

Employment Guide for Regular Grant-Paid Employees¹

If you experience issues with broken links or expired URLs, please contact [Grant-Paid, Human Resources](#).

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¹ This guide applies only to Regular Grant-Paid Employees working for PIs located on the Halifax and New Brunswick campuses. Please note grant-paid employees working for PIs who are based in Halifax have been certified by PSAC and are unionized. The collective bargaining for this group is to commence shortly.

Acknowledgement

Dalhousie University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq. We are all treaty people.

To learn more about the history and the use of this statement, please visit [Indigenous Connection](#).

We recognize African Nova Scotians are a distinct people whose histories, legacies and contributions have enriched 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 [academic excellence](#) 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, academic excellence, 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 13 Faculties – Agriculture, Architecture and Planning, Arts and Social Sciences, Computer Science, Dentistry, Engineering, Graduate Studies, Health, Law, Management, Medicine, Open Learning and Career Development, and Science.

This employment guide is not intended as an exhaustive compilation of the University's expectations, but rather to provide information on minimum 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.

Chris Hattie, Acting AVP, HR

Alice Aiken, VP, Research & Innovation

1 Introduction

1.01 *Application of this Guide & Definitions*

This guide is applicable to Regular Grant-Paid employees (contracts of 8 months or more at 50% FTE or more) working under PIs located on the Halifax or New Brunswick campuses. This employment guide does not apply to grant-paid employees covered by the [NSGEU Local 77 Collective Agreement](#) on the Truro campus.

Temporary Grant-Paid employees, Research Students and Casual Grant-Paid employees are governed by the applicable Labour Standards ([NS](#) or [NB](#)). Information on the categories of grant-paid employee can be found on the [Grant-Paid Employment](#) website (myDal login required). If you require assistance determining the appropriate employee category, please contact [Grant-Paid, Human Resources](#).

Grant-Paid Employees are employees hired through research grants/contracts and/or external funding to perform duties of a research, clerical, administrative, technical, professional and/or managerial nature in support of research activities at Dalhousie. This excludes employees covered by another handbook or collective agreement (e.g., Postdoctoral Fellows) and Associated Employees (i.e. employees of a separate legal entity).

Principal Investigator (PI) is the Dalhousie staff or faculty member who has primary responsibility for the design, execution and management of a research project, and control of the grant or contract funding from which the employee is paid.

Supervisor refers to the employee's immediate supervisor, who has managerial authority over the grant-paid employee.

1.02 *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. Additional information on Senior Administration can be found [here](#).

Dalhousie University operates under a bicameral governance structure comprised of the [Board of Governors](#) and the [University Senate](#).

Grant-paid employees are expected to review and maintain familiarity with all [university policies](#).

1.03 *Equity, Diversity, Inclusion and Accessibility*

The health of our university and success of its mission requires talent from the broadest demographic pool. With equity, diversity, inclusion, and accessibility (EDIA) as an institutional priority, 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 aspiring to be an accessible destination employer and the [national leader in championing equity, diversity, inclusion and accessibility](#).

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](#), and the [Women in Research 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 receiving your NetID, log in to [DalOnline](#) click on "Personal Information" then "Dalhousie Census Be Counted."

1.04 Other Employee Groups

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

2 University Services

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.

2.01 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. For information on ergonomic referrals and assistance for ergonomic assessment, please visit the [Environmental Health & Safety](#) website, or phone 902-494-2495.

Dalhousie University actively promotes a [scent-free](#), and a [smoke-free](#) environment.

2.02 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 & Conflict](#), [Sexualized Violence](#), [Equity & Inclusion](#), and [Accommodation & Accessibility](#).

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 Human Rights & Equity Services or [contact](#) the office confidentially by calling 902-494-6672.

2.03 Accessible Employment

Accessible Employment, Human Resources 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 guidance and resources, please contact [Accessible Employment, Human Resources](#) confidentially.

2.04 Employee and Family Assistance Program

The university offers an Employee and Family Assistance Program (EFAP), 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.

