

SECONDARY INTERNAL POSITION POLICY

Employees covered by this policy

This policy applies to all NSGEU, CAW, CUPE and non-unionized employees (including employed students) at StFX University. This policy is intended to work in conjunction with the Collective Agreements. Should any terms within this policy be in direct conflict with a provision of the Collective Agreement, then the Collective Agreement shall trump that term within this policy

Purpose and Scope

The purpose of this policy is to ensure that employees of the University are devoting full time and attention to the responsibilities of their primary positions. The policy will also ensure that employees are being compensated appropriately and that the University is compliant with relevant statutory obligations.

Secondary Internal Positions and Stipendiary Teaching

Prior to accepting an offer of employment for any secondary internal position or to teach a course on a stipendiary basis (including on-line courses), employees are required to complete the [Secondary Internal Position Approval Form](#) and obtain proper approvals. The employee must provide details on the nature of the secondary position or teaching assignment, including class times and office hour schedules, as well as any other information related to the impact that the assignment will have on the performance of their regular duties.

Maximum number of teaching stipends

Employees who hold full-time NSGEU, CAW, CUPE or non-union positions, will not be permitted to teach more than one stipendiary course per academic term without support from the Director, Human Resources and prior approval of Vice Presidents of both primary and secondary positions.

Maximum number of secondary internal positions

Employees will not be permitted to accept secondary positions which total more than 20 hours per week above the weekly hours of their primary position.

Engagement of Employees on Fee-for-service Contracts

Normally, employees of the University will not be engaged to undertake special assignments for the University above and beyond their normal duties (such as workshop facilitation, research projects, etc.) via fee-for-service contracts. Exceptions must be supported by the Director Human Resources and approved by the VPs of the primary and secondary positions

Non-Compliance

1. Any secondary contracts entered into after the date the policy is effective without approval in accordance with the policy are voidable at the sole option of StFX; and
2. Failure to comply with the provisions of this policy may result in disciplinary action, up to and including termination of employment, in accordance with the terms of the applicable collective agreements or other University policies. The University reserves the right to recover any profit or financial benefit achieved by an Employee as a result of non-compliance.