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# MANAGERS TOOL KIT

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RED RIVER COLLEGE  
HUMAN RESOURCE SERVICES

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## 150 Day Rehire Rule

### Reference – Article 5:08 and other applicable articles of the Collective Agreement Information

There must be a break in service for these guidelines to apply.

When an employee returns to the College to any position within 150 days of their last day of work, they maintain their service for the purpose of calculating vacation and sick leave accrual, benefit entitlement, and seniority provided they are paying DUES at the time of term expiry.

There may be times when separate probation period applies – e.g. an individual is instructing more than one department or involving separate vocations. This would be determined at the time of hire by the HRC and included in the letter of offer/employment.

If an employee ends one term position and transfers to another – with no break in service – this is considered a transfer, not a termination/rehire. An additional field will be added to the automated PEAR under development to indicate this as type of hiring.

If a previous employee returns after 150 days, they would be considered a new employee.

#### *Sick Leave Credits*

Sick leave credits will be reinstated with whatever the employee had at the time of termination. e.g. In the example above, if this employee had 10 sick days in the bank when they terminated, they would then have those 10 days reinstated upon rehire.

#### *Seniority Service*

Previous seniority service would be reinstated for employees.

#### *Benefit Eligibility*

Time accumulated from previous service would count towards establishing eligibility for enrollment in various benefit plans. If employee was enrolled in benefit plan(s) at the time of termination and they are rehired within the provisions of Article 5:08, they would be re-enrolled effective from the re-hire date.

#### *Vacation*

There is no reinstatement of vacation entitlements as unused vacation is cashed-out at the time of termination. Previous service does continue to count towards long-service vacation entitlement calculations.

Any complex situations involving multiple positions should be reviewed by the Manager, Human Resource Services.

## Acting Status

### Reference – Article 59 of the Collective Agreement Information and Process

Hiring Manager should contact HRC to discuss the vacancy and appropriate next steps for acting status

- If Acting status is expected to continue for 6 months or have the potential to continue for a longer period than 6 months the position should go to competition (options for internal and closed)
- If competition is appropriate follow process for competitions  
If competition is not appropriate, the Manager should complete a PEAR, indicating Acting Status in section “B” of the PEAR

Notes:

- Manager is to have a discussion with HRC regarding rationale for appointment and development opportunities for other interested employees
- For slotting into acting status, refer to steps upon promotion
- If an employee who is a bargaining unit member is acting in an excluded position they are required to continue paying Union dues at the acting positions rate of pay  
If the acting status appointment results in an increase of more than two steps, the employee’s anniversary date will change. After the completion of the acting status, their anniversary date will revert back to the original date of their primary position.

Acting statuses always require an end date, even if expected to continue longer than 6 months.

## Anniversary Date

### Reference – Article 16:02 of the Collective Agreement Information

The anniversary date of an employee is the first of the month which follows the date on which the employee is employed unless their start date is the first calendar day of the month in which that month would be the employee’s anniversary date.

In situations of promotion, the anniversary date will change to the month following the promotion if the employee is receiving more than a two-step increment.

## Application of time for Medical Appointments

### Reference – Article 27:15 of the Collective Agreement Information

Employees are allowed to take up to two (2) hours for medical and dental appointments including paramedical (Chiropractors, Massage Therapists, Athletic Therapists, Naturopaths, Osteopaths, Physiotherapists, Podiatrists/Chiropodists, Dieticians, etc.). Time provided for these as part of a WCB or MPI return to work accommodation, should be coded on attendance form with the applicable code - “A” for “Miscellaneous Absence without Pay”.

## Bridging for Instructors

### Information

Term Instructors have been bridged over the summer period when the program area has confirmation the Instructor will be returning in the fall. The employee can “bridge” the summer period by utilizing their vacation entitlement and a short leave of absence without pay until their return date.

Effective July 1, 2015, Chairs may consider bridging term Instructors in the following circumstances:

- The College Budget has been approved for the upcoming fiscal period. The term Instructor has completed twenty-two (22) accumulated months of service

*The addition of this criteria is consistent with the wording in Article 26 (f) and (g)*

- *When a term Instructor has completed less than twenty-two (22) accumulated months of service, unexpended vacation credits are paid out at the non-instructor rate (15 days)*
- *When a term Instructor has completed twenty-two (22) accumulated months of service, unexpended vacation credits are paid out at the Instructor's rate (44 days)*

Term Instructors with less than twenty-two (22) accumulated months of service will be term expired. If the area intends to have the term employee return in the fall, a PEAR can be submitted and a letter of offer issued for a fall start date. The Instructor would be eligible to apply for EI benefits over the summer.

