the division/department head, will have been kept vacant or filled on a term or temporary basis.

Secondments may be used to borrow expertise for projects or to temporarily replace a staff member while, at the same time, providing an opportunity for career development.

Secondment opportunities may be filled using one of the following:

- a) Through a posting in accordance with the staffing process described above or;
- b) Through a posting within the division/department, or;
- c) Through an employment equity initiative, or;
- d) Through an exchange program with another division, department, or institution, or;
- e) Through a career development planning process designed to broaden exposure and experience of staff members.

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**SECTION III: EMPLOYMENT CONDITIONS** **CODE NUMBER: 3.01.01**  
**POLICY: STAFF BENEFITS / TUITION WAIVER FOR DEPENDANTS**

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**I. PENSION & BENEFITS**

**Eligibility**

All administrative Confidentials staff members of the University, who hold full-time appointments or part-time appointments of 25% or more, or sessionals are eligible for a wide range of benefit plans. In the case of part-time staff members, 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 Accommodation Plan; Vision Care Plan (mandatory); and, Joint Membership Plan.

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

**Continuation of Benefit Plans while On Leave**

**1. Leave of Absence Without Pay**

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

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

**2. Staff Members on Long Term Disability**

Staff members will continue to accrue pension credits during the period of disability providing they remain employees of the University. Staff members are required to pay their portion of the premium cost of all benefits 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 on WSIB**

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.

## II. TUITION WAIVER FOR DEPENDANTS

In order to assist staff members who have dependants of university age or dependants who, at a later age, wish to pursue university studies, the University will extend to the dependants of such staff members a waiver of the academic tuition fee for specific University of Toronto programs.

### Terms of Reference

A dependant must have met the admission requirements for the qualifying program and have followed the normal procedures regarding application for admission and registration before application is made for tuition waiver.

For the purposes of this policy, *dependant* shall mean a son, step-son, daughter, step-daughter, spouse, or same sex partner of an eligible staff member; and, *academic tuition fee*, by definition, excludes application, registration, service, examination and other incidental fees.

### Eligibility

This benefit is available to:

- All administrative Confidentials staff members of the University, full-time or part-time of 25% or more, or sessionals. In the case of part-time staff members, the benefit will be pro-rated in accordance with the part-time appointment.
- Dependants proceeding towards a first undergraduate degree or first certificate in a qualifying program (not special students).
- Staff members on approved leave of absence who have a commitment to return to their job, who are maintaining enrolment in all benefit programs.

### Provisions

Eligible dependants will have their academic tuition fee waived for each academic year of the program until the degree or certificate is awarded.

The academic tuition fee waiver is applicable to programs which lead to a first undergraduate degree or certificate and which do not require prior undergraduate preparation since admission is normally gained directly from high school to the program of study. In cases where the program requires undergraduate preparation, only the undergraduate courses taken as part of the preparation are eligible.

Programs in the following areas are also not eligible:

- Royal Conservatory of Music
- School of Continuing Studies
- Woodsworth College Diplomas
- Transitional Year Program
- Pre-University Program

Where a student receives a scholarship which provides for the payment of fees, the terms of the scholarship will apply prior to any waiver of tuition under this policy.

Questions concerning this policy should be directed to the appropriate HR Office or the Pensions & Benefits section of the Human Resources department.

**III. DEATH IN SERVICE**

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**  
**POLICY: SHORT TERM DISABILITY LEAVE**

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**CODE NUMBER: 3.01.02**

**INTRODUCTION**

Short Term Disability 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 Short Term Disability Leave is to provide against loss of earnings for staff members who are prevented by sickness or injury from performing their duties.

**ELIGIBILITY**

All administrative Confidentials staff, full-time or part-time or sessional, 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 weeks of leave with regular salary, at the discretion of his/her Department Head.

Staff members whose employment is for a defined period of more than three (3) months will not be eligible for benefits beyond the contractual period unless they are re-appointed or the disability commenced more than two (2) months prior to the contractual termination date.

**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, regardless of the length of time between illnesses or injuries.

Where there is a reoccurrence of the same or related illness, a staff member will be eligible for up to fifteen (15) weeks of leave with regular salary if s/he has attended work for a minimum of three (3) months from the last day of the previous Short Term Disability Leave.

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 a medical certificate 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 because of sickness or accident while on scheduled vacation will be considered eligible for Short Term Disability 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**

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**CODE NUMBER: 3.01.03**  
**ISSUED: JULY 1, 2001**

**REVISED: JUNE 22, 2006**  
**REVISED: APRIL 1, 2012**

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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.

Staff members 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.

