

**ONTARIO COLLEGES OF APPLIED ARTS  
AND TECHNOLOGY**

**ACADEMIC EMPLOYEES**

**COLLECTIVE AGREEMENT**

**BETWEEN: ONTARIO COUNCIL OF REGENTS  
FOR THE COLLEGES OF  
APPLIED ARTS AND TECHNOLOGY**

**AND: ONTARIO PUBLIC SERVICE  
EMPLOYEES UNION  
(FOR ACADEMIC EMPLOYEES)**

**EFFECTIVE FROM: SEPTEMBER 1, 1991**

TO: AUGUST 31, 1994

**MEMORANDUM OF AGREEMENT,**

effective the  
9th day of November, 1992

BETWEEN

**THE ONTARIO COUNCIL OF REGENTS FOR COLLEGES  
OF APPLIED ARTS AND TECHNOLOGY**

acting through  
its Human Resources Committee with respect  
to and on behalf of Colleges of Applied Arts  
and Technology established pursuant to the  
Department of Education Act, R.S.O. 1960, c.94.  
(hereinafter referred to as the "College" or "Colleges")

-and-

**ONTARIO PUBLIC SERVICE EMPLOYEES UNION**

(hereinafter referred to as the "Union")

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## **Article 1 RECOGNITION**

**1.01** The Union is recognized as the exclusive collective bargaining agency for all academic employees of the Colleges engaged as teachers, counsellors and librarians, all as more particularly set out in Article 14, Salaries, except for those listed below:

- (i) Chairs, Department Heads and Directors,
- (ii) persons above the rank of Chair, Department Head or Director,
- (iii) persons covered by the Memorandum of Agreement with the Ontario Public Service Employees Union in the support staff bargaining unit,
- (iv) other persons excluded by the legislation, and
- (v) teachers, counsellors and librarians employed on a part-time or sessional basis.

NOTE A: Part-time in this context shall include persons who teach six hours per week or less.

NOTE B: Sessional in this context shall mean an appointment of not more than 12 months duration in any 24 month period.

## **Article 2 STAFFING**

**2.01** The Colleges shall not reclassify professors as instructors except through the application of Article 27, Job Security.

**2.02** The College will give preference to the designation of full-time positions as regular rather than partial-load teaching positions subject to such operational requirements as the quality of the programs, attainment of the program objectives, the need for special qualifications and the market acceptability of the programs to employers, students, and the community.

**2.03 A** The College will give preference to the designation of full-time positions as regular continuing teaching positions rather than sessional teaching positions including, in particular, positions arising as a result of new post-secondary programs subject to such operational requirements as the quality of the programs, enrolment patterns and expectations, attainment of program objectives, the need for special qualifications and the market acceptability of the programs to employers, students, and the community. The College will not abuse sessional appointments by failing to fill ongoing positions as soon as possible subject to such operational requirements as the quality of the programs,

attainment of program objectives, the need for special qualifications, and enrolment patterns and expectations.

**2.03 B** The College will not abuse the usage of sessional appointments by combining sessional with partial-load service and thereby maintaining an employment relationship with the College in order to circumvent the completion of the minimum 12 months sessional employment in a 24 month period.

**2.03 C** If the College continues a full-time position beyond one full academic year of staffing the position with sessional appointments, the College shall designate the position as a regular full-time bargaining unit position and shall fill the position with a member of the bargaining unit as soon as a person capable of performing the work is available for hiring on this basis.

### **Article 3 RELATIONSHIP**

**3.01** On or prior to commencement of employment, each new employee shall be provided with a copy of this Collective Agreement (also referred to as Agreement), and the names and addresses of the Union Local Executive if supplied to the College by the Union Local.

**3.02** The Colleges and the Union agree that there will be no intimidation, discrimination, interference, restraint or coercion exercised or practiced by either of them or their representatives or members because of an employee's membership or non-membership in the Union or because of an employee's activity or lack of activity in the Union or because of an employee's filing or not filing a grievance including participation in the workload complaint system.

**3.03** The Union further agrees that there will be no solicitation for membership, collection of dues, Union Executive or membership meetings or other Union activities on the College premises, except as specifically set out in this Agreement or by written permission of the College concerned, but such permission shall not be unreasonably withheld.

### **Article 4 NO DISCRIMINATION**

**4.01 A** The parties agree that, in accordance with the provisions of the Ontario Human Rights Code, there shall be no discrimination or harassment against any employee by the Union or the Colleges, by reason of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or handicap.



**4.01 B** It is understood that nothing contained in 4.01 A limits the right of an employee to grieve in accordance with the procedure as set forth in Article 32, Grievance Procedure.

**4.01 C** The parties agree that the implementation of a special program under Section 13 of the Human Rights Code, 1981, as amended, shall be deemed not to contravene 4.01 A.

**4.02 A 1** All employees covered by this Agreement have a right to freedom from harassment in the workplace because of sex by his or her employer or agent of the employer or by another employee. Harassment means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

**4.02 A 2** It is agreed that the responsibility of the College under clause 4.02 A 1 with respect to the conduct of an agent of the employer or of another employee shall be limited to the taking of all reasonable means to ensure that the conduct complained of does not occur.

**4.02 A 3** Every employee covered by this Agreement has a right to be free from:

- (i) a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the employee where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or
- (ii) a reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the employee.

**4.02 A 4** The time limits set out in Article 32, Grievance Procedure, do not apply to complaints under this Article, provided that the complaint is made within a reasonable time of the conduct complained of, having regard to all the circumstances.

**4.02 A 5** Where, at any time either before the making of a complaint or the filing of a grievance under Article 32, Grievance Procedure, the College establishes an investigation of the complaint, or the employee agrees to the establishment of such an investigation, pursuant to any staff relations policy or other procedure of the College, the time limits for the processing of the complaint or grievance under Article 32, Grievance Procedure, shall be suspended until the employee is given notice in writing of the results of the investigation.

**4.02 A 6** Where a complaint under this Article is made against an employee's supervisor, or any person with supervisory responsibilities at a higher level over the employee, any oral complaint or written grievance which is expressed in Article 32, Grievance Procedure to be presented to the supervisor may be presented directly to the College President, or the President's designee, or any person appointed by the College President specifically to deal with complaints or grievances under this provision.

**4.02 A 7** Where it appears to an arbitration board that an employee who is a grievor under this Article has made a complaint under the Ontario Human Rights Code relating to the conduct which is the subject of the grievance, the arbitration board may, as it sees fit, adjourn the grievance, stay the grievance, or dismiss the grievance.

**4.02 A 8** An employee who makes a complaint under this Article may be accompanied and represented by a Union Steward at the time of the discussion of the complaint, at each stage of the grievance procedure, and in the course of any investigation established by the College under any staff relations policy.

## **Article 5 NO STRIKE AND NO LOCK-OUT**

**5.01** The Union agrees there shall be no strike and the Council of Regents agrees there shall be no lock-out, "strike" and "lock-out" being as defined in The Colleges Collective Bargaining Act, 1975.

## **Article 6 MANAGEMENT FUNCTIONS**

**6.01** It is the exclusive function of the Colleges to:

- (i) maintain order, discipline and efficiency;
- (ii) hire, discharge, transfer, classify, assign, appoint, promote, demote, lay off, recall and suspend or otherwise discipline employees subject to the right to lodge a grievance in the manner and to the extent provided in this Agreement;
- (iii) manage the College and, without restricting the generality of the foregoing, the right to plan, direct and control operations, facilities, programs, courses, systems and procedures, direct its personnel, determine complement, organization, methods and the number, location and classification of personnel required from time to time, the number and location of campuses and facilities, services to be performed, the scheduling of assignments and work, the extension, limitation, curtailment, or cessation of operations and all other rights and responsibilities not specifically modified elsewhere in this Agreement.

**6.02** The Colleges agree that these functions will be exercised in a manner consistent with the provisions of this Agreement.

## **Article 7 UNION/COLLEGE COMMITTEE (LOCAL)**

**7.01** The Union Local may appoint a Committee at each College composed of up to three members from among employees who have completed the probationary period. Where a College has another Campus more than 32 km away from the College's main establishment, with at least 20 employees covered by this agreement employed thereat, the Union Local may appoint a Campus Committee of up to three members, two of whom shall be from employees on that Campus who have completed the probationary period.

**7.02** A Committee of three members appointed by the College or Campus officials will meet with the Union College or Campus Committee at a mutually agreed time and place provided that either party requests and gives at least seven days prior notice accompanied by an agenda of matters proposed to be discussed. It is agreed that matters to be the subject of discussion at meetings include:

- (i) the local application of this Agreement;
- (ii) clarification of procedures or conditions causing misunderstanding or grievances;
- (iii) an internal complaint process to facilitate the resolution of employee complaints that do not fall within the provisions of 11.01, 11.02 or 32, Grievance Procedure;
- (iv) other matters which are mutually agreed upon;
- (v) if requested by the Union Local, the rationale for a sessional appointment by the College shall be the subject of discussion; and
- (vi) if requested by the Union Local, the College shall explain its rationale for its application of Article 2, Staffing, or 27.05 (iii). In particular, it will consider any representations which the Union Local may make with respect to the assigning of work on a full-time or a sessional, partial-load or part-time basis, and with respect to the feasibility of assigning work on a full-time basis rather than on a sessional, partial-load or part-time basis.

It is understood that the College will continue to make reasonable provision for the environmental conditions of air, light, space and temperature of employees' work areas in the College. A complaint of an employee concerning the environmental conditions mentioned above, shall be discussed at a meeting under this Article and not under the provisions of Article 32, Grievance Procedure. It is agreed that meetings under this Article shall not concern or entertain matters that are properly the subject of meetings as provided in 34.02.

**7.03** Where it is considered mutually desirable that the Union Local and the College set out in writing the resolution of a matter as to the local application of this Agreement or clarification of procedures or conditions causing misunderstanding or grievances as referred to in 7.02 (i) or (ii), such resolution may be signed by the parties and apply for the

specific terms agreed upon but, in any event, shall not continue beyond the term of this Agreement as currently in effect.

## **Article 8 UNION BUSINESS**

**8.01** That up to a maximum of five persons per College be released from duty for sufficient time to engage in Arbitration Board Hearings or Provincial Union Committee Meetings for members thereof or Union conventions for elected delegates thereto (which may include seminars or conferences which will be considered by the College concerned on their individual merit(s)), provided such release, which shall not be unreasonably withheld, does not in the opinion of the College President, interfere with the efficient operation of the College.

**8.02** The regular salary, pensions, sick leave, insurance and other fringe benefits of employees released from duty under 8.01 shall continue to be paid by the College. The Union shall reimburse the College for the regular salary portion, or in the case of attendance of Union appointees, at meetings with management appointees of the Joint Educational Qualifications Subcommittee, Joint Insurance Committee, Pension Consultative Committee, Employee/Employer Relations Committee, Joint Grievance Scheduling Committee or such other Joint Union Management Committees as the Union and Council may subsequently agree in writing will be similarly treated for 50% of the regular salary portion.

