DPMG Employment Handbook

If you experience issues with broken links or expired URLs, please email Labour and Employee Relations, People and Culture

Updated: January 2026

Acknowledgement

Dalhousie University operates in the unceded territories of the Mi'kmaw, Wolastoqey, and Peskotomuhkati Peoples. These sovereign nations hold inherent rights as the original peoples of these lands, and we each carry collective obligations under the Peace and Friendship Treaties. Section 35 of the Constitution Act, 1982 recognizes and affirms Aboriginal and Treaty rights in Canada.

To learn more about the history and the use of this statement, please visit Mi'kmaq and Indigenous Relations.

We recognize that African Nova Scotians are a distinct people whose histories, legacies and contributions have enriched that part of Mi'kma'ki known as Nova Scotia for over 400 years.

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Welcome to Dalhousie University!

You have joined one of the largest universities in Atlantic Canada and we are glad to have you as part of our team. Dalhousie is a leading innovative, research-intensive university, inspiring our diverse scholarly community to serve Nova Scotia, our region, our nation, and the world. We make a lasting impact by blending transformative academic programs with pioneering research on Canada's East Coast.

For more than 200 years, Dalhousie's faculty and staff have contributed to a vibrant, purpose-driven community on its campuses in the heart of Halifax, in Truro, Nova Scotia and in Saint John, New Brunswick. Dalhousie brings together the brightest minds from diverse perspectives to drive the region's intellectual, social, and economic development. We are committed to fostering a respectful and inclusive space for everyone who works or studies at the university.

For more information on Dalhousie's history, research, Indigenous Connection, campuses, and community, please visit the Dalhousie website.

With 4,000 courses in over 200 programs, Dalhousie offers a wealth of choice. Dalhousie's students pursue studies in 14 Faculties – Agriculture, Architecture and Planning, Arts and Social Sciences, Computer Science, Open Learning and Career Development, Dentistry, Engineering, Graduate Studies, Health, Law, Libraries, Management, Medicine, and Science.

For additional information about the university's academic excellence, please visit the website.

Dalhousie Professional and Managerial Group (DPMG) employees have individual, legally enforceable contracts of employment with the university. Common terms and conditions of employment are incorporated into these contracts.

This handbook is not intended as an exhaustive compilation of the university's expectations, but rather to provide information on certain terms and conditions of employment, which are currently in effect. These terms and conditions may be modified or supplemented, as part of our continuous effort to improve operations and to make Dalhousie University a better place to work.

We look to the future with confidence, and we hope that your employment with Dalhousie University will bring professional satisfaction and growth throughout the coming years. Thank you for being part of our team. Working together, we will continue to grow as a place we are proud to work at, making a difference everyday – at home, across the country and around the world.

Introduction

Dalhousie Professional and Managerial Group (DPMG)

The DPMG Executive is responsible for directing the activities of the DPMG, subject to the provisions of the Constitution and By-Laws and policies agreed to by the membership. As administrators, DPMG employees play an integral role in the effective functioning of the university and the achievement of its goals. The relations between the DPMG and the university are based upon goodwill, mutual respect, and a commonality of interest. As part of this cooperative relationship, the DPMG depends on its Executive having direct and informal access to the university President and other senior administrative offices regarding issues of concern. For its part, the university consults with the DPMG on policy decisions with respect to compensation, hiring policies, terms and conditions of employment, the working environment, and related matters affecting the membership.

Additional information regarding the DPMG, including the DPMG Constitution, By-Laws and ways an employee can get involved can be found on the DPMG website, or by email.

Leadership, Governance & Strategic Direction

From academics to administration, research and strategic planning, Dalhousie benefits from strong, focused leadership across its faculties and various administrative units. The leadership structure can be found on the Leadership and Vision pages.

Dalhousie University operates under a bicameral governance structure comprised of the Board of Governors and the University Senate. DPMG employees are expected to review and maintain familiarity with all University policies.

Equity, Diversity, Inclusion & Accessibility

The health of our university and success of its mission requires talent from the broadest demographic pool. With equity, diversity, inclusion and accessibility as institutional priorities, we promote and encourage the participation of employees of equity-deserving groups in university operations and decision-making at all levels. Our employees are driven to make a difference, and we are strengthened by the multiple perspectives they bring to our community. The university stands by its commitment to this important mission by fostering a collegial culture grounded in diversity and inclusion.

Within the Dalhousie campuses there are several organizations for staff and faculty belonging to equity-deserving groups to reach out to for information and resources. These include the Dalhousie Black Faculty & Staff Caucus, the Queer Faculty and Staff Caucus, LGBTQ2SIA+ Collaborative, the Indigenous Advisory Council, the Women in Research Caucus and the (dis)Ability Caucus. There may be similar organizations within your Faculty or Administrative Unit that can provide support.

All faculty, staff and students are asked to complete the confidential Dalhousie "Be Counted" Census. The census of the university population is vital to make informed decisions on policy and planning. After activating your NetID, log in to Dal Online click on "Personal Information" then "Dalhousie Census Be Counted."

Other Employee Groups

The university has several employee groups comprised of staff and faculty both non-unionized and unionized such as Dalhousie Professional and Managerial Group, Grant-Paid non-union, NSGEU Local 77, NGSEU Local 99 and PSAC Grant-Paid, DFA, CUPE and PSAC Post Docs etc. Each employee group is governed by a Handbook, Employment Guide or Collective Agreement, which outlines applicable terms and conditions of employment. For more information on each employee group please visit Employee Groups and Unions [myDal login required].

University Services for DPMG Employees

Dalhousie University is committed to the health, safety, and well-being of its employees. Information on some of the services and departments/units that employees can access to promote a healthy workforce and workplace for all are outlined below.

Organizational Health & Safety

Employees have responsibility for establishing and maintaining safe work practices in accordance with the Dalhousie Environmental Health and Safety Policy. Managers have additional responsibilities and are advised to ensure they know their obligations with regards to employee health and safety.

In accordance with the Occupational Health and Safety Act of Nova Scotia, The university has an Environmental Health and Safety Committee. This Committee meets monthly to consider environmental health and safety issues throughout the university. DPMG appoints one (1) representative to serve on this committee.

For information on ergonomic referrals and assistance for ergonomic assessment, please visit the Environmental Health & Safety website.

Dalhousie University actively promotes a scent-free, and a smoke-free environment.

Human Rights & Equity Services

Human Rights & Equity Services (HRES) provides trauma informed, survivor centered confidential advisory services to members of the Dalhousie community seeking advice & support related to Human Rights, Discrimination, Personal Harassment, Sexualized Violence, Employment Equity & Inclusion, and Conflict Management.

HRES services include confidential reporting, informal & formal complaint options, personal support & referrals, coaching, conflict resolution process facilitation, education and outreach, facilitation of workshops and more.

For guidance, resources, and policies, please visit the Human Rights & Equity Services page, or contact the office confidentially by calling 902-494-6672.

Employee Health Accommodation and Benefits

Employee Health, Accommodation and Benefits, People and Culture is responsible for developing and advancing accessibility standards related to employment; administration of the university's Accommodation Policy for staff and faculty; sick leave administration and return to work plans; and providing education and outreach to the Dal community to ensure employment at Dalhousie is accessible to all. For more information, visit Accessibility & Wellness [myDal login required] For guidance and resources, please contact Employee Health, Accommodation and Benefits confidentially or call 902-444-0520.

Employee and Family Assistance Program

The university offers an Employee and Family Assistance Program provided by GreenShield Health, free of cost, to employees and eligible family members. EFAP is a voluntary, confidential, short-term counselling and advisory service for personal, family, and work lives, childcare services, or general well-being that connects employees and their eligible family members to a network of dedicated, professional counselors and work/life consultants. Confidentiality and privacy are assured, within the limits of the law, to each employee and family member who uses this service directly.

If you have questions about EFAP, please contact healthy@dal.ca.

Security Services

Security Services provides a variety of public safety and crime prevention initiatives to increase awareness, share resources, and promote safe practices to maintain a healthy, safe, and inclusive community.

DalSAFE is a mobile app providing quick and easy access to Security Services, Tiger Patrol, interactive maps, campus notices, university closures, parking info, and many other resources to enhance personal safety. To download the app, visit DalSAFE.

For questions, specific to University Closure policy, please contact Labour and Employee Relations, People and Culture.

The university offers XPass, a reduced-cost Halifax Transit Bus Program to all employees. For more information, please visit SmartTrip Dalhousie.

Athletics and Recreational Facilities

Dalhousie has a wide array of sports and recreational facilities, including Dalplex, Sexton Gym, and the Langille Athletic Centre in Truro, to suit the needs of members. Discounted membership fees are available based on full-time equivalency of employment. Payment of membership fees are available through payroll deduction. For more information, please visit Athletics and Recreation.

