UNIVERSITY OF SASKATCHEWAN

EMPLOYEE HANDBOOK

FOR NON-UNION EMPLOYEES

EFFECTIVE MAY 1, 2019

(Revised April 2026)

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ITEM 1 - PREAMBLE

This document is intended to reflect the practices, as revised effective May 1, 2025 at the University of Saskatchewan with respect to non-unionized employees, excluding those covered by the Exempt Staff handbook and Senior Administrators

This handbook is intended to be brief, providing a general frame of reference to guide the employment relationship for employees not covered by another agreement, while recognizing the flexibility required to address the needs of employees and the employer. As many of the positions covered by this Handbook are paid through non-operating funds, greater flexibility is required because of the unpredictable nature of non-operating funding including the competitive nature of research funding. Where this document is silent, more specific direction may be available through university policies, provincial employment standards legislation, or advice from Human Resources or your unit's Human Resources Strategic Business Advisor (HR SBA). Employees and managers should contact their HR SBA for any specifics related to their college or unit.

This document will be reviewed and revised regularly to ensure fair and equitable terms of employment.

ITEM 2 - DEFINITIONS

Academic Year is defined as the period July 1 to June 30.

Associate Vice-President, People and Chief Human Resources Officer refers to the Associate Vice-President**, People and Chief Human Resources Officer (CHRO)** of the university or a person designated to act in their place.

The Board of Governors consists of members appointed pursuant to the University of Saskatchewan Act. The Board of Governors is responsible for overseeing and directing all matters respecting the management, administration and control of the university's property, revenues and financial affairs.

Employer refers to the University of Saskatchewan.

ConnectionPoint is a service office available to assist with processing of financial and payroll transactions, as well as to provide answers and guidance for questions related to facilities, financial, and human resources matters.

Department or Unit refers to an academic or administrative department, a college, a school, an institute, an administrative unit, a division or the library.

Employee refers to individuals employed by the University of Saskatchewan. For the purposes of this handbook, it refers to non-unionized employees.

Fiscal Year is defined as the period May 1 to April 30.

FTE refers to full-time equivalent.

Non-unionized Employees refers to employees who are not in-scope of a bargaining unit. This group does not include employees who are exempt from membership in a bargaining unit by virtue of their job duties (covered under the Exempt Handbook), or senior administrators (deans, associate deans, associate vice-presidents, etc.). In this handbook, non-unionized employees are also referred to as employees.

President refers to the president of the University of Saskatchewan or their designate.

Principal Investigator "Principal Investigator" or "PI" means the individual responsible for the intellectual leadership of a research project or research program. For a clinical trial, the PI is defined as the person responsible for the conduct of clinical research at a research site, which is where the clinical trial related activities are conducted. A principal investigator may be a supervisor of non-unionized employees.

HR SBA is the Human Resources Strategic Business Advisor assigned to the college. Human Resources SBAs support colleges, schools, and units in achieving goals, priorities and operational objectives by providing advice on HR issues-management, including employee and labour relations matters and associated processes.

Supervisor refers to the employee to whom an employee reports, such as a faculty member, principal investigator, or staff supervisor, and who is authorized by the university to direct the work of another employee.

Types of Employees:

Term Employees refers to an employee hired for a stated and defined period of time.

Casual Employees refers to an employee whose hours of work are for brief or irregular periods.

ITEM 3 - RECRUITMENT

3.1 Advertising of Positions

The university is committed to advertising positions to provide opportunities throughout the university and in the community, and to encourage applications from a diverse group of individuals. When possible, hiring managers are encouraged to advertise for all vacancies, though it is understood that in some cases, there may be valid reasons to not advertise a position. Support is available; contact your college/administrative unit's HR SBA.

3.2 Selection

Selection decisions will be based on merit. The best candidate for the position will be selected based on qualifications and experience of the candidate compared to the needs of the position. The University will extend a written letter of offer to the individual being offered employment. An appointment is not official until the individual has accepted the offer in writing.

