



**Terms and Conditions of Employment
and Compensation Framework
for
Research Studies Employees**

Revised as of April 1, 2021

Table of Contents

Section 1	Overview
Section 2	Definitions
Section 3	Terms and Conditions <i>Economic Adjustments</i> <i>Insured and Self-Insured Benefits</i> <i>Retiree Benefits</i> <i>Pension</i> <i>Employee Family Assistance Plan (EFAP)</i> <i>Standard Hours of Work</i> <i>Recruitment and Job Postings</i> <i>Employee Orientation</i> <i>Learning Management System (LMS)</i> <i>Probationary Period</i> <i>Holidays</i> <i>Working on a Holiday</i> <i>Sick Leave</i> <i>Bereavement Leave</i> <i>Court Leave</i> <i>Compassionate Care Leave</i> <i>Other Leaves</i> <i>Entitlements</i> <i>Vacation Accrual</i> <i>Vacation Leave Carryover</i> <i>Time in Lieu of Overtime</i> <i>Standby/Pay</i>
Section 4	Compensation Framework <i>Job Evaluation</i> <i>Placement on Bands upon Appointment</i> <i>Progression through the Salary Bands</i> <i>Placement on the Band upon Promotion or Reclassification</i> <i>Placement on the Band upon Job Change to a Lower Classification</i> <i>Lateral Transfer</i> <i>Acting Pay</i> <i>Temporary Assignment or Reclassification</i> <i>Termination of Employment</i>

This document will provide Research and Innovation employees with an outline of the terms and conditions of their employment with Research & Innovation, Nova Scotia Health (NS Health). In cases where there is a separate NS Health policy, which may impact or supplement these terms and conditions, the policy will be referred to here. Research and Innovation Services, NS Health supports partnerships and collaborations that significantly impact the health of Nova Scotians.

As an academic health organization receiving funding from major federal granting agencies and conducting research involving humans, NS Health is required to establish rigorous ethical standards and review procedures. Funding for research studies staff is secured through funding competitions, requests and collaborations. In addition, there are sophisticated financial, legal, human resources, quality improvement, methodological and physical infrastructure support services that are integral to the research enterprise.

Many of our research study employees are research coordinators and are designated health professionals including registered nurses. Research coordinators are responsible for coordinating research projects which includes the administration of the study, caring for the study participants and the management of documents and data collected throughout the study period. The research coordinators are often integral members of the interdisciplinary healthcare teams providing quality patient-centered care at NS Health. Among the larger groups (e.g., Oncology, Hematology, Cardiology), research managers coordinate the research activity and are responsible for the fiscal and people management for the divisions' research studies. Additional employees provide administrative support roles including research assistants, administrative coordinators and data management coordinators.

Research studies employees report directly to principal investigators/managers. The Human Resources department is a resource for Research and Innovation management, research managers, principal investigators (PIs) and research employees. Our mandate in Research & Innovation is to lead and facilitate our research community in partnership with Nova Scotia Health.

Bolded terms used in this document have the meanings described below.

Anniversary Date: Date appointed to the position, which may change due to a variety of reasons such as a change in job, reclassification of the position or due to a leave of absence.

Assignments:

Casual Relief - A casual position scheduled on an as-needed basis (no guaranteed hours) is considered working a 3% FTE or less than and would not qualify for benefits. Employees hired to work on a relief basis receive 6% in lieu of benefits, vacation and Holidays.

Short Assignment - A casual position that is greater than one month but less than nine months in duration and can be either a part-time or full-time designation. Employees hired to work in a short assignment position receive 6% in lieu of benefits and earn sick leave banks as outlined under **Sick Leave** further in this document.

Long Assignment - A casual position greater than nine months in duration and can be either a part-time assignment or full-time designation. Employees hired to work in a long-term assignment position receive the benefits outlined further in this document.

Base Salary: A fixed amount of money paid to the employee based on FTE in exchange for the work performed which is typically paid in equal proportion throughout the year. This is usually a 100% FTE (1.0) and is based on 37.5 hours/week.

Casual Employee: An employee appointed to work on a non-regular basis, based on funding and assigned a contracted timeline.

Compensation: The annualized Base Salary and any other payments, contributions, or benefits employees are entitled to, or potentially entitled to, from the employer under an Employment/Personal Services contract.

Compensation is divided into two main parts:

Direct Compensation: includes Base Salary and Economic Adjustments.

Indirect Compensation: includes all insured (health, dental and LTD benefits) and non-insured benefits, pension and all other non-cash items (leaves etc.).

