



Please note, Memorial University has a new Leave Administration policy, effective April 1, 2018. As a result, this guide is in the process of being updated. For information regarding leave, please consult the Leave Administration policy and its related procedures which are posted to the university's Policy website.

## **Guide for Non-Bargaining, Management and Professional, and Senior Administrative Management Employees**

*Department of Human Resources*

*Updated: August 2016*

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## DEFINITIONS

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### General Definitions:

**BOARD** is the Board of Regents of the university.

**DAY** is a working day unless otherwise indicated.

**EMPLOYEE** is a person who is employed by the university on a contractual, part-time, permanent or casual basis and includes a person hired under a university grant.

**EMPLOYER** is Memorial University of Newfoundland, referred to alternatively as the university.

**LEAVE OF ABSENCE** is absence from duty with the permission of the Unit Head, the Director of Human Resources or the Board as applicable in the circumstances.

**MONTH OF SERVICE** is a calendar month during which an employee receives full salary for the prescribed number of regular working hours, in each working day, in that month. It includes a calendar month in which an employee is absent on special leave without pay, for two-thirds of a month, but does not include the time period when an employee is on long term disability.

**VICE PRESIDENTS COUNCIL (VPC)** is the senior administrative committee of the university. It is a decision-making body with responsibility for pan-university operations and affairs, for matters that cross over vice-presidential portfolios, and for making recommendations to the president on matters within his or her sole authority.

**UNIT** is the term used to refer to academic and administrative areas as defined in the [University Calendar](#).

**UNIT HEAD** is the term used to mean Deans, Department Heads, Division Heads, Heads of Schools, Directors, Executive Directors, University Librarian, University Registrar and other senior administrators at a comparable level; Associate Vice-Presidents, Vice-Presidents, the President, as applicable.

**UNIVERSITY** refers to Memorial University of Newfoundland.

### Employee Definitions:

**CASUAL EMPLOYEE** is a person employed on an intermittent basis.

**CONTRACTUAL EMPLOYEE** is a person employed in a non-permanent position within the university for the purpose of performing specified work and whose terms of employment are stated in the employee's letter of appointment.

**MANAGEMENT PROFESSIONAL EMPLOYEE (MPS)** is a person employed in a position that is defined by professional standards or levels of expertise, where work is assigned in the form of an objective and may include hiring and managing the performance of others.

**NON-BARGAINING EMPLOYEE** is a person employed in a position that is excluded from bargaining unit work based on the nature of work assigned.

**PART-TIME EMPLOYEE** is a person who ordinarily works less than the full time hours of work per week.

**PERMANENT EMPLOYEE** is a person who occupies a permanent post within the university and is employed without reference to any specific date of termination of service.

**PROBATIONARY EMPLOYEE** is a person who has not yet successfully completed the probationary period.

**SENIOR ADMINISTRATIVE MANAGEMENT EMPLOYEE (SAM)** is a person responsible for planning, directing and coordinating major programs or recommending the development of major policies or programs.

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## MEMORIAL UNIVERSITY'S VISION, MISSION AND VALUES

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**Vision:** Memorial University will be one of the most distinguished public universities in Canada and beyond, and will fulfill its special obligation to the people of Newfoundland and Labrador.

**Mission:** Memorial University is an inclusive community dedicated to innovation and excellence in teaching and learning, research, scholarship, creative activity, service and public engagement.

Memorial welcomes and supports students and scholars from all over the world and contributes knowledge and expertise locally, nationally and internationally.

### **Values**

**Excellence:** Encouraging and promoting excellence through innovation and creativity, rigour and pragmatism.

**Integrity:** Being honest and ethical in all interactions, maintaining the highest ethical standards in teaching, research, public engagement and service.

**Collegiality:** Engaging others with respect, openness and trust in pursuit of a common purpose, having regard for individuals, ideals and the institution as a whole.

**Inclusiveness and diversity:** Embracing and acting on responsibility to guarantee diversity and equity.

**Responsiveness:** Being receptive to individuals and communities.

**Accountability:** Accepting responsibility for achievement of common goals and objectives.

**Freedom and Discovery:** Supporting the freedom to pursue knowledge that is based on individual and collective intelligence, curiosity, ingenuity and creativity.

**Recognition:** Acknowledging, tangibly, all aspects of university enterprise including teaching and learning, research, scholarship, creative activity and public engagement.

**Responsibility to place:** Valuing and fulfilling the special obligation to the people of Newfoundland and Labrador by supporting and building capacity for excellence that:

- addresses needs and opportunities for Newfoundland and Labrador;
- engages the university community on matters of national and international significance;
- produces and delivers academic programs of national and international calibre; and,
- recognizes the dynamic opportunities presented by a multi-campus institution.

**Responsibility to learners:** Recognizing students as a first priority and providing the environment and support to ensure their academic and personal success.

***Interdisciplinary collaboration:*** Supporting overarching themes in all pursuits that cut across academic units and address significant opportunities and challenges for which Memorial is particularly well positioned to build nationally and internationally recognized capacity.

***Sustainability:*** Acting in a manner that is environmentally, economically and socially sustainable in administration, academic and research programs.

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## MISSION, VISION, VALUES AND PRINCIPLES OF THE DEPARTMENT OF HUMAN RESOURCES

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**Vision:** To be highly respected for the quality of advice and service we provide as we work:

- to collaborate and build capacity in human resource management across the university;
- to recognize the unique needs of clients; and,
- to contribute to the success of the university.

**Mission:** The Department of Human Resources contributes to the success of Memorial University and its administrators and employees through leadership, service and excellence in human resource management.

### ***Core values and principles***

#### ***Strategically focused***

We advance Memorial University's mission by thinking and acting in the best interests of the organization and the workforce; in particular, when developing policies and programs and delivering services.

#### ***Innovative***

We are dedicated to quality, excellence and continuous improvement. We work to ensure the university remains competitive in its human resources management policies and practices by actively seeking and developing best practices, methods and approaches.

#### ***Professional***

We adhere to high professional standards of quality, competency and conduct. We act with honesty and integrity. We anticipate and are proactive, collegial and collaborative in our work. We remain current in professional practice; we are fair and equitable.

