



Human Resources & Organizational Development



Welcome

May 1, 2018

Information Day

UNB



Welcome from UNIFOR Local 4504

May 1, 2018 Karen Annett VP SALAC and
Rebecca Ham Women's Advocate and UVP Ancillary,
Stores and related, and Cleaners

UNB



Ernie Caissie
President



Jeff Smythe
VP-GLTA



Karen Annett
VP-SALAC



Troy Doyle
Treasurer



Michael Holmes-
Lauder
Chief Shop
Steward



Rick Gaigneur
UVP - Clerical



Oliver Flecknell
UVP -
Secretarial



Donald Holland
UVP – Security,
Heating, and
Arenas



Susan Allen
UVP – Library
Assistants



Rebecca Ham
UVP – Ancillary,
Stores and
related , and
Cleaning

Women's
Advocate



Meghan Huestis
Office
Administrator

<http://uniforlocal4504.org>

UNIFOR
Local4504

About
News and Events
Tools and Resources
Campaigns
Contact Us

Who do you contact in HR for help?
What do I really know about labour relations?
Do you know who to contact

Unifor Local 4504/UNB HR Information Event
May 1, 2018
FOR MORE INFORMATION >

An amalgamated Local in Fredericton New Brunswick representing the Secretaries, Clerks, Library Assistants (known as SALAC) and General Labour and Trades, Allied Services and Audio-Visual Group (known as GLTA) employed at the University of New Brunswick.

LATEST NEWS
Mayworks Fredericton April 27-May 5 2018
04/20/2018

Presented by your Local Union and Activist Community
Apr 27th - May 5th, 2018
MAYWORKS
Fredericton
Festival of Working People and the Arts
Facebook: Mayworks Fredericton 2018

SUBSCRIBE
Sign up for Unifor Local's monthly newsletter

First name
Last name
Email
Postal Code

Sign me up for the National UniForum newsletter!

Subscribe

VIDEO

UNIVERSITY OF NEW BRUNSWICK

Role of the Women's Advocate

- **Listen, believe, validate and assist.**
- **Respect confidentiality.**
- **Respect a woman's right to make her own decisions.**
- **Promote access to community services.**
- **When necessary help plan for future safety.**
- **Work with leadership.**

Women's Advocate

Hot Line

(506) 230 - 4250

Welcome from Human Resources and Organizational Development

May 1, 2018 Peter McDougall

Associate Vice-President Human Resources and
Organizational Development

UNB

Employment

May 1, 2018 Monique Cormier Dunlap
Human Resources Consultant (Employment)

UNB

Who are we?

- **Employment Team**

- **Sara Connell - Employment & Equity**
- **Jessica Hatt-Goodine – Employment & Reception**
- **Debbie MacDonald – Employment & Salary Administration**
- **Monique Dunlap – Employment, Salary Administration, Equity**

Main areas of responsibilities:

- Employment
 - Hiring process for STAFF positions:
 - Job description;
 - Approval paperwork;
 - Job advertisements;
 - Job offers.
 - To apply for jobs on campus:

<http://unb.ca/hr/careers/support-staff>

Salary Administration

- Evaluation of all job descriptions for new positions and re-classifications.
- Forms need to be signed/approved by the supervisor and Dean/Director.

Employment Equity

- Voluntary Equity Questionnaire.
- Workforce Survey.
- Required to report to Federal Government under the Federal Contractors Program.

Who to call?



Main Office: 453-4648

- We are more than happy to respond to your questions.

Fringe Benefits

May 1, 2018 Kevin Ring

Human Resources Consultant (Benefits & Pensions) – ***please note Kevin has left this position as of June 2018.***

Beth Lord, Human Resources Advisor (Benefits & Pensions)

UNB

Who are we?

- **Benefits Team Members**

- **Main Line 453-4648**
- **HR Consultant (Benefits & Pensions)** *position in the process of being filled.*
- **Beth Lord blord@unb.ca** HR Specialist (Disability Management)
- **Sherri Robichaud sherrir@unb.ca** HR Assistant (Benefits).
- **Jessica Hatt-Goodine jessica.hatt@unb.ca** HR Assistant (Employment)

Benefits

- Life Insurance.
- Long Term Disability.
- Health.
- Travel.
- Dental.
- Employee Family Assistance Program.
- Best Doctors.
- Tuition Waiver.
- Optional Group Term Life Insurance.
- Optional Accidental Death & Dismemberment.
- Optional Critical Choice Care Insurance.



Group Life & Family Protection Benefit

- Manulife Financial.
- Compulsory.
- Payable in the event of death of the employee.



Group Life & Family Protection Benefit

- Life Benefits Payable:
 - Single – Lump sum of 1 times annual salary paid to designated beneficiary.
 - Single with Dependent Children - Lump sum of 1 times annual salary paid to designated beneficiary and 25% of monthly salary divided among eligible dependent children.
 - Family - Lump sum of 1 times annual salary paid to designated beneficiary and 25% of monthly salary paid to spouse and 5% of monthly salary divided among eligible dependent children (to a maximum of 15%).

Dependent Child Definition

- Full-time student, unmarried, not employed on a full-time regular basis, under the age of 24.



Long Term Disability

- Manulife Financial
 - Compulsory.
 - Provides income protection in the event of total disability due to illness or injury after 180 days of sick leave.
 - Should apply after 4 months.



Long Term Disability

- Benefit Payable
 - 75% of first \$1,041.67 gross monthly salary plus 45% of next \$3,541.67 plus 40% of the remainder.
 - LTD benefit offset due other earnings such as Canada Pension Plan Disability, pension, etc.
 - Paid once monthly.
 - Benefits are non-taxable.

Long Term Disability

- First 24 months deemed disabled from own occupation.
- Benefits after 24 months may continue to June 30th following 65th birthday if deemed disabled from any type of work for which you are qualified.



