



DEPARTMENT OF HUMAN RESOURCES
PEOPLE AND CULTURE



Non-Bargaining, Management and
Professional, and Leadership Group
EMPLOYEE GUIDE

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DEFINITIONS

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.

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.

LEADERSHIP GROUP EMPLOYEE (LG) is a person responsible for planning, directing and coordinating major programs or recommending the development of major policies or programs. Includes those paid on the former Senior Administrative Management pay scale and the Leadership Group pay scale.

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.

MEMORIAL UNIVERSITY'S VISION, MISSION, AND VALUES

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.

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

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.

INTRODUCTION

PURPOSE

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, management and professional, and leadership group employees. 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 or visit the MyHR [live chat](#).

SCOPE

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 [here](#) on the [Department of Human Resources](#) website.

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

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 online and can be accessed at www.mun.ca/policy through the browse and search features.

SUMMARY

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

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.

GENERAL TERMS AND CONDITIONS

JOB POSTING

The University has a Recruitment and Selection of Non-Academic Employees Policy which details the requirements for advertising positions. Please refer to the [policy](#) for more information.

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

APPOINTMENT AND PROBATIONARY PERIOD

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. The probationary period for employees is as follows:

- six (6) months for non-bargaining employees
- twelve (12) months for management, professional and executive employees, unless stipulated otherwise in a written contract of employment.

An employee's probationary period may be extended by up to an additional three months in the case of non-bargaining, non-management/non-professional employees, and up to an additional six months in the case of management, professional and executive employees.

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, provided the position has not been filled. 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 (6) month probationary period for a non-bargaining position or twelve (12) month probationary period for a management, professional or leadership group 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 (6) or twelve (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 twelve (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 (2) month trial period which may be extended by up to two (2) months.

All appointments of newly hired contractual non-bargaining employees shall be probationary for a period of six (6) months if employed in the same position for the six (6) month period or nine (9) working months if employed in more than one (1) position but not to exceed twelve (12) months from date of hire. Appointments of newly hired contractual management, professional and executive employees shall be probationary for a period of twelve (12) months if employed in the same position for the twelve (12) month

period or fifteen (15) working months if employed in more than one (1) position but not to exceed eighteen (18) months from date of hire.

The probationary period may be extended up to the number of days the employee has been absent from the workplace during the probationary period.

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

All Memorial employees and pensioners are paid by direct deposit. If you need to change your banking information, please submit an official copy of your account information to:

- St. John's campus – myhr@mun.ca or MyHR, Department of Human Resources, 4th Floor, Arts and Administration Building.
 - Marine Institute Campus – Human Resources, Marine Institute, Office E3306.
 - Grenfell Campus – Department of Human Resources, Grenfell Campus, Office AS374 (Administration and Finance).
 - Faculty of Medicine – medhradmin@mun.ca, Department of Human Resources, Faculty of Medicine, Health Sciences Centre, Room M2M229.
-

EMPLOYEE DOCUMENTATION

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.

Effective Jan. 1, 2020, to comply with the Newfoundland and Labrador Occupational Health and Safety Regulations, all employees are required to complete Workplace Violence Prevention training upon hire which can be found in Brightspace (registration link can be accessed on the [Health and Safety](#) website). Upon completion, a certificate will be issued in your Brightspace account. Please provide a copy to your supervisor.

NEW EMPLOYEE ORIENTATION

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

The **New Employee Orientation** session is coordinated and hosted by the Department of Human Resources. Orientation provides an opportunity to welcome new employees and provide them with knowledge of Memorial's strategy, culture, governance, key policies and procedures, employee resources, services and programs. It also allows for new employees across all campuses to network and engage in Memorial's culture in a flexible and accessible way. For detailed information to support your onboarding, please visit the [Employee Orientation](#) webpage.

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 stored in the employee's personnel file. To assist with this process, a complete [on-boarding guide](#) is available on the [Department of Human Resources](#) website.

NEWSLINE

Memorial's email service, Newline, provides the latest information to university email account holders about closures, upcoming deadlines, events, etc. Instructions to sign up to receive Newline are accessible on the [Things You May Need to Know](#) page of the [Department of Human Resources](#) website.

PERSONNEL FILES

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, emailed, 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. Upon request, it will be destroyed after 18 months if no other warning or reprimand relating to a similar misconduct is given within that period.