Compensation Framework: Includes policies, practices or plans that describe Compensation including Base Salary scales, applicable classifications, economic adjustments and benefits.

Economic Adjustment: Also referred to as cost-of-living increase. Adjustments to the Base Salary scales, approved by the Province of Nova Scotia and takes into account changes in the economic environment.

Employees: For the purposes of these terms and conditions, refers to research studies employees who are individuals paid through designated NS Health research contract/grant cost centres and are not a member of a collective bargaining unit. The policy refers to Management and Non-unionized employees, who are individuals paid by the employer to carry out a defined set of activities, as outlined in their job description and pursuant to their employment contract.

Employer: Research & Innovation, NS Health

FTE: Stands for full-time equivalent and is based on the total number of hours worked on a regular basis by an employee. For example, a full-time employee regularly working 37.5 hours/week is considered a 100% FTE. An employee who regularly works 60% of the 37.5 hours/week would be considered 60% FTE.

Full Time Employee: Hired to work the standard hours of work (75 hours bi-weekly) – 100% FTE.

Lateral Transfer: When an Employee moves from one position to another which has the same pay scale.

Merit Increase: An increase in step placement on the Base Salary scale based on performance and normally awarded on the employee's annual anniversary date until the scale maximum is reached.

Part-time Employee: Hired to work a regular number of hours less than the standard hours of work. (e.g. less than 75 hours biweekly). The normal expected hours of work for a given position are stated in the employment contract.

Pension: The Nova Scotia Health Employees' Pension Plan (NSHEPP) and any other plans, as applicable, including the Nova Scotia Public Service Superannuation Plan.

Present Incumbent Only (PIO): A form of salary protection where employees continue to receive a pay rate that is above the established salary scale maximum assigned to the position. Should employees have PIO status, they continue to receive any approved economic adjustments and merit increases while they continue to hold that position. An employee cannot take the salary protection to another position. The original position, when it becomes vacant, is filled using the established salary scale.

Principal Investigator: Physician who has primary responsibility for the design, execution and management of a research study or other research project and has control of funding from which an employee is paid.

Prior service dates recognized: When the employer agrees to recognize and maintain the Employee's Terms and Conditions of Employment from a former DHA. This could include, but is not limited to: pension, retirement allowance, sick leave, and vacation benefits, as long as the employee was actively employed with one of the legacy employers at the time of the establishment of Nova Scotia Health.

Promotion: When employees move to a position with a higher pay scale maximum than their existing position.

Reclassification: A position description is revised and submitted for re-evaluation which results in moving the position to a different pay scale.

Red Circle: A form of salary protection where employees continue to receive a pay rate that is above the established salary scale maximum. Should employees be red circled, they do not receive any economic adjustments or merit increases, until the established salary scale maximum meets or exceeds their existing rate.

Service: The total accumulated months of continuous employment with the employer. Where an employee does not receive compensation in excess of ten (10) days during a calendar month, no Service is accumulated; therefore, no Service-related benefits are credited to the employee unless eligibility/entitlement is specifically referenced in another section of this document. Service does not accumulate if the employee is on an unpaid leave, Long Term Disability, or beyond the first 100 days of approved Workers' Compensation leave.

Spouse: A Spouse is defined as a legal marriage partner or a live-in partner who has been identified to the employer in writing as the spouse. This includes a same-sex partner.

Student: Research students are hired to work on an as needed basis (casual relief position), are prescribed an hourly rate of pay and will receive 4% in lieu of benefits, vacation and holidays.

Supervisor/Manager: For employees working on research studies where there is no research manager, their immediate manager is the principal investigator (PI). PI's receive administrative support from Lead Administration and Research Services.

Working Days: Normally defined as Monday to Friday excluding holidays.

Where noted, refer to the supplemental policy for details, eligibility and benefit entitlements. Otherwise, the information provided below is accepted and approved as the current policy.

Economic Adjustments

The only economic adjustments permitted to the pay plan scales are those approved by the Province of Nova Scotia's Executive Council. Such adjustments will ordinarily be provided by the Department of Health and Wellness and communicated to affected employees when approved.

Insured and Self-Insured Benefits

Based on meeting plan-specific eligibility requirements, employees may be required to participate in the following benefits plans which are cost-shared between employer and employee:

- Basic Life Insurance (50% Employer – 50% Employee)
- Accidental Death and Dismemberment (50% Employer – 50% Employee)
- Basic Dental* (65% Employer – 35% Employee)
- Health and Travel Insurance* (65% Employer – 35% Employee)
- *May be waived with proof of spousal/common law coverage
- Long Term Disability (50% Employer – 50% Employee)

Notes regarding LTD Plan:

- All full-time employees in an assignment greater than nine months, as well as eligible part-time employees, are required to participate in the Canada Life Assurance Company, Employees' Long Term Disability plan.
- Employees who wish to obtain a copy of their LTD employee booklet should contact Benefits/People Services at (902) 473-5757.