EFAP is available 24 hours a day and can be accessed [online](#), by calling 1-800-387-4765, or through the EFAP app.

Additionally, every second year, the university administers a workplace survey – [Your Voice survey](#) (myDal login required), designed for faculty and staff to share their thoughts and ideas on the strengths of Dalhousie and where the University could improve in terms of the employment experience.

2.05 Facilities Management

Facilities Management, through Security Services, provides a variety of public safety and crime prevention initiatives to increase awareness, share resources, 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 [Employee Experience, Human Resources](#).

The University offers XPass, a reduced-cost Halifax Transit Bus Program to all employees. For more information, please visit [SmartTrip Dalhousie](#).

2.06 Athletics & 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 the [website](#).

2.07 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.

2.08 Child Care

The University Children's Centre (UCC) is a non-profit organization, that provides high-quality, affordable childcare. 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](#).

Dalhousie also has a membership with Kids & Company child care. For more information, please visit their [website](#).

3 Attraction, Recruitment & Onboarding

3.01 Job Description

Job descriptions are required to be completed as they are helpful in the following areas:

- Recruitment & hiring
- Determining appropriate compensation
- Evaluating performance
- Role clarity to assist with strategic planning/ operations

A job description template is available on the [Grant-Paid Employment](#) website (myDal login required).

The [Job Classification Matrix](#) (myDal login required) outlines examples of job duties as a representation of a blend of job title and corresponding minimum education and related experience. Jobs are classified based on the minimum education and related experience required to perform the job, and not the personal qualifications of the incumbent in the position.

3.02 Recruitment and Job Posting

Although it is not a current requirement to post grant-paid positions, in consideration of the university's fair and equitable hiring practices, it is recommended that grant-paid positions be posted through the university's online posting system. Employees interested in opportunities within Dalhousie are encouraged to regularly check the [website](#).

The online posting system creates a posting "quick link," which hiring managers may share among their personal networks, social media, etc. as a direct link to their posting.

When a vacancy is posted, the recruitment process shall be compliant with the relevant [university policies and procedures](#) (myDal login required), including:

- Principles of Fair Consideration
- Employment Equity Policy
- Nova Scotia Human Rights Act

Additionally, the university has an in-house temporary staffing services program, [Talent Pathways](#), which supports Faculties and Administrative Units across Dalhousie University in filling temporary vacancies with equity, diversity, inclusion and accessibility as the priority. Talent Pathways is continually building a candidate roster of qualified, equity-deserving candidates to fill temporary opportunities. Using the program can assist with staffing needs while serving to contribute towards equity, diversity, inclusion, and accessibility efforts.

Please contact [Talent Pathways, Human Resources](#) to initiate a request, or for more information.

3.03 Initial Appointment/Offer

Grant-paid positions performing work similar to other non-academic employee groups at the university shall have similar rates of pay. Based on this rationale, a [Job Classification Matrix](#) (myDal login required) has been developed to assist PIs in determining the appropriate job title. Additionally, the hourly wage based on the minimum education and experience requirements for the position can be found on the [Grant-Paid Employment](#) website (myDal login required) and may be adjusted after consultation with [Grant-Paid, Human Resources](#).

All initial offers must use the offer letter template provided on the [Grant-Paid Employment](#) website (myDal login required). Starting salary for appointments should consider internal equity, budget, candidate expectation, candidate background vs. job requirements, and room for growth. The appointment letter will specify the terms and conditions of employment as well as information regarding [payroll and benefits 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 offer; the process can be found on the [Grant-Paid Employment](#) website (myDal login required).

The successful candidate's job description shall be included either in the body of their initial offer letter, or as an attachment to the offer letter. A job description template is available on the [Grant-Paid Employment](#) website (myDal login required).

The PI must budget for total compensation costs which include the employer's portion of fringe benefits in addition to the gross salary being offered to the successful candidate. Please visit the [Grant-Paid Employment](#) website (myDal login required) for the current employer fringe benefit costs associated with the gross annual salary of the employee. If assistance is required confirming the total cost of the position, please contact [Grant-Paid, Human Resources](#).

