



UNIVERSITY OF MANITOBA POLICY

Policy:	EMPLOYEE ORGANIZATIONS AND EMPLOYMENT GROUPS
Effective Date:	April 1, 2004
Revised Date:	
Review Date:	April 1, 2014
Approving Body:	Administration
Authority:	
Responsible Executive Officer:	
Delegate: (If applicable)	
Contact:	Executive Director of Human Resources
Application:	All Employees

Part I Reason for Policy

To identify the various employment groups and employee organizations that are present at the University. The identification of the various employee groups and employee categories at the University will clarify the application of University policies, procedures and collective agreements for all employees.

Part II Policy Statement

- 2.1 The University has certified bargaining units which have been established through the Manitoba Labour Board. The University also has non-certified employee groups which include:
- a) groups of employees who are collectively excluded from a bargaining unit by reason of an appropriate exclusion under the Manitoba Labour Relations Act; and

- b) groups of similar occupations/positions which have been established to identify employees performing work which falls outside of bargaining unit certifications.

2.2 Application of Policies, Procedures and Collective Agreements

2.2.1 Where a University employment related policy or procedure applies to a employee group which is also a certified bargaining unit, and where any portion of that policy or procedure conflicts with a clause of the appropriate collective agreement, the collective agreement will govern. Where the collective agreement is silent on or makes reference to a University Policy or Procedures, the University Policy or Procedures shall govern.

2.2.2 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. Where a staff member is excluded from a bargaining unit by virtue of an appointment to the Board of Governors, financial terms and conditions of employment provided by a collective agreement normally shall continue in effect unless these provisions are contrary to a University policy.

2.2.3 All University employment related policies and procedures that do not apply to all University of Manitoba employees will specifically identify the employee group(s) to whom the policy or procedures applies.

2.2.4. Copies of collective agreements are supplied by the employee organization which is the bargaining agent for the employees whom it represents. Human Resources supplied supervisory and managerial employees with copies of any collective agreements which they will administer.

Part III Accountability

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

Part IV
Secondary Documents

- 4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

Part V
Review

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is April 1, 2014.
- 5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems necessary. 5.3 If this Policy is revised or rescinded, all Secondary Documents 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.

Part VI
Effect on Previous Statements

- 6.1 This Policy supersedes:
- a) Policy 603 Employee Organizations and Employment Groups (Revised July 8, 1993); and
 - b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein.

Part VII
Cross References

Procedures: Employee Organizations and Groups