



Atlantic Centre of Excellence
for Women's Health

Personnel Manual

Monthly Paid Staff
Term: 8 months +

Effective: March 22, 2005

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Preface

This manual sets out terms and conditions of employment applicable to employees of the Atlantic Centre of Excellence for Women's Health (ACEWH). Through its affiliation with Dalhousie University, ACEWH obtains some administrative services from the University and is an Associated Employer for the purposes of insured benefits and pension plan provisions. While some of the policies and procedures outlined in this manual parallel those of the University or are prescribed by the University in respect of the use of its services, and references are made to the University in respect of certain policies, all terms and conditions of employment are established and administered by ACEWH for its employees.

2. HOURS OF WORK, SALARY PAYMENT AND WORKSPACE

1.1 Hours of Work

In accepting employment with ACEWH, an employee assumes an obligation to provide services during specified working hours. The standard work week for full time employees is 7 hours per day, Monday to Friday. ACEWH is supportive of flexible working arrangements provided such arrangements are feasible based on the nature of the employee's duties and providing there is no adverse impact for ACEWH. The onus is on the employee to suggest arrangements that fully meet these requirements. Approval is required from the Executive Director. However, the core hours of 9:30 to 3:30 in the ACEWH offices should be maintained. Evening and weekend work may be required from time to time, for which leave in lieu of overtime may be granted.

1.2 Overtime

When long hours are needed, an employee may be compensated by time off in lieu. In order to qualify for time off in lieu, the employee must be able to produce a clear, accurate and satisfactory record of the overtime worked [see *Request to Take Time in Lieu* form]. Time off in lieu must be approved in advance by the Executive Director, and used within one month of its occurrence.

1.3 Salary Payment

Pay day is the 27th day of each month, unless this coincides with a holiday or weekend, in which case payments are deposited on the last working day preceding the 27th of the month. Deposits are made earlier in the month of December.

1.4 Workspace and Computer Usage

ACEWH will provide each employee with a work space, computer and Internet connection suitable to carry out the terms of the employee's job description. Due to limited workspace allocations, an employee is not guaranteed a dedicated workstation, computer or Internet access, and may be instructed to share with other employees. Allocation of workspace is the responsibility of the Administrative Coordinator.

Access to ACEWH computers by the Administrators must be available. Therefore the password to each computer is to be set by the Administrators. The Administrators will restrict the accessibility to install programs as they deem necessary or in consultation with Dalhousie Medical Computing and Media Services. Employees may password protect 'personal' files.

1.5 Policy on Payment for Outside Work

Staff members undertaking work on behalf of another employer outside of ACEWH working hours may do so if there is not a conflict of interest and if there is no interference with their obligations to ACEWH. The Executive Director should be informed of any such arrangements. Staff members who wish to teach classes or accept a personal services contract should arrange to do so outside of ACEWH working hours, e.g., evenings, weekends.

1.6 Access to Offices

Employees will be given a key to the ACEWH office and a swipe card for entry outside standard business hours to access the building. If the swipe card needs to be replaced, \$25 will be requested of the employee to replace the card. The privilege to access the offices outside business hours may be revoked by the Executive Director.

2. LEAVE

Apart from leaves of absence which are contractually or otherwise recognized (e.g., vacation, sick leave, bereavement leave, pregnancy leave, parental leave, court leave) there is no right, as such, to paid or unpaid absences from the work place during normal working hours.

A member of the staff who is absent from work for any reason should ensure her/his immediate supervisor is made aware as soon as possible of the reasons for her/his absence and its possible duration.

The *Request for Leave* form must be completed and presented to the Executive Director.

Administration of all leave calculation and entitlement shall be based on the calendar year (January - December).

2.1 Vacation

Entitlement

Vacations should be taken at times consistent with the operating needs of ACEWH with due regard to the personal wishes of the employees concerned. If necessary, priority among employees should be assigned by length of service with ACEWH.