Employees may also participate in optional benefit plans, based on plan-specific eligibility requirements which are 100% employee paid:

- Optional Life Insurances
- Critical Illness Insurance - May require medical evidence as requested by plan.

Casual Relief employees are **not eligible** to participate in the benefits plans; however, they are paid a taxable stipend of 6% in lieu of benefits as outlined in the Definitions section of this document.

All employees and new hires will be enrolled in the Central Zone benefit plans, with the exception of LTD as noted above.

Exceptions to Central Zone benefit plans participation include any NSHA employee who transfers to a research studies position that was enrolled in Health Association Nova Scotia or Public Service benefit plans at the time of transfer. Until advised to the contrary, these employees will remain in these various benefit plans.

Additional information on benefits and eligibility requirements can be received by contacting Benefits, People Services, NS Health.

Retiree Benefits

- Employees meeting the eligibility requirement for criteria for retiree benefits, under the applicable plan, may elect to continue the basic medical benefit and basic group life insurance upon retirement.
- Dental and travel insurance plans cease upon retirement.
- Costs are shared by the employer and eligible retirees for the basic medical plan.
- Depending on the group life insurance plan that eligible retirees are in, when they retire, they may be eligible for cost sharing with the employer. Cost sharing is governed by the plan details and is subject to change.

Contact: Benefits, People Services, NS Health

Pension

- Employees and all eligible new hires will be enrolled in the Nova Scotia Health Employee's Pension Plan (NSHEPP).
- In instances where there may be prior legal agreements or legislation which impact pension entitlements, exceptions will be considered subject to any required approval of the Superintendent of Pensions.
- Exceptions to enrolment to the NS Health Pension Plan participation include NS Health employee who transfers to a research study position that was enrolled in Public Service Superannuation Pension at the time of transfer. **Until advised to the contrary, these Employees will remain in this plan.**
- Eligibility requirements, contributions, and when an employee is able to retire are defined by the employee's respective Pension plan.
- Income tax rules, as defined by Canadian Revenue Agency, limit pension accrual on specified salary thresholds annually. Eligible employees, with compensation levels in excess of this annual limit, may be able to participate on a voluntary basis in the NSHEPP Supplemental Employee Retirement Plan (SERP), subject to the approval of the CEO or designate.

Employee Family Assistance Plan (EFAP)

- Unlimited access to workhealthlife.com.
- Occupational Health coordinates the Employee and Families Assistance Program (EFAP). This confidential service is provided by Morneau Shepell · fgj, an external agency and is a free service and confidential service for all permanent and long assignment employees and their family members.
- The purpose of the EFAP is to provide quick, short-term support to employee/family members. The EFAP counselor will refer circumstances requiring moderate or long-term support to the appropriate health care professionals.
- Employees and their family members can follow the Online Access step-by-step process found on workhealthlife.com to initiate and complete their own EFAP support service request. Your EFAP offers employees and their family.

EFAP: 1-844-880-9142

Standard Hours of Work

- The normal expected hours of work for a given position are stated in the employment contract.
- The standard hours of work for full-time (100% FTE) employees are seventy-five (75) hours bi-weekly, one thousand nine hundred fifty (1950) hours annually. Based on a seven and one-half (7.5) hours paid day which includes two (2) - fifteen (15) minute paid rest breaks and excludes a one-half (0.5) hour unpaid meal break.
- The bi-weekly and annual hours of work are prorated for part-time employees.
- Where actual working hours differ from standard working hours for any reason, duration of breaks is pro-rated.
- Standard hours of work for these groups may be exceeded when necessary to ensure the effective delivery of service.

NS Labour Standards Code:

<https://nslegislature.ca/sites/default/files/legc/statutes/labour%20standards%20code.pdf>

Guide to the NS Labour Standards Code:

<https://novascotia.ca/lae/employmentrights/docs/LabourStandardsCodeGuide.pdf>

Recruitment and Job Postings

- Pls/Managers seeking to post vacant or new positions may seek assistance from Research & Innovation, Human Resources Department.
- When a vacancy is posted, the recruitment process shall be compliant with relevant Research & Innovation, NS Health policy and procedures.