**8.03 A** The Colleges agree to provide paid leaves of absence for the seven employees who are the members of the Union's negotiating team. These leaves shall extend from the beginning of bargaining for a new contract until such date as it is completed, not just for the specific times at which direct negotiations are being conducted.

**8.03 B** The regular salary, pension, sick leave, insurance, and other fringe benefits of employees released from duty under 8.03 A shall continue to be paid by the College. Such leave shall be with full accumulation of seniority. Employees on leave under this Article shall enjoy all rights provided by the Agreement and shall be deemed to have completed satisfactorily the total duties they could otherwise have been assigned.

**8.04 A** The parties agree as to the desirability of a mutually acceptable basis for reduced teaching or work assignment of a full-time employee who has completed the probationary period for the purpose of assisting employees and the Union Local in the administration of this Agreement and the business directly pertinent thereto. The parties also agree that it is desirable that such basis be mutually resolved at the College level by the College and Union Local Committees in order to take into account variations of:

- (i) the philosophical desirability of any teaching or work assignment reduction having regard to the Local structure of its officers and their function;

- (ii) the distribution of employees at the various campuses concerned and the distances involved together with the other physical characteristics and organization of the college concerned.

**8.04 B** In recognition that resolution locally as referred to in 8.04 A may not be possible for a variety of reasons, the parties agree to the following basis for reduction in teaching or work assignments to facilitate assistance to employees and the Union Local in the administration of this Agreement and the business directly pertinent thereto:

- (i) In each College, there shall be a reduction of up to 30 teaching contact hours per week (as selected by the Union Local) that would otherwise have been assigned. For these hours the Union Local shall reimburse the College for 25% of the regular salary portion of the first 15 hours. The Union Local shall reimburse the College for 50% of the regular salary portion of the next 15 hours. In the case of a Librarian or Counsellor, three hours of work or assignment shall be deemed equivalent to one teaching contact hour for the purpose of this Article only. For the purposes of workload calculation, each teaching contact hour shall be credited as 2.17 workload hours to be recorded on the Standard Workload Form (SWF).
- (ii) In each College there shall be a further reduction of up to 35 teaching contact hours per week (as selected by the Union Local) that would otherwise have been assigned. For these hours the Union Local shall reimburse the College for 100% of the regular salary portion. In the case of a Librarian or Counsellor, three hours of work or assignment shall be deemed equivalent to one teaching contact hour for the purpose of this Article only. For the purposes of workload calculation, each teaching contact hour shall be credited as 2.17 workload hours to be recorded on the SWF.

**8.05 A** The Union Local President shall advise the College President by June 1 of each year of the employee(s) to have a reduced teaching or work assignment pursuant to the provisions of 8.04 and the College shall arrange the reductions effective for the academic year commencing September 1 subject to the availability of a suitable replacement or substitute for the employee(s) concerned and the efficient operation of the College.

**8.05 B** The regular salary, pensions, sick leave, insurance and other fringe benefits of employees with a reduced teaching or work assignment pursuant to 8.04 shall continue to be paid by the College and the Union shall reimburse the College as provided for in 8.04.

**8.05 C** It is agreed that such employee(s) when active in Union business shall not hinder or interfere with College assignments and the regular performance of employees' duties and responsibilities and shall co-operate with College officials in this objective.

**8.06** Upon application in writing by the Union to the Human Resources Committee through the College concerned, a leave of absence shall be granted to two employees elected to a

full-time position with the Union, subject to the availability of a suitable replacement or substitute for the person concerned. Such leave of absence shall be for one term of office of two years unless extended for a specific period on agreement of the parties. Such leave of absence shall be without salary, pensions, sick leave, insurance and other fringe benefits but shall, notwithstanding 27.03 D, be with full accumulation of seniority.

## **Article 9 EMPLOYEE/EMPLOYER RELATIONS COMMITTEE**

### **Purpose**

**9.01** The parties agree to establish an Employee/Employer Relations Committee (E.E.R.C.) in order to:

- (i) Facilitate communications between Management and the Union at the Provincial level in an unconstrained, yet official manner during the life of the Agreement;
- (ii) Preclude and resolve common problems during the life of the Agreement;
- (iii) Permit both Parties to enter negotiations with much of the groundwork completed.

### **Membership**

**9.02 A** The Committee will be composed of equal representation not to exceed a total of ten members, five appointed by each Party.

**9.02 B** Each Party shall designate a Co-Chair and they will be responsible for the coordination of the Committee meetings.

**9.02 C** The Committee shall determine its own internal procedure.

**9.02 D** Union members of the Committee may be released from duty without loss of pay for the purpose of attending meetings. Such leave of absence shall not be unreasonably withheld, recognizing the need for efficiency of operations of the College. Union members who are not on duty will attend meetings on their own time. Travelling expenses and other expenses incurred by the Union members of the Committee will be borne by the Union.

### **Meetings**

**9.03 A** The frequency of meetings shall be as established by the Committee.

**9.03 B** The Committee will primarily concern itself with matters that have Province-wide application and other items as mutually agreed upon that do not constitute altering or changing the Agreement.

**9.03 C** The Committee will consider matters of a local College concern. Either Party will inform the other Party if an item is to be referred to the E.E.R.C. prior to its being discussed by the E.E.R.C.

**9.03 D** The Committee will discuss College practices on utilization of sessional employees and all matters regarding the use of sessional employees referred to it.

**9.03 E** The Committee will not address items that are the subject of a grievance unless both parties to the grievance so agree.

**9.03 F** It is recognized that the Committee is not intended as a decision-making body. However, the Committee may make recommendations as appropriate.

**9.03 G** The Committee will examine issues relating to employment equity and means of enhancing it, including an examination of the recognition of part-time service under the College's Classification Plans.

**9.03 H** The Committee will examine the adequacy of information supplied to the Union Local, including information supplied under 27.02 D, 27.04 and 27.12.

## **Article 10 UNION DEDUCTION**

**10.01** There shall be an automatic deduction of an amount equivalent to the regular monthly membership dues from the salaries of all employees.

**10.02** Regular monthly membership dues shall be in the amount established in accordance with the Union's Constitution and By-laws and may include an amount for the Union Local which has also been established in accordance with such Constitution and By-laws. The Union shall advise the College in writing of the amount (including the Union Local portion) to be deducted.

**10.03** The amount so deducted shall be remitted to the Union Head Office and the Local Treasurer in the appropriate amounts in accordance with and subject to the conditions set out in Section 54 of the Colleges Collective Bargaining Act, 1975. The cheques shall be accompanied by a list of the names and locations of employees from whom the deductions have been made and forwarded not later than the 15th day of the month following the month in which such deductions have been made.

**10.04** The Union agrees to indemnify and keep the College harmless from any claim by an employee arising out of the deduction arrangements set out in this Article.

**10.05** By January 31 of each year the Union shall be provided with information regarding the number of persons in each classification by salary step and by College.

## **Article 11 WORKLOAD**

**11.01 A** Each teacher shall have a workload that adheres to the provisions of this Article.

**11.01 B 1** Total workload assigned and attributed by the College to a teacher shall not exceed 44 hours in any week for up to 36 weeks in which there are teaching contact hours for teachers in post-secondary programs and for up to 38 weeks in which there are teaching contact hours in the case of teachers not in post-secondary programs.

The balance of the academic year shall be reserved for complementary functions and professional development.

Workload factors to be considered are:

- (i) teaching contact hours
- (ii) attributed hours for preparation
- (iii) attributed hours for evaluation and feedback
- (iv) attributed hours for complementary functions

**11.01 B 2** A "teaching contact hour" is a College scheduled teaching hour assigned to the teacher by the College.

**11.01 C** Each teaching contact hour shall be assigned as a 50 minute block plus a break of up to ten minutes.

The voluntary extension of the teaching contact hour beyond 50 minutes by the teacher and any student(s) by not taking breaks or by re-arranging breaks or by the teacher staying after the period to consult with any student(s) shall not constitute an additional teaching contact hour.



**11.01 D 1** Weekly hours for preparation shall be attributed to the teacher in accordance with the following formula:

---

TYPE OF COURSE	RATIO OF ASSIGNED TEACHING CONTACT HOURS TO ATTRIBUTED HOURS FOR PREPARATION
New	1 : 1.10
Established A	1 : 0.85
Established B	1 : 0.60
Repeat A	1 : 0.45
Repeat B	1 : 0.35
Special A	as indicated below
Special B	as indicated below

---

**11.01 D 2** No more than four different course preparations or six different sections shall be assigned to a teacher in a given week except by voluntary agreement which shall not be unreasonably withheld.

**11.01 D 3** For purposes of the formula:

- (i) "New" refers to the first section of a course which the teacher is
  - teaching for the first time. (This definition does not apply to a new full-time teacher who has previously taught the course as a Partial-Load, Sessional or Part-time employee, nor to courses designated as "Special" as defined below); or
  - teaching for the first time since a major revision of the course or curriculum has been approved by the College.
- (ii) "Established A" refers to the first section of a course which the teacher has previously taught but not within the previous three academic years.
- (iii) "Established B" refers to the first section of a course which the teacher has taught within the previous three academic years.
- (iv) Where a non-language course is to be taught in more than one language the first section taught in a second language shall be regarded as "New" or "Established".
- (v) "Repeat A" refers to another section which the teacher is teaching concurrently with the same course for which hours of preparation have been attributed under "New" or "Established", but to students in a different program or year of study.

- (vi) "Repeat B" refers to another section which the teacher is teaching concurrently with the same course for which hours of preparation have been attributed under "New" or "Established" or "Repeat A" to students in the same program and year of study.
- (vii) "Special A" refers to sections of courses in which students may enter on a continuous intake basis or courses which have been organized into individualized self-learning packages.

The first section of a "Special A" course which the teacher has not taught before or which the teacher has not taught within the previous three academic years attracts the numerical value in "Established A" (1:0.85).

The first section of a "Special A" course which the teacher has taught within the previous three academic years, attracts the numerical value in "Established B" (1:0.60).

Repeat sections of a "Special A" course attract the numerical value in "Repeat A" (1:0.45).

- (viii) "Special B" refers to preparation for sections of a course in which the objectives describe the students' application of knowledge in actual work settings.

The first section of a "Special B" course which the teacher has not taught before or which the teacher has not taught within the previous three academic years attracts the numerical value in "Established A" (1:0.85).

The first section of a "Special B" course which the teacher has taught within the previous three academic years, attracts the numerical value in "Established B" (1:0.60).

Repeat sections of a "Special B" course attract the numerical value in "Repeat B" (1:0.35).

Additional time necessary to arrange and prepare for student placement in such learning situations shall be attributed on an hour for hour basis and recorded on the Standard Workload Form (SWF), as referred to in 11.02.

- (ix) Hours for curriculum review or course development assigned to a teacher on an ongoing basis, in lieu of teaching or in a non-teaching period, shall be attributed on an hour for hour basis and recorded on the SWF.

