GRANTING EMPLOYMENT

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

May 31, 2012
Life-cycle of an Academic TRAS Appointment

Trust/ Research Academic Staff Agreement


Research Associate (Research Academic)
Trust Professional (Research Academic)
Trust Administrator
TRAS Recruitment Process

1. Department Identifies need & secures appropriate approval
   - New Position
   - Vacancy

2. New or revised

3. To Compensation & Job Design For review & evaluation

4. Department creates/reviews Position Description

5. Department enters recruitment and advertising information into the Recruitment database or emails Recruitment Services hrsrecru@ualberta.ca

6. Review Completed and Salary level/range assigned

7. No Change

8. Job Posted & Advertised

9. Department receives applications short lists, interviews, reference checks

10. Department completes Academic Appointment letter and Pay Action Form and submits them to Academic Services for processing

11. Submissions processed by Academic Services and Payroll Operations

12. Department Hires
TRAS Probation and Performance Management

Staff member starts; Department provides orientation, position description and sets out expectations and performance review timelines

At least one month prior to the end of the probationary period the Trustholder shall, in writing, offer the staff member one of the following:
A) Confirmation of Employment
B) Extension of probation
C) Termination of appointment

Trustholder provides periodic written assessment of performance to staff member

The Trustholder continues performance management

If there are performance issues, contact Employee Relations immediately!

Staff members whose appointment is ≥ 1 year submits an annual report to the trustholder (usually by April 1 of the current year)

The trustholder reviews the annual report, meets with the staff member, reviews performance.

Department completes Pay Action Form and submits it and a copy of the memo notifying the staff member of the increment decision to Academic Services for processing

Submissions processed by Academic Services and Payroll Operations

Trustholder submits the results of the performance review and increment recommendation to the appropriate Dean or Vice-President (usually by May 30 of the current year).

Dean or Vice-President provides written report to the Provost summarizing the results of the evaluations within the Faculty/Unit.

If option B) or C) is a possibility, contact Employee Relations immediately!
An appointment concludes by:

- **Resignation**
  - Staff Member submits written resignation indicating last day of work
  - Trustholder determines if there are any unused vacation days to pay out
  - Department completes Pay Action Form and submits it and a copy of the resignation to Academic Services for processing
  - Submissions processed by Academic Services and Payroll Operations

- **Natural End**
  - If the position itself is ending, verbally confirm the end of the appointment with the staff member; no documents required

- **Reappointment**
  - Trustholder offers staff member a reappointment no later than 2 months prior to the end of the current appointment
  - Department completes Academic Appointment letter and Pay Action Form and submits them to Academic Services for processing
  - Submissions processed by Academic Services and Payroll Operations

- **Layoff**
  - Trustholder/Department contacts Employee Relations
  - Employee Relations implements layoff procedures in accordance with Article 32 of the TRAS Agreement
  - Layoff documents managed by Employee Relations
  - Department completes Pay Action Form and submits it and a copy of the resignation to Academic Services for processing
  - Submissions processed by Academic Services and Payroll Operations
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.
Can I waive the probationary period?

All 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.
When 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.

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

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

How does having a full time employee be eligible for benefits?

If 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.
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 full-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 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.
When I give an increment mid-year?

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

When 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 evaluated for an extended period (5+ years).
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 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.
Are there resources available to me?

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

/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

INFORMATION ON TERMS AND CONDITIONS
ACADEMIC EMPLOYMENT, CONTACT ACADEMIC SERVICES

EMPLOYEE RELATIONS ISSUES, CONTACT YOUR MAN RESOURSE 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/hrs/MyEmployment/Agreements/Support/Common.pdf

Part B – Trust

http://www.hrs.ualberta.ca/MyEmployment/~/media/hrs/MyEmployment/Agreements/Support/Part_B_Trust.pdf
**NASA RECRUITMENT PROCESS**

Department identifies need and secures appropriate authorization
- New position
- Vacancy

Department creates new or reviews existing Job Fact Sheet (JFS)

New or revised

Department enters information into recruitment database OR submits an email to Recruitment Services hrsrecru@ualberta.ca

Recall & accommodation lists checked for potential matches
- No change*
- Dept reviews

Review completed and grade assigned

Department receives applications short lists, interviews, reference checks

Job posted & advertised
- No fit
- Fit

Department completes appointment documentation and submits it to Payroll Operations

Department hires
An appointment concludes by:

- **Resignation or Transfer**
  - Employee submits written resignation indicating last day of work
  - Trustholder determines if there are any unused vacation days to pay out
  - Department completes Pay Action Form and submits it and a copy of the resignation to Payroll Operations
  - Submissions processed by Payroll Operations

- **Natural End**
  - Contact HRC to determine appropriate working notice and further process
  - Department completes termination paperwork
  - Submissions processed by Payroll Operations

- **Reappointment**
  - Trustholder offers employee a reappointment prior to the end of the current appointment
  - Department completes reappointment letter and Pay Action Form and submits them to Payroll Operations
  - Submissions processed by Payroll Operations

- **Position Disruption**
  - Trustholder/Department contacts Employee Relations
  - Employee Relations carries out Article 20 as per the provisions of Part B
  - Department completes termination paperwork
  - Submissions processed by Payroll Operations


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**NASA Conclusion of an Appointment**

- **Employee submits written resignation indicating last day of work**
- **Trustholder determines if there are any unused vacation days to pay out**
- **Department completes Pay Action Form and submits it and a copy of the resignation to Payroll Operations**
- **Submissions processed by Payroll Operations**

- **Contact HRC to determine appropriate working notice and further process**
- **Department completes termination paperwork**
- **Submissions processed by Payroll Operations**

- **Trustholder offers employee a reappointment prior to the end of the current appointment**
- **Department completes reappointment letter and Pay Action Form and submits them to Payroll Operations**
- **Submissions processed by Payroll Operations**

- **Trustholder/Department contacts Employee Relations**
- **Employee Relations carries out Article 20 as per the provisions of Part B**
- **Department completes termination paperwork**
- **Submissions processed by Payroll Operations**
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)
When do I need to evaluate a position?

- The 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.

**HEET:**

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**.

**HEET:**
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/hr/HiringMag/SupportTipSheets/Trust/Articles16-21_PartB_CP8_Pay.pdf
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. These should be completed and returned to Payroll Operations in a timely fashion.

**RT B - ARTICLE 3 - Probation & Trial Periods**

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.
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 supervisor, & Employee Relations.

HEET:

If you have any issues during the Trial/Probationary period or are considering an extension, contact Employee Relations.
How does performance management work?

RT B - Article 18 Discipline

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
How do I manage my employees’ vacation time?

RATION - 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:

SHEET: 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.
B - Article 9 – Illness & Proof of Illness

www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/~/media/hrs/HiringMa
ng/SupportTipSheets/Trust/Article9TRIllnessLeave.pdf

B - Article 10 – Special Leave

www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/~/media/hrs/HiringMa
ng/SupportTipSheets/Trust/PartB_Article10_SpecialLeave.pdf

Guidelines for administering special leave:

www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/~/media/hrs/HiringMa
ng/SupportTipSheets/Common/Special_Leave-Guidelines.pdf

B - Article 12 – Maternity and Parental Leave

www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/~/media/hrs/HiringMa
ng/SupportTipSheets/Trust/Art12_Maternity_ParentalLeave_BirthMothers.pdf

www.hrs.ualberta.ca/HiringandManaging/StaffAgreementAdmin/~/media/hrs/HiringMa
ng/SupportTipSheets/Trust/Art12_ParentalLeave_Fathers_AdoptiveParents.pdf
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/StaffAgreementTipSheets.aspx

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

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