HRS Information Session: Q3

September/October 2018
The University of Alberta respectfully acknowledges that we are located on Treaty 6 territory, a traditional gathering place for diverse Indigenous peoples including the Cree, Blackfoot, Metis, Nakota Sioux, Iroquois, Dene, Ojibway/ Saulteaux/Anishinaabe, Inuit, and many others whose histories, languages, and cultures continue to influence our vibrant community.
• Appointments
• GSA
• Casual
• Non Residents
• SIN/Address updates for year end
• Payroll Data for NW Territories
• Annual PSA/HSA allocation
• Update: Workplace Impairment Policy
• EDI: Overview of mandate, services, and educational program
• Objective 15 Update: Foster a culture of excellence by enriching learning professional
• Questions
HR Business Services
Fatima Mirza
Director, HR Business Services
Clarification on appointing graduate students under the Graduate Student Assistantship Collective Agreement.

**Appointment as GRA and/or GRAF**
If a graduate student is being supported as a GRA or GRAF, and the funding is coming from a faculty member's research grant who is in a different department then the student, the appointment contract and eForm is prepared by the department where the faculty member resides and where the research grant is held. The appointment contract is signed by the faculty member and the faculty member’s Department Chair.

**Appointment as a GTA or GTA-PI**
If the student is being hired as a GTA in a different department, it is up to that department to prepare the appointment contract and eForm. The appointment contract should be signed by the Department Chair where the teaching is being done and where the budget resides.
Effective September 1, 2018 we have introduced mandatory appointment letters for all casual support and excluded student appointments dated September 1, 2018 and later on a go-forward basis. This includes extensions related to employment types.

Only the institutional appointment letters will be accepted and must be signed by both parties. You can find the appointment letters in the [Forms cabinet](#).

Please note: for an extension appointment, please modify the appropriate appointment letter subject from "Offer of Employment" to "Extension of Employment".

For one time payments

To ensure consistency in processing these payments, we will apply the following guideline in determining if an appointment letter is required:

- If the payment is just for a couple of days within the same pay period no offer letter is required. Example, April 1 , Apr 3, Apr 5

- If the payment spans between 2 or more pay periods an offer letter should be provided. Example, April 1,Apr 3 ,April 20 and April 23.

Please refer to the HRS website for one time payments:
If you have or will be setting up an arrangement with individuals who are not residents or citizens of Canada to perform services outside of Canada please contact HRS prior to setting up the contract or appointment. There are several factors that need be considered when determining the type of contract.

- Tax Implications: The university may be required to remit taxes and file returns based on tax laws and tax treaties between Canada and the respective country.

- Immigration Issues: Work arrangements may have immigration implications if the individual is required to visit or work in Canada.

- Insurance and Benefits: We would be required to review relevant insurance policies (Life, disability, general liability) and benefit plans to ensure they are applicable to individuals providing service outside of Canada or those who no longer maintain significant ties to Canada.

- Determining Worker Status: Not always clear or obvious to distinguish between employee and independent contractor.
Benefits & Payroll Update

- Annual HSA/PSA Allocations: Benefits team will be sending email notifications to eligible support staff employees to make their annual HAS/PSA allocations between Oct-Nov 2018. Look out for email notification.

- SIN and Address Updates for Year: In preparation for year end reporting we will be reviewing records for missing SIN numbers and emails will be sent to employees to provide updated SIN to HRS. Also a good time for employees/students to update address and work permits.

- Payroll Data for reporting: In order to meet legislative requirements and for WCB reporting purposes we are required to provide details on dates, assignment locations and payroll costs associated with the assignment period for employees working in NW Territories, Nunavut and Yukon. If you have staff who have worked in either of the territories, please contact Lea.matton@ualberta.ca. Letters will be sent late November and must be returned by January 15, 2019.
Update: Workplace Impairment Policy

Marj Cayford
Senior Human Resources Partner
marj.cayford@ualberta.ca
Occupational Health and Safety legislation requires that the University of Alberta provide a safe, healthy and productive work environment for all faculty and staff.

This policy is not just about cannabis

The use of drugs, alcohol, medications or other substances and/or physical or mental health conditions can impair work performance and create significant risk to people, property, research and reputation.
Workplace Impairment Policy Purpose

- Ensure health and safety of all faculty, staff, students, visitors and members of the public
- Set out standards and expectations around use of alcohol and drugs in the workplace
- Reinforce the University’s commitment to ensure staff with alcohol and/or drug dependency or other health conditions that could impair performance are provided with assistance and appropriate temporary modified duties or accommodation
- Guide the management of risks associated with impairment in the workplace
Policy and Procedures will have particular emphasis on:

- safety sensitive work
- reporting and disclosure of impairment
- providing guidance to managers and supervisors in dealing with impairment in the workplace
### Progress to Date

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<th>Timeframe</th>
<th>Achievements</th>
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| **Spring 2018** | • Review of best practice  
                    • Gather policies from other post-secondary institutions  
| **May - July 2018** | • Consultation with managers and supervisors  
                        • Meetings with staff associations (NASA, AASUA, GSA, PDFA)  
                        • 2 educational events  
| **July - August 2018** | • Drafting policy and procedures  
                        • Development of information documents |
## Next Steps

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<th>Time Frame</th>
<th>Activities</th>
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| September - October 2018 | • Legal review  
                        | • 2nd consultation with managers and supervisors  
                        | • Feedback from staff associations  
                        | • Educational event October 1 |
| November - December 2018 | • Administration and governance reviews  
                        | • BOG approval December 2018 |
| 2019                | • Implementation and roll-out  
                        | • Training |
For more information contact Human Resource Services:

Gerry McCune
Director, Organizational Development, Equity and Health
gmccune@ualberta.ca

Marj Cayford
Senior Human Resources Partner
marj.cayford@ualberta.ca

HRS Website: Workplace Impairment Policy Development & Information
Update: Enriching learning and professional development opportunities Objective 15

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Cynthia Munro
Interim Manager, Leadership and Professional Development
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Objective 15

Foster a culture of excellence by enriching learning and professional development opportunities for staff, faculty, and post-doctoral fellows.