DalCard

DalCard is the university's official ID card, which may be used for building access on campus, parking, library services and as a debit card. DalCard is considered university property and is issued by the DalCard Office at Howe Hall, Coburg Road.

Please visit DalCard – Faculty & Staff for more information on office location, hours, and perks.

Child Care

The University Children's Centre (UCC) is a non-profit organization that provides high-quality, affordable child care. Programs are designed to facilitate, stimulate, and maximize a child's intellectual, physical, social, and emotional development. UCC has two locations on campus (South Street and in the Life Sciences Centre). For fees and program registration, please visit UCC's website.

DPMG Joint Consultative Committee

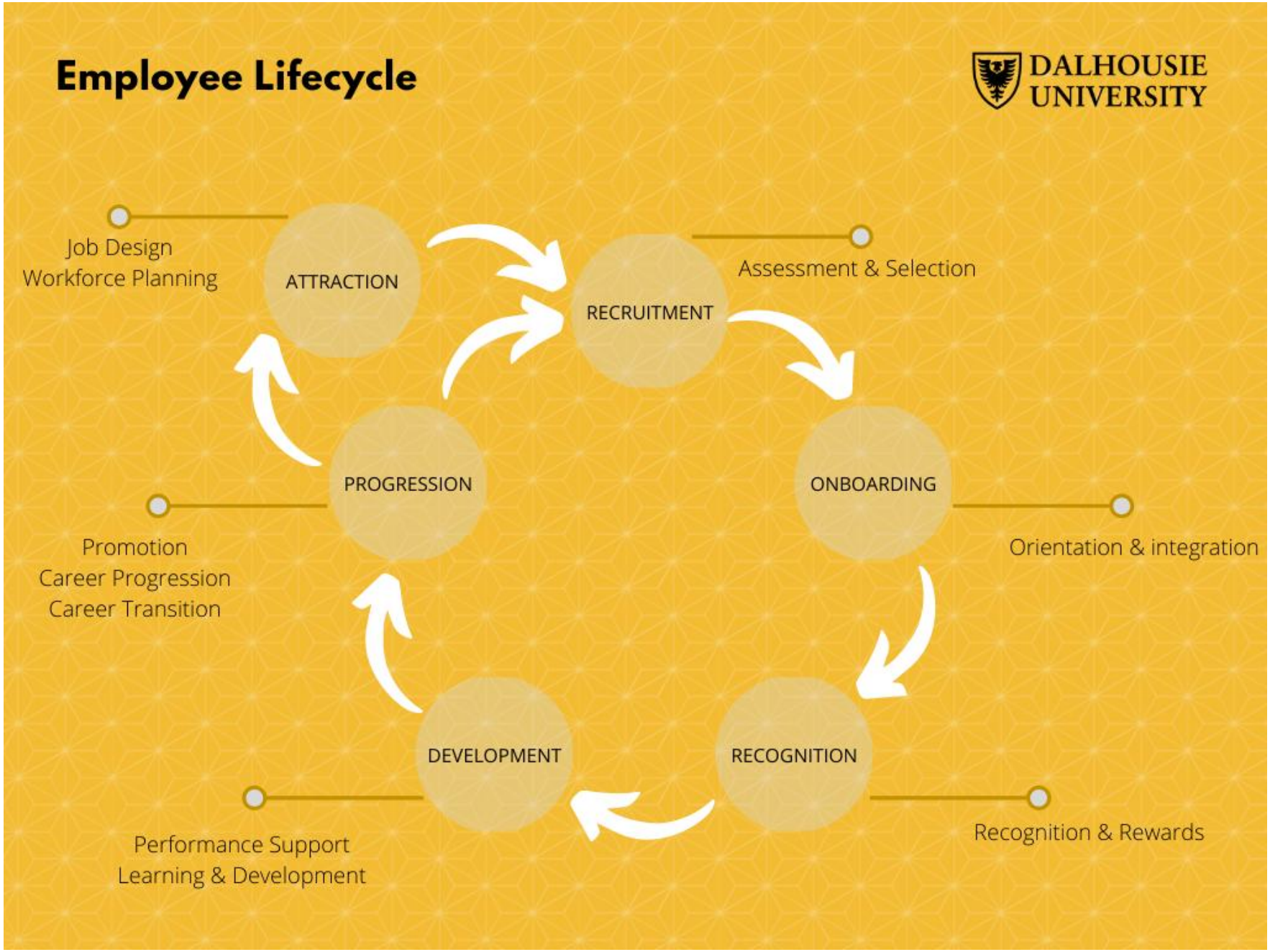
The Joint Consultative Committee (JCC) fosters and facilitates cooperative and productive employment relations between DPMG employees and the university. Representatives from senior administration consult with the DPMG Executive Committee on policy decisions with respect to compensation, hiring policies, terms and conditions of employment, the working environment, and other matters impacting employees.

Employee Records

An employee may view their personnel file as maintained by the department and/or People and Culture upon request, provided they give at least two working days' notice. The University Records Management Policy informs the process by which employee records are managed.

For university records to be useful it is essential that personal information be kept up to date. People and Culture must be advised of any changes such as additional dependents, changes in marital status, home address, telephone number, etc. Such changes can be made by logging into the Dal Online system.

Subject to any legal requirement to provide information, employee information will be held in confidence and will only be used for internal administration purposes of the university. In the event of information queries from outside sources, appointment, and length of employment with the university will be confirmed. The provision of any additional information to a specified source will require written authorization from the employee.


Employee Lifecycle
DALHOUSIE UNIVERSITY
Job Design
Workforce Planning
ATTRACTION
RECRUITMENT
Assessment & Selection
ONBOARDING
Orientation & integration
RECOGNITION
Recognition & Rewards
DEVELOPMENT
Performance Support
Learning & Development
PROGRESSION
Promotion
Career Progression
Career Transition

The Employee Lifecycle: Attraction, Recruitment and Onboarding

The Employee Lifecycle begins when the department hires a position. DPMG positions can be ongoing or term, however, under some circumstances, a temporary employee may be hired.

Job Design

The job design program is conducted and administered through Job Design, People and Culture. The purpose of job design is the objective measurement of job content and relative worth to other jobs within the university. Through the DPMG job design system [myDal login required], the relative ranking of all positions in the DPMG is determined and classifications are assigned. Job design is not intended to measure actual performance or qualifications of individual incumbents.

Job Factors

DPMG positions are rated on a Point Factor Analysis (PFA) system weighted on skill, effort, responsibility and working conditions. Point scores are assigned to five factors - Knowledge, Supplemental Study, Job Content, Contact Responsibility and Supervision. The sum of these point scores determines the position's classification.

Requests to have a position evaluated are initiated when:

a) a new position is created;
b) there are significant changes to job content in an established position;
c) a group of jobs are re-organized or the impact of possible re-organization on jobs and incumbents is being considered.

Depending on the above situation, a position may undergo a provisional or regular evaluation, which will be determined by Job Design, People and Culture based on consultation with the department.

During a **provisional review** an initial classification is assigned to a new or restructured position, based on the job description provided by the department to Job Design, People and Culture. A provisional classification is assigned prior to posting the position, if applicable.

A **regular review** is a comprehensive analysis of a position by a Job Analyst, People and Culture, that has either been provisionally classified or has undergone significant change. The purpose of regular reviews is to ensure the university has the most up to date job descriptions of DPMG positions. Job Design, People and Culture does not initiate reviews of DPMG positions once a regular review has been completed.

A regular review is initiated by Job Design, People and Culture for provisionally classified positions approximately 6 to 8 months after:

a) A new employee is hired into the position, or
b) An employee has been working in the provisionally classified position.

The employee and their supervisor may propose that six months is insufficient elapsed time prior to the review of a provisional rating. An explanation for the extension, signed by both the employee and immediate supervisor, may be emailed to the Job Design, People and Culture for notification and approval.

Job Classification

Requests for reviews of a job's classification should be directed to Job Design, People and Culture. The result of a review may have pay and organizational implications, therefore, these requests should be forwarded through normal administrative channels. For updating job descriptions, the DPMG employee, their immediate supervisor, Department Head, and Dean/Administrative Director must all agree on job content and sign off on the job description before submission to Job Design, People and Culture.

Should the job review process result in a change in classification, the reclassification effective date and resulting change in salary will be the date the approved job description was received by Job Design, People and Culture. While the position is under review, employees will qualify for normal salary progressions in their current classification.

When a position is reclassified upwards, employees will normally receive an increase of 7.5% over the base salary as of the effective date, or the minimum salary for the new classification, whichever is higher. The employee's anniversary date will be adjusted to ensure earnings' increase of at least 3% is obtained in the twelve months following reclassification.

