Management and Professional Staff Employee Handbook

Effective January 1, 2025

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I. OVERVIEW AND PURPOSE

The University of Calgary (the "university") depends on the valuable skills, expertise, and contributions of its Management and Professional Staff ("MaPS") to support and enable academic and research excellence, and to meet the goals of its Strategic Plan, Ahead of Tomorrow.

The purpose of this Handbook is to provide MaPS with a single point of reference for information relating to the university's policies, practices, and benefits important to their employment. These policies, practices, and benefits are continually evaluated, and may be amended or modified from time to time by the university, in its sole discretion.

This Handbook replaces and supersedes the previous MaPS Handbook, dated September 2021. The Handbook will be formally reviewed by the university every five (5) years, or on an ad hoc basis as deemed necessary by the university in its sole discretion.

All policies, practices, and benefits referenced in this Handbook are subject to and intended to comply with applicable workplace legislation, including minimum employment standards. Any part of this Handbook that is invalid, unenforceable, or void by law or legislation, will be severed, and the remainder of the Handbook will remain in full force and effect.

Please note: This Handbook does not apply to MaPS working in Qatar. For more information please visit the University of Calgary in Qatar Careers website.

II. HIRING

Employment Agreement

Upon hire, each MaPS signs an individual employment agreement that sets out and governs the key terms and conditions of their employment relationship with the university.

Service Date

A MaPS service date is calculated based on their most recent date of hire with the university. For example, if a MaPS resigns or is terminated without cause, their service date will be the date of re-hire, unless otherwise stated in the employment agreement or as required by minimum employment standards legislation.

An employee working in a bargaining unit who accepts a MaPS position without a break in service, will have their service date calculated from their initial hire date into the bargaining unit.

Recruitment

The university has a vested interest in attracting and hiring the best qualified candidates. Candidates are selected based on qualifications, experience, and the needs of the position.

The university is an equal opportunity employer committed to diversity, equity, and accessibility, in its hiring and employment practices. The Hiring Management and Professional Staff website provides further information on the university's hiring process.

Relocation Assistance

Relocation assistance may be available to candidates living outside of Calgary in the form of a relocation allowance or reimbursement of expenses. This assistance will be at the sole discretion and expense of the applicable department and hiring manager and subject to applicable university policies. If relocation assistance is offered, the conditions and amount will be expressly set out in the individual employment agreement.

III. CLASSIFICATION & PAY

The job classification system for MaPS provides information on the foundational philosophy and guiding principles for the university's compensation structure. It also outlines the job evaluation system used by the university to identify a position's career band and level and the corresponding salary range.

Salary decisions for MaPS are governed by the Salary Management Guidelines.

Pay Periods

On designated pay days, Payroll directly deposits MaPS earnings into a personal bank account as directed by each MaPS. The Payroll website provides further information on the university's pay days and pay periods, as well as the university's payroll practices.

IV. WORKING CONDITIONS

Hours of Work

The standard work week for MaPS is thirty-five (35) hours; however, actual work schedules may vary according to business needs and service requirements. Operational needs may necessitate work outside of normal hours from time to time. In recognition of this, MaPS are generally afforded greater discretion over their work schedule in consultation with their manager.

Flexible Work Arrangements

There are a variety of formal and informal arrangements available for eligible MaPS, depending on their job duties. These include the MaPS Flexible Work Arrangement Program and the Hybrid Work Program. Such arrangements are subject to the terms of the applicable program and the manager's discretion.

V. BENEFITS

As part of its Total Rewards strategy, the university provides a comprehensive benefits package that is designed to promote a productive level of health and well-being to MaPS. For a summary of all benefits,

see Benefits at a Glance.

All benefits are subject to the terms and conditions of the applicable policy and plan documents, as amended from time to time at the university's sole discretion. Benefits will also vary depending on the status of MaPS as a Regular, Part-Time, Fixed/Limited Term, or Temporary Relief employee.

Group Benefit Plans

The university provides a Flexible Group Benefit plan, designed to accommodate the needs of a diverse workforce. This includes:

- Health options
- Dental options
- Health and/or Wellness Spending Account depending on the health and dental option selected
- Group Life Insurance
  - Basic: Life insurance for employees
  - Optional: Additional Life insurance for employees, spouse, and/or dependent children
- Critical Illness for employees and spouse
- Accidental Death & Dismemberment
  - Basic for employees
  - Voluntary: Additional Accidental Death & Dismemberment for employees or spouse
- Long-term disability options
- Employee and Family Assistance Plan (EFAP)
- Balance® Online Wellness Program

Detailed information on the providers and terms of these plans and policies, including information on enrolment and changes in coverage, is available on the MaPS Flexible Group Benefits Plan website.