Questions concerning these Policies or related procedures may be directed to the appropriate divisional HR 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 Confidentials employees, full or part-time or sessional, 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 Confidentials employees 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 Confidentials employees with less than one (1) year of service, the University

## Policies for Confidentials

will pay the above noted top-up, pro-rated 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 on a sessional appointment, or whose employment is limited to a defined term, the pregnancy leave will be limited to the period of time remaining in the session or contract of employment. In these situations, the staff member may be eligible for Employment Insurance benefits for the remaining period beyond her session or 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.

Pregnancy Leave, amended; approved by the Business Board, March 5, 2012

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**SECTION III: EMPLOYMENT CONDITIONS**  
**POLICY: PRIMARY CAREGIVER LEAVE**

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**CODE NUMBER: 3.01.04**  
**ISSUED: JULY 1, 2001**  
**REVISED: JANUARY 1, 2009**  
**REVISED: APRIL 1, 2012**

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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 Confidentials employee, full or part-time or sessional, 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 Confidentials employees 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 Confidentials employees with less than one (1) year of service, the University will pay the above noted top-up, pro-rated 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**

## Policies for Confidentials

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

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

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

Primary Caregiver Leave, amended; approved by the Business Board, March 5, 2012

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**SECTION III: EMPLOYMENT CONDITIONS**  
**POLICY: PARENTAL LEAVE**

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**CODE NUMBER: 3.01.05**  
**ISSUED: JULY 1, 2001**  
**REVISED: JANUARY 1, 2009**  
**REVISED: APRIL 1, 2012**

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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 Confidentials employees, full or part-time or sessional, 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.

## Policies for Confidentials

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.

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

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

Parental Leave, amended; approved by the Business Board, March 5, 2012

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**SECTION III: EMPLOYMENT CONDITIONS****CODE NUMBER: 3.01.06**

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**POLICY: COMPENSATION**

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The objectives of this policy are to enable the University to attract and retain highly qualified staff through a fair and competitive total compensation program, to maintain internal equity, to differentiate pay levels on the basis of performance as well as job content, and to reward excellence.

**JOB EVALUATION**

- Job evaluation is based on a gender neutral comparison system which reflects the values of the University and measures jobs on the basis of required skills, effort, responsibility and working conditions.
- Jobs are assigned to salary ranges to reflect the point scores determined through the job evaluation process and positions of comparable value will be assigned to the same salary range.

**MARKET COMPETITIVENESS**

- The University, on an on-going basis, monitors market pay for benchmark jobs and conducts its own surveys, as required, to determine market pay practices and total compensation comparability and competitiveness.
- The assignment of jobs to salary ranges takes into account that, in order to ensure the University's ability to attract and retain staff, the midpoint of the range should be competitive with the average pay in the appropriate market.
- Jobs may be assigned, if necessary, to higher salary ranges than the job evaluation score would otherwise indicate in response to market pressures and skill shortages.

**SALARY RANGES**

- Salary ranges are structured with a minimum, a job rate (midpoint) and a maximum.
- Movement through the salary range is achieved through merit increases.

**ANNUAL SALARY ADJUSTMENT PROGRAM**

- The program includes two components:
  - i) An across-the-board adjustment to all salary ranges and to salaries with some exceptions (See the *Annual Salary Increase Instructions* for a complete list of exceptions);
  - ii) A merit component based solely on performance up to the range maximum.

**OTO PAYMENTS**

- Lump sum payments may be awarded to an employee to recognize extraordinary effort and/or contribution or to employees whose salary is at the range ceiling for the position but are superior performers. Such payments are not part of the employee's regular salary.

**PROMOTIONAL INCREASES**

A staff member may be eligible for a promotional increase when his/her position is reclassified to the next salary range or when s/he moves to a position classified at a higher salary range. The amount of the increase in salary should reflect the higher level of responsibility and will be determined by the supervisor in consultation with Human Resources.

<b>SECTION III: EMPLOYMENT CONDITIONS</b>	<b>CODE NUMBER: 3.01.07</b>
<b>POLICY: WORK SCHEDULING</b>	<b>ISSUED: JULY 1, 2001</b>
	<b>REVISED: APRIL 1, 2012</b>

## **INTRODUCTION**

Division or department heads are responsible for determining the hours, consistent with this policy, during which administrative and technical services will be provided and the staffing levels required to meet the service delivery needs of the division, both at different times of the day and the year. At the same time the University is committed to reasonable flexibility in relation to personal needs such as family care responsibilities within the context of providing consistent service in a cost effective manner.

## **ELIGIBILITY**

This policy applies to all staff appointed Confidentials employees.

