



## UNIVERSITY OF MANITOBA PROCEDURE

<b>Procedure:</b>	<b>ADDITIONAL ACADEMIC APPOINTMENTS FOR FULL-TIME ACADEMIC AND SUPPORT STAFF</b>
<b>Parent Policy:</b>	Additional Academic Appointments for Full-Time Academic and Support Staff Policy
<b>Effective Date:</b>	February 11, 2005
<b>Revised Date:</b>	
<b>Review Date:</b>	February 11, 2015
<b>Approving Body:</b>	Administration: President
<b>Authority:</b>	Policy [Additional Appointments for Full-Time Academic and Support Staff]
<b>Responsible Executive Officer:</b>	President
<b>Delegate:</b>	Vice-President (Administration)
<b>Contact:</b>	Associate Vice-President (Human Resources)
<b>Application:</b>	Employees [All Employee Groups]

### Part I Reason for Procedure

To set out Procedures secondary to the Policy entitled "Additional Academic Appointments for Full-time Academic and Support Staff" in connection with providing guidance in the use of additional academic appointments for full-time academic and support staff.

### Part II Procedures

#### 2.1 Appropriate Circumstances for Additional Academic Appointments

If it has been determined that special expertise from within the University is required, additional academic appointments are appropriate for the following forms of work:

- a) teaching of credit or non-credit courses or portions of courses in addition to courses included within the staff member's assigned duties for his/her position in the academic year; or
- b) conducting research and/or development work under contract between the University and external agencies

## **2.2 Conditions for Additional Academic Appointments**

Additional academic appointments for full-time academic and support staff shall be subject to the following conditions:

- a) the work must be in the individual staff member's area of expertise;
- b) the work must be of a type not generally available in Manitoba except through employees of the University;
- c) the work must clearly be in addition to normal University duties for which the staff member's primary salary is paid. As a consequence, the work for which the extra payment is being requested may not be considered a substitute for normal University duties;
- d) the work must not interfere with normal duties as specifically assigned or as identified in collective agreements or policies; and
- e) potential conflicts of interest related to any payments must be avoided.

2.2.1 Without the approval of the appropriate Vice-President, the total amount of remuneration received by a staff member as a result of additional appointments shall not exceed \$15,000 in a given academic year (July - June).

## **2.3 Notification of Staff Member's Unit**

2.3.1 Academic and support staff are responsible for advising the Dean, Director, or Head of Administrative Unit in which they have a full-time appointment when they wish to accept an additional appointment and the details relating thereto. The purpose of providing this information is to ensure that there is no interference with the staff member's full-time appointment.

2.3.2 Upon being informed of the staff member's wish to accept an additional appointment, the Dean, Director, or Head of Administrative Unit of the faculty or administrative unit in which the employee has a full-time appointment, shall review the current status and workload of the staff member in order to raise any concerns regarding the conditions in 2.2 above.

2.3.3 In the event that total remuneration from additional academic appointments will exceed \$15,000 in a given academic year, the Dean, Director or Head of Administrative Unit to whom the staff member reports will request written approval from the Vice-President to whom he/she reports.

### **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 this Procedure is **February 11, 2015**.
- 4.2 In the interim, these Procedures may be revised or rescinded if:
  - a) the President and/or Vice-President (Administration) deems necessary; or
  - b) the relevant Policy is revised or rescinded.

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

- 5.1 This Procedure supersedes:
  - a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter contained herein;
  - b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein; and
  - c) Policy 609 Procedures for Additional Payments to Full-Time Staff (April 1, 1994).

### **Part VI Cross References**

Policy: Additional Academic Appointments for Full-time Academic or Support Staff