

**SPECIALIST/INSTRUCTIONAL
APPOINTMENTS**

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1. GENERAL

- 1.1 The Specialist/Instructional category includes Academic Assistants, Laboratory Assistants, Laboratory Instructors, Research Assistants, Scientific Assistants, Fellows, Coaches, Non-Credit Course Instructors, and all others assisting in specialized or instructional activities.
- 1.2 The designation Specialist/Instructional applies only to appointments funded from the University's general operating funds and not to those paid from externally funded, specific purpose grants or contracts.
- 1.3 There are two types of Specialist/Instructional appointments; Term and Continuing. Only a limited number of Continuing appointments exist and they must be designated as such in departmental operating budgets. All other appointments are Term appointments. The University's need to make Term appointments will vary from one year to the next and therefore term appointments do not carry continuing or career expectations.
- 1.4 The normal work week for a full-time appointment will average 35 hours. The specified hours to be worked shall be determined by the person controlling the budget against which the salary is charged (normally the Chair), in order to meet the operating requirements of the department or area concerned.
 - 1.4.1 Full-time student employees (i.e., students registered in good standing in a program on a full-time basis) will normally be limited to a maximum of fourteen hours of work each week at the appropriate hourly rate. In cases where the nature of the work is intermittent and concentrated (e.g. marking), the average number of hours over the term of appointment should not normally exceed fourteen hours per week. Exceptions must be approved by the area Dean or designate. No more than thirty-five hours per week may normally be approved on an exception basis.
 - 1.4.2 Normal weekly hours of work will be specified on the appointment form. Varied hours should be defined as an average number of hours each week. The position supervisor and the student employee should jointly develop a work schedule (e.g., days and times) of responsibilities which meets both operational requirements and the academic needs of the student. The checklist is available from Human Resources.

- 1.4.3 Forty-eight hours written notice should be provided in the event of a change in the normal work schedule. This does not preclude the possibility of a normal work schedule which includes varied working hours.
- 1.4.4 The work schedule of student employees shall be reviewed at the half-way point of the term of appointment by the position supervisor and the employee, to ensure that the duties required may be completed within the scheduled hours, and that the duties and schedule are compatible with the student's academic progress.
- 1.5 Posting of Assistantships and Selection Procedures

It will be the responsibility of each department/school and/or faculty to post (in the department) University-funded student teaching, laboratory, research, or scientific assistantships, one academic term in advance, whenever possible. This does not preclude the department/school from including a Teaching or Research Assistantship in an offer of admission to a program. In such cases, the department/school is encouraged to post these positions as "Reserved for Applicants Who Have Received an Offer of Employment as a Teaching or Research Assistant Conditional Upon Acceptance of Admission to the Program."

All postings shall outline the classification, the duties and responsibilities of the position, the education and experience required, the hourly rate, the maximum or average weekly hours of work, the total number of hours for the appointment, and the anticipated starting and completion date of the appointment. Positions which are posted prior to finalization of the operating budget or confirmation of course sections should be posted subject to funding availability and/or course cancellation. Similar positions may be combined in one posting. Every effort should be made to finalize appointments prior to the commencement of the academic term.

Newly admitted graduate students should be notified by mail of employment opportunities within their department/school or program of study. It will be the responsibility of each department/school to determine the most appropriate selection procedures given the number of applicants and positions available, with due regard for Human Rights legislation and University employment practices (form available from Human Resources). Where practical, students should be provided an opportunity to indicate their preference. Selection criteria to be considered will include, but not be limited to, academic merit, related experience, the career and/or pedagogical value that the experience in a particular position will provide the student and financial need. Selection decisions will be the responsibility of the Department/School Chair or designate, in consultation with the faculty member who will supervise the employment of the student.

Hiring preference will first be given to full-time graduate students in their academic school or department/school, taking into consideration any prior commitments to employment included in an Offer of Admission. Hiring preference may be waived in the event a student has received a comparable appointment as an externally funded grant employee, or a comparable fellowship.

2. TERM APPOINTMENT

2.1 Term of Appointment

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

2.2 Vacation

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

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

2.3 Canada Pension Plan

Compulsory participation.

2.4 Staff Pension Plan

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

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

2.5 Basic Group Life Insurance Plan

Voluntary participation upon becoming eligible for the Staff Pension Plan.

2.6 Optional Group Life Insurance Plan

Voluntary participation upon joining the Basic Group Life Insurance Plan.

2.7 Medical Services and Extended Health Benefit Plans

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

2.8 Dental Plan

Voluntary participation upon becoming eligible for the Staff Pension Plan.

2.9 Sick Leave

Based on one and one-quarter days per month of full-time service, provided the appointment is for a minimum of three consecutive months and half time or more. Part-time appointees who qualify shall be entitled to sick leave credits on a pro-rated basis following completion of three months' service.

