



PRINCIPLES - RECOGNIZING ADDITIONAL WORK TIME ADMINISTRATIVE PROFESSIONAL OFFICERS (APOs)

ISSUE

CORE VALUE

Our people define our University and are our greatest strength

People are the essential resource of our institution and, as such, the University will strive to preserve employment.

All University employee groups will be treated with fairness and with respect in all that lies ahead in our work to maintain our student-centred focus and to ensure the continued financial sustainability of our institution.

Official hours of work for APOs is 7 hours per day or 35 hours per week, but as professionals and managers, many of our APOs work considerably more hours per week, particularly at certain times of the year, depending on the needs of the department and their roles and responsibilities. There is no compensation for these extra hours; however, there is the need to recognize the additional efforts put forth by APOs.

PRINCIPLES

The following are some expectations for Supervisors managing APOs who work additional hours beyond the occasional hour or two every week.

1. A thank you on behalf of the University is in order.
2. Should the work exceed 40 hours per week for any more than a few weeks, the Supervisor should
 - a. Discuss the workload with the APO to evaluate whether or not some tasks can be delayed or abandoned, done in a different way, or done by someone else, in whole or in part, in the department.
 - b. Consider the impact on other departments of the shifting of priorities and workload.
 - c. Advise their Vice-President of the workload concerns.
3. When the University expects an APO to provide latitude by working additional hours to complete tasks, the University should also allow for latitude when the APO needs to have some time away to tend to the personal tasks. This may mean the occasional afternoon off or early departure, and that personal circumstances should be considered. It does not mean that a one- to-one ratio exists, or that a record needs to be kept, or that APOs who adhere strictly to the 7 hours/day or 35 hours/week need to be allowed this latitude as well.

The wellness of our APOs, as with all employees, is an important value to the University and one of the priorities of the People Plan. These principles are provided with that value in mind.

It is also recommended that supervisors receive adequate training to ensure that there is consistency across University departments on supervision principles and practices.