UNB Health Plan



UNB Health Plan

- Paramedical Services - requiring physician's prescription.
 - Orthopedic shoes and orthotics.
 - Osteopath.
 - Acupuncturist.
 - Certified Athletic Therapist.
 - Podiatrist/Chiroprapist.
 - Massage Therapist.
 - Registered Nursing Services.
 - Speech Therapist.



UNB Health Plan

- Paramedical Services not requiring physician's prescription:
 - Physiotherapist
 - Naturopath
 - Chiropractor
 - Psychologist
- *New*: the Fringe Benefits Review Committee recently changed the amount that the plan pays for the Psychology benefit from \$75 / visit to \$150 / visit and eliminated the requirement for a physician's prescription UNB Health

UNB Health Plan

- Note - services under paramedical have limitations (ex: maximum of \$650 per practitioner and an overall maximum of 50 treatments per year for all practitioners)
- * Psychologists' and Speech Therapists' services are not subject to the limit.

UNB Health Plan

- Extended Health
 - Ambulance
 - Diabetic supplies
 - Hearing aid
 - Crutches, canes, walkers
 - Wheelchairs



UNB Health Plan

- Prescription Drug Coverage
 - Plan pays 100% of least costly generic substitute.
 - Maximum \$5.00 dispensing fee per prescription.
 - Maximum 9.5% on ingredient cost mark- up
 - Participating pharmacies.



Cardholder Website

FRANÇAIS



Member Services

Login now

Username:

Password:

Login

Need Help?

Already signed up, but lost your Username or Password?

Forgot Username

Forgot Password

First time? Register now

You must be the primary cardholder on your account in order to register.

Medavie Mobile

- Check drug coverage and compare costs.
- Browse benefit details.
- Check benefit **balances** .
- Submit claims.
Find ePay health professionals.
- Cost information for providers.
- Register and update your profile.



UNB Travel Plan

- SSQ Insurance Company Inc.
 - AXA Assistance is our emergency medical provider.
 - Premium is part of the health insurance monthly premium.
 - Provides emergency out of province/country coverage, anywhere in the world, 24 hours a day against unexpected injuries or illnesses.
 - *Coverage is available for travelers and students abroad for up to 180 days.

UNB Travel Plan

- **Out-Of-Province Medical Referrals**
 - Provide travel assistance when referred outside of the province for services not available within the province.

UNB Travel Plan

- **Out-Of-Province Medical Referrals *Making A Claim***
 - Doctor's referral.
 - Confirmation of appointment required.
 - Original receipts.
 - Consent to collect, use and disclose personal information form.
 - Inpatriate/Expatriate medical & extended health claim form.

UNB Travel Plan

- **Out-Of-Province Medical Referrals *Making a claim* (continued)**

- Forms online:

- <http://www.unb.ca/hr/benefits/forcurrentemployees.html>

- Make photocopies of receipts prior to sending.



Dental Insurance



Dental Insurance

- **Medavie Blue Cross:**
 - **Compulsory** - may be waived if insured by another plan.
 - **Benefits payable are currently based on 2017 Dental Fee Guide.** Updates usually take place on July 1st of each year.



Dental Insurance

- **Eligible Expenses:**
 - **Diagnostic and preventative services eligible at 100%**- example checkups, cleanings, x-rays.
 - **Restorative services – eligible at 80%** - example fillings, root canals, periodontics.
 - **Major restorative services – eligible at 50%** - example – dentures, bridges, crowns.



Dental Insurance

- **Eligible expenses (continued)**
 - **Orthodontics** – eligible 50% to a maximum of \$2000. Dependent children only.
 - **Implants** – lump sum payment of \$1,422.50 per implant.



Health, Travel & Dental Insurance

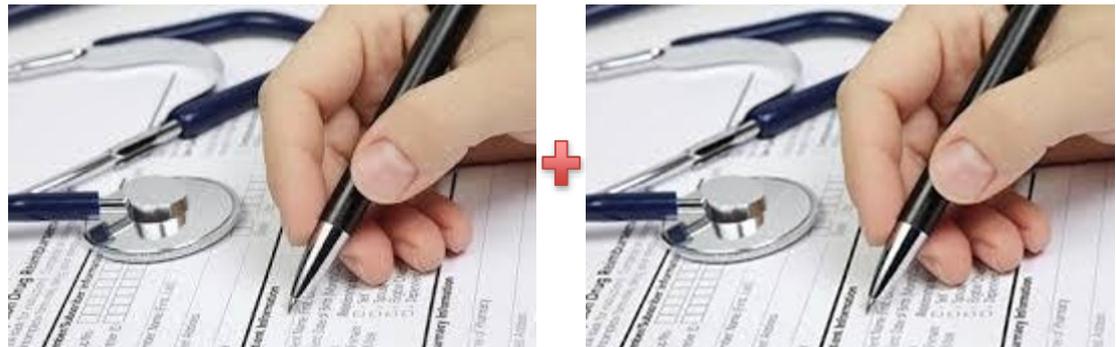
- **Reminder**

- **August** of each year you **MUST** enroll any dependent child age 19 to 24 who is a full-time unmarried student.
- Complete the “Group Supplementary Health/Dental Over-Age Dependent Form Blue Cross” found on the Human Resources website.



Health, Travel & Dental Insurance

- **Coordination of Benefits**
 - If you have more than one health and/or dental plan you can submit claims to both plans.



Health, Travel & Dental Insurance

- **Late Applicant Status**

- If your marital status changes, if you have a new baby, if your spouse loses their plan, you have **31 days** to enroll in the health and dental without penalty.
- Consequences of late application (health):
 - must submit medical questionnaire resulting in possible denial or limitations in coverage.
- Consequence of late application (dental):
 - limited to claims of \$100/member for the first year.

Employee Family Assistance Program

- **Morneau Shepell**

- Employer paid.
- Confidential service for employee, spouse and dependent children.



