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## Time Off for AUPE Convocation Workers Policy

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<b>Policy Sponsor:</b>	Vice-President Advancement
<b>Policy Contact:</b>	Chief Development Officer
<b>Policy Number:</b>	N/A
<b>Effective Date:</b>	February 9, 2015
<b>Approval Group:</b>	Executive Group
<b>Approval Date:</b>	February 9, 2015
<b>Review Date:</b>	To be reviewed biennially
<b>Procedures:</b>	<a href="#">Time Off for AUPE Convocation Workers Procedure</a>

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### **Purpose**

The purpose of this policy is to ensure that a sufficient number of Athabasca University employees who are members of the Alberta Union of Public Employees are available to work in support of the university's annual Convocation and to ensure that those AUPE employees are adequately compensated for their contributions to Convocation.

### **Scope**

This policy applies only to work done in support of the AU Convocation held in Athabasca each year. It does not apply to work done in support of other university events or Convocation-related events that may be organized at the faculty, centre or department level.

This policy does not apply to Facilities and Services employees who are required to be available to work for an undetermined number of hours during Convocation week and the week preceding Convocation.

### **Policy Statements**

1. AU encourages and supports the participation of AUPE employees in Convocation.



2. AUPE employees who work additional hours, beyond their regularly scheduled work hours, in support of AU's annual Convocation (either before or during Convocation) will be granted time off, calculated as straight time, equal to the number hours of beyond their regularly scheduled work hours that they work.

### **Related References, Policies, Procedures and Forms**

[Time Off for AUPE Convocation Workers Procedure](#)

[Overtime - Time Off In Lieu Policy](#)

[Collective Agreement between the Governors of Athabasca University and the Alberta Union of Provincial Employees on Behalf of Local 69](#)

### **History**

Executive Group, February 9, 2015 (approved)