



## UNIVERSITY OF MANITOBA PROCEDURE

<b>Procedure:</b>	<b>EMPLOYEE ORGANIZATIONS AND EMPLOYMENT GROUPS</b>
<b>Parent Policy:</b>	April 1, 2004
<b>Effective Date:</b>	
<b>Revised Date:</b>	
<b>Review Date:</b>	April 1, 2014
<b>Approving Body:</b>	Administration: President and/or Vice-President (Administration)
<b>Authority:</b>	Policy [Employee Organizations and Employment Groups]
<b>Responsible Executive Officer:</b>	
<b>Delegate: (If applicable)</b>	
<b>Contact:</b>	Executive Director of Human Resources
<b>Application:</b>	Board of Governors members; All Employees

### Part I Reason for Procedure

To identify the various employee groups and employee categories at the University in order to clarify the application of University Policies, procedures and collective agreements for all employees.

### Part II Procedures

#### 2.1 Non-Certified Employment Groups

For non-certified employee groups the terms and conditions of employment in the various collective agreements do not apply and the provisions of the relevant University Policy shall govern. The employee groups are as follows:

### **2.1.1 Executive (Academic and Support)**

Executive Staff

*Compensation Group:* Executive, or Administration Excluded Academic

*Location:* Office of the President and Administrative Units

*Types of Positions/Occupations:* President, Vice-Presidents, Associate Vice-Presidents, Vice-Provosts, Comptroller, and Executive Directors.

### **2.1.2 Board of Governors Exclusions (Academic and Support)**

Staff members on the Board of Governors

*Compensation Group:* The compensation group that the staff member would normally belong to independent of the Board exclusion

*Location:* Any Faculty or Administrative Unit

*Types of Positions/Occupations:* Any

## **2.2 Academic Staff Groups (Non-Certified)**

### **2.2.1 Senior Administrative Academic Staff**

Senior academic staff positions having direct management authority over a faculty unit, school, college, or the libraries and reporting directly to a member of the Executive Group. Staff in this group are excluded from bargaining units based on their primary responsibility within their unit for the management functions of planning, directing, controlling and evaluating a large group of the University's resources including people, budgets and facilities.

*Compensation Group:* Senior Administration, Administration Excluded Academic

*Location:* All Faculties, Schools, Colleges and the Libraries

*Types of Positions/Occupations:* Deans of Faculties, Directors of Schools, Heads of Colleges, and Directors of Libraries.

### **2.2.2 Administrative Academic Staff**

Academic staff who report directly to the Dean or Director of a faculty or school and are excluded from bargaining units based on their primary responsibility for the management functions of planning, directing, controlling and evaluating a group of resources delegated by the Dean or Director including people, budgets, equipment, facilities and programs.

*Compensation Group:* Academic Administrators, Administration Excluded Academic

*Location:* All Faculties, Schools and Colleges

*Types of Positions/Occupations:* Associate Deans of Faculties, Associate and Assistant Directors of School and Directors of Schools within a Faculty.

### **2.2.3 Geographical Full-Time Academic Staff**

A Geographical Full-Time academic staff member is one whose professional activities are based at the University's Faculty of Medicine or its affiliated teaching hospitals, who may receive income from professional practice from sources other than the University and its affiliated teaching hospitals, and who is signatory of a Geographical Full-Time Agreement with the University (the "GFT Member) and who may only carry on a clinical practice inside University approved facilities

*Compensation Group:* GFT

*Location:* Faculty of Medicine

*Types of Positions/Occupations:* Geographical Full-Time Medical Doctors and Clinical Psychologists at the rank of Professor, Associate Professor, Assistant Professor, Lecturer.

### **2.2.4 Sessional Professional Academic Staff**

2.2.4.1 Sessional academic staff teaching in a degree credit course and practicing a profession outside the University and who either are, or are eligible to be, members of professional organizations authorized by statute in force in Manitoba. To be excluded, a position must meet three criteria as outlined in the Labour Relations Act.