My Administrative Portal (MAP): <https://map.nshealth.ca>

MAP INTRANET Site: <http://intra.nshealth.ca/map/SitePages/Home.aspx>

IT Self-Service: <https://ictservices.nshealth.ca/assystnet/application.jsp>

Policy (OP3): One Province, One Process, One Policy

http://policy.nshealth.ca/Site_Published/Provincial/Nova_Scotia_Home_Page.aspx

Employee Orientation

- There are two Orientations required by new research employees who are external to NS Health:
 - NS Health Orientation (7.5 hours paid time)
 - Research Orientation (2.5 hours paid time)
- Human Resources provides research orientation sessions for new employees each month (except in December).
- The orientation sessions are a great opportunity for employees to learn more about working in Research & Innovation, NS Health and to meet other new employees.

Learning Management System (LMS)

- Mandatory LMS courses are automatically assigned to employee's profile upon hire and annually at the beginning of each calendar year.
- Employees are responsible to complete required LMS training annually within requested timelines.

Mandatory Learning (LMS):

<http://intra.nshealth.ca/recruitment/Forms/Mandatory%20Learning%202021.pdf>

Probationary Period

- NS Health defines the standard probationary period for new employees as six (6) months (subject to potential extension), commencing upon the date of hire. This provides time to assess skill levels and address any potential performance issues dependent on the established standards within the area of operation.
- During the probationary period, the employee's performance and potential for success will be evaluated and documented on a probationary assessment form.
- The probationary period may be extended for a period of up to six (6) additional months, not to exceed twelve (12) months total probation. This shall be communicated to the employee both verbally and in writing. This discussion must include the reason for the extension and the developmental expectations required to be met by the Employee.
- Management/non-union probationary period will commence on the date of hire and the probationary period will be for one year, commencing on the date of hire.

Holidays

- Employees are eligible to be paid for Holidays, e.g. days proclaimed by federal or provincial governments as Holidays, at their regular rate of pay when they have worked or been paid on their last scheduled shift or day before the Holiday and on their first scheduled shift or day after the Holiday.
- Part-time employees are entitled to pay for the Holiday on a pro-rated basis.
- Pay for casual employees in respect to Holidays is governed by the Labour Standards Act of Nova Scotia.
- When the calendar date of the holiday falls on a Saturday or Sunday, the following Monday will be observed as the Holiday.
- When the Saturday and Sunday are both observed as a Holiday (in the case of Christmas Day and Boxing Day), the following Monday and Tuesday will be observed as the Holiday.
- The following days are recognized as paid Holidays:
 - New Year's Day
 - Nova Scotia Heritage Day
 - Good Friday
 - Easter Monday
 - Victoria Day
 - Canada Day
 - Civic Holiday (August)
 - Labour Day
 - Thanksgiving Day
 - Remembrance Day
 - Christmas Eve (1/2 day beginning at noon)
 - Christmas Day
 - Boxing Day

Religious Days in Lieu: Employees may be entitled to time off with pay in lieu of Good Friday, Easter Monday, Christmas and/or Boxing Day to observe a holy day of their own faith. Employees must advise their immediate supervisor/manager in writing of their desire to take such day(s) off in lieu as soon as possible but before March 1st each year. The immediate supervisor/manager will endeavor to grant the request where operational and service requirements permit.

Working on a Holiday

- Within Research Studies, employees are seldom required to work on a Holiday. Research Coordinators may be required to provide patient/participant support.
- In the event an employee is preapproved by their supervisor to work on a holiday they will receive 1.5 times their regular rate of pay for all hours worked. Hours will be uploaded to their Holiday Bank in TimeCapture.
- Banked holiday hours shall be taken at a mutually agreed time with the immediate supervisor/manager, where operational and service requirements permit.
- These banked hours must be taken by the end of the second (2nd) month following the month containing the holiday.

Sick Leave

To insure against loss of pay, long and short assignment employees are entitled to fifteen (15) days' general sick leave per fiscal year, prorated for first year of employment and for part-time employees. These general days do not accumulate from year to year and may be used for: personal illness/injury; up to a total of five (5) days for family illness; up to a total of three (3) days for preventative medical and dental care; and up to a total of two (2) days for emergency purposes. These benefits are pro-rated for part-time employees.

