



POLICY 5.03

HUMAN RESOURCE MANAGEMENT

Staff Management

POLICY INTENT

This policy outlines the general principles that should govern the management of AUSU employees.

POLICY RESPONSIBILITY

Executive

POLICY

General Responsibility

- 5.03.01 Primary responsibility for personnel administration shall rest with the Executive
- 5.03.02 Information pertaining to employees of AUSU shall be maintained in a secure and confidential manner to ensure the protection of employee information.
- 5.03.03 The employee's supervisor shall ensure that the employee fills out the appropriate forms for provincial and federal taxation within two weeks.

Probationary Period

- 5.03.04 A probationary period of three months shall apply to all permanent employees.
- 5.03.05 During the probationary period, the employer or employee may terminate the employment without notice or cause.
- 5.03.06 At the end of the probationary period, the employees' performance shall be appraised.
- 5.03.07 Employees are eligible for all benefits at the completion of their probationary period, or sooner if approved by the Executive.
- 5.03.08 Employees successfully completing their probationary period with AUSU may be eligible for a wage increase as detailed in their employment agreement.

Staff Orientation

- 5.03.09 All new employees shall be referred to the AUSU policies and Bylaws, and any relevant

procedure manuals.

Appraisals

- 5.03.10 All AUSU employees shall have a performance appraisal after each year of employment. Also any management employees shall be appraised immediately before a changeover of the Executive.
- 5.03.11 The process used, and the level of detail of the appraisal shall depend on the level of responsibility of the position. All employees holding similar positions shall be appraised according to the same procedure.
- 5.03.12 Performance appraisals shall be kept on file permanently for permanent employees, and for a period of two years for temporary employees.

Remuneration

- 5.03.13 Remuneration for each employee will be set in his or her employment agreement and reviewed in conjunction with any performance appraisal.
- 5.03.14 When setting remuneration every effort shall be made to ensure that wages adequately reflect labour market averages for that skill set, hours of work, and the wages provided by similar organizations to AUSU.
- 5.03.15 All AUSU employment agreements shall contain a guaranteed wage increment of approximately the rate of inflation as indicated by the CPI.
- 5.03.16 AUSU may provide additional wage increments beyond those indicated in any employment agreement based on employee performance and record of employment.
- 5.03.17 Any changes in remuneration must be approved by the Executive in accordance with the budget.
- 5.03.18 Employees shall be entitled to a day off with pay for all days on which Athabasca University is closed for holiday if the employee would normally be scheduled to work that day.
- 5.03.19 Vacation:
 - a) Employees earning hourly wages shall receive vacation pay in accordance with the Alberta Employment Standards Code.
 - b) Vacations for permanent employees shall be detailed in the employment agreement.
 - c) Approval for vacation leave should be requested from the Employee's supervisor(s) no less than two weeks in advance.

Overtime

- 5.03.20 AUSU provides time-in-lieu for overtime for all employees.
- 5.03.21 AUSU does not provide overtime pay without prior approval from Council for special circumstances. If approved, overtime shall be remunerated at a rate of one and a half times the regular hourly wage.
- 5.03.22 Part-time employees and those completing project positions shall not be required to work

overtime.

Leaves of Absence

5.03.23 Sick Leave for permanent employees shall be detailed in individual employment agreements. Temporary and project employees shall be permitted one day per month for sick leave.

5.03.24 Permanent employees may receive other such leave as detailed the employee's employment agreement.

5.03.25 Employees may receive leave without pay in extraordinary circumstances provided the leave is approved by the employee's supervisor(s) in advance.

POLICY HISTORY

Original Approval Date: September 26, 2005

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