The employment of immediate family members with direct reporting relationships is prohibited. Consult your HR SBA about any existing employment relationships where there is a conflict of interest.

Federal immigration regulations require that Canadians and permanent residents be given first opportunity for positions for which they are qualified. All appointments of non-Canadians must comply with Citizenship & Immigration Canada regulations. For more information, contact hr_immigration@usask.ca.

3.3 Probation

All employees will serve a probationary period of 6 months. If during this period of time, the employee does not meet the expectations of the position, employment may be terminated as outlined in Item 13 – Termination of Employment. Probationary periods do not apply to casual or student appointments.

ITEM 4 - ASSIGNMENT OF DUTIES

4.1 Position Descriptions

Job duties are assigned by the employee's supervisor through a position description which describes summary of the position, the education required, and the duties and responsibilities of the job. Changes or additions to the position description are to be approved by the college/administrative unit's senior leader and Human Resources. Job duties may be described in a letter of offer or a position description. Consultation and support for this process is available through your college/administrative unit's HR SBA.

4.2 Hours of Work

The standard hours of work for a full-time employee are 37.5 hours per week. The nature of research activities may require an alternate work schedule. Supervisors and their employees should agree upon and document any alternate arrangements. Those exceptions to the 37.5 hour per week standard will be outlined in the employee's letter of offer. Employees are expected to manage their work time to meet these goals, while achieving the outcomes they are accountable for in their positions.

Positions of a professional or supervisory nature are exempt from overtime. These exemptions should be noted in an employee's letter of offer. Nonetheless, where an employee is working above and beyond their standard work hours, time-off-in-lieu should be expected.

Employees and their supervisors are required to monitor hours of work and review workload over cyclical periods. If overtime provisions apply, hours must be documented and approved by the employee's supervisor in advance of the work being completed. Overtime hours should be managed by having the employee taking time-off-in-lieu. Where that is not possible, overtime can be paid out at 1.5 times an employee's regular earnings by request on the next available payroll run.

Employees in multiple part time or casual positions may exceed maximum hours when all service is combined. Employees must inform their supervisors if they hold multiple appointments.

ITEM 5 - SALARIES

The University of Saskatchewan is committed to attracting and retaining outstanding leaders, faculty, and staff. As such, we align salaries with market rates for comparable positions.

5.1 Salary Ranges

Hourly salary ranges for each salary band are provided in the table below. Salaries are reviewed on an annual basis, and salary level increases may be recommended by Human Resources. Position placement within a salary band is determined by the market rate for the position. For assistance in determining market rates and placement, contact compensation_inquiries@usask.ca.

Salary Band	Hourly Rates		
	Min	Med	Max
1 and 2	$15.35	$18.24	$21.12
3	$17.64	$21.17	$24.70
4	$20.37	$24.45	$28.52
5	$23.53	$28.24	$32.94
6	$27.18	$32.62	$38.06
7	$31.39	$37.68	$43.96
8	$36.25	$43.51	$50.77
9	$41.87	$50.25	$58.63
10	$48.36	$58.04	$67.72
11	$55.86	$67.04	$78.21
12	$64.52	$77.44	$90.35
13	$74.52	$89.44	$104.35
14	$86.07	$103.30	$120.52

Effective Oct. 1, 2025

ITEM 6 – BENEFITS

6.1 Benefits Plans

All employees are entitled to benefits. Eligibility to participate in the benefit plans is dependent on the employee's current length of appointment and the number of hours worked in that appointment. Eligibility is not based upon the employee's cumulative service with the University. Employees may be eligible for increased benefits with longer appointment terms.

a. Full-Time Benefits

Full-time benefits are available to employees who are working at least six months, and at least half time. Thresholds for eligibility, and the benefits available are:

In an employment term of:	To be eligible for:
6 months, working at least half time	Life Insurance, Health, Dental
Greater than 6 months, but less than 2 years, working at least half time	Life Insurance, Health, Dental, Pension
Appointment terms of 2 years or greater, working at least half time	Life Insurance, Health, Dental, Pension, Disability (Salary Continuance, Long Term Disability)

b. Part-Time Benefits

Employees who do not meet the requirements for the above benefits may be eligible for part-time benefits. Coverage would begin after the 26-week qualifying period, if the employee has worked 390 hours during that time. Benefits under the part-time plan include, Life Insurance, Health (prescription drugs only, family), and Dental (single, basic only).