Bridging of term Instructors with less than twenty-two (22) accumulated months of service may also be considered in the following circumstances:

- A term Instructor who has been hired utilizing Project Funding which continues over the summer period
- A term Instructor who has been hired to back-fill a leave of absence that continues over the summer period
- A term Instructor in difficult to recruit to positions (i.e. Nursing, specific Trades areas)
- A term Instructor hired in a Cost Recovery Program which continues over the summer period

Chairs/Program Managers are accountable for decisions with respect to bridging. They will be required to analyze the specific circumstances and provide rationale based on the outlined criteria as to why bridging is appropriate.

A decision to bridge a term instructor will affect the 24 month conversion to regular status as there is no break in service.

When a term instructor is re-hired within 150 days, the previous service will be credited for the purposes of calculating eligibility for benefits, sick and vacation accrual.

## CAE and Equivalency

### Reference – Article 54 of the Collective Agreement Information

A Certificate in Adult Education (CAE) is a condition of employment for all regular instructors to have or to obtain the CAE within five years of their start date.

Further to this, a CAE Program equivalency was approved by Executive and will be in effect September 19, 2014, forward.

### Instructor Accreditation

Article 54 – An instructor shall be eligible for a one-step increment, the first bi-weekly following the attainment of the CAE.

After July 1, 2010, an Instructor completing the CAE shall be eligible for a one increment step increase within the pay range effective the first biweekly pay period of the month following attainment as reflected in the Instructor's transcript.

## Casual (as, if and when) versus Term (arrears or autopay)

### Information

#### Casual Employees

- should be hired as on an “as, if and when” basis
- have the option to turn down work
- are not typically hired through a competitive process
- casual employee who have accumulated the required hours shall be included in the Agreement effective the start of the bi-weekly period following the accumulation in accordance with Article 4:01 (b)

#### Term Employees

- are hired based on operational needs
- can be paid scheduled hours (autopay) or two weeks in arrears based on time sheets submitted (arrears)
- are not able to turn down work and should have a minimum guarantee of hours
- any term employment longer than 6 months, must go through a competitive process
- should the work become regular and ongoing, consideration for conversion to regular should be given in accordance with Article 5:04 (a)

## Cell Phone Use - Travelling Out of the Country

### Information and Process

Travelers planning to spend time in areas where Wi-Fi is abundant should take advantage of it when using data services. If employees need to use their College phone while out of the country (US/International), prior to travelling, changes must be made to your cell phone plan to provide less expensive coverage while roaming. If this is not arranged the employee's Department will be responsible for the **SIGNIFICANT** roaming voice, text messaging, and data charges that can be incurred.

If travelling out of the country on College business where you require the use of your phone, please submit a **Case Log** at least 2 weeks before you leave advising:

- 1) Where you are travelling to
- 2) How long you will be out of the country
- 3) What phone services you will want to use, i.e. voice, data, text message.

If you have any questions, please contact the Telecommunications Coordinator at ext. 2591.

## Conflict of Interest

### Information

This process is to be followed by any employee who has a real or perceived conflict of interest in undertaking their College obligations. A copy of the completed and signed form is to be stored on the employee file in Human Resource Services. The employee's Conflict of Interest Management Plan should be reviewed immediately if circumstances should change.

### Process

1. Employee will complete the Conflict of Interest Declaration Form and submit it to the Manager for review.
  - a. The Conflict of Interest Declaration Form is located on Portal "Forms" page under the category "Human Resources": <https://go.rrc.ca/information/Forms/default.aspx>.
  - b. Employees are encouraged to talk to their Manager about any conflicts and discuss what steps are needed in a Management Plan, if any.
2. Submit the Conflict of Interest Form to the Manager
3. The Conflict of Interest Declaration Form including the management plan if applicable, will be reviewed by the Manager.
  - a. A Management Plan is a list of actions and timelines to reduce remove any negative impact of a conflict. If you require assistance completing your Management Plan speak to your Manager. ***(For example, if you are teaching a class that will include your nephew, then blind marking of all exams and papers would be one action to include.)***
  - b. The Manager may agree with the plans, ask for changes, or reject the plans.

4. Once the declaration has been completed and reviewed, the Manager will send the declaration to Human Resource Services.
  - a. The employee may be asked for further information or to meet with the Human Resources Consultant, if necessary.
5. Once the declaration has been approved or denied the employee will be informed in writing by Human Resources Services and both the request and response letter will be filed in the personnel file

## Continuous Service definition

### Information

Continuous Service is an unbroken period of employment. Continuous service is broken when employment ceases for at least one (1) day. The 150-day rule does not fall within continuous service.