Entitlement for vacation is based on years employment at ACEWH:

1 or more but less than 10 years	4 weeks (20 working days)
10 or more years	5 weeks (25 working days)

Vacation Carryover

Vacation carryover of one week is allowable per calendar year. Staff will not be paid additional compensation in lieu of, or as a substitute for, outstanding earned vacation

2.2 Paid Holidays

ACEWH recognizes the following as paid holidays:

New Year's Day
Good Friday
Easter Monday
Victoria Day
Canada Day
Labour Day
Natal Day
Thanksgiving Day
Remembrance Day
Christmas Eve (one-half day beginning at noon on Christmas Eve Day)
Christmas Day
Boxing Day

In order to provide for an extended break from work between Christmas and the New Year, at least 2 scheduled days off with pay are usually granted in addition to the customary statutory holidays.

Where a day designated as a holiday falls within a period of leave with pay, the holiday shall not count as a day of leave.

2.3 Sick Leave

ACEWH provides for basic sick leave coverage for up to 125 working days at full salary in any 12 consecutive month period. The employee has the right to return to their own job within this time period. Their employment with ACEWH, if they proceed on Long Term Disability, will not be terminated for 24 months. Absence beyond 3 working days due to illness should be supported by medical certification verifying any illness or injury and any resulting inability to work, if requested by the supervisor. Sick leave is to be used only to provide employees with income during periods of their own illness.

2.4 Personal Leave

An employee is entitled to 3 personal leave days per calendar year. These days are to be used for family emergencies, appointments, and personal and community commitments. This leave benefit acknowledges the rapid pace of work and the demands on employees' personal time, and is intended to provide an option for employees to ease the burden of other obligations

Conditions

These days are not to be used in succession with the exception of an urgent situation (permission from the Executive Director is required for 2 or more days to be used in succession).

These days are not to be used in conjunction with vacation.

Prior permission is not required to access a personal day, nor is a rationale necessary.

2.5 Medical/Dental Appointments

Reasonable time off with pay will be granted to cover medical and/or dental appointments that cannot be scheduled outside working hours.

2.6 Bereavement Leave

Staff shall be entitled to:

Five (5) days with pay for immediate family (father, mother, guardian, brother, sister, spouse/common-law partner/same-sex partner, child, father-in-law, mother-in-law, step-child, ward, grandparent, grandchild, and any relative permanently residing in the employee's household or with whom the employee permanently resides), plus 2 days where travel is required to attend the funeral or memorial service.

One (1) day with pay for son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, grandparents of spouse/common-law partner/same sex partner of the employee, plus 2 days where travel is required to attend the funeral or memorial service.

2.7 Pregnancy and Parental Leave

Pregnancy Leave

ACEWH will grant pregnancy leave to an employee in accordance with the provisions of the Labour Standards Code. Pregnancy leave is an unpaid leave for pregnant employees. It can last up to 17 weeks. The employee can start the leave up to 16 weeks before the expected date of delivery. She must also take at least one week after the date of delivery. Employees who have

worked for an employer for at least one year may qualify for this leave.

ACEWH can require that an employee take an unpaid leave of absence if her pregnancy interferes with her work.

Provided the employee has successfully completed their probationary period, ACEWH supplements the pregnancy leave benefits which eligible employees may qualify for under the Employment Insurance Programme. This means that during the first two weeks of pregnancy leave ACEWH will pay 95% of regular salary to the employee. Thereafter, for a period of up to 15 weeks, a benefit of up to 95% of regular salary, less benefits receivable under the Employment Insurance Act, will be paid. No benefit is payable by ACEWH for any period in which the employee is disqualified from benefits under the Employment Insurance programme. This benefit is granted on the condition that the employee returns to continuing employment upon expiry of the leave equal to the number of weeks the employee received the benefit. Failure to return means that ACEWH is entitled to reimbursement of any amounts paid by it under this supplementary benefit. The employee will be required to agree to this in writing before any benefits will be approved.