In an employment term of:	To be eligible for:
Part time employees who have worked 390 hours within a 26 week period	Life Insurance, Health (prescription drugs only, family), Dental (single, basic only)
Part time employees who have been: employed by the University for 24 continuous months and, have earned at least 35% of the Year's Maximum Pensionable Earnings in each of the two previous calendar years.	Part time pension

Please note that, notwithstanding any other plan provisions, you must be actively at work during a pay period in order to be covered by the benefits plan for that pay period. Employees with multiple appointments will only be covered under one (1) benefit plan at a time.

Benefit plan details are available online through HR's benefits website.

6.2 Sick Leave

All term employees are eligible for sick leave. Employees hired on a term of less than two (2) years will accumulate sick leave at a rate of fifteen (15) days per year to a maximum total accumulation of fifteen (15) days. Employees hired on a term greater than two (2) years are entitled to salary continuance as defined on the benefits website.

Sick leave accruals for employees using the online time tracking are based on working hours each pay period (see chart below).

Working days in a pay period. (Include statutory holidays)	37.5 Hours Per Week (Full Time)	
	Hours in Pay Period	Accrual per Pay Period (Hours)
9	67.5	3.89
10	75	4.33
11	82.5	4.76
12	90	5.19

6.3 Tuition Waiver

Employees in a term position that is at least half time (0.50 FTE) and a minimum of two (2) years in duration are entitled to have tuition fees waived for one (1) three-credit course per academic term for courses taken at the University of Saskatchewan. Registration is completed through the normal class registration procedure. The tuition waiver is accessed through Knowledge Base.

Provided that space is available in the course, the tuition for auditing one (1) six-credit unit course or equivalent, per academic year, will be waived by the university.

If the course is taken during normal working hours, approval must be obtained in advance from the supervisor.

Casual employees are not eligible.

ITEM 7 - WELLNESS AND OUR PROACTIVE PROGRAMMING

The University's goal is to create an environment that promotes and supports the health and well-being of all who study and work at its campuses. The university has a wellness strategy that focuses on promotion, prevention, and intervention to support a healthy mind, healthy body, and healthy life. More information about the strategy and resources available can be found on the university's wellness webpages.

ITEM 8 - GENERAL LEAVES

8.1 Application for general leaves

Application for general leaves must be approved by the supervisor, and then forwarded to ConnectionPoint for processing. Some leaves will be granted automatically as per the university's policies and provincial employment standards, and others may be granted if the request is reasonable, the leave is not unduly disruptive to the operations of the unit, and it is possible to replace the employee on a temporary basis. Refer to The Saskatchewan Employment Act for additional unpaid leaves of absence that are provided for under the provincial employment standards. Casual employees are not entitled to leaves.

a. Notice is required at least four (4) weeks in advance and longer where possible (e.g., parental leave). Requests for leaves must be approved by the supervisor and forwarded for processing as appropriate. Some types of leaves will automatically be approved based on university policy and provincial employment standards. Exceptions to the four (4) week notice requirements can be made when the date of departure is not and cannot reasonably be known, and includes bereavement leave, compassionate care leave, interpersonal violence leave, critically ill childcare leave, crime-related child death or disappearance leave and citizenship ceremony leave.

b. Continuation of Benefits through a leave can be arranged by an employee with ConnectionPoint when eligible. The university's costs of benefit coverage during any paid leave will be paid by the university subject to any restrictions imposed by legislation or the benefit plan. The university's costs of benefit coverage during any unpaid leave (full or partial) will be paid by the employee, unless stated otherwise in the leave section. The benefit coverage is subject to any restrictions imposed by legislation or the benefit plan.