- Eligible employees may receive 100% of their regular rate of pay when they are away from work due to illness/personal injury, provided they have sufficient sick leave to cover their time off.
- Casual relief employees are not eligible for paid sick leave.
- Proof of illness/personal injury may be required for any period claimed as sick leave. Should the duration of the sick leave be longer than 37.5 hours -(consecutive time, prorated for part-time employees), the employee will be required to complete an Attending Physician's Report (APR) to be sent directly to Occupational Health.
- If an employee is ill during a period of vacation and the illness is significant such that the employee would not have attended work should they not have been on vacation, the employee may be granted sick leave and vacation credits restored to the extend to the sick leave. Request for substitution of sick leave for vacation may require the support of the medical certificate from a legally qualified medical practitioner on such form as the employer may from time to time prescribe.

Bereavement Leave

- If a death occurs in the immediate family of an employee when the employee is at work or scheduled to go to work, the employee shall be granted bereavement leave with pay for the remaining portion of the shift for that day.
- Paid leave of up to a maximum of seven (7) consecutive calendar days, beginning midnight following the death, will be provided for employees to attend to matters surrounding the death of an immediate family member.
- Employees will be paid for all scheduled hours that fall within this seven (7) consecutive calendar day period.
- To claim bereavement leave, employees must notify their immediate supervisor/manager before taking the leave.

- Immediate family is defined as:
 - Spouse, Common-law Partner
 - Parent, Step-parent
 - Child, Step-child
 - Sibling, Step-sibling and Half-sibling
 - Grandparent
 - Grandchild
 - Parent-in-law
 - Son-in-law, Daughter-in-law
 - Guardian or Ward
 - Any other relative of the Employee who permanently resides with them.
 - **Note:** In-law and step relationships must be current at the time of death to be considered immediate family; otherwise, they will be considered extended family.
- One (1) day, or portion thereof, paid bereavement leave may be granted to attend funeral (service/ceremony) for extended family members.
- Extended family is defined as:
 - Brother-in-law, Sister-in-law
 - Aunt, Uncle
 - Niece, Nephew
 - Foster parent, Foster child
 - Grandparent of spouse/Common law partner
- Employees who require time in excess of the defined benefit are required to discuss their needs with their immediate supervisor/manager.
- In the event the funeral/ceremony/interment does not take place within the 7 calendar day bereavement period, employees may request to defer the final paid day of their bereavement leave until the day of the funeral/ceremony/interment.
- An alternate paid leave may be substituted with Bereavement Leave if an employee is scheduled off on paid leave during the period of bereavement.
- In the event of the death of an extended family member, not covered under the Bereavement Leave provisions above, employees may be able to use pre-existing accrued time from their vacation, time in lieu, or to take unpaid time to attend the funeral/service of the extended family member. Employees are required to discuss with their manager prior to taking this leave.

Court Leave

Court leave with pay shall be granted to any regular or temporary employee, other than an employee on an unpaid leave of absence or under suspension, who is required:

- To serve on a jury, or
- By subpoena or summons to attend as a witness in any employer-related proceeding held in which the employee attends as a witness in relation to the employee's duties as an employee:
 - In or under the authority of a court tribunal; or
 - Before an arbitrator, umpire, or person(s) authorized by law to make an inquiry and to compel the attendance of witnesses before it; or
 - Before any committee of the legislative assembly

- Paid court leave will only be approved upon presentation of a subpoena or summons and authorization of the Departmental Director or delegate.
- Employees who are approved to take paid court leave and who also receive any other payment to serve on a jury or act as a witness, will remit that payment to the employer.

Compassionate Care Leave

- As determined by Federal Legislation, Compassionate Care Leave will be provided to allow employees to be away from work temporarily to provide care or support to a family member who is gravely ill with a significant risk of death.
- Compassionate Care Leave is an unpaid leave; however, employees may qualify for Compassionate Care Leave Employment Insurance Benefit under the Federal Government's Employment Insurance program.
- Compassionate care benefits are Employment Insurance (EI) benefits paid to people who have to be away from work temporarily to provide care or support to a family member who is gravely ill and who has a significant risk of death within 26 weeks (six months). A maximum of 26 weeks of compassionate care benefits may be paid to eligible people.
- Employees shall provide as much notice as possible that they require the leave.
- NSHA may require the employee to provide a medical certificate and/or proof of eligibility under the EI program.

Other Leaves

Employees who require a leave of absence for purposes other than the leaves specified in this document should speak with their immediate supervisor/manager/PI. The request will be considered, subject to operational and other requirements. Normally, any leave granted in such cases will be unpaid and as a result, will impact benefits that are based on salary and therefore require the employee to pay 100% of the cost of their benefits. The Human Resources department will be contacted to provide information and facilitate this discussion.

