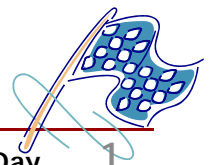




# GRANTING EMPLOYMENT

## THE LIFE-CYCLE OF TRUST/RESEARCH ACADEMIC AND NASA PART B TRUST





# Life-cycle of an Academic TRAS Appointment

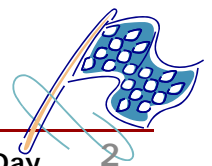
## Trust/Research Academic Staff Agreement

<http://www.hrs.ualberta.ca/en/MyEmployment/~media/hrs/MyEmployment/Agreements/Academic/TrustResearch.pdf>

Research Associate (Research Academic)

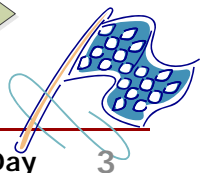
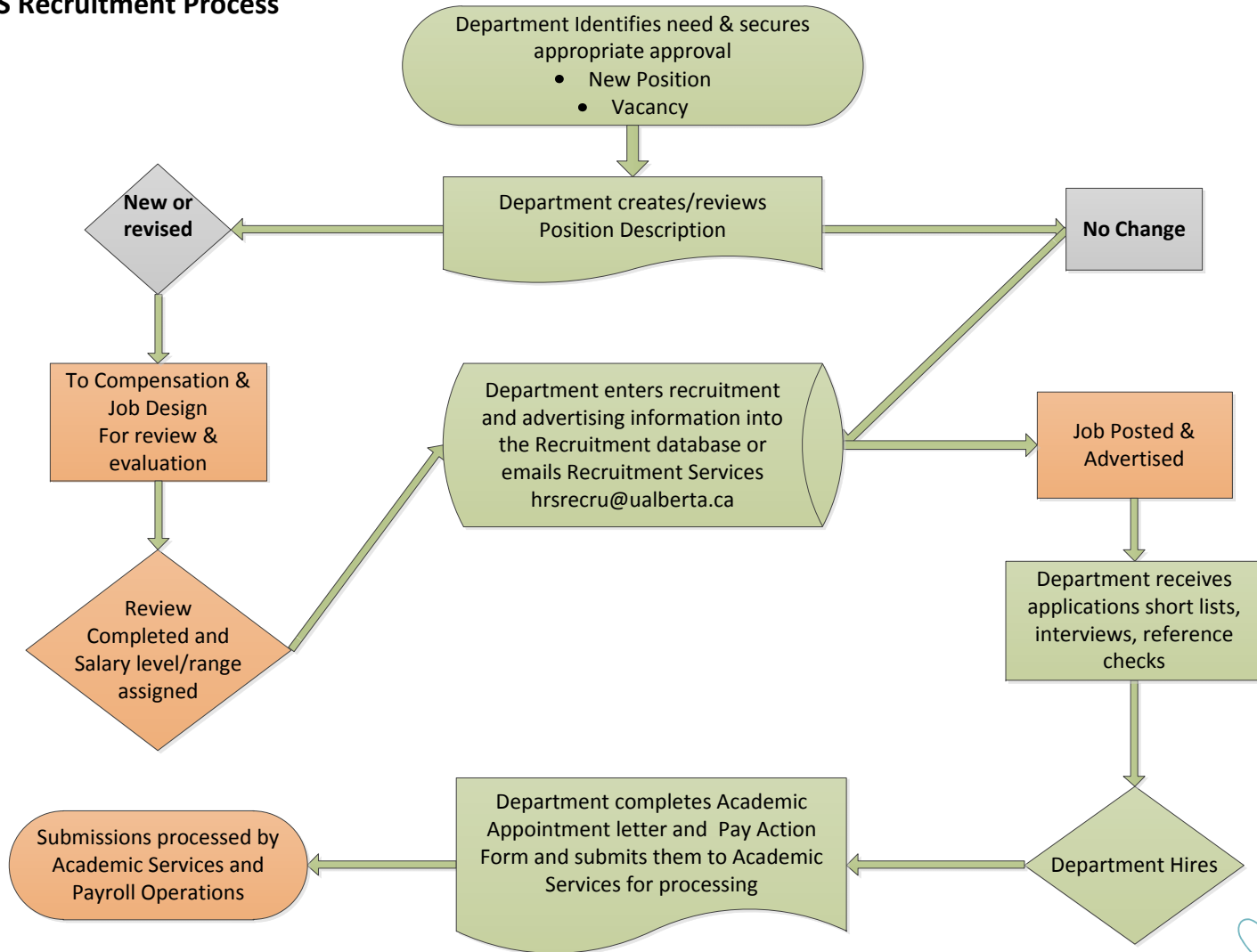
Trust Professional (Research Academic)