#### ***Respectful***

We are considerate, thoughtful and engaged in manner and approach. We exercise the considered judgement of a trusted advisor.

#### ***Accountable***

We are accessible and answer to stakeholders for results in accordance with policies, standards, commitments and principles. We document, measure and report performance and evaluate program effectiveness.

#### ***Enabling***

We enhance the ability of stakeholders to function independently by developing policies, programs, processes, tools and technologies with sustainability and self-service in mind.

#### ***Transparent***

We balance requests to share information clearly and openly while respecting the security of confidential and personal information entrusted to the department.

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## INTRODUCTION

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### Purpose

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Memorial University strives to provide its employees with an excellent working environment. An important aspect of this commitment is to ensure that those employees who are not covered by a collective agreement are provided fair and equitable terms and conditions of employment.

This guide is designed to give an overview of the terms and conditions of employment for non-bargaining employees, management and professional employees, and senior administrative managers. It also provides information on some of the university's key policies which have a bearing on employment matters.

For assistance with any questions, please email [MyHR@mun.ca](mailto:MyHR@mun.ca) or call 864-2434.

### Scope

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The terms and conditions of employment outlined in this guide apply to non-bargaining employees of Memorial University of Newfoundland.

Separate guidelines exist to govern compensation and employment matters for grant funded employees. These guidelines can be found on the website of the [Department of Human Resources](#).

Employees of organizations which are affiliated with the university but which are incorporated as separate entities (separately incorporated entity or SIE) are not governed by the terms and conditions of employment outlined in this guide unless existing arrangements require otherwise. However, an SIE's Board of Directors may choose to adopt part or all of these terms and conditions for their employees should they wish to do so of their own accord.

### University Policies

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All employees are expected to be familiar with and comply with Memorial's policies and procedures, and are encouraged to discuss with their supervisors the particular policies which apply to them in their respective jobs and work environments. These policies are maintained on-line and can be accessed at [www.mun.ca/policy](http://www.mun.ca/policy) through the browse and search features.

### Summary

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This guide is a summary of the key terms and conditions of employment for non-bargaining employees and is not intended as a complete or official statement of the university's employment policies. Where applicable, reference is made to Memorial's official policy as it is stated in the university's online policy site. This guide is subject to applicable provincial and federal legislation and regulations. Where any conflict exists among the guide and the university's policies and such legislation, the latter shall prevail.

## Interpretation

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When a word is used to reference a singular tense it is understood that the plural would also apply. The use of “they/them/their” will be used as neutral, singular pronouns. Every effort will be made to use non-gendered language except in cases where a specific reference is required.

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## GENERAL TERMS AND CONDITIONS

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### Job Posting

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Positions in non-bargaining, management and professional, and senior administrative management groups are advertised and posted for a minimum of five (5) business days. All university employees are eligible to apply for these vacancies. If the vacancy is posted internally only, internal applicants (existing employees) of the university are considered before advertising externally. If a position is posted internally and externally, all applicants are given equal consideration.

Management and professional group positions are posted provincially with certain management positions posted in the Atlantic Canadian region. Senior administrative management (SAM) positions are posted within the appropriate national market(s). This allows for open and transparent process as well as ensuring that the best candidate available is hired.

Exceptions to the above procedure are made for single one-time appointments into positions with duration of one year or less. Other exceptions will only occur with the prior consultation and approval of the Office of the Director of Human Resources, where there is evidence of pressing organizational need that overrides the intent and benefit of the university’s policy. An extension of appointment for a period of up to an additional year may be approved by Vice Presidents Council.

Non-bargaining employees are not considered “internal” for any bargaining unit positions. “Internal” in this context is defined as internal to the applicable bargaining unit. Consideration of non-bargaining applicants on a unionized position competition may only occur once all “internal” applicants are fully assessed and deemed not suitable.

For a listing of the available internal and external job postings, please visit the website of the [Department of Human Resources](#) and choose Careers.

### Appointment and Probationary Period

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#### **New Employees**

All new employees receive a written letter of appointment detailing vital employment information such as start date, salary and position title.

#### **Probationary Period**

Memorial has a Probationary Review Process. For more information, please consult the

[Probationary Review Process Policy](#) and the related [Procedure for Probationary Review](#).

### **Appointments and Staff Changes**

A permanent employee who is promoted or transferred will be subject to a two month trial period. If, in the opinion of the employing unit, the employee proves to be unsuitable in the position, is unable to perform duties of the new position or the position proves unsatisfactory to the employee, the employee will return to their former position and salary level consistent with the former position. With mutual consent of both the employee and the employing unit, this trial period may be extended by up to two months.

A contractual, part-time or casual employee who is successful in obtaining a permanent appointment will be required to complete a six month probationary period for a non-bargaining position or 12 month probationary period for a management, professional or senior administrative management position, whichever is applicable.

If a contractual employee is appointed to a permanent position that they currently occupy and has done so for no less than six or 12 months, as applicable, that employee is not required to serve a probationary period and is confirmed on appointment.

A contractual employee with more than 12 months of service who is successful in a job competition for a permanent position in a different unit or classification will not be required to serve another probationary period. However, that individual will be required to complete a two month trial period which may be extended by up to two months.

Memorial's [Travel-Relocation and Removal Policy](#) applies when new employees who are hired to a permanent position, or on a contract of a minimum of two years' duration, seek reimbursement for relocation expenses.

### **Direct Deposit**

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New employees are expected to arrange with a Canadian financial institution to have Memorial automatically deposit their pay into an account every second Thursday. An *"Application for Direct Deposit"* form should be completed and returned to the following:

- St. John's campus – MyHR, Department of Human Resources, 4<sup>th</sup> Floor, Arts and Administration Building.
- Marine Institute campus – Marine Institute, Office E3306D.
- Grenfell Campus – Department of Human Resources, Grenfell Campus, Office AS374 (Administration and Finance).
- Faculty of Medicine – Department of Human Resources, Faculty of Medicine, Health Sciences Centre, Room M2M300.

The Direct Deposit Application form is available on [www.my.mun.ca](http://www.my.mun.ca) under the Employees' section, Employee Forms.