[Home](#) | [For employees and families](#) | [Blog](#) | [Contact](#) | [English](#) | [Français](#) | [US](#)

The screenshot shows the website's navigation bar with four tabs: "Total Health Solutions" (orange), "Outcomes" (blue), "Knowledge and media" (purple), and "About us" (green). Below the navigation bar, the page title is "Your Employee and Family Assistance Program". The main content area includes a paragraph describing the program as a confidential counselling service, a "Contact us" section with a list of services (E-Counseling, First Chat, Online Access, My EAP), and two video thumbnails for "Listen to Sandra's Story" (2:38) and "Listen to David's Story" (2:14). A footer section titled "Professional counselling" states that a range of options can help employees and their families anytime, anywhere.

Provides support for:

- Achieving well-being;
- Manage relationships & family;
- Financial guidance;
- Workplace challenges;
- Tackle addictions;
- Improve nutrition.



The screenshot displays the homepage of the workhealthlife website, a service provided by Shepell. The header includes the logo 'workhealthlife by Shepell' and a navigation bar with categories: my services, health & well-being, career & workplace, financial security, and life events. A main banner features a woman looking thoughtful, with the text 'Counselling – anytime, anywhere on My EAP app' and a 'Free download' button. To the right, a sidebar titled 'Let us help' offers options: 'Get started online', 'Chat with a counsellor', 'Email a counsellor', and 'Call 18448809137', along with 'Worldwide Access Numbers'. The footer contains three sections: 'For you this month' with a link to 'My EAP app', 'Children's Support Solutions' with the text 'Help your child reach their potential.', and 'Vote now' with the text 'Do you have a holiday'.

Employee Family Assistance Program

- **Receive Support:**
 - By telephone
 - In person
 - On-line
 - With self-guided resources

The screenshot shows the Shepell website homepage. At the top, there is a navigation bar with links for Home, For employees and families, Blog, Contact, and language options (English | Français | US). The Shepell logo is on the left. Below the navigation bar is a main banner area with four colored tabs: Total Health Solutions (orange), Outcomes (blue), Knowledge and media (purple), and About us (green). The main banner features a large orange box with the text: "You've got support anytime, anywhere with MY EAP app". Below this, it says "NEW ON MY EAP" and lists features: "Improved access to support", "Financial Wellness Score Assessment", and "Now available in Spanish!". To the right of the orange box is a QR code and text: "Download My EAP now at your device app store or scan QR code." Below the main banner is a "Contact Us" section with the phone number 1 800 461-9722, a link to "Contact your EFAP", "Join our mailing list", and "Read our blog". Below that is a "What's New" section with a link to "Watch a webinar about our new Workplace Learning Solutions workshops" and a link to "Morneau Shepell to partner with the Canadian Olympic Committee". At the bottom, there is a "NEW! Online Group Counselling" section. The "Additional resources" section is also visible, featuring two articles: "You can depend on Shepell" and "Employers see significant ROI for EFAP".

Employee Family Assistance Program

- Available to you at no cost.
- Available 24/7/365.
- Call **1-800-387-4765**.
- Terminates at retirement.



Let us help

Your EFAP provides immediate and confidential assistance for any work, health or life concern.

[Get started online ▶](#)

[Chat with a counsellor ▶](#)

[Email a counsellor ▶](#)

[Call 18448809137 ▶](#)

[Worldwide Access Numbers](#)

[Get the app ▶](#)

Best Doctors

- Founded in 1989 by Harvard Medical School physicians, Best Doctors is dedicated to helping members take control of their health and avoid uncertainty. Whether you're dealing with a medical challenge or need information to help you make the right decisions about your health care, Best Doctors is here for you.
- Through various services, Best Doctors complements the care of treating physician.
- Best Doctors provides expert medical reviews and advice so that you can make the most informed medical decisions.

Best Doctors

- Best Doctors provides to you the member:
 - Information that empowers.
 - The right information to help you make informed decisions regarding your health.
 - A Member Advocate (a Registered Nurse) who becomes your personal health ambassador and provides support, resources and answers any questions you may have.

Best Doctors

- **A Complete Spectrum of Health**
 - Best Doctors addresses all conditions across the entire spectrum of health, assisting with virtually any type or degree of medical uncertainty.
- **Convenience and Privacy**
 - All it takes is one call or email to get help. You don't have to leave home and everything is completely confidential.
 - Best Doctors will even collect your medical records, imaging studies and pathology samples-at no cost to you.

Tuition Waiver



Tuition Waiver

- **Employees**
 - Eligible for four 3-credit courses per year.
 - Expected to take courses outside of normal working hours when possible. If not available employees are expected to make up their time if the department can accommodate the absence.



Tuition Waiver

- **Spouse & Dependent Children**
 - Tuition fees reduced by 50% for credit courses



Procedure:

- Application to be made by employee and sent to Human Resources.
- Application on line at http://www.unb.ca/hr/forms/_benefitsforms.html
- **Note:** Deadlines which are posted online.

		UNIVERSITY OF NEW BRUNSWICK <i>Employee Tuition Benefit Application</i>
		<small>Unused waived benefits may not be carried forward to the next year. Employees are required to pay ALL supplementary fees.</small>
		CAMPUS: <input type="radio"/> UNBF <input type="radio"/> UNBSJ
TO BE COMPLETED BY THE EMPLOYEE		
NAME:	DATATEL #:	
DEPARTMENT/FACULTY:	EMPLOYEE GROUP: <input type="text"/>	
I am applying for this tuition benefit for the following session:		
<input type="radio"/> FALL TERM <input type="radio"/> WINTER TERM <input type="radio"/> SUMMER TERM <input type="radio"/> Undergraduate <input type="radio"/> Graduate # of courses taken <input type="text"/>		
Are these courses to be taken during normal working hours? <input type="radio"/> YES <input type="radio"/> NO		
<small><input type="radio"/> I acknowledge the employee tuition benefit is subject to CPP and Income Tax. The benefit amount will be added to my pay and taxed accordingly.</small>		
EMPLOYEE'S SIGNATURE	DATE	
TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR		
Is the employee being requested to enroll in this course by their department? <input type="radio"/> YES <input type="radio"/> NO		
If yes, please specify the relativity		
<input type="text"/>		
SUPERVISOR'S SIGNATURE	DATE	
RECOMMENDED BY:		
MANAGER OR DEPARTMENT HEAD SIGNATURE	DATE	
DEAN OR DIRECTOR SIGNATURE	DATE	
FORWARD COMPLETED APPLICATION TO HUMAN RESOURCES		
HUMAN RESOURCES use only		FINANCIAL SERVICES use only
The above noted employee/applicant is <input type="checkbox"/> eligible <input type="checkbox"/> not eligible for the tuition fee benefit at this time.		
HR SIGNATURE	DATE	
		<input type="button" value="Print Form"/>