There will be no continuation of part time benefits for any type of leave. Employees who are provided part time benefit coverage must be actively at work during a month in order to be covered by the benefits plan for that month.

c. **Leaves are not normally granted** for employees to pursue alternate employment, although special circumstances may receive consideration.

8.2 Types of General Leaves

The types of leaves are described below, and managers and employees are encouraged to reach out to their HR SBA for assistance. Casual employees are ineligible for paid leaves.

a. **Personal Leave (paid)** – Employees are entitled to paid leave to attend to emergent, personal, or family situations for a maximum of three (3) days per fiscal year for full time employment. This leave is intended for situations that need to be attended to but may not normally be scheduled in advance. It is not considered an automatic annual entitlement nor is it cumulative. In emergent situations, the employee will inform their supervisor as soon as possible regarding the need to take such a leave, including start and end dates. In non-emergent situations, the employee and the supervisor will consult in advance to determine how the request might be accommodated.

b. **Unpaid Leaves –** Employees are entitled to the types of unpaid leaves listed below. Employees should inform their managers of their intention to take such a leave, including start and end dates, at the earliest opportunity. Notice is required at least four weeks in advance and longer where possible (e.g., parental leave); exceptions are noted below. Your HR SBA and ConnectionPoint are available with additional information and resources. These leaves include:

    I. Maternity, adoption or parental leave for parents who are caring for a newborn or recently adopted child as outlined below:

        1. **Maternity Leave** – employees who declare in writing to Human Resources to be the biological mother of a newborn infant are entitled to seventeen (17) weeks of maternity leave without pay. The leave may commence at any time during the

twelve (12) week period prior to the infant's estimated date of birth and shall be of uninterrupted duration. A medical certificate from a qualified medical practitioner must be provided with the written declaration. The certificate must confirm the pregnancy and give the estimated date of birth.

2. **Adoption Leave** – employees who declare to be caring for a recently adopted child are entitled to seventeen (17) weeks of leave without pay. The employee is normally required to make application to Human Resources at least four (4) weeks prior to the date of adoption. If the employee cannot give four (4) weeks' notice, the university will accept as much notice as is given to the adoptive parents by the Department of Social Services.

3. **Parental Leave** - employees who qualified for maternity or adoption leave or who declare to be the parent of a newborn infant or of an adopted child are also entitled to thirty-five (35) weeks of parental leave without pay. The maternity / adoption and parental leaves must be taken in one continuous period.

II. **Bereavement leave** allows employees up to five (5) days of unpaid leave in situations of the death or life-threatening illness of a spouse, parent, child, brother, sister, mother-in-law, father-in-law, grandparent, grandchild, brother-in-law, sister-in-law, or other person who would ordinarily be considered a member of the employee's immediate Family. Employees should notify their supervisor at their earliest convenience.

III. **Compassionate care leaves** allow employees unpaid time off for personal reasons such as the care of a family member. Permission should be obtained from the supervisor prior to taking such leave so that arrangements can be made to carry on with the employee's duties during the absence. Upon receipt of written application for the leave, the supervisor, taking the particular circumstances of the situation into consideration, will authorize the leave with or without pay and benefits. Employees are entitled to up to twenty-eight (28) unpaid weeks for compassionate care of an immediate family member. Any additional time or details shall be arranged between an employee and the supervisor. Leaves will be approved based on operational requirements and will not be unreasonably denied.

IV. **Education leaves** are normally unpaid, are to a maximum of one (1) year, are subject to approval by the supervisor, and will be granted if the leave is not unduly disruptive to the operations of the unit, and it is possible to replace the employee on a temporary basis.