## Employee Documentation

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Eligible employees are required to complete documentation for insurance, pension, payroll and other general employment purposes. Documentation shall be completed either before or during the first week of employment. At this time, employees will be asked to complete forms related to the university's insured benefit and pension programs, personal income tax exemptions, the designation of beneficiaries, etc. Employee documentation is confidential and is filed and maintained in the Department of Human Resources.

Senior administrative support staff in the employing unit or the employee's supervisor may also request the employee sign a Confidentiality Agreement and/or Computer Access Agreement in addition to any other forms pertinent to the employee's position.

Depending on the role being filled, the new employee may also be required to complete the Personal Health Information Act certification.

## New Employee Orientation

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The university administers a comprehensive orientation program for new employees including a general overview orientation, a job-specific orientation and a manager specific orientation.

The **Overview Orientation** is a general session coordinated and hosted by the Department of Human Resources three times a year. In addition to face to face new employee orientation sessions, online orientation is available to new employees. The online session, called the New Employee Success Program, is comprised of videos from key areas that welcome new employees and provide them with knowledge of Memorial's culture, governance, key policies and procedures, employee resources, services and programs. The online program also allows for new employees across all campuses to have an opportunity to engage in Memorial's culture in a flexible and accessible way.

The **Job-Specific Orientation** is conducted by a senior administrative person in the employing unit and should be completed during the first week of employment. This orientation deals more specifically with matters related to the job and the unit and includes the following sections: overview of the unit and the position, work site familiarization, unit policies and procedures, and workplace safety. Both the employee and the unit representative are expected to complete and sign an orientation checklist which is then placed in the employee's personnel file.

The university also offers the **Memorial Manages Program**. This program is designed to orient new managers and leaders on the importance of the proper stewardship of Memorial's four main resources: people, finances, information and facilities. This program is offered at various times on an annual basis.

## Newsline

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Memorial's email service, Newsline, provides the latest information to university email account holders about closures, upcoming deadlines, events, etc. Subscription is highly recommended. To sign up for this service, please send an email to [listserv@mun.ca](mailto:listserv@mun.ca). In your email, leave the subject field blank and in the body of the email type: subscribe Newsline. A confirmation email will be sent. Please click on the link contained in the email to confirm your subscription.

## Personnel Files

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The Department of Human Resources confidentially maintains the official personnel file for each employee of the university. With reasonable notice to the department, employees may privately view their personnel file on request.

Documents of a disciplinary nature are sent to an employee by registered mail or provided in person. An employee has the right to respond in writing to any such documents placed in their file and any such response also forms part of the employee's personnel file.

A written reprimand or warning becomes a part of an employee's file. It is destroyed after 18 months if no other warning or reprimand relating to a similar misconduct is given within that period.

## Memorial Identification Card

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Employees must obtain a Memorial ID card for general identification purposes. This can be done by contacting Student Life in the University Centre on the St. John's campus. A copy of the employee's letter of appointment is required to verify employee status. Employees of the Faculty of Medicine, Marine Institute and the Grenfell Campus will be advised by their administrative offices of the procedures applicable to their respective sites.

Access to a number of buildings on Memorial's campuses requires a coded employee ID card. An employee will be notified by unit administrative staff if an ID card is required (e.g. for access to offices after hours, library privileges, etc.). Administrative staff in an employee's unit can coordinate the addition of the necessary ID card permissions.

The loss of an ID card should be reported immediately to an employee's immediate supervisor who will advise Campus Enforcement and Patrol as well as Student Life.

An employee ID card is considered university property and must be returned in the event employment with the university has ended.

For more information on, please visit [www.mun.ca/answers/about/card](http://www.mun.ca/answers/about/card).

## Hours of Work

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The standard work week is either 35 or 40 hours depending on the position and area of work; the work week is considered to start at 00:01 on Monday to the following Sunday at 24:00 hours. The scheduled work week may be varied by the university to allow for summer hours, to meet emergencies or during unusual situations.

Summer hours start on the first Monday of June in each year and continue for 13 weeks. For employees who normally work 35 hours per week, summer hours are reduced to 32.5 hours per week.

All employees are permitted a 20-minute break during the first half of each work day or shift, at a time scheduled or approved by the employee's supervisor and/or manager.

Hours off on approved leave with pay are considered as hours worked.

Recognizing the varied demands placed on employees' time, Memorial has established a flextime policy. Employees may, at the discretion of their supervisor, apply to vary their working hours, in accordance with the university's Workflex Program. For more information, please consult the [Workflex Program Policy](#).

## Overtime

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The university has a detailed Compensation Policy which addresses overtime. For more information, please consult the [Compensation Policy](#).

## On Call, Standby and Call Back

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In emergency situations it may be necessary and appropriate to designate an employee as being on call and available for call back to work where the requirement for the employee's services is immediate and essential. Memorial recognizes that such employees should be compensated fairly for any on-call periods involved.

For more information, employees should contact their Human Resources advisor or manager, as applicable, or consult the [On Call Policy](#).

These call back provisions do not apply to employees on the management, professional or senior administrative management pay plans.

## Shift Premium

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Employees who work through their regular meal break or beyond their normal work hours, as requested by the unit head, are entitled to receive:

a rescheduled meal break as soon as practical after the employee's normal meal break  
*or*  
in the event this is not practical, the employee may have the time off in lieu.

Employees on the management, professional and senior administrative management pay plans are not eligible for shift premium.

## University Holidays

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Memorial employees observe the following paid holidays:

New Year's Day	Mid-July Holiday
January 2	Regatta Day (St. John's)
Mid-March Holiday	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Remembrance Day
Discovery Day	Christmas Day
Memorial Day	Boxing Day

In the case of the Grenfell Campus, Corner Brook Winter Carnival Day will be substituted for Regatta Day.

In the case of the Marine Institute, January 2 will not be observed as a holiday; however, Easter Monday will be observed.

To facilitate a reduction in services during the Christmas holiday period, full time employees also receive two additional days off with pay between Christmas and New Year's Day. Employees must take one day of annual leave to receive these two days. If for some reason an employee is required to work and cannot be provided with these days off, the leave may be taken at another time, but not later than March 31 in the same fiscal year.

Part-time employees who normally work during the Christmas and New Year's Day period, are granted time off on a prorated basis.

If a paid holiday falls on an employee's scheduled day off, the employee will receive another day off at a mutually agreed upon time or pay for one day at the employee's regular rate of pay.

