

F.03 Staff Rights and Responsibilities

Human Resources

Nunavut Arctic College

Nunavut Arctic College Staff Rights and Responsibilities

POLICY

Persons who are employed by the College have certain rights and responsibilities.

PROCEDURE

Staff Rights

1. Right to a Safe Environment

- i] Staff have the right to peaceful assembly
- ii] Staff have the right to a healthy, quiet and safe working environment, including the right to refuse unsafe work or to refuse to work in unsafe conditions, the right to seek necessary medical treatment, and the right to adequate time for vacation and rest
- iii] Staff have the right to protection against discrimination on the basis of race, religion, colour, gender, sexual orientation, age, physical characteristics, political opinion and belief, social origin or property, as well as protection against discrimination on the basis of mental characteristics not related to professional performance

2. Right to Expression

- i] Staff have the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority. This right is subject to the limitations in the interest of national security or public safety and limitations set out in the laws of libel, slander, or defamation
- ii] Staff have the right to take part in civic and political life, including voting, standing for political office, and being a member of and taking part in the activities of political parties
- iii] Staff have the right to academic enterprise, including research; publishing, discussion, and communication with other staff; and copyright to all work not done under the direction and control of the College
- iv] Staff have the right to make representation, according to prescribed procedures, individually or as part of a group, to any College advisory or policy-making group

3. Right to Confidentiality

- i] Staff have the right to respect for their private life, family life, home, and correspondence

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- ii] Staff have the right to confidentiality in dealing with the College management, including immediate supervisors and senior administration (President and Deans)
 - iii] Staff have the right of refusal on the release of information from College records, with the exception of dates of employment at the College.
4. Right to View Employment Record(s)
- i] Staff have the right of access to their records:
 - a. personnel file
 - b. performance appraisals and/or
 - c. any records pertaining to his/her past and current employment with the College
 - ii] Staff have the right to obtain copies of material in the records listed in (4.i)
 - iii] Staff have the right to add written material to the records listed in (4.i)
5. Right to Fair and Equitable Treatment
- i] Staff have the right to a fair and impartial hearing in case of conflict with the College management or with students. Such hearings shall be conducted in accordance the Collective Agreement between the Minister of Human Resources for the Government of the Nunavut and the Nunavut Employees' Union or the Federation of Nunavut Teachers
 - ii] Staff have the right to have criticism and/or comments put in writing and signed
 - iii] Staff have the right to fair and reasonable evaluation/appraisal of professional performance
 - iv] Staff have the right to reasonable and equitable share of resources, materials, and support staff services
 - v] Staff have the right to protest, without prejudice, the assignment of teaching duties for which they believe their qualifications and experience to be inadequate for effective instruction and/or safety of the student(s)
6. Right to be Informed
- i] Staff have the right to be informed by the College of all program and course offerings as listed in the College Calendar. Program and course offerings may change from time to time
 - ii] Staff have the right to request and receive information on policies, rules, guidelines and regulations related to College matters

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7. Association Rights

- i] Staff have the right to establish an association
- ii] Staff have the right to represent the professional and constitutional interests of an association, and to act as a bargaining agent in salary and benefit negotiations with the Minister of Human Resources for the Government of Nunavut
- iii] Staff have the right to autonomy in communication with an association membership
- iv] Staff have the right to affiliate with other similar associations
- v] Staff have the right to organizational autonomy, including the right to form an association, to draw up constitutions, by-laws, and rules; to elect representatives in full freedom; to organize the administration of an association; and to formulate its programs and activities

Staff Responsibilities

8. Responsibility for Proper Conduct

- i] Staff have the responsibility to treat students and staff members without discrimination on the basis of race, religion, colour, gender, sexual orientation, age, physical characteristics, political opinion and belief, social origin, special learning needs, or property
- ii] Staff have the responsibility to refrain from physically or mentally harassing a student or another staff member by inflicting indignity or injury
- iii] Staff have the responsibility to fulfill the duties outlined in their job description, consistent with the legal rights enumerated above, and with the Collective Agreement
- iv] Staff have the responsibility to refrain from unauthorized or hazardous use of College property
- v] Staff have the responsibility to maintain a professional and dignified decorum in contact with students, other staff members, management, and the general public when representing the College

9. Responsibility to Become Informed

- i] Staff have the responsibility to familiarize themselves with course/program requirements and College policy and procedures

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10. Fulfillment of Academic Responsibilities

- i] The instructor is responsible for following the approved program/course outline throughout the teaching term and for the preparation of teaching materials
- ii] The instructor is responsible for giving students timely notice of the terms and conditions under which his/her courses are presented and for abiding by these terms and conditions as stated in the approved course syllabus
- iii] The instructor is responsible for evaluating student's work and for returning assignments and test marks within the required period of time

11. Staff who perceive their Rights as being violated are to communicate their concern(s) in writing to their immediate supervisor with a copy to the Dean or designate.

- i] The supervisor will respond to the staff member, in writing with a copy to the Dean, within two (2) working days to all written correspondence received by staff regarding this matter.
- ii] The supervisor will endeavour to resolve such matters in accordance with the policies and procedures of the College.

12. Staff who do not carry out their Responsibilities are subject to the consequences of their action(s). This may lead to dismissal from the College.