

Item	9.3
Approved by	UOIT Executive Team
Date approved	December 2010

POST DOCTORAL FELLOW EMPLOYMENT FRAMEWORK

1. PURPOSE

This Employment Framework provides Post Doctoral Fellows at UOIT with an outline of the parameters that they can rely upon for knowledge of the University's approach to their employment. It is important that this employment relationship be administered fairly and consistently and the employment relationship must be conducted in a manner that is compliant with the employment laws that pertain as well as good Human Resource practices.

2. SCOPE

A Post Doctoral Fellow (PDF) is an individual who holds a Ph.D. and obtains an initial appointment with UOIT within the first five (5) years after being awarded that degree. The appointment of a PDF at UOIT is a temporary period of mentored research in order to acquire the competencies for an independent research-intensive career. It is normally two (2) years and could be renewed up to a maximum of six (6) years beyond the completion of a Ph.D.

A PDF appointment involves substantial research or scholarship and it may also involve some teaching which will not exceed the equivalent of two (3 credit) courses per year.

PDFs report to a Supervisor, who is normally a faculty member. The Supervisor is responsible for providing mentoring to the PDF and oversight of the PDF's work. The Supervisor would be the initial contact for any other employment matters.

3. RECRUITMENT

PDFs are often recruited by faculty members/Supervisors through a number of avenues including direct communication with a candidate. Available PDF positions at UOIT may also be posted on the University website. In all cases, prior to an appointment, the PDF candidate must provide the names of three references to the Supervisor. PDF appointments are conditional upon verification of educational accreditation.

4. PROBATION

The first three (3) months of a PDFs initial appointment is considered probationary, during which time a PDF or the university can decide to terminate the employment arrangement without notice.

5. HOURS OF WORK

A PDF will normally work 35 hours per week. A PDFs research as well as the needs of the Supervisor's research program may require the performance of irregular hours. Because the PDF controls when their work is done, no daily or weekly overtime will be paid without the prior written approval of the PDFs Supervisor.

If a PDF is required by his/her Supervisor, in writing, to work on a Statutory Holiday as defined by the Employment Standards Act, the hours worked on that day will be paid at the rate of one and a half times.

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6. COMPENSATION

Minimum \$30,000 per annum

Annual salary rate is inclusive of all Statutory Holidays. Salaries are paid bi-weekly via direct deposit.

A PDFs annual salary will be subject to the higher of the UOIT salary rate minimum or the specific funding agency minimum and will also conform to any other requirements set by the applicable funding agency.

Any requirement for teaching will be compensated in addition to the minimum per annum salary level.

7. TRAINING

The Supervisor will identify to the PDF any required Orientation or training sessions, including required Health and Safety training and Customer Service Accessibility Training.

8. RESOURCES

PDFs will be provided with Library access and appropriate work space/laboratory space, materials, equipment and access necessary for the performance of the work.

9. EVALUATION

For the purposes of providing professional feedback on the PDFs work, once per appointment year, a PDF may be formally assessed by his/her Supervisor.

10. BENEFITS

A PDF is not entitled to participate in the university's benefit and pension plans.

However, if a PDF has an initial appointment of 12 months or more, or if the initial appointment is extended beyond 12 months, then the PDF shall be eligible for a Health Care Expense Account (HCEA) of \$1,000 per year. Each January 1st, the university will deposit \$1,000 in a HCEA which provides reimbursement for a broad range of health care services. The HCEA is not subject to federal or provincial taxes. A list of eligible HCEA health care expenses and a broader definition of eligible dependants as defined by the Canada Revenue Agency (CRA) are available from Human Resources. CRA provides employees with two (2) calendar years to use any funds deposited in the HCEA or it is forfeited. Eligible expenses incurred prior to the last day of appointment may be claimed within 30 days of that date.

A PDF who is a non-Canadian citizen or a non-Canadian permanent resident is required to be covered by the University Health Insurance Program (UHIP) at his/her own expense upon their hire date with the university.

For the purpose of member access to the Athletic Centre, all PDFs are considered employees and are eligible for employee rates for any programs offered.

All PDFs are eligible to participate in the UOIT's Employee Assistance Program (EAP).

All PDFs will be covered by the Workplace Safety and Insurance Act of Ontario. A PDF must report any work-related injury immediately to her/his Supervisor and complete the prescribed forms.

11. CONFIDENTIALITY

As an employee of UOIT, any confidential information gained, directly or indirectly, through the University or its employees shall be kept in absolute confidence and will not be shared, in whole or in part, with any individual or organization without the expressed written consent of the Provost.

12. RESEARCH AND INTELLECTUAL PROPERTY POLICIES

A PDF will be governed by the University's research guidelines, the Research Ethics Policy, and the Integrity in Research Policy. Any and all intellectual property created by a PDF during the course of their employment with the University will be subject to the University's policy on intellectual property. For clarity, all PDFs will be considered academic personnel under the intellectual property policy.

