

**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)*

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**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 determine

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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 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.