**11.01 E 1** Weekly hours for evaluation and feedback in a course shall be attributed to a teacher in accordance with the following formula:

---

RATIO OF ASSIGNED TEACHING CONTACT HOURS TO  
ATTRIBUTED HOURS FOR EVALUATION AND FEEDBACK

---

Essay or Project	Routine or Assisted	In-Process
1:0.030 per student	1:0.015 per student	1:0.0092 per student

**11.01 E 2** For purposes of the formula:

- (i) "Essay or project evaluation and feedback" is grading:
  - essays
  - essay type assignments or tests
  - projects; or
  - student performance based on behavioral assessments compiled by the teacher outside teaching contact hours.
- (ii) "Routine or assisted evaluation and feedback" is grading by the teacher outside teaching contact hours of short answer tests or other evaluative tools where mechanical marking assistance or marking assistants are provided.
- (iii) "In-process evaluation and feedback" is evaluation performed within the teaching contact hour.
- (iv) Where a course requires more than one type of evaluation and feedback, the teacher and the supervisor shall agree upon a proportionate attribution of hours. If such agreement cannot be reached the College shall apply evaluation factors in the same proportion as the weight attached to each type of evaluation in the final grade for the course.

**11.01 E 3** The number of students in a course or section shall be determined initially by the College's planning estimates and recorded on the SWF as provided for in 11.02.

The number of students in a course or section shall be reviewed after the enrolment audit dates and not later than the completion of the course or section or, at the request of the teacher, following the last day for withdrawal of registration by the student(s), and revised where appropriate.

The number of students in a continuous intake program, course or section shall be reviewed every three months at the request of either the College or the teacher and determined as the weighted average of the number of students formally registered over the duration of the program, course or section. The weighted average shall be calculated by summing the number of formally registered students in each week of the program, course or section and then dividing the sum by the number of weeks in the duration of the program, course or section.

**11.01 F** Complementary functions appropriate to the professional role of the teacher may be assigned to a teacher by the College. Hours for such functions shall be attributed on an hour for hour basis.

An allowance of a minimum of five hours of the 44 hour maximum weekly total workload shall be attributed as follows:

three hours for routine out-of-class assistance to individual students

two hours for normal administrative tasks.

**11.01 G 1** Where preparation, evaluation, feedback to students and complementary functions can be appropriately performed outside the College, scheduling shall be at the discretion of the teacher, subject to the requirement to meet appropriate deadlines established by the College.

**11.01 G 2** Where there are atypical circumstances affecting the workload of a teacher or group of teachers which are not adequately reflected in this Article 11, Workload, additional hours shall be attributed, following discussion between each teacher individually and the supervisor, on an hour for hour basis.

**11.01 H 1** The College shall allow each teacher at least ten working days of professional development in each academic year.

**11.01 H 2** Unless otherwise agreed between the teacher and the supervisor, the allowance of ten days shall include one period of at least five consecutive working days for professional development.

**11.01 H 3** The arrangements for such professional development shall be made following discussion between the supervisor and the teacher subject to agreement between the supervisor and the teacher, and such agreement shall not be unreasonably withheld.

**11.01 I** Teaching contact hours for a teacher in post-secondary programs shall not exceed 18 in any week. Teaching contact hours for a teacher not in post-secondary programs shall not exceed 20 in any week.

**11.01 J 1** Notwithstanding the above, overtime worked by a teacher shall not exceed one teaching contact hour in any one week or three total workload hours in any one week and shall be voluntary.

**11.01 J 2** Such teaching contact hour agreed to in excess of the respective weekly teaching contact hour maximum shall be compensated at the rate of 0.1% of annual salary. Such workload hours agreed to in excess of the 44 hour weekly workload maximum shall be compensated at the rate of 0.1% of annual salary. Such overtime payments shall be for the greater amount but shall not be pyramided.

**11.01 J 3** All such voluntary overtime agreements, which shall not be unreasonably withheld, shall be set out in writing on the SWF for that period by the College and filed with the teacher and the Union Local within ten days.

**11.01 J 4** Probationary teachers shall not be assigned teaching contact hours or total workload hours in excess of the maxima under any circumstances.

**11.01 K 1** Contact days (being days in which one or more teaching contact hours are assigned) shall not exceed 180 contact days per academic year for a teacher in post-secondary programs or 190 contact days per academic year for a teacher not in post-secondary programs.

**11.01 K 2** Weekly contact hours assigned to a teacher by the College may be scheduled into fewer than five contact days and such compressed schedule shall be deemed to be five contact days.

**11.01 K 3** Teaching contact hours shall not exceed 648 teaching contact hours per academic year for a teacher in post-secondary programs or 760 teaching contact hours per academic year for a teacher not in post-secondary programs.

**11.01 K 4** Compensation for work in excess of the maxima set out above shall be paid by the College to the teacher on the basis of:

- (i)  $\frac{1}{180}$  or  $\frac{1}{190}$  respectively of the teacher's annual salary for each contact day in excess of the 180 or 190 contact day annual maximum;
- (ii) 0.1% of the teacher's annual salary for each teaching contact hour in excess of the 648 or 760 teaching contact hour annual maximum.

Such compensation shall be for the greatest amount and shall not be pyramided under this clause or under 11.01 J.

**11.01 L 1** The contact day shall not exceed eight hours from the beginning of the first assigned hour to the end of the last assigned hour.

**11.01 L 2** Every effort shall be made to ensure that work will not be assigned to begin less than 12 hours after the end of the previous day's work assignment.

**11.01 L 3** A teacher shall not normally be assigned work on calendar Saturdays or Sundays. Where a teacher is assigned to work on a Saturday or Sunday, the teacher shall be credited with one and one-half times the credit hours normally given for hours so assigned and attributed.

**11.01 L 4** A teacher may agree in writing to waive the premium credits provided for in 11.01 L 3 for a specified period of time.

**11.01 M** Where a Union Local and a College agree in writing on terms governing workload assignments at the College, such agreements shall be binding on the College, the Union Local and the teachers and timetables shall be established in accordance with such local agreements.

**11.02 A 1 (a)** Prior to the establishment of a total workload for any teacher the supervisor shall discuss the proposed workload with the teacher and complete the SWF, attached as Appendix I, to be provided by the College. The supervisor shall give a copy to the teacher not later than six weeks prior to the beginning of the period covered by the timetable excluding holidays and vacations. It is recognized that if the SWF is subsequently revised by the College, it will not be done without prior consultation with the teacher.

**11.02 A 1 (b)** The College may, where a change in circumstances requires it, amend assignments provided to a teacher after the original assignment, subject to the teacher's right to refer any matter to the College Workload Monitoring Group (WGM) referred to in 11.02 B 1 and if necessary, the Workload Resolution Arbitrator (WRA) referred to in 11.02 E 1 and appointed under 11.02 F 1.

**11.02 A 2** The SWF shall include all details of the total workload including teaching contact hours, accumulated contact days, accumulated teaching contact hours, number of sections, type and number of preparations, type of evaluation/feedback required by the curriculum, class size, attributed hours, contact days, language of instruction and complementary functions.

**11.02 A 3** Following receipt of the SWF, the teacher shall indicate in writing on the SWF whether in agreement with the total workload. If not in agreement the teacher and the supervisor may add such other comments as is considered appropriate and may indicate in writing that the workload should be reviewed by the College WGM.

**11.02 A 4** In the event that the teacher is not in agreement with the total workload and wishes it to be reviewed by the WGM, the teacher must so indicate in writing to the supervisor within three working days from date of receipt of the SWF.

Absent such indication, the teacher shall be considered to be in agreement with the total workload. The completed SWF will be forwarded by the supervisor to the WMG within three working days from date of receipt from the teacher with a copy to be given to the teacher.

**11.02 A 5** The timetable shall set out the schedule and location of assigned workload hours reported on the SWF, on a Timetable Form to be provided by the College, and a copy shall be given to the teacher no less than two weeks prior to the beginning of the period covered by the timetable, which shall be the same period as that covered by the SWF.

**11.02 A 6 (a)** In the event of any difference arising from the interpretation, application, administration or alleged contravention of 11.01 or 11.02, a teacher shall discuss such difference as a complaint with the teacher's immediate supervisor.

The discussion shall take place within 14 days after the circumstances giving rise to the complaint have occurred or have come or ought reasonably to have come to the attention of the teacher in order to give the immediate supervisor an opportunity of adjusting the complaint. The discussion shall be between the teacher and the immediate supervisor unless mutually agreed to have other persons in attendance. The immediate supervisor's response to the complaint shall be given within seven days after discussion with the teacher.

Failing settlement of such a complaint, a teacher may refer the complaint, in writing, to the WMG within seven days of receipt of the immediate supervisor's reply. The complaint shall then follow the procedures outlined in 11.02 B through 11.02 F.

**11.02 A 6 (b)** Grievances arising with respect to Article 11, Workload, other than 11.01 and 11.02 shall be handled in accordance with the grievance procedure set out in Article 32, Grievance Procedure.

**11.02 B 1** There shall be a College WMG at each College.

**11.02 B 2** Each WMG will be composed of eight members, with four to be appointed by the College and four appointed by the Union Local unless the College and the Union Local otherwise agree. The term of office of each member of the WMG shall be two years, commencing on April 1 in each year with four members of the WMG, two College appointees and two Union appointees, retiring on March 31 of each year. A quorum shall be comprised of four, six or eight members with equal representation from the College and Union Local.

Alternative arrangements may be made at the local level upon agreement of the Union Local and the College.

**11.02 C 1** The functions of the WMG shall include:

- (i) reviewing workload assignments in general at the College and resolving apparent inequitable assignments;
- (ii) reviewing specific disputes pursuant to 11.02 A 4 and/or 11.02 A 6 (a) and where possible resolving such disputes;
- (iii) making recommendations to the College on the operation of workload assignments at the College;
- (iv) reviewing individual workload assignments where requested by the teacher or the Union Local and, where possible, resolving the disputes;
- (v) making recommendations to the College and Union Local committees appointed under Article 7, Union College Committee, as to amendments or additions to the provisions governing workload assignments at the College for local negotiation in accordance with 11.02 G in order to address particular workload needs at the College.

**11.02 C 2** The WMG shall in its consideration have regard to such variables affecting assignments as:

- (i) nature of subjects to be taught;
- (ii) level of teaching and experience of the teacher and availability of technical and other resource assistance;
- (iii) size and amenity of classroom, laboratory or other teaching/learning facility;
- (iv) numbers of students in class;
- (v) instructional modes;
- (vi) availability of time for the teacher's professional development;
- (vii) previously assigned schedules;
- (viii) lead time for preparation of new and/or changed schedules;
- (ix) availability of current curriculum;
- (x) students with special needs;
- (xi) introduction of new technology;
- (xii) the timetabling of workload.

**11.02 D 1** The WMG shall meet where feasible within one week of receipt of a workload complaint or at the request of any member of the WMG.

**11.02 D 2** The WMG shall have access to all completed SWFs and such other relevant workload data as it requires to review workload complaints at the College.

**11.02 D 3** The WMG or any member of it may require the presence of the supervisor and/or the teacher before it to assist it in carrying out its responsibilities.