13. VACATION

A PDFs annual salary is inclusive of vacation pay. Unused vacation time cannot be carried forward into subsequent years without the approval of the Supervisor. A PDFs vacation entitlement will be according to the following schedule:

- If appointment is less than 1 year: prorated at equivalent of 15 paid vacation days per year
- If appointment is greater than 1 year: 15 days per year

14. TRAVEL

If a PDF is required to travel as part of his/her employment, the PDF will be reimbursed in accordance with UOIT's Travel Expense Reimbursement Procedures. All travel expenses must be pre-approved by his or her Supervisor and it is understood that mileage does not include travel between the PDFs local residence and his/her normal place(s) of work.

15. LEAVES

a) Sick Leave

For the purpose of medical illness, PDFs shall be granted one (1) paid sick day per month per calendar year of his or her appointment. To qualify for a paid sick day, the PDF must notify the Supervisor as to the expected duration of the illness or injury. The university may require a medical certificate from the employee. Unused sick days cannot be carried forward from one calendar year to the next, nor can used sick days be paid out in cash.

b) Personal Leave Days with Pay

Personal leave with pay may be granted to PDFs to take time away from work for emergent events. Although employees are expected to try to schedule such needs outside of work time, it is recognised that this is not always possible. Examples of this type of need include religious observance, emergency dependent care, legal or specialist appointments, accompanying a dependant to hospital for surgery, pet emergencies, and moving day.

Employees may be granted up to a total of five working days per calendar year for such purposes. Personal days must be approved in advance. In cases of emergency, employees are expected to provide their supervisor with as much notice as possible. There shall be no carryover of personal days into the next calendar year.

c) Bereavement Leave with Pay

An employee shall be entitled to a leave of absence with pay in the event of the death of an immediate member of his/her family.

For an immediate family member, five (5) consecutive working days of paid leave at the employee's regular rate of pay will be provided. Immediate family is defined as the employee's spouse, common law spouse, same-sex partner, son, daughter, children of the employee's spouse, children of a common law spouse, children of same-sex partner, step-children, ward, brother, sister, father, and mother.

Where an employee's scheduled vacation is interrupted due to a bereavement, the portion of the employee's vacation affected by the bereavement leave, as set out in this protocol, shall be rescheduled in consultation with his/her Supervisor.

Bereavement leave may be taken at the time of the bereavement or in a non-consecutive manner in the event of a later memorial service. An employee is expected to give his/her Supervisor adequate notice in the event of a later memorial service.

Additional time off may be approved by an employee's Supervisor and may include the use of personal days, vacation, or any other paid time owing to the employee, or, if none is available, unpaid time.

An employee shall contact his/her immediate Supervisor to request bereavement leave when it is required.

d) Maternity Leave

Leave of absence because of pregnancy shall be granted to a female employee who has completed at least thirteen (13) weeks of employment with the University, immediately preceding the estimated date of her delivery. The leave of absence shall be in accordance with the Employment Standards Act of Ontario. If, because of a stillbirth or miscarriage, the employee wishes to return to work on a date earlier than that originally agreed to, the University shall endeavour to arrange for such earlier return to work and such request shall not be unreasonably denied.

e) Parental Leave

An employee on pregnancy leave may take a further thirty-five (35) weeks parental leave of absence without pay, provided the employee provides notice in writing two (2) weeks prior to the expiry of her pregnancy leave. Such leave shall be in accordance with the provisions of the Employment Standards Act of Ontario.

Up to thirty-seven (37) weeks leave of absence are also available to any other new parent who has been employed for at least thirteen (13) weeks. Such leave shall be pursuant to the provisions of the Employment Standards Act of Ontario. Parent is defined to include a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a child.

f) Leave of Absence without Pay

An unpaid leave of absence for extenuating personal reasons may be granted to employees for up to six (6) months with the written approval of the Supervisor and the Dean.

16. POLICY COVERAGE

PDF employment is subject to the terms of all applicable UOIT policies except as may be set out herein. These policies can be found at http://www.uoit.ca/EN/main/11259/11270/16583/policies_procedures.html

Without limiting the generality of this coverage, PDFs are specifically advised to be familiar with the University policy on Discrimination and Harassment.

PDFs are covered by the Ontario Health and Safety Act and the University's Health and Safety Policy

17. DISCHARGE AND DISCIPLINE

During the probationary period, a PDF may be terminated at any time without notice and without just cause. A PDF may be terminated without notice for just cause or with notice in circumstances that are not just cause. Notice for this purpose is at least four (4) weeks. In lieu of notice, the University may pay the PDF for four (4) weeks.

18. COMPLAINT RESOLUTION

In the event that a PDF has a complaint about their employment as a PDF, he/she may first raise it with his/her Supervisor, allowing them to address the situation. If the PDF does not wish to raise the matter with his/her Supervisor, or has done so and is still unsatisfied with the outcome, he/she may raise the matter with the Dean of the Faculty. If a PDF is unsatisfied with this outcome he/she may appeal the matter to the Provost.

A PDF may contact staff in the Human Resources department at any time that he/she has an employment related question, or needs assistance to access the above complaint resolution procedure.