V. **Other -** Leave of absence without pay may be granted to enable employees to spend time away from the university. Such leaves are subject to approval by the supervisor, and will be granted if the leave is not unduly disruptive to the operations of the unit, and it is possible to replace the employee on a temporary basis. Such leaves may be granted for up to a maximum of one (1) year. Unpaid leaves of a longer duration require support of the supervisor and the associate vice-president of Human Resources.

c. Unpaid leaves that are granted automatically based on university policy and provincial employment standards include:

- Organ donation
- Reserve Force service
- Court attendance
- Leave to hold political office
- Critically ill childcare
- Interpersonal violence
- Crime-related child death or disappearance.

Additional information about these leaves is available in the Saskatchewan Employment Act.

ITEM 9 - HOLIDAYS AND VACATION

9.1 Holidays - The University Recognizes the Following Statutory Holidays:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Saskatchewan Day
- Labour Day
- The National Day for Truth and Reconciliation
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

While the university is closed on statutory holidays, employees receive their regular pay for these days. Employees who are required to work on these days will be paid an additional 1.5x salary for hours worked.

9.2 Annual Vacation

Employees are entitled to a paid annual vacation after it is earned. Accrual rates are below and are pro-rated based on FTE:

Years worked	Annual Vacation Allowance
To the end of 5 years of continuous service	15 days
6 to 13 years of continuous service	20 days
14 to 21 years of continuous service	25 days
22 or more years of continuous service	30 days

Hourly paid (casual) employees will receive pay in lieu of time off at the rate of 3/52, added to each pay period in which the employee has worked.

Research Scientists and Professional Research Associates are entitled to six (6) weeks of vacation per year.

The vacation anniversary date is based on the employee's continuous service at the university, excluding casual or student employment. Part-time employees will earn vacation on a pro-rated basis.

9.3 Vacation Taken

Vacation is to be taken after it is earned. Employees are expected to use the entitlement by the end of the fiscal year following the year in which it is earned. It is the responsibility of supervisors to ensure that a vacation can be taken annually by their employees. Employees wishing to take their vacation shall submit the requested dates to their supervisor in advance, for approval.

9.4 Vacation Carry Over

Vacation is to be used in full in the fiscal year following that in which it is earned. Under special circumstances, an employee may request permission from the supervisor to carry over unused vacation time. Requests and approvals should be in writing, and reasonable requests shall not be denied. Employees must then use all annual entitlement in the fiscal year into which vacation is carried forward. In these special circumstances, the SBA should be notified.

9.5 Religious or Cultural Observances

Where operations permit, the Employer will support the interests of employees in their religious or cultural observances. Leave for religious or cultural observances, which are in addition to the holidays provided for in the Handbook, will be taken as vacation leave, time in lieu of approved additional time worked or leave without pay.

ITEM 10 – CAREER ENGAGEMENT

The University of Saskatchewan is committed to employees' success and wants to provide opportunities to enhance and grow the careers of employees and those they lead. The U of S has developed a Career Engagement (CE) model (replacing our performance management framework) to serve as a framework for people leaders and their employees to have both informal and formal discussions regarding the employee's goals and development plan. The design of the framework aligns with our university competencies and values, supporting a diverse workforce. The intent of the model is to:

- create a culture of continuous learning and development
- align goals and expectations
- drive accountability for shared success

Employees and people leaders should engage in regular conversations to build trust, plan, recognize and appreciate successes and challenges, as well as look for ongoing opportunities for growth and development. Where a people leader determines that an employee's performance (regarding goals/behaviours) is not meeting expectations, the university is committed to providing employees with an opportunity to improve performance and is committed to supporting an employee's success. More information is available from your college/administrative unit's HR SBA.

ITEM 11 – EXPECTATIONS OF CONDUCT

Our employees demonstrate a high standard of performance including conduct consistent with university policies and standards, as they achieve the outcomes for which they are accountable.

Being accountable to how we conduct ourselves is contingent upon good judgment and sensitivity to the way others see and interpret our actions. All members of the University community have a priority responsibility to embrace the university's values and reflect them back in our words and actions:

- Collegiality
- Fairness and Equitable Treatment
- Inclusiveness
- Integrity
- Honesty
- Ethical Behavior
- Respect

ITEM 12 – PERFORMANCE

Employees are expected to demonstrate a high standard of performance that includes demonstrating conduct consistent with university policies and standards and achieving the outcomes for which they are accountable.