## Deceased Employees

### Information

A case log must be completed when employment terminates due to an employee's death.

### Process

To start the process when a staff member is deceased;

1. Go to Case Log (<https://hub.rrc.ca>) then select Case Log)
2. Select Administrative Processes
3. Select Person Record Resolution
4. Select Deceased Person and provide the requested information

## Employee eligibility for Closed or Internal Competitions

### Information

CASUAL employees are considered internal employees and therefore, are eligible to apply for Closed or Internal competitions.

## Exit Process

For College employees, the exit process shall commence as soon as a supervisor becomes aware that the employee will cease to be employed by the College. This applies equally to full-time, part-time, contract and term employees. For the purpose of the exit process, cessation of employment includes, but is not limited to:

- Resignation
- Retirement
- Expiration of Term / Casual
- Death
- Layoff
- Dismissal

## Maestro Process

1. Log on to [HUB](#).
2. Under **My Applications**, click the [Maestro](#) application icon.
3. Under **My Work Processes**, click [Exit - Notification](#).
4. Under **Exiting Employee Information**, In the **Reason for exiting** drop-down menu, choose a type of Exit Request:
  - Resignation
  - Retirement
  - Term/ Casual Expiration
  - HR/ITS only – is used by HR staff or IT staff based on an audit.

(All requested information is dependent on type of request or other answers you choose)
5. Under **Exiting Employee Information**, provide data regarding the staff member leaving the College.
6. Under **Exit Position**, click the **binoculars** to search requested information. Enter Name or Colleague ID to present Position Numbers associated with staff member. Choose position the staff will be leaving from search.
  - If you cannot find the position listed, select **Position has been removed from Exiting Staff**, choose yes.
7. Under **Multiple Positions**, click **Yes or No**. If yes, multiple positions drop down menu will require the selection of the staff Member **Leaving all Positions**.
8. Under **Resignation / Retirement Letter**, provide an attached letter from staff member notifying the supervisor of their intent.
9. Under **Exit Location**, click and select the working location. Multiple boxes will appear if there is more than one location.
10. Under **Plan of Re-Employment**, click **Yes or No**.
11. Under **RRC Member of College**, click the check box if the exiting staff is an active member at the college other than as a staff member, such as Student.
12. Under **Pay and Benefits Requirements**, answer questions by, clicking **Yes or No**. If yes, required to Explain in the open text box.
13. Under **Email Forwarding**, click **Yes or No**. If yes, click binoculars to look up an RRC Staff Member that the email will be forwarded to.
14. Click **Start**.

The exit form through Maestro will ensure that equipment gets returned. An asset report is run at a certain step and if the employee has any assets such as a laptop or cell phone Chris Kwasinowski will contact the manager and make arrangements, or the manager will receive a step regarding the assets.

## Family Related Leave and Religious Observances

### Reference - Article 30 of the Collective Agreement

#### Information

An employee shall be entitled to up to five (5) days of leave with pay in each fiscal year for family related leave and/or religious observances. These leaves will be charged against the employee's sick leave credits:

An employee's sick leave accumulated under Article 27 - Sick Leave will not be reduced to less than twelve (12) days per year as a result of the application of this provision.

## Fiscal Year and Vacation Years

### Reference - [Payroll Calendar](#)

#### Information

Fiscal Year – April 1st to March 31st

Instructor Vacation Year – August 1<sup>st</sup> to July 31<sup>st</sup>

Non-Instructor Vacation Year – April 1<sup>st</sup> to March 31<sup>st</sup>

## Forensic Audit Process

### Reference - [IT Authorization for Forensic Audit](#)

#### Information

A Forensic Audit is requested from a manager for any IT services or equipment of an employee. All Forensic Audits require the approval of the Director, Human Resource Services

#### Process

1. Manager would request a forensic audit to the HRC providing rationale for the request
2. HRC would facilitate process

## Grievance Processing

### Reference – Article 47 of the Collective Agreement

#### Process

1. Manager is advised by HRC regarding a received grievance
2. Step 1 – Direct Manager would hear the grievance
3. Step 2 – Vice President would hear the grievance

**Note – If the grievance is received by the Manager, it must be delivered to Human Resources on the same day it is received due to timelines regarding communication to the Union.**

Your HRC will guide you through the grievance process

## Hiring Options (PEAR, EA, Fee for Service)

### Reference – Article 4:01 (c) of the Collective Agreement Information

**PEAR (Position and Employee Authorization Request)** – The majority of positions hired at the college are done through a PEAR. The work being done within the scope of any position that has been defined and classified as bargaining unit work. The work being done within in the scope of any position that has been defined and classified as excluded work. PIF Grant (Project Innovation Fund) and CARD (Centre for Applied Research and Development) should also be done through the PEAR process.