An employee who qualifies for holiday pay but is scheduled to work on that day will receive time off at a mutually agreed upon time or additional pay. Pay or time off in this situation is calculated on the basis of 1.5 hours for each hour worked on the holiday.

A current list of holiday dates is maintained on the website of the [Department of Human Resources](#) as a Quick Link.

## Annual Leave

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***Please note the Department of Human Resources is currently developing a leave administration policy. If you have questions about your annual leave entitlement, please contact MyHR at 864-2434 for assistance.***

The annual leave year is from April 1 to March 31 of the next year.

An employee with less than 10 years of service is entitled to one and one-quarter ( $1\frac{1}{4}$ ) days of vacation leave for each month of service, up to 15 working days in a year. Vacation entitlement will be prorated for part-time employees.

Upon completion of 10 years of service, a full-time employee will accrue vacation at a rate of one and two-thirds ( $1\frac{2}{3}$ ) days for each month of service. Vacation entitlement will be prorated for part-time employees.

Upon completion of 25 years of service, a full-time employee will accrue vacation at a rate of two and one twelfth ( $2\frac{1}{12}$ ) days for each month of service. Vacation entitlement will be prorated for part-time employees.

Management, professional and senior administrative management employees who are not entitled to overtime pay receive an extra week of annual leave entitlement in recognition of the extra hours typically worked in these positions.

Memorial may recognize prior service for persons employed by Memorial, the Government of Newfoundland and Labrador and other related public sector bodies. For more information please consult the [Recognizing Previous Service for Determining Vacation Entitlement Policy](#).

### **Unused Annual Leave**

An employee will carry forward to another vacation year any portion of unused annual leave from previous years, subject to the following maximums:

- 20 days of unused vacation if the employee is eligible for 15 or 20 days in a year.
- 25 days of unused vacation if the employee is eligible for 25 days in a year.

Employees who are unable to use their annual vacation because they are on a period of unpaid leave, long-term disability or Workers Compensation for greater than two months will be permitted to carry any unused portion of that leave to the following year.

Unused portions of accrued annual leave are paid to a terminating employee.

### **Deferred Salary Leave Plan**

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An employee may be eligible for the university's Deferred Salary Leave Plan. This plan enables non-probationary, permanent employees to defer a portion of their salary for up to six years. This deferred salary is later paid during a leave of absence for education or other personal purposes, which is normally between six and 12 months in duration. The Deferred Salary Leave Plan complies with the various provisions of the Income Tax Act. For more information, please consult the [Deferred Salary Leave Plan Policy](#).

### **Short and Long Term Disability**

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#### **Short Term Disability (Sick Leave)**

Under the university's Salary Continuance Plan, an employee covered by the Long Term Disability (LTD) Plan who is absent from work for a period of less than 60 calendar days because of sickness, disability related to a non-occupational injury, or quarantine caused by exposure to a contagious disease is entitled to salary continuance for the period of absence.

Employees are not eligible for LTD coverage if they are employed for a period of less than six months or work less than 20 hours per week. These employees are entitled to sick leave on a prorated basis for the number of hours worked, up to a maximum of 10 days per fiscal year.

Entitlement to short term salary continuance is governed by the below requirements.

- All absences from work are to be recorded on a **Reason for Absence** form and signed by the unit head.
- Absences greater than four consecutive days or 10 days in any 12 month period require the presentation of a medical certificate to the unit head.
- A period of illness, disability or quarantine in excess of four consecutive days which occurs during an employee's period of vacation may be converted to sick leave. An application should be made to the unit head, with a medical certificate attached that is dated for the first

day of illness and includes all days requested to be paid as short term disability. This application should then be forwarded to the Department of Human Resources for approval.

### **Long Term Disability**

If an insured employee's absence due to sickness or disability extends beyond 60 days, the employee is entitled to apply for benefits under the university's Long Term Disability Plan. The basic features of the LTD plan are as follows:

- *Eligibility* - Permanent full-time employees are covered from the first day of active employment. Contract employees must be employed for a minimum of six months in order to be eligible for coverage.
- *Benefit Level* - The LTD benefit is equal to 72.67 per cent of monthly earnings, which includes the employee's contribution to the Memorial University Pension Plan, subject to a maximum monthly benefit of \$8,500. The monthly benefit is also subject to a 100 per cent all source maximum.
- *Qualifying Period* - The qualifying disability period starts when the employee first becomes totally disabled and ends after 60 days, provided the disability is continuous and the employee is under age 65.
- *Definition of Disability* - During the 60 day qualifying period and the following 24 months, the employee is considered totally disabled if they are unable to perform any and every duty of their occupation. After this period, the employee is considered totally disabled if they are unable to perform any and every duty of any occupation for which they are reasonably qualified by training, education or experience.

### **Workplace Injury**

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An employee who is absent from work because of an injury incurred on the job is eligible for benefits in accordance with the policies and guidelines of WorkplaceNL (also known as the Workplace Health, Safety and Compensation Commission or WHSCC) and the WHSCC Act.

When an injured employee is certified by a physician as being fit to return to work but is no longer able to carry out the duties of their position, the university will make every effort to accommodate the employee's circumstances and place the employee in a position which is consistent with their qualifications and capabilities.

### **Maternity, Adoption and Parental Leave**

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Employees may be granted a leave without pay of up to 52 weeks for maternity/adoption/ parental leave purposes, subject to agreement between the employee and the supervisor regarding start and end dates. Employees must request maternity/adoption/parental leave in writing a minimum of four weeks prior to the expected start date using the appropriate leave request form.

Pension and benefits coverage may be maintained for the duration of the leave provided that the employee makes arrangements for the payment of the full cost of the appropriate premiums and provided that any relevant qualifying conditions under specific plans are met. Further information regarding qualifying conditions, exclusions or limitations can be obtained by calling the Department of Human Resources at 864-2434.

Upon returning from leave, the employee may resume their former position and salary with no loss of

accrued benefits, including annual vacation. Periods of maternity, adoption or parental leave up to a maximum of 52 weeks are counted as service for the purpose of step progression and severance pay.

Before returning to work, an employee is expected to provide two weeks' notice of intent to return to work if returning earlier than originally requested.