Parental Leave

The Labour Standards Code also allows parents to take parental leave to care for their newborn or newly adopted children. This unpaid leave is 52 weeks and is available to every parent that qualifies for it. To qualify for the leave an employee must have worked for the employer for at least one year and must have become a parent to the child as a result of its birth or adoption.

To Take Pregnancy or Parental Leave

To take pregnancy or parental leave, an employee must give ACEWH at least 4 weeks notice of both the date on which she will be going on leave and the date she plans to return to work if she plans to return early. If the employee cannot give 4 weeks notice of her leave because the baby is born early, because of a medical condition, or because of an unexpected adoption placement, then she must give as much notice as she can.

An employer can ask for proof of the employee being qualified for pregnancy or parental leave. This can include a certificate from a doctor or adoption worker.

If an employee is taking both pregnancy and parental leaves, she must take them one right after the other and not go back to work between the two leaves. In this case, she can take up to 52 weeks leave.

If an employee is taking parental leave but not pregnancy leave, they can take up to 52 weeks leave in the time after the child is born or arrives in the home. The employee loses this right if they do not take the leave within 12 months after the child arrives. Employees who do not take pregnancy leave but who do take parental leave include natural fathers and adoptive mothers and fathers.

If a newly arrived child must go into hospital for more than one week, the employee can return to work and use the rest of the parental leave after the child comes out of hospital.

The Employee's Rights during Leave

During pregnancy and parental leave, ACEWH must let the employee keep up at her own expense any benefits plan in which she belongs.

When an employee returns from parental leave, they must be accepted back into the same position or a comparable one with no loss of seniority or benefits.

2.8 Adverse Weather Conditions

As per Dalhousie University's Adverse Weather Conditions policy, inclement weather does not generally result in closure of the University and ACEWH employees are expected to be in attendance. If a closure should occur, an announcement to this effect will be broadcast on local radio stations prior to 7:00 a.m. Also, the Dalhousie main web page will carry up-to-date storm closure information as of 6:30 a.m. Should deteriorating weather conditions lead to a decision to close the University during the day, a Notice Digest electronic broadcast will be issued. A public service message will also be telephoned to radio stations in the Halifax area by the Director, Public Relations. A storm closure announcement will also be lodged with the University switchboard staff.

2.9 Court Leave

An employee who is required to serve as a juror or witness will receive full salary for the duration of such services and shall reimburse ACEWH to the extent of any jury duty pay received, less expenses.

2.10 Personal Development Leave

Leave with pay for professional development purposes identified through the performance management process will be granted by the Executive Director.

Where the employee is pursuing a course of study (e.g., at college or university) for personal development purposes, the employee shall be responsible for completing such course of study on her/his own time. Time off with pay may be granted by the Executive Director to allow for examination time that cannot be scheduled outside normal working hours.

2.11 Time Off for Voting

Time off for voting may be granted to employees as follows:

Federal Elections:

The Canada Elections Act provides that employees who qualify as electors in a federal election are entitled to three consecutive hours, while the polls are open, during which to vote. If an employee's hours of employment do not allow for this, she/he must be granted sufficient time off work, with no deduction from salary, to make up the three consecutive hours. Accordingly, an employee whose work day begins three or more hours after the polling stations open, or whose work day ends three or more hours before the polling stations close, or an employee who is not scheduled to work on the day of the election would not be entitled to any time off.

The onus is on the employer to provide this time but the employee may, by agreement, work all or part of this time without infringing this regulation. Any time granted is at the employer's convenience and need only be extended to qualified electors.

The polls are open from 8:30 a.m. to 8:30 p.m. on election day.

Qualified electors are Canadian citizens who have attained the age of eighteen (18) years on or before polling day.