Trust Administrator



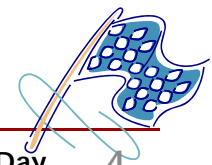
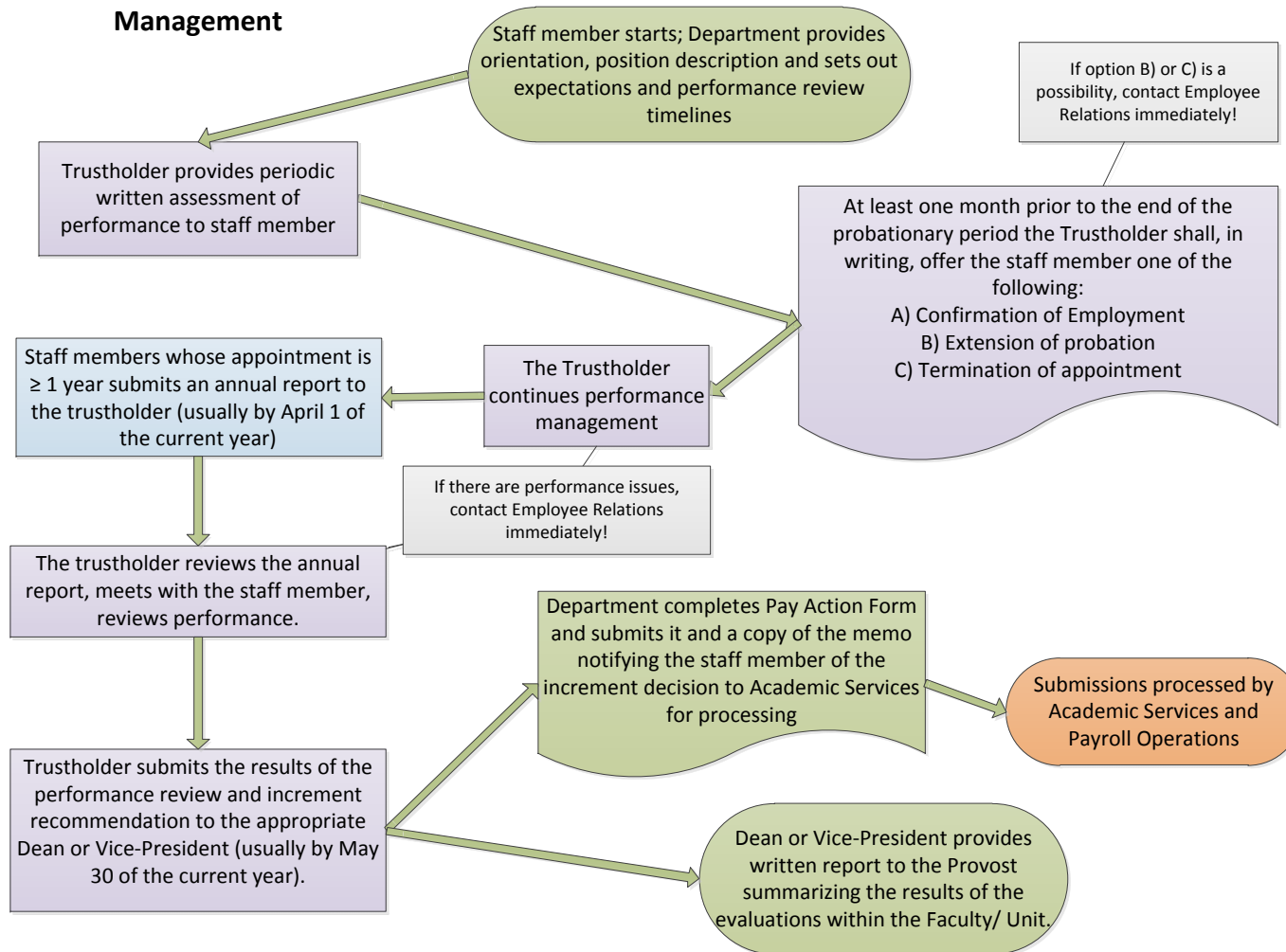
# ACADEMIC RECRUITMENT PROCESS

