



UNIVERSITY OF MANITOBA POLICY

Policy:	Discipline and Dismissal of Term or Contingent Academic Staff Excluded from Bargaining Units
Effective Date:	May 20, 2008
Revised Date:	
Review Date:	May 20, 2018
Approving Body:	Board of Governors
Authority:	
Responsible Executive Officer:	President
Delegate:	Vice-President (Administration)
Contact:	Executive Director of Human Resources
Application:	Employees: See List

This policy applies to term and contingent appointments within the following employee groups identified in Procedure: Employee Organizations and Employment Groups:

- (a) Geographic Full-Time Staff
- (b) Research Academic Staff
- (c) Sessional Professional Academic Staff; and
- (d) Other Academic Staff

Part I Reason for Policy

To define appropriate ways of communicating and dealing with serious gaps between expected and actual job performance during a term or contingent appointment for academic staff excluded from bargaining units.

Policy Content

- 1.1 Supervisory and managerial academic staff have a responsibility to communicate the assessment of job performance, both positive and negative, to term and contingent academic staff excluded from bargaining units
- 1.2 For the purpose of this Policy a term appointment shall be defined as an academic appointment for a specified period of time that terminates automatically at the end of the specified period.
- 1.3 For the purpose of this Policy a contingent appointment shall be defined as an academic appointment principally dependent upon the availability of non-operating funds.
- 1.4 The University recognizes that it may be necessary to discipline and/or dismiss an employee in a term or contingent appointment for:
 - (a) Failure to perform his/her duties and responsibilities satisfactorily or neglect of duty;
 - (b) Failure to conduct himself/herself in accordance with the policies, procedures, and regulations of the University;
 - (c) Inappropriate behaviour such as but not limited to, disobedience, insubordination, harassment, theft, dishonesty, violence; or
 - (d) Other severe problems resulting in just cause.
- 1.5 Discipline or dismissal may take any one of three (3) options:
 - (a) Progressive discipline which may lead to termination of employment;
 - (b) Termination of employment for just cause (no notice required); or
 - (c) Termination of employment (with notice).
- 1.6 The University encourages and supports the use of progressive discipline, wherever possible and practical.
- 1.7 Discipline or dismissal should be decisions made in consultation with a representative of the Staff Relations unit of Human Resources.

Accountability

- 2.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents is required.

- 2.2 The Executive Director of Human Resources is is responsible for the communication, administration, and interpretation of this Policy.

Secondary Documents

- 3.1 The Vice-President (Administration) or President may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Review

- 4.1 Formal Policy reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is May 20, 2018.
- 4.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems it necessary.
- 4.3 If this Policy is revised or rescinded all Secondary Documents, if applicable, will be reviewed as soon as reasonably possible in order to ensure that they:
- (a) comply with the revised Policy; or
 - (b) are in turn rescinded

Effect on Previous Statements

- 5.1 This Policy supersedes all of the following:
- (a) all previous Board of Governors/Senate Policies, Procedures, and resolutions on the subject matter contained herein; and
 - (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein.

Cross References

- 6.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) Procedure: Discipline and Dismissal for Term and Contingent Academic Staff Excluded from Bargaining Units