## Family Responsibility Leave

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Family responsibility leave is an important aspect of the university's employee support program and is available to employees who require leave assistance in attending to family-related matters. Up to six days of paid family leave in each two-year fiscal period (even years, for example: April 1, 2014 – March 31, 2016) are available to employees who are required to be absent from work for any of the following reasons:

- attend to temporary care of a sick family member;
- attend to needs related to the birth or adoption of an employee's child;
- accompany a family member on a dental or medical appointment;
- attend meetings with school or other authorities;
- attend to needs related to eldercare;
- attend to needs related to home or family emergencies;
- attend to needs related to the death of a family member (in addition to that set out in the Bereavement Leave section); and,
- attend to other personal, family or home related needs not listed above.

Family responsibility leave entitlement for part-time and contractual employees will be prorated based on hours and length of employment contract.

An employee wishing to use family responsibility leave should:

- provide as much notice to the unit head as reasonably possible;
- provide valid reasons why this leave is required; and,
- endeavour, where reasonable, to schedule dental, medical and other appointments outside regular working hours.

Family responsibility leave may be changed to bereavement leave or short-term disability leave if appropriate in the circumstances.

## Bereavement Leave

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Paid leave of absence of up to three consecutive working days is available in the event of a death in an employee's immediate family. Immediate family is defined as the following: parent or legal guardian; parent-in-law; spouse; son or daughter; son-in-law or daughter-in-law; brother or sister; grandparent or grandchild; a step-child or ward of the employee; or other near relative with whom the employee permanently resides.

One day of paid leave is available in the event of the death of an employee's aunt, uncle, brother-in-law or sister-in-law.

If the death occurs outside the province or outside a 200 kilometre radius of the employee's place of residence, an additional day off with pay may be granted for the purpose of travelling to attend the funeral.

If an employee qualifies for bereavement leave while on vacation, the appropriate number of vacation days will be credited.

### Jury Duty or Court Leave

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An employee who is called for jury service or is subpoenaed as a witness in a court of other legal or quasi-legal proceeding will continue to receive full pay and benefits for the period of absence.

### Political Leave

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Memorial recognizes the right of citizens to enter political life should they wish to do so. Provided that the instructional, technical and service needs of the university are properly met, leave of absence without pay may be granted to an employee in the circumstances outlined below. Employees interested in entering politics should consult the [Conflict of Interest Policy](#).

#### **Contesting an Election**

Leave without pay up to four weeks may be granted to an employee who is standing for election in a provincial election, and for up to six weeks in the case of a federal election. The employee may take part or all of their accumulated annual leave during the election period. If the employee is defeated, they are entitled to return to their normal duties with the university.

#### **Winning a Provincial or Federal Election**

In the event an employee is successful in becoming elected to either the Provincial or Federal Government, they will be granted leave without pay for the term elected. At the end of this time, if the employee contests a second election and is successful, the employee will be required to resign from their position with the university after two terms or six years, whichever occurs first. If the employee is not re-elected or does not stand for re-election, they are entitled to resume employment with the university, but there is no guarantee of reinstatement in the employee's former position.

#### **Municipal Council Election**

An employee who is elected to a Municipal Council or who engages in other political activities may be granted leave without pay for periodic duty, if necessary, provided that the appropriate reduction in university duties and compensation have been determined and agreed upon in advance.

### Special Leave With Pay

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Special leave with pay may be granted to an employee on compassionate grounds in extremely unusual and extraordinary circumstances. A request for such leave should be submitted to the unit head and is subject to the approval of the Director of Human Resources. If the situation is family related, family responsibility leave should be considered first if the employee has not exhausted their entitlement under that program.

## Leave Without Pay

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Employees interested in applying for leave without pay should follow the procedures outlined in the [Leave Without Pay Policy](#).

## University Closure

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The university may close due to inclement weather. If the university officially closes, employees do not incur any loss of pay. Employees required for the continued operation of the university who are scheduled to work, and who do work, receive no extra pay but receive time off on an hour-for-hour basis at a mutually agreed upon time. If such an employee works an extra shift above their normally scheduled shift, they will receive overtime compensation for the extra time worked.

## Absence from the University

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If an employee is unable to report to work for any reason, they are expected to notify their immediate supervisor or unit head at the earliest opportunity. An employee who is absent from work without approved leave will not receive salary for the period involved and may be considered by the university as having abandoned their position.

## Discipline and Discharge

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Memorial has the right to discipline, suspend or discharge an employee for just cause and is committed to the principles of progressive discipline in dealing with disciplinary situations.

If disciplinary action is taken, the affected employee will be notified in writing within three working days, indicating the action being taken and the reasons for the action.

The university may decide to suspend an employee pending a further investigation and the employee will be notified of this decision and the reasons for the action taken.

An employee who has been disciplined or dismissed for cause may appeal this decision through the process outlined below. An employee who chooses to do this may be accompanied by another person of the employee's choice from within the university at any or all steps of the appeal process.

In the case of termination for cause, the affected employee may initiate an appeal at Level III in the first instance. This appeal must be presented within four working days of having received written notification of dismissal for cause.

The timeframes outlined in this procedure may be varied with the mutual agreement of the employee and the university.

### **Level I**

An employee who wishes to initiate an appeal under this section must do so within four working days of having received written notification of the disciplinary action which is the subject of appeal. This appeal is to be submitted to the employee's immediate supervisor and an earnest effort should be made by both sides to resolve the matter. The immediate supervisor will provide a written decision within four working days.

### **Level II**

If the decision at Level I is not satisfactory to the employee, they may submit the appeal to their unit head, which must be done in writing within four working days of having received the supervisor's decision under Level I. The unit head will convene a meeting of the interested parties and render a written decision within four working days of having received the appeal.

### **Level III**

If the decision at Level II is not satisfactory to the employee, they may submit the appeal to the President, which must be done in writing and within three working days of having received the unit head's decision under Level II. The President will convene a meeting of the interested parties and render a decision, in writing, within five working days of having received the appeal.

### **Level IV**

If the decision at Level III is not satisfactory to the employee, they may request a hearing before the Board of Regents in accordance with the University Act or a committee of the Board to appeal the President's decision, which must be done in writing and within five working days of having received the President's decision under Level III. A hearing before the Board will be arranged and concluded as expeditiously as possible.