Emergency, Medical and Family Leave

Eligible full-time employees who have sufficient time in their Earned Sick Leave/General Leave bank may be granted, after notifying their immediate supervisor/manager/PI, paid leave of absence from these banks to a maximum of thirty-seven and one half (37.5) hours per fiscal year to attend to emergencies, family responsibilities or appointments where:

- There is a critical condition, e.g. fire, flood, or other disaster which requires the employee's personal attention and this critical condition cannot be serviced by others or attended to by the Employee outside of working hours;
- The employee's personal attention is required to accompany a member of the employee's immediate family to a medical/dental appointment or to make alternate care arrangements for a member of the employee's immediate family who has become ill or disabled, the employee's personal attention is required and which could not be serviced by others or attended to by the employee outside of working hours; or
- The Employee has a personal medical and/or dental appointment.

These leaves are pro-rated for part-time employees.

Pregnancy, Parental and Adoption Leave

Eligibility:

Employees are entitled to pregnancy, parental and adoption leave. Additional requirements are as follows:

- Pregnancy Leave: The employee is pregnant
- Parental Leave: The employee was pregnant with the child/children in question and the child/children is/are arriving in the home; **or** the employee's spouse/common-law partner was pregnant with the child/children in question and the child/children is/are arriving, or has/have arrived, in the home
- Leave for Birth of a Child/Children:
 - The employee's spouse/common-law partner was pregnant with the child/children in question
- Adoption Leave:
 - The employee is adopting the child/children through a recognized Agency
- Leave for Adoption of a Child/Children:
 - The employee's spouse/common-law partner is adopting a child/children through a recognized Agency
- Employees requesting Pregnancy Leave may be asked by their immediate supervisor /manager to provide a medical certificate specifying the expected date of delivery. Employees should discuss notice requirements regarding leave and start dates and leave return dates with their immediate supervisor/manager, as well as any requirements for additional medical documentation.
- Employees seeking Adoption Leave may be asked by their immediate supervisor /manager to provide documentation supporting the adoption leave.

Entitlements:

Pregnancy leave is an unpaid leave for pregnant employees. It can last up to sixteen (16) weeks. The Labour Standards Code also allows parents to take parental leave to care for their newborn or newly adopted children. The unpaid leave is up to seventy-seven (77) weeks. For employees who also take pregnancy leave, they can take a total of 77 weeks combined pregnancy (16 weeks) and parental (61 weeks) leave.

Employees **do not** need a certain length of service to qualify for pregnancy and parental leaves. To take pregnancy leaves or parental leaves an employee must give the employer at least four (4) weeks' notice of both the date (approximate due date) on which leave will start and the planned date of return to work.

Pregnancy Leave

- Eligible employees are entitled to sixteen (16) weeks' time off work. Pregnancy leave is an unpaid leave for pregnant employees. An employer can require that an employee take an unpaid leave of absence if the pregnancy prevents the employee from doing their work safely or effectively. There are times when the Human Rights Act or the employee's contract prevents this.
- Commencement of leave:
 - Is determined by the employee, not to exceed sixteen (16) weeks prior to the expected date of delivery and not later than the date of delivery.

- End of leave:
 - Is determined by the employee, not sooner than one (1) week after the date of delivery and not later than seventeen (17) weeks after the Pregnancy Leave began.

Parental/Adoption Leave

- Eligible employees are entitled to thirty-five (35) weeks' (or time off work).
- Additional Adoption Leave may be available if required by the adoption agency, not to exceed fifty-two (52) weeks total.
- Commencement of leave:
 - For an employee who has taken Pregnancy Leave and the child/children arrive in the home during such leave, Parental Leave begins immediately upon completion of Pregnancy Leave.
 - For all other employees, Parental/Adoption leave begins as determined by the employee, coinciding with or after the birth of the child/children or their arrival in the home.
- End of leave:
 - Up to thirty-five (35) weeks after Parental/Adoption Leave begins or up to fifty-two (52) weeks after the child/children arrive(s) in the home, whichever is earlier.
 - The combined Pregnancy and Parental leave shall not exceed the maximum of fifty-two (52) weeks.

Leave For Birth of a Child:

On the occasion of the birth of a child/children, a spouse/common-law partner will be granted a maximum of seven and one-half (7.5) hours paid leave. This leave may be divided into two periods and granted on separate days.