**EA (Employment Agreement)** – An employment agreement arrangement will be entered if the work falls outside of collective bargaining unit work. This would include instruction of continuing education courses that occur in the evening, industry training delivered directly to industry partners, or work that is not being done within a position that has been classified and is part of the bargaining unit. These employment situations should be dealt via employment agreement regardless of length of service.

**Fee for Service** – An FFS agreement would be used for an independent contractor arrangement. An independent contractor is defined as a party that works independently, with his or her own equipment, setting their own hours, working from their own space, with little or no supervision from the College. Instances of prolonged service delivery (more than a few hours over a single day) or work of any duration that has some Intellectual Property elements or other element of risk should be dealt with via FFS.

**Claim for Service** - A CFS arrangement should be used rarely. It would be a non-employment situation where services of a routine or non-complicated relationship are performed for a very short duration of time, such as a few hours. Typically this would cover a honourarium situation. (Under \$2,500)

## Job Offers – Who Makes Them?

### Information

It is recommended Managers make the job offer after discussion with the HRC.

Managers have the ability to negotiate salary, explain the position and duties and this starts the employee employer relationship.

When hiring an internal employee through a competitive process, salary should be determined based on Article 9:09 of the Collective Agreement.

The HRC will follow up with benefit information and confirming letter of offer, if applicable, and conditions of employment

Managers are to send a follow up email to the HRC that includes the employee start date, rate of pay and email address.

## Joint Job Evaluation Committee (JJEC) Process

### Reference – Article 69 of the Collective Agreement Information and Process

The Joint Job Evaluation Committee (JJEC) will evaluate all bargaining unit, non-instructional positions, with the exception of those positions listed in Salary Schedule F.

Please contact your HRC prior to starting the process.

An employee and/or manager who are of the opinion that the position has significantly changed or duties and/or responsibilities have been added or removed may submit a request for position review to Human Resource Services by the JJEC.

The following information is needed in order to process the request:

- Request for Position Review form
- Updated Position Description Questionnaire (PDQ)
- Updated Org Chart

The request is date stamped upon receipt in Human Resource Services and following reclassification, if retro pay is owed, stamped date will be the effective date. Some exceptions may apply.

## Leave of Absence (LOA)

Reference – [Leave Notification Form](#)

### Information and Process

LOA is broken into two categories, less than 30 calendar days and over 30 calendar days

Process (Less than 30 days)

- Employee submits a Leave Notification Form to their supervisor for approval; Employee will indicate the type of leave they are taking
- Supervisor reviews and if approved submits form to Human Resource Services
- Human Resource Consultant reviews and initials and then sends to payroll for processing
- There is no impact to benefits if the leave is less than 30 calendar days

Process (More than 30 days)

- Employee submits a Leave Notification Form to their supervisor for approval, Employee will indicate the type of leave they are taking
- Supervisor reviews and if approved submits form to Human Resource Services
- Human Resource Consultant reviews and initials and then sends to payroll for processing
- Payroll reviews benefits pre-payment for Flex A or B and Life insurance
  - Employee will need to pre-pay life insurance (if unpaid LOA)
  - There will be no sick accrual while on LOA

- There will be no vacation accrual while on LOA - Employee will accrue on sick leave if paid
- No pensionable service or seniority for LOA – Employee will accrue on sick leave if paid
- HRC completes a letter to the Employee that includes:
  - Breakdown of leave
  - Usage of vacation first
  - Outlining payroll impact
  - Last day to notify employer of return

Managers need to indicate leave appropriately by marking the timesheets with the appropriate code during the time period Notes

- If leave is unpaid for less than 30 days or paid leave there is not an impact to payroll and benefits

### Leaves that may fall outside of above process

### Education/return to industry leave

#### Educational Leave-paid, part time paid, unpaid

- Group A or B benefits and life insurance paid thru payroll deduction, not pre-paid
- If unpaid the above over 30 day rules apply

### Maternity Leave

#### Reference - Article 32 of the Collective Agreement

#### Information

Pay and Benefits Specialist should be consulting with the employee regarding maternity leave

There are 2 plans available for maternity leave – A and B

#### Plan A

- Available to term or regular employees that have completed at least seven (7) continuous months of service. There is no top up for this option.
- Plan A Keep Flex benefit option while on Maternity leave
  - Benefit pre-payment for Flex plan and life insurance
  - No Sick accrual while on LOA
  - No vacation accrual while on LOA- Will accrue on sick leave if paid
  - No pensionable service on LOA
  - Seniority continues to accrue

#### Plan B

- Available only to regular staff that have completed at least seven (7) month of service. There is 17 weeks of top up but the employee must sign a return to service agreement for 6-months.