Human Resources website:

unb.ca/hr

Hot button:

My Benefits

The screenshot shows the University of New Brunswick (UNB) Human Resources website. At the top left is the UNB logo and the text "UNIVERSITY of NEW BRUNSWICK EST. 1785". To the right are links for "myUNB", "InsideUNB", "Contact UNB", and "Apply". Below this is a navigation bar with "Teaching & Learning", "Services", "Campus Life", "Financial", and "Research". A search bar on the right contains "UNB People or Pages". The main banner features an aerial view of the campus with the text "Human Resources" and the UNB logo. Below the banner is a "Human Resources" section with a grid of buttons: "I'm New to UNB", "Important Dates", "Hiring People", "University Policies", "View HR Forms", "Training Opportunities", "My Benefits" (circled in red), and "Get HR Help!".

Overview of Sick Leave, Long Term Disability and Accommodation

Sick Leave Benefit

- The University will maintain a continuing full-time or continuing part-time and full-time term or part-time term employee's salary who is absent as a result of a bona fide illness or injury for a period of up to six (6) months (approximately 130 working days) after successfully completing the probationary period.
- Probationary employees accumulate one (1) day of sick leave entitlement for each month worked.
- The sick leave benefit for all employees applies in any twelve month period, whether used as individual days or consecutive days.

Notification

- Medical information is required for absences over three days or more, but can be requested for less.
- Medical information is confidential and should be forwarded to my attention in Human Resources.
- Only information such as restrictions and limitations that relate to the job are shared with the supervisor.
- Employee must notify their supervisor immediately of the absence and anticipated duration.
- Contact with supervisor is to be maintained during the period of the absence.

Notification

- All sick leave must be entered on e-services for approval.
- Prior to returning to work a medical note is required indicating clearance for work and if applicable any restrictions or limitations.

After 6 Months...LTD

- Employees may be eligible for Long term disability (LTD) after the six (6) month sick leave period.
- LTD provides a benefit payment each month for members who are approved.
- Eligibility for LTD is determined by Manulife, the LTD provider.
- A member may continue LTD benefits for up to 24 months disabled from their own position and to June 30th following their 65th disabled from any position, subject to medical evidence.

After 6 Months...Return to Work

- If an employee returns to work after having exhausted the six (6) month sick leave benefit, in most cases the employee accrues sick leave at the rate of one (1) day per month worked until they have completed six (6) months employment.
- UNB may extend the time period over which sick leave may be regained in the case of situations where the employee has not maintained good attendance after returning to work.

After 6 Months...No LTD & No Return to Work

- If supported by a medical note, UNB will place an employee on a leave without pay (LWOP) if they remain absent from the workplace due to illness or injury after having exhausted the six (6) month sick leave benefit and they do not qualify for LTD.

Accommodation

- **Accommodation – this comes in many forms. We have a legal obligation under *Human Rights Act* to accommodate up to undue hardship.**
- Every accommodation is different – there is no *cookie-cutter* approach to the accommodation process.
- Detailed medical information will be required in order to consider an accommodation request. This medical information needs to be presented to Human Resources.

Who is responsible for the Accommodation Processes?

- UNB;
- Human Resources;
- Manager;
- Employee;
- Union.

Operations - Payroll

May 1, 2018 Lori Bigger

Human Resources Advisor (Systems)

UNB

Who are we?

- **System's Team:**
 - Lori Bigger – Team Lead.
 - Nicole Stairs.
 - Stacey Goodine.
 - Elaine Pond.

Check our HR website to see who is responsible to process documents for your department.

- Stephen Atherton – HRIS Specialist.

Main areas of responsibilities:

- Ensure all employees are set up in the Colleague payroll system in order to be paid.
- Staff change forms (Staff & Students).
- Graduate Student payments (GRA/GAA & GSTA/GSRA).
- Full time Faculty Contract Appointments/Deans/ Assistant & Associate Deans/Chairs etc.
- CAE Contract payments – PT Faculty – Stipend Contracts
- Leave tracking.

Payroll Options

- We are all paid on a bi-weekly basis on one of 2 separate payrolls: one that we call the “annual payroll” and one that’s called the “time-sheet payroll”.
- On the HR website you will find the pay dates and the HR cut-off dates for documentation to be submitted to our office in order for paperwork to be processed.

<http://www.unb.ca/hr/importantdates/payrollcutoff.html>

Payroll Options

- Bi-weekly Payroll:
 - Receive the same amount of pay every payday because the hours are constant.
 - Those without a vacation leave plan receive 4% vacation pay.
- Time-Sheet Payroll – Time-on-line entry – based on hours worked:
 - Staff:
 - 4% vacation pay;
 - 5% holiday pay.
 - Students:
 - 4% vacation pay;
 - 4% holiday pay.

Hiring Forms

- Forms required in order to be set up on payroll after receiving hiring document (staff change form, Faculty contract, etc.):
 - TD1 forms.
 - Banking Information.
 - Work/Study Permits.
 - SIN document.

