



UNIVERSITY OF MANITOBA POLICY

Policy:	Lay-off or Resignation for Term and 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:	
Delegate: (If applicable)	President; Delegated to 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 establish accommodations that are necessary in the event of the severance of employment through a lay-off of an employee or in the event of the resignation by an employee.

Part II Policy Content

The University of Manitoba strives at all times to provide a secure working environment and continuity of employment for its employees. However, organizational and/or financial limitations or changing needs in a department may result in the discontinuance of positions, non renewal of term or contingent positions and the necessity to lay-off employees. In addition, employees may wish to resign from their employment with the University.

- 2.1 For the purpose of this Policy a term appointment shall be defined as an academic appointment for a specified period of time and terminates automatically at the end of the specified period.
- 2.2 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.
- 2.3 In situations where the University needs to alter the employment relationship, the University recognizes the need for care and understanding on the part of the employer, as well as the need for employees to be willing to face reasonable readjustments to avoid lay-offs.
- 2.4 Departments are encouraged to consider alternatives such as part-time or sessional positions and internal transfers wherever possible. In the event that alternate employment is not available, the University will provide reasonable notice and severance arrangements as provided in Procedures: Lay-Off or Resignation for Term and Contingent Academic Staff Excluded from Bargaining Units.
- 2.5 The University also wishes to encourage the retention of academic staff for career development. However, this is not always possible and employees may wish to resign from the University.
- 2.6 The applicable notice period required of an employee is identified in Procedures: Lay-Off or Resignation for Term and Contingent Academic Staff Excluded from Bargaining Units.

Part III Accountability

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents 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 May 20, 2018.
- 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) all previous Board of Governors/Senate Policies, Procedures, and resolutions on the subject matter herein; and
 - (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein.

**Part VII
Cross References**

Cross referenced to:

- (1) Procedures: Lay-off or Resignation
- (2) For Term and Contingent Academic Staff Excluded from Bargaining Units