### **1.1 HOURS OF WORK**

- Full-time employment is based on 36-1/4 hours per week (33-3/4 hours per week during July and August), for an annual total of 1863 hours.
- The normal work week for full-time administrative staff is Monday to Friday, 8:45 a.m. to 5:00 p.m., with the exception of July and August when the normal work day is reduced to 8:45 a.m. to 4:30 p.m.
- Every staff member is entitled to a lunch break without pay. The normal duration of the lunch break is one hour, but by mutual agreement may be shortened to no less than thirty minutes or lengthened.
- A staff member may request flexible scheduling arrangements in relation to personal needs. Such requests will be considered providing they do not impede the operational efficiency or service effectiveness of the unit.
- The work schedule of a unit or an individual within a unit may be changed from the normal work week or a flexible work arrangement may be established, based on the following criteria:
  - both the number of hours per day and days per week may be varied from the normal hours of work;
  - a flex-time accounting period, which will not normally exceed 4 weeks must be established consistent with the normal 36-1/4 hour (33-3/4 hour in July and August) work week (e.g. 72-1/2 hours over a two-week period; 145 hours over a four week period) for the purpose of determining eligibility for payment of overtime compensation.
- The division or department head reserves the right to determine the schedule of work and will provide a minimum of one (1) month's notice of an impending change of an employee's regular hours of work (e.g. change in starting time).

### **1.2 BREAKS**

- Staff members are entitled to one paid fifteen (15) minute break per each continuous half-day worked. Breaks may be taken away from the work area. Breaks may not be accumulated or

## Policies for Confidentials

used to reduce the normal hours of work. Supervisors are responsible for scheduling breaks so that they do not impede the service effectiveness of the unit.

### **1.3 HEALTH CARE APPOINTMENTS**

Wherever possible, employees are requested to arrange health-care appointments at times other than during the normal working day. Where an employee is unable to arrange an appointment outside of normal working hours, s/he will be given time off with pay to attend the appointment. In such cases, the employee will attempt to schedule the appointment so as to minimize disruption to the employee's working day.

Where repeated appointments are necessary, it is anticipated that the employee, in conjunction with his/her supervisor, will schedule appointments so as to minimize disruption to the employee's working day and the operations of his/her department.

### **1.4 PART-TIME APPOINTMENTS FOR FAMILY CARE**

Full-time employees who have continuous responsibilities for the care of their family may request a change to part-time status for a defined period, in order to devote more time to their family care responsibilities.

The percentage of time to be worked, and the duration of the part-time appointment must be mutually agreed to between the employee and the division or department head, to whom the employee should direct his/her request. Employees requesting a change in status on this basis should 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.

Salary and benefits will be appropriately pro-rated according to the percentage time worked.

The terms of the part-time appointment should be outlined by the department, in writing, and agreed to and signed by the staff member in advance of the change.

### **2.1 OVERTIME**

- Overtime must be authorized in writing, in advance, by an employee's immediate supervisor.
- Employees who work in excess of 36-1/4 hours in a work week will be paid at the rate of time and one-half the employee's regular rate of pay or granted time off in lieu of overtime pay for authorized hours worked beyond 36-1/4, it being understood that overtime will not apply unless or until the time worked is at least one quarter (15 minutes) hour more than the employee's regular hours of work in a day.
- Employees will bank overtime hours to a maximum of two hundred (200) hours which may be taken as lieu time off, at times mutually agreed to between the employee and his/her immediate supervisor. Overtime will be credited to the bank as it is earned, i.e., at time and one-half the actual hours worked and may be carried forward from year to year. By mutual agreement between the employee and his/her immediate supervisor, banked overtime may be paid to the employee in his/her next regular pay. Upon termination of employment any overtime in an employee's overtime bank will be paid out on the employee's final pay cheque.
- In order to determine the amount of an overtime payment, an hourly rate is calculated by dividing the employee's annual salary by 1863.

## **2.2 MEAL ALLOWANCE**

- Staff members who are eligible for and authorized to work scheduled overtime for two or more continuous hours beyond their regular hours in a work day are entitled to be paid a meal allowance in the amount of ten dollars (\$10) upon provision of receipts.
- Staff members who are eligible for and authorized to work overtime on a day outside their regularly scheduled work week, and who work four (4) hours or more on such a day are entitled to be paid a meal allowance in the amount of ten dollars (\$10) upon provision of receipts.

## **2.3 TRANSPORTATION**

- Employees who are authorized to work overtime beyond 9:00 p.m. may be provided with a taxi chit or reimbursed for campus parking.