Pension & Retirement

Participation in the Universities Academic Pension Plan (UAPP) is mandatory and a condition of employment.

It is important that all MaPS familiarize themselves with the details of this plan to understand participation rules and associated contributions that will be deducted from their pay. Detailed information on UAPP including contribution rates is available at www.uapp.ca.

MaPS are eligible to retire with an immediate pension from UAPP (amount calculated in accordance with the terms of the UAPP) if they are over 55 and have accumulated two (2) or more years of pensionable service. MaPS are requested to provide at least 4 months' notice of their retirement, to allow the University to work on an appropriate succession plan.

For further information, please visit: MaPS: Preparing for Retirement

Tuition Support

The Tuition Support Program is a benefit available to eligible MaPS and their eligible dependents, allowing them to participate in academic courses at the University of Calgary at a reduced cost. Eligible MaPS can also take non-credit courses offered through Continuing Education.

MaPS are eligible for tuition support benefits after six (6) months of service with the university. Further details on this program can be found on the Employee Tuition Support website.

VI. PROFESSIONAL DUES/MEMBERSHIP FEES

MaPS that possess professional credentials or membership in a specific professional association must maintain good standing where the credential is a requirement of their position. In the event of registration, license, or membership changes, MaPS must notify their manager as soon as possible.

Relevant professional dues or membership fees required for a MaPS position, as determined by the manager, are eligible for reimbursement, subject to approval from the manager prior to the expense being incurred. MaPS are eligible for one professional membership per year. Additional memberships/dues for MaPS may be borne by the department, at the department's discretion.

Reimbursement for professional dues and membership fees are done through online submission of expense claims and receipts/invoices to Peoplesoft. Receipts/invoices submitted must include the period to which the dues/fees apply.

Subject to the discretion of the managing department, MaPS hired to temporarily replace a MaPS on leave may be eligible for reimbursement of professional fees. Reimbursement of professional fees is pro-rated based on full-time equivalent (FTE) for part-time MaPS. Fixed/Limited Term MaPS must have an employment term that is greater than twelve (12) months to qualify.

MaPS on maternity or parental leave continue to be eligible for reimbursement of professional fees.

VII. PAID TIME OFF

MaPS are entitled to a variety of paid-time-off entitlements, plus additional paid time away from work to address personal matters including family obligations.

Vacation

The management of vacation, including scheduling, accrual, carry-over, and payout is outlined in the Staff Vacation Policy and Staff Vacation Procedure. Vacation accrual is pro-rated and based on FTE. MaPS paid vacation entitlements are as follows:

Years of Service	Vacation Days
1-7	20
8	21
9	22
10	23

11	24
12-21	25
22 +	30

Managers and MaPS should work together to ensure vacation time is scheduled and taken at a mutually agreeable time. Managers may recognize prior related experience with another employer for the purposes of determining vacation accrual rate at the time of hire. Such enhancements shall be subject to approval by the Associate Vice President Human Resources and must be captured in the MaPS' offer letter.

Holidays

In addition to the vacation entitlements set out above, Full-Time MaPS are provided with paid time off for each of the following named holidays:

Named Holiday	Date
New Year's Day	January 1st
Alberta Family Day	3rd Monday in February
Good Friday	As designated
Easter Monday	As designated
Victoria Day	Monday before May 25th
Canada Day	July 1st
August Civic Holiday	1st Monday in August
Labour Day	1st Monday in September
Thanksgiving Day	2nd Monday in October
Remembrance Day	November 11th
December closure	December 25th - 31st or as designated

MaPS other than salaried Full-Time will have their holiday pay calculated in accordance with applicable minimum standards legislation.

Personal Leave Days

Personal Leave Days (PLD) are intended for unforeseeable circumstances of a personal nature where the MaPS is unable to arrange in advance for alternative time off. This may include instances of illness within the immediate family. The employer reserves the right to ask for satisfactory proof. Personal leave days are not intended to be paired with weekends and vacations.

MaPS with at least three (3) months of service are eligible for five (5) personal leave days per calendar year (January 1 to December 31). Each personal leave day shows as seven (7) hours in the payroll system and can be taken as hours. Up to five (5) additional days may be granted in exceptional circumstances at the sole discretion of management.