**11.02 D 4** Any decision made by a majority of the WMG with respect to an individual workload assignment shall be in writing and shall be communicated by the College to the teacher, the supervisor, the senior academic officer at the College and the Union Local President as soon as possible after the decision is arrived at.



**11.02 D 5** Such decision shall be binding on the College, the Union Local and the teacher involved.

**11.02 E 1** If following a review by the WMG of an individual workload assignment which has been forwarded to the WMG, the matter is not resolved, the teacher shall be so advised in writing. The matter may then be referred by the teacher to a WRA provided under the agreement. Failing notification by the WMG within three weeks of the referral of the workload assignment to the WMG, the teacher may refer the matter to the WRA.

**11.02 E 2** If the teacher does not refer an assignment to the WRA within one week of the receipt by the teacher of notification by the WMG that it has been unable to settle the matter, the matter will be considered to have been settled.

**11.02 F 1** One or more WRAs shall be jointly selected by the College President and the Union Local President. The appointment of a WRA shall be from July 1 until June 30 of the following year unless both parties otherwise agree in writing. A WRA shall act on a rotation basis or as otherwise agreed.

**11.02 F 2** A WRA shall indicate to the College President and the Union Local President, in writing, willingness to act within the time frames specified in this Article.

**11.02 F 3** In the event that the College President and the Union Local President are unable to agree upon the appointment of a WRA, either the College or the Union Local may request the College Relations Commission to appoint a WRA and the WRA shall, upon appointment by the College Relations Commission, have the same powers as if the appointment had been made by the College and the Union Local as provided herein.

**11.02 F 4** The College and the Union Local will provide to a WRA the SWF and any other documents which were considered by the WMG in its deliberations and such other information as the WRA considers relevant.

**11.02 F 5** A WRA shall determine appropriate procedure. The WRA shall commence proceedings within two weeks of the referral of the matter to the WRA. It is understood that the procedure shall be informal, that the WRA shall discuss the matter with the teacher, the teacher's supervisor, and whomever else the WRA considers appropriate.

**11.02 F 6** A WRA shall, following the informal discussions referred to above, issue a written award to the College and the Union Local and to the teacher, resolving the matter. Such award shall be issued by the WRA within ten working days of the informal discussion. The award shall only have application to the teacher affected by the matter and shall have no application beyond the end of a twelve-month period from the date of the beginning of the workload assignment.

**11.02 F 7** On request of either or both parties within five working days of such award, the WRA shall provide a brief explanation of the reasons for the decision.

**11.02 F 8** The award of the WRA shall be final and binding on the parties and the teacher, and shall have the same force and effect as a Board of Arbitration under Article 32, Grievance Procedure.

**11.02 F 9** Having regard to the procedures set out herein for the resolution of disputes arising under 11.01 and 11.02, no decision of the WMG or award of the WRA is subject to grievance or any other proceeding.

**11.02 F 10** The Colleges and the Union shall each pay one-half of the remuneration and expenses of a WRA.

**11.02 F 11** Where a referral is made to the WMG or the WRA by more than one teacher, references in the article to "teacher" shall be read as "teachers".

**11.02 F 12** References to "teacher" in this Article include "instructor" but do not include partial-load teachers.

**11.02 G** It is recognized that speedy resolution of workload disputes is advantageous to all concerned. Therefore, the College and Union Local committees appointed under Article 7, Union Local College Committee, have the authority to agree to the local application of Article 11, Workload, and such agreement may be signed by them and apply for the specific term of this Agreement as currently in effect. Also, such agreement shall not serve as a precedent for the future at that or any other College. Such agreement is subject to ratification by the Union Local membership within ten days and is subject to approval by the College President.

**11.03** The academic year shall be ten months in duration and shall, to the extent it be feasible in the several colleges to do so, be from September 1 to the following June 30. The academic year shall in any event permit year-round operation and where a College determines the needs of any program otherwise, then the scheduling of a teacher in one or both of the months of July and August shall be on a consent or rotational basis.

**11.04 A** The assigned hours of work for Librarians and Counsellors shall be 35 hours per week.

**11.04 B 1** The College shall allow each Counsellor and Librarian at least ten working days of professional development in each academic year.

**11.04 B 2** Unless otherwise agreed between the Counsellor or Librarian and the supervisor, the allowance of ten days shall include one period of at least five consecutive working days for professional development.

**11.04 B 3** The arrangements for such professional development shall be made following discussion between the supervisor and the Counsellor or Librarian subject to agreement between the supervisor and the Counsellor or Librarian, and such agreement shall not be unreasonably withheld.

**11.04 C** Where Counsellors and Librarians are assigned teaching responsibilities the Colleges will take into consideration appropriate preparation and evaluation factors when assigning the Counsellors' and Librarians' workload.

**11.05** The parties agree that no College shall circumvent the provision of this Article by arranging for unreasonable teaching loads on the part of persons who are excluded from or not included in the academic bargaining unit.

**11.06** During the period of assigned workload, teachers shall not take any employment, consulting or teaching activity outside the College except with the prior written consent of the supervisor. The consent of the supervisor shall not be unreasonably withheld.

**11.07** Where the College requires the performance of work beyond the limits herein established, the College shall provide any such teachers with proper work facilities during such period.

**11.08** In keeping with the professional responsibility of the teacher, non-teaching periods are used for activities initiated by the teacher and by the College as part of the parties' mutual commitment to professionalism, the quality of education and professional development.

Such activities will be undertaken by mutual consent and agreement will not be unreasonably withheld.

Such activities will neither be recorded nor scheduled except as in accordance with 11.01 G 1.

## **Article 12 TUITION SUBSIDY**

**12.01** An employee in the bargaining unit may take, for a tuition fee of not more than \$20.00, on the employee's own time,

- (i) Ministry approved programs or courses,  
or
- (ii) other programs or courses as mutually agreed, which the College currently offers. The employee must meet the normal entrance and admission requirements.

**Article 13  
COPYRIGHT**

**13.01** Except as may be otherwise mutually agreed between the employee and the College, a work commissioned by the College, or produced pursuant to the employee's normal administrative or professional duties with the College, shall be and remain the property of the College. Other works produced by an employee shall be and remain the property of the employee. Nothing contained herein shall adversely affect any rights an employee may have under the Copyright Act (Canada) and in particular the subsection addressing "work made in the course of employment".

**Article 14  
SALARIES**

**14.01 A** Determination of starting salaries and progression within the salary schedules shall be in accordance with the Job Classification Plans dated November 28, 1989 (see page 141-149). The application to certain present employees above the maximum step on the salary schedule shall continue as set out in 14.03.

**14.01 B** The College shall, upon the initial hiring of an employee in the bargaining unit, forward a copy of the initial step placement calculation to the Union Local President.

**14.02 A** The salary schedules in 14.03 will apply to persons teaching more than 12 hours on a regular basis. Persons teaching over six and up to and including 12 hours on a regular basis will be covered by 14.04.

**14.02 B** It is recognized that a full-time teacher who may be assigned by the College to an instructional assignment of less than 13 hours per week shall continue to be paid on the basis of salary rather than on an hourly rate except as may occur through the application of Article 27, Job Security, or as may be mutually agreed between the employee and the College.

**14.02 C 1** A full-time employee may request and, with the approval of the College, may undertake a less than full-load assignment for a mutually agreed period.

**14.02 C 2** Such employee shall be paid on the basis of pro-rata salary rather than on an hourly rate. Seniority shall accumulate on a pro-rata basis. The method of calculating pro-rata salaries and benefits under this section shall be established by mutual agreement between the employee and the College. The request of the employee shall be in writing and a copy provided to the Union Local President.

**Salary Schedules for full-time Professors, Counsellors and Librarians.**

**14.03 A 1 (a)** The following table indicates the salary paid at each step on the Salary Schedule to Professors, Counsellors and Librarians.

Step level	Effective September 1, 1991	Effective September 1, 1992	Effective September 1, 1993
Step 2	\$33,644	\$35,091	
Step 3	35,434	36,958	\$37,697
Step 4	37,226	38,827	39,603
Step 5	39,016	40,694	41,508
Step 6	40,807	42,562	43,413
Step 7	42,599	44,431	45,319
Step 8	44,388	46,297	47,223
Step 9	46,179	48,165	49,128
Step 10	47,969	50,032	51,032
Step 11	49,760	51,900	52,938
Step 12	51,550	53,767	54,842
Step 13	53,342	55,636	56,748
Step 14	55,132	57,503	58,653
Step 15	56,924	59,372	60,559
Step 16	58,710	61,235	62,459
Step 17		63,097	64,359
Step 18			66,259

## Maximum Salary Table

**14.03 A 1 (b)** The following table indicates both the maximum salary level attainable by an employee based on that employee's relevant formal education levels and equivalencies and the maximum starting step for that employee on the Salary Schedule.

Maximum Step Level Attainable	Required Qualifications
Maximum Step on the salary schedule (maximum)	4-year Canadian University Degree or more; C.G.A.; P.Eng.;C.A.;C.M.A. (formerly R.I.A.)
One Step below Maximum	3-year CAAT Diploma or General Pass University Degree or Certified Journeyman* holding equivalent qualifications**
Two Steps below Maximum	2-year CAAT Diploma or Certified Journeyman*
Three Steps below Maximum	1-year Post Secondary certificate
Four Steps below Maximum	No formal post secondary diploma, certificate or degree
Maximum Starting Salary	Four Steps below the maximum salary step attainable by that employee

NOTE: Formal educational qualifications not specified above will be subject to evaluation by the Joint Educational Qualifications Subcommittee, as described in Appendix II.

\* "Journeyman" is to be replaced with appropriate term when the Apprenticeship Act is amended.

\*\* Equivalent qualifications for a certified Journeyman\* or someone treated as such, shall mean the successful completion of five full year CAAT courses at the technologists level of which two are directly related to the individual's area of expertise, or the equivalent. The course of study leading to equivalent qualifications for a certified Journeyman\* or someone treated as such, shall be approved in advance by the College.

**Control Point Table**

**14.03 A 2 (a)** Annual increments to the control point are based on experience, at the rate of one step for each completed year on-the-job experience. Above the control point, but not beyond the maximum, one step will be granted where performance in the past year was satisfactory. For the purposes of this paragraph the following shall be considered as on-the-job experience: leave for union activities, paid leave of absence, secondment.

**14.03 A 2 (b)** The following table indicates the control point relevant for an employee based on the maximum salary level that employee may attain in the salary schedule. The control point relevant to full-time instructors is contained within the wage schedule 14.03 A 2 (c).

Maximum Step Attainable	Control Point 1991-92	Control Point 1992-93	Control Point 1993-94
Step 12	Step 6		
Step 13	Step 7	Step 7	
Step 14	Step 7	Step 7	Step 8
Step 15	Step 8	Step 8	Step 9
Step 16	Step 8	Step 8	Step 9
Step 17		Step 9	Step 10
Step 18			Step 10

**Salary Schedules for full-time Instructors.**

**14.03 A 2 (c)** The following table indicates the salary paid at each Step on the Salary Schedule to full-time Instructors.

