



THOMPSON RIVERS UNIVERSITY



BENEFITS & WORKING CONDITIONS

Administrative Employees

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Land Acknowledgement

Thompson Rivers University campuses are on the traditional lands of the Tk'emlúps te Secwépemc (Kamloops campus) and the T'exelc (Williams Lake campus) within Secwépemc'ulucw, the traditional and unceded territory of the Secwépemc. Our region also extends into the territories of the St'át'imc, Nlaka'pamux, Nuxalk, T'silhqot'in, Dakelh, and Syilx peoples.

1 Introduction

- 1.1 For the purpose of this Benefits and Working Conditions document, the term “administrative employee(s)” refers to all exempt administrative employees.
- 1.2 The administrative employees at Thompson Rivers University (TRU) are those employees who, by nature of the responsibilities of their positions, are excluded from collective bargaining by the *Labour Relations Act* of British Columbia (“administrative employees”).
- 1.3 This Benefits and Working Conditions document is an outline of the terms of employment for administrative employees that have been introduced and agreed to during the life of the University and which are subject to change from time to time by the Thompson Rivers University Board of Governors in consultation with the administrative employees and the Association of Professional Administrators.
- 1.4 This Benefits and Working Conditions document applies to all TRU ongoing and temporary, full-time and part-time administrative employees, except where noted, and serves as a benefits guideline for senior administrative employees covered by an Employment Agreement.

2 The Thompson Rivers University Association of Professional Administrators (TRU APA)

- 2.1 The Thompson Rivers University Board of Governors recognizes the Thompson Rivers University Association of Professional Administrators (TRU APA) as the representative of administrative employees at the University. The TRU APA represents the interests of the TRU APA to the TRU Executive and the TRU Board of Governors. Membership is open to any exempt administrative employee.

3 Aim

- 3.1 This Benefits and Working Conditions document is designed to communicate the terms and conditions that, in conjunction with an accepted letter of appointment and a current position description, form the official employment contract between Thompson Rivers University Board and the exempt administrative employee.

4 Definitions

For the purposes of this document the following terms shall be interpreted as follows:

4.1 “Ongoing Employees” includes:

- 4.1.1 “*Full-time Ongoing Employee*” is an employee hired in an ongoing full-time position and whose appointment is continuous from year to year.

- 4.1.2 “*Part-time Ongoing Employee*” is an employee hired in an ongoing part-time position less than 35 hours per week and whose appointment is continuous from year to year.

4.2 “Temporary Employees” includes:

- 4.2.1 “*Full-Time Temporary Employee*” is an employee hired in a temporary full-time position and whose appointment does not normally exceed two years.

- 4.2.2 “*Part-Time Temporary Employee*” is an employee hired in a temporary part-time position (less than 35 hours per week) and whose appointment does not normally exceed one year.

4.3 Benefits

- 4.3.1 Ongoing full-time employees meet the eligibility requirements for enrolment in the benefit plans described in **Articles 16, 17 and 18**. The employer will pay 100% benefit premiums, except for optional benefits.

- 4.3.2 Ongoing part-time administrative employees meet the eligibility requirements for enrolment in the benefit plans described in **Articles 16, 17 and 18**, except for optional benefits. Employees will cost share premiums with employer/employee portions calculated on a percentage of workload.

- 4.3.3 Temporary full-time employees (over six months) meet the eligibility requirements for enrolment in the benefit plans described in **Articles 16, 17 and 18**, except for optional benefits. Employees will cost-share premiums, with employer/employee portions calculated on percentage of workload.

- 4.3.4 A summary of benefits can be seen at <https://onetru.sharepoint.com/sites/PeopleandCultureWelcome/SitePages/Total-Rewards.aspx>

5 Workload

5.1 Work Scheduling

- 5.1.1 The nature of some administrative employees' duties require flexibility to accommodate varying workloads and operational needs. These employees are normally expected to be self-directed with respect to their job function, and may occasionally find it necessary to work more than an average work week.
- 5.1.2 If an employee does not have managerial duties and is expected to work other than the hours specified at the time of hire, every attempt will be made to agree mutually upon an alternative work schedule in advance. Determination of work schedules will be directed to accommodate both TRU's operational needs and the employee's right to a reasonable and flexible work schedule.
- 5.1.3 Every attempt will be made to agree mutually upon an alternative work schedule in advance of any change. When administrative employees other than managerial employees are required by their manager(s) to work in excess of their regular schedule, the employee is eligible for overtime in accordance with the Employment Standards Act of B.C.

5.2 Reduced Workload

- 5.2.1 TRU may, on an ad hoc basis and without prejudice, allow an administrative employee to engage in a temporary reduced workload arrangement. Such an arrangement shall not be taken as setting a precedent for a reduced workload for the employee's position and may be renegotiated should workload volume dictate.
- 5.2.2 The request for a reduced workload arrangement shall be made to their manager, and must be approved by the Associate Vice-President, People and Culture.
- 5.2.3 During the period of reduced workload, which is normally not more than 12 months, the employee's normal vacation and sick leave entitlement will be prorated to reflect the reduced workload arrangement.
- 5.2.4 The employee engaged in a job sharing/reduced workload arrangement shall be responsible for any additional costs incurred to maintain their existing level of coverage for health benefits. No additional costs shall be assumed by the University in this regard.