2.2.4.2 A professional may be excluded providing the staff member is or is eligible to be a member of a professional organization authorized by statute in force in Manitoba, is in a position requiring that the staff member be a professional, and that others of the same profession are currently excluded from University bargaining units.

2.2.4.3 Where a staff member is a member of a profession and their primary responsibility is for management functions, the staff member is deemed to be in the appropriate management group.

*Compensation Group:* Excluded Professional Sessional Academic Staff

*Location:* Some Faculties

*Types of Positions/Occupations:* Sessional Instructors, Part-Time Instructors teaching degree credit programs.

### **2.2.5 Research Academic Staff**

Non-student staff who are employed primarily in an academic capacity in research positions.

*Compensation Group:* Research Academic

*Location:* Some Faculties

*Types of Positions/Occupations:* Research Associates, Professional Associates

### **2.2.6 Other Academic Staff**

Academic staff not included in other employee group categories (certified or non-certified) and having academic responsibilities related to items such as:

- sessional academic staff teaching in non-degree credit programs;
- students employed primarily in an academic capacity in research positions such as research assistants;
- staff who are employed as teaching assistants and graders/markers and who are excluded from CUPE Local 3909 Unit 1 because they are not University of Manitoba students;
- clinical education or the mentoring of students outside of normal classroom teaching (e.g. orientation of students to a clinical area, facilitating students' integration of theory into practice, critiquing a student's practice on actual clients, or ensuring safe practice by students);
- part-time academic staff with administrative responsibilities requiring the application of academic concepts (e.g. placing students in appropriate work experiences based on the student's academic needs and their program requirements; may include subsequent monitoring of student progress including evaluation used in determining their final grades; hiring of Clinical Education Staff and matching staff to students);
- guest lecturers; or
- staff with responsibilities related solely to exam invigilation.

*Compensation Group:* Other Academic

*Location:* Some Faculties

*Types of Positions/Occupations:* Sessional Instructors, Part-time Instructors teaching in non-degree credit programs, Student Research Assistants, excluded Teaching Assistants, Graders/Markers, Clinical Educators, Student Mentors, Part-time Academic Administrative Staff, and Exam Invigilators.

### **2.2.7 Visitors**

Academic staff who are not members of any other academic employee group because they have special status as a Visiting Scholars.

*Compensation Group:* Visitors

*Location:* Some Faculties such as Medicine, Engineering and Arts

*Types of Positions/Occupations:* Visiting Scholars

## **2.3 Support Staff Groups (Non-Certified)**

### **2.3.1 Excluded Management, Administrative and Professional Support Staff**

2.3.1.1 Support staff positions excluded from bargaining units based on their primary responsibility for management functions. Managerial staff positions generally plan, direct, control and evaluate a varied group of resources including people, budgets and equipment.

2.3.1.2 Employees (other than Medical Practitioners and Administrators) who belong to a profession authorized by statute in force in Manitoba and meet three criteria as outlined in the Labour Relations Act. A professional employee may be excluded providing the employee is or is eligible to be a member of a professional organization authorized by statute in force in Manitoba, is in a position requiring that the employee be a professional, and that others of the same profession are currently excluded from bargaining units.

2.3.1.3 Positions excluded from bargaining units primarily because they have prior knowledge and access to information and/or regular and material involvement with matters that are confidential in regards to labour relations such as discipline procedures, collective bargaining, grievances, budgets, etc. These positions may have substantial confidential supervisory responsibility for one or more resources of an area, but not all the resources of a manager as defined in the Managerial Staff Group. This group also includes staff positions that deal with confidential matters in providing information and advice to managers.

2.3.1.4

*Compensation Group:* Excluded Managerial, Administrative and Professional Support Staff

*Location:* Administrative Units and Faculties

*Types of Positions/Occupations:* Directors, Managers, Unit Heads, Assistant Directors, Nurses, Social Workers, Architects, Engineers, Agrologists, Dental Hygienists, Pharmacists, Executive Assistants and Confidential Secretaries to Deans, Directors, Senior Administrators and the Executive; staff in Human Resources and confidential area supervisors.