## **3.1 STANDBY AND CALL-IN PAY**

### **3.1.1 STANDBY PAY**

The University's operational commitments are such that the incumbents in some positions will, as part of their regular duties and responsibilities, be scheduled by the employee's supervisor to be on standby. The following applies to such employees in respect of scheduled standby:

- a) While on standby they must be available to attend at the work place within two (2) hours if such attendance is required, or otherwise be available to take remedial action;
- b) The employee shall receive two (2) hours of regular straight time pay for each evening s/he is on standby during the week. For the purposes of this provision, 'during the week' means other than during the 'weekend' as defined in c) below, and an 'evening' begins at the end of the work day of the employee on standby and continues until the commencement of that employee's following work day;
- c) The employee shall receive three (3) hours of regular straight time pay for each unit on the weekend s/he is required to be on standby. For the purposes of this provision, the weekend is broken into two units: Friday after the end of the workday of the employee on standby until Saturday at 12:00 midnight, and from 12:00 midnight Saturday until the beginning of the work day of the employee on standby on Monday morning;
- d) Employees required to come in to the University while on standby will also be entitled to call-in pay as described below.

### **3.1.2 CALL-IN PAY**

An employee called in to the University by the employee's supervisor outside the employee's regular working hours will receive a minimum of four (4) hours' pay at the applicable overtime rate, or pay for all hours worked, whichever is greater. This provision does not apply if an employee is asked by his/her supervisor to work immediately prior to or immediately following the employee's regular working hours.

**4.1 VACATIONS**

**4.1.1 Vacation Credits**

Vacation credits are earned in accordance with the following schedules. Years of service for the purpose of vacation accrual are based on the staff member’s employment anniversary date.

**Schedule 1: Full-time**

<u>Accrual Period in Months</u>	<u>Monthly Accrual Rate</u>
First 60 months	1.25 days per month
61 to 72 months	1.33 days per month
73 to 84 months	1.417 days per month
85 to 96 months	1.5 days per month
97 to 108 months	1.583 days per month
109 to 132 months	1.667 days per month
133 to 156 months	1.75 days per month
157 to 168 months	1.833 days per month
169 or more months	2.083 days per month

**Schedule 2: Part-time**

Part-time employees earn vacation credits according to Schedule 1. Vacation credits for part-time employees are pro-rated according to the percentage of their appointment.

**Schedule 3: Sessional Employees**

<u>Length of Service</u>	<u>Vacation Pay</u>
0 to 5 sessions	6.0% of gross pay period earnings
6 sessions	6.4% of gross pay period earnings
7 sessions	6.8% of gross pay period earnings
8 sessions	7.2% of gross pay period earnings
9 sessions	7.6% of gross pay period earnings
10 to 11 sessions	8.0% of gross pay period earnings
12 to 13 sessions	8.4% of gross pay period earnings
14 sessions	8.8% of gross pay period earnings
15 sessions plus	10.0% of gross pay period earnings

Sessional employees may, at the discretion of their department head, be given time off within the session up to the vacation credits earned. The balance of the vacation entitlement will be paid out at the pay period immediately preceding the employee’s sessional layoff or any earlier pay period upon two pay periods written notice.

**4.1.2 Vacation Credits Accrual**

- Vacation credits continue to be earned during all periods of leave with pay and during periods of unpaid leave for pregnancy, parental leave or primary caregiver leave.
- Vacation credits are not earned during periods of unpaid leave or while an employee is absent from work and in receipt of LTD benefits or WSIB benefits in excess of fifteen (15) weeks.

#### **4.1.3 Use of Vacation Credits**

- Department heads are responsible for communicating vacation entitlement at the time an offer of employment is made. In accordance with the *Employment Standards Act*, departments are responsible for maintaining records of vacation earned and taken by each staff member.
- Employees may take vacation in full or half days only, using vacation credits earned as of the date of the commencement of the vacation.
- A staff member may accumulate vacation credits up to the annual entitlement plus five days without approval of the department or division head or up to the annual entitlement plus ten days with written approval of the department or division head. All other accumulated vacation greater than that allowed by this provision shall be paid out prior to the last pay period of each year.
- While on vacation an employee will receive regular straight time pay.
- Statutory or University holidays which fall within a staff member's scheduled vacation are not counted as use of a vacation credit.
- An employee who is hospitalized or confined by order of a doctor because of sickness or accident while on scheduled vacation will be considered eligible for sick leave during the period of hospitalization or confinement. Any unused vacation time during the scheduled period of vacation may be rescheduled at a future date mutually agreeable to the employee and his/her immediate supervisor.
- When a staff member transfers to another department, the new department agrees to recognize the length of service accumulated by the staff member during his/her continuous employment with the University. Outstanding vacation credits are the responsibility of the department with which they were earned. Such credits will normally be transferred to the new department along with an equivalent transfer of funds. With the agreement of the staff member, some or all of the outstanding credits may be paid out as vacation time prior to the date of transfer. Under exceptional circumstances, accumulated vacation credits in excess of ten days may be paid out directly to the staff member by his/her department at the time of transfer.
- On termination of employment, unused vacation credits will be paid out as a lump sum.