Personal leave days cannot be carried forward, will not be paid out, and will be forfeited if not used before

the end of the calendar year.

Additional Paid Time Off

During Stampede, MaPS shall receive one-half (½) of a normal workday off with pay. There is no entitlement to Stampede half (½) day off if you are absent from work (for any reason) for the whole duration of Stampede.

MaPS are entitled to one-half (½) of a normal workday off with pay for the MaPS to attend their citizenship ceremony.

When December 24 is a workday, offices will open at 8:30 am and close at 12:00 pm. MaPS scheduled to work will be released at that time without loss of pay or reduction of vacation entitlement.

VIII. LEAVES OF ABSENCE

On occasion, there may be a need to take a leave of absence from work. MaPS are entitled to different types of paid and unpaid leaves, depending on the circumstances.

All leaves, whether paid or unpaid, will be administered in accordance with applicable minimum standards legislation.

Please note that the paid leaves described below that are provided for the same purpose as unpaid leaves required by minimum standards legislation are intended to provide a greater benefit and be inclusive of (and not in addition to) the unpaid statutory entitlement.

Except as otherwise provided in this Handbook, leave entitlements do not carry forward from year to year, will not be paid out, and are forfeited if not used.

In addition to the leaves described below, applicable minimum standards legislation may provide entitlements to unpaid leaves for other purposes. Questions regarding other leaves of absence should be made to your manager who will consult with Human Resources.

Generally, all leave requests should be made in writing, and must include the reason for the leave, the last workday, and the expected return to work date. Depending on the leave other requirements for supporting documentation and notice may be required.

Please visit the Leaves of Absence website for more information.

Sick Leave

Sick leave coverage provides MaPS with income protection when absent from work due to non-occupational illness or injury. Medical documentation may be required. Please visit the Sick Leave Process website for more information.

Upon hire, MaPS are entitled to one hundred and thirty (130) days of sick leave annually with pay based on the following:

- Sick leave within the first ninety (90) workdays of employment will be paid at seventy (70) percent of normal salary.

- MaPS hired after January 1 who have completed ninety (90) days of consecutive employment will be credited with up to twenty (20) workdays of sick leave at one hundred (100) percent of their normal salary and one hundred and ten (110) workdays at seventy (70) percent of normal salary for the balance of the calendar year.

- On each subsequent January 1 sick leave credits will be adjusted as follows:

Continuous Service	Sick Credits 100%	Sick Credits 70%
Less than 1 year	25 workdays	105 workdays
Greater than 1 year	35 workdays	95 workdays
Greater than 2 years	45 workdays	85 workdays
Greater than 3 years	55 workdays	75 workdays
Greater than 4 years	70 workdays	60 workdays

Sick leave credits are pro-rated and based on FTE.

MaPS on sick leave for five (5) or more workdays in December shall maintain the remaining sick leave allotment from the prior year, upon the commencement of the new calendar year. Sick leave for the new calendar year shall be credited to the MaPS when the MaPS returns to work on a regular schedule for one (1) month and has not been absent due to illness for five (5) or more workdays in that month.

Personal Medical Appointments

If a personal medical appointment is less than two hours, arrange to "flex" your time with your manager. If a medical appointment is greater than two (2) hours, the actual hours of the time away are to be coded as sick leave.

Bereavement Leave

Bereavement leave is provided for the purposes of attending the funeral or related matters in the event of the following circumstances: (1) a death in the immediate family; or (2) another relative or close friend.

Immediate family is defined as spouse (including common-law and/or same-sex), child, stepchild, parent, stepparent, parent-in-law, brother, sister, stepbrother, stepsister, son-in-law, sister-in-law, daughter-in-law, brother-in-law, grandchild, and grandparent.

Up to five (5) workdays plus up to another two (2) workdays for travel without loss of pay or benefits will be granted in the event of a death of an immediate family member.

In the event of a death of another relative or close friend, your manager may grant up to one (1) workday off with pay to attend the funeral services.

Jury Duty

MaPS are granted leave with pay and benefits for the purpose of jury selection or jury duty.

Managers may grant time away without pay if a MaPS is required to appear before a court of law for other legal matters.

Maternity and Parental Leave

Birth and adoptive parents are eligible for unpaid maternity and/or parental leave in accordance with employment standards legislation. See Alberta's employment standards website for more detailed information on eligibility, duration, and conditions of these unpaid leave entitlements. As these leaves are unpaid, MaPS are also eligible for Top-Up Benefits during these leaves as set out below.