MEMORIAL IDENTIFICATION CARD

Employees must obtain a Memorial ID Campus Card for general identification purposes. This can be done by emailing campuscard@mun.ca. The employee's name and number should be included in the request. 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 Ancillary Operations.

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

For more information, please visit the [Get Your Campus Card](#) section of the [Ancillary Operations](#) website.

HOURS OF WORK

The standard work week is either 35 or 40 hours depending on the position and area of work; it 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.

Information regarding work hours in the summer months can be found in the [Leave Administration](#) policy.

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 procedure that falls under the [Leave Administration](#) policy. Employees may, at the discretion of their supervisor, apply to vary their working hours, in accordance with the university's [Procedure for Flexible Working Arrangements](#).

OVERTIME

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

ON CALL, STANDBY AND CALL BACK

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 leadership group pay plans.

SHIFT PREMIUM

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/leadership group pay plans are not eligible for a shift premium.

LEAVE ADMINISTRATION

The university has a detailed [Leave Administration](#) policy which address topics such as the following:

- Absence from the university
- Annual Leave
- Bereavement Leave

- Deferred Salary Leave Plan
- Election Voting
- Family Responsibility Leave
- Family Violence Leave
- Flexible Work Arrangements
- Injury on Duty
- Jury/Court Duty
- Leave Without Pay
- Maternity and Parental Leave
- Political Leave
- Professional Development Leave
- Sick Leave (Short and Long-Term Disability)
- Special Leave with Pay
- University Closure
- University Holidays

For more information, please consult the [Leave Administration](#) policy.

ABSENCE FROM THE UNIVERSITY

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.

RESIGNATIONS AND TERMINATIONS

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 resignation, the employee's salary ends on the date work duties were last performed.

Termination without Cause

An employee whose employment is terminated without cause or due to their position being declared redundant 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 the notice period. For more information, please consult the [Compensation Policy](#).

EXIT INTERVIEWS

Employees who resign or retire from the university can request a confidential exit interview with 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](#).

APPROPRIATE USE OF COMPUTING RESOURCES

Employees who are authorized users of any University Computing Resources have a responsibility to use them in a way that is lawful, is in compliance with [University policy](#), and is consistent with the purposes for which they were intended.

University Computing Resources include all Computers, Electronic Devices, networks, data storage, software applications, e-mail addresses, websites, domain names and identities that are either owned or funded (in whole or in part) by the University or by funds administered by the University.

Personal use of University Computing Resources and services is permitted provided such use does not compromise the performance of an employee's duties, compromise the operation of the University, cause the University to incur costs, damage the University's reputation or involve activities that are inconsistent with the University's mission, except where otherwise authorized under applicable collective agreements. For more information, please consult the [Appropriate Use of Computing Resources policy](#).

SALARY ADMINISTRATION AND JOB EVALUATION

SALARY RANGES AND SCALES

The job evaluation systems used by Memorial University to establish salary ranges for non-academic positions are the AIKEN Plan and the Hay Plan. These are point based systems 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 and Hay Plans. An employee can obtain information on the various factors which make up the AIKEN and Hay 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. For more information, please consult the [job evaluation](#) section of the [Department of Human Resources](#) website.

LABRADOR ALLOWANCE

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 review the [Labrador Benefits Agreement](#).

BENEFITS AND PENSIONS

BENEFITS PROGRAM MEMBERSHIP

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 Emergency Medical Travel Insurance; and,
- Dental Plan.

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

- Optional Term Life and Optional AD&D Insurance;
- Voluntary AD&D Insurance; and,
- Optional Spousal and Dependent Child Life Insurance

To view the conditions and provisions of the university's Group Benefit Plan, please visit the [pension services](#) and [employment benefits](#) webpages on the university's website.

PENSION PLAN

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 required to participate in the university's defined benefit pension plan, effective from the first day of active employment.

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

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](#) portal 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.

EMPLOYEE SERVICES AND SUPPORT

RESPECTFUL WORKPLACE

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 or reach out to their supervisor or human resources for assistance.

SEXUAL HARASSMENT

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, contact information is available [here](#). 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 and sexual assault 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 and sexual assault (a comprehensive definition of sexual harassment and sexual assault is part of the university's [Sexual Harassment and Sexual Assault](#) policy).