#### **4.1.4 Vacation Scheduling**

- The department head is responsible for determining an appropriate vacation schedule for the unit. Staff members' preferences will be considered when it is possible to do so without unduly impeding operational efficiency and service effectiveness of the unit.

### **5.1 (UNIVERSITY) HOLIDAYS**

- The University observes the following holidays: These are: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day, and two days designated as the day before Christmas Day and the day before New Year's Day, but scheduled annually by the University depending on the day of the week on which Christmas Day and New Year's Day fall. The University reserves the right to designate the day(s) of observance.

**6.1 THREE DAYS OFF WITH PAY**

For each twelve (12) month period the University will designate three (3) days on which employees do not have to work and in respect of which employees will suffer no loss of regular straight-time pay.

Employees required to work by the University on one or more of these days will be paid at straight time for the day and will be given another day off with no loss of regular straight-time pay at a time mutually agreed by the employee and his/her supervisor.

Work Scheduling, amended; approved by the Business Board, March 5, 2012

<b>SECTION III: EMPLOYMENT CONDITIONS</b>	<b>CODE NUMBER: 3.01.08</b>
<b>POLICY: GENERAL LEAVES</b>	<b>ISSUED: JULY 1, 2001</b>
	<b>REVISED: APRIL 1, 2012</b>

NOTE: As a minimum, the University will grant the leaves of absence entitlements as provided for under the Employment Standards Act of Ontario.

**Eligibility**

This policy applies to all staff appointed Confidentials staff.

**Bereavement Leave**

The University shall grant up to five (5) days of paid leave in the event of the death of an employee's spouse or same-sex partner, children (including step-children), grandchildren, parents, parents-in-law, sibling (including step-sister, step-brother), brother-in-law, sister-in-law, and grandparents or for the death of a person whose relationship is not defined above, the impact of which is comparable to that of the immediate family, for example, close friend.

**Substitution of Bereavement Leave**

If a death in the immediate family interrupts the use of all or part of a scheduled vacation period, a staff member is entitled to substitute bereavement leave for the period of vacation per the bereavement leave provisions above. Where this occurs, the staff member shall notify his/her supervisor as soon as possible.

**Compassionate Care Leave**

The University will grant compassionate care leave to employees who take a leave of absence under the Family Medical Leave provisions of the Employment Standards Act of Ontario. For employees with one (1) year of service or more the University will pay the equivalent of the weekly Employment Insurance benefit for which the employee is qualified during the two (2) week waiting period provided that the employee applies for and receives Employment Insurance benefits.

**Jury and Witness Duty**

A staff member who is called for jury duty or subpoenaed as a witness will continue to receive his/her regular salary provided s/he reports for work when not required for such duty and endeavours to keep up with the responsibilities of the job to the best of his/her ability.

It is the responsibility of the staff member to notify his/her supervisor immediately upon receiving notification that s/he will be required to serve as a juror or witness and to provide proof of the period served and of any and all payments received for such service, the latter of which, exclusive of any expenses received, must be endorsed to the credit of the University.

**Leave of Absence without Pay**

A Confidentials staff member may, with agreement of his/her department head or designate, be granted a leave of absence without pay for up to one (1) year.

### **Paternity/Same-Sex Partner Leave**

Upon the birth or adoption of a child, a father or same-sex parent shall be granted up to five (5) days' paid leave of absence. Paternity/Same-Sex Partner Leave must be taken within the first month of the birth or an adoption of a child. Staff members shall submit their request for such leave, in writing, to their supervisor at least five (5) days in advance of the requested leave.

### **Personal Leave**

Employees shall be granted up to four (4) days or up to eight (8) half-days of paid personal leave in any year. Such requests shall not be unreasonably denied. Wherever possible, staff members shall make their need for personal leave known to their supervisor at least five (5) days in advance. Reasons for personal leave include, but are not limited to, care of family members, parent-teacher interviews, school trips or concerts, stepping in when the regular caregiver is away, the observance of religious holidays, professional appointments, court appearances, moving, supplementing a bereavement leave, writing examinations, and attending to emergency situations.

In arranging these leaves both the interests of the University as well as the interests of the employee shall be considered. It is anticipated that the employee will schedule leaves, where possible, so as to minimize the disruption to the operations of the employing department.