- 5.2.5 At the end of the reduced workload period, the employee may either return to the position's normal workload or make application to the appropriate Vice-President for a further reduced workload period.

6 Postings, Hiring and Appointments

TRU's goal is to fill positions with the best available candidates who have the appropriate combination of education, experience, skills and abilities to successfully perform the duties of the position.

6.1 Job Postings

- 6.1.1 Ongoing positions will be posted externally and internally for a minimum of ten (10) working days.
- 6.1.2 Temporary and acting positions of six (6) months or greater will be posted externally and internally for a minimum of ten (10) working days.
- 6.1.3 Temporary positions of less than six (6) months may not be posted and may be filled by appointment.

6.2 Hiring

- 6.2.1 Qualified internal candidates will be given fair and equal consideration for these positions.

6.3 Appointment

- 6.3.1 A written employment offer shall be provided to prospective Administrative Employees which, when accepted, will form the employee's official employment contract. The employment offer will be comprised of:
- a) An appointment letter describing the terms and conditions of Thompson Rivers University's offer; and
 - b) A link to the Benefits and Working Conditions document.

7. Reclassification to a Position

- 7.1 Reclassification of a position to a higher salary range – upon reclassification, placement in the new range will be determined by People and Culture in consultation with the manager.
- 7.2 Acting assignment – an acting assignment is defined as a temporary assignment in a higher rated position where the acting employee assumes a substantive portion of the absent incumbent's responsibilities.

- 7.3** Interim assignment – an interim assignment is defined as a temporary assignment in a higher rated position where the interim employee assumes a role while TRU recruits a new incumbent.
- a) A temporary assignment can come about as a result of an appointment or a posting.
 - b) An employee who is officially designated as “acting” or “interim” in the absence of an incumbent for a minimum of one month will receive a salary increase of no more than 10% for the duration of the assignment.
 - c) Other than salary recognition, the employee will not normally be eligible for any other benefits or entitlements.
 - d) When an employee is in an Acting or Interim capacity, their health and welfare benefits, sick leave entitlements and pension plan will remain unchanged.

8 Compensation Policy and Practice

8.1 Compensation Philosophy

- 8.1.1 The University’s compensation philosophy is aligned to departmental service plans and individual goals and performance so that the philosophy will enable and support the organization and its strategy. TRU’s overall compensation is designed to:
- a) motivate performance and achievement by individuals, teams and the organization, where performance relates to collegial, fiscal and environmental accountability and the core mission of the university;
 - b) promote teamwork, collaboration and inclusion;
 - c) support the development of individuals and of our collective knowledge and practices;
 - d) encourage leadership at all levels;
 - e) value ethical, sustainable and community-minded behavior; and
 - f) demonstrate investment in individuals and contribute to their financial security; and be adaptable, resilient and ready for change – and encourage these qualities in TRU’s culture.

8.2 Guiding Principles

8.2.1 Performance

- 8.2.1.1 Compensation programs support and promote a performance-based (merit) organizational culture.
- 8.2.1.2 To support excellence, achievement and personal growth, TRU will measure and provide feedback on individual performance, considering the contributions of employees towards the core mission of the university and the goals of the department. This will be complemented and balanced by the goals of promoting collaboration and providing employees with a sense of security.

Compensation, personal growth and development, and career progression, will be supported by performance feedback and measurement.

- 8.2.1.3 To ensure that roles are properly understood and employee contributions properly measured, managers at all levels will provide input. The nature and extent of managers' involvement will vary by level, but the goal is to have decisions and recommendations made at the level where there is good insight into individuals' contributions.

8.2.2 Differentiation

- 8.2.2.1 Differentiation of salary is supported where there are differences in the scope of the position within an organization, and/or due to superior individual team contributions.

- 8.2.2.2 TRU compensation and incentives must be flexible and scalable to reflect the different needs of employees and adapt to changes in the organization.

8.2.3 Accountability

- 8.2.3.1 Compensation decisions are objective and based upon a clear and well documented business rationale that demonstrates the appropriate expenditure of public funds. TRU believes in treating employees equitably and strives to achieve equity through its compensation policies and practices in three (3) key areas:

- a) Internal equity – through an internal evaluation system
- b) External equity – comparison to relevant external market comparators;
and
- c) Individual equity – by acknowledging that employees have varying degrees of service; performance and contribution levels

- 8.2.3.2 Direct compensation will be:

- a) Internally equitable in relation to the value of each position;
- b) Externally competitive in relation to relevant market comparators, when possible; and
- c) Linked to performance.

- 8.2.3.3 Indirect compensation

Indirect compensation will be competitive with the practices relevant to market comparators.

8.2.4 Transparency

- 8.2.4.1 Compensation programs are designed, managed and communicated in a manner that ensures the program is clearly understood by employees and the public while protecting individual personal information. So that employees at all levels understand their compensation and how it relates to their own

performance, their role and the market, TRU will strive for simplicity and clarity in program design and communication. To build employee momentum and trust, the principles and processes for reward programs will be shared in an open, honest and direct manner.

8.3 The Salary Plan

8.3.1 It is designed to respond to the needs of the organization, and more specifically, to enable the attraction and retention of skilled and motivated employees.