## TRAS Recruitment Process



# ACADEMIC PROBATION & PERFORMANCE MANAGEMENT

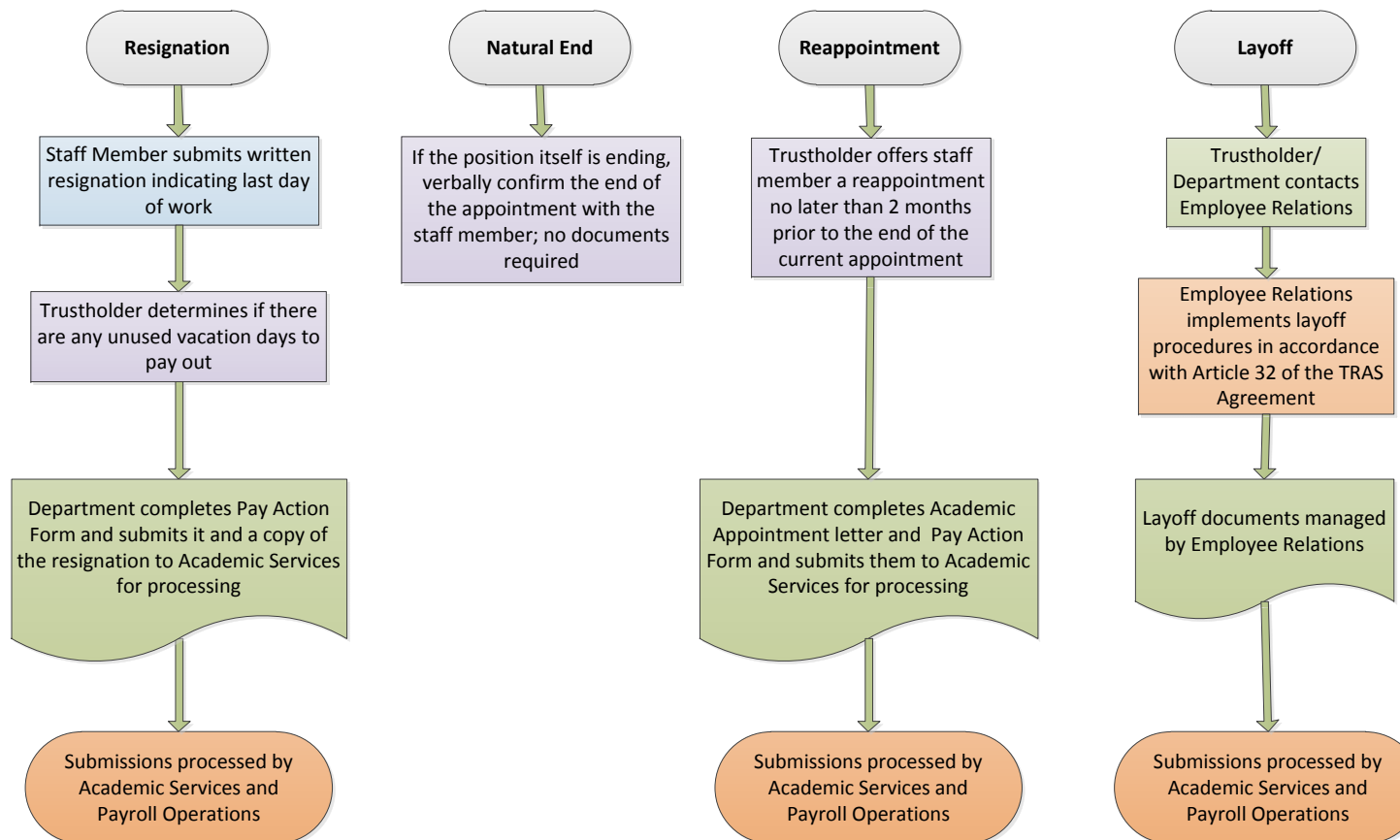
## TRAS Probation and Performance Management



