

EMPLOYEE INFORMATION

POLICY No.:	001
SCOPE:	All Administrative and Support Staff
EFFECTIVE DATE:	May 12, 2008

PAYROLL

Pay is by direct deposit only and paid out on the 15th and 30th of each month. If the 15th or the 30th day of the month falls on a Saturday or Sunday, then the payroll will be deposited on Friday before the 15th or 30th of the month. New employees will be required to provide a void cheque to the Payroll office prior to their first pay day.

IDENTIFICATION CARDS

All staff and faculty require a NSCAD Identification Card. Security staff will not permit any employee to enter the premises without an up-to-date Identification Card. Employees may obtain a card at the Office of Student and Academic Services. Please note that I.D. cards must be validated annually by full-time employees, and every semester for part-time employees

ABSENCE REPORTING

Report all unscheduled absences to your Supervisor as soon as possible, but in any case, no later than one (1) hour after your normal start time.

Immediately upon your return to work, fill in a Staff Report Form, noting the dates of your absence in the appropriate section. If your leave of absence is not due to vacation or illness, please note the type of leave applied for under the "Leave of Absence" section (i.e., special, court, bereavement, etc.).

As a scheduled leave of absence, vacation leave will normally be applied for and approved by your Supervisor in advance on a Staff Report Form.

Sign the form and have your Supervisor authorize the absence by signing in the appropriate space. **ALL LEAVE TAKEN MUST BE AUTHORIZED BY YOUR SUPERVISOR.**

Forward all copies of the Staff Report Form to the Human Resources office where the information will be reviewed. The pink copy will be returned to the employee for his/her records.

If you suffer an illness, accident and/or surgery that will require you to be absent from work for an extended period of time, contact the Human Resources office as soon as possible so that the appropriate forms for Short Term Disability benefits can be forwarded to you for completion and return to Manulife for payment. Employees are requested to complete the Short Term Disability Claim forms within four (4) days of the onset of disability to prevent any delay in benefit payment from Manulife.

All absences of ½ day or more must be reported. Leaving work early because of sudden illness, an appointment, etc., is to be monitored by the Supervisor as per Collective Agreements.

Absences of less than ½ day need not be reported on a Staff Report form but should be kept track of by the Supervisor.

STANDARD METHOD FOR REPORTING OVERTIME

If you request an employee under your supervision to work overtime (beyond 35 hours per week or 7 hours per day), this work is considered to be overtime and should be compensated at time and a half. If you have requested an employee to work on Sunday compensation should be double time unless this person is regularly scheduled to work on Sunday. Straight time should be paid on Holidays, since the employee is already being paid.

Timesheets:

Please submit a Timesheet to the HR Office if the employee will be taking time off in lieu of overtime. Please submit Timesheets to the Payroll Office if the overtime will be paid. This must be approved by the Responsible Manager.

Please note that overtime is requested by the supervisor in advance of it being taken, except in the case of an emergency. NSCAD employees are never expected to work overtime unless they have been asked to do so.

CONTINUATION OF BENEFITS WHILE ON UNPAID LEAVE

An Employee who is granted an approved unpaid leave of absence is eligible to continue Long Term Disability benefit coverage throughout the period of the leave provided that she or he continues to pay the premiums and that Manulife is advised in writing of the term of the leave and the particulars of the anticipated activities while on leave. Each application for continuation of coverage will be assessed by Manulife on an individual basis.

If an Employee becomes disabled during an unpaid leave of absence, the qualifying disability period (17 weeks) will commence only on the date the leave was scheduled to terminate and the Employee expected to return to work.

NO SMOKING POLICY

In order to achieve a safe, healthy, and clean environment suited to the College as a place for work and study, smoking cannot be permitted in College buildings. In addition to the demonstrable health risks associated with smoking, the location of the College in a historic property vulnerable to fire and the extensive use of flammable chemicals associated with various art and design production procedures makes smoking on campus especially hazardous.

It is expected that common sense and understanding will allow the no smoking policy to function effectively. When possible, violations should be discussed directly with the person concerned.

Complaints that cannot be resolved informally may be reported:

- by students to the Student Services Office
- by NSCAD staff to the Human Resources Office
- by faculty to the Vice-President, (Academic)
- by visitors to the Business Office

The College Administration calls upon the College community to make every effort to ensure that those who register complaints about violations avoid any adverse repercussions for their actions on behalf of the community as a whole.

THEFT

Staff, faculty and students are reminded that the College is a high-risk theft area. The problem of theft is escalated by the nature of the activities and equipment in use on a day-to-day basis, the physical layout of the buildings, and the lack of staff and security personnel to patrol the campus on a regular basis. Experience has demonstrated that theft can occur at any time, including in broad daylight.

Unfortunately, it is no longer possible to purchase insurance for losses of a personal nature or for equipment that is valued at less than \$5,000.

As a result, the College is not able to assume any responsibility for loss of personal items, regardless of the circumstances surrounding such loss. Staff, faculty and students are responsible for ensuring that personal property is adequately protected and not left in unsecured offices and spaces within the College.

As College equipment is also not insured, all employees and students are urged to take every precaution to ensure that equipment is adequately secured. In the event of loss, the College cannot guarantee automatic or immediate replacement of equipment. In some cases, replacement will have to await the availability of future capital funds.

YOU CAN ASSIST BY BEING VIGILANT TO THEFT

Do not allow unauthorized individuals to enter your work area at any time.

Report any suspicious individuals to the Buildings and Grounds (Maintenance Facilities) Department or to the night security guards.

Lock up before leaving.

Ensure that all valuables, purses, money or any other items of monetary value are not left unattended at any time.

Do not leave items prone to theft in your work area when you are not in attendance (e.g. cameras, VCR's, computers, all special targets).