Leave For Adoption of a Child:

- On the occasion of the adoption of a child or children by the employee's spouse/common-law partner, an employee will be granted a maximum of one day's leave with pay. This leave may be divided into two periods and granted on separate days.
- While on Pregnancy, Parental or Adoption Leave, all eligible employees will continue to accumulate Service credits for the duration of their leave at the rate in effect immediately prior to the leave and their Service is deemed to be continuous. However, Service accumulated during such leave(s) is not used for the purpose of calculating vacation leave credits.
- In circumstances where the child/children to whom the leave relates require(s) hospitalization in excess of, or likely to exceed, one (1) week, an employee who has commenced Pregnancy, Parental or Adoption Leave is entitled to return to work and defer the unused portion of leave until the child/children is/are discharged from hospital, upon giving the employer reasonable notice.
- An employee who requires a leave of absence prior to the commencement of the Pregnancy Leave or at the end of the Pregnancy/Parental Leave due to an illness arising out of, or associated with, the employee's pregnancy may be entitled to use available sick leave.

- For the period of the Pregnancy , Parental or Adoption leave, participation in the various benefits plans is optional. Any employee who chooses to continue coverage during this period is responsible to pay **100% of the premiums**, i.e. the contributions regularly made by both the employee and the employer.

Vacation Accrual

- NS Health provides an annual vacation with pay to its employees for their relaxation and wellness. Immediate supervisors/managers are encouraged to ensure all employees take their vacation during the fiscal year in which it is earned.
- Vacation is earned by employees based on years of service.
- Vacation is earned on a pro-rated basis based on paid time as follows:
 - The number of months' Service accumulated in the year, for full-time employees;
 - The number of hours worked, for part-time employees.
- The vacation year is April 1 to March 31 annually.
- Vacation is earned as per the following Vacation Entitlement Accrual Schedule:
 - Three (3) weeks available immediately upon hire (1.25 days per month)
 - Four (4) weeks as of the start of the fifth (5th) year of Service (1.66 days per month)
 - Five (5) weeks as of the start of the fifteenth (15th) year of Service (2.08 days per month)
 - Six (6) weeks as of the start of the twenty-fifth (25th) year of Service, (2.5 days per month)
- Upon termination of employment from NS Health, any vacation entitlement that has been taken before it has been earned will be recovered from final monies owing to the Employee. If there is an outstanding balance owed to the Employee it will be paid out.
- If the employee is moving to a new position within NS Health, vacation entitlement will not be affected and entitlement/bank balances will transfer to the new cost centre associated with the new position.
- Vacation that exceeds the outlined entitlement may be provided with the approval of the Vice President, People & Organizational Development or designate and the Vice President, Research and Innovation or designate, for those new hires that have extensive experience and/or specialized training.

Vacation Leave Carryover

See Vacation Utilization Policy for further detail.

- The immediate supervisor/manager is responsible to make every reasonable effort to ensure all employees use their vacation during the fiscal year in which it is earned.
- In certain circumstances, operational requirements or other unforeseen circumstances may exist that prevent employees from taking their annual allotment of vacation.

- In these exceptional circumstances employees may, with the approval of the VP responsible for the portfolio or designate, carry over two (2) weeks of vacation into the next fiscal year. If approved, one week (37.50 hours) will be placed in the current year vacation carryover bank, wherein the week must be used within the next fiscal year, and one week (37.50 hours) will be placed in the accumulative vacation carryover bank, which is capped at four (4) weeks.
- Upon termination of employment or retirement, unused vacation entitlement is paid out. Other vacation entitlements may only be paid out only in exceptional circumstances such as for significant, demonstrated hardship cases. This requires approval of the VP of People and the VP of Stewardship and Accountability and Chief Financial Officer.

Time in Lieu of Overtime

- Overtime pay or time in lieu is guided by the relevant provincial labour standards.
- In exceptional circumstances, eligible research project employees may be required and approved to work more than their standard hours of work, in order to meet operational requirements. In such situations, and only with management pre-approval, eligible employees can be granted paid time off in lieu of overtime.
- Time in lieu banks will not normally exceed thirty seven and one-half (37.5) hours banked at any given time in the fiscal year.
- In exceptional circumstances, accumulated hours in the time in lieu bank can be paid out at the regular rate of pay. The request must be made in writing and approved by the Principal Investigator or Manager.
- Working beyond 48 hours per week - The general rule for overtime is that employees are entitled to receive 1½ times their regular wage for each hour worked after 48 in a week. A week is defined as a consistent seven-day period, e.g., Monday to Sunday, Wednesday to Tuesday. For example, if an employee makes \$14.00 per hour, that employee would make \$21.00 per hour for every hour worked over 48 hours.
- Research Managers do not qualify for overtime, however shall receive five (5) Management Lieu Days (MLD) per fiscal year.

