

## GUIDELINES FOR CHANGING POSITIONS

### SUPPORT STAFF: NASA / UofA Collective Agreements Part

#### A – Art. 2, Part B – Art. 2 and Part C – Art. 2

#### Background:

This document is intended to be a “common sense” guideline only. It is an attempt to clarify the Collective Agreement language as it pertains to changing positions where the employee type is different.

There are considerable impacts to accepting new positions / jobs which result in changing employee types.

**Please read this document carefully before you voluntarily accept a new position / job.**

The following provides scenarios for staff when considering changing positions / jobs. The list is not meant to be exhaustive, but rather illustrative of the types of situations employees may find themselves in.

If this document does not address your specific scenario or for further clarification on changing positions /jobs, please contact your [HR Partner](#).

#### Scenarios:

- 1) I have been in an operating, regular, full-time, grade six position for the last five years and feel stagnant in my position. A trust, regular, full-time grade eight position has recently been posted. What do I need to know before I apply for this position?

#### **Moving from a position that is operating and regular to a position that is trust and regular:**

- Operating and trust positions fall under different parts of the collective agreement. As a result, certain entitlements do not exist (e.g. standby and callback), others are different (e.g. overtime provisions). Part A Art. 2 and Part B Art. 2 provide a detailed list.
- All existing vacation accruals will be paid out.
- There are different provisions in the event of a layoff (e.g. paid notice vs. the options of layoff/recall or severance).
- There is a three-month trial period in the new position.

- 2) I am in a trust, regular position and there is an operating, regular position available. What are the impacts I should be aware of when moving from a trust to operating position?

#### **Moving from a position that is trust and regular to a position that is operating and regular:**

- All existing vacation accruals will be paid out.
- There is a three (3) month trial period in the new position.

These guidelines were co-created by Human Resource Services and the Non-Academic Staff Association for use at the University of Alberta. Updated October 2017.

- 3) I am in a position that is regular and am considering applying for a position that is auxiliary (3 years in duration). What do I need to consider before I apply for this position?

**Moving from a regular (operating or trust) position to an auxiliary, salary position (operating or trust) position:**

- Auxiliary appointments have an end date; at the end of the appointment there is no obligation to provide additional employment.
- Vacation will be paid out at the end of the appointment.
- There are reduced provisions in the event of layoff.
- Following the position's end date, there is a four-month period where service is maintained.
- There is a three-month trial period in the new position.

- 4) I am in an auxiliary, salary position that is about to end. I have been offered a job that is casual and full-time for six months. What should I know before I accept the job?

**Moving from a position that is auxiliary and salary (operating or trust) to a position that is casual (operating or trust):**

- Assuming there is no break at all in employment – your status and entitlements, as an Auxiliary employee, will carry over to the new position and you will continue to receive benefit coverage and be treated as an auxiliary salary employee.
- If there is a break (of more than one working day but less than four months) you will be considered an Auxiliary hourly employee and will receive premium payments for paid holidays, vacation and benefits.
- When the job ends, your service is maintained for a period of four months.

- 5) I have accepted a new position in a different department. My new supervisor wants me to start right away, but my current supervisor says I need to provide 10-days notice before I transfer. What should do?

**There is no requirement to provide 10-days notice when transferring to another support position within the University. Also, you are not “resigning” – you are “transferring” to another position internally with the University.**

- It is reasonable to expect there will be a period of time before an individual leaves their current job to take on a new role to enable them to wrap-up tasks or transition work to another employee.
- The current supervisor and new supervisor should assist the employee in determining a start date in the new role. This may require a conversation between the supervisors to work out a reasonable starting date.