- a) Applies to all excluded Administrative positions
- b) Establishes a salary range for each position and a mechanism for salary progression within the salary range;
- c) Offers flexibility to manage pay while considering a combination of factors;
- d) Provides a common review period for annual salary progression; and
- e) Provides for and links annual salary progression to individual performance and contribution to organization goals.

8.3.2 Salary Administration

8.3.2.1 Salary ranges – the university reviews the salary structure and undertakes market surveys as required, but no less frequently than every four (4) years. Adjustments to the salary ranges will be done as needed consistent with the University’s compensation philosophy and guiding principles. A copy of the current salary structure is available from People and Culture.

Performance Level	Progression to Normal Ceiling	Progression to Merit Ceiling
Below Expectations	No increase	
Fully Meets Expectations	Increase of 3%	
*Exceeds Expectations	Discretionary increase up to 5%	Discretionary increase up to 3%

*Ratings of “Exceeds Expectations” are intended to recognize exceptional achievement situations requiring written justification and VP sign-off.

8.3.2.2 Range progression – progression through the salary range is based primarily on job performance and, if approved, is adjusted annually on July 1. Progression through each portion of the range is illustrated above.

8.3.3 Pay for new positions

The following process will be used to determine the starting salary for new employees:

- a) The job will be defined, documented, evaluated, and assigned a salary range in accordance with the Salary Plan.
- b) The starting salary will be determined following consultation with People and Culture and will take into account the new employee's experience, skills, competencies, and current placement of incumbent's in comparable jobs, and will normally not exceed the midpoint of the salary range.

8.3.4 Promotional increases

For a promotion to a position with a higher salary range, employee placement in the new range will be determined following consultation with People and Culture and will take into account the employee's experience, skills and competencies, and current placement of incumbents with comparable positions. The salary increase will normally be up to 10% of the employee's former base salary or the minimum of the position being filled; however, in no case shall the maximum of the new range be exceeded as a result of the promotion.

8.3.5 Delegation of authority

Delegation of authority where a manager is away from the office for less than one month does not trigger a salary adjustment.

8.3.6 Voluntary transfer

Voluntary transfer to a position with a lower salary range – if an employee voluntarily transfers to a position with a lower salary range, they will be placed at a point in the new range that takes into account experience, skill and competencies. This new placement will not exceed their former rate of pay.

8.3.7 Lateral transfer

A lateral transfer, defined as a different position at the same salary range, will not necessarily trigger a salary adjustment.

9 Total Compensation – Comparable Adjustments

- 9.1 In keeping with TRU's desire to hire and retain qualified personnel and to ensure fair and equitable treatment for all TRU employees, a review of administrative salaries and benefits will be undertaken on a regular basis.

10 Job Evaluation (ongoing positions and temporary positions in excess of six months)

- 10.1** The purpose of job evaluation is to consider the position to ensure the maintenance of internal equity and the consistent application of job evaluation factors.
- 10.2** All new administrative positions and substantive changes to existing positions shall be evaluated by the Associate Vice-President, People and Culture in accordance with the current plan.
- 10.3** Job descriptions for all administrative positions will be available from People and Culture.

11 Performance Review (Ongoing Employees)

11.1 Purpose

- 11.1.1** It is the purpose of Thompson Rivers University to ensure that each exempt employee has consistent and regular performance feedback and an opportunity to establish annual performance development goals. To that end, the immediate manager of an exempt employee with an ongoing appointment will conduct an annual performance review and planning meeting.

11.2 Procedures

- 11.2.1** To initiate the performance review and planning process, the manager will meet with the employee and review the employee's current position description including the expected outcomes, key responsibilities of the position and previously identified performance development goals.
- 11.2.2** In the event that an ongoing employee's job performance is considered to be unsatisfactory, the employee will be informed of such in writing, outlining the reasons for such an evaluation being given and the necessary corrective action required. Normally, a period of three (3) months will then be allowed for the employee to improve their performance. The supervisor will provide the employee with monthly written progress reports, which shall be reviewed in person with the employee. On completion of this three (3) month period, the employee will be informed in writing of their progress. If there has not been satisfactory improvement, the employee may be given notice of termination with one (1) month's notice for each full-time year of service to the University, to a maximum of four (4) months' notice.

12 Termination of employment

12.1 Ongoing Employees

12.1.1. TRU may terminate the Appointment and employment at any time for Cause, without any notice, payment in lieu of notice, or severance compensation (“Termination for Cause”). For the purposes hereof, “Cause” means:

- any act, omission, or behaviour that constitutes cause for dismissal at common law;
- unsatisfactory performance; or
- any material breach by you of a provision of this Agreement.

12.1.2 TRU may terminate the Appointment at any time without Cause by advising in writing of the termination (“Termination without Cause”). In the event of Termination without Cause, the employee will be entitled to severance in the amount of one month per year of service to a maximum of 18 months. Severance will be calculated as the salary that the employee would have received plus a percent of that value to compensate for the employees loss of benefits.

12.1.3 Ongoing employees terminated for reasons other than just cause will be entitled to professional, financial, and relocation counseling services which are reasonable in the opinion of TRU.

