Subject: Working Conditions  
( Applies to administrative and professional staff only. )

2. General Policy Statement

This policy sets out the working conditions for administrative and professional staff and the general hours of work at the University.

3. Definitions

3.01 Administrative and Professional Staff - university support staff not covered by the terms of a collective agreement.

4. Entitlement/Responsibility

4.01 For recording purposes, the standard work day is seven hours and twelve minutes, exclusive of the meal period. The standard work week is thirty-six hours in any five days.

4.02 The University offices will be open at least during the hours 8:30 a.m. to 4:30 p.m., Monday through Friday. Exceptions must be approved by the appropriate Vice-President.

4.03 Administrative and professional staff at the University are primarily self-directing and self-disciplinary with regard to their job function. They will exercise discretion with regard to the time and location of work performed in support of the established job objectives. From time to time an individual may find that for a variety of reasons it is necessary to work considerably more than a standard work week in order to carry out his/her responsibilities satisfactorily. While there is no monetary compensation for these extra hours, an individual is entitled to reasonable compensating time away from the workplace at a time mutually agreeable to the individual and the supervisor. The individual’s right in this respect should be accommodated.

4.04 Where an employee initiates a complaint with a supervisor that her/his workload is unreasonable, and the employee and supervisor cannot agree on a resolution, or where an employee has requested compensating time off and the supervisor has denied the request, the employee is entitled to lodge a grievance as set out in AD 9-17.