3.04 Probationary Period

Upon commencement of employment with Dalhousie University, all 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 consultation and approval of [Grant-Paid, Human Resources](#).

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 an opportunity to assess 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 approximately 3 months and 6 months post-start date. Progress of the probationary period must be documented in writing to the employee.

Either party may consult with [Grant-Paid, Human Resources](#) confidentially to discuss any concerns.

The probationary period may be extended based on unsatisfactory performance, attendance and/or behaviour, provided the employee has been given on-going feedback and training on the deficiencies identified. If employment is terminated due to an unsuccessful probationary period, two 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.

3.05 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](#) (myDal login required).

3.06 Hours of Work

Dalhousie University encourages managers, supervisors, and employees 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.

Acknowledging the diverse roles fulfilled by Grant-Paid Employees at Dalhousie, the range of hours stipulated as core full-time hours of work are 35, 37.5 or 40 hours per week, depending on the job responsibilities and/or the functional area/project. For Payroll

purposes, the default hours of work, if not stipulated on the payroll form/offer letter, is 35 hours per week. The normal expected hours of work for a given position are stated in the offer letter. All part-time grant-paid FTEs must be based off a 35-hour week.

Overtime pay or time in lieu, if applicable, is guided by the relevant provincial labour standards, and must be assigned/approved in advance by the Supervisor.

Nova Scotia Labour Standards

[Website \(for quick reference\)](#)

[NS Labour Standards Code \(full legislation\)](#)

New Brunswick Employment Standards

[Website \(for quick reference\)](#)

[NB Employment Standards \(full legislation\)](#)

4 Benefits & RRSP

4.01 Insured Benefits

The university offers a comprehensive range of insured or subsidized benefits. Many of these benefits are available to regular full-time and regular part-time (50% or more) employees. Employment must be anticipated to continue for 8 months or more for eligibility. Benefit entitlements are based on full-time equivalency of employment, unless specified otherwise. Benefits are pro-rated for employees who work less than full-time.

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, Human Resources](#) to confirm which leave types are eligible.

Further details are available from [Benefits, Human Resources](#), and detailed information is available on the [Human Resources](#) website.

4.02 Group Registered Retirement Savings Plan (RRSP)

The university offers a Group Registered Retirement Savings Plan (Group RRSP) to employees with contracts of 8 months or more, with a FTE of 50% or more.

All Regular Grant-Paid employees have the option to participate in the RRSP at the time of hire. It is mandatory for PIs to offer the RRSP and if the employee chooses to contribute, must match their selected contribution rate of 3%, 4%, or 5%.

For more information, please visit the [Grant-Paid Employment](#) website (myDal login required).

5 Holidays, Vacation & Leaves

5.01 Holidays

Regular Grant-Paid employees are entitled to the following paid holidays:

New Year's Day	Good Friday	Labour Day	Christmas Day
Munro Day	Victoria Day	National Day for Truth and Reconciliation	Boxing Day
Nova Scotia Heritage Day	Canada Day	Thanksgiving Day	
½ day scheduled by the University	Halifax Natal Day	Remembrance Day	

and any other day declared as a national holiday by the Federal Government or as a public holiday by the relevant provincial government. When one of the above days falls on a Saturday or Sunday, the University shall declare the preceding Friday or the following Monday to be observed in substitution.

To provide for an extended break from work between Christmas and the New Year, at least two (2) scheduled days off with pay are usually granted in addition to the customary statutory holidays.

An employee who is assigned to work on a holiday is entitled to receive holiday pay as per the applicable provincial labour standards:

Nova Scotia Labour Standards

[Website \(for quick reference\)](#)

[NS Labour Standards Code \(full legislation\)](#)

New Brunswick Employment Standards

[Website \(for quick reference\)](#)

[NB Employment Standards \(full legislation\)](#)

5.02 Vacation

The vacation year is June 1st to May 31st. Employees earn and take vacation in the same vacation year. Employees are entitled to a minimum of ten (10) working days of vacation annually, pro-rated based on full-time equivalency and duration of contract. Vacation shall be taken after the successful completion of the probationary period. After eight (8) continuous years of employment, the entitlement, pro-rated based on FTE and duration of contract, increases to a minimum of fifteen (15) days of vacation annually.