When a position is reclassified downward, if the employee's salary is above the maximum of the new lower classification, the employee's present salary will be maintained until it is exceeded by the salary maximum for the new (lower) classification. Such maintenance of salary also excludes any annual economic adjustments. If the employee's salary is within the range from minimum to maximum (of the new lower classification) it will be maintained, and the employee may receive progression through the range in the normal manner until the maximum is attained.

Classification decisions may be appealed to the appeal committee. Notification of the appeal process [myDal login required] if the employee notifies Job Design, People and Culture, in writing, of their intent to appeal the classification decision.

Please visit Job Design [myDal login required] for more information on the process.

Temporary Employees

A temporary employee may be hired with or without posting:

- to fill a temporary vacancy or temporary job that would otherwise fall within DPMG, provided it is for a duration of eight (8) months or less (e.g., short-term project or filling a gap between employee departure and position posting)
  or
- to replace a DPMG employee during a temporary absence from their position (e.g., pregnancy/parental leave, secondment, sick leave etc.)

Talent Pathways
Talent Pathways [myDal login required] is Dalhousie's in-house temporary staffing program that recruits skilled equity-deserving candidates to fill short-term non-academic (temporary) vacancies in Faculties and Administrative Units.

Temporary employees are not employees of the DPMG and are not eligible to participate in Dalhousie's insured benefits and Pension Plan. In addition to restrictions on insured benefits, a temporary employee shall accumulate sick leave at a rate of half (0.5) a day per month of completed service, to a maximum up six (6) days per year.

An additional period of up to one month may be provided at either the beginning and/or end of the temporary appointment for orientation/training. Extensions may be made to temporary contracts that serve to further the strategic goals and/or operational needs of the university. Any extensions or renewals of such contracts shall be subject to the approval of the Labour and Employee Relations, or designate, and the DPMG Executive will be notified of any such extensions or renewals.

Visit Talent Pathways [myDal login required] for more information. Please contact Talent Pathways to initiate a request or for more information.

Term Employees

A term employee is an employee who is appointed to a term DPMG position that is created for a specified term or project, of more than eight (8) months with a finite end date.

Such employees are entitled to accumulate paid sick leave at the rate of one (1) day for every completed month of service, to a maximum of twenty-four (24) days. Additionally, employees in term positions of more than two (2) years' duration, or employees whose term position has been extended beyond two years, will be eligible for sick leave entitlement.

Term employees of a duration of less than one (1) year are eligible for benefits, however, some restrictions may apply. Term appointments of less than one (1) year are not eligible to participate in the Pension Plan. Please contact Retirement Services, People and Culture for more details.

Term employees may be terminated prior to the end of the term by being provided four (4) weeks' notice in writing or payment in lieu thereof. Exception to this include termination for just cause where there are grounds for immediate dismissal.

Job Posting

DPMG positions are posted through the online posting system. Employees interested in opportunities within Dalhousie are encouraged to regularly check the website.

Employees may make a confidential inquiry about posted positions to Talent Management, People and Culture.

In consultation with DPMG Executive Committee, the university may fill vacancies without advertising in the event such vacancies provide an opportunity to:

a) address matters related to an accommodation
b) to address a strategic priority such as diversity and inclusion
c) provide an alternative for other employment opportunities when a position is being eliminated
d) meet a key initiative, such as an accreditation standard
e) significant and/or unavoidable time constraints
f) other exceptional circumstances

The university acknowledges the contributions of its staff and is committed to supporting the career development of talent from within the university, and to address the list of opportunities mentioned above. An internal posting [myDal login required] is an effective way to support this commitment. A secondment opportunity is another way that current DPMG members can pursue career development opportunities.

Initial Appointment

DPMG positions are created after consultation and review by Job Design, People and Culture. Positions are classified based on the DPMG Position Evaluation Guide [myDal login required]. Once the classification is confirmed, the position is posted as per the university's hiring processes [myDal login required].

All initial appointment letters and starting salary for appointments made through the posting process shall be determined in consultation with Talent Management, People and Culture considering internal equity, budget, candidate expectation, candidate background vs. job requirements, and room for growth. Initial salaries may also include a market differential where there is substantiating external market data provided by the hiring department. Appointment letters and salaries for appointments made outside of the posting process shall be determined in consultation with Labour and Employee Relations, People and Culture. The appointment letter will specify the terms and conditions of employment as well as information regarding payroll [myDal login required] and benefits [myDal login required] forms. A Banner Number (Dalhousie ID) is required to process pay, initiate computer access, obtain a DalCard, etc. The Banner Number will be created after acceptance of an appointment.

New Employee Orientation
New Employee Orientation as well as Benefits Information sessions are offered monthly for all new employees and can be registered for online.

Employees transferring from other University employee groups into DPMG may have terms and conditions that will be taken into consideration for the initial appointment into DPMG. It is recommended that any internal Dalhousie employee who is the successful candidate of a role higher than their current classification through a posting competition, be offered an increase of 7.5% of the base salary of their former role, or the minimum salary for the new classification, whichever is higher.

Probationary Period

Upon commencement of employment with Dalhousie University, all DPMG employees are subject to an initial probationary period of six months' continuous employment, excluding any absences. Credit toward the probationary period may be given in consideration of time served performing the full scope of the role (e.g., as a temporary employee), subject to the agreement of Talent Management, People and Culture. The hiring department shall consult with the Director, Recruitment or designate to determine credit eligibility. If the period of employment has exceeded eight (8) months in the same position (no change in job description), the probationary period shall be deemed to have been served. This is not intended to supersede the regular job posting procedure.

The purpose of the probationary period is to ensure that employees have the necessary aptitude, ability, skill, competence, interest, and suitability to perform in the position to which they have been appointed. Being a period of mutual assessment, it also provides the employee with an opportunity to assess the university and the position. During this time, employees are encouraged to discuss their progress and performance with their immediate supervisor. It is recommended that the immediate supervisor and employee meet to review performance and discuss any areas for development on an ongoing basis. At a minimum, meetings should take place for approximately 3 months and 6 months post-start date. Progress of the probationary period should be documented in writing to the employee.

Either party may consult with Labour and Employee Relations, People and Culture, confidentially to discuss any concerns.

The probationary period may be extended by the university. If employment is terminated, four weeks' notice will be given, or pay in lieu of notice, other than when dismissal is for cause. The university reserves the right to terminate employment at any time during the probationary period.

Employees on probation are normally not eligible to apply for other positions until they have successfully completed the probationary period. Requests for exception should be directed to Talent Management, People and Culture.

A probationary employee shall accumulate sick leave at a rate of one (1) day per month until the probationary period has been successfully completed, after which sick leave entitlement.

Vacation in excess of five (5) days is restricted for employees serving their probationary period, including extensions, unless negotiated otherwise at the time of offer. Taking an extended vacation during probation, may lead to an extension of the probationary period. Please consult with Labour and Employee Relations, People and Culture for advice on specific circumstances.

Assessment Period

Should an employee transfer to a DPMG position within the university through a posting process, a six-month period of assessment, excluding absences, shall apply in the new position. Credit toward the assessment period may be given in consideration of time served performing the full scope of the role (e.g., overload, secondment), subject to the agreement of Talent Management, People and Culture. The hiring department shall consult with the Director, Recruitment or designate to determine credit eligibility. If the period of employment has exceeded eight (8) months in the same position, the assessment period shall be deemed to have been served.

The assessment period provides an opportunity for the employee and the immediate supervisor to discuss suitability for, and performance, in the new position. Immediate supervisors should seek the guidance of Labour and Employee Relations, People and Culture if performance challenges exist and require advice. Immediate supervisors should provide ongoing feedback and document performance feedback in writing at the conclusion of the assessment period.

In the event the transfer proves to be unsatisfactory, for reasons other than neglect of duty, misconduct or similar reasons, The university will endeavour to facilitate suitable placement elsewhere. The assessment period may be extended following consultation with Labour and Employee Relations, People and Culture.

Employees serving an assessment period are not normally eligible to apply for other positions until they have successfully completed the assessment period. Requests for exceptions should be directed to Talent Management, People and Culture.

Usually, leaves of absence such as vacation and sick leave are not restricted while an employee is serving an assessment period.

Confidentiality

Employees agree to maintain, in the strictest confidence, all information, knowledge and data to which they have access during employment with Dalhousie University. This information shall not be disclosed to any party within or outside the university, except as directed in the course of their employment. As part of job duties and responsibilities, employees in certain positions may be required to sign a Confidentiality Agreement. The obligation to maintain confidentiality shall extend beyond the termination of the appointment.

Hours of Work

Dalhousie University encourages managers, supervisors, and staff to be responsive to work-life challenges, and to work collaboratively to achieve excellent service levels and accountability for results. Expectations regarding hours of work should be discussed and mutually agreed to by the employee and immediate supervisor upon hire and as appropriate.