### **Political Campaign Leave**

Employees running for election shall be entitled to a leave of absence with regular salary during the campaign for election as follows:

- a) For election to the Parliament of Canada: the equivalent of one (1) calendar month
- b) For election to the Legislature of Ontario: the equivalent of one (1) calendar month
- c) For election to a Municipal Council or Board of Education: ten (10) working days
- d) For election to Mayor or Chair of City/Town/Regional Council: fifteen (15) working days

The period of leave need not be taken on consecutive days.

General Leaves, amended; approved by the Business Board, March 5, 2012

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**SECTION III: EMPLOYMENT CONDITIONS**  
**POLICY: GRIEVANCE PROCEDURE**

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**CODE NUMBER: 3.01.09**

**INTRODUCTION**

*Grievance* shall mean any complaint or dispute arising between an employee and the University concerning the interpretation, application, administration or alleged violation of any of the University's *Policies for Confidentials* by any employee whose terms and conditions of employment are covered by these policies and who has successfully completed his/her probationary period. Complaints with respect to the interpretation, application, administration or alleged violation of any such policies should be addressed as quickly as possible. Every effort shall be made to resolve the dispute through informal discussion with the immediate supervisor. Failing resolution of the complaint through informal discussion, a formal grievance may be filed.

**FORMAL GRIEVANCE STEPS**

**Step 1**

Grievances shall be in writing and set forth the details of the grievance, a statement of the matter(s) in dispute, the provision(s) or interpretation of the policy that has allegedly been violated and the remedy sought.

The grievance shall be given to the grievor's immediate supervisor within twenty (20) working days of the incident or circumstances giving rise to the complaint, or within twenty (20) working days after the complainant became aware of or ought reasonably to have known of the incident or circumstances giving rise to the complaint.

Within ten (10) working days of receiving the written grievance, the immediate supervisor shall convene a meeting with the grievor. After this meeting, the immediate supervisor will give a written reply within a further seven (7) working days.

**Step 2**

If the grievance is not settled at Step 1, it shall be presented to the Department Head, or designate concerned, within seven (7) working days following receipt of the reply in Step 1 above.

Within ten (10) working days of receiving the written grievance, the Department Head or designate shall convene a meeting of the concerned parties to the grievance. After this meeting, the Department Head or designate will give a written reply within a further seven (7) working days.

**Step 3**

If the grievance is not settled at Step 2, it shall be presented to the Principal/Dean/Division Head, or designate concerned, within seven (7) working days following receipt of the reply in Step 2 above.

Within ten (10) working days of receiving the written grievance, the Principal/Dean/Division Head or designate shall convene a meeting of the concerned parties to the grievance.

## Policies for Confidentials

The Principal/Dean/Division Head, or designate concerned, or the grievor may recommend non-binding without prejudice mediation as a means of resolving the grievance as an alternative to proceeding immediately to Step 4. If both parties are agreeable, a mediator will be selected from a predetermined list of mediators. The mediator will meet with the parties and endeavour to effect resolution of the grievance within a mutually agreed upon period of time. At the end of this period, should mediation be successful in resolving the dispute, the Principal/Dean/Division Head, or designate concerned, will document the resolution in writing and provide the grievor with a copy within seven (7) working days.

Where mediation is not used as a means of resolving the dispute or where mediation does not result in resolution of the dispute, the Principal/Dean/Division Head, or designate concerned, will provide a written reply within seven (7) working days of his/her meeting with the grievor or within seven (7) working days of the end of the mediation period.

### **Step 4**

If the grievance is not settled at Step 3, the written grievance shall be presented to the Vice-President with functional responsibility within seven (7) working days following receipt of the reply as set forth in Step 3 above.

Within fifteen (15) days of receiving the written grievance, the Vice-President or designate shall convene a meeting of the concerned parties to the grievance. After this meeting, the Vice-President or designate will give a written reply within a further seven (7) days.

### **GRIEVANCE PROCEDURE: GENERAL PROVISIONS**

- a) The staff member may be accompanied by a University of Toronto colleague or a friend.
- b) Any grievance involving discharge (including release for reasons of organizational change) may be commenced at Step 3 of the Grievance Procedure. Such a grievance must be filed within twenty (20) working days of the date on which the employee is given formal notice of termination.
- c) The parties agree to follow the grievance steps as outlined above in accordance with the time limits and conditions contained therein. If at any step, the responding party fails to give a written reply within the required time limit, the grievor may advance the grievance to the next step at the expiration of the time limit. If the grievor does not advance the grievance to the next step within the prescribed limits outlined in each step following receipt of the written reply, that particular grievance shall be deemed to be settled on the basis of the last reply, and no further grievance steps may be initiated.
- d) At any step in the Grievance Procedure the time limit may be extended by mutual written agreement of the parties. Similarly, any step of the Grievance Procedure may be waived by written consent of both parties. Where Step(s) 1 and/or 2 and/or 3 are waived, the 20-day time limit described under Step 1 applies.
- e) *Working Day*, under the Grievance Procedure, excludes Saturdays, Sundays and Holidays.
- f) The Grievance Procedure is not available to a staff member who is pursuing his/her complaint or grievance through another internal or external mechanism.