## **Resignations and Terminations**

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### **Resignation of Employee**

Employees are expected to provide a reasonable notice of intention to resign, with consideration given to the period of time that will likely be involved in securing a suitable replacement. This notice period should be in accordance with that required under the Labour Standards Act. Employees may determine the appropriate notice to provide by consulting the Labour Standards Act or by contacting the Department of Human Resources. If an employee leaves Memorial without giving a proper notice of termination, the employee's salary ends on the date work duties were last performed.

### **Termination due to Redundancy**

An employee whose position is terminated due to restructuring, redundancy or without cause will be provided with an appropriate notice period. If appropriate working notice is not provided, the employee will receive payment in lieu of notice. Compensation amounts will be provided to the employee in writing and will be subject to all applicable statutory deductions.

Periods of long term disability and authorized leave without pay, up to a total of 52 weeks, are counted as service for the purpose of calculating a redundancy allowance. For more information, please consult the [Compensation Policy](#).

## **Exit Interviews**

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Employees with more than 12 months of service with the university who resign or retire can request a confidential exit interview with a representative of the Department of Human Resources. Departing employees may comment on various aspects of the university workplace reflecting on their employment experience at Memorial. In addition, if any issue or concern is identified as requiring immediate attention, in the opinion of the university, the Department of Human Resources will conduct

appropriate follow-up with the unit and/or the employee's immediate supervisor as appropriate. For more information, please consult the [Exit Interview Policy](#).

## Severance Pay

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The following severance pay provisions are not applicable to non-bargaining employees hired on or after Oct. 1, 2004. Non-bargaining employees hired prior to Oct. 1, 2004, only are entitled to the following severance pay benefits:

A permanent or contractual employee (other than a grant-funded or agency employee) who has at least nine years of continuous service with Memorial is entitled to receive severance pay upon their resignation, retirement or death. The amount of severance pay is determined on the basis of five days' pay for each year of service, to a maximum of 100 days' pay and shall be calculated with reference to the employee's rate of pay in effect at the date of payment.

Periods of long term disability and authorized leave without pay are regarded as service when determining the nine year entitlement threshold. Periods of long term disability and authorized leave without pay, up to a maximum of 52 weeks, count as service in calculating the severance payment amount.

An employee who is re-employed after receiving severance pay is entitled to severance pay for subsequent periods of employment provided that:

- the employee has been out of the employ of the university for a period not exceeding the number of days for which severance pay was paid; *and*,
- the employee refunds the proportionate part of the severance pay.

Where a bargaining unit employee transfers their employment from the bargaining unit to a non-bargaining position, the following shall apply:

- if the employee was hired before Oct. 1, 2004, severance is payable as per the criteria above. Service counted for severance purposes shall continue to accrue in the non-bargaining position without interruption as a result of the employment transfer and the severance amount will be based upon the employee's rate of pay in effect at the date of payment.
- if the employee was hired on or after Oct. 1, 2004, severance in the bargaining unit will be determined as of the date of transition to the non-bargaining position and the liability will be carried by the university until payment.

This provision applies to employment transfers for employees of Memorial University only. It does not apply to transfers from bargaining unit positions with Memorial's separately incorporated entities.

Any severance pay entitlement of a deceased employee is paid to the employee's estate.

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## SALARY ADMINISTRATION AND JOB EVALUATION

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### Salary Ranges and Scales

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The job evaluation system used by Memorial University to establish salary ranges for non-academic positions is referred to as the AIKEN Plan. This is a point based system of rating the relative worth of positions in comparison to all others within the non-academic group.

The job evaluation system is administered by the Department of Human Resources. Human Resources representatives have been trained in the interpretation and application of the AIKEN Plan. An employee can obtain information on the various factors which make up the AIKEN Plan and the manner in which job evaluation points are allocated by contacting their unit's senior administrative officer or by contacting the Department of Human Resources. For more information, including how to progress on salary scales, please consult the [Compensation Policy](#).

### Job Evaluation Review

If an employee feels that their position is incorrectly classified, the employee may submit a request for a job evaluation review. A request for review will be considered, except in the below instances.

- The duties assigned to the position are unchanged.
- The scope of duties and responsibilities has been improperly assigned by management.
- Duties have been assigned as a result of a temporary assignment. An employee may not request a review of a position to which they are temporarily assigned, except long-term temporary assignment, which will be addressed on an individual basis.

### Job Evaluation Appeal

An employee may appeal a job evaluation decision by using the Job Evaluation Appeal Procedure to the Job Evaluation Appeal Committee. This committee is comprised of university employees from outside the Department of Human Resources who have been trained in the interpretation and application of the university's job evaluation system for non-academic employees.

For information, an employee should contact their unit's Human Resources advisor or Human Resources manager.

### Labrador Allowance

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Memorial follows the Labrador Benefits Policy of the Government of Newfoundland and Labrador and provides employees working in Labrador with supplementary allowances to help offset the high cost of living and travelling to and from Labrador. For more information, please visit [www.mun.ca/hr/administrators/hiring](http://www.mun.ca/hr/administrators/hiring) and select the Labrador Benefits Agreement tab.

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## BENEFITS AND PENSIONS

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### Benefits Program Membership

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Permanent full-time employees and contractual employees whose initial appointment is to a position of at least six months duration requiring them to work at least 20 hours per week, are covered by the university's group benefits program, effective from the first day of active employment.

Contractual employees who are not eligible for coverage upon initial appointment are covered following completion of six months of continuous employment in a position requiring them to work at least 20 hours per week.

The following benefits are provided to eligible employees on a mandatory participation basis:

- Basic Group Life Insurance;
- Dependent Life Insurance (available only with family health option);
- Basic Accidental and Dismemberment Insurance;
- Long Term Disability Insurance;
- Health Plan, including Worldwide Travel Assistance; and,
- Dental Plan.

Additional benefit coverages are available on an optional, employee-pay basis:

- Optional Term Life and Optional AD&D Insurance; and,
- Voluntary AD&D Insurance.

To view the conditions and provisions of the university's Group Benefit Plan, please visit the website of the [Department of Human Resources](#) and click on Pension and Benefits under the MyHR section.