The scheduling of vacation is subject to approval from the immediate supervisor, taking account of requests from other employees of the team/project and the operational requirements. Vacation requests should be made in writing to the immediate supervisor and tracked by the PI. Vacation balance should be exhausted within the vacation year.

Continuous employment, for the purpose of determining the additional week of vacation entitlement does not include unpaid leaves of absence in excess of 30 days (e.g., parental leave), but *does* include pregnancy leave. While taking pregnancy leave will affect the annual vacation an employee will have earned for the current vacation year, it will not affect their continuous employment credit for entitlement to an additional five (5) working days of vacation commencing the year in which the 8th anniversary falls.

Subject to the discretion of the PI, a maximum of five (5) vacation days may be deferred at the employee's written request to the following vacation year. The maximum carryover for five (5) vacation days does not apply when an employee is commencing a

pregnancy and/or parental leave; by mutual agreement with the PI, they may carry over up to one (1) year's vacation entitlement (based on the length of the leave they are taking).

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

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

Vacation upon Termination

In the event of termination with due notice (two or more weeks), accrued and unused vacation must be paid out. In the event due notice is not provided, payment will be at the minimum prescribed under the applicable Labour Standards Code ([NS](#) or [NB](#)), unless the PI agrees to accept less notice. Employees may take vacation after their probationary period based on the assumption that their employment will continue to the end of their contract. Employees who take vacation before it is earned and subsequently terminate their employment will be required to repay any vacation taken but not earned.

5.03 Sick Leave and Long-Term Disability

An Employee may accumulate paid sick leave at the rate of a half (0.5) day for every completed month of service, to a maximum of six (6) days in a calendar year, pro-rated based on FTE and duration of contract. Any unused portion of this sick leave may be carried forward to the next calendar year, to a maximum of thirty (30) days of paid sick leave accumulated at any time. Requests to carry over unused sick leave to the following calendar year must be made in writing to the immediate supervisor and tracked by the PI.

Casual illnesses exceeding five (5) consecutive days requires medical documentation be sent to [Accessible Employment, Human Resources](#) to qualify for paid sick leave. To assess eligibility for sick leave (paid or unpaid) for an extended period of time (i.e. more than 5 consecutive days), employees may be required to provide adequate medical documentation to [Accessible Employment, Human Resources](#) to verify:

- the illness or injury;
- a resulting inability to work;
- that appropriate medical treatment is being sought;
- estimated date of return to work and any subsequent revisions to the return date;
- return to work schedule and if applicable;
- any functional limitations and/or medical restrictions to facilitate an earlier return to work date; and/or
- other relevant information as circumstances dictate (e.g., information related to communicable diseases).

If a different sick leave entitlement was formally agreed upon at the time of appointment to the grant-paid position, the entitlement in the appointment letter will supersede the sick leave entitlement section above.

For employees who are enrolled in the optional Long-Term-Disability (LTD) plan, in the event of an ongoing/critical long-term illness, a Qualifying Disability Period (QDP) of 90 calendar days must be served to be eligible for LTD. Depending on availability of the paid sick leave bank, an employee may need to apply for Employment Insurance to serve the eligibility period to qualify for LTD.

Employees who work beyond the age of qualification cannot apply for long-term disability.

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.

5.04 Leave for Family Illness

Employees shall be granted leave with pay for up to two (2) 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.

The Employer may, at its discretion, grant leave with or without pay for family illness for Employees who have exhausted their sick leave entitlement.

5.05 Medical and Dental Appointments

Employees shall make every reasonable effort to arrange medical and dental appointments outside their regular working hours. Upon request, an Employee shall be required to provide confirmation of the time of the medical or dental appointment and/or confirmation that they were unable to schedule such appointment outside their regularly scheduled hours of work.