Step level	Effective September 1, 1991	Effective September 1, 1992	Effective September 1, 1993
Minimum	\$25,665	\$26,769	\$27,304
Step 1	27,459	28,640	29,213
Step 2	29,248	30,506	31,116
Step 3	31,038	32,373	33,020
Step 4	32,830	34,242	34,927
Step 5*	34,621	36,110	36,832
Step 6	36,410	37,976	38,736
Step 7**	38,202	39,845	40,642
Step 8	39,993	41,713	42,547
Step 9	41,784	43,581	44,453
Step 10	43,574	45,448	46,357

\* Control Point of Range

\*\* Maximum Starting Salary

**Guidelines**

**Allowances - Professors**

**14.03 A 3** Coordinator Allowance - Coordinators are teachers who in addition to their teaching responsibilities are required to provide academic leadership in the coordination of courses and/or programs. Coordinators report to the academic manager who assigns their specific duties. It is understood that coordinators do not have responsibility for the disciplining of teachers in the bargaining unit. It is not the intention of the Colleges to require employees to accept the designation of coordinator against their wishes.

Those employees who are designated as coordinators will receive an allowance equal to one or two steps on the appropriate salary schedule. Such allowance will be in addition to the individual's salary.



**14.03 A 4** Employees with the following qualifications shall be entitled to progress to the maximum step on the salary schedule:

- (i) a General Pass University degree plus a Bachelor of Education degree;
- (ii) Three year CAAT Diploma or General Pass University Degree or Certified Journeyman holding equivalent qualifications, plus a valid Ontario Teacher's Certificate granted before 1992 or equivalent as may be ruled on by Joint Educational Qualifications Subcommittee (JEQS);
- (iii) A General Pass University Degree, plus a valid Ontario Guidance Specialist's Certificate granted before 1992 or equivalent as may be ruled on by JEQS; or
- (iv) the In-Service Teacher Training Program Certificate. As this is a unique in-service College program, equivalencies are not considered.

**14.03 A 5** Senior College Master Allowance - Those employees receiving this allowance will continue to be allowed to exceed the applicable maximum by an amount not to exceed \$2,000.

### **General**

**14.03 A 6** For Professors and Counsellors and Librarians the applicable maximum is the Step on the schedule reflecting their individual qualifications. For Instructors, the applicable maximum is the maximum salary for their classification. However, in the application of 14.03 A 7, the salary rate of an employee may exceed the employee's maximum, in which case the higher rate will prevail for the term of this Agreement.

**14.03 A 7** Professors or Counsellors being paid a salary rate in excess of Step 16 on August 31, 1991, pursuant to Section 2(f) of the guidelines attached to the September 17, 1975 Agreement, will have their salaries increased effective as of September 1, 1992 and September 1, 1993 so that their new salaries will exceed the maximum of the salary schedule as of such dates by the same amount as in effect under the immediately previous Agreement.

**14.04 A** Persons who teach over six and up to and including 12 hours per week on a regular basis shall be referred to as "partial-load" employees. They shall not receive salary or vacation but shall be paid for the performance of each teaching hour at an hourly rate in accordance with the rates set out below. A portion of the hourly rate is in lieu of vacation pay.

**14.04 B 1****Post Secondary Partial-Load Professors**

Step	Effective September 1, 1991	Effective September 1, 1992	Effective September 1, 1993
Step 2	\$44.94	\$46.88	
Step 3	47.34	49.38	50.36
Step 4	49.74	51.87	52.91
Step 5	52.12	54.36	55.45
Step 6	54.53	56.87	58.01
Step 7	56.92	59.37	60.56
Step 8	59.31	61.86	63.09
Step 9	61.70	64.36	65.64
Step 10	64.09	66.84	68.18
Step 11	66.48	69.34	70.73
Step 12	68.88	71.84	73.28
Step 13	71.26	74.33	75.81
Step 14	73.66	76.83	78.36
Step 15	76.06	79.33	80.91
Step 16	78.44	81.81	83.45
Step 17		84.32	86.01
Step 18			88.55

**14.04 B 2****Non-Post Secondary Partial-Load Professors**

Step	Effective September 1, 1991	Effective September 1, 1992	Effective September 1, 1993
Step 2	\$40.46	\$42.20	
Step 3	42.60	44.43	45.32
Step 4	44.76	46.69	47.62
Step 5	46.92	48.93	49.91
Step 6	49.08	51.19	52.21
Step 7	51.22	53.42	54.49
Step 8	53.37	55.67	56.78
Step 9	55.53	57.92	59.08
Step 10	57.69	60.17	61.37
Step 11	59.83	62.40	63.65
Step 12	61.99	64.65	65.95
Step 13	64.14	66.90	68.24
Step 14	66.30	69.15	70.54
Step 15	68.44	71.39	72.82
Step 16	70.60	73.63	75.10
Step 17		75.89	77.41
Step 18			79.70

**14.04 C 1****Post Secondary Partial-Load Instructors**

Step	Effective September 1, 1991	Effective September 1, 1992	Effective September 1, 1993
Minimum	\$34.28	\$35.75	\$36.47
Step 1	36.69	38.26	39.03
Step 2	39.07	40.75	41.57
Step 3	41.46	43.24	44.10
Step 4	43.85	45.74	46.65
Step 5	46.26	48.25	49.21
Step 6	48.64	50.74	51.75
Step 7	51.03	53.22	54.29
Step 8	53.42	55.72	56.84
Step 9	55.80	58.20	59.36
Step 10	58.22	60.72	61.93

## 14.04 C 2

### Non-Post Secondary Partial-Load Instructors

Step	Effective September 1, 1991	Effective September 1, 1992	Effective September 1, 1993
Minimum	\$30.85	\$32.17	\$32.82
Step 1	33.01	34.43	35.12
Step 2	35.16	36.67	37.41
Step 3	37.32	38.93	39.71
Step 4	39.46	41.16	41.98
Step 5	41.62	43.41	44.27
Step 6	43.78	45.66	46.57
Step 7	45.93	47.90	48.86
Step 8	48.08	50.15	51.15
Step 9	50.23	52.39	53.44
Step 10	52.40	54.65	55.74

\* It is understood that some variation of these schedules in 14.04 B and 14.04 C will be required to take into account the results of the deliberations of the task force and/or arbitration board concerning the "post-secondary/non-post-secondary" issue, referred to in a letter of understanding attached to this Agreement on page 109.

## Article 15 VACATIONS

**15.01 A** A full-time employee who has completed one full academic year's service with the College shall be entitled to a vacation of two months as scheduled by the College.

**15.01 B** A teacher assigned to teach for an additional month (11th month) over the normal teaching schedule of the equivalent to ten months as part of a continuous 12 month program shall be entitled to a vacation of one month, as scheduled by the College. Such teacher shall also receive a bonus of ten percent of the employee's annual salary for the additional eleventh month of teaching assignment to be paid on completion of such assignment. A teacher assigned to teach in the eleventh month for less than a full month

will be entitled to a pro-rata amount of the ten percent bonus referred to above, to be paid on completion of such assignment.

A member of the teaching faculty teaching in a continuous program shall not be required to teach for more than 12 consecutive months without a scheduled vacation of at least one month.

**15.01 C** It is understood that the above provisions for vacations are not intended to prohibit Colleges from scheduling non-teaching periods at Christmas and New Year's or at any other mid-term break.

**15.02** In scheduling vacations, the College will take into consideration the maintenance of proper and efficient staffing of College programs and operations and the requests of employees. The College will notify employees of their vacation period at least four weeks prior to the commencement of the vacation period concerned. It is understood that following notification of vacation periods, vacation schedules may be changed in circumstances beyond the College's control or by mutual agreement. The College agrees that seniority shall be given consideration in resolving conflicting vacation requests.

**15.03** A portion of the hourly rate for partial-load teachers is in lieu of vacation pay.

## **Article 16 HOLIDAYS**

**16.01 A** An employee will be granted the following holidays on the day on which the holiday occurs or is celebrated by the College without reduction of salary:

Good Friday	Civic Holiday
Victoria Day	Labour Day
Canada Day	Thanksgiving Day

**16.01 B** An employee will be granted the holiday period of December 25th to January 1st inclusive without reduction of salary.

**16.02** When a holiday as defined in 16.01 A falls within the vacation period of a member of the academic staff teaching an 11th month as referred to in 15.01, a Counsellor or a Librarian, the employee shall be granted an additional day off at a date designated by the College.

**16.03** When a holiday as defined in 16.01 A falls on a Saturday or Sunday, the College shall designate a day in lieu thereof.

**Article 17**  
**SHORT-TERM DISABILITY PLAN (STD)**

**Participation**

**17.01 A** Effective April 1, 1991, all full-time employees shall be covered by this plan.

**Funding**

**17.01 B** This plan shall be funded by the College.

**Waiting Period**

**17.01 C** New employees will be eligible for benefits under this plan from their first day of service with the College. The annual benefit allocation described in 17.01 F shall be credited at that time.

**Benefit Year**

**17.01 D** The benefit year shall be September 1 to August 31. For the balance of the benefit year expiring August 31, 1991, an employee will be credited with the unused credits, if any, standing in the name of the employee on April 1, 1991, under the terms of a previous Cumulative Sick Leave (CSL) Plan, where applicable. Employees hired between April 1, 1991, and August 31, 1991, shall be credited with a pro-rated number of annual credits, depending on date of hire.

**Workers' Compensation and Other STD Insurance**

**17.01 E** Where a full-time employee is entitled to payments under the Workers' Compensation Act and Regulations, or is entitled to payments under any other short-term disability insurance, such person shall be entitled to payments, where required, from this plan to supplement the amount payable under the Workers' Compensation Act and Regulations, or such other insurance, up to the amount otherwise payable under this plan.

**Benefits**

**17.01 F 1** During absences due to illness or injury, participating employees who would otherwise be scheduled to work shall receive 100% of regular pay for up to and including 20 working days in any one benefit year, plus any unused credits carried forward from previous years. Days not utilized in any year shall be considered to be credits (on the basis that one credit represents 100% of regular pay for one working day) and shall be carried forward to the next benefit year. Debits shall be made from the total assigned benefit on a day-for-day basis.

**17.01 F 2** During absences due to illness or injury in excess of the accumulated days referred to in 17.01 F 1, participating employees shall be paid 75% of regular pay for up to the difference between the number of accumulated days referred to in 17.01 F 1 and the date the employee would normally qualify for LTD.

**17.01 F 3** Where the qualifying period for LTD has expired, and the employee qualifies for LTD, and the employee still has credits standing in his or her name under this plan, such credits may, at the election of the employee, be utilized by the employee instead of LTD benefits, until the employee elects to take LTD benefits, if qualified.

**17.01 F 4** During the period defined in 17.01 F 1, a participating employee who is absent due to injury or illness on the day before or after a holiday as defined in 16.01 shall receive pay for the holiday at the rate defined in 17.01 F 1.

