



Normal Service Hours

Vice-President (Finance & Corporate Services)

Guideline

1.0 Purpose

- 1.1 Significant variations in the Normal Service Hours of employees is not encouraged and any such variation which is expected to result in an increase in financial cost to the Fredericton Campus requires the approval of the appropriate Vice-President.

2.0 Applicability

- 2.1 Fredericton Campus
- 2.2 This procedure applies to all continuing full-time , continuing part-time and term full-time faculty and staff positions funded from the operating budget, including those considered to be Externally Funded Positions (i.e. recovered in full or part).

3.0 Definitions

- 3.1 Complement is defined as the quantity (as measured by Full-Time Equivalents or FTE) of faculty and staff employed by the Fredericton Campus to accomplish its primary missions of instruction, research and service to the University. This includes both faculty and support staff.
- 3.2 Externally Funded Positions are defined as positions whose funding is dependent in whole or part on funding external to the budget envelope.

4.0 Implementation

- 4.1 For workload planning, the following Normal Service Hours for one (1) Full-Time Equivalent (FTE) are recommended.
 - 4.1.1 The Normal Service Hours for all Employees in the Administrative, Professional and Technical employees group are seven and one quarter ($7 \frac{1}{4}$) hours per day, and thirty six and one quarter ($36 \frac{1}{4}$) hours per week. This represents 1,892 hours per year.
 - 4.1.2 The Normal Service Hours for employees under the University of New Brunswick's Employees Association (UNBEA) Secretaries, Accountants, Library Assistants and Clerks (SALAC) is seven and one quarter ($7 \frac{1}{4}$) hours per day and thirty-six and one quarter ($36 \frac{1}{4}$) hours per week. This represents 1,892 hours per year.
 - 4.1.3 Note that the collective agreement allows for some employees in this group to implement Normal Service Hours of eight (8) hours per day and forty (40) hours per week. This represents 2,086 hours per year.

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Revised: December 10, 2012 (Previous update Dec. 8, 2011)



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- 4.1.4 The Normal Service Hours for employees under the UNBEA's General Labour and Trades and Allied Services and Audio Visual Group (GLTA) is eight (8) hours per day and forty (40) hours per week. This represents 2,086 hours per year.
- 4.1.5 Note that the collective agreement allows for some employees in this group to implement Normal Service Hours for seven and one quarter ($7\frac{1}{4}$) hours per day and thirty-six ($36\frac{1}{4}$) hours per week. This represents 1,892 hours per year.
- 4.1.6 Note that the collective agreement allows for some employees in this group to implement Normal Service hours of Seven (7) hours per day and thirty-five (35) hours per week. This represents 1,828 hours per year.

- 4.2 Where Portfolios have funds allocated to undergraduate student employment within their annual operating budget, the FTE was determined by comparing the 2012/13 allotment to the standard annual student cost in 2012/13 of (\$10.40/hour for 1,892 hours per year) or approximately \$19,677 per year. For planning purposes, the 2013/14 budgeted rate will remain at \$10.40 per hour (includes 4% Vacation Pay).
- 4.3 Where Portfolios have funds allocated to graduate student employment within their annual operating budget, the FTE was determined by comparing the 2012/13 allotment to the standard annual student cost in 2012/13 of (\$24.12/hour for 1,892 hours per year) or approximately \$45,630 per year. For planning purposes, the 2013/14 budgeted rate is \$24.72 per hour (includes 4% Vacation Pay). A change in hours per year, from 1560 to 1892, was proposed by the School of Graduate Studies in April 2012 and will be reflected in the 2013-14 approved budget.
- 4.4 Where Portfolios have funds allocated to computer support or other part-time academic or non-academic employment, the FTE was determined using an average base salary of \$31,050 for 1,892 hours per year. This base is used consistently across Portfolios in order to consistently measure FTE and in order to make comparisons between academic and non-academic Portfolios in a consistent manner.

5.0 Interpretation and Questions

- 5.1 The Resource Planning & Budgeting (RPB) Team office is located in Room 21 of Sir Howard Douglas Hall. Questions concerning this policy may be directed to budgethelp@unb.ca

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