### Pension Plan

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Permanent full-time employees, and contractual employees whose initial appointment is to a position of at least six months duration requiring them to work at least 20 hours per week, are covered by the university's defined benefit pension plan on a mandatory participation basis, effective from the first day of active employment.

Contractual employees who are not eligible for plan participation upon initial appointment are covered following completion of six months continuous employment in a position requiring them to work at least 20 hours per week.

**Note:** *Prior to Sept. 2003, the participation of eligible contractual employees in the Memorial University Pension Plan was optional. The university's policy changed at that time to make pension plan participation for eligible contractual employees mandatory on a go-forward basis. In addition, current contractual employees who were not members of the Plan at that time were given a one-time*

*60 day opportunity to opt into the Plan.*

Pensions are based on years of service and an employee's best five-year average salary. Employees can access a pension projection tool on the [my.mun.ca](http://my.mun.ca) portal or via the website of the [Department of Human Resources](#) to obtain an estimate for their pension income for specific situations. The tool allows employees to explore different dates and see the impact these have on pension income.

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## EMPLOYEE SERVICES AND SUPPORT

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### Respectful Workplace

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Memorial is committed to providing a friendly and safe educational and working environment where individuals or groups of individuals are free from harassment and discrimination. Memorial's [Respectful Workplace Policy](#) aims to promote awareness and create an understanding of what is considered harassment while providing a mechanism to have harassment concerns and complaints addressed.

The Department of Human Resources is available to provide assistance to employees, supervisors and others who are interested in attempting to resolve a workplace conflict on a voluntary, informal and mutual interest basis.

If an employee has experienced personal harassment or is aware of another person who has been personally affected by harassment, they should consult the [Respectful Workplace Policy](#).

### Alternative Dispute Resolution (ADR)

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The use of ADR is often effective in avoiding more formal, adversarial conflict resolution processes and is helpful as well in addressing issues which either do not lend themselves to a formal appeal process or are not appealable in another forum. Typical examples of situations where ADR might be appropriate would be personal harassment, interpersonal conflict, personality conflict, etc.

The role of a representative of the Department of Human Resources in this process is one of facilitation and mediation only. Participation in an ADR process is voluntary and based on mutual agreement, and agreements are usually private and not precedent setting. In addition, participation in an ADR process does not prevent anyone from availing of a more formal appeal process in the event ADR is not successful.

An employee, supervisor or other person wishing to avail of the department's informal conflict resolution services should contact the Associate Director of Employee and Labour Relations, Department of Human Resources.

### Employment Equity

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The university believes that all individuals should have open and unhindered access to employment

opportunities with our institution. In seeking to hire and retain the most qualified people, the university is always concerned with ensuring that its employment processes and practices do not unfairly impede or discriminate against any particular group or person. All employees are encouraged to complete an Employment Equity Survey. Completion of this is important as it helps Memorial identify barriers to employment and advancement. A high survey completion rate provides a more accurate picture of our workforce. To access the survey, please visit [my.mun.ca](http://my.mun.ca), choose the tab labelled Employees and then choose the Current Pay, Equity and Employee Self Service Data button, under this button click on Employee Services. Once finished, please click on the Survey Complete button.

Memorial's commitment to the area of employment equity will help the university sustain the richness and strength of its highly diverse workforce and will in the longer term ensure that we reflect the diversity of the communities in which we exist and operate. For more information, please consult the [Equity, Diversity and Inclusion in Employment Policy](#). Information is also available on the website of the [Department of Human Resources](#) under the MyHR section, Employment Equity.

## Sexual Harassment

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The university is committed to ensuring a respectful and harassment free environment on all its campuses. As part of this commitment, Memorial University has a Sexual Harassment Office and a sexual harassment advisor (located in the Earth Sciences Building, room ER 6039). The Sexual Harassment Office provides information and education sessions to students, faculty and staff on how to identify and prevent harassing behaviours and it provides advice, information and support to any person who has experienced sexual harassment.

Sexual harassment by any member of the university is prohibited. The faculty, staff and students of Memorial are expected to be responsible for the way they behave towards each other by not engaging in behaviours that fall within the definition of sexual harassment (a comprehensive definition of sexual harassment is part of the university's Sexual Harassment Policy).

Faculty, staff or students who experience sexual harassment or who require information about sexual harassment should contact the sexual harassment advisor.

For more information, please consult the [Sexual Harassment Policy](#) or visit the website of the [Sexual Harassment Office](#).

## Employee Assistance Program (EAP)

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The university and its various employee groups have worked together to establish a voluntary and confidential counselling, advisory and information service for employees and their families which is designed to:

- assist employees in preventing and/or remedying personal and family problems which may adversely affect their well-being or potentially result in reduced work performance;
- maintain and improve the general well-being of employees through activities designed to promote healthy lifestyles;
- promote improvements in the work place that increase the opportunity for employee well-being and enhanced work performance; and,

- provide immediate, short-term crisis intervention in the event of a traumatic incident.

All employees and pensioners of Memorial and their dependents are eligible for services and assistance under the university's Employee Assistance Program (EAP) and encouraged to take advantage of the services associated with it. For more information, please visit [www.mun.ca/hr/services/wellness/eap.php](http://www.mun.ca/hr/services/wellness/eap.php) or contact Human Resources at 864-2434.

## Employee Educational Assistance

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Memorial strives to create a continuous learning environment and encourages the personal and professional development of its employees. Employees are encouraged to take a personal interest in their career development by talking with their supervisors about overall career interests and identifying opportunities for training and development. Upon approval from Human Resources, the university supports employee participation in courses, programs, workshops and seminars in a variety of ways as outlined in the [Employee Training and Development Policy](#). For more information on program offerings, please visit [www.mun.ca/hr/learning-development/](http://www.mun.ca/hr/learning-development/).

Employees who are required to complete job-related training after normal working hours are entitled to receive compensatory time off on an hour-for-hour basis, up to a maximum of three days in a fiscal year. An employee who is required to write an examination to upgrade qualifications related to their employment is entitled to time away from work as required to prepare for and write these examinations.

## Workplace Accommodation

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The university is committed to maintaining an environment of understanding and respect for the dignity and worth of each person in support of inclusiveness in its workplace programs and practices. For complete details on workplace accommodation at Memorial including how to request a workplace accommodation, please consult the [Workplace Accommodation Policy](#) or contact their unit's Human Resources advisor or manager, as applicable.

