

**The UNIVERSITY of WESTERN ONTARIO**  
**POLICIES and PROCEDURES**

## **9.1 EMPLOYEE RELATIONSHIP**

Classification: Personnel -  
Robarts Clinical Trials

Effective Date: 01JUL08

Supersedes: (New)

### **POLICY**

Employees covered by the Clinical Trials Policies fall into the following categories:

- a) Regular Full-Time Employee: An employee employed on a continuing basis for a minimum of 35 hours per week;
- b) Contract Employee: An employee who is employed:
  - (i) to replace a Regular Full-time employee(s) temporarily absent for any reason (e.g., leave of absence, sick leave, pregnancy leave, parental leave);
  - (ii) in a position which Robarts Clinical Trials reasonably expects at its commencement will end at a definite and predetermined time.

A Contract Term employee is not subject to the following Policies:

Policy 9.2 Vacation (Employment Standards Act will apply)

Policy 9.7 Educational Assistance Plan

Policy 9.8 Leave of Absence

Term employees shall be entitled to five (5) days of sick leave with pay upon being appointed to a Term position for more than eight (8) months duration or upon completion of eight (8) full months of service in a specific Term appointment. Should a Term employee use any portion of his/her sick leave entitlement, satisfactory proof of illness must be provided to the Supervisor or Robarts Clinical Trials Management to whom the Term employee reports, if requested.

Policy 9.11 Reduced Responsibility

Policy 9.16 Political Candidacy