12.2 Temporary full-time in excess of six months employees

12.2.1 In the event that a temporary employee’s job performance is considered to be unsatisfactory during the term of appointment, the employee will be informed of such in writing, the reasons for such an evaluation given and the necessary corrective action required.

12.2.2 The manager will provide the employee with a written progress report, which shall be reviewed in person with the employee. The employee’s employment may then be terminated upon two weeks’ further notice.

12.2.3 The temporary employee who is terminated without cause will be entitled to severance in the amount of two weeks salary, as per the Employment Standards Act of B.C.

12.3 Temporary full-time less than six months or temporary part-time employees

12.3.1 In the event that an employee’s job performance is considered to be unsuitable, the employee will be informed of such in writing, the reasons for such an evaluation given, and the necessary corrective action required. The manager will provide the employee with a written progress report, which shall be reviewed in person with the employee. The employee’s employment can then be

terminated upon one (1) week's further notice, as per the Employment Standards Act of B.C.

13 Job security

13.1 General Principles

12.1.1 Thompson Rivers University recognizes its responsibility to administrative employees who have given good job performance to TRU but who may suffer loss of employment through reorganization or elimination of positions.

13.2 Notification to affected employees

13.2.1 In the case where there is elimination of ongoing administrative positions, the administrative employee(s) affected will be informed of such in writing and the reasons for the elimination of the position will be explained to the employee. Reasonable alternatives will be explored to avoid termination of the administrative employee's services. A reasonable alternative may include the transfer of the affected employee to a vacant position for which the employee is qualified. Any such transfer will involve consultation among the affected employee, the new manager, and the appropriate Vice-President.

13.2.2 If the termination of the affected employee cannot be avoided then:

- a) An affected temporary full-time (over six (6) months) employee will receive one month's notice;
- b) An affected temporary (under six (6) months) employee will not receive any severance;
- c) An affected ongoing employee will receive six (6) months notice plus one (1) month additional notice for every complete year of service to the University, to a combined maximum of 18 months notice, or pay in lieu of notice.

13.2.3 An ongoing employee whose position has been eliminated and who is subsequently transferred to a vacant position at a lower pay band will have their current salary red-circled for one year. At the completion of one year the employee will be placed on the Administrative Salary Scale that is closest to, but not higher than, their current salary. Compliance with this provision shall not constitute constructive dismissal.

13.2.4 In a situation of position elimination, TRU will either require a working notice or enter into an offer of severance. If offered severance, the affected employee may be offered a choice between 1) a lump sum final payment, which would end benefit coverage including pension contributions, and 2) a month-to-month Salary Continuance Period, whereby TRU and the employee may agree to both continue pension contributions and limited benefit coverage of dental, and extended health.

13.2.5.1 If the employee obtains new employment in the “public sector” as defined pursuant to the Public Sector Employers Act (“the Act”) during the Salary Continuance Period, all salary continuance payments will end effective on the date the employee commenced such employment. If the employee obtains new employment in the “private sector” as defined pursuant to the Act, TRU will provide a lump sum severance payment, less deductions required by law, equal to 50% of the remaining salary that the employee would have received if they had remained unemployed until the end of the Salary Continuance Period. TRU will structure this payment in accordance with your written instructions, subject to TRU’s statutory obligations.

14 Notice to the employer

14.1 Employees will normally provide the university with one (1) month written notice of resignation. The university retains the sole discretion to schedule the balance of any leave due prior to the effective date of resignation. Any unused portion of vacation entitlement remaining will be paid out.

14.1.1 TRU may waive the notice period and pay in lieu of the notice period.

15 Leaves of absence

15.1 Preamble

15.1.1 References to family include spouse, child, siblings, parents, parent-in-law, grandparents and any other person living in the same household who is legally or medically dependent upon the employee.

15.2 General leave (ongoing employees)

15.2.1 On written application to the appropriate manager, an ongoing employee may be granted a general leave for any purpose acceptable to the appropriate Vice-President. All applications must be forwarded to People and Culture.

15.2.2 Leave may be for a period up to a maximum of twelve (12) months.

15.2.3 For the purposes of length of service and salary increases, the on-leave employee will be regarded as a full-time employee. Financial maintenance of benefits, including the university contribution, shall, however, be the responsibility of the employee.

15.2.4 Upon returning from the general leave, the employee will return to their previous position and duties, or to an equivalent position, as determined by the appropriate Vice-President.

- 15.2.5 The employee will not earn vacation and sick leave during a period of unassisted leave.
- 15.2.6 Administrative employees who are on an approved general leave will be given the opportunity to continue benefits coverage, with 100% of the premiums employee paid. Continuation of benefits while on the general leave is on an “all or nothing” basis with no option to select specific benefits.
- 15.2.7 An employee must notify People and Culture at least three months prior to returning back to work of their intentions.

15.3 Cultural Leave for Indigenous Employees

- a) An Indigenous employee may request up to two (2) days leave with pay per calendar year to observe or participate in traditional Indigenous activities that connect these employees to their culture and language. Approval will not be unreasonably withheld.
- b) The employee will provide the Employer with the dates of the days for which leave will be requested. Wherever possible, the employee will provide a minimum of two weeks’ notice for leave under this provision.