The range of hours stipulated as core hours of work is 35 – 40 hours per week, depending upon the role performed and/or the functional area. DPMG employees are primarily self-directed with respect to accomplishing the functions of their position and are expected to exercise discretion about hours worked in support of established performance objectives and departmental goals. Since DPMG positions require flexibility in the workday/week, this flexibility will be applied to time off where significant hours in addition to the norm have been worked, and the immediate supervisor agrees, and operational requirements permit. Occasionally, individuals are assigned additional responsibilities over and above their usual role for an extended period, which may require significant additional hours of work. In such circumstances, with prior approval, an additional lump sum (Overload payment) may be appropriate.

The Employee Lifecycle: Recognition

The university recognizes the importance of the contributions made by DPMG employees. Dalhousie offers competitive salaries and a comprehensive total compensation package to DPMG employees. There are also many non-monetary ways of acknowledging DPMG employees' efforts, such as recognition during team meetings, kudos in departmental newsletters, offering flexible work arrangements, and providing professional development opportunities. Please visit Employee Recognition [myDal login required] for additional information. Please contact Labour and Employee Relations, People and Culture to implement non-monetary rewards that may impact terms and conditions of employment.

The DPMG Executive offers additional ways to recognize DPMG employee contributions such as kudos during the regular DPMG General Meetings and nominating employees for the DPMG Annual Awards.

Salary & Compensation

Salary Administration Program

The intended outcome of the compensation and salary administration program is to provide for a pay structure which is:

- Internally equitable
- Externally competitive
- Financially feasible

When will I get paid?
DPMG employees are paid monthly on the 27th of the month. If the 27th falls on a weekend or holiday, employees will be paid on the preceding workday.

Internal equity is achieved by assessing, in an objective and systematic manner, the relative worth of all positions which fall within the Group through the job evaluation program. The **external competitiveness** usually encompasses data gathered through external salary surveys via a benchmarking process of selected positions. Finally, **financial feasibility** recognizes that the competitive position taken must be within the limits of affordability. The determination of salary adjustments is therefore linked to the university's budget cycle, and such adjustments are awarded on a basis consistent with both our financial position and the foregoing objectives at any given time.

The ultimate objective is the attraction and retention of suitably qualified persons for all positions. Any recommendation to salary scale adjustments is initiated by People and Culture. Any relevant information will be made available to employees by the DPMG Executive Committee. DPMG salary scales can be found on the DPMG website.

As appropriate, salary recommendations will be presented to the DPMG Executive Committee. After discussion with the DPMG Executive Committee, and with the advice of the Vice-President, People and Culture, and the Vice President, Finance and Administration, the university will recommend a salary adjustment for the professional and managerial salary scales. This will be done each year for inclusion in the final budget that is submitted to the Board of Governors for their approval.

Step Increment

For employees in ADM-03 to ADM-09 classifications, an annual step increment, up to the maximum of the salary scale, may be awarded based on satisfactory performance. A step increment is effective on the annual anniversary date, provided the employee has remained in the same classification. Employees will be eligible for a step increment upon completion of twelve (12) months' satisfactory performance in the role. Additionally, this anniversary date will be adjusted for any period of unpaid leave of absence and parental leave.

When is my anniversary date?
An employee's anniversary date is the first day of the first full month following commencement of employment in the current position, or the first day of the first full month following reclassification of the current position.

The immediate supervisor of the DPMG employee will be notified a month in advance of the employee's upcoming step increment eligibility. Unless a request to withhold the increment is made to Labour and Employee Relations, People and Culture, performance is understood to be satisfactory and meriting of a single step increase.

In instances of unsatisfactory performance, the immediate supervisor must consult with Labour and Employee Relations, People and Culture well in advance of the annual anniversary date. Employees who have their step withheld shall be notified in writing by the immediate supervisor and given the right to make any representation on their own behalf through the Complaints Procedure.

In the event a step increment is withheld, the immediate supervisor will meet with the employee and re-evaluate their performance periodically. It is recommended the immediate supervisor discuss the performance issues with Labour and Employee Relations, People and Culture. When a step increment is withheld the increment (or portion thereof) may be granted at any subsequent time when, in the immediate supervisor's opinion, the performance deficiencies have been corrected. The employee's anniversary date will remain unchanged.

Step Increment for ADM-08 and ADM-09 Hired Prior to January 1, 2021

Employees hired into ADM-08 and ADM-09 classifications prior to January 1, 2021, will be eligible for their annual step increment up to the maximum of the salary scale on July 1st based on assessed performance and attained salary level.

Additional Step Increment

Immediate supervisors may recommend the award of one (1) additional step increment, or part thereof, when performance is deemed to warrant special recognition and provided such an award does not result in a new salary exceeding the classification's maximum salary. Such award request should be made in writing by the immediate supervisor, in consultation with the appropriate Department Head/Faculty Administrator as applicable, and then forwarded to the Labour and Employee Relations or designate for final approval.

Market Differential

If external market pressures, as evidenced by actual or anticipated turnover within a particular occupational group or sub-group, warrant the payment of a market differential, a differential may be recommended for approval by the Assistant Vice President, Recruitment and Talent Management or designate. Approval of any such adjustment requires written recommendation (including any support documentation) from the Administrative Director, Dean or Vice-President to the Assistant Vice President, Recruitment and Talent Management, or designate.

Any differential that is awarded shall not result in the revision of the applicable classification salary scales, although employees may be paid above the applicable maximum salary as a result of an approved differential.

The market differential will be reviewed regularly in consultation with the Assistant Vice President, Recruitment and Talent Management and if market conditions no longer support the market differential, or if the position is reclassified through the job design process, employees shall return to the appropriate salary within the classification. A decision to adjust an approved market differential shall be made by the Assistant Vice President, Recruitment and Talent Management or designate, in consultation with the immediate supervisor and Department Head/Faculty Administrator.

Exceptional Salary Adjustment

Exceptional individual salary adjustments, including progression above the maximum salary for classification may be recommended, in limited circumstances, normally for highly specialized roles that are difficult to replace or recruit, or due to compelling reasons such as an external competitive offer. Approval of any such adjustment requires written recommendation (including any supporting documentation) from the Administrative Director, Dean, or Vice-President, to the Vice-President, People and Culture, or designate.

Any exceptional salary adjustment that is awarded shall not result in the revision of the applicable classification salary scales, although employees may be paid above the applicable maximum salary as a result of an approved adjustment.

Exceptional Performance Payment

If a DPMG employee is at the salary maximum of their classification salary scale and their performance is deemed to warrant special recognition, immediate supervisors may recommend a one-time Overload payment equivalent of up to one step, which may be applied annually, usually on the employee's anniversary date, subject to approval by Labour and Employee Relations. View Exceptional Performance Payment [myDal login required] for details, including criteria for the Overload payment and the approval process document.

Supervisory Step Increment

In setting an initial salary for an employee who is being newly appointed to a position (new hire or promotion), whereby the employee assumes supervisory responsibility over position(s) in the same classification, consideration may be given to whether

an additional step increment is warranted beyond the usual hiring salary, given qualifications and experience. The intent of this increment is not to differentiate between the salary of the employee(s) being supervised and the immediate supervisor. The supervisory step increment is based on the incumbent's salary, performance, and job duties as the supervisor. Such increment shall not result in an increase beyond the salary maximum of the classification, unless the incumbent is at the salary maximum, in which case an amount equivalent to a step may be awarded. If the supervisory responsibilities are temporary in nature, an Overload payment may be warranted.

Requests for a supervisory step increment should be made in writing by the immediate supervisor, in consultation with the appropriate Department Head/Faculty Administrator as applicable and forwarded to the Labour and Employee Relations or designate for final approval.

Overload Payment

Employees may qualify for one-time or ongoing exception payments (a percentage of the employee's current salary), which are non-pensionable, when there is a temporary need in a department to meet strategic goals/operations due to a vacancy or special project. Employees must be assigned additional responsibilities over and above their regular job duties, for two weeks or more, to qualify for an Overload payment. Such payments shall normally not exceed two years in duration. Overload payments are usually paid at the end of the assignment/project. Overload payments to employees assuming additional responsibilities outside of their home department/unit shall be paid by the department/unit assigning the additional work. If the employee is relieved of their current duties to assume a new position/role, then Secondment should be considered. It is recommended that immediate supervisors consult with Job Design, People and Culture on determining the appropriate arrangement.

Any proposed Overload payment(s) must be authorized and agreed to in advance by the immediate supervisor in consultation with the Department Head/ Faculty Administrator and Job Design, or designate. Overload payments cannot be made to reward exceptional performance.

Following are some examples of eligible Overload payments: special project work which requires exceptional effort with hours of work over and above the normal workload, including voluntary service undertaken as an equity-deserving group member in support of The university's equity, diversity, inclusion and accessibility (EDIA) mandate; temporary assumption of managerial authority over a group of employees; performing partial duties of a vacant position; or assuming partial responsibilities of a higher classification.