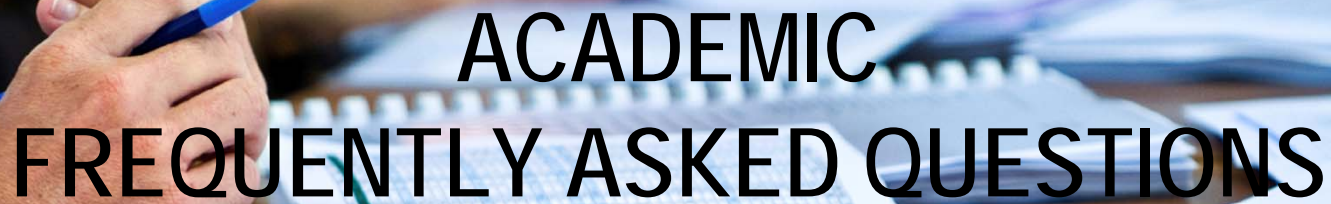
# ACADEMIC CONCLUSION OF AN APPOINTMENT

## TRAS Conclusion of an Appointment

An appointment concludes by:







# ACADEMIC FREQUENTLY ASKED QUESTIONS

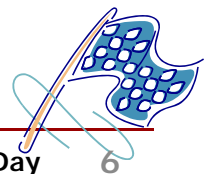
---


## **Who needs to sign the appointment (contract) letter?**

There are two signers, the Principal Investigator (Trustholder) and the appointing officer (Chair/Dean/Director).

## **What length of an appointment should I offer?**

That depends on the operational needs for the position, but the length of the appointment must not exceed the length of confirmed funding. If additional funds are secured prior to the end of the appointment, you can then reappoint.





# ACADEMIC FREQUENTLY ASKED QUESTIONS

---

Can I waive the probationary period?

New appointments of more than one year **MUST** have a probationary period of 6 to 12 months or a request must be made to have the probationary period waived (contact Academic Services if you would like to request a waiver). A new appointment cannot be given a probationary period for the full length of the contract.





# ACADEMIC FREQUENTLY ASKED QUESTIONS

---

**Can I add special conditions to the contract letter?**

Any conditions that are outside of the terms of the TRAS Agreement must be approved through Academic Services/Employee Relations before an offer is made.

**Can I offer whatever salary I think is suitable?**

Compensation and Job Design evaluate the positions and assign a salary range based on duties and responsibilities. Your offer must be within that range.







## ACADEMIC FREQUENTLY ASKED QUESTIONS

---

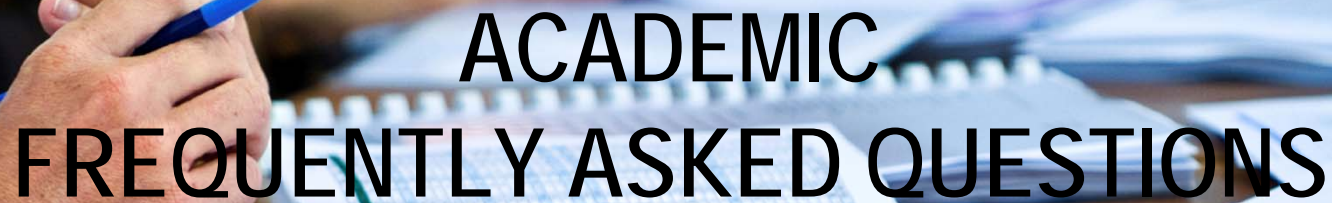
**What if I want to hire/reappoint a Foreign National?**

Contact one of the Immigration Officers in Academic Services before proceeding.

**What if I always give an appointment that's less than 8 months, does that mean the staff member will never be eligible for benefits?**

Once a full time employee is given an appointment that will bring them up to 8 consecutive months, they will be eligible for benefits effective from the start of the latest appointment.





## ACADEMIC FREQUENTLY ASKED QUESTIONS

---

**Will the staff member lose their benefits if a reappointment is less than 8 months or a year?**

As long as there is no break in service and the position remains the same over time, the staff member will remain eligible for benefits regardless of the length of the reappointment.

**Are periodic performance reviews required?**

Yes, it is part of your responsibilities as a supervisor to conduct periodic performance reviews with your staff. It is also in your best interest as it can serve to keep your project on track and is essential should you need to enter into a formal performance management process.





# ACADEMIC FREQUENTLY ASKED QUESTIONS

---

**When can I give an increment mid-year?**

Increments must be awarded once a year on July 1 (or their anniversary date).

**When can I make changes to a staff member's appointment?**

There will be a change in FTE, base salary, Trustholder, or any significant changes in position duties, contact Employee Relations. If in doubt, contact Employee Relations.

