

POLICY 6.1 – Employee Status of Professional and Managerial Eligible Staff

Policy Category: Personnel

Subject: Employee Status of Professional and Managerial Eligible Staff

Approving Authority: Board of Governors

Responsible Officer: Vice President, Operations and Finance

Responsible Office: Human Resources

Related Procedures: [Administrative Procedures for Employment Status](#)

Related University Policies & Procedures:

Effective Date: July 1, 2013

Supersedes: June 20, 2013

(Incorporated Policy 6.1 – Professional/Managerial Employment Status and Policy 6.10 – Technological Change)

I. PURPOSE

This policy describes the employee status and categories of Professional and Managerial Eligible staff members employed at Western.

II. DEFINITIONS

Professional Managerial Association (PMA) - Is an Association operated by its members, whose membership is open to all PMA Eligible staff of the University of Western Ontario employed in Professional and Managerial positions.

PMA Eligible staff - Are all regular full-time staff employed at the University of Western Ontario in Professional and Managerial positions at such Salary Grades or Levels as may be determined by Western from time to time. The current positions so classified can be found at:

https://www.uwo.ca/hr/facultystaff/comp_roles/salary_ranges.html

III. POLICY

1. The PMA is formally recognized by the university as representing the interests of its members in their employment relationship with Western.
2. Western commits to providing the necessary support required by a PMA Eligible staff member in the event of a change in responsibilities due to the introduction of new technology or business processes.

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3. Professional and Managerial Eligible staff normally exercise discretion as to the manner by which they fulfil their responsibilities, and may establish reasonably flexible work hours, in both instances subject to the operational requirements and attainment of goals and outcomes of their unit and Western.
4. The Dean/ Budget Unit Head or designate is responsible for ensuring the workload associated with a PMA eligible staff member's responsibilities is both fair and reasonable and for ensuring that either compensation or time off for assigned extra work hours, as outlined in the [Procedures for Employee Status of Professional and Managerial Eligible Staff](#) is provided in an equitable and timely manner.