



UNIVERSITY OF
CALGARY
QATAR

جامعة
كالغاري
قطر

Departmental Policy

Departmental Procedure
Instructions/Forms

UCQ Recurring Part-Time Employees

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| Approval Authority Associate Vice-President (Human Resources) | |
| Implementation Authority Human Resources Partner, UCQ | |
| Effective Date August 5, 2011 | |
| Latest Revision August 5, 2011 | |

- Purpose** 1 The purpose of this policy is to ensure that Recurring Part-time Employees are managed in accordance with University policy.
- Scope** 2 This policy applies to the employment of Recurring Part-time Employees who work at UCQ.
- Definitions** 3 In this policy
- "Appropriate Manager" means the Dean or Director, Head of Administrative Unit, Department Head or Department Manager to whom the employee in question would normally report. In the case of research assistants, the Appropriate Manager is the faculty member who holds the research funding and to whom the employee reports.
 - "Overtime" means work performed by an employee in excess of regular work hours.
 - "Recurring Local-Hire Part-time Employee" means an individual who is engaged by UCQ to perform work at UCQ on an irregular schedule. Such employees may work shifts up to the normal daily and weekly hours of work for their job classification.
 - "UCQ" means the University of Calgary – Qatar.

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| Policy Statement | 4 | <p>Eligibility</p> <p>4.1 In order to be eligible for employment at UCQ, individuals who are non-Qatari must provide Human Resources with:</p> <ol style="list-style-type: none"> a) a “letter of no objection” from their sponsor when the sponsor is not the College of Nursing; and b) a copy of their Residence Permit. <p>Terms of Employment</p> <p>4.2 Recurring Local-Hire Part-time Employees will be compensated on an hourly basis and will submit a monthly timesheet to the Finance Department.</p> <p>4.3 Recurring Local-Hire Part-time Employees will be paid by cheque.</p> <p>4.4 Recurring Local-Hire Part-time Employees will not normally be authorized to work Overtime. However, if authorized in to work more than the normal daily and weekly hours of work for their job classification in accordance with the UCQ Overtime Policy, the Employee will be entitled to compensation as outlined in the UCQ Overtime Policy.</p> <p>4.5 Recurring Local-Hire Part-time Employees are not eligible for any other benefits and allowances including an end of service gratuity payment.</p> <p>4.6 Recurring Local-Hire Part-time Employees may request time off without pay. The request must be submitted in writing and will be approved at the discretion of the Appropriate Manager.</p> |
| Responsibilities | 5 | <p><i>Appropriate Manager</i></p> <ul style="list-style-type: none"> • ensure compliance with this policy; • ensure timesheets are filled out accurately. <p><i>Approval Authority</i></p> <ul style="list-style-type: none"> • ensure appropriate rigour and due diligence in the development or revision of this policy. <p><i>Implementation Authority</i></p> <ul style="list-style-type: none"> • ensure that University staff are aware of and understand the implications of this policy and related procedures; • monitor compliance with the policy and related procedures; • regularly review the policy and related procedures to ensure consistency in practice; and • sponsor the revision of this policy and related procedures when necessary. |
| Related Policy | 6 | UCQ Overtime Policy |
| History | 7 | <p><i>Approved:</i> accepted by the JOB Executive Committee, May 24, 2011; approved by the Associate Vice-President (Human Resources), August 5, 2011.</p> <p><i>Effective:</i> August 5, 2011</p> |