**17.01 F 5** During the period defined in 17.01 F 2, a participating employee who is absent due to injury or illness on the day before or after a holiday as defined in 16.01 shall receive pay for the holiday at the rate defined in 17.01 F 2.

**17.01 F 6** Application for benefits under the plan shall be made at such time and in such manner as the College shall determine and shall be supported by such medical evidence, if any, as the College may require.

### **Expiry of Credits**

**17.01 G** Subject to 17.01 H, upon retirement, layoff or termination of employment, any credits standing in the name of the employee shall be cancelled and shall be of no effect.

### **Protection of Existing Rights**

**17.01 H** Notwithstanding 17.01 G, employees hired before April 1, 1991, shall be entitled to utilize available credits (or portions thereof) at the time of retirement, termination of employment or layoff as a lump-sum gratuity calculated in accordance with the terms of the pre-existing Cumulative Sick Leave Plans, where applicable and where the employee is eligible and shall not exceed the amount of one-half the employee's annual salary as of the date of separation.



**Article 18**  
**LONG-TERM DISABILITY PLAN (LTD)**

**18.01** Employees shall pay the full premium of the present Long-Term Disability Plan, the benefit level to be 60% of basic monthly earnings reduced by:

- (i) any form of salary continuation from the employer or benefit from an employer sponsored retirement or pension plan;
- (ii) any basic disability benefits payable from government sponsored income security programs (e.g. C/QPP, W.C., U.I., or similar programs);

but this amount shall not be reduced by amounts payable under:

- (i) any privately sponsored group disability insurance plan;
- (ii) any increase in benefit arising from the C/QPP as a result of an adjustment in the Consumer Price Index.

**Article 19**  
**OTHER INSURANCE PLANS**

**Extended Health Plan**

**19.01** The College shall pay 100% of the billed premium of the Extended Health Plan for employees covered thereby and subject to the eligibility requirements of the Plan.

**Post Retirement Extended Health Coverage**

**19.02** The College shall include eligible retired employees in the Extended Health Plan at the option of the employee under the following conditions:

- (i) The retired employee shall pay to the College quarterly in advance the full cost of the plan from the date of retirement.
- (ii) Eligibility for such coverage shall be dependent upon:
  - The employee qualifying for benefits under the Colleges of Applied Arts and Technology Pension Plan or the Teachers' Pension Plan.
  - The employee maintaining eligibility for benefits under O.H.I.P.
  - The employee commencing retirement on or after May 1, 1988.

- (iii) Insurable benefits payable under O.H.I.P. shall not be payable under the Extended Health Plan.

## **Dental Plan**

**19.03 A** The Colleges agree to pay 100% of the billed premiums of an insured dental plan (the Plan) based on the Ontario Dental Association (ODA) schedule for the immediately preceding year.

**19.03 B** Coverage shall apply, subject to the eligibility requirements and conditions of the Plan, to all eligible full-time employees on the active payroll and in the active employ of the College following the completion of six months continuous service during the probationary period. Those employees whose spouses are covered by a comparable plan may elect to be covered by their spouse's plan.

**19.03 C** Coverage under this Plan to include the employee, spouse and dependent children to age 21 (the beneficiaries).

**19.03 D 1** Coverage for diagnostic, preventative and restorative services is listed in Schedule A of Appendix III.

**19.03 D 2** Coverage for endodontic, periodontal, surgical and adjunctive services is listed in Schedule B of Appendix III.

**19.03 D 3** Coverage for prosthodontic procedures is listed in Schedule C of Appendix III.

**19.03 D 4** Benefits under Schedules A, B and C are limited to maximum of \$1,000 per annum (effective September 1, 1993 will be \$2,000) for each beneficiary with no deductible.

**19.03 E 1** Coverage for orthodontic procedures is listed in Schedule D of Appendix III and is effective May 1, 1988.

**19.03 E 2** Benefits under Schedule D are limited to a \$1,000 lifetime maximum (effective September 1, 1993 will be \$2,000) per person covered regardless of age and 50% co-insurance.

**19.03 F 1** Coverage for crowns and bridges will take effect with respect to each full-time employee in the active employ of the College on November 1, 1992 who is then covered by the Plan. Other full-time employees in the active employ and on the active payroll of the College who have completed the prescribed waiting period shall become eligible for this coverage subject to the eligibility requirements and terms and conditions of the Plan.

**19.03 F 2** Coverage for crowns and bridges is listed in Schedule E of Appendix III and is effective November 1, 1992.

**19.03 F 3** Benefits under Schedule E are limited to a maximum of \$2,000 per beneficiary per calendar year combined with Schedule A, B and C coverage with 50% co-insurance.

**19.03 G** The Colleges agree to include eligible retired employees in the Dental Plan (Appendix III) at the option of the employee under the following conditions:

- (i) The retired employee shall pay to the College quarterly in advance the full cost of the plan from the date of retirement.
- (ii) Eligibility for such coverage shall be dependent upon:
  - (a) The employee qualifying for benefits under the Colleges of Applied Arts and Technology Pension Plan or the Teachers' Pension Plan.
  - (b) The employee maintaining eligibility for benefits under O.H.I.P.
  - (c) The employee commencing retirement on or after May 1, 1988.
- (iii) Insurable benefits payable under O.H.I.P. shall not be payable under the Dental Plan.

### **Survivor Benefits**

**19.04 A** The College shall continue coverage of Extended Health and Dental Plans for the dependent survivor of a deceased employee for six months at no cost to the survivor. On a voluntary basis, the coverage shall be extended for an additional six months at 100% survivor paid premiums, provided the deceased employee was subscribing to such benefits immediately prior to death.

**19.04 B** At the option of the dependent survivor of a retired employee, the College shall continue the benefits set out in 19.02 and 19.03 under the same terms and conditions provided that such benefits were in force at the date of death.

### **Vision Care**

**19.05** The College shall pay 75% of the premiums for a Vision Care Plan providing coverage for full-time employees to a maximum of \$200 each two years, per person 18 years of age and over, and \$200 each one year per person under 18 years of age, for glasses, frames, and contact lenses, subject to eligibility requirements and enrolment requirements. The balance of the premiums shall be paid by payroll deduction.

## **Hearing Aid Plan**

**19.06** The College shall pay 75% of the premiums for full-time employees for a Hearing Aid Plan providing coverage to a maximum of \$300 each five years, per person, subject to eligibility requirements and enrolment requirements. The balance of the premiums shall be paid by payroll deduction.

## **Basic Life Insurance Plan**

**19.07** The College shall continue the present Group Basic Life Insurance Plan to provide term insurance coverage of \$25,000 on the life of the employee and to pay the full premium for full-time employees, subject to the eligibility requirement.

## **Supplemental Life Insurance Plan**

**19.08 A** The Colleges shall continue the Supplemental Life Insurance Plan to provide for the availability of Supplementary Life Insurance in units of \$10,000 up to a maximum of \$60,000 of coverage with the College paying 50% of the premium for full-time employees covered by the Plan subject to the payment of the balance by payroll deduction.

**19.08 B** The College shall continue the Supplemental Life Insurance Plan to provide for the availability of Supplementary Life Insurance in units of \$10,000 to a maximum of \$40,000 for employees who elect the maximum option of \$60,000 as contained in 19.08 A provided the employee pays the full premium cost through payroll deduction.

**19.08 C** The College shall arrange for Dependent Life Insurance coverage in the amount of \$5,000 upon the death of a spouse and \$2,000 upon the death of a dependent child to those employees who elect such coverage in writing, subject to the enrolment requirements of the plan. Such employees shall pay, through payroll deduction, 100% of the premium as established by the insurance carrier.

## **Post Retirement Life Insurance Plan**

**19.09** Notwithstanding 34.01, effective October 1, 1992, the College shall make available to a retiring employee, at the time of retirement, life insurance coverage to age 75 in the amount of \$10,000, with the retiree to pay 100% of the premium. It is understood that for experience rating purposes, active employees and retirees shall be considered to constitute one group.

## **Liability Insurance**

**19.10 A** The College shall arrange liability insurance coverage of employee's liability, while performing duties or tasks required and authorized by the College or customarily performed as part of the employee's duties.

**19.10 B** The College shall provide access to the employee liability insurance provisions of the College's insurance policies to an employee or the Union Local, upon request and given reasonable advance notice.

## **Article 20 PROFESSIONAL DEVELOPMENT LEAVE**

**20.01** The College recognizes that it is in the interests of employees, students and the College that employees are given the opportunity by the College to pursue College-approved professional development activities outside the College through further academic or technical studies or in industry where such activities will enhance the ability of the employee upon return to the College to fulfill professional responsibilities.

**20.02** To that end, each College will grant a minimum of two percent of full-time members of the academic bargaining unit of the College concerned who have been members of the bargaining unit for a period of not less than six years, and an additional one percent of full-time members of the academic bargaining unit of the College concerned who have been members of the bargaining unit for a period of not less than 15 years, to be absent on professional development leave at any one time in accordance with the following conditions:

- (i) the purpose of the leave is for College-approved academic, technical, industrial or other pursuits where such activities will enhance the ability of the teacher, counsellor or librarian upon return to the College;
- (ii) a suitable substitute can be obtained;
- (iii) the leave will normally be for a period of from one to 12 months;
- (iv) the employee, upon termination of the professional development leave, will return to the College granting the leave for a period of at least one year, failing which the employee shall repay the College all salaries and fringe benefits received by the employee while on professional development leave;
- (v) the salary paid to the employee will be based on the following scale: 55% of the employee's normal salary increasing by five percent per year after six years of employment with the College concerned to a maximum of 70% of the employee's normal salary after nine years. It is understood that the College's payment is subject to reduction if the aggregate of the College's payment and compensation or payments from other sources during the period exceeds the amount of the employee's normal salary. The amount and conditions of payment will be pro-rated for shorter leaves;

- (vi) Applications for professional development leave will be submitted in writing containing a detailed statement of the nature of the proposed leave and its perceived benefit to the College and the employee; to the Chair of the Department at least six months prior to the commencement date;
- (vii) All applicants will be notified in writing by the College President as to the disposition of their application for professional development leave;
- (viii) The College may on its own initiative propose plans of professional development leave to employees; however no employee shall be under obligation to accept such a proposal;
- (ix) This Article shall not preclude the College from permitting greater numbers of employees to be absent on professional development leave;
- (x) The fulfillment of the minimum of two percent of full-time employees on professional development leave (arising out of employee-initiated leaves) will depend upon the receipt and approval by the College of a sufficient number of qualified applications in accordance with the criteria set out above;
- (xi) In the event that more eligible employees apply for professional development leave than will be approved, preference shall be given to the applicants with greater length of service since their last professional development or sabbatical leave under this Article or Article 18 of the preceding agreement;
- (xii) An applicant who is denied professional development leave shall be notified in writing of the reasons for the denial. Approval of an application for professional development leave shall not be unreasonably withheld;
- (xiii) For professional development leaves that are granted for a period of less than one year, the payment shall be pro-rated. The unused portion of the allowable earned leave shall be available to the teacher, counsellor or librarian subject to the application and approval processes of the college and those defined within this Article. Payment for the unused portions of leave when taken shall be paid at the same proportion of salary as established in 20.02 (v) when the first portion was taken;
- (xiv) The College shall provide to the Union Local, once each year, the names of all applicants and the names of all successful applicants and the duration of the leaves granted.