## Parental Leave

- Benefit pre-payment for Flex plan for leaves over 30 days, including pre-payment of life insurance
- While on an unpaid LOA an employee will not accrue, sick and vacation leave, pensionable service or seniority
- An applicant for maternity leave under Plan B must sign an agreement with the Employer providing that:
  - She will return to work and remain in the employ of the Employer on a full-time basis for at least six (6) months following her return to work, or, in the case of a part-time employee, she will return to work and remain in the employ of the Employer on a part-time basis for at least six (6) months following her return to work or
  - If an employee who is full time requested to return as a part time employee and who has received maternity leave under Plan B, the Employer may authorize the employee to return to work and remain in the employ of the Employer on a part-time basis for at least twelve (12) months following her return to work

## Legal Representation for "Complex" Labour Relation requirements

### Information

In instances of complex labour relations issues, contact your HRC who may, after review, may contact external legal.

## Long Term Disability (LTD)

### Information and Process

When an employee becomes ill and is unable to attend work for an extended period or expected to be away for an extended period, the employee may apply for LTD.

#### Eligibility

- 6 months for Regular employees
- 12 months for Term employees
- Has not reached their earliest eligible unreduced retirement date defined as:
  - At least 55 years of age and Rule of 80 (combined age and service to equal 80)
  - 60 years of age and 10 years of service
  - 63 years of age and 1 year of service
- The LTD application process must start within 6 months of the employee's last day at work under the specific application criteria of the LTD plan
- There is an elimination period (waiting period) for benefits to commence and this is the greater of 120 calendar days from the last day worked or the employee's entire sick leave bank

## Process

- The Long Term Disability Program is managed through the Province of Manitoba, Benefits Administration
- The HRC should start the LTD process when they become aware the employee will require a lengthy medical leave and will not have enough sick leave credits to cover the length of the leave
- The HRC should discuss with the Manager who will contact the employee occasionally throughout the claim to check in
- Benefits Administration will advise of any additional decisions or change in benefit status, including notification that the employee is considered medically fit to return to work
- After 24 months of LTD, the manager may consider a Request for Position Release. The HRC will confirm with Benefits Administration on the likelihood of the employee returning. The response should be received in writing. The Dean/Director will complete the Request for Position Release form and submit to HR for approval

## Definitions

- TD OWN – totally disabled from own position first two years of claim
- TD Any – totally disabled from all jobs. After the first two years, employee will need to provide medical information to support total disability from any job

## Manitoba Legislated Unpaid Leaves of Absence

### Information

The Employer is obligated to provide employees the following unpaid leaves. Please reference the Collective Agreement for any leaves above legislation.

2015

Type of leave	Length of leave	Purpose of leave
<u>Maternity Leave</u>	17 weeks	for an employee expecting to give birth to a child
<u>Parental Leave</u>	37 weeks	for parents to care for their new child
<u>Family Leave</u>	3 days	for an employee to deal with family responsibilities or personal illness
<u>Compassionate Care Leave</u>	8 weeks	for an employee to care for a very ill family member
<u>Leave for Organ Donation</u>	13 weeks	for an employee to donate an organ or tissue
<u>Bereavement Leave</u>	3 days	for an employee to deal with the death of a family member
<u>Leave for Reservists</u>	When needed for service	for an employee in the Canadian Forces Reserve who needs time to serve
<u>Leave for Citizenship Ceremony</u>	4 hours	for a new Canadian to receive their certificate of citizenship
<u>Leave Related to the Death or Disappearance of a Child</u>  If the child has disappeared If the child has died	52 weeks 104 weeks	for parents dealing with the death or disappearance of a child that occurred as a result of a crime
<u>Leave Related to Critical Illness of a Child</u>	37 weeks	for parents to provide care and support to a critically ill child

## Mediation Services – LifeWorks

### Reference - Information provided by Ceridian LifeWorks Information

If managers have the need for mediation services for their employees, they are to contact their HRC to discuss whether mediation is the best option. Mediation Services is an additional cost outside of the service agreement the College has with Ceridian LifeWorks, and as such, approval must be obtained from Human Resource Services prior to proceeding with the service.