If the additional assigned duties become a permanent part of the employee's current role, a review of the job description is recommended.

Employees who are assigned additional duties may be given an increase in the range of 1% – 10%, depending on the job duties and scope of responsibilities that have been assigned, over and above the employee's current job duties.

Suggested payment:
Up to 5% - take on partial role of another position, over and above own job duties.
6% to 10% maximum – take on substantial portion of another position, over and above own job duties.

Benefits & Pension

Insured Benefits

The university offers a comprehensive range of insured or subsidized benefits. Benefits are available to regular full-time and regular part-time employees with an employment duration of eight months or more at 50% FTE or more.

Insured benefit coverage can be maintained for eligible unpaid leave types, provided the employee pays the total monthly premium cost for the duration of the unpaid leave. This understanding is subject to any limitations incorporated in individual plans. Please contact Benefits, People and Culture to confirm which leave types are eligible.

Further details are available from Benefits, People and Culture, and detailed information is available under Total Compensation on the People and Culture website.

Health Spending Account

Employees eligible for benefits will have an annual Health Spending Account (HSA) administered by Medavie Blue Cross. The HSA amount is prorated in the first year of employment depending on date of hire into the university.

The HSA is a tax-free benefit and can be used to cover a portion of health and dental claims not covered by the Dalhousie Plans, expenses exceeding the Plan's maximums or co-payments, health costs not covered under the Dalhousie Insured Benefit Plan, or

employee-paid premiums for enrolment in the Plan. Claims to the HSA must be eligible under Canada Revenue Agency Guidelines. The HSA Expense Eligibility Criteria is a helpful guide to determine eligible HSA expenses. View this HSA video explanation.

Employees can submit expenses for themselves and their dependents. DPMG employees must use HSA funds during the year it is deposited in the "HSA Account" or in the following year, otherwise it will be forfeited. The HSA year runs from July 1 to June 30.

Pension Plan

All regular full-time and regular part-time (50% Full-Time Equivalent or more) employees are required to participate in the Dalhousie University Staff Pension Plan, subject to the eligibility criteria specified in the Plan. Employment must be anticipated to continue for 12 months or more for eligibility. Some other part-time employment categories may also qualify. Details are available from Retirement Services, People and Culture or online [myDal login required].

The normal retirement date for employees is July 1 following their 65th birthday, as defined under the Dalhousie University Staff Pension Plan. Former Technical University of Nova Scotia (TUNS) employees and former Nova Scotia Agricultural College (NSAC) employees who continued their membership in the Public Service Superannuation Plan (PSSP) shall retire in accordance with the provisions of the Public Service Superannuation Act and eligibility for pension benefits upon retirement shall be in accordance with the provisions of the Public Service Superannuation Act. These employees may also be eligible for a Service Award in accordance with the terms of their employment.

Spouse and Child Tuition Waiver

Spouses and children of DPMG employees are eligible for a Tuition Waiver. The waiver covers 50% of tuition fees in all courses offered at Dalhousie University in any undergraduate program in Faculties other than Dentistry (excluding the School of Dental Hygiene), Law and Medicine. Where both parents are eligible employees, the tuition fee waiver for a child will be 100%.

For the purposes of tuition waiver administration, the following definitions shall apply:

"Spouse" shall mean a person who is in a marriage or other formal union recognized by law with an employee or who has cohabited with an employee in a conjugal relationship for at least twelve (12) months as the employee's spouse.

Employee Tuition Assistance & Reimbursement

Dalhousie promotes and values continued professional development. Information for employees can be found in the Tuition Assistance for Employees section.

"Child" shall mean any dependent child of the employee to the end of the academic year of the child's 25th birthday, or beyond that date if dependent on the employee by reason of mental or physical disability. Dependents are defined as children of the employee for whom the employee is entitled to claim tax credit under the Income Tax Act in the year in which the tuition waiver is requested or children not over the age of 25 years to whom the employee declares that they provide regular financial support.

"Tuition Fee" shall mean the basic tuition fee applicable to specific programs and shall include auxiliary fees which are for required instruction but shall exclude any other fees such as international student differential fees, co-op fees, student union fees, and textbooks.

Tuition Waiver for Retired Employee:

Tuition waivers shall continue to be available to employees who have retired, having been employed for five or more years, and to their spouses and children.

Tuition Waiver for Dependent of Deceased Employee:

Tuition waivers shall continue to be available to the spouses and children of deceased employees, who had been employed for five or more years.

Tuition Waiver for Divorced or Legally Separated Employees:

Tuition waivers shall continue to be available to the children of those employees who are divorced or legally separated, provided satisfactory evidence of support equivalent to 7% of annual earnings is provided.

The university recognizes and promotes several specialized credit programs, e.g., foreign exchange programs. Tuition waivers do not apply to these programs when:

a) the fees are only collected by Dalhousie on behalf of the host institution;
b) the fees are paid directly by the student to the host university.

For further information, please contact Benefits, People and Culture.

Holidays, Vacation & Leaves

Holidays

The university provides the following as paid holidays for DPMG employees:

- January 1
- First Friday in February
- Third Monday in February
- Friday preceding Easter Sunday
- First Monday in September
- September 30
- Second Monday in October
- November 11

- Monday preceding May 25
- July 1
- First Monday in August
- December 25
- December 26
- 1/2 day to be scheduled by the university on a day other than the holidays already listed

To provide for an extended break from work between December 27 and January 1, at least two (2) scheduled days off with pay are usually granted in addition to the holidays listed above.

Vacation

The vacation year is June 1st to May 31st. DPMG employees are governed by two different systems of vacation entitlements based on their date of hire into the university. As such, please refer to the appropriate section as it relates to the DPMG employee's hire date:

a) Vacation Entitlement for employees hired prior to June 1, 2010
b) Vacation Entitlement for employees hired on or after June 1, 2010
c) Vacation Entitlement for employees transferring from another Employee Group

The scheduling of vacation is subject to approval from the immediate supervisor, taking account of requests from other employees of the team/unit and the operational requirements of the department. Requests should be made to the immediate supervisor via email or using the electronic leave reporting system, whichever is used in the department. Vacation balance should be exhausted within the vacation year.

Any planned vacation that an employee takes will not be cancelled in the event of an unanticipated university closure.

Approved unpaid leaves of absence of up to ten (10) working days per year will not affect an employee's vacation entitlement in the following vacation year.

Continuous employment for determining the fifth or sixth week of entitlement does not include unpaid leaves of absence in excess of thirty (30) working days, e.g., parental leave, but does include pregnancy leave. While taking a pregnancy leave will affect the annual vacation employees will have earned for the vacation year(s) immediately following such leave, it will not affect their continuous employment credit for entitlement to an additional week of vacation commencing the year in which the tenth or twentieth anniversary falls.

Vacation in excess of five (5) days is restricted for employees serving their probationary period, including extensions, unless negotiated otherwise at the time of offer. Taking an extended vacation during probation, may lead to an extension of the probationary period. Please consult with Labour and Employee Relations, People and Culture for advice on specific circumstances.

a) Vacation Entitlement for employees hired prior to June 1, 2010 – Earn current year and use next year

Employees under this system earn vacation in current vacation year, which is available for use the following vacation year. Annual vacation entitlement is based upon length of continuous paid employment at the university. Entitlement each year is calculated based on number of months of paid service up to May 31st in the previous vacation year. If less than one full year's service has been completed, entitlement for the following year is prorated as follows:

Full-time equivalence: (# of months worked / 12 months) * 20 days = entitlement for the next vacation year (1 vacation day = 7 hours). Vacation entitlement is pro-rated based on full-time equivalence.

Vacation Entitlement:

- Employees with less than 10 years of service, excluding any unpaid leaves, will receive four (4) weeks (20 working days or 140 hours).
- Employees with 10 years or more of service, excluding any unpaid leaves, will receive five (5) weeks (25 working days or 175 hours), beginning with the vacation year in which the 10th anniversary falls.
- Employees with 20 years or more of services, excluding any unpaid leaves, will receive six (6) weeks (30 working days or 210 hours), beginning with the vacation year in which the 20th anniversary falls.

Subject to the discretion of the immediate supervisor a maximum of five (5) days may be deferred at the employee's request to the following vacation year. The maximum carryover of five (5) vacation days does not apply when employees are commencing a pregnancy and/or parental leave or an extended sick leave. Based on the length of the leave an employee is taking, and by mutual agreement with the immediate supervisor, the employee may carry over up to one (1) year's vacation entitlement.