MyUNB Portal

- Access the Portal via this link:
<https://idp.unb.ca/cas/login?service=https%3A%2F%2Fidp.unb.ca%2Fidp%2FAuthn%2FExtCas%3Fconversation%3De1s1&entityId=http%3A%2F%2Ffs.unb.ca%2Fadfs%2Fservices%2Ftrust>
Login ID and Password is required as this is a secure site
- Access to this page provides you with large amounts of information:
 - either University wide information; or
 - personal information such as your pay advice, your leave records, wage records, T4 etc.

My UNB e-Services Tab

MY UNB  SERVICES

[New Window](#) | [Help](#) | [Logout](#)

- Academic
- Admin
- Email/Calendar
- Financial
- IT Services
- Library
- Personal**
- Research
- Telephone

Personal

Banking Info	<p>The personal tab contains all information to do with you and your position at UNB.</p> <p>Moved recently? Don't forget to update your address at UNB (see Demographic Info).</p>
Demographic Info	
Enrolled Benefits	
Faculty Pension	
Staff Pension	
View T4/T4A	
Payroll Advice	
Position & Wage Info	
Salary Change Notice	
Register Your Bike	
Purchase UNB Parking Permit	
Tax Credits	
WebTimeEntry@UNB	
Total Compensation	
Vacation and Leave	



Pay Advice

My UNB e-Services

[New Window](#) | [Help](#) | [Logout](#)

[Academic](#) | [Admin](#) | [Email/Calendar](#) | [Financial](#) | [IT Services](#) | [Library](#) | [Personal](#) | [Research](#) | [Telephone](#)

Personal -> Payroll Advice



Payroll Advice Slip for:
 Pay Period End Date: 2018/04/21
 Payment Date: 2018/04/20

Payment method: Direct Deposit
 Advice Number: 873445

Pay Summary		
	Current Pay	YTD Totals
Gross	2,534.04	20,272.32
Net	1,552.85	12,422.80
Total Deductions	981.19	7,849.52

EARNINGS		
Position	Hours	Amount
<input type="text"/> Regular Earnings		2,534.04
		2,534.04

TAXES		
Tax	Amount	YTD Amount
Canada Pension Plan	118.77	950.16
Employment Insur (reg)	42.07	336.56
Federal Income Tax (T4)	287.00	2,296.00
NB Income Tax (T4)	214.75	1,718.00
Employment Insurance (temp)	0.00	0.00
	662.59	5,300.72

BENEFITS & DEDUCTIONS					
Benefit/Deduction	Employee Amount	Employer Amount	Employee YTD	Limiting Amount	Remaining Amount
Long Term Disability	28.13	0.00	225.04		
Life - Family	23.45	0.00	187.60		
Health - Family	65.87	66.09	526.96		
Dental - Family	0.00	51.35	0.00		
A D & D - Family	1.10	0.00	8.80		
Nb Public Service Pension Plan	190.05	316.76	1,520.40		
United Way - Fredericton	10.00	0.00	80.00	260.00	180.00

My UNB e-Services Tab

- View T4/T4A – sign up electronically.
- View your Tax Credit Information (TD 1 forms).

Pay Increases

- Steve Atherton and myself process the economic increases each time they are due; most are done effective July 1.
- Steve processes PTR's.
- Salary Change Notices are loaded onto your e-services tab under Salary Change Notice.

Records of Employment

- Records of Employment for EI purposes are completed by the staff in Payroll.
- Contact them directly either by phone 453-4632 or by email:
 - payroll@unb.ca

Confirmation of Employment Letters

- Confirmation of Employment letters can be done by the HR Staff person responsible for your department.

Updates

- Important to always ensure we have your most up-to-date information:
 - Address.
 - Banking Information.
 - Up to date leave information.
 - Changes in marital status.
 - TD1 exemptions.
 - Resignations/Retirements.
 - Maternity/Parental Leaves.

Who to call?



Main Office: 453-4648

We are more than happy to respond to your questions.

Human Resources Labour Relations

May 1, 2018 Debra Ward

Human Resources Consultant (Staff Relations)

UNB

Who are we?

- **Staff Relations Teams**

- 3 Human Resources Consultants:
 - Ryan Johnston, LLB
 - Moira Goodfellow, LLB
 - Debra Ward, CPHR



Main areas of responsibilities:

- Labour Relations
 - Negotiations of collective agreements:
 - Full-time faculty (AUNBT Group 1).
 - Part-time faculty (AUNBT Group 2).
 - Graduate Student Workers (PSAC).
 - Professional & Technical Staff (PSAC).
 - General Labour & Trades (UNIFOR).
 - Secretaries, Accountants, Library Assist & Clerks (UNIFOR).
 - CUPE – Saint John.



Staff Relations

- Administration of HR policies for non-unionized (APT) employees

Employee Relations - General

- Conflict resolution.
- Interpretation and implementation of C/A.
- Interpretation and implementation of HR policies.
- Liaison with unions.
- Advice to managers.
- Performance issues.
- Disciplinary issues.
- Terminations.
- Position discontinuance & reorganization.



Who to call?



Call us or your Union Representative first

Main Office: 453-4648

- We are more than happy to respond to your questions.
- We attempt to be solutions-oriented.
- Easier to deal with matters proactively and in consultation with you and your union representative before problems get out of control.

Recreation Services

May 1, 2018 Hannah Davies
Marketing Officer

UNB

OVERVIEW

- **Memberships & payment options**

- 1 month, 4 month, annual.
- Base, aquatic*, combined.
- Upfront, reoccurring credit card, and payroll deduction

- **Facilities & services**

- CURRIE CENTER, L.B. Gym.
- Strength centre, cardio + strength machines, indoor track, TRX + battle ropes, recreation gyms, cycling room, various studios.
- SMA Pool, squash courts.
- Locker service, towel service.

- **Fitness and Wellness**

- Group fitness, fee-based programs.
- Personal training.
- The Sun Life Financial Living Well with Diabetes Initiative.