**When do I need to re-evaluate a position?**

The position has undergone significant changes or has not been re-evaluated for an extended period (5+ years).





## ACADEMIC FREQUENTLY ASKED QUESTIONS

---

**What happens if a staff member does not take vacation?**

Every effort must be made to allow staff members to take their allotted vacation days. If the staff member has the opportunity and does not take vacation days, the unused days will not carry over to the next academic year without the advance written approval of the appointing officer. If vacation is approved for carry-over, the Trustholder may find himself/herself with a large liability at the end of the staff member's appointment.

The academic year is July 1 to June 30.





# ACADEMIC FREQUENTLY ASKED QUESTIONS

**Are there resources available to me?**

There are tip sheets under the “Trust/Research Academic Staff (TRAS)” heading on the [hrs.ualberta.ca](http://hrs.ualberta.ca) website under Hiring and Managing > Staff Agreement Administration:

[/www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/AcademicAgreementResources.aspx](http://www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/AcademicAgreementResources.aspx)

You can also contact Academic Services or your HRC in Employee Relations with any questions.

**When in doubt?**

Contact Academic Services or Employee Relations before acting. We are here to help.





# ACADEMIC RESOURCES

FOR INFORMATION ON TERMS AND CONDITIONS  
OF ACADEMIC EMPLOYMENT, CONTACT ACADEMIC  
SERVICES

FOR EMPLOYEE RELATIONS ISSUES, CONTACT YOUR  
HUMAN RESOURCE CONSULTANT (HRC) IN  
EMPLOYEE RELATIONS

**All contacts can be found on the HR website**

**“Contact Us” page at:**

**<http://www.hrs.ualberta.ca/About/Contact.aspx>**







# Life-cycle of a NASA Trust Appointment

## Common Provisions

<http://www.hrs.ualberta.ca/MyEmployment/~media/hr/MyEmployment/Agreements/Support/Common.pdf>

## Part B – Trust

[http://www.hrs.ualberta.ca/MyEmployment/~media/hr/MyEmployment/Agreements/Support/Part\\_B\\_Trust.pdf](http://www.hrs.ualberta.ca/MyEmployment/~media/hr/MyEmployment/Agreements/Support/Part_B_Trust.pdf)