The HRC and the Manager will complete the Ceridian Training Solutions Live Training Request Form, which should capture all of the detail needed for a consultation. This needs to be completed in full (as much detail as possible about the conflict situation) and forwarded to the Ceridian Account Manager, a copy should be retained in HR. The Ceridian Account Manager will forward the request to the Ceridian Training Coordinator who will work with the LifeWorks vendor to arrange a telephone consult.

The HRC and the Manager will consult with the Ceridian LifeWorks vendor collaboratively in conducting the needs assessment.

## On-site Grief or Trauma Counselling – LifeWorks

### Reference - Information provided by Ceridian LifeWorks Information

Managers are to contact their HRC as soon as possible to advise that a traumatic event has occurred and counselling support is required for their employees.

A counselling session includes up to 3 hours of counselling with one counsellor on-site, and travel expense. Any additional hour(s) will cost approximately \$250 per hour or portion.

The HRC will obtain approval to proceed with contacting Ceridian LifeWorks to arrange for on-site support

## PEAR (Manager and Dean/Director Verification Step)

### Reference – [PEAR form in Maestro](#)

#### Process

1. Ensure that budget centre is correct for the area
2. Confirm that there is either an FSA number or a position ID and that it matches with the budget centre
3. If there is no FSA number or position ID, alternate funding arrangements must be indicated and approved by the VP
4. Check the position title and banding for accuracy and consistency
5. If a direct appointment, ensure the start and end dates are within 6 months
6. Ensure the appropriate recruitment strategy is checked off (competition or direct appointment)
7. If part time is selected, ensure either autopay or arrears are selected. If autopay, ensure there are corresponding scheduled hours

## Pension Information

Reference – Civil Service Superannuation Pension Booklet [www.cssb.mb.ca](http://www.cssb.mb.ca)  
Information

Pension contributions are 8% of gross earning up to CPP Max (\$54,900 in 2016) and 9% after YMPE (yearly maximum pensionable earnings)

Eligible unreduced retirement date defined as:

- At least 55 years of age and Rule of 80 (combined age and service to equal 80)
- 60 years of age and 10 years of service
- 63 years of age and 1 year of service

## Position Title Changes

Reference – [Position Title Change Form](#)

Information

1. Manager to submit written request to HRC
2. HRC compares title to other similar titles within the College by referencing the master classification list
3. HRC confirms approval of change with manager
4. Manager informs employee of the title change

Notes:

- Naming convention is “position, department” i.e. Manager, Human Resources and Instructor, Business Administration

## Probationary Consideration in Letters of Offer

Information

For employees who convert from term to regular status, if the probationary period has been served, they will not be required to serve a further probationary period.

**In accordance with the Collective Agreement, all employees appointed to a position shall be on probation for a minimum period of six (6) months. As your previous occupation in this position exceeds the established probationary period, this requirement will not be applicable.**

**Please note:** As per Article 13:10 - this is not applicable to those incumbents who have been appointed from Acting Status into Regular Status. A further probationary period must be served and stated. For Instructors, Curriculum Consultants or Chairpersons, the probationary period shall be for a period of twelve (12) months. This is applicable for all Chairpersons who are excluded, and covered under the Terms and Conditions of Excluded Employees.

## Probationary Review

### Information

Reviews should be completed by the manager at the 6 month or 12 month date, depending on position.

## Reciprocal Agreements

### Reference – [Red River College Reciprocal Agreements](#) and [CSSB Reciprocal Transfer Agreements](#) Information

Reciprocal with CSSB (pension purposes only)

- HRC will discuss this with incumbent and ask the incumbent at the time of offer to investigate with their current Payroll support. Information will be added to the Letter of Offer to reflect reciprocal transfer

Reciprocal with the College (sick leave balance and vacation accrual rates)

- HRC will discuss this with incumbent and ask the incumbent at the time of offer to investigate with their current Payroll support. Information will be added to the Letter of Offer to reflect reciprocal agreement

## Re-Employment of Retired RRC Employees

### PURPOSE

This guideline establishes requirements and conditions under which retired Red River College employees may be re-employed.

### GUIDELINE

The conditions and the approval procedures outlined below apply to hiring of all retired Red River College employees, regardless of the term used to describe the hire i.e. casual, full time or part time, contract, term, employment contract, independent contractor, self-employed, fee-for-service, letter of agreement, professional and consulting services contract, or through the individual's company.