Provincial Elections:

Eligible voters must have three consecutive hours in which to vote while the polls are open. The polls are open from 8:00 a.m. to 7:00 p.m. on election day. Where, because of hours of work, a staff member does not have three consecutive hours, sufficient time off to make up these hours must be

granted. No deduction can be made from pay for any time granted, but ACEWH is entitled to specify which hours are granted.

Municipal Elections:

There is no applicable legislation in Nova Scotia but eligible voters should normally be guaranteed three consecutive hours, at the employer's convenience, in which to vote and this will normally depend upon the hours during which the polls are open.

Request for Leave

Name: _____

Date from: _____

of days in total: _____

Date to: _____

Type of Leave Requested:

Vacation

Sick Leave

Personal Leave

Bereavement

Pregnancy and Parental Leave

Adverse Weather Conditions

Court Leave

Personal Development Leave

Time Off for Voting

Signed: _____
Employee

Date: _____

Signed: _____
Executive Director

Date: _____

**Request to Take Time in Lieu
Authorization Form**

Name: _____

Date: _____

Total Hours: _____

Reason:

Signed: _____ Date: _____

Employee

Approved by: _____ Date: _____

Executive Director

Supplementary Unemployment Benefits Claim

TO: Atlantic Centre of Excellence for Women's Health / Dalhousie University

FROM:

Please refer to the pregnancy and parental leave sections in the Atlantic Centre of Excellence for Women's Health Personnel Manual.

Please check the appropriate box(es)

- I am eligible for **pregnancy leave** and Supplementary Benefits of 17 weeks, and hereby claim such benefits for the period _____ to _____ inclusive.
- I am eligible for **parental leave (following a pregnancy leave)** and Supplementary Benefits for a maximum period of 14 weeks and hereby claim such benefits for the period _____ to _____ inclusive.
- I am eligible for **parental leave only** and Supplementary Benefits for a maximum period of 17 weeks and hereby claim such benefits for the period _____ to _____ inclusive.

In consideration of the foregoing I hereby undertake:

- (a) to return to work following conclusion of my leave, or any authorized extension thereof,
- (b) to remain in the employ of ACEWH for a period of time equal to the number of weeks I received Supplementary Unemployment Benefits.

If these two conditions are not met, I understand and agree that the Employer, at its option, may require me to repay

- (a) the full amount of Supplementary Unemployment Benefits received during the entire period of leave if I do not return to work, OR
- (b) a proportion of such benefits equal to that proportion of the number of weeks which I have not worked.

Claimant's signature

Department Head's signature

Date of Claim

Date of Approval

3. INSURED BENEFITS PROGRAM

Full-time and part-time employees (.5 FTE or greater) who have a contract for 8 months or longer are eligible to be enrolled in the following plans 3.1 - 3.4. If the Benefits Authorization Form is not completed, authorized and returned to Employee Benefits, you will not be enrolled in any of these plans. There is a 60-day window from the date of hire to apply for these benefits (30 days for additional Group Life). The insured benefits package is administered by Dalhousie University Personnel Department. For details on coverage at termination of employment, please see Dalhousie University Personnel Website: <http://www.dal.ca/~personel/benefits/benefits.htm>

3.1 Basic Group Life Insurance

- 3 times the employee's annual salary, up to a maximum of \$300,000
- maximum benefit reduces by \$20,000 each year at age 61 to 65
- can be converted to a similar plan (with the insurer) without the requirement for medical history within 31 days of termination before age 65
- premiums are 100% paid by the employer

3.2 Survivor Income Benefit

- 25% of the employee's monthly salary to a maximum of \$1,389 payable to surviving spouse commencing the 25th month following death of employee until the earlier of the spouse reaching age 65 or remarriage
- 5% of the employee's monthly income to a maximum of \$278 per month per child to a maximum of 3 dependent children until they reach age 25 (if full time student of an accredited post-secondary educational institution)
- premiums are paid 50% by the employer and 50% by the employee