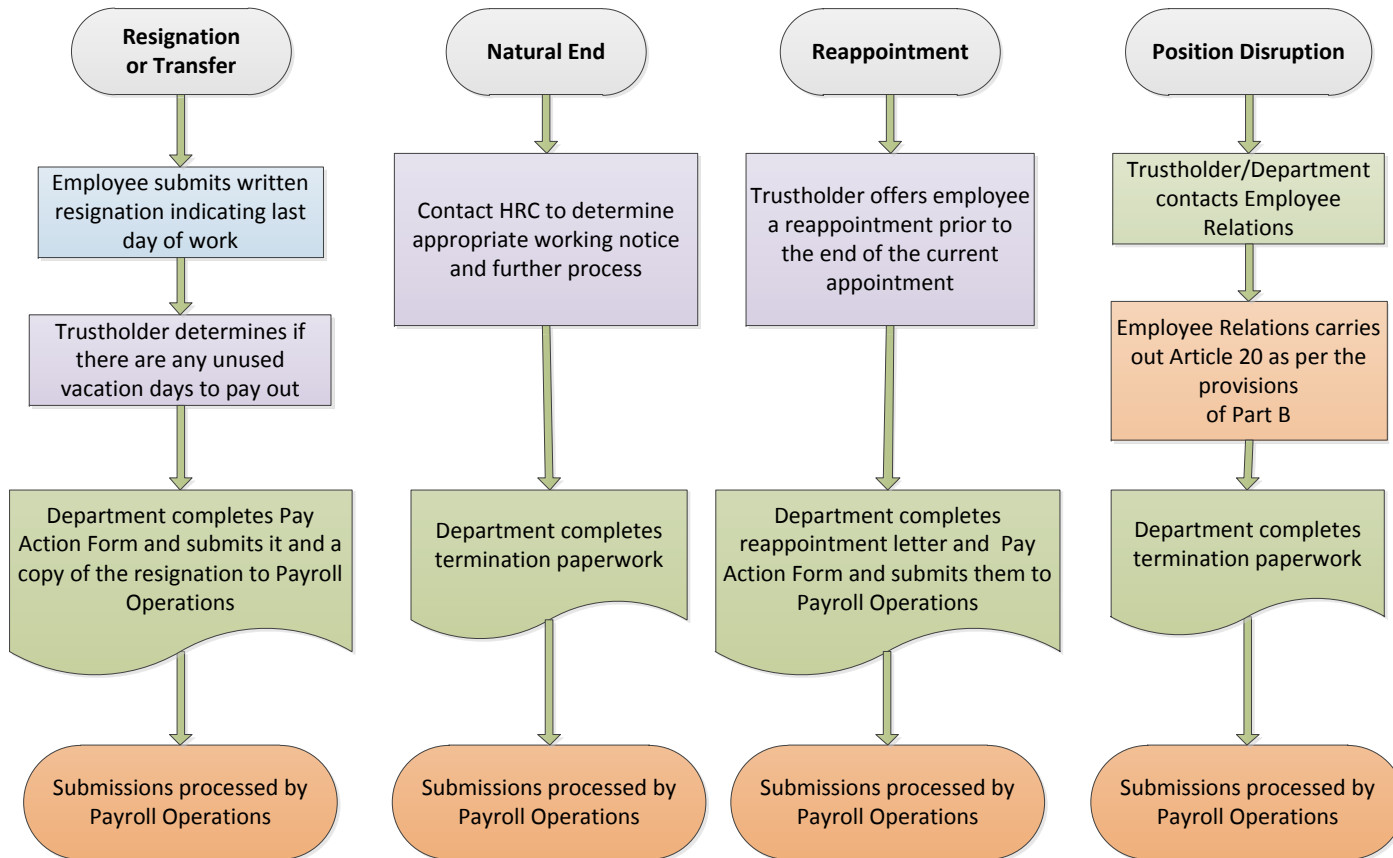




# NASA CONCLUSION OF AN APPOINTMENT

## NASA Conclusion of an Appointment

An appointment concludes by:





# NASA FREQUENTLY ASKED QUESTIONS

---

**What length of an appointment should I offer?**

It depends on the length of funding received. The length of the appointment should not exceed the length of confirmed funding.

**B – Article 2 Employee Types and Application**

**Casual – less than a year (benefits may apply)**

- ◆ Students, Casual Level 1, Level 2, Auxiliary hourly

**Auxiliary Monthly – a year plus a day up to 4 years (must be evaluated, advertised\* and benefits apply)**

**Regular – 4 years plus a day or beyond (not considered to have an end date) (must be evaluated, advertised\* and benefits apply)**





# NASA FREQUENTLY ASKED QUESTIONS

---

## When do I need to evaluate a position?

A position is new and greater than 12 months in duration, the previous evaluation is greater than 5 years old, or if there are significant changes in position duties.

**TIP SHEET:**

<http://www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/~media/hrs/HiringManaging/SupportTipSheets/Common/Articles15-16.pdf>

## When do I have to post the position?

Support staff vacancies for positions greater than 12 months duration must be posted on the U of A Careers website for a minimum of five business days.

**TIP SHEET:**

[http://www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/~media/hrs/HiringManaging/SupportTipSheets/Trust/Article16\\_Trust\\_PartB\\_Postings.pdf](http://www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/~media/hrs/HiringManaging/SupportTipSheets/Trust/Article16_Trust_PartB_Postings.pdf)







# NASA FREQUENTLY ASKED QUESTIONS

---

## **I offer whatever salary I think is suitable?**

Compensation and Job Design evaluates the position and assigns a grade based on duties and responsibilities. Your offer must be within that grade and may depend upon the status of the candidate.

### **B – ARTICLE 16 Postings, Promotions, Transfers & Responsibility Pay**

**Promotion:** The new base pay will be no less than one full increment above their current salary - annual appraisal date changes to date of promotion. If the employee is within 3 months of his/her next increment at date of promotion, s/he will be granted an additional increment.

**Transfer:** Normally no change to the review period or current rate of pay. If placed at a higher step - annual appraisal date changes to transfer date.

**Voluntary Demotion:** The new base may be anywhere on the current scale.

**SEE:**

[www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/~/\\_media/hrs/HiringManagement/SupportTipSheets/Trust/Articles16-21\\_PartB\\_CP8\\_Pay.pdf](http://www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/~/_media/hrs/HiringManagement/SupportTipSheets/Trust/Articles16-21_PartB_CP8_Pay.pdf)







# NASA FREQUENTLY ASKED QUESTIONS

---

## I need to do performance reviews?

, it is part of your responsibilities as a supervisor. The first review you will encounter is the Trial/Probationary review forms. They should be completed and returned to Payroll Operations in a timely fashion.