In the case of an Employee being unable to arrange personal medical or dental appointments outside their regular working hours, the Employee may be granted leave with pay for up to two (2) days to be deducted from sick leave entitlement, per calendar year to attend such appointments.

The Employer may, at its discretion, grant leave with or without pay for medical and dental appointments for Employees who have exhausted their sick leave entitlement.

5.06 Other Employee Leaves

The university will grant other leaves (including, but not limited to, compassionate care, critically ill child/adult leave, domestic violence leave, bereavement, and court leave) in accordance with the leave provisions of the relevant provincial labour standards:

Nova Scotia Labour Standards

[Website \(for quick reference\)](#)

[NS Labour Standards Code \(full legislation\)](#)

New Brunswick Employment Standards

[Website \(for quick reference\)](#)

[NB Employment Standards \(full legislation\)](#)

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 of absence, or until the end of their employment contract, whichever is shorter. This understanding is subject to any limitations incorporated in individual plans. Please contact [Benefits, Human Resources](#) to confirm which leave types are eligible.

Please note: the end date of the employment contract will remain unchanged by any leave time taken.

5.07 Pregnancy Leave

The university shall grant unpaid pregnancy leave in accordance with the provisions of the applicable Labour Standards Code ([NS](#) or [NB](#)). To apply for Employment Insurance maternity benefits, please visit the [Service Canada website](#).

Based on the rules and regulations of the granting/funding agency, and budget availability, the PI may opt to offer a salary top up on pregnancy leave for an eligible employee who qualifies under the Employment Insurance Program, provided they have successfully completed their probationary period. No benefit is payable for any period in which the employee is disqualified from benefits under the Employment Insurance program. Such top up shall be mutually agreed upon based on financial viability and individual circumstances. For more information on the process, contact [Grant-Paid, Human Resources](#).

5.08 Parental Leave (Following Pregnancy Leave)

The university shall grant unpaid parental leave in accordance with the provisions of the applicable Labour Standards Code ([NS](#) or [NB](#)). To apply for Employment Insurance parental benefits, please visit the [Service Canada website](#).

Based on the rules and regulations of the granting/funding agency, and budget availability, the PI may opt to offer a salary top up on parental leave for an eligible employee who qualifies under the Employment Insurance Program, provided they have been continuously employed by the University for at least one (1) year. No benefit is payable for any period in which the employee is disqualified from benefits under the Employment Insurance program. Such top up shall be mutually agreed upon based on financial viability and individual circumstances. For more information on the process, contact [Grant-Paid, Human Resources](#).

When an employee takes a pregnancy leave, followed by a parental leave, the Employment Act requires that both leaves (pregnancy and parental) be taken consecutively.

5.09 Parental Leave (For Spouse and Adoptive Parents)

The university shall grant unpaid parental leave in accordance with the provisions of the applicable Labour Standards Code ([NS](#) or [NB](#)). To apply for Employment Insurance parental benefits, please visit the [Service Canada website](#).

Based on the rules and regulations of the granting/funding agency, and budget availability, the PI may opt to offer a salary top up on parental leave for an eligible employee who qualifies under the Employment Insurance Program, provided they have been continuously employed by the University for at least one (1) year. No benefit is payable for any period in which the employee is disqualified from benefits under the Employment Insurance program. Such top up shall be mutually agreed upon based on financial viability and individual circumstances. For more information on the process, contact [Grant-Paid, Human Resources](#).

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 applicable Labour Standards Code ([NS](#) or [NB](#)).

5.10 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 applicable Labour Standards Code ([NS](#) or [NB](#)).

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 applicable Labour Standards Code ([NS](#) or [NB](#)).

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.

5.11 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 [Grant-Paid, Human Resources](#) in advance of commencing the leave for the appropriate supplementary employment insurance benefit amount to be calculated and for a specific template letter to be completed. The employee is responsible for declaring such income to Service Canada.