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**SECTION III: EMPLOYMENT CONDITIONS**  
**POLICY: ACCESS TO PERSONNEL FILES**

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**CODE NUMBER: 3.01.10**

### **INTRODUCTION**

In order to document and administer the employment of staff, the University collects, maintains and uses information relating to pay, benefits/pension, terms of employment, performance, career development, attendance, references and other personal data.

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.

The Access to Personnel Files Policy sets out the staff member's right to access, correct and add to information collected and maintained by the University. This policy is applied in accordance with the basic principles of the University of Toronto Policy on Access to Information and Protection of Privacy.

### **DEFINITIONS**

**Personnel File:** Records maintained in a departmental or divisional Personnel File or in a Personnel File maintained by the Human Resources Department or on the Human Resource Information System (HRIS), pertaining to the employment of a staff member.

### **CONDITIONS**

Any administrative Confidentials staff member 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 the principles set out in the University Policy on Access to Information and Protection of Privacy. Where access is denied, a list of records removed from the Personnel File will be provided to the staff member.
- 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.

### **RELEASE OF INFORMATION TO THIRD PARTIES**

## Policies for Confidentials

- No information or records contained in the Personnel File of a staff member shall be released or made available to any other person or institution without the written consent of the staff member, except, as permitted, under the University Policy on Access to Information and Protection of Privacy, or as may be required by law.



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**SECTION III: EMPLOYMENT CONDITIONS** **CODE NUMBER: 3.01.11**  
**POLICY: TUITION WAIVER FOR DEPENDANTS OF STAFF**  
**WHO DIED IN SERVICE OR RETIRED FROM SERVICE**

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**INTRODUCTION**

In order to assist the dependants of Confidentials staff who died in service or retired Confidentials staff members who have dependants of University age or dependants who, at a later age, wish to pursue University studies, the University will extend to the dependants of these retired or former staff members the dependent waiver program as described below.

**TERMS OF REFERENCE**

A dependant must meet the admission requirements for the qualifying program and follow the normal procedures regarding application for admission and registration before application is made for tuition to be waived under this policy.

For the purposes of this policy, *dependant* shall mean a spouse, including same-sex spouse, daughter or son (legal common-law, adopted or step), of an eligible staff member. Children from a subsequent marriage after the retired or former staff member's death will not qualify for benefits under this policy.

*Academic tuition fee* by definition excludes application, registration, service, examination and other incidental fees.

**ELIGIBILITY**

This benefit is available to:

**Retired or Former Confidentials Staff Members:**

All Confidentials staff members of the University and faculty members of the Federated Colleges (as described in the Memorandum of Understanding) who died in service or retired from service and held a full-time or part-time appointment of 25% or more. In the case of retired or former part-time staff members, the benefit will be pro-rated in accordance with the last part-time appointment held.

**Students:**

Dependants proceeding towards a first degree or certificate in a qualifying program (not special students). Qualifying programs are described under PROVISIONS.

**PROVISIONS**

The academic tuition fee waiver is applicable to programs which lead to a first undergraduate degree or certificate and which do not require prior undergraduate preparation since admission is gained directly from high school. Eligible dependants enrolled in these programs will have their academic tuition fee waived for each academic year of the program until the degree or certificate is awarded. The waiver is not applicable to all programs in:

Dentistry  
Education  
Law  
Medicine  
Royal Conservatory of Music  
School of Graduate Studies  
Library Science  
OISE/UT  
Management Studies  
Nursing  
Pharmacy  
Social Work  
School of Continuing Studies  
Woodsworth College Diploma  
Transitional Year Program  
Pre-University Program

Where a student receives a scholarship which provides for the payment of fees, the terms of the scholarship will apply prior to any waiver of tuition under this policy.

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**SECTION III: EMPLOYMENT CONDITIONS****CODE NUMBER: 3.01.12****POLICY: EDUCATIONAL ASSISTANCE****ISSUED: APRIL 1, 2012**

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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 Confidentials staff 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.