15.4 Professional Development Leave (ongoing employees)

- 15.4.1 Upon application, the appropriate Vice-President may, at their sole discretion, grant short term leave (for a period up to four (4) months) for the following reasons:
- a) Attendance at conferences, lectures, short courses, or other functions
 - b) Professional development funds for other related expenses may be available upon application.

15.5 Jury duty and court appearances

- 15.5.1 Leave of absence without loss of pay and benefits will be provided to an employee summoned to serve on a jury or when subpoenaed or summoned as a witness in a criminal or civil proceeding not occasioned by the employee’s private affairs, or when the employee accompanies a dependent child when the child is subpoenaed or summoned to appear as a witness in a criminal or civil proceeding.

15.6 Political leave (ongoing employees)

- 15.6.1 The university recognizes the right of every citizen to contribute to the community by entering political life if they so desires. However, proper regard must be paid to the needs of the university. Accordingly, leave of absence without pay may be granted for a period of up to six (6) weeks, except where the campaign period coincides with a normal vacation period, to enable any

employee to contest a federal, provincial or municipal election. This is, however, subject to the discretion of the appropriate Vice-President who will satisfy themselves that the university will not suffer unduly as a result. The request for leave of absence must be submitted at least one month prior to the first day of the leave period.

- 15.6.2 In the event that the candidate is elected to the House of Commons or the British Columbia Legislature, they will be granted leave of absence without pay for one (1) political term, which shall end on the day the incumbent vacates their office or is re-elected to a subsequent term.
- 15.6.3 In the event that the candidate is elected to municipal or local government office, a leave of absence may be granted for a period of duty, if necessary, subject to a reduction in pay at the rate of 7/1820 of the person's annual salary per day of leave. The intention is that such leave would be sought on the basis of one-half of one whole day at a time and would be subject to the needs of the university being satisfactorily met.
- 15.6.4 Contributions to the benefits plans, including the university's share, shall be the responsibility of the employee when they have been granted leave without pay for longer than three (3) weeks.
- 15.6.5 Upon returning from political leave, the employee will return to their previous position and duties, or to an equivalent position, as determined by the appropriate Vice-President.
- 15.6.6 Employees in pursuit of a political office or elected to a political office shall not carry out any political activities on university premises or with university equipment, nor shall other employees carry out any political activities on university premises or with university equipment on their behalf or on the behalf of others.

15.7 Maternity and parental leave (which includes adoption leave)

- 15.7.1 TRU will ensure that maternity and parental leave provisions are in compliance with all current statutes.
- 15.7.2 Vacation and sick leave will accrue. Paid vacation will be scheduled immediately following the year for which it is attributable.
- 15.7.3 Pension contributions and service will be in accordance with the College Pension Plan.
- 15.7.4 The employee is entitled to all increases in wages and benefits the employee would have been entitled to had the leave not been taken.

15.7.5 An employee is expected to return to TRU at the conclusion of the maternity and/or parental leave for a period equal to the leave granted. If the employee resigns within the time requirement, the employee shall refund, on a pro rated basis, the assistance provided.

15.7.5.1 Maternity leave (ongoing employees)

15.7.5.1.1 The birth parent shall be entitled to 17 weeks paid maternity leave. This 17-week period is comprised of two weeks at 100% salary, and 15 weeks at 95% top-up (the difference between Employment Insurance premiums and salary.)

15.7.5.1.2 The employer shall pay all previously paid benefit premiums during the period of this paid maternity leave.

15.7.5.2 Parental leave (ongoing employees)

15.7.5.2.1 Standard parental leave (up to 12 months total leave) is available to the parents of a newborn or newly adopted child. The parent will be entitled up to 35 weeks of paid parental leave at 85% top-up (the difference in Employment Insurance premiums and salary).

15.7.5.2.2 If taking extended parental leave (additional 26 weeks – up to 18 months total leave) this will be unpaid leave.

15.7.5.2.3 The employer shall pay all previously paid benefit premiums during the period of this paid parental leave. The employee is responsible for all employee paid benefit premiums during the extended unpaid parental leave.

15.7.5.6 Paid maternity, parental and adoption leave benefits are available to employees after one year of service. For employees who have not been at TRU for one year they will be given unpaid leaves.

15.8 Compassionate leave or family illness leave (ongoing and temporary full-time in excess of six months)

15.8.1 Upon notification, an employee will be granted leave of absence for up to five (5) days per year without loss of pay or benefits for compassionate reasons or because of family illness. Additional paid compassionate or family illness leave may be granted by the Associate Vice-President, People and Culture or designate & unpaid leave in accordance with the *Employment Standards Act*

15.9 Bereavement Leave

15.9.1 An employee will be granted up to five (5) days per year without loss of pay and benefits in the case of the death of a family member and upon notification to the employer. The Associate Vice-President, People and Culture or designate may grant additional bereavement leave.