## **2.3.2 Medical Practitioners and Administrators**

Dentists and physicians who are practicing and/or administering in University of Manitoba clinics and health service units.

*Compensation Group:* Medical Practitioners and Administrators

*Location:* Northern Medical Unit, University Health Service, Centre for Community Oral Health

*Types of Occupations:* Practicing Dentists and Doctors, dentists or doctors who are the directors or assistant directors of a dental or medical clinic or health service unit.

### **2.3.3 Nurses in Northern Manitoba**

Nurses working in Northern Manitoba locations who would otherwise be included in the Excluded Management, Administrative and Professional Support Group (EMAPS).

*Compensation Group:* Nurses working on research projects in Northern Manitoba Locations

*Location:* Northern Medical Unit, Faculty of Medicine

*Types of Occupations:* Research Nurses or Nurse Coordinator (working in Northern Manitoba locations).

### **2.3.4 Student Support Staff**

Full-time students excluded from support staff bargaining units because they regularly work less than twenty hours per week (except in the Libraries and Book Store).

*Compensation Group:* Excluded Students

*Location:* Some Faculties and Administrative Units (Except Libraries and Book Store)

*Types of Positions/Occupations:* Food Service Workers, Clerks, Laboratory Assistants, Technical Assistants, etc. and Student Constables.

### **2.3.5 Out of Province Support Staff**

Support staff who are not members of any other support staff employee group because they are out of province employees.

*Compensation Group:* Out of Province Support

*Location:* Some Faculties such as Medicine, Dentistry, Education, Science and Arts

*Types of Positions/Occupations:* Clerical, Laboratory Technicians, Dental Technicians, Physiotherapists, Occupational Therapists.

## **2.4 Employee Organizations (Certified Bargaining Units)**

2.4.1. There are a number of organizations representing employees at the University of Manitoba that bargain collective agreements with the University.

2.4.2 Where the collective agreement is silent on or makes reference to University Policy, University Policy shall govern, provided however that where there is a conflict between University Policy and the collective agreement, the collective agreement shall govern.

## **2.5 Academic Staff Associations/Unions**

### **2.5.1 University of Manitoba Faculty Association**

All full-time academic staff with the rank of Instructor I, Instructor II, Senior Instructor, Lecturer, Assistant Professor, Associate Professor, Professor, General Librarian, Assistant Librarian, Associate Librarian or Librarian within the scope of the Manitoba Labour Board certificate numbered MLB 3998.

*Compensation Group:* UMFA Academics, UMFA Librarians, UMFA Instructors, Excluded UMFA Sessional Academic Appointments

*Certification Date:* 27/03/86

*Certification Number MLB:* 3998

*Location:* All Faculties and the Library

*Types of Positions/Occupations:* All Full-Time Academics, Professors, Associate Professors, Assistant Professors, Lecturers, Academic Librarians, Instructors I, II and Senior Instructors (except GFT's in Faculty of Medicine); Additional appointments to teach degree credit or non-degree credit courses on a sessional or casual basis that are held by an employee from the UMFA bargaining unit.

### **2.5.2 University of Manitoba Dental Clinical Staff Association**

All full-time academic staff in the Faculty of Dentistry who are full-time Lecturers, Assistant Professors, Associate Professors, and Professors and who are professional Dentists within the scope of Manitoba Labour Board Certificate number MLB 3324.

*Compensation Group:* UMDCSA

*Certification Date:* 09/06/78

*Certification Number MLB:* 3324

*Location:* Faculty of Dentistry

*Types of Positions/Occupations:* All full-time Lecturers, Assistant Professors, Associate Professors and Professors who are professional dentists.

### **2.5.3 Canadian Union of Public Employees, Local 3909 Unit 2 (C.U.P.E. - Sessionals)**

Part-time and sessional academic staff working as Instructors or Librarians within the scope of Manitoba Labour Board Certificate # MLB 5259 excluding guest speakers, professionals practicing outside the University and those not teaching in degree credit programs.

