

*Policy No. & Title:* **P206: TERMS AND CONDITIONS OF NON-UNIONIZED EMPLOYEES**

*Effective:* 2019-12-03

*Next Review:* 2024-12-03

*Policy Sponsor:* Chief Human Resources Officer

*Approvals:* 2005-11-15/AC-05-03; 2010-11-24/SLC-10-10; 2011-04-27/SLC-10-18;  
2013-08-27/SLC-12-17; 2015-05-27

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## 1. PURPOSE

The purpose of this policy is to establish a foundation for determining compensation, benefits and other terms and conditions of employment that are not covered by a collective agreement or the Terms and Conditions of Employment for Administrative Staff (referred hereinafter as “non-full-time” employment). It also establishes an appeal mechanism concerning these matters.

## 2. POLICY

The Policy Sponsor develops and implements a system of terms and conditions of employment for each type of non-full-time employment, that is fair, consistent, affordable, and that achieves the purpose of this policy and aligns with its context.

## 3. REFERENCES

Board of Governor’s Policy:

[D65: Compensation and Terms and Conditions of Employment for All Non-unionized Staff](#)

College Policy:

[P205: Compensation for Administrative Employees](#)

Other:

Academic Employees Collective Agreement, Appendix V

Support Staff Collective Agreement, Appendix G

Part Time Support Staff Collective Agreement

Employment Standards Act

## 4. ADDENDA

Procedure A: TERMS AND CONDITIONS OF NON-FULL-TIME ACADEMIC EMPLOYMENT

Procedure B: TERMS AND CONDITIONS OF NON-FULL-TIME ADMINISTRATIVE EMPLOYMENT

Procedure C: TERMS AND CONDITIONS OF NON-FULL-TIME CO-OPERATIVE STUDENT EMPLOYMENT

Procedure D: RIGHTS AND APPEALS

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*Policy No. & Title:* P206: TERMS AND CONDITIONS OF NON-UNIONIZED EMPLOYEES

*Addendum:* **Procedure A: TERMS AND CONDITIONS OF NON-FULL-TIME  
ACADEMIC EMPLOYMENT**

*Issued by:* Chief Human Resources Officer

*Effective:* 2019-12-03

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## 1. PURPOSE

The purpose of this document is to establish the various terms and conditions of employment that apply to non-full-time academic positions.

## 2. DEFINITIONS

*Full-time Sessional Teacher:* A person employed in a non-full-time teaching position, assigned more than 12 teaching contact hours per week. Employment may be for up to 12 months of continuous or non-continuous accumulated employment in a 24 calendar month period.

*Part-time Teacher:* A person employed in a non-full-time teaching position that is assigned up to six (6) teaching contact hours per week for a fixed term which may be renewed.

*Full-time Sessional Counsellor or Librarian:* A person employed as a non-full-time counsellor or librarian for more than 21 hours per week and up to 35 hours per week. Employment may be for up to 12 months of continuous or non-continuous accumulated employment in a 24 calendar month period.

*Part-time Counsellor or Librarian:* A person employed as a non-full-time counsellor or librarian, for up to 21 hours per week, for a fixed term subject to renewal.

## 3. SCOPE

This procedure applies to part-time and sessional teacher, counsellor and librarian positions.

## 4. NON-FULL-TIME ACADEMIC EMPLOYMENT

### 4.1. Compensation and Benefits

Pay is an hourly rate determined by teacher category. Rates are posted on the recruitment portal page.

The hiring manager determines teacher category.

Categories include post-secondary, credit, continuing education, and non credit.

#### 4.2. Other Terms and Conditions

The following terms and conditions are included in the hiring letter for all non-full-time academic positions:

- Description of duties;
- Start date and end date of contract, ending with no further notice;
- Employment contingent upon timely receipt of credential documentation;
- Two weeks written notice required for resignation or termination;
- Requirement for review and compliance with College policies and procedures as published on the employee portal;
- Paid by direct bank deposit (either monthly or bi-weekly);
- Required health and safety training; and
- Other concurrent College work subject to approval of managers.

In addition, hiring letters for part-time and sessional teacher positions include the following:

- Course designator and title, number of sections, number of teaching contact hours per week per course section; or
- In the case of clinical instruction and field supervision, the number of students and teaching contact hours per week; and
- Ancillary duties covered in the hourly rate including, but not limited to, class preparation, assignment/exam grading and invigilation, student communication and meeting attendances outside of classroom hours.

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*Policy No. & Title:* P206: TERMS AND CONDITIONS OF NON-UNIONIZED EMPLOYEES

*Addendum:* **Procedure B: TERMS AND CONDITIONS OF NON-FULL-TIME ADMINISTRATIVE EMPLOYMENT**

*Issued by:* Chief Human Resources Officer

*Effective:* 2019-12-03

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## 1. PURPOSE

The purpose of this document is to establish the various terms and conditions of employment that apply to non-full-time administrative positions.

## 2. DEFINITIONS

*Full-time Temporary Administrative Employee:* A person employed in an administrative position, for 30 or more hours per week, for a fixed term up to one year subject to renewal.