I. Strategy: Expand access to professional development programs and learning opportunities for staff, faculty, and post-doctoral fellows.

II. Strategy: Establish mentorship programs at the institutional, faculty, and unit levels to nurture and support staff, faculty, and post-doctoral fellows throughout their professional careers.

III. Strategy: Support continued development of and participation in leadership programs for staff, faculty, and post-doctoral fellows.
Definition of Professional Development

- developing one’s potential by gaining or maintaining professional knowledge, skills, abilities, experience, behaviours and attitudes **one’s current role and in developing one’s future career** and meet individual, area, and organizational objectives.

- can be accessed via a range of methods
  - examples: academic degrees, earning professional credentials, attending conferences and/or workshops, online learning (courses, webinars, etc.), self-directed learning (e.g. reading), mentorship, coaching, secondments, job shadowing, stretch projects, on the job training, etc.
Focus of the Initiative

1. SYSTEM - CURRENT STATE
Do we have a culture and infrastructure that supports professional development and career mobility? (External Environment Scan/Best Practices and Internal Stakeholder Survey)

2. SYSTEM - GAP IDENTIFICATION
Identify the gaps in the system required to support professional development and career mobility

3. SYSTEM - SOLUTIONS
Enhance/Augment the system to close identified gaps

4. COMPETENCIES
What are the technical and behavioural competencies required for faculty, staff, post docs to be successful in their roles/career goals?

5. COMPETENCY - GAP IDENTIFICATION
Conduct needs assessment[s] to determine competency gaps

6. SOLUTIONS
Design/source and deliver
WORK PLAN

Module 1
- Project Charter and Work Plan
- Accountability Structure
- Clarify and Agreement on Scope

Module 2
- Stakeholder Analysis
- External Environmental Scan
- Internal Scan and Consultation (survey & focus groups)
- Service Provider Consultation

Module 3
- Problem/Gap Analysis
- Solution(s) development
- Stakeholder Consultation

Module 4
- Develop Implementation Plan and funding model
- Reviews and Approvals
- Stakeholder Communication

Nov/2017–Jan/2018
Jan – Oct 2018
Oct – Dec 2018
Dec 2018 – Feb 2019
Module Two Activities

External Scan
- Practices of other post secondary institutions and organizations
- Best practice review

Internal Scan (Current State)
- Service provider survey and inventory
- Current PD opportunities inventory
- Stakeholder survey
- Current PD expenditures

Recommendation Constraints
- Cost implications of recommendations identified for service enhancement, program development, and implementation should be cost neutral to the University’s total operating budget, identifying sources of funding for reallocation from existing University faculty and program budgets.
Workplace Impairment Policy Development Update

For more information contact
Human Resource Services:

HRS Website: https://www.ualberta.ca/human-resource-services/about-us/strategic-initiatives/enriching-learning-and-professional-development

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Equity, Diversity, Inclusion (EDI) HRS

Catherine Anley, Senior Consultant
Equity, Diversity, Inclusion (EDI), HRS
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catherine.anley@ualberta.ca
We offer coaching, advising, and a variety of learning opportunities to enhance awareness and skills in recruiting and retaining qualified diverse candidates.
Vision


Mission

To lead, advise, teach, and collaborate on equity, diversity, and inclusion principles and practices.

Valuing Diversity – Advancing Equity – Achieving Inclusion
Defining the Principles: Equity, Diversity, & Inclusion

Diversity of people, perspectives

Inclusion: power, voice, organizational culture

Equity = results from policy, practice, position

Image Source: Race Matters Institute http://viablefuturescenter.org/racemattersinstitute/
Why we exist

We assist faculties, departments, and administrative units with meeting the institutional commitment to EDI

The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply.
EDI, HRS Coaching & Advising

Coaching/advising on topics such as:

• Becoming knowledgeable and comfortable with respectful and inclusive language;
• having difficult conversations about EDI principles;
• engaging in discussions with individuals who have opposing views;
• applying an EDI lens when developing internal policies, practices, and procedures;

Contact hrequity@ualberta.ca with any questions or requests for assistance you may have.
EDI, HRS Learning

- Webinars and Facilitated Discussions
- Table Talks
- Presentations & Events
- EDI Week, March 18-22, 2019

Fall 2018 Program:
https://www.ualberta.ca/faculty-and-staff/equity-diversity-inclusion/educational-offerings
Valuing Diversity – Advancing Equity – Achieving Inclusion

What do the principles of Equity, Diversity, Inclusion mean to you and to your role at the University of Alberta?

Do you have recommendations on EDI topics for future HRS information sessions? Did we miss anything?

Please consider sharing your insights and recommendations with us! Send an email to hrequity@ualberta.ca or contact me (Catherine Anley) directly.
Questions