## Wellness and Active Living

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Memorial is committed to promoting wellness and active living among its employees. The university employs a preventative approach to facilitating employee wellness which complements other existing programs and services such as the Health Benefits Plan, EAP Program, Short and Long Term Disability Programs and our Workplace Accommodation Policy. Wellness initiatives also include an Ergonomics Program, an Occupational Health Nurse and programs such as the Preferred Rate Program (PRP). PRP provides a subsidy to eligible employees and retirees to join The Works in St. John's and specific fitness facilities in Corner Brook.

For more information, please visit the website of the [Department of Human Resources](#) and click on the Wellness and Workplace Health tab under the MyHR section.

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## HEALTH AND SAFETY

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Memorial is committed to providing a safe and healthy work environment. Compliance with federal and provincial health and safety regulations and university safety procedures is mandatory for all faculty, staff, students and visitors. The initial responsibility for ensuring a safe environment within a faculty, school or unit rests with the dean, director or unit head. This responsibility is met with the cooperation and support of the Office of the Chief Risk Officer. For more information, please refer to the [Safety Orientation Handbook](#) or consult the [Health and Safety Policy](#).

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### Reporting Unsafe Conditions and Accidents

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It is the policy of Memorial University to make all reasonable efforts to maintain a healthy and safe environment for its students, faculty, staff and visitors. The university recognizes that health and safety is a shared responsibility and that employees can play a significant role in helping to create an accident-free environment within the university. Employees can do this by observing all relevant safety rules and guidelines, by reporting unsafe conditions, by consulting and cooperating with the Occupational Health and Safety Committee, and cooperating with supervisors and management in their exercise of any duties imposed by the Occupational Health and Safety Act and its regulations. An unsafe condition or situation should be reported immediately to an employee's immediate supervisor and, if necessary, directly to the Office of the Chief Risk Officer.

Employees who are involved in a workplace incident (accident or safety concern) shall report the concern through the [eAlert System](#). If this incident is an accident, an accident form must be completed as soon as possible (access form from the above website) and forwarded to the employee's supervisor and the Office of the Chief Risk Officer for follow-up. In the case of an accident with lost time and/or a doctor's visit, the university is required by the WorkplaceNL regulations to ensure that the accident has been formally reported within three days.

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### Right to Refuse Unsafe Work

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Under the province's Occupational Health and Safety Act, an employee may refuse to do work that the employee has reasonable grounds to believe is dangerous to their health or safety, or the health and safety of another person at the workplace:

- until remedial action has been taken by the employer to the employee's satisfaction;
- until the university Health and Safety Committee or Workplace Health and Safety Committee representative has investigated the matter and advised the employee to return to work; or,
- until a Safety Officer has investigated the matter and has advised the employee to return to work.

An employee who feels they are exposed to a potentially dangerous situation should report the matter to their immediate supervisor without delay. If the situation requires remedial action or investigation, other duties may be assigned to the employee while the investigation is on-going.

## Protective Clothing

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Under the Occupational Health and Safety Act, employees are required to use devices and equipment provided for their protection in accordance with the instructions for use and training provided with respect to the devices and equipment. Any protective clothing which an employee is required to wear under university policy or Occupational Health and Safety regulations is provided free of charge and laundered free of charge. The university provides allowances (up to set maximums) for the purchase of protective items. Any employee in a position that requires protective clothing should speak with their supervisor for information about current reimbursement maximums.

Hard hats are available to all employees and invited guests who work in or visit a designated hard hat area where there is a potential for head injury. A person who does not comply with this requirement is not permitted to enter the designated area.

## Emergency Response

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We all have a role to play in emergency management. All Memorial campuses have site-specific [Emergency Management plans](#) in place. Students, faculty and staff are responsible to:

- self-educate;
- prepare for your area of responsibility;
- know the emergency numbers;
- know the evacuation routes/assembly points; and,
- participate in training.

Memorial's [Emergency Management](#) website provides information on:

- how to get immediate help;
- procedures for potential threats on campus;
- your role and responsibility as a member of the campus community;
- personal emergency preparedness; and,
- response strategies including emergency response levels and emergency notification systems.

The response section of a campus' Emergency Management Plan may be activated, in whole or in part, under the guidelines set out in the plan following an assessment of a threat or hazard by MUN first responders and/or senior university personnel. It may also be activated in response to a declaration of a state of emergency by federal, provincial, or municipal officials or upon request from outside agencies for emergency support and/or assistance.

To report an emergency, the following numbers should be used (dialed from the campus exchange).

- |                          |              |
|--------------------------|--------------|
| • St. John's campus      | 4100         |
| • Health Sciences Centre | 9 + 864-4100 |
| • Ocean Sciences Centre  | 9 + 911      |
| • Marine Institute       | 9 +911       |
| • Grenfell Campus        | 2888         |

A number of emergency phones have been installed on campus. The phones are connected by a fibre optic system and each phone has a push button which gives the user instant contact with Campus Enforcement and Patrol's (CEP) Communications Control Centre (CCC).

## Smoking

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Smoking in university buildings and facilities or on property occupied by Memorial is not permitted. For more information, consult the [Smoking Policy](#).

## Fire and Evacuation Procedures

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Supervisors are responsible for reviewing fire and evacuation procedures with their employees during the employee orientation process. Employees should familiarize themselves with the location of building emergency exits as well as available fire safety equipment. Emergency evacuation maps are posted throughout the university's buildings. Faculty, staff and students are encouraged to study these maps to become thoroughly familiar with both primary and alternative evacuation routes in case they are necessary.

If an employee discovers fire or smoke, they should activate the nearest fire alarm, warn people in the immediate vicinity, and try to extinguish the fire, but only if the employee is sure they can handle it using available fire extinguishers. Otherwise, evacuate the building as soon as possible using the nearest safe exit. Stand clear of the building.

If an employee hears the fire alarm, they should evacuate using the nearest safe exist, stand clear of the building and should not re-enter the building until advised by the Fire Department or Campus Enforcement and Patrol that it is safe to do so. ***Elevators are not to be used in a fire emergency.***