Policy approved by the Business Board, March 5, 2012

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**SECTION IV: PERFORMANCE ASSESSMENT**  
**POLICY: PERFORMANCE ASSESSMENT**

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**CODE NUMBER: 4.01.01**

### **INTRODUCTION**

Performance assessment is an ongoing process of communication between supervisor and staff member. The process is a combination of providing periodic feedback to staff members on their progress and on at least an annual basis, formally reviewing and discussing the staff member's performance and discussing and developing a training and development plan, as appropriate.

### **ELIGIBILITY**

This policy applies to all staff appointed administrative Confidentials staff.

### **THE PROCESS**

Performance assessments will be conducted:

- i) for all new staff to the University, prior to the end of the probationary period; and,
- ii) for all staff who have completed the probationary period of their first appointment with the University, on at least an annual basis.

Staff members may request at least an annual performance assessment when the supervisor has not initiated one.

Performance assessments will be based on performance expectations related to the duties and responsibilities of the position and/or established goals, which have been discussed with the staff member and documented prior to the review period.

The performance assessment is a consolidation of the periodic feedback provided throughout the review period. The objectives of the performance assessment are:

- i) to formally review and discuss the staff member's performance;
- ii) provide the staff member with the opportunity to comment on his/her performance and provide evidence of good performance and training attended, of which the supervisor may not be aware;
- iii) identify and review areas that need strengthening, if any, and plan for training and improvement; and,
- iv) discuss and document goals, as appropriate, for the next review period and plan for any training and development required to achieve them.

The performance assessment must be documented and signed by the supervisor with a copy provided to the staff member. The staff member may provide a written response to the performance assessment. While this policy is not grievable, the staff member may appeal to the next level of supervision if s/he has an unresolved concern regarding the assessment or the process followed.

Performance assessments and staff member responses will be retained in accordance with the University of Toronto Policy on Access to Information and Protection of Privacy and the Access to Personnel Files policy (see *Policies for Confidentials*, 3.01.10).

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<b>SECTION V: TERMINATION OF EMPLOYMENT</b>	<b>CODE NUMBER: 5.01.01</b>
<b>POLICY: TERMINATION OF EMPLOYMENT</b>	<b>REVISED: November 24, 2021</b>

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## **INTRODUCTION**

Employment may be terminated as a result of reorganization or changing requirements for which the staff member is not suited or other circumstances where no cause for termination exists. Where termination occurs for reasons other than cause, individuals must be treated fairly, and appropriate severance arrangements made. Where termination is for cause, employment may be terminated without notice or severance.

## **TERMINATION FOR CAUSE**

Where the decision to terminate the employment of an administrative Confidentials staff member is for cause such as unsatisfactory performance\*, including the culminating incident in a series of performance problems, fraud, violence, gross negligence of duty, or breach of confidentiality, the supervisor, may, after seeking the advice of Human Resources and receiving the approval of their Division Head, initiate an immediate termination without notice or severance.

\* See the Performance Assessment Policy, 4.01.01, *Policies for Confidential Staff*.

## **INVOLUNTARY TERMINATION OTHER THAN FOR CAUSE**

This policy applies to all staff appointed administrative Confidentials staff holding continuing appointments.

Termination other than for cause may include circumstances such as departmental reorganizations or business process changes. In all cases, the supervisor must receive the approval of their Division Head prior to the termination of a staff member's employment.

Where the University decides to terminate employment without cause employees will be provided with working notice or severance pay, or a combination of both, on the basis of one (1) month 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.

\*\* 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 their home address most recently provided by the employee to the University and will specify the employee's termination date.

All benefits coverage and pensionable service ceases effective the date of termination of employment and employees shall have no claim whatsoever for benefits coverage or pensionable service beyond the date of termination of employment.

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 for up to three months following the date of termination.

## Policies for Confidentials

Policy approved by the Business Board, May 7, 2001

Administrative change made to policy 3.01.05, Parental Leave, concerning employer subsidy of benefits, prior to implementation July 1, 2001 (change made on this copy)

Section 3.01.03, Pregnancy Leave, amended; approved by the Business Board, June 22, 2006

Sections 3.01.04, Primary Caregiver Leave, and 3.01.05, Parental Leave, amended; approved by the Business Board, December 15, 2008

Sections 3.01.03, Pregnancy Leave, 3.01.04, Primary Caregiver Leave, 3.01.05, Parental Leave, 3.01.07, Work Scheduling, and 3.01.08, General Leaves, amended; approved by the Business Board, March 5, 2012

Section 3.01.13, Educational Assistance, approved by the Business Board, March 5, 2012

Section 2.01.01, Recruitment, Selection and Hiring, amended; approved by the Business Board, November 24, 2021

Section 5.01.01, Termination of Employment, and Section 6.01.01 Organizational Change and Release, amended; approved by the Business Board, November 24, 2021

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