When operationally feasible, and by mutual agreement with the immediate supervisor, DPMG employees may draw from next years' accrued vacation bank up to a maximum of ten (10) days to use in the current vacation year.

b) Vacation Entitlement for employees hired on or after June 1, 2010 – Earn and use same year

Employees under this system earn vacation and use it the same year. Annual vacation entitlement is based on the number of years of continuous service, normally following successful completion of the probationary period. Entitlement each year is calculated based on number of months of paid service up to May 31st in that vacation year. If less than one full year's service has been completed, entitlement for the year is prorated as follows:

Full-time equivalence: (# of months worked / 12 months) * 20 days = entitlement for the vacation year (1 day = 7 hours). Vacation entitlement is pro-rated based on full-time equivalence.

Vacation Entitlement:

- Employees with less than 10 years of service - four (4) weeks (20 working days or 140 hours)
- Employees with 10 years or more of service as of June 1st, excluding any unpaid leaves, will receive five (5) weeks (25 working days or 175 hours), beginning with the vacation year in which the 10th anniversary falls.
- Employees with 20 years or more of services as of June 1st, excluding any unpaid leaves, will receive six (6) weeks (30 working days or 210 hours), beginning with the vacation year in which the 20th anniversary falls.

Employees may take vacation on the assumption that their employment will continue throughout the calendar year. Employees who take vacation before it is earned and subsequently terminate their employment will be required to repay any vacation taken but not earned.

Subject to the discretion of the immediate supervisor a maximum of ten (10) days may be deferred at the employee's request to the following vacation year. The maximum carryover of ten (10) vacation days does not apply when employees are commencing a pregnancy and/or parental leave or an extended sick leave. Based on the length of the leave an employee is taking, and by mutual agreement with the immediate supervisor, the employee may carry over up to one (1) year's vacation entitlement.

c) Vacation Entitlement for employees transferring from another Employee Group

Upon transfer to DPMG from another employee group, the DPMG vacation entitlement will be calculated based on the date of hire into the university, and not into the current DPMG role. The accrual rate of an employee transferring into the DPMG group will change, although the accrual system will remain the same (i.e., earn and use next year system or earn and use same year system).

Any increase in entitlement, i.e., three (3) to four (4) weeks, or four (4) to five (5) weeks, or five (5) to six (6) weeks will be prorated based on the percentage of the vacation year worked in the DPMG group.

It is the responsibility of the former immediate supervisor to ensure the appropriate vacation balance is updated in the electronic leave reporting system by emailing them.

If a different vacation entitlement was formally agreed upon at the time of appointment to a DPMG position, the entitlement in the appointment letter will supersede the vacation entitlement section above.

Major Illness During Vacation

Where an employee suffers a major illness, major injury or is hospitalized and the period of illness is in excess of three (3) days, all or a portion of this period shall be considered as sick leave and the number of vacation days which have been displaced may

be taken later in the same vacation year. The employee must notify their immediate supervisor at the time such illness commences and must submit medical verification to the satisfaction of the Employer to qualify for sick leave in these circumstances.

Vacation upon Termination

In the event of termination with due notice (four or more weeks), accrued and unused vacation will be paid out. In the event due notice is not provided, payment will be at the minimum prescribed under the Labour Standards Code, unless the Department Head agrees to accept less notice. Employees may take vacation on the assumption that their employment will continue throughout the calendar year. Employees who take vacation before it is earned and subsequently terminate their employment will be required to repay any vacation taken but not earned.

Sick Leave and Long-Term Disability (LTD)

A regular full-time employee who has worked for 125 days in the preceding 12-month period may be eligible for sick leave for up to 125 working days at full salary for any absence due to any qualifying illness or injury, until the employee reaches their retirement date under the Dalhousie University Pension Plan. Vacation and leaves of absence with pay shall be treated as days worked. Pregnancy leave, parental leave, and leaves of absence without pay shall be excluded when determining the start and end dates of the preceding 12-month period. For a part-time employee, the entitlement of 125 days is prorated based on the percentage of full-time equivalence.

A probationary employee shall accumulate sick leave at a rate of one (1) day per completed month of service until the probationary period has been successfully completed.

A term employee whose appointment is for twenty-four (24) months or less shall accumulate sick leave at a rate of one (1) day per month of completed service.

A temporary employee shall accumulate sick leave at a rate of half (0.5) a day per month of completed service, to a maximum up six (6) days per year.

Employees who work beyond the age of qualification for long-term disability shall be entitled to accumulate sick leave at the rate of one (1) day per month of completed service, to a maximum of twelve (12) days per year and 125 days in total.

Although the main purpose of the 125 days of sick leave as paid leave is to serve as a Qualifying Disability Period (QDP) for Long-Term Disability, this sick leave bank can also be used for casual illnesses, normally for up to five (5) working days. Casual illnesses exceeding five (5) consecutive days require medical documentation to qualify for paid sick leave.

In order to assess a claim for paid sick leave, employees may be required to provide adequate medical certification verifying: i) the illness or injury; ii) a resulting inability to work; iii) that appropriate medical treatment is being sought; iv) estimated date of

return to work and any subsequent revisions to the return date; v) return to work schedule, and if applicable vi) any functional limitations and/or medical restrictions to facilitate an earlier return to work date. The employing department or People and Culture will contact the employee to indicate when medical evidence is required and, as circumstances dictate, when further medical evidence is required to assess the claim for paid sick leave.

An employee returning to work upon the expiration of a period of sick leave (as defined above) shall return to their original position. This period will be extended by twenty-four (24) months from the date the employee completes the QDP under the terms of the long-term disability program (currently 125 days, excluding Saturdays, Sundays, and Holidays, prior to age 65) provided the employee is approved for LTD benefits.

An employee may be required to undergo, without cost to such employee, medical examinations by a physician of the university's choice in the following instances:

(a) Prior to employment, but following an offer of employment, provided the medical information sought relates to a bona fide occupational requirement for the position applied for.
(b) In order to obtain health certificates, where the university in its discretion deems it necessary or desirable, including cases of repeated absences of less than five (5) days, provided a copy of the physician's report is given to the employee.

Leave for Family Illness

Employees shall be granted leave with pay for up to five (5) days per calendar year, from their sick leave entitlement, for the purpose of caring for an employee's parent, spouse, or child, provided such family member(s) require(s) care and no one other than the employee can provide such care. The university may require proof of the need for such leave as it considers necessary. These days shall be deducted from the employee's sick leave entitlement and will be calculated on a calendar year basis. This leave is prorated based on full-time equivalency of employment.

Pregnancy Leave

The university shall grant unpaid pregnancy leave in accordance with the provisions of the Nova Scotia Labour Standards Code.

Benefits While on Leave
Insured benefits coverage can be obtained for the duration of eligible leaves, subject to the employee paying the total monthly premium costs and meeting any qualifying conditions under specific plans.

The university supplements the pregnancy leave benefits which an eligible employee may qualify for under the Employment Insurance Program, provided they have successfully completed their probationary period. For a period of up to fifty-two (52) weeks, the university will pay a benefit of up to 95% of regular salary, less benefits receivable under the Employment Insurance Act and any other earnings from employment. No benefit is payable by the university for any period in which the employee is disqualified from benefits under the Employment Insurance program. This benefit is granted on the condition that the employee returns to continuing employment

upon expiry of the leave. If the employee does not return to work the university is entitled to reimbursement of any amounts (prorated) paid by the university to the employee under this supplementary benefit. The employee will acknowledge the same, in writing, by signing a Supplementary EI Benefits Application Form. The application to request this benefit is available on myDal (login required).

Parental Leave (Following Pregnancy Leave)

The university shall grant unpaid parental leave in accordance with the provisions of the Nova Scotia Labour Standards Code.

The university supplements the parental leave benefits if an eligible employee qualifies under the Employment Insurance Program, provided they have been continuously employed by Dalhousie for at least one (1) year. For a period of up to fifty-two (52) weeks, the university will pay a benefit of up to 95% of regular salary, less benefits receivable under the Employment Insurance Act and any other earnings from employment. When an employee takes pregnancy leave, followed by a parental leave, the Act requires that both leaves (pregnancy and parental) be taken consecutively.

Parental Leave (For Spouse and Adoptive Parents)

The university shall grant unpaid parental leave in accordance with the provisions of the Nova Scotia Labour Standards Code.

The university supplements the parental leave benefits if an employee becomes a parent, including through adoption, and is not taking a pregnancy leave, and qualifies for parental leave under the Nova Scotia Labour Standards Code and for parental benefits under the Employment Insurance Act, provided they have been continuously employed by Dalhousie for at least one (1) year. The university will supplement those benefits and pay up to 95% of regular salary, less benefits receivable under the Employment Insurance Act and any other earnings from employment, for a period of fifty-two (52) weeks. Where employees take a parental leave but not a pregnancy leave, they may do so at a time of their choosing commencing with the date of birth or the date in which the child is taken into their care, provided the leave is completed within the time period specified under the Nova Scotia Labour Standards Code.