*Compensation Group:* CUPE 3909 Sessionals, CUPE 3909 Sessional Librarians

*Certification Date:* 28/06/96

*Certification Number MLB:* 5259

*Location:* Some Faculties, the Library and Counselling Services

*Types of Positions/Occupations:* Sessional Instructors, Instructors and Librarians.

### **2.5.4 Canadian Union of Public Employees, Local 3909 Unit 1 (C.U.P.E. - Teaching Assistants)**

Students registered at the University of Manitoba who are employed in teaching, demonstrating, tutoring or marking in certificate or degree programs. Positions are within the scope of Manitoba Labour Board Certificate number MLB 5118.

*Compensation Group:* CUPE 3909 Students

*Certification Date:* 30/04/86

*Certification Number MLB:* 5118

*Location:* Some Faculties

*Types of Positions/Occupations:* Lecturers/Instructors, Teaching Assistants, Graders/Markers.

## **2.6 Support Staff Associations/Unions**

### **2.6.1 Association of Employees Supporting Education Services (AESES/General)**

Full-time, part-time and casual support staff employed in administrative, office, library, agriculture and technical positions, within the scope of Manitoba Labour Board Certificate number MLB 3974, and not covered by other certifications.

*Compensation Group:* AESES

*Certification Date:* 18/12/85

*Certification Number MLB:* 3974

*Location:* Administrative Units and Faculties and Departments except the Faculty of Engineering

*Types of Positions/Occupations:* Office, Administrative and Library Assistants (including student employees in the Book Store and Library), Technicians, Child Care Workers, Information Technology personnel and Agricultural Attendants.

### **2.6.2 National Automobile, Aerospace and Agriculture Implement Workers Union of Canada (CAW-Canada), Local #300**

Support staff, employed in Physical Plant and Energy Management, Food Service, and Residences except full-time students, engaged in positions supporting the operation and maintenance of the physical plant and the provision of food services within the scope of the Manitoba Labour Board Certificate number MLB 5144.

*Compensation Group:* CAW

*Certification Date:* 18/03/92

*Certification Number MLB:* 5144

*Location:* Physical Plant, Food Service, Residences

*Types of Positions/Occupations:* Power Engineers, Trades, Caretakers, Residence staff, Groundskeepers, Truck Drivers, and Food Service Workers.

### **2.6.3 Association of Employees Supporting Education Services (AESES/UM Security)**

Support staff Police in Security Services responsible for enforcing the Highway Traffic Act and traffic regulations and maintaining security on both University campuses. Positions are within the scope of Manitoba Labour Board Certificate number MLB 5252.

*Compensation Group:* AESES (Security)

*Certification Date:* 15/11/78

*Certification Number MLB:* 5252

*Location:* Security Services

*Types of Positions/Occupations:* Patrol Officers and Patrol Supervisors.

#### **2.6.4 Canadian Union of Public Employees, Local #1482**

Full-time, part-time and casual support staff employed in administrative, office, technical positions in the Faculty of Engineering within the scope of Manitoba Labour Board Certificate number MLB 4360.

*Compensation Group:* CUPE 1482

*Certification Date:* 28/08/89

*Certification Number MLB:* 4360

*Location:* Faculty of Engineering

*Types of Positions/Occupations:* Technicians, Office and Administrative Assistants.

### **Part III Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of these Procedures is required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of these Procedures.

### **Part IV Review**

- 4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for these Procedures is April 1, 2014.
- 4.2 In the interim, these Procedures may be revised or rescinded if:
  - (a) the Vice-President (Administration) or the President deems necessary; or
  - (b) the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

**Part V**  
**Effect on Previous Statements**

5.1 These Procedures supersede:

- a) Policy 603 Employee Organizations and Employment Groups (Revised July 8, 1993);
- b) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein; and
- c) all previous Administration Policies, Procedures, and directives on the subject matter contained herein.

**Part VI**  
**Cross References**

Policy: Employee Organizations and Employment Groups