

GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION

HUMAN RESOURCES POLICY

1. Status

The Grant MacEwan University Faculty Association (GMUFA) has developed this Human Resources Policy to promote a positive employment relationship with its employees. This policy introduces the employee to the GMUFA workplace and provides information regarding conditions of employment.

The letter of appointment, the policies and procedures of the GMUFA define the employment terms and conditions of the GMUFA staff. The Collective Agreement in place between the University and the Faculty Association does not inform the employment relationship between the GMUFA and GMUFA employees as the employees of the Faculty Association are not employees of MacEwan University.

2. Letter of Appointment

The Faculty Association will provide employees with a letter of appointment including policies regarding employment with the GMUFA. An employee may be subject to a probationary period and if so it will be stated in the Letter of Appointment. The new staff member shall sign the Letter of Appointment which will be the employment contract. Position responsibilities will be attached to the Letter of Appointment. The Letter of Appointment will include the employee's rate of remuneration, benefits if eligible, hours of work, vacation time allotted and other compensation information. Every employee will receive an orientation when commencing a new position with the GMUFA.

3. Confidentiality

The GMUFA business involves confidential information. All employees at all times must adhere to the strictest of confidentiality during and after the end of the employment relationship. Employees are not permitted to disclose or distribute information with GMUFA members, University employees, external individuals or entities if not in the commission of GMUFA business or in the discharge of their duties.

4. Performance Evaluation

Every GMUFA's employee's performance will be reviewed annually by the Executive Director. The employee may submit information and material relevant to the performance review. The performance review is designed to support the employee and ensure the employee is successfully fulfilling their responsibilities. The review may identify areas the GMUFA or the employee wishes to improve in proficiency and competency. The GMUFA will support the employee with their goals as it relates to the needs of the GMUFA and the employee's responsibilities.

5. Legislation

The GMUFA adheres to the provincial and federal legislation applicable to the association including the Alberta Human Rights Act, Alberta Employment Standards Code, Alberta Occupational Health and Safety Act, the Personal Information Protection Act and Income Tax Act. Employees are expected to also adhere to this legislation where applicable.

6. Conflict of Interest

No employee of the Faculty Association will engage in any activity that creates a conflict of interest. All GMUFA employees have an obligation to report and discuss any potential conflict. A conflict of interest exists when an employee has a personal interest or incurs an obligation in a business transaction or professional activity which is in conflict with the proper discharge of their duties and responsibilities, or otherwise affects the integrity and confidence of the Faculty Association. The acceptance of gifts from anyone doing business with, or soliciting business from, the Faculty Association is not permitted. The only exceptions are occasional non-monetary minor gifts and token courtesies with a value under \$75 which do not place, nor appear to place, the recipient under any obligation.

7. Conflict and Resolution

Employees are encouraged to seek resolution of workplace issues by addressing the issue with the individual responsible. In the regular course of business conflict may arise and may be resolved through communication with focus on issues and facts. The Executive Director may be approached to help resolve an issue or redirect a situation. Conflict resulting from behavior contravening legislation must be reported to the Executive Director and the President of the Association and any other authority as necessary by law. The employee will follow the appropriate steps as outlined in the legislation that applies.

8. Review

This policy will be reviewed by the Board of Directors of the Association every two (2) years or as necessary.

Effective: September 2017

Related Documents: Human Resources Procedures