15.10 Secondment

- 15.10.1 Following two (2) years of service in an ongoing position, an employee may apply to the appropriate Vice-President to take advantage of secondment to positions internal or external to TRU.
- 15.10.2 External/internal secondments will normally be no longer than twenty-four (24) months and an individual will normally not be eligible for another secondment until a period of twenty-four (24) months has elapsed following their return to their regular position.
- 15.10.3 When an internal secondment is approved, the period of secondment shall be counted as time in service in the employee's position for the purposes of pensionable service, eligibility for leave, and any salary increases.
- 15.10.4 When an internal secondment is approved, if the salary range for the position to which the employee is seconded is above the employee's existing salary, the employee shall be paid at the bottom of the new position's range or an additional 10% of their current salary, whichever is greater. If the salary range for the new position is the same or less than the employee's existing salary, there will be no change in the employee's salary.

16 Health and welfare benefits (applicable for an ongoing employees)

16.1 Group Life, Basic Accidental Death and Dismemberment (AD&D) and Disability Income Insurance

- 16.1.1 Group Life, Basic Accidental Death and Dismemberment, and Short-term and Long-term Disability Insurance are mandatory. Coverage is provided for employees in accordance with the policies as negotiated by the university with the insurers. The basic coverage currently provided is:
- 16.1.2 Life insurance is three (3) times the annual salary with a maximum payout as established as per the policy. The university will be responsible for the total premium for life insurance coverage.
- 16.1.3 Basic Accidental Death and Dismemberment (AD&D) is three (3) times annual salary with a maximum payout as per the policy. The university will be responsible for the total premium for basic accidental death and dismemberment coverage.
- 16.1.4 Short-term and Long-term Disability Insurances 75% of monthly salary with a maximum payout as per the policy.

16.1.5 Group Life, Basic Accidental Death and Dismemberment, and Short-term and Long-term Disability Insurance Income coverage is a single option comprised of **Articles 16.1.2, 16.1.3, and 16.1.4** above and cannot be taken individually.

16.1.6 Voluntary Additional Coverage for Accidental Death and Dismemberment (AD&D) Insurance, optional life insurance and optional critical illness insurance;

16.1.6.1 Employees may opt for additional coverage for themselves and dependents. Employees will be responsible for the total premium for these voluntary benefits

16.2 Extended Health Benefits (EHB) Insurance, Emergency Travel Assistance Coverage, Vision Care, Prescription Medication and Medical Travel Referral Benefit

16.2.1 Employees are eligible for these Benefits coverage. These are mandatory unless alternative coverage is already in effect. Ongoing part-time employees will cost-share the premiums calculated on the percentage of workload.

16.2.2 The university will be responsible for the total premium for these benefits coverage.

16.3 Dental Care Insurance

16.3.1 Ongoing employees are eligible for dental care insurance in accordance with the policy as and when negotiated by the university with the insurers. Ongoing part-time employees will cost-share the premiums calculated on the percentage of workload.

16.3.2 The coverage currently provided is: Plan A (basic dental services) – 100% payment of claims and, Plan B (major restorative services) – 80% payment of claims, and Plan C (orthodontic services) – 50% payment of claims up to a \$2500 lifetime maximum

16.3.3 Dental care insurance is mandatory unless alternative coverage is already in effect.

16.3.4 The university will be responsible for the total premium for dental insurance coverage.

16.4 Details of Health and Benefit coverages will be provided by the People and Culture Department. Employees will be informed of subsequent changes in coverage.

16.5 Health and Welfare benefits (applicable to an ongoing full time administrative employee from their 65th to their 70th birthday)

Details of coverage will be provided by the People and Culture Department. Employees will be informed of subsequent changes in coverage.

Life Insurance – 1 x salary;
AD&D – 1 x salary
Short-term
DisabilityExtended
Health EAP
Medical Travel
Voluntary Life Insurance
Voluntary AD&D

16.6 Sick leave

16.6.1 Ongoing Employees

16.6.1.1 Each ongoing employee will accrue to their credit 18 days' sick leave per year (1.5 days per month) to be advanced to the member annually on June 1st.

This amount will be prorated for new hires who are hired after June 1st for their first year of employment. The new employee will initially be given five (5) sick days front-loaded at the start of their employment, this amount will then form part of their 1.5 days per month moving forward.

16.6.1.2 Ongoing full-time employees will receive paid sick days at their full salary. Ongoing part-time employees will receive paid sick days at their pro-rated salary level.

16.6.1.3 The following clause has been grand-parented for those employees who had 10 years continuous service to TRU as of December 31, 2002. "Upon the termination of employment of an employee with more than 10 years continuous service, a cash payment in lieu of untaken sick leave will be given to a maximum of 60 days. The cash payment will be paid to the employee's beneficiary should termination be due to death."

16.6.1.4 Employees who were hired before December 31, 2022, who had less than 10 years continuous service as of December 31, 2002, have had the balances in their sick leave bank recorded as of December 31, 2002, to a maximum of 60 days. Upon termination of employment with more than ten (10) years continuous service, a cash payment in lieu of these recorded sick leave days will be given. This clause shall also apply to those employees in positions that are eliminated or declared redundant prior to the employee achieving 10 years of continuous service.

16.6.1.5 Employees hired after December 31, 2002 will not be eligible for any sick leave pay out.

16.6.1.6 A maximum of 1050 hours sick leave can be accrued to a member's credit.

16.6.1.7 In the event that an employee has used credits from a sick leave advance and their employment is terminated, they will be required to reimburse the university for an amount equivalent to the overpayment of unearned sick leave credits.