Where performance is less than satisfactory, the university is committed to providing employees with an opportunity to improve performance and is committed to supporting an employee's success. Most performance difficulties can be resolved at an early stage. When performance standards are not met, the university will provide support through focused performance feedback. If performance problems persist, further corrective measures will be taken. These include but are not limited to the following:

1) written clarification of expectations
2) written reprimand (warning)
3) suspension
4) termination for just cause

These measures are intended to help employees succeed by correcting any performance problems before they become more serious. However, notwithstanding the foregoing, and for just cause the university may proceed immediately with termination. Termination for just cause does not require notice or pay in lieu of notice.

ITEM 13 - TERMINATION OF EMPLOYMENT

Employees may be terminated as a result of loss of funding, reorganization, changing requirements for which the employee is not suited, or other exceptional circumstances where clear just cause for termination does not exist.

Due to the unpredictable and competitive nature of research funding, employees in positions funded from research funds should regularly communicate with their supervisor to ensure they are aware of the end of funding terms that affect their employment.

In cases of termination or resignation, supervisors should consult with the College's HR SBA for support in the process.

13.1 Termination of Term Positions

Term positions of less than two (2) years end automatically upon the expiration of the stated term date without additional notice.

An employee in a term position continuously for more than two (2) years, will be provided with notice that their term is not being continued or extended as outlined in Item 13.2 prior to the stated end date of the current term.

An employee whose term position (of any duration) ends prior to its stated end date will be provided with notice or pay in lieu of notice as outlined in Item 13.2.

13.2 Notice or Pay in Lieu of Notice

Where termination occurs for reasons other than just cause, individuals will be provided notice (or pay in lieu of notice) as follows:

Employee's Period of Employment	Minimum Period of Written Notice
More than 13 consecutive weeks but one year or less	one week
1-3 years	two weeks
3-5 years	four weeks
5-10 years	six weeks
More than 10 years	eight weeks

Normally, any employee who is provided with pay in lieu of notice shall not hold another appointment at the university until the end of the time frame equivalent to the paid notice period.

Where an employee re-commences employment within the university prior to the equivalent of the paid notice period, a repayment of the remaining paid notice will be required before employment can re-commence.

13.3 Termination For Cause

Termination for cause, which can occur before and after the probationary period, does not require notice. Termination for cause may include, but is not limited to gross misconduct, significant and uncorrected performance problems, violation of policies and standards, theft, fraud, dishonesty.

13.4 Resignation

An employee who has been employed by the employer for at least thirteen (13) consecutive weeks shall provide a minimum of two (2) weeks' notice of intent to resign to their immediate supervisor.

13.5 Retirement

An employee who intends to retire should provide notice to their supervisor at least six **(6)** months prior to the expected date of retirement.

ITEM 14 - PROBLEM RESOLUTION PROCESS

Notwithstanding the provisions of Items 10, 11, 12, and 13, the university supports a problem solving process to resolve differences between employees and their supervisors. In situations like this, either party may bring forward issues and concerns through their college/administrative unit's HR SBA who may provide assistance directly or refer the parties to an alternate process.

ITEM 15 - PERSONNEL FILES

15.1 Access to Official Personnel File

Employees shall have the right to examine their official personnel file. Examination of the file shall be kept in confidence. Employees may add to the file a response to any document contained therein. Casual employees do not have personnel files, unless they receive benefits.

15.2 Confidential Documents

The university is committed to maintaining employee confidentiality. Access to file information will be subject to provincial privacy laws.

ITEM 16 - INTELLECTUAL PROPERTY

All rights in and to all discoveries or inventions are the property of the University. Employees will notify the university promptly about any discoveries and inventions in their work. Any employee who becomes aware of a possible claim by any non-employee (including students) will notify the university promptly.