*Part-time Administrative Employee:* A person employed in an administrative position, for fewer than 30 hours per week, for a fixed term subject to renewal.

## 3. SCOPE

This procedure applies to non-full-time administrative employment. It does not cover Full-time Temporary Administrative employees on secondment from a bargaining unit or full-time employees on a temporary professional development assignment.

## 4. NON-FULL-TIME ADMINISTRATIVE EMPLOYMENT

### 4.1. Full-time Temporary Administrative Employee

The salary is established in accordance with College policy P205: Full-Time Administrative Compensation and is rated at the point band for the position with a base salary range identified in addition to the specific starting base salary. Pay is based on an hourly rate determined by the annual starting base salary divided by 1950 (which represents the total full-time working hours on a per annum basis). The employee also receives vacation pay in accordance to the Employment Standards Act.

### 4.2. Part-time Administrative Employee

The annual starting base salary is established in consultation with Human Resources based on the rated point band for the position.

Pay for this employee is based on an hourly rate determined by dividing the annual starting base salary for the rated point band of the position by 1,950 (which represents the total full-time working hours on a per annum basis). The employee also receives vacation pay in accordance to the Employment Standards Act. The number of hours of work per week is specified.

#### 4.3. Economic Adjustments

Economic adjustments as determined by the President are awarded to full-time temporary administrative employees and part-time administrative employees actively on payroll the effective date of the economic adjustment. Awarding of an economic adjustment is subject to successful completion of objectives set at the beginning of the assignment.

#### 4.4. Continuation of Employment

Continuation of employment beyond one year requires approval from the applicable Vice-President following consultation with the Chief Human Resources Officer.

#### 4.5. Other Terms and Conditions

The following terms and conditions are included in the hiring letter for all non-full-time administrative positions:

- Start date and end date of contract; ending without further notice;
- Two weeks written notice required for resignation or termination;
- Requirement for review and compliance with College policies and procedures as published on the employee portal;
- Description of duties;
- Salary payment to be semi-monthly by direct bank deposit;
- Required health and safety training; and
- Other concurrent College work subject to approval of managers.

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*Policy No. & Title:* P206: TERMS AND CONDITIONS OF NON-UNIONIZED EMPLOYEES

*Addendum:* **Procedure C: TERMS AND CONDITIONS OF NON-FULL-TIME  
CO-OPERATIVE STUDENT EMPLOYMENT**

*Issued by:* Chief Human Resources Officer

*Effective:* 2019-12-03

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## 1. PURPOSE

The purpose of this document is to establish the various terms and conditions of employment that apply to non-full-time co-operative student positions.

## 2. DEFINITIONS

*Co-operative Education Student:* A student employed under the terms of a co-operative educational program, where the employee is not required to perform at the normal working level specified for a given class definition.

## 3. SCOPE

This procedure applies to non-full-time employment of co-operative students. It does not cover students employed under the Part Time Support Collective Agreement or Summer Student Workers under Appendix G of the Support Staff Collective Agreement.

## 4. NON-FULL-TIME CO-OPERATIVE STUDENT EMPLOYMENT

### 4.1. Compensation and Benefits

Pay for co-operative student employees is based on an hourly rate. The College establishes the hourly rates applicable to these co-operative student employees. The employee also receives vacation pay in accordance to the Employment Standards Act.

### 4.2. Other Terms and Conditions

The following terms and conditions are included in the hiring letter for all non-full-time co-operative student positions:

- Start date and end date of contract; ending without further notice;
- Two weeks written notice required for resignation or termination;
- Requirement for review and compliance with College policies and procedures as published on the employee portal;
- Description of duties;
- Paid bi-weekly by direct bank deposit;
- Required Health and safety training; and
- Other concurrent college work subject to approval of managers.

*Policy No. & Title:* P206: TERMS AND CONDITIONS OF NON-UNIONIZED EMPLOYEES

*Addendum:* **Procedure D: RIGHTS AND APPEALS**

*Issued by:* Chief Human Resources Officer

*Effective:* 2019-12-03

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### 1. PURPOSE

The purpose of this document is to state the right to know and to establish an appeal mechanism for employees covered by this policy.

### 2. RIGHT TO KNOW

Employees have a right to know the details of their compensation, benefits, terms and conditions of employment, and the appeal process. A copy of this policy is provided to each employee on initial hire.

### 3. APPEAL PROCESS

A non-full-time employee who disagrees with a term or condition of employment, and who is unsuccessful in attempts to resolve the matter with the hiring manager, may appeal the matter to Human Resources. The appeal is in writing and submitted to the Chief Human Resources Officer, Human Resources, with a copy to the hiring manager, at the earliest opportunity but no later than 2 working days after the matter is identified.

The appeal specifies the hiring manager, the department, the issue, the efforts taken to resolve the matter and a proposed resolution with supporting rationale. Upon receipt of the appeal, the Chief Human Resources Officer (or designate) conducts a review of the issue and decides the matter within 5 working days. The Chief Human Resources Offices sends a written decision to the appellant and the hiring manager. Such decision is final and binding.

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