Hiring a retired Red River College employee may be allowed under the following conditions:

- There is no one on the College's Re-employment List qualified for the position
- There has been a break in service of a minimum of one month following the employee's retirement;
- Arrangements between the employee and Red River College for the employee to return to employment were not made prior to retirement;
- The employee has acknowledged in writing that they are aware of the potential income tax implications related to severance pay on which tax was deferred at retirement if they now return to work; Pay and benefits are treated in the same manner as any new appointment;
- Prior service is not recognized for the purpose of determining sick and vacation leave accrual rates.

This guideline applies to all situations involving the hiring of a retired Red River College employee including:

- Where an employee/employer relationship exists; or
- Where the College is hiring a retired Red River College employee through his or her company (including as an independent contractor).

Severance pay received by an employee on retirement which is transferred to an RRSP as a retiring allowance may be re-characterized by the Canada Revenue Agency (CRA) as employment income if the employee is re-employed with Red River College. Both at the time of retirement and prior to accepting re-employment with the College, an employee is required to complete a form acknowledging that she/he is aware of the potential tax implications in this regard. It is the employee's responsibility to seek tax advice from a tax advisor and/or CRA.

The required forms are:

- Acknowledgement Upon Retiring From Red River College
- Acknowledgement Upon Accepting Re-Employment With Red River College

## PROCEDURES

No commitments should be made to any individual until all steps of the following approval process have been completed:

- A Position and Employee Authorization Request (PEAR) form must be submitted and approved. The "Acknowledgement upon Accepting Re-Employment with Red River College" form must be signed by the employee and attached to the PEAR form when it is submitted. Where there is no PEAR requirement i.e. certain contracts, this form must accompany the contract.
- If there is approval to hire on a fee-for-service (independent contractor) basis, the signed "Acknowledgement upon Accepting Re-Employment with Red River College" form must accompany the request to Accounts Payable to establish the payee as a vendor for fee-for-service payments.

NOTE: If there is doubt regarding the individual's status as an employee or as an independent contractor (self-employed), the individual may request a ruling from the CRA.

## Reference Checks for Direct Appointments

### Information

References must be attached to the PEAR before it's received in Human Resource Services. Reference checks are critical to ensuring a good hire.

## Record of Employment (ROE)

### Information

Record of Employments are issued after final vacation payout is processed. Please note that this may be after payment of final hours.

## Term Conversions

### Information

Term conversions may occur under the following circumstances:

- When a term employee is approaching or in excess of 24 months of continuous service or
- A need arises to fill a regular position prior to 24 months and there is an incumbent in a term status that has previously been through competition for that position
- 24 months of continuous service:  
On a monthly basis, an automated report is sent to Managers regarding any term positions in their department(s) that are expiring during that month. This will cover the following month, i.e. Oct 15th report will cover month of November.

Managers, in consultation with their HRC, should review the list and discuss if there are employees approaching 24 months of continuous service that the manager wants to extend.

If so, there should be a discussion around conversion. There are a few reasons for not converting:

- Position is not expected to continue for the foreseeable future
- Position is funded through project funding that is not guaranteed to continue.

If conversion is a possibility, the HRC should check the employee file to see if a competition has been held as well as checking the incumbent's performance reviews to see if there are concerns.

Regular position arises:

If the manager feels they have a regular position that is coming available and want to convert a term incumbent, they should contact their Human Resources Consultant.

The HRC should check the file to see if a competition has been held as well as check the employee's performance reviews to see if there are concerns.

If a competition was held, the employee can be converted prior to 24 months into a regular position. If there are more than one term employee available to one regular position, the position should be offered based on seniority.

If a competition was not held, one would need to be held before conversion is possible.

## Term Extensions

### Reference – Article 5 and 11 of the Collective Agreement Information and Process

Any term appointment originally filled by way of a competitive process may be extended to the end of the fiscal year, provided that funding/budget is in place.

1. As the end of term appointment draws near, the applicable Pay & Benefits Specialist will e-mail a Term/Casual Term Extension list to the Chair/Manager with their applicable employees listed
2. The Chair/Manager will indicate the extension date or 'terminate' in the space provided for the employee(s) and forward to their Dean/Director for approval
3. The Dean/Director will discuss budget implications with the Chair/Manager, if necessary, and forward to the HRC
4. The HRC will review the list and contact the Chair/Manager to ensure that the term extension falls within the guidelines of the Collective Agreement, such as:
  - i. If the term appointment was NOT filled through competitive process, approval to extend should only be granted as long as the adjusted end date is less than 6 months from the original start date. The HRC should discuss with the Chair/Manager the reasons for the extension. Typically, this should only be considered in a circumstance where the regular incumbent is on sick leave, which has been extended.
  - ii. If the position was filled through a competitive process, an extension may be granted. Discussion should occur to discuss the need for the continuing position and the probability of the position to become regular.