Temporary student employees working 14 or less hours per week (on average) who become ill, may with the approval of their supervisor, arrange to exchange with another employee, or, may make up lost time, as an alternative to payroll deduction. This shall be limited to no more than five working days each academic term.

2.10 Maternity, Parental and Adoption Leave

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

2.11 Bereavement Leave

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

2.12 Jury and Witness Leave

An employee who is required by law to serve as a Juror or witness in any court action shall be granted leave of absence with pay for this purpose. The employee will reimburse the University any pay received for such service, other than expenses.

3. CONTINUING APPOINTMENTS

3.1 There are two types of Continuing appointments. The first is year-round (hereinafter referred to as a twelve month appointment); the second is for eight months or more but less than twelve months (hereinafter referred to as a Sessional appointment). All Continuing appointments have an initial one year probation period.

3.2 Vacation

3.2.1 Twelve month appointments - two weeks' vacation, three weeks after one year, one additional day for each year of service above four to a maximum of ten such additional days, all at the normal rate of pay.

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

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

3.3 Canada Pension Plan

Compulsory participation.

3.4 Staff Pension Plan

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

3.5 Basic Group Life Insurance

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

3.6 Optional Group Life Insurance

Voluntary after joining the Basic Group Life Insurance Plan.

3.7 Medical Services and Extended Health Benefit Plans

Compulsory participation, unless covered by another plan.

3.8 Dental Plan

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

3.9 Sick Leave

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

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

3.10 Maternity, Parental and Adoption Leave

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

3.11 Bereavement Leave

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

3.12 Jury and Witness Leave

An employee who is required by law to serve as a Juror or witness in any court action shall be granted leave of absence with pay for this purpose. The employee will reimburse the University any pay received for such service, other than expenses.

NOTE:

Participation in the University's personnel benefits programme as outlined in this document may be extended to persons whose salaries are paid from externally funded, specific purpose grants or contracts and not from the University's general operating funds. Please refer to Policy [HR6305](#) for further details.

4. APPEALS PROCEDURE

a) Definition:

An appeal shall be defined as a request to review an alleged breach of the specific terms or provisions of Policy HR6315 covering Specialist Instructional employees (both students and non-students).

b) Informal Procedure:

An employee who feels a breach has occurred should attempt to resolve the matter informally with his/her position supervisor and/or the Manager/Chair/Director of the Department/School. An appeal will not normally be considered unless there has been an attempt to resolve the problem at this stage.

c) Consultation:

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

d) Formal Procedure (Graduate Students):

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

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

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

e) Formal Procedure (Undergraduate Students):

i) An undergraduate student employee or representative of the employee may present an appeal in writing setting out the grounds for the appeal to the Faculty Dean normally within twenty-one (21) calendar days of the date when the circumstances giving rise to the appeal could reasonably have become known to the employee. Copies of the appeal will be sent to the Manager/Chair/Director of the Department/School, the person

whose action is being appealed, and the Director of Human Resources.

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

f) Formal Procedure (Non-Student Employees)

- i) An employee or representative of the employee may present an appeal in writing setting out the grounds for the appeal to the Dean/Director of the appropriate Faculty/Division normally within twenty-one (21) calendar days of the date when the circumstances giving rise to the appeal could reasonably have become known to the employee. Copies of the appeal will be sent to the Manager/Chair/Director of the Department/School, the person whose action is being appealed, and the Director of Human Resources.
- ii) The Department/School will answer the appeal in writing, normally within seven (7) calendar days of its receipt, addressed to the Dean/Director of the appropriate Faculty/Division, with a copy to the employee. The Dean/Director will make a decision, normally within seven (7) calendar days, and will forward the decision in writing to the employee, the Manager/Chair/Director of the Department/School, and/or the person whose action is being appealed, and the Director of Human Resources.
- iii) The employee may, within seven (7) calendar days after the receipt of the Dean's/Director's decision, make a written request to the appropriate Vice-President to initiate an Inquiry into the appeal. The request must include the grounds for the request to initiate the Inquiry. The Vice-President will have fourteen (14) calendar days in which to convene a Board of Inquiry.

g) Board of Inquiry

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

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

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

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

5. APPOINTMENT PROCEDURES AND SALARY SCHEDULES

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

6. PERFORMANCE REVIEW

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

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

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

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

7. DISCIPLINE

No employee shall be disciplined or discharged without just cause.

Except in cases of gross misconduct, or serious insubordination, the principles of progressive discipline will be applied when performance is unsatisfactory. This will normally include a verbal warning, a written warning, and a suspension prior to discharge. At each stage prior to discharge, the supervisor or administrative head will explain the performance deficiency in detail, outline the standards of performance that are expected, and warn the employee that failure to improve performance will result in further disciplinary action.

Any disciplinary action taken beyond a verbal warning will be documented and form a part of the employee's personnel record maintained at Human Resources. The employee may also respond in writing, and this response will also be filed in the employee's personnel record.