3.3 Basic Group Accidental Death and Dismemberment Insurance

- 3 times the employee's annual salary, up to a maximum of \$300,000
- maximum benefit reduces by \$20,000 each year at age 61 to 65
- beneficiary designated for basic group life insurance is same beneficiary for the basic AD&D
- payment of claim is only if employee's death is due to an accident or where the accident does not result in death to the employee payment to the employee for specific losses (i.e., loss of a leg, arm, etc.)
- premiums are 100% paid by the employer

3.4 Long Term Disability Insurance

- non-taxable benefit of 60% of the monthly gross salary of the employee to a monthly maximum of \$3,500
- customary pension plan employee contributions also contributed by insurer to the pension plan
- employee must have been ill for an accumulated duration of 3 months (90 days) to be eligible for the benefit
- premiums are 100% paid by the employee
- benefit amount is reduced by income from all sources, including CPP disability benefits

Note: Items 1 through 4 must be chosen as a group (Item 2 on the Benefits Authorization form).

3.5 Dalhousie University Staff Pension Plan

- **employee's contract must be a minimum of 12 months to qualify for the pension benefits**
- employee contributes 4.65% of the first \$5,000 of annual salary, plus 6.15% of salary in excess of \$5,000
- pension is determined by the plan formula (2% multiplied by the average of the best 3 years salary multiplied by the number of years of full time membership in the plan)

- normal retirement date is July 1 immediately following the employee's 65th birthday
- pension benefits prior to age 65 may be actuarially reduced
- approved Benefits Authorization Form (item 1) is required

3.6 Occupational Accident Medical Insurance

- covers all staff members
- pays for medical expenses incurred as a result of injury due to an accident sustained while on the premises of Dalhousie University and while performing their duties or during the course of any trip made by employees on the business of ACEWH
- maximum benefit payable is up to \$5,000 as a result of any one accident
- claim costs 100% paid by the employer

3.7 Voluntary Major Medical Insurance

The employee must have coverage under Nova Scotia MSI or another provincial health plan to qualify for Dalhousie's Blue Cross supplementary health benefits. Those employees who hold a valid work permit/visa may apply for Dalhousie's health plan only after receiving a Nova Scotia MSI card. There is a 30-day period in which to do so with no medical questionnaire. Coverage is valid only in Nova Scotia.

Benefits under the plan include:

- hospital care in a semi-private room (100% coverage)
- extended health benefits, including hospital private room, physiotherapists, etc., (80% coverage)
- prescription drug benefit (Health Wise Program, list of eligible drugs requiring special authorization provided directly to pharmacies) – insurer pays for cost of the drug and employee pays a co-pay equivalent to the dispensing fee of the pharmacy
- A group travel plan providing benefits for medical expenses resulting from an accident or unexpected illness while travelling outside the Province of Nova Scotia

Two types of plans depending on the preferred method of payment:

- Reimbursement Plan – the participant pays for the prescription drug plus the pharmacy's dispensing fee, and claims a reimbursement from the insurer minus the dispensing fee
- Pay Direct Plan – pharmacy bills the insurer directly for the cost of the drug and charges the participant the cost of the dispensing fee.

The employer pays the equivalent of 60% of the reimbursement plan premiums for both the Reimbursement and Pay Direct Plans.

The employee must apply within 60 days of commencement of employment or shall be considered late entrant in which case she/he must provide evidence of medical insurability to receive coverage.

An approved Benefits Authorization Form (Item 4) must accompany the Blue Cross Application Form.

3.8 Voluntary Dental Insurance

Coverage under a provincial medical plan is **not** required for dental insurance.

Coverage:

- basic services (cleaning and prophylaxis, fluoride treatments, x-rays, fillings, extractions) (100% reimbursement, no deductible)

- additional basic services – root canals and treatment for gum disease (90% reimbursement)
- major restorative treatments including the provision of crowns, bridges, full and partial dentures, retainers (70% reimbursement to a maximum of \$1,000 per calendar year per person)

The employee must apply within 60 days of commencement of employment or will be considered late entrant in which case the benefit will be restricted to basic treatment only to a maximum of \$50 per late entrant during the first year or 12 months after effective date of coverage.

