

Reviewed by Human Resources Committee: September 29, 2004
Approved by Board of Governors: October 4, 2004

NAIT *Policy*

HR.1

Conditions of Employment

Implementation Date: October 5, 2004

Replaces: May 3, 1993

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1.0 POLICY

The Board of Governors prescribes that the Institute shall design and implement a human resource system to provide staff with general information concerning the working environment, conditions of employment and retirement practices of the Institute.

2.0 BACKGROUND:

The Board is cognizant of the terms and conditions contained in the collective agreements negotiated with the Academic Staff Association and AUPE Local 038 regarding employment benefits and conditions at the Institute. It is the intention of the Board to provide criteria for conditions which do not currently form part of the collective agreements and those which may also apply to management and excluded staff.

3.0 PARAMETERS

- 3.1 Establish a process for verification of staff qualifications.
- 3.2 Define a fair and equitable process for redundancy of out-of-scope staff positions.
- 3.3 Define criteria for employee retirement.
- 3.4 Define post-retirement services of former employees.
- 3.5 Establish a process for the recovery of monies paid to employees injured in third party accidents.
- 3.6 Communicate the Performance Management Program (PMP), which aligns with an employee's position description, the four key directions within NAIT's Business Plan, identifies key behaviors and professional development opportunities, and promotes a dialogue between employees and their supervisors.
- 3.7 Communicate NAIT's employee recognition programs.