Review the application [myDal login required] to request this benefit.

Leave for Parent Not Accessing Parental Leave (For Spouse and Adoptive Parents)

Employees who become a parent, including through adoption, but are not taking parental leave benefits under the Employment Insurance Act, shall be granted a leave of absence with pay for a maximum of five (5) days after the child comes into their care. This leave may be granted on non-consecutive days. They will also be eligible for additional unpaid leave in accordance with the Labour Standards Code.

An employee who has begun parental leave is entitled to return to and resume work and defer the unused portion of the parental leave should the child become hospitalized for a period exceeding or likely to exceed one week. Only one such interruption and deferral is provided for under the Nova Scotia Labour Standards Code.

Employees must give at least four (4) weeks' notice of their intention to take, and return from, a pregnancy or parental leave, unless the maximum leave entitlement is taken.

Part-Time Work During a Pregnancy/ Parental Leave

In the event an employee works part-time during a pregnancy/parental leave, while in receipt of supplementary employment insurance benefits, they must consult with Labour and Employee Relations, People and Culture in advance of commencing the leave for the appropriate supplementary employment insurance benefit amount to be calculated. The employee is responsible for declaring such income to Service Canada. Please contact Labour and Employee Relations, People and Culture for a template letter before commencing such an arrangement.

The Employment Insurance Act deals with any benefit payments to which an employee may be entitled. Further information is available on the Employment Insurance website.

Compassionate Care Leave

An employee shall be granted Compassionate Care Leave in accordance with the leave provisions of the Nova Scotia Labour Standards Code.

Bereavement Leave

DPMG employees shall be granted bereavement leave with pay as follows:

a) In the event of a death of a spouse, a parent (including stepparent) or a child (including stepchild), ward of the employee, grandchild or a relative with whom the employee permanently resides, an employee so bereaved shall be allowed leave with pay not exceeding five (5) working days. The days shall normally be consecutive, and shall be taken at the time of death, funeral, or memorial service.

b) In the event of a death of a parent-in-law, grandparent, sibling (including stepsibling and half-sibling, sibling-in-law (immediate – a spouse's sibling or a sibling's spouse), son-in-law, or daughter-in-law, an employee so bereaved shall be allowed leave with pay not exceeding three (3) working days. The days shall normally be consecutive, and shall be taken at the time of death, funeral, or memorial service.

c) In the event of the death of an employee's aunt, uncle, niece, nephew, sibling-in-law (extended – spouse's sibling's spouse), foster parent, or the grandparent of the spouse of the employee, an employee shall be granted leave of absence with pay for one (1) day for the purpose of attending the funeral.

Spouse shall include a person who is in a marriage or other formal union recognized by law with an employee or who has cohabited with an employee in a conjugal relationship for at least twelve (12) months as the employee's spouse.

If the location of the funeral or memorial service is more than 200 kilometers away from an employee's residence, an employee may be granted time it takes to travel to and from such location to a maximum of two (2) days, provided the travel does not occur during the employee's days off.

If there is a death in an employee's family as defined under (a), (b), (c) while the employee is on vacation, the employee is entitled to use bereavement leave, rather than vacation days as scheduled.

Request for such leave must be directed to the employee's immediate supervisor.

Domestic Violence Leave

The university shall grant domestic violence leave to an employee in accordance with the provisions of the Nova Scotia Labour Standards Code. Additionally, the employee may be eligible for leave with pay for up to ten (10) weeks per calendar year.

Jury Duty

An employee who is required to serve as a juror or witness will receive full salary for the duration of such services and shall reimburse the university to the extent of any jury duty pay received, less expenses.

Indigenous leave

An Employee who is Indigenous and who has completed their probationary period shall be granted leave of absence with pay of up to five (5) days per every calendar year, to permit the Employee to engage in traditional Indigenous practices, including:

a. hunting;
b. fishing;
c. harvesting
d. any practice prescribed by regulation.

For the purposes of this leave, an Indigenous person means First Nations, Inuit or Métis. Unless otherwise informed by the Employer, a statement signed by the employee stating that they meet the conditions of this article shall, when delivered to the Employer, be considered as meeting the requirements of this article.

Leave of Absence without Pay

A request for a leave of absence without pay is to be made in writing to the employee's immediate supervisor. Such leaves must be jointly approved by the Dean/Faculty Administrator or Department Head and the Director, Labour and Employee Relations, or designate.

Salary Deferred Leave

Subject to approval, employees may participate in the Salary Deferred Leave which provides for deferral of income when an extended period of unpaid leave is sought and agreed to in advance. Operational requirements and employee needs must be discussed with the immediate supervisor, in consultation with the Department Head/Faculty Administrator and the Director, Labour and Employee Relations or designate, before proceeding with the plan. Once approved, Payroll Services will need appropriate information to implement the plan. This plan cannot be used in conjunction with a paid leave because of Canada Revenue Agency regulations.

Study Leave

As the operations of the university expand and become more complex, the university may wish to selectively encourage middle- and senior-level managers to seek further post-secondary education study or project experience (hereinafter referred to as study leave). Such study or project work must directly complement the employee's job responsibilities at Dalhousie University.

To be eligible for a study leave, the applicant must have:

1. completed a minimum of three (3) years' continuous employment if it is an initial application.
2. six (6) years of continuous employment since the completion of the last period of study leave if it is a second or subsequent period of leave.

Applications must be made in writing to the Vice-President responsible for the unit in which the applicant is employed. The application must specify the course of study or project which will be undertaken and the period of leave which is being requested. The agreement of the Dean and/or Faculty Administrator (or equivalent in a non-academic unit) must accompany the application.

When the study leave is granted, in consultation with Labour and Employee Relations or designate, it shall be for a period of up to twelve (12) consecutive months in total.

For an initial application of a study leave, if approved, the applicant shall be granted 50% of regular salary with pension and insured benefits maintained on a nominal salary basis. In approving such leaves, it is understood that the employee will continue their employment with the university for a period of time equal to the period of the leave or reimburse the university for the full amount of salary, plus benefits received from the university during such leave.

Second and subsequent leaves, if approved, shall be granted to the applicant at 75% of regular salary and the employee will be held to the same standard for salary reimbursement purposes, should they leave the university prior to serving the equivalent time spent on the second study leave.

Financial assistance may also be included to offset part, or all, of the cost relating to tuition fees through tuition waivers or reimbursement, travel and relocation. Before committing to any such financial arrangement, immediate supervisors must seek approval from the Labour and Employee Relations.

The Employee Lifecycle: Development and Progression

Professional Development

DPMG employees are encouraged to maintain their competencies and knowledge through direct training opportunities such as certificate programs, courses, seminars, convention and conference attendance, committee work and professional affiliation.

Where an employee is required to attend a conference or seminar related to their work, regular salary, registration fees and all reasonable travel and accommodation expenses will be paid, unless otherwise agreed, from departmental funds.

Professional Development Fund
The Professional Development Fund is available to DPMG employees and can be accessed once annually. Please contact Learning & Development, People and Culture for more information.

Dalhousie University provides professional development programs and learning resources to build capabilities, competence and enhance skill sets and promotes an inclusive, healthy workplace. Employees can participate as part of their skills development and career planning. For more information on programs and resources, visit the Employee Learning Calendar.

The DPMG Executive also holds many professional development opportunities, including the DPMG Conference, held annually in June. It is a recommended professional development opportunity that all DPMG employees are encouraged to attend.

Please visit Career Development on myDal [login required] for more information.

Performance Development Plan (PDP)

The University's Performance Development Plan provides a structured process that recognizes employee's contributions to organizational success, while valuing growth and development. The Plan contributes to the development of a culture where employees and their immediate supervisors can have meaningful work conversations. More information on the Performance Development Plan [myDal login required] or performance planning is available on myDal (login required).

Dalhousie University encourages personal and professional growth through various resources. Dalhousie encourages employees to use these resources to assist with career development. To discuss career opportunities in general, or a specific job opportunity, employees may contact Talent Management, People and Culture, for advice.

Competencies are a set of defined behaviours that provide a structured guide for enabling the identification, evaluation, and development of the behaviours in individual employees and leaders. Dalhousie has a list of core and leadership competencies [myDal login required] which can be used as a guiding tool for resume writing, and interviewing skills.

Tuition Assistance for Employees

Tuition assistance is available to all DPMG employees who are regular full-time and regular part-time (50% FTE or more), as well as term full-time or term part-time (50% FTE or more). For tuition assistance, tuition fees covered shall mean the basic tuition fee applicable to specific programs and shall include auxiliary fees which are for required instruction but shall exclude any other fees such as international student differential fees, co-op fees, student union fees, and textbooks.