Faculty, staff or students who experience sexual harassment or sexual assault or who require information should contact the Sexual Harassment Advisor. For more information, please consult the [Sexual Harassment and Sexual Assault](#) policy or visit the website of the [Sexual Harassment Office](#).

COMPLAINT AND APPEAL PROCEDURES

Respectful Workplace

The complainant or respondent of a Respectful Workplace complaint may initiate an appeal regarding the outcome, they may submit the appeal to the President, which must be done in writing and within five working days of having received the decision of the applicable Vice-President or designated Authority, as outlined in the [Respectful Workplace](#) policy and procedures. 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.

In addition, Unit Heads should seek appropriate advice and guidance from either the Office of Faculty Relations or the Department of Human Resources regarding Respectful Workplace appeals as required.

Sexual Harassment

Complaints or concerns related to sexual harassment may be addressed under the University's Sexual Harassment Procedures. These procedures provide both students and employees with an avenue for dealing with sexual harassment matters on either an informal or formal basis.

In the case of non-bargaining unit staff members, appeals shall be filed in accordance with the Complaint and Appeal Procedures (Level IV) as outlined in this section. If the decision is not satisfactory to the employee, they may request a hearing before the Board of Regents 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. A hearing before the Board will be arranged and concluded as expeditiously as possible.

For additional information on these procedures please visit:
www.mun.ca/sexualharassment/response/policy-and-procedures/

ALTERNATIVE DISPUTE RESOLUTION (ADR)

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 process or are not appropriate in other forums. Typical examples of situations where ADR might be appropriate include 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 requesting to have their concerns addressed through a more formal 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 Department of Human Resources.

EMPLOYMENT EQUITY

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 the Employee Self Service section of the my.mun.ca portal.

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 in the [Employment Equity](#) section of the Department of Human Resources website or by contacting the Employment Equity Officer at equity@mun.ca.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The university has established 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, their dependents, and pensioners of Memorial who are covered under the university's health plan are eligible for services and assistance under the Employee Assistance Program (EAP) and are encouraged to take advantage of the associated services.

For more information, please visit the [EAP](#) section of the [Department of Human Resources](#) website or contact Human Resources at myhr@mun.ca or via the live chat icon at the bottom of the [MyHR](#) webpage.

EMPLOYEE EDUCATIONAL ASSISTANCE

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 university credit courses, as outlined in the [Employee Training and Development](#) policy.

WORKPLACE ACCOMMODATION

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 your unit's Human Resources Advisor or Manager, as applicable.

WELLNESS AND ACTIVE LIVING

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, Short and Long-Term Disability Programs, Ergonomics Program, Preferred Rate Program (PRP) and our Workplace Accommodation Policy.

For more information, please visit the [Healthy Workplace](#) section of the [Department of Human Resources](#) website.

HEALTH AND SAFETY

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, as well as supervisors and managers. This responsibility is met with the cooperation and support of [Environmental Health and Safety](#). For more information, please refer to the [Employee Health and Safety Orientation](#) handbook or consult the [Health and Safety](#) policy.

Employees are required to acknowledge receipt of this information by completing the “Employee Agreement” form at the end of the EHS handbook. Once completed, a copy of this form should be submitted to Human Resources along with the new employees’ onboarding documents to be stored in their personnel file.

REPORTING UNSAFE CONDITIONS AND ACCIDENTS

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 Director of Environmental Health and Safety.

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 [Environmental Health and Safety](#) 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.

RIGHT TO REFUSE UNSAFE WORK

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

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. 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

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 & Signal Hill Campus 4100
- Health Sciences Centre 9 + 864-4100
- Ocean Sciences Centre 9 + 911
- Marine Institute 9 + 911
- Grenfell Campus 2888
- Labrador Campus 9 + 911

MUN SAFE ALERTS

MUN Safe Alerts is a free service that delivers emergency alerts to Memorial University students, faculty and staff – as well as their friends and family – via the MUN Safe app, social media and/or email accounts during a campus emergency.

MUN Safe is the most efficient and timely way to receive notifications about critical incidents affecting any of the Memorial University campuses.

By downloading MUN Safe, choosing your campus and signing up for email and social media alerts, you can receive any campus notifications that are sent based on your campus preference and email subscription. You can sign up to receive email alerts specific to your campus as well.

For information on how to download the MUN Safe app and to Register For Email Alerts please visit the [MUN Safe](#) webpage.

SMOKING

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

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.***