FITNESS, WELLNESS AND RECREATION FOR ALL

Stop by for a free tour & workout!



College of Extended Learning

May 1, 2018 Sheila Burt

Director of Executive and Professional Development

UNB

Who we are: College of Extended Learning

- **A client-centric organization providing learning opportunities for all stages of life**
- **We offer services and accessible options for:**
 - Higher education attainment
 - Professional development for career and organizational growth
 - Personal and cultural enrichment
 - English language enhancement



Our Vision: To be the leading continuing education provider in Canada and beyond
Our Mission: To inspire lifelong learning through transformational education and training opportunities that meet the needs of individuals and communities we serve

What we offer: Higher education attainment



- **Credit courses administered on behalf of the Faculties for part-time learners.**
- **UNB CEL helps you get started one step at a time.**
- Adult learners face the challenges of balancing family and work commitments while pursuing academic studies.
- Our academic advisors can show you the most direct route to your learning goals, providing support services along the way.
- UNB recognizes the value of your work, life experience and previous education. We will help you apply for a [Prior Learning Assessment](#), which could reduce the time it takes to complete your degree.

What we offer: Career and organizational growth



- **Programs for all stages in your career designed to work around your busy schedule.**
- **Staff and Faculty may benefit from special - reduced tuition rates.**

- A wide selection of topics to sharpen your skills.
 - Occupational Health & Safety;
 - Management & Leadership;
 - Human Resources;
 - Project Management;
 - Workplace Health & Wellness;
 - Nursing.
- Choose from any of our seminars and programs to learn relevant and practical skills that you will actually use in your workplace.

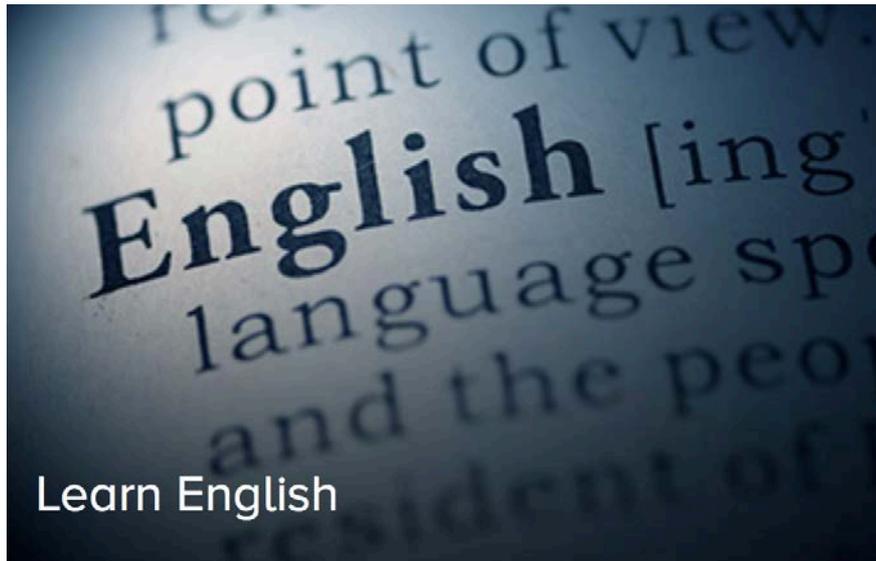
What we offer: Personal and cultural



- **Engage! Enrich! Enjoy!**
- **Allow your creativity to flourish and your mind to grow.**

- Rediscover a love for learning with our art, music and special interest courses for all ages!
 - Leisure learning courses in Fredericton and Saint John.
 - Design works camps.
 - UNB Art Centre.
 - Music programs at UNB.
 - UNB Conservatory.

What we offer: English language enhancement



- **Whether you're learning English to advance your career, apply to university, or just improve your overall skills, ELP at UNB's Fredericton campus can help you achieve your goals.**
- We offer:
 - A proven way to learn English;
 - A wide variety of courses and formats;
 - Classes designed for all language levels—beginner to advanced;
 - Class sizes ranging from individual to large groups;
 - Experienced, qualified and highly capable staff;
 - Skills for lifelong language learning.

Tuition benefits: Credit courses

- UNB may waive tuition fees for up to two full UNB credit courses per year.
- Regular full-time support and academic members employed, or are expected to be employed, for 12 months or more.
- Courses are to be taken outside of your normal hours of work.
- Employees enrolled in the School of Graduate Studies and Research will receive the remission of fees up to the equivalent dollar value of the fees for two full undergraduate credit courses per year.
- Employees are required to pay all supplementary fees.

How to Apply: Credit course tuition benefit

Make application to your immediate supervisors on the application form available at <http://www.unb.ca/hr/forms/benefitsforms.html>

- Submit application at least four weeks prior to course registration.
- Employees will be informed in writing by HR&OD as to whether their applications have been approved or not.
- Note: Tuition waiver deadlines