Standby/Pay

- Research project employees may be required and approved, because of operational necessity, to be on standby during non-working hours.
- A flat rate of \$30.00 will be paid for each period of eight (8) hours or less that an employee is required to standby. Should the employee be required to commence work during a standby shift they will be remunerated for the time worked at their regular rate of pay.

Nova Scotia Labour Standards Code:

<https://nslegislature.ca/sites/default/files/legc/statutes/labour%20standards%20code.pdf>

Guide to the Nova Scotia Labour Standards Code:

<https://novascotia.ca/lae/employmentrights/docs/LabourStandardsCodeGuide.pdf>

Job Evaluation

- Nova Scotia Health (NS Health) evaluates research project positions using an approved job evaluation process. All positions are evaluated by the Health Association Nova Scotia (HANS) and placed on the appropriate salary scales.
- Managers and principal investigators are required by NS Health, to complete yearly assessments on their employees. Documentation of the completed performance appraisal will be sent in a sealed envelope to:

Bethune Building
People Services (Attention: Lynn Carr)

- Only if the duties of a position change significantly over time, then the position can be re-evaluated. All requests for salary and position evaluations will be directed through People Services to ensure the Compensation Framework is maintained.

Placement on Bands upon Appointment

- A new employee when hired into a new or existing position must be placed on one of the steps within the appropriate salary scale, which was determined through the job evaluation process.
- Previous experience (type of work and duration) in a similar role as compared to the experience requested for the position may be considered when determining placement on the salary band.

Progression through the Salary Bands

- Employees progress through the steps on the salary bands by merit increases to the scale maximum, on the annual anniversary date of placement in the position, based on satisfactory performance assessed by the employee's immediate supervisor/manager.
- Once the employee reaches the scale maximum, no additional step increases are provided within this position.
- During the performance review, based on performance, employees will be advanced to the next step of the salary scale for their position.

Placement on the Band upon Promotion or Reclassification

- Employees who are promoted to a position with a higher pay scale maximum are typically placed at the next higher rate with a minimum of 5% increase or the minimum of the new scale, whichever is greater.
- Any request for placement greater than the above requires approval of the VP for the portfolio and the VP People.

Placement on the Band upon Job Change to a Lower Classification

- The salary of an employee will be determined based on a review of the circumstances of the change:
 - In instances where the change is a result of job change, (such as restructuring), and not due to the actions of the employee, salary protection including but not limited to a specified period of salary maintenance, or designation as Present Incumbent Only or Red Circle, will be determined on a case by case basis.
 - An employee cannot take salary protection to another position and, when the position becomes vacant, it must be filled using the established salary scale.
 - In instances of job change through choice of the employee, the new rate will be the maximum of the scale for the new position.

Lateral Transfer

- Employees who move from one position to another with the same pay scale may not receive an increase upon the transfer.

Acting Pay

- Employees who are asked to assume the principal duties of a position at a higher level may be granted acting pay when performing these duties.
- Acting pay will typically apply in instances when employees are asked to act while a vacancy is being filled, due to a temporary absence of the incumbent and occasionally for extended vacation coverage.
- Acting pay may be provided in instances of coverage of fifteen (15) working days and above to a maximum of three (3) months. Extensions can be granted in certain circumstances.
- The amount of acting pay provided will be based on the pay differential between the position levels, the qualifications of the employee assuming the role and must not exceed the scale maximum for the higher position.
- A general guideline is as follows:
 - Acting in a higher level position one pay scale above – up to 5%
 - Acting in a higher level position two pay scales above – up to 10%

Temporary Assignment or Reclassification

- A Temporary Assignment or Reclassification can be as a result of a longer term assignment to an established, existing higher paying position or when an employee takes on additional responsibilities that have been documented and submitted for job evaluation to determine the value of the work.
- The amount of the increase is determined through the same process as Placement on Scale upon Promotion or Reclassification above.
- There will be no change in pay for employees who take on additional duties not found to be of higher value through the job evaluation process.

Termination of Employment

Termination is the ending of the employment relationship.

Termination may be:

- Voluntary: employee chooses to end the employment relationship
- Involuntary
 - With cause:
 - Termination may occur as part of corrective action, requested by the immediate supervisor/manager and in consultation with People Services. Documentation is required.
 - There will be no notice period or compensation in lieu of notice for termination.
 - Without cause:
 - Research studies and contracts are financially supported by external funds. Short and long term contracts may expire due to loss of financial viability or the research study has concluded its research.
 - Should the research study end, options will be discussed with the employee four weeks prior to the end of the employment. Options may include:
 - Redeployment to another research study,
 - Pay in lieu of notice

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