



SIMON FRASER UNIVERSITY
Policies and Procedures

Date
January 1, 1976

Number
AD 9.01

Revision Date
February 1990

Revision No.
D

Personnel Employment Policies

agencies such as, but not limited to, the following: The Simon Fraser Student Society, The Diamond University Club, various grant or contract holders (ref. GP 12 "grant employees"[see R50.02]), independent contractors and other institutes operating independently of Simon Fraser University. University support staff may also be referred to as employees.

3.03 Administrative and Professional Staff - the group of university support staff not covered by the terms of a collective agreement.

3.04 APSA -- the Simon Fraser University Administrative and Professional Staff Association.

3.05 Association Group - all administrative and professional staff employed by the University except those excluded from APSA.

3.06 Maintenance Trades Employee - an employee covered by the Collective Agreement signed with the United Brotherhood of Carpenters and Joiners of America, Local 1251, et al (13 Unions). May also be referred to as a Polyparty employee or maintenance trades employee.

3.07 Office, Clerical and Technical Employee - an employee covered by the Collective Agreement signed with the Association of University and College Employees Local 2.

3.08 Teaching Assistant - an employee covered by the Collective Agreement signed with the Teaching Support Staff Union, AUCE, Local 6.

3.09 Grant Employee - an individual not employed by the university, but rather employed by an individual grant or contract holder. The employment practices for grant employees are covered by University Policy GP 12 - Employment of Personnel Funded from Research Grants and Contracts.

3.10 Spouse - a person to whom an Employee is legally married or a person with whom the Employee has co-habited for twelve (12) months in a marriage-like relationship and who is known in the community as the Employee's spouse or partner. Only one spouse is eligible for benefit coverage under this Policy at any one time.

4. Responsibility

4.01 The Executive Director, Human Resources, and the Executive Director, Administrative Services are responsible for developing and administering personnel employment policies for university support staff. Changes in policy and new policies require consultation with the Vice-Presidents before approval by the President.

4.02 Personnel additionally has the responsibility for the negotiation and administration of the Collective Agreement between the University and the Teaching Support Staff Union (AUCE, Local 6). Direction for the negotiations will come from the Special Advisor to the President on Academic Negotiations.

4.03 Personnel does not have responsibility for:

- § Librarians represented by the Faculty Association
- § Faculty appointments
- § Laboratory Instructors
- § Associates in the Faculty of Education
- § Individuals appointed under research grants (see GP 12)

except with regard to the administration of benefit plans as established for these groups by the Board of Governors and the Employment Equity Program for Librarians, Faculty and Lab Instructors. For individuals appointed by grant holders, Personnel may be used as a resource to provide the services specified in GP 12.

5. Entitlement

5.01 Personnel policies for administrative and professional staff including those represented by the Administrative and Professional Staff Association are contained in the following sections of AD 9.

5.02 Except for some general policies and procedures outlined in the following AD 9 policies:

- a. Personnel policies for maintenance trades employees are embodied in the Collective Agreement signed with the United Brotherhood of Carpenters and Joiners of America,