



## Policy

Policy Name	<b><i>Employment Relationship</i></b>		
Policy #	HR 1.0	Category	Human Resources
Policy Owner	AVP, Human Resources	Effective Date	December 16, 2022
Policy Lead	Director, Employee & Labour Relations	Next Review Date	December 16, 2027
Approved by	Executive Management Committee	Approval Date	December 16, 2022

### 1.0 Policy Statement

At NAIT, people matter. The NAIT community is guided by the values of Respect, Collaboration, Creativity, Accountability and Celebration. NAIT is committed to upholding these values with procedures and practices that foster a values-based culture enabling not only the achievement of NAIT's strategic goals and mandate, but also employee success. These values are evident in the employment relationship when both the employer and employees strive for openness in decision making, open communication and mutual respect.

NAIT recognizes the terms and conditions contained in the collective agreements negotiated with the Academic Staff Association and AUPE Local 38 regarding its relationship with employees. It is NAIT's intention to provide direction on those conditions that are not currently part of the collective agreements, and those that apply to management and excluded staff.

### 2.0 Scope

This Policy applies to all NAIT employees.

### 3.0 Definitions

Term	Definition
Compensation	The complete monetary package given to an employee in exchange for work

### 4.0 Guiding Principles

- 4.1 NAIT believes providing transparency regarding the manner in which its employees are compensated has an impact on employee satisfaction, retention and success. Compensation practices will be fair, reasonable and consistent in keeping with the applicable collective agreements and employment standards.

- 4.2 NAIT fosters an environment where employees of the Institute are able to develop skills and abilities in their current roles. Employees are encouraged to further their career and expertise within NAIT whenever possible.
- 4.3 Processes to review and assess the kind and level of work being performed by employees have been designed to establish fairness, which is essential to NAIT.
- 4.4 NAIT strives to provide a culture where all employees of the Institute can achieve a healthy work/life balance and receive entitlements that allow them an opportunity for rejuvenation.
- 4.5 The health of employees and their immediate family members is important to NAIT. Providing a comprehensive benefit program including health, dental, life and disability insurances in addition to an employee family and assistance program supports employee and family health and wellbeing.
- 4.6 NAIT participates in the Local Authorities Pension Plan (LAPP) to provide employees with greater financial health upon retirement.
- 4.7 NAIT recognizes its duty to accommodate employees in the workplace, that will be guided by legislation and human rights law.
- 4.8 NAIT values purposeful succession planning and recognizes the significance of experience and expertise held by employees.
- 4.9 Where a reduction in workforce is necessary, NAIT will ensure procedural fairness in the redundancy process and compensation for employees.

## 5.0 Other Related Documents

[AUPE Collective Agreement](#)

[NASA Collective Agreement](#)

[Alberta Employment Standards](#)

### ***Document History***

<i>Date</i>	<i>Action/ Change</i>
August 2018	New; Executive Approved
October 26, 2022	Updated owner/lead with new business titles; updated review date for 3 years' time; removed principle regarding flexible work (separate umbrella) and added principle regarding employee accommodation
August 4, 2023	Updated review date for 5 years (including all procedures)