This assistance can be in the following two methods:

A) Tuition Waiver
B) Tuition Reimbursement

A) Tuition Waiver

Employees can take up to twelve (12) credit hours from September 1 to August 31 of each academic year in any Faculty of Dalhousie University and have tuition fees waived. The tuition waiver is a tax-free benefit for employees when job-related, otherwise the waiver is taxable for a non-job-related course.

A Graduate Program Fee degree is based on a set tuition per term and/or a residency requirement, rather than Graduate Per Course Fee degree. Employees registered for such a degree will be eligible for a tuition waiver equivalent to the Graduate Per Course Fee degrees (i.e., up to twelve credit hours each September 1 - August 31 academic year). Specific questions regarding eligibility can be sent to Benefits, People and Culture.

Employees may make arrangements through their immediate supervisor to audit any credit course offered by the university provided it is job related and subject to the instructor's approval.

Tuition fees for non-credit job-related courses offered by the Faculty of Open Learning and Career Development may be waived at the sole discretion of the Department.

B) *Tuition Reimbursement for Employee*

Non-probationary employees who undertake a specific course of study which is associated with their professional certification and is related to current job requirements and/or anticipated university needs (including study related to professional certification which would not be covered under the Tuition Waiver) may request tuition reimbursement. A Reimbursement Application package [myDal login required] should be directed to Talent Management and must be endorsed by the employee's immediate supervisor, in consultation with the Department Head / Faculty Administrator. Such courses may be taken at another educational institution and are not usually available through Dalhousie.

Tuition reimbursement will not be given in addition to the twelve (12) credit hours provided for through the tuition waiver, but a combination of these benefits is permissible subject to the total support provided by the university not exceeding the cost of twelve (12) credit hours.

Employees who fail or do not complete a course forfeit entitlement to tuition reimbursement.

For information on spouse and/or child tuition waivers, please see Spouse and Child Tuition Waiver.

Tuition Waiver and/or Tuition Reimbursement Eligibility for Ill or Disabled Employees

Employees who are on a leave for an ongoing illness or long-term disability should contact Employee Health, Accommodation and Benefits for possible accommodation before commencing or continuing courses. Tuition waivers shall continue to be available to the employees' spouses and children, provided the employee is in receipt of sick leave or long-term disability benefits. DPMG employees on pregnancy and/or parental leaves are eligible for tuition waivers or tuition reimbursement during the entire leave.

Secondment

A secondment arrangement applies when an employee is relieved of their current duties and assumes a new position within the university, usually at a higher classification, for a specific duration normally not exceeding two (2) years. Secondment arrangements may be considered as a means of professional development, in addition to fulfilling a specific need in a unit. These arrangements could include secondment into another employee group, such as Grant-Paid or EXAD. Prior to engaging in a secondment arrangement, Department Heads/ Faculty Administrators must consult with Labour and Employee Relations, People and Culture for assistance in determining appropriate terms and conditions of employment, including salary treatment.

Term positions which have been posted may entertain secondment arrangements based on agreement from all parties. Under such arrangement, a seconded employee may return to their original or similar position, if it still exists, at the end of the term and will revert to their original salary, plus any salary adjustments that would have applied to their original position in the interim. Also, the employee reverts to their original anniversary date. Such arrangements should be formalized in the form of an agreement between the two departments involved in the employee's secondment. Please refer to the Secondment Guidelines and contact Labour and Employee Relations for further advice.

If the posted term position is regularized into an ongoing position, then the seconded employee need not undergo further competition and can be regularized at the end of the secondment period, based on satisfactory performance.

Secondment to an External Organization

Prior to engaging in secondment arrangements with an external organization, Department Heads/ Faculty Administrators must consult with Director, Labour and Employee Relations or designate, for assistance in determining appropriate terms and conditions of employment, including salary treatment. The appropriate salary level for an employee seconded to an external organization will be determined in consultation with the seconding organization. Such arrangements should be formalized in the form of an agreement between the two organizations involved in the employee's secondment.

If a DPMG employee wishes to pursue a secondment arrangement external to the university for personal/professional reasons, the Department Head/Faculty Administrator may consider a leave of absence without pay for the duration of the secondment.

If an employee enters a secondment arrangement without undergoing a competition process, and the term position is regularized into an ongoing position, the seconded employee will need to compete through the posting process to be considered for the ongoing role.

Secondment to a position of the same classification shall not result in a change in salary if the employee is at the top of the salary scale. Secondment into a higher classification includes appropriate compensation in the range of 5% – 10% of the employee's existing rate of pay, or to the minimum step of the higher classification, whichever is higher.

Employees will be eligible for a step increment upon completion of twelve (12) months' satisfactory performance in the seconded role.

Volunteer Work

The university encourages participation by all its employees in university and community volunteer work. Time commitments should be arranged with the employee's supervisor so that they do not interfere with the fulfillment of regular responsibilities.

Addressing Employee Concerns

The purpose of this is to set out procedures to be followed in instances where a DPMG employee wishes to bring forward a complaint in relation to the terms and conditions of their employment. It is essential that complaints be raised openly and resolved as quickly as possible. Therefore, employees are encouraged to discuss differences and/or concerns informally as much as possible.

Note: If the complaint is against the immediate supervisor, the appropriate Administrative Head at the next level within the unit will be involved in the complaint process.

At any stage in the process, the complainant or supervisor may confer informally with the Director, Labour and Employee Relations, or designate for advice and the complainant may also seek the advice of the DPMG Executive. Additionally, the Human Rights & Equity Services Office (HRES) is available to employees as an alternate resource to make a confidential informal or formal complaint, personal support & referrals, coaching, and conflict resolution process facilitation. For guidance and resources, please visit the Human Rights & Equity Services page or contact the office confidentially.

Informal

The first step in the informal process is for the complainant to bring the issue to their immediate supervisor. At this step, the issue is communicated verbally. A resolution will be discussed and provided by the immediate supervisor within five (5) business days of the informal meeting/communication.

Formal

(Should the reporting relationship within a department require it, stages will be added to or omitted from the complaint procedure, as appropriate.)

Should the complaint not be resolved informally, the complainant may present the issue in writing to their immediate supervisor. A resolution will be provided, in writing, by the immediate supervisor within five (5) business days of receiving the written complaint.

If the matter is not resolved at the previous step, the complainant may refer the issue to the Dean/Administrative Director. The complainant may choose to be accompanied by another DPMG employee (or a member of the DPMG Executive Committee) to any

meeting convened under this step. A resolution will be provided, in writing, by the Dean/Administrative Director within ten (10) business days after the meeting.

If the matter is not resolved at the Dean/Administrative Director level, it shall then be referred formally to the Director, Labour and Employee Relations or designate, who shall confer with the parties. If the matter is not resolved within a further ten (10) business days, it shall be referred to the Vice-President, People and Culture with a recommendation from the Director, Labour and Employee Relations, or designate. The Vice-President, People and Culture shall provide a written final decision on behalf of the university to all parties within a further ten (10) business days.

The Employee Lifecycle: Ending Your Employment

DPMG employees' employment may come to an end either through action by the employee, or by the employer. This section provides information on the following scenarios.

Retirement

An informational series to help guide employees in planning for their transition to retirement is available on the Employee Learning Calendar.

In the event of retirement, employees can access information on insured benefits, pension, and additional benefits by visiting the Retirees section on the People and Culture website.

Entitlement to tuition waivers shall continue to be available as per the Tuition Waiver for Retired Employee section.

When the Employee Ends the Employment Relationship

In the event of resignation, the employee must provide a minimum of four (4) weeks' notice in writing, excluding vacation. This required notice may be amended by the mutual agreement of both parties.

For information on insured benefits and pension upon resignation, please visit Life Events [myDal login required].

Any accrued, but unused portion of vacation will be paid out in the last pay cheque after resignation.

When the Employer Ends the Employment Relationship

In the event the university ends the employment, employees will be provided with reasonable notice in writing, or pay in lieu of notice. Other employment opportunities within the university may be explored as an alternative to termination where such

opportunities exist and there is a reasonable prospect of a successful outcome. Exceptions to this include termination during the probationary period, and termination for just cause where there are grounds for immediate dismissal.

Terminations will be administered jointly by Labour and Employee Relations, People and Culture, and the employing department upon the authorization of the latter. Termination arrangements will be reviewed by the Director, Labour and Employee Relations, or designate, and confirmed in writing.

Any accrued, but unused portion of vacation will be paid out in the last pay cheque after termination.

Transferring to a Different Employee Group

Employees transferring to another employee group within the university will be covered by the terms and conditions of employment which they transfer into. All insured benefits and entitlements as a DPMG employee will be adjusted/pro-rated based on the terms and conditions of the employee group transferred into. Labour and Employee Relations is responsible for administering the appropriate terms and conditions of employment for such transfers into a different employee group.