 UNB UNIVERSITY OF NEW BRUNSWICK		UNIVERSITY OF NEW BRUNSWICK <i>Employee Tuition Benefit Application</i> Unused waived benefits may not be carried forward to the next year. Employees are required to pay ALL supplementary fees. CAMPUS: <input type="radio"/> UNBF <input type="radio"/> UNBSJ	
TO BE COMPLETED BY THE EMPLOYEE			
NAME: _____		UNB ID# _____	
DEPARTMENT/FACULTY: _____		EMPLOYEE GROUP <input type="text"/>	
I am applying for this tuition benefit for the following session:			
<input type="radio"/> FALL TERM <input type="radio"/> WINTER TERM <input type="radio"/> SUMMER TERM <input type="radio"/> Undergraduate <input type="radio"/> Graduate # of courses taken _____			
Start Date <input type="text"/>		End Date <input type="text"/> Course # <input type="text"/>	
Are these courses to be taken during normal working hours? <input type="radio"/> YES <input type="radio"/> NO			
<input type="radio"/> I acknowledge the employee tuition benefit is subject to CPP and Income Tax. The benefit amount will be added to my pay and taxed accordingly.			
EMPLOYEE'S SIGNATURE _____		DATE _____	
TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR			
Is this course primarily for the benefit of the Department or UNB? <input type="radio"/> YES <input type="radio"/> NO			
If yes, please specify how it is primarily beneficial _____ _____			
SUPERVISOR'S SIGNATURE _____		DATE _____	
RECOMMENDED BY:			
MANAGER OR DEPARTMENT HEAD SIGNATURE _____		DATE _____	
DEAN OR DIRECTOR SIGNATURE _____		DATE _____	
FORWARD COMPLETED APPLICATION TO HUMAN RESOURCES			
HUMAN RESOURCES use only The above noted employee/applicant is <input type="checkbox"/> eligible <input type="checkbox"/> not eligible for the tuition fee benefit at this time. HR SIGNATURE _____ DATE _____		FINANCIAL SERVICES use only	
revised June 2017		TAXABLE <input type="checkbox"/> YES <input type="checkbox"/> NO	
			Print Form

Assistance: Non-credit courses and seminars

- UNB may assist you in developing technical, administrative, supervisory and managerial skills by sponsoring your attendance at courses, seminars and workshops - dependent on the department's ability to accommodate the request.
- For regular full-time support staff and academic employees who are employed, or are expected to be employed for, 12 months +
- Costs of the courses, seminars or workshops for which the employee's department are to pay must be approved in advance.
- Courses, seminars or workshops may be attended during or after working hours depending upon the time and department requirements. In-house and external training programs are included.

How to Apply: Non-credit courses & seminars

- Make application to your supervisor, who has budgetary signing authority in your department.
- Submit application at least four weeks prior to course registration.
- You will be informed in writing as to whether your application has been approved.
- You will normally be reimbursed via direct deposit upon successful completion of the program but costs may be funded in advance, depending on the circumstances.



University of New Brunswick
Application for Non-Degree Courses and Seminars

UNBF UNBSJ

The University may assist eligible full-time employees in developing their technical, administrative, supervisory and managerial skills by sponsoring their attendance at courses, seminars and workshops. Costs incurred are to be borne by the employee's department.

PROCEDURE
This form is an application for payment of course fees and NOT a registration form. Once you have completed it with your department's appropriate approval complete your registration form online at <http://www.unb.ca/cel>. Upload this form to the registration form or email to extend@unb.ca, fax to 506-453-3572 or take the form to the College of Extended Learning, 6 Duffie Drive, 2nd Floor, Wu Centre, UNBF.

TO BE COMPLETED BY EMPLOYEE

NAME UNB ID #

DEPARTMENT/FACULTY POSITION

NAME OF SEMINAR AND COURSE OR PROGRAM NUMBER

LOCATION OF COURSE

FEE \$ TAX \$ TOTAL \$

DATE (START) DATE (END)

EMPLOYEE'S SIGNATURE _____ DATE _____

FALL TERM
 WINTER TERM
 SUMMER TERM

RECOMMENDED BY

IMMEDIATE SUPERVISOR'S SIGNATURE _____ DATE _____

ACCOUNT TO BE CHARGED

LOC	UNIT	OBJECT	FD	FU	Amount
-		7 6 8 0 0	-	-	

MANAGER OR DEPT. HEAD'S SIGNING APPROVAL _____ DATE _____

FINANCIAL SERVICES ONLY

PAYMENT \$ _____ COURSE CODE _____ Print Form

nondegree Oct 2017

CEL and HR&OD Collaborate

- To provide employees with additional learning opportunities to build, learn and revitalise skills through a series of professional development workshops.
- CEL will open up vacant seats in pd workshops, which are confirmed to run, at a significantly reduced rate.
- These workshops are advertised through MyUNB News.

<http://www.unb.ca/hr/forms/benefitsforms.html>



Teaching & Learning

Services

Campus Life

Financial

Research



[Home](#) / [Human Resources](#) / [Forms](#) / [Benefits Forms](#)

Benefits

- [Tuition Benefit Form for Employees](#)
- [Tuition Benefit Form for Spouse and/or Dependent Children of Employees](#)
- [Tuition Waiver Benefit Deadlines](#)
- [CAE \(Contract Academic Employees\) Tuition Waiver Transfer](#)
- [Application for Non-Degree Courses and Seminars](#)

Forms

[Forms - for internal use only](#)

[Payroll and Financial Forms](#)

Resources available today

- Summer Term 2018 Course Calendar
- Credit Tuition Waiver Forms
- Application for Non Degree Courses and Seminars

General Inquiries

extend@unb.ca

Professional Development

profdev@unb.ca

Adult Advising

adultadvising@unb.ca

Online Credit Courses

online@unb.ca

Prior Learning Assessment

pla@unb.ca

Thank you!

My coordinates:

Sheila Burt

452-6159

sheilab1@unb.ca

UNB

Equity

May 1, 2018 Sula Levesque Human Rights Officer
Debra Ward Human Resources Consultant (Employee Relations)
Karen Annett VP SALAC Unifor Local 4504
Rebecca Ham Women's Advocate and UVP Ancillary, Stores and
Related, and Cleaners Unifor Local 4504

UNB

University of New Brunswick

Declaration of Rights & Responsibilities

The University of New Brunswick is committed to providing a positive environment where **all members** of its community are **respectful** and **respected as individuals** and where **every person feels empowered to contribute**.

Every member of the University community has:

- a ***responsibility*** to treat all other members with respect and to contribute to a positive environment.
- the ***right*** to respectful, fair and equitable treatment by other members.

Respectful Workplaces – core characteristics

- Built on mutual trust and support; individual dignity and worth are seen and protected.
- Free from discrimination, harassment, bullying, micro-aggressions.
- Equity, diversity and inclusion are core institutional values that are reflected in policies and practices.
- Relationship building & conflict resolution skills are seen as core competencies.