For all other instances of term extensions please contact your HRC

## Term vs. Regular Benefits

### Reference - [Benefits](#) Information

Flex benefit options 1 – 5 are available for:

- Regular full and part time employees from first day of employment
- Term full and part time employees **after** working 1885 or 2080 hours

Benefit options A and B are available for:

- Term full and part time employees **before** reaching the 1885 or 2080 hours who **choose** to enroll

Casual and contract employees are not eligible for benefits.

## Travel Time

Travel time is recorded as straight time so one hour for every one hour of travel. For the session time, if it is on the employee's second day of rest (If employee typically works Monday to Friday) then the time for that would be a 2x (double time) so for every hour of session, they would record 2.

## Underfill

### Information

Under filled positions (which may include acting status) may occur when a position is filled with an incumbent who is either:

- Not working to the full scope of the position
- Does not have the full qualifications of the position

Contact your Human Resource Consultant for more information.

## Union Dues

### Reference - Article 4 of the Collective Agreement

#### Information

Union dues are 1.25% of gross earnings

When on acting status in an excluded position, union dues are still to be paid at the rate of pay of the acting status role.

Casual employees do not pay into dues until they reach 145 hours for 7.25 hours per day and 160 hours for 8.0 hours per day employees.

Part-time employees begin paying union dues after 304.5 hours for 7.25 hours per day and 336 hours for 8.0 hours per day employees.

## Vacation Carryover for Retirement

### Information

Policy - <http://www.rrc.ca/files/File/policies/new/H7%20Vacation%20Carryover.pdf>

## Vacation Carryover

### Reference - Article 26:05 (e) of the Collective Agreement

#### Information

Policy - <http://www.rrc.ca/files/File/policies/new/H6%20Vacation%20Carryover.pdf>

## Voluntary Reduced Work Week (VRWW) Program

### Information and Process

The VRWW Program provides employees with an opportunity to request up to **20 days** of leave of absence without pay (VRWW days) during the fiscal year, while spreading out the pay reduction for the VRWW days over 26 pay periods. Employees may submit a request up to five days without defining dates.

The Voluntary Reduced Work Week (VRWW) Program applies to the fiscal year ending in March. Where operational requirements and services to the public permit, Departments may be operated with reduced staffing levels by allowing employees who are scheduled to work to take up to 20 days of leave of absence without pay. However, no closures of College offices will be permitted.

Pay reductions will be implemented to assist employees by spreading out the financial impact of the VRWW days over as long a period as possible rather than having individual pay cheques reduced when the VRWW days are taken.

No increased overtime costs shall be incurred as a result of approving VRWW days.

Where VRWW days could otherwise result in unacceptable backlogs being created and excessive delays in turnaround times (which may occur in operations involved with processing of documents for example) and/or a requirement to work staff on an overtime basis, departments are expected to retain sufficient staff at work to avoid these problems.

Under this voluntary program, eligible employees may request up to 20 days of leave of absence without pay (VRWW days).

The VRWW program allows employees to request a VRWW "day" off. A "day", for the purposes of the VRWW request, is considered to be an employee's regular work day. Employees may now take VRWW days in half day increments.

Employees may request days to be taken at any time during the current fiscal year up to the end of March. However, employees will be approved to take their leaves of absence on days only when operational requirements permit.

An approved VRWW day will be treated as a regular working day for the purposes of pension, group life insurance, and accumulated service calculations.

Employees who are approved VRWW days will not be permitted to carry-over vacation as a result, other than for retirement or extenuating circumstances.

**PLEASE NOTE:** There will no longer be a paper application for VRWW requests. The application process is now through Maestro, please visit HR Forms to submit your application. If you do not have regular access to a computer, please speak with your manager and discuss your request. Either the Manager or if applicable, the Administrative Assistant can submit your request on your behalf.

To access Human Resource Services eForms....

1. Log on to [HUB](#).
2. Under My Applications, click the Maestro application icon.
3. If required, log on using your College User ID and Password.
4. Click on Human Resource Services eForms

The request is then sent to the Chair/ Manager for approval. If approved a response via email will be sent to the employee, or they may receive a request to change the dates, or total number of days requested.