MaPS should submit their requests for maternity and/or parental leave to their manager in writing a minimum of six (6) weeks prior to the expected date of commencement of the leave, understanding that exceptional circumstances may prevent the determination of a foreseeable commencement date. The written request should include the planned last day worked and planned return to work date.

Maternity Leave Overview

Birth mothers can take up to sixteen (16) consecutive weeks of unpaid maternity leave. The number of weeks of leave exceeds the Employment Insurance benefit length by one week in recognition of the waiting period.

Leave can start any time within the thirteen (13) weeks leading up to the estimated due date and no later than the date of birth.

Parental Leave Overview

Birth and adoptive parents can take up to sixty-two (62) weeks of unpaid parental leave. The number of weeks of leave exceeds the Employment Insurance benefit length by one week in recognition of the waiting period. MaPS should be aware of this before taking their leave.

Parental leave can be taken by:

- the birth mother, immediately following maternity leave;
- the other parent;
- adoptive parents; or
- both parents, shared between them.

Leave can start any time after the birth or adoption of a child but must be completed within seventy-eight (78) weeks of the date the baby is born or placed with the parents.

Where both parents are university employees, the combined total parental leave is restricted to the maximum leave period of sixty-two (62) weeks and cannot be taken at the same time.

Top-Up Benefits

MaPS that have completed six (6) months of continuous employment are eligible for top-up payments for eighteen (18) weeks of maternity or parental leave. During the first week (Employment Insurance waiting period), qualifying MaPS receive ninety-five (95) percent of their normal salary. During the remaining seventeen (17) weeks, MaPS will receive top-up benefits equal to the difference between their Standard Employment Insurance benefits and ninety-five (95) percent of their normal salary.

MaPS that do not qualify for Employment Insurance benefits, or who have elected to take Extended Employment Insurance benefits, will only receive Top-Up Benefits equivalent to the difference between the value of the Standard Employment Insurance benefits and ninety-five (95) percent of their normal salary.

MaPS are not eligible to receive more than eighteen (18) weeks of Top-Up Benefits in one year. Where both parents are employees of the university, their combined total Top-Up benefit cannot exceed a maximum of eighteen (18) weeks.

Pension contributions are mandatory during the period a Top-Up benefit is received.

Top-Up Benefits are prorated for part-time MaPS.

General Leaves of Absence

MaPS who have completed one (1) year of continuous service may be granted an unpaid leave of absence in other circumstances for a period greater than five (5) days and less than six (6) months. Approval of general leave requests will be at the manager's discretion and contingent upon operational requirements.

A leave of absence is not permitted to facilitate working elsewhere for gain.

IX. PERFORMANCE

Performance Assessment

In accordance with the university's performance management process, MaPS are responsible for setting their own work goals in collaboration with their direct manager. Managers are responsible for annually reviewing and evaluating their direct reports' performance.

MaPS are expected to demonstrate a high standard of performance that includes demonstrating conduct consistent with university policies and achieving the outcomes for which they are accountable.

For more information, please see the Connect to Perform website.

Learning and Development

The university encourages and supports the ongoing professional development of MaPS through a variety of programs such as workshops, eLearning, guidebooks, articles, and more on a variety of topics.

Learning and professional development is a shared responsibility between the university and all MaPS. University directed MaPS participation in internal/external learning and professional development is

regarded as business authorized by the university.

For more information, please see the Learning and Development website.

X. COMPLIANCE WITH POLICIES AND PROCEDURES

It is the responsibility of all MaPS to review and comply with applicable workplace policies, procedures, and other related governance documents, as amended by the university from time to time in its sole discretion. Failure to comply with these policies may result in discipline, up to and including termination.

The Policies and Procedures website is the university's official source of policy and governance documents. Below is a list of policies, procedures, and programs most applicable to the MaPS workplace.

- Acceptable Use of Electronic Resources and Information Policy
- Alcohol Policy
- Cannabis Policy
- Code of Conduct
- Delegation of Authority Policy
- Environment, Health and Safety Policy
- Harassment Policy
- Information Asset Management Policy
- Privacy Policy
- Procedure for Conflict of Interest
- Respect in the Workplace Program
- Sexual and Gender-Based Violence Policy
- Workplace Violence Policy
- Workplace Investigation Procedure
- Workplace Accommodation Policy