Building a culture of respect and a commitment to equity, diversity and inclusion in our workplace

- **Proactive:**
 - Establishing shared values and vision.
 - Education and training workshops.
 - Professional development opportunities.
 - Good collective agreement language.
 - Job descriptions that value (and require) equity skills.
 - Access to benefits and health and wellness resources.
 - Strong institutional policies.

Building a culture of respect and a commitment to equity, diversity and inclusion in our workplace

- **Reactive:**

- Procedures/processes for dealing with complaints - moments when things go off the rails and we need to ask for help and be sure that it is safe to

When UNB community has concerns about equity

UNB Harassment, Sexual Harassment and Discrimination Policy ensures that you have the right to seek help from a number of places, including:

- Your supervisor (person in a supervisory position);
- Your Union;
- Human resources;
- Human Rights and Positive Environment Office.

Responding to a concern

As a person in a supervisory position, when someone comes to voice a concern:

- Accept the concern in good faith. Raising a concern/complaint takes courage and this is a person who is asking for help.
- Listen, listen, and listen again to all sides.
- Give support and respect to all parties.
- Seek advice.
- Refer to support services.
- Don't ignore or minimize the issue.
- Manage performance and ensure a safe working environment.
- Help people improve and heal.



Responding to a concern (continued)

When someone comes to us to voice a concern about US:

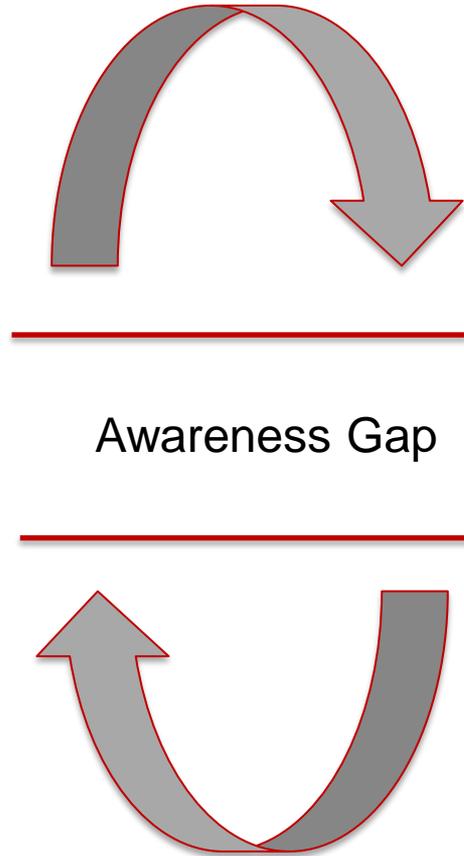
- Don't deny someone else's experience.
- Instead, ask yourself what might be or might have been the impact of your actions or words.
- Listen. Reflect. Apologize. Do Better.



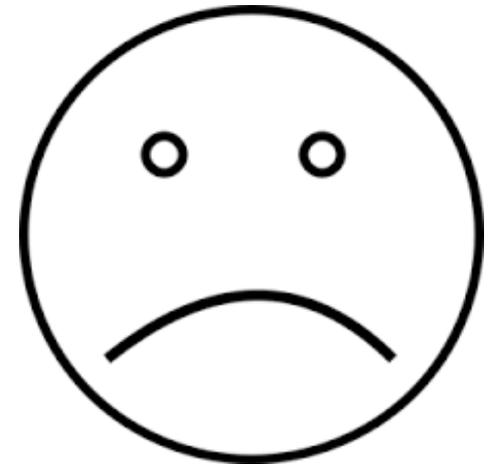
Intention versus impact



We tend to judge ourselves in terms of our intentions



We tend to judge others in terms of their impact



What can we all do?

As individuals and as a team what can we all do to enhance our working environment and show greater respect.

- Foster a positive environment by modeling behaviors we want to see.
- Promote respectful dialogue and dignified communication.
- Manage emotional reactions – RESPOND not react.
- Be an effective bystander/upstander.
- Use “I” statements and say what you see.
- Complain respectfully and constructively.

More Ideas? Let’s brainstorm!!



THANK YOU for your time, attention
and good energy!

Karen Annett (UNIFOR Local 4504)

Rebecca Ham (UNIFOR Local 4504)

Sula Levesque (Human Rights and Positive Environment)

Debra Ward (Human Resources)

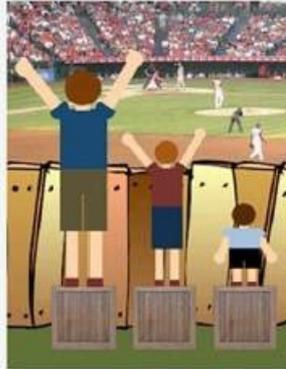
UNIB

Protected Grounds under NB Human Rights Act

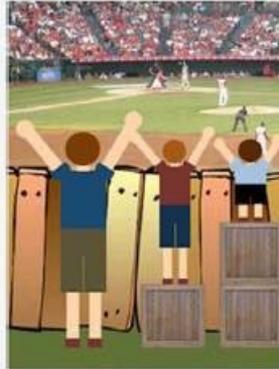
- Race
- Colour
- National origin
- Place of origin
- Ancestry
- Religion/Creed
- Age
- Marital status
- Family status
- Sex (including pregnancy)
- Sexual orientation
- Gender identity/expression
- Physical or mental disability
- Social condition (source of income, level of education & occupation)
- Political belief or activity

Equality versus equity versus barrier free

EQUALITY VERSUS EQUITY



In the first image, it is assumed that everyone will benefit from the same supports. They are being treated equally.



In the second image, individuals are given different supports to make it possible for them to have equal access to the game. They are being treated equitably.



In the third image, all three can see the game without any supports or accommodations because the cause of the inequity was addressed. The systemic barrier has been removed.

Wrap Up

UNB