16.6.2 Temporary employees (full time in excess of six months)

16.6.2.1 Each employee will accrue to their credit sick leave at 1.5 days per month of completed service to be available to the member during the term of appointment. Verification of earned sick leave accumulations is available from the People and Culture Department.

16.6.2.2 The new employee will initially be given five (5) sick days front-loaded at the start of their employment, this amount will then form part of their 1.5 days per month moving forward.

16.6.3 Family Sick

16.6.3.1 In the case of illness of a member of the family of an employee, when no one other than the employee can reasonably provide for the needs of the ill person, the employee will be granted use of a portion of their sick leave up to a maximum of five (5) working days per year,

16.7 Employee Assistance Program (ongoing employees)

16.7.1 An Employee Assistance Program is provided for ongoing administrative employees. Details are available from the People and Culture Department.

17 Pension Benefits

17.1 Canada Pension Plan and Employment Insurance

17.1.1 Deductions will be made from salary, as per statutory requirements and regulations.

17.2 College Pension Plan

17.2.1 Enrollment in the College Pension Plan is mandatory for ongoing employees. For any other administrative employee, when earnings reach statutory requirements, enrollment is mandatory. Details are available from People and Culture or at www.pensionsbc.ca. The university will match the employee's contributions.

18 Miscellaneous benefits

18.1 Annual vacation (ongoing employees)

- 18.1.1 Employees shall be entitled to all statutory holidays and to twenty-five (25) annual vacation, plus one day for each complete year of service to a maximum of thirty (30) days in total.
- 18.1.2 The vacation year shall be the period June 1 to May 31. Vacation is accrued and is put into a “bank” each pay period. On June 1 of each year the employee receives their vacation allotment that was banked to be used from June 1 to May 31. (effective June 1, 2024)
- 18.1.3 Vacation entitlement for new employees must be taken following the year in which it was accrued. Vacation entitlement shall be prorated for the first vacation year.
- 18.1.4 Vacation time is subject to the approval of the employee’s manager. An employee must use their vacation within one (1) year from which it is earned. Therefore, vacation earned by May 31 must be taken in the subsequent year by no later than August 31st. Unused vacation is lost and not paid out.

18.2 Holiday pay (temporary employees)

- 18.2.1 Employees on appointments greater than eight (8) months will receive ten (10%) percent of total earnings as holiday pay.
- 18.2.2 Employees on appointments greater than three (3) months but less than eight (8) months, will receive six (6%) percent of total earnings as holiday pay.
- 18.2.3 Part-time employees on appointments exceeding three (3) months will receive six (6%) percent of total earnings as holiday pay.
- 18.2.4 Employees on appointments of three (3) months or less will receive four (4%) percent of total earnings as holiday pay

18.3 Annual holidays

- 18.3.1 Employees are entitled to the following annual holidays:

<i>New Year's Day</i>	<i>Labour Day</i>
<i>Family Day</i>	<i>Day for Truth and Reconciliation</i>

<i>Good Friday</i>	<i>Thanksgiving Day</i>
<i>Easter Monday</i>	<i>Remembrance Day</i>
<i>Victoria Day</i>	<i>Christmas Day</i>
<i>Canada Day</i>	<i>Boxing Day</i>
<i>BC Day</i>	<i>Family Day</i>

And to any other general holiday established by the Government of Canada or the Government of British Columbia.

- 18.3.2 If an annual holiday falls on an employee's regularly scheduled vacation day, the employee shall be given an alternative vacation day at a time agreeable to the employee and the employee's manager.
- 18.3.3 If an annual holiday falls on a normal non-working day and the date on which the holiday is to be observed is not prescribed by law, TRU will establish a substitute. Other than in exceptional circumstances, that day will be the first weekday following the date of the annual holiday.

18.4 Winter Closure Period

- 18.4.1 Inclusive of Christmas Day, Boxing Day and New Year's Day, ongoing administrative employees shall in addition to annual vacation have the Christmas closure as non-working days with pay and benefits.
- 18.4.2 As per the official policy "Social Events and Christmas Activities": TRU is closed between Christmas Day and New Year's Day inclusive. On the last working day prior to the closure, TRU will close at 12:00 p.m.

18.5 Tuition waiver

- 18.5.1 Preamble
- 18.5.2 To encourage the professional development and career goals of its administrative employees and immediate family members, Thompson Rivers University (TRU) encourages life-long learning. To facilitate these professional development goals, TRU will support, subject to the regulations outlined below, tuition fee waiver of its credit-based courses.
- 18.5.3 Tuition waiver applies to ongoing full-time, ongoing part-time, and temporary ongoing full-time (appointment for a year or greater) administrative employees and immediate family members. For the purposes of this section, an

immediate family member is defined as a common law spouse or a dependent child, 25 years of age or under.

- 18.5.4 Tuition waivers apply to the tuition portion of the fees. It does not cover miscellaneous fees such as textbooks, administration fees, TRUSU fees, technology fees, etc.
- 18.5.5 Tuition waivers do not apply to university preparation (adult basic education), graduate courses, or Juris Doctorate (J.D.) courses.
- 18.5.6 For Open Learning courses, tuition waivers are applicable to a maximum of four undergraduate courses per calendar year.