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](#).

Insured benefit coverage and RRSP contributions can be maintained for pregnancy/parental leave types, provided the employee pays the total monthly premium cost/ RRSP cost for the duration of the leave of absence, subject to meeting any qualifying conditions under specific plans.

6 Development & Progression

6.01 *Renewal/ Extension of Contract*

Grant-paid employment is for a limited duration based on the availability of grant/contract funds and required need of the position. An extension of an existing employment contract must follow the [extension of contract process](#) (myDal login required), including the appropriate extension letter template, provided such extension is more than one (1) month.

If an employment contract is extended beyond 8 months, without a break in service, at a full-time equivalency of 50% or more, then the grant-paid employee becomes governed by the all the terms and conditions of this Employment Guide, including [insured benefits and RRSP contributions](#) (myDal login required), which will change the total cost of the position to the PI. For more information on this, please contact [Grant-Paid, Human Resources](#).

6.02 *Cost of Living Adjustments*

For an employment contract extended beyond one (1) year, a Cost-of-Living Adjustments (COLA) may be administered based on the PI's past practice and budget, in alignment with other employee groups at Dalhousie.

6.03 *Merit-Based Salary Increase*

Based on an employee's performance, which has been measured through a formal performance evaluation process, such as [ACHIEVE](#), a merit-based salary increase can be awarded at the time of an extension of contract. Such merit increases should be in alignment with other employee groups at Dalhousie.

Both the COLA and merit-based salary increase should be considered concurrently at the time of an extension of contract. Any merit-based salary increase should be pro-rated based on the duration of the contract and Full-Time Equivalency (FTE).

6.04 *ACHIEVE Program*

ACHIEVE is Dalhousie's performance development system. It provides a structured process that recognizes employee's contributions to organizational success, while valuing growth and development. ACHIEVE contributes to the development of a culture where employees and their immediate supervisors can have meaningful work conversations. More information on [ACHIEVE](#), or performance planning is available on myDal.

6.05 *Learning & Development*

Learning & Development, Human Resources, provides professional development programs and learning resources to promote an inclusive, healthy workplace. Employees can participate as part of their job enhancement and career planning.

[Percipio](#) (myDal login required), a free online learning platform for Dalhousie employees, is a rich repository of learning material. Login with your NetID and password to enjoy the learning experience.

For more information on programs and resources, visit the [Employee Learning Calendar](#), or contact [Learning & Development, Human Resources](#).

6.06 Career Development

Dalhousie 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, Human Resources](#) 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.

6.07 Professional Development

Dalhousie encourages professional development and personal growth in an environment focused on lifelong learning.

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

Where employees are requested to attend conferences, seminars, etc. related to their work, regular salary, registration fees and all reasonable [travel and accommodation expenses](#) will usually be paid from PI funds, based on availability of funding and provisions/restrictions around claiming such expenses from the granting agency.

7 Ending the Employment

7.01 When the Employee Ends the Employment Relationship

In the event of resignation, retirement, or transfer to another unit/position within the university by the employee, a minimum of two weeks' notice in writing is required, excluding vacation. This required notice may be waived by the PI or amended by mutual agreement of both parties.

Please visit the [insured benefits](#) (myDal login required) and [RRSP](#) (myDal login required) pages for more information.

Any accrued, but unused portion of [vacation](#) must be paid out on the last pay cheque after resignation.

7.02 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 than when dismissal is for just cause.

Terminations must be administered jointly by [Grant-Paid, Human Resources](#) and the PI upon the authorization of the latter. Termination arrangements will be reviewed by [Grant-Paid, Human Resources](#) and confirmed in writing.

Any accrued, but unused portion of [vacation](#) must be paid out on the last pay cheque after termination.

7.03 *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 grant-paid employee will be adjusted/pro-rated based on the terms and conditions of the employee group transferred into. [Employee Experience, Human Resources](#) is responsible for administering the appropriate terms and conditions of employment for such transfers into a different employee group.