The premiums are paid 50% by the employer, 50% by the employee.

An approved Benefits Authorization Form (Item 3) must accompany the Blue Cross Application Form.

3.9 Additional Life Insurance Benefits (available only if employee is covered for life insurance under Basic Benefits)

Voluntary Group Term Life Insurance

Additional optional group term life insurance, over and above the basic group life insurance coverage, in \$10,000 increments up to a maximum of \$200,000.

Monthly premiums are 100% paid by the employee, and based on age, amount of coverage and whether the applicant is a smoker or non-smoker.

Available also for spouses and dependent children (not over the age of 25).

Conversion of coverage into a similar plan, without the requirement for medical history, is available within 31 days of termination.

Voluntary Group Accidental Death and Dismemberment Insurance

Additional optional group accidental death and dismemberment insurance, over and above the basic accidental death and dismemberment insurance coverage, in \$10,000 increments, up to a maximum of \$300,000.

Coverage can be a 'single' or 'family' plan (which covers the spouse automatically for 50% of the member's coverage and 10% for each dependent child to a maximum of four).

Premiums are 100% paid by the employee.

3.10 Group Home and Auto Insurance

This sponsored plan is optional either through payroll deduction or direct payment, and offers a range of home and automobile insurance coverages. Premiums are paid wholly by the employee.

4. PERSONNEL RECORDS

Upon request and provided 24 hours notice has been given, an employee may view their personal file as maintained by ACEWH and/or Dalhousie Personnel Services. The file will contain only information that is relevant to meet various legal requirements and to assure efficient personnel administration. The file will be managed so as to ensure accuracy and protect employee privacy. The file may include, where applicable, appointment information, application, résumé, correspondence, appraisals, disciplinary documents, which are on the employee's record, but shall not include confidential references recorded or obtained during employment processes.

In order for ACEWH's records to be useful, it is essential that personal information be kept up to date. The Administrative Coordinator must be advised of any changes such as additional dependents, changes in marital status, home address, telephone number, etc.

Subject to any legal requirement to provide information, employee information will be held in confidence and will only be used for internal administration purposes of ACEWH. In the event of information queries from outside sources, appointment and length of employment with ACEWH will be confirmed. The provision of any additional information to a specified source will require written authorization from the member.

Personnel records will be retained for 5 years beyond an employee's separation date.

5. DISPUTE RESOLUTION AND GRIEVANCE PROCEDURE

It is essential that all grievances be raised and processed openly, considered on their merits without prejudice to the grievors, and resolved as quickly as reasonably possible.

Disputes/grievances among employees are first to be brought to the attention of the affected party. Unresolved problems may then be brought to the Executive Director. If an issue cannot be resolved at this level, it may be brought to the Dean of Faculty of Health Professions.

6. PROBATIONARY PERIOD

Upon employment, ACEWH employees are subject to an initial probationary period of six months continuous employment, excluding any approved absence.

The purpose of the initial probationary period is to ensure that members have the necessary ability, skill, and interest to perform in the position to which they have been appointed, and to correct any placement errors. It also affords the member an opportunity to assess ACEWH and the position. It is a time when the member should feel free to discuss their progress and performance with their immediate supervisor.

This probationary period may be extended by mutual consent however, ACEWH reserves the right to terminate employment at any time during the probationary period. In the event that employment is terminated, four weeks notice will be given, other than when dismissal is for cause.

A letter confirming the completion of the probationary period will be given to the employee.

7. EMPLOYEE PERFORMANCE REVIEW

Employee performance reviews will be conducted annually between May and July with the Executive Director. An employee may request more than one evaluation per year. The evaluation will be retained in the employee's personnel file.