**Article 21**  
**LEAVE OF ABSENCE**

**21.01** Both parties to this Agreement recognize the over-riding professional responsibility to the students. Leaves of absence as provided in this Article will therefore be scheduled where possible to ensure a minimum of disruption to the educational programs of the College. Reasonable notice shall be given to the supervisor concerned.

**21.02** Leave of absence for personal reasons, religious leave and special leave in extenuating personal circumstances may be granted at the discretion of the College without loss of pay. Where leave of absence for personal reasons is denied, reasons shall be given in writing to the applicant where requested.

**21.03** On the death of an employee's spouse, parent, child, brother, sister, father-in-law, mother-in-law, grandparent or grandchild and in order to attend or arrange the funeral, an employee shall be granted leave of absence of three or more days without loss of pay, the duration of the leave to be at the discretion of the College.

It is understood that 21.02 is applicable to employees seeking bereavement leave related to the death of persons not identified in 21.03.

**21.04** An employee required to appear for or serve jury duty or served with a subpoena to appear as a Court witness shall not have regular salary reduced for the period concerned subject to the payment to the College by the employee of the jury duty or witness fees received. The employee shall notify the employee's immediate supervisor immediately after receipt of notice of selection for jury duty or the subpoena requiring appearance as a witness. The College may require the employee to furnish a certificate of service from an officer of the Court before making payments under this Article. In order to qualify for payment the employee will report to the College for work during those regular hours of work or assignment that the employee is not required to attend the Court.

**21.05 A** Leave of absence without pay may be granted by the College for legitimate personal reasons.

**21.05 B** If an employee requests in writing leave of absence of seven consecutive calendar days or more, accompanied by supporting reasons, a denial thereof by the College shall be in writing containing the reasons if such a written reply is requested by the employee.

**21.06** If a full-time employee terminates employment for the purpose of caring for a dependent person (or persons) and is subsequently re-employed as a full-time employee, the employee shall, upon application and completion of the probationary period, be credited with the employee's previous length of service for the purpose of:

- (i) vesting of Cumulative Sick Leave Gratuity (provided no previous payment was made);
- (ii) the Severance Pay Plan;
- (iii) Professional Development Leave;
- (iv) College Prepaid Leave Plan; and
- (v) seniority

provided that:

- (i) the employee had completed at least two years continuous service at the time of termination;
- (ii) the employee's termination indicated the reason for leaving to be the caring for a dependent person;
- (iii) the break in service was for no longer than six years, except as may be mutually agreed between the College and the employee.

**21.07 A** In each year, the College shall grant to each employee up to five days of leave to care for members of the employee's immediate family when they are ill.

**21.07 B** For the purpose of 21.07 A, an employee's immediate family shall mean the employee's spouse (or common-law spouse resident with the employee), dependent children (including children of legal or common-law spouse), and parents (including step-parents or foster parents).

**21.07 C** Except as provided in 21.07 D, leave pursuant to 21.07 A shall be without pay.

**21.07 D** The employee may apply for benefits under the Short-Term Disability Plan as described in Article 17 (or, in the case of St. Lawrence College or La Cité, the St. Lawrence Plan, if applicable) with respect to the day or days of leave taken under 21.07 A. All the terms of Article 17, Short Term Disability Plan, (or the terms of the St. Lawrence Plan, where applicable) shall apply to the period of leave as if such period was an illness on the part of the employee.



## **Article 22 PARENTAL LEAVE**

**22.01 A** A pregnant employee who has been employed for at least 13 weeks before the expected date of delivery shall be entitled to 17 weeks leave of absence without pay (except as provided in 22.02). Except as hereinafter provided, the leave of absence shall be in accordance with the provisions of the Employment Standards Act (Ontario). If through stillbirth or miscarriage the employee wishes to return at an earlier date than the leave of absence originally agreed to, the College shall endeavour to arrange for such earlier return to work and such request shall not be unreasonably denied. Notwithstanding the above, the employee may return upon four weeks notice.

**22.01 B** An employee on pregnancy leave may take a further 18 weeks parental leave of absence without pay (except as provided in 22.02), provided the employee applies in writing two weeks prior to the expiry of her pregnancy leave. Such leave shall be in accordance with the provisions of the Employment Standards Act (Ontario).

**22.01 C** An 18 week leave of absence is also available to any parent who has been employed for at least 13 weeks. Such leave shall be pursuant to the provisions of the Employment Standards Act (Ontario), and is not in addition to the leave referred to in 22.01 B. Parent includes a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own. Such leave may begin no more than 35 weeks after the day the child is born or comes into the custody, care, and control of a parent for the first time.

**22.01 D** On request, in writing, at least two weeks prior to the date of expiry of the leave under 22.01 A, 22.01 B or 22.01 C, an employee shall be granted a leave of absence without pay to a maximum leave (including leave available under 22.01 A and 22.01 B and 22.01 C) of 52 weeks. The length of such leave shall be at the discretion of the employee. If requested by the College, the employee will endeavour to return at the start of a semester.

It is understood that Sections 38d, 38e, 38f, 38g of the Employment Standards Act (Ontario) shall continue to apply to a leave of absence that has been extended under this provision.

**22.01 E** The College will not require an employee to take vacation entitlement concurrently with leave under this Article.

**22.01 F** Employees on leave under this Article shall continue to accumulate seniority for the duration of their leaves.

**22.02 A** An employee on leave under 22.01 shall have insured benefit coverage continued (i.e. group life insurance, group disability, Extended Health, Dental and Pension

benefits, and any other type of benefit that is prescribed by regulation under the Employment Standards Act (Ontario) and is provided to employees under the provisions of this agreement) during the period of the leave, as follows:

- (i) the College shall continue the employee's benefit coverage for all insured benefits for which the College is responsible for payment of 100% of the billed premium (i.e. Extended Health, Dental, Basic Life);
- (ii) the College shall continue to pay its percentage of premium cost for all insured benefits for which the College and the employee jointly share the cost provided the employee continues to pay the employee's percentage share of the premium cost (i.e. Supplemental Life, Pension);
- (iii) any benefit coverage that is based on an employee's salary shall be based on the salary which the employee would otherwise have earned during the period;
- (iv) sick leave credits will continue to accumulate.

**22.02 B** An employee entitled to leave under 22.01, who provides the College with proof that the employee has applied for and is eligible to receive unemployment insurance benefits pursuant to Sections 18 or 20, Unemployment Insurance Act, R.S.C. 1985, shall be paid an allowance in accordance with the Supplementary Unemployment Benefit Plan (S.U.B).

**22.02 C** Payments made according to the Supplementary Unemployment Benefit Plan will consist of the following:

- (i) for the first two weeks, payments equivalent to 93% of the salary which the employee would otherwise have earned during the period;

and

- (ii) for the balance of the period during which the employee is eligible to receive unemployment insurance benefits pursuant to Sections 18 or 20, Unemployment Insurance Act, R.S.C. 1985, payments equivalent to the difference between the sum of the weekly UI benefits the employee is eligible to receive and any other earnings received by the employee, and 93% of the salary which the employee would otherwise have earned during such period.

**22.02 D** Notwithstanding anything to the contrary contained herein, the terms of the S.U.B. Plan described in 22.02 B and 22.02 C shall be construed so that they comply with Regulation 57(13) of the Unemployment Insurance Act, including the following conditions:

- (i) An employee who qualifies for benefits shall have no vested right to payments under the plan except to payments during a period of unemployment specified in the plan.
- (ii) Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits shall not be reduced or increased by payments received under the plan.

**22.02 E** The implementation of 22.02 B and 22.02 C is subject to required approval by the appropriate federal agencies, which shall be done as soon as possible after ratification.

### **Article 23 PREPAID LEAVE PLAN (PLP)**

**23.01** The Prepaid Leave Plan (PLP) has been developed to afford full-time employees the opportunity of taking up to a one year leave of absence and to finance the leave through deferral of salary from the previous years in an appropriate amount which will be accumulated and together with interest, be paid out at the commencement of the leave.

**23.02** Any employee having three years seniority is eligible to participate in the PLP in accordance with the conditions set out in this Article.

**23.03 A** An employee who qualifies as above must make written application to the President of the College on or before January 31 requesting permission to participate in the PLP setting out the deferral program requested.

**23.03 B** Written acceptance, or denial of the request, with explanation, will be forwarded to the applicant by May 1 in the year the request is made.

**23.03 C** Approval of individual requests to participate in the PLP shall rest solely with the College. Requests will not be unreasonably denied.

**23.03 D** The deferral period over which salary is deferred and accumulated, the amount thereof and the period in which leave is granted and repayment of such deferred salary and interest occurs shall be one of the following programs:

- (i) one year deferral of up to ½ of annual salary in each year followed by one year of leave;

- (ii) two years deferral of up to  $\frac{1}{2}$  of annual salary in each year followed by one year of leave;
- (iii) three years deferral of up to  $\frac{1}{4}$  of annual salary in each year followed by one year of leave;
- (iv) four years deferral of up to  $\frac{1}{5}$  of annual salary in each year followed by one year of leave;
- (v) five years deferral of up to  $\frac{1}{6}$  of annual salary in each year followed by one year of leave;
- (vi) when mutually agreed between the College and the employee, a PLP may be devised which allows for a deferral period different from those proposed in (i) to (v) above, provided that the percent and amount of monies being deferred during the deferral period does not exceed the ratio of the period of the leave of absence (measured in months) divided by the total period of participation in the PLP (i.e. the fraction of the leave of absence over the sum of the deferral period and the leave period).

**23.03 E** No plan devised under this Article shall have a deferral period in excess of 72 months or a leave period in excess of 12 months.

**23.03 F** Following College approval, the employee and the College shall enter into a written agreement which states that the employee waives the right to receive the deferred portion of salary as defined in accordance with 23.03 D. The agreement shall further set out all other terms of the plan agreed to in accordance with the conditions herein.

**23.04** The payment of salary and benefits, and the period of the leave of absence shall be as follows:

- (i) In the period of the program, preceding the period of the leave, the employee will be paid a reduced percentage in accordance with 23.03, of the employee's annual salary as set out in Article 14, Salaries, and the applicable allowance(s) as set out in Article 14, Salaries.
- (ii) The remaining percentage of annual salary will be deferred and this accumulated amount plus any interest earned shall be retained for the participant by the College to finance the period of leave.
- (iii) The calculation of interest under the terms of this PLP shall be monthly (not in advance). The interest paid shall be calculated by averaging the interest rates in effect on the last day of each month for a true savings account, a one year term deposit, a three year term deposit and a five year term deposit. The rates for each of the accounts identified will be those set out in writing by the Bank Branch with

which the College deals. Interest, calculated as above, shall be applied on a monthly basis, the first credit to be the month following the initial deposit. A yearly statement of the amount standing in the participant's credit will be sent to the participant by the College. If at the last day of any month, any one or more of the above products is not offered by the bank with which the College deals, then the interest rates on the remaining products will be averaged.