## ART B – ARTICLE 3 – Probation & Trial Periods

If a current UofA employee has completed a prior probationary period, they will complete a 3 month Trial.

- ♦ A trial may be extended up to 3 additional months.

HEET:

<http://www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/~media/HiringManaging/SupportTipSheets/Trust/Article3PartBTrialPeriod.pdf>





# NASA FREQUENTLY ASKED QUESTIONS

---

Probationary periods are:

6 months for positions Grade 1 to 10.

- ◆ Probation may be extended up to 6 additional months.

12 months for positions Grade 11 to 15.

- ◆ Probation may be extended up to 3 additional months.

*Reason for the extension must be outlined in writing to the employee, the Union, & Employee Relations.*

[SHEET:](#)

[http://www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/~media/HiringManaging/SupportTipSheets/Trust/Article3PartB\\_ProbationPeriod.pdf](http://www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/~media/HiringManaging/SupportTipSheets/Trust/Article3PartB_ProbationPeriod.pdf)

*If you have any issues during the Trial/Probationary period or are considering an extension, contact Employee Relations.*





# NASA FREQUENTLY ASKED QUESTIONS

How does performance management work?

ART B – Article 18 Discipline

How does it follow a progressive discipline model:

- ◆ Non-disciplinary actions include:
  - a) Coaching
    - ◆ Meeting to address concerns
    - ◆ Ensure expectations are clear and reasonable
    - ◆ Consistency & confidentiality
    - ◆ Email follow up
    - ◆ Contact Employee Relations for advice
  - b) Letter of Counsel





# NASA FREQUENTLY ASKED QUESTIONS

---

**How do I manage my employees' vacation time?**

**VACATION - PART B - Article 8**

Every effort must be made to ensure employees are able to take their accrued vacation. If an employee does not take vacation, the unused accrual will be carried over to the next vacation year.

Please refer to the UAPPOL policy on managing staff vacation:

<https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Managing-Staff-Vacation-Procedure-Support-Staff.pdf>

Employees will receive a vacation payout when they transfer to a position under a different funding source.

Contact Employee Relations if you have any questions or concerns.





# NASA TIP SHEETS

Part B - Article 9 - Illness & Proof of Illness

<http://www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/~media/hrs/HiringManaging/SupportTipSheets/Trust/Article9TRIllnessLeave.pdf>

Part B - Article 10 - Special Leave

[http://www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/~media/hrs/HiringManaging/SupportTipSheets/Trust/PartB\\_Article10\\_SpecialLeave.pdf](http://www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/~media/hrs/HiringManaging/SupportTipSheets/Trust/PartB_Article10_SpecialLeave.pdf)

Guidelines for administering special leave:

[http://www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/~media/hrs/HiringManaging/SupportTipSheets/Common/Special\\_Leave-Guidelines.pdf](http://www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/~media/hrs/HiringManaging/SupportTipSheets/Common/Special_Leave-Guidelines.pdf)

Part B - Article 12 - Maternity and Parental Leave

[http://www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/~media/hrs/HiringManaging/SupportTipSheets/Trust/Art12\\_Maternity\\_ParentalLeave\\_BirthMothers.pdf](http://www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/~media/hrs/HiringManaging/SupportTipSheets/Trust/Art12_Maternity_ParentalLeave_BirthMothers.pdf)

[http://www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/~media/hrs/HiringManaging/SupportTipSheets/Trust/Art12\\_ParentalLeave\\_Fathers\\_AdoptiveParents.pdf](http://www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/~media/hrs/HiringManaging/SupportTipSheets/Trust/Art12_ParentalLeave_Fathers_AdoptiveParents.pdf)





# NASA RESOURCES

Information is available on the HR website:

<http://www.hrs.ualberta.ca/HiringandManaging.aspx>

You can also find many tip sheets for NASA – PART B (Trust):

<http://www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/SupportAgreementTipSheets.aspx>

**FOR HR ADVICE or EMPLOYEE RELATIONS ISSUES, CONTACT YOUR  
MAN RESOURCE CONSULTANT (HRC) IN EMPLOYEE RELATIONS :**

<http://www.hrs.ualberta.ca/About/Contact.aspx>