18.6 Graduate/Enhanced Education

- 18.6.1 Subject to the availability of departmental funds, TRU may sponsor a Graduate Degree subject to availability of Departmental / Divisional funds with the following parameters:
 - 18.6.1.1 TRU may provide a maximum contribution of \$20,000 for an entire program. That is the total cost.
 - 18.6.1.2 This contribution can take the shape of tuition fees, or assisted leave, or a combination, but the maximum total cost will not exceed \$20,000 for the entire program.
 - 18.6.1.3 The employee must submit an education plan to their Dean/AVP/VP, outlining why the degree is applicable and of benefit to TRU and the employee. The approval by the Dean/AVP/VP will then be given to the employee and a copy given to People and Culture for the employee's personnel file.
 - 18.6.1.4 After completion of the program, the employee must provide an agreed upon return of service. Otherwise the \$20,000 is re-paid on a pro-rated basis.
 - 18.6.1.5 If an employee comes to TRU with a portion of a program already complete (example 1 year of a 2 year program is already complete before the employee commences employment with TRU, then TRU will only sponsor a pro-rated amount).

18.7 Travel Expenses, as per the Expenses: Travel Official Policy (ADM 19-0)

- 18.7.1 Employees required to use their vehicles on University business will be paid in accordance with the current approved rates.
- 18.7.2 Meals and other expenses will be reimbursed in accordance with the current approved rates.

18.8 Payment of Professional Dues or Membership Fees

18.8.1 If the payment of professional dues or individual membership in a professional association is a position requirement then the University will pay for the professional dues or membership fees, with approval from the appropriate Vice-President.

18.9 Automobile Insurance

18.9.1 Administrative employees who are regularly required to use their automobiles in the performance of their duties will be reimbursed in accordance with University policy for the cost in maintaining insurance coverage at a business use level, with approval from the appropriate Vice-President.

18.10 Reimbursement for Relocation Expenses

18.10.1 Thompson Rivers University (TRU) will assist new administrative staff employees with the cost of relocation of personal and household effects and travel from the point of origin to the Kamloops Campus, Williams Lake Campus or Regional Centres (minimum of 100 km).

18.10.2 The normal reimbursement for relocation expenses will be to a maximum of one month's salary.

18.10.3 TRU will reimburse reasonable expenses for a house-hunting trip from the point of origin to the Kamloops Campus, Williams Lake Campus or Regional Centres.

18.10.4 Expenses will normally be expected to occur within a reasonable period of time from the date of written acceptance of employment, and the actual starting date. Normally, TRU expects that a new employee will complete their household relocation within one year of their first day of work.

18.10.5 After commencement of employment, it is the responsibility of the new employee to submit a claim for reimbursement of expenses to the People and Culture Department. Claims shall be in writing and substantiated by originals of required receipts. Claims can be scanned and emailed to People and Culture

18.10.6 New employees should note that moving expenses not reimbursed by TRU might sometimes be claimed as an Income Tax deduction. Employees moving from out-of-province may also qualify for a C.E.I.C. moving expense allowance. Consult the relevant federal agency for information.

18.10.7 Relocation expenses are provided to the employee as a 3-year forgivable loan. In the event that the employee voluntarily resigns from TRU prior to the

three (3) years of service being completed, the forgivable loan is repayable to TRU on a pro-rated basis.

- 18.10.8 The following are eligible relocation/moving expenses for reimbursement by TRU are as follows:
- a) Travel cost for the employee and their dependents from point of origin to Kamloops Campus, Williams Lake Campus or Regional Centre, the lesser of airfare or mileage current TRU mileage rates, reimbursable upon receipts.
 - b) Meals to a maximum amount noted in the relocation guidelines for each family member, with detailed receipts showing what food was purchased.
 - c) Travel costs (airfare or mileage), hotel and meal costs for a three-day house hunting trip prior to commencement of employment for an employee and their partner.
 - d) Temporary accommodation and meals at point of origin and destination to a maximum total of five (5) nights without specific written authority, in advance, from the Associate Vice-President, People and Culture.
 - e) The moving of personal and household effects to include household pet(s).
 - f) Utility hookups at new location.
 - g) Legal fees for sale and purchase of a home

18.11 Deferred Salary Leave Plan (ongoing employees)

- 18.11.1 Ongoing administrative employees may enroll in the Deferred Salary Leave Plan. Details are available from the Finance Department.

19 Personnel File

- 19.8.1 Each employee shall be entitled to reasonable access to their official personnel file.
- 19.2 Employees may add responses to disciplinary notices placed in their file. Such responses will be attached to the disciplinary notice.
- 19.3 Formal disciplinary notices shall be removed from an employee's personnel file on written request from the employee, provided at least twenty-four (24) months have passed and there has been no subsequent formal discipline.

20 Conflict Resolution

20.1 Responsibility for Conflict Resolution

- 20.1.1 It is in the best interests of all parties to support resolution of disputes at the earliest possible stage. TRU is committed to promoting the right to a safe,

neutral process for the resolution of conflict. That process shall be fair, efficient and free from reprisal.

- 20.1.2 Recognizing that each individual has both a personal interest in and a share of the responsibility for resolving their conflict, TRU encourages and facilitates the use of an informal conflict resolution process.