- (iv) During the period of the program prior to the leave, any benefits related to salary level shall be structured according to the salary the participant would have received in the period concerned had the participant not been in the PLP.
- (v) A participant's coverage for Life Insurance, LTD, Extended Health and Dental Plan coverage will be maintained by the College during the leave of absence, if eligibility conditions permit; however, the premium costs of all such plans shall be paid by the participant during the leave.
- (vi) During the period of the program that the employee is on leave, any benefits related to salary level shall be structured according to the salary the participant would have received in the period prior to taking the leave had the participant not been in the PLP.
- (vii) At the commencement of the period of leave, the College shall pay to the participant the monies standing to the participant's credit less any premiums or contributions deducted for the leave, except as may otherwise be mutually agreed. If by mutual agreement, the employee chooses to have some of the deferral amount withheld during the leave then interest shall be paid on the balance withheld. All monies deferred including interest must be paid out by the end of the leave period.

**23.05 A** On return from leave, a participant will be assigned to the participant's same position or, if the lay-off displacement or placement provisions have application, the employee will be governed by the appropriate terms of this Agreement. In determining the salary level applicable following the participant's return, the period of leave shall not qualify for salary increment purposes. However if there is a period of service in the year prior to the commencement of the leave for which no consideration has been given for salary level determination purposes, such period shall be taken into consideration for salary level determination purposes on the participant's return.

**23.05 B** Sick leave credits will not accumulate during the period spent on leave nor will sick leave be available during such period.

**23.05 C** A participant may, with the approval of the College, withdraw from the PLP in unusual or extenuating circumstances (e.g. financial hardship or serious illness). Requests for withdrawal must be submitted in writing, detailing the reason(s) for withdrawal, as soon as possible prior to commencement of the leave. The College shall maintain the request and its approval as a part of College records.

When a request for withdrawal is approved, the College shall pay to the employee a lump sum amount equal to monies deferred plus interest accrued to the date of withdrawal from the PLP. Payment shall be made as soon as possible, but must be made within 30 days of approval of withdrawal from the PLP.

**23.05 D** In the event that a suitable replacement cannot be obtained for a participant who has been granted a leave or the participant requests a postponement of the leave, the College may up to six months prior to the commencement of the leave postpone the leave, but the period of the postponement shall not exceed 12 months. In this instance, a participant may choose to remain in the PLP, or receive payment as in 23.05 C.

**23.05 E** Should 23.05 D result in a leave of absence being taken later than the originally intended final year of the PLP, any monies accumulated by the terminal date of the PLP, will continue to accumulate interest until the leave of absence is granted.

**23.05 F** Should a participant die while enrolled in the PLP, any monies accumulated, plus interest accrued to the date of payment will be paid to the employee's estate. Every agreement entered into under 23.03 F shall state that monies paid to the estate of an employee under this section are a "right or thing" within the meaning of the Income Tax Act and shall be taxable as income in the year of the employee's death in accordance with the Income Tax Act.

**23.06** During each taxation year the participating employee's income tax liability shall be in accordance with the Canadian Income Tax Act and the amount of the withholding tax deducted at source by the College shall be based on monies actually received by the employee in each taxation year subject to the acceptance of this PLP by Revenue Canada.

## **Article 24 HEALTH AND SAFETY**

**24.01** All employees shall be covered by Workers' Compensation.

**24.02 A** The College will make reasonable provision for the conditions of safety and health in the employees' work areas in the College by conforming with the provisions of the Occupational Health and Safety Act and Regulations.

**24.02 B** Where the employee in the performance of duties uses safety equipment as required under the Occupational Health and Safety Act of Ontario, the College shall provide such equipment to the employee at no cost. Specific eligibility problems shall be resolved by the Joint Occupational Health and Safety Committee.

## **Article 25**

## REIMBURSEMENT FOR AUTOMOBILE EXPENSES

**25.01 A** An employee authorized to use the employee's car on approved College business including travelling to assigned duties away from the employee's accustomed work location shall be reimbursed kilometrage expenses in accordance with the following:

Kilometers Driven	Southern Ontario	Northern Ontario
0-4,000	30 cents/km	30.5 cents/km
4,001-10,700	26.0 cents/km	26.5 cents/km
10,701-24,000	22.0 cents/km	22.5 cents/km
24,001 km and over	18.0 cents/km	19.0 cents/km

**25.01 B** The boundary between Northern and Southern Ontario shall be: Healey Lake (Municipal) Road from Healey Lake easterly to its junction with Highway 612, to Highway 103; Highway 103 easterly to its junction with Highway 69; Highway 69 easterly to its junction with Highway 118; Highway 118 through Bracebridge to its junction with Highway 11; Highway 11 northerly to its junction with Highway 60 at Huntsville; Highway 60 easterly to its junction with Highway 62 at Killaloe Station; Highway 62 to Pembroke; the above named highways to be included in Southern Ontario.

**25.01 C** For the purpose of this Article, all kilometrage outside of Ontario will be at the rate for Southern Ontario.

**25.01 D** An employee paid a kilometrage allowance in accordance with this Article shall be reimbursed for necessary parking expense incurred.

**25.01 E** If kilometrage rates payable to Ontario Public Servants under the Collective Agreement between Management Board of Cabinet and O.P.S.E.U. be amended during the term of this Agreement, such amended kilometrage rates shall apply to employees on the effective date of the amendment agreed to but not in any event retroactively prior to the date of announcement of the agreed amendments.

## Article 26 PARTIAL-LOAD EMPLOYEES

**26.01** A partial-load employee is defined as a teacher who teaches more than six and up to and including 12 hours per week on a regular basis.

**26.02** A partial-load employee shall not receive salary or vacations but shall be paid for the performance of each teaching hour at an hourly rate calculated in accordance with 14.04.

**26.03** It is agreed that Article 27, Job Security, has no application to partial-load teachers except as referred to in 27.04 A, 27.06 (iv), (v), (vi), 27.08 B and 27.12. Such partial-load teachers may be released upon 30 days' written notice and shall resign by giving 30 days' written notice.

**26.04 A** For the purpose of determining the service of a partial-load teacher under 27.06 (iv), (v), (vi), and 27.08 B and for the purpose of determining progression through the grid ten months of on-the-job experience will entitle the employee to one year of service and to progress one step on the grid, except as noted in 26.04 B.

**26.04 B** On-the-job experience will be calculated as follows: A partial-load teacher will be entitled to credit for service from September 1, 1971 (but not earlier) on the basis of ½ month's credit for each full month of service up to January 1, 1977 and thereafter on the basis of ½ month's credit for each calendar month in which the employee teaches 30 hours or more.

**26.05** A partial-load employee shall pay dues in accordance with Article 10, Union Deduction.

**26.06** In order to satisfy the requirements of the Pay Equity Act (Ontario) the parties agree to the following modifications of the access of partial-load employees to benefit coverage under this Agreement:

- (i) The College shall pay 100% of the billed premium of the Extended Health Plan found in Article 19, other Insurance Plans, for partial-load employees, excluding Vision and Hearing coverage, and subject to the application procedures for this benefit, with the exception of those employees who opt out of the plan because of spousal coverage elsewhere. Details are provided in Appendix V of this Agreement.
- (ii) The College shall provide for access to the Dental, Vision, Hearing and life Insurance Plans found in Article 19, other Insurance Plans, for partial-load employees provided the premium is paid by the employee. Details are provided in Appendix V of this Agreement.
- (iii) The College shall provide partial-load employees with access to the rights provided in Article 12, Tuition Subsidy; Article 21, Leaves of Absence; Article 22, Parental Leave, and Article 23, Prepaid Leave Plan, of this Agreement. Details are provided in Appendix V of this Agreement.
- (iv) Partial-load employees will be covered by the Short Term Disability Plan described in Article 17 of this Agreement with the 20 working days of coverage for 100% regular pay to be pro-rated in accordance with the table found in Appendix VI of this Agreement. Details are provided in Appendix V of this Agreement.



- (v) Partial-load employees who are under contract on the last working day prior and the working day subsequent to a holiday as defined in Article 16, Holidays, shall be paid for these if they are regularly scheduled teaching days. Under contract means there is a written contract between the College and the employee.

## **Article 27 JOB SECURITY**

**27.01** On successful completion of the probationary period, a full-time employee shall then be appointed to regular status and be credited with seniority equal to the probationary period served.

### **Probationary Period**

**27.02 A 1** A full-time employee will be on probation until the completion of the probationary period. This shall be two years' continuous employment except as amended in this Article.

**27.02 A 2** The probationary period for the following will be one year's continuous employment:

- (i) a full-time employee who has completed a probationary period at the same, or another Ontario College of Applied Arts and Technology, and is hired by the College in the same classification which the employee held during the previous probationary period.
- (ii) a full-time teacher who holds one of the following professional qualifications and who has one year or more of full-time teaching experience in Ontario:
  - valid Ontario Teacher's Certificate;
  - Bachelor of Education Degree;
  - Master of Education Degree.
- (iii) a full-time counsellor who holds one of the following professional qualifications and who has one year or more of full-time counselling experience in an educational institution in Ontario:
  - valid Ontario Guidance Specialist's Certificate;
  - Master's Degree in Counselling or Guidance;
- (iv) a full-time librarian who holds a Bachelor's Degree in Library Science or a Master's Degree in Library Science and who has one year or more of full-time experience as a professional librarian in Ontario.

**27.02 B** The probationary period shall also consist of 24 full months of non-continuous employment (in periods of at least one full month each) in a 48 calendar month period. For the purposes of 27.02 B, a calendar month in which the employee completes 15 or more days worked shall be considered a "full month".

If an employee completes less than 15 days worked in each of the calendar months at the start and end of the employee's period of employment and such days worked, when added together, exceed 15 days worked, an additional full month shall be considered to be completed.

**27.02 C** During the probationary period an employee will be informed in writing of the employee's progress at intervals of four months continuous employment or four full months of accumulated non-continuous employment and a copy given to the employee. Also, it is understood that an employee may be released during the first five months of continuous or non-continuous accumulated employment following the commencement date of the employee's employment upon at least 30 calendar days' written notice and during the remainder of the employee's probationary period upon at least 90 calendar days' written notice. If requested by the employee, the reason for such release will be given in writing.

**27.02 D** The Union Local shall be advised of the date on which an employee completes the probationary period.

### **Seniority**

**27.03 A** The calculation of seniority for full-time employees whose service includes some work performed during certain periods shall be governed by the provisions of Appendix VII.

**27.03 B** An employee who commenced full-time employment with the College directly from the College's predecessor educational institutions shall be credited for the purpose of this Article with seniority equal to the employee's continuous service in such predecessor institutions. Predecessor institutions are defined in Appendix VII.

**27.03 C** Notwithