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*Atlantic Centre of
Excellence for Women's
Health*

Personnel Manual

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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). Due to the location on the Dalhousie campus and 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 partial 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 Work Overtime 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 normally the 27th day of each month, unless this coincides with a holiday or weekend, in which case cheques are issued or deposited on the last working day preceding the 27th of the month. Pay cheques are issued early 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 asked to share with other employees.

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.

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. Anything in excess must have the permission of the Executive Director. 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 (in lieu of Munro Day as the APSEA Building is closed on
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. The employee is required to notify the Executive Director at least 24 hours in advance that a personal day is to be used. The Executive Director does have the right to deny access if office coverage or work productivity would be negatively affected.

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, 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 of the employee, plus 2 days where travel is required to attend the funeral or memorial service.

2.7 Pregnancy and Parental Leave (as per Nova Scotia's Labour Standards Code)

Pregnancy Leave

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.

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, he 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 he doesn't 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. ACEWH must give 10 days written notice before her option to keep up her benefits is no longer in effect.

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

2.8 Adverse Weather Conditions

Inclement weather does not generally result in closure of the University and employees are expected to be in attendance. If on an exceptional basis closure should occur, an announcement to this effect will be broadcast on local radio stations in the Halifax area 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 cancel classes/examinations or 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: _____ Date: _____
Executive Director

*Request to Work Overtime
Authorization Form*

Name: _____

Date: _____

Total Hours: _____

Reason:

Signed: _____ Date: _____
Employee

Approved by: _____ Date: _____
Executive Director

3. INSURED BENEFITS PROGRAM

All regular full-time and part-time employees (.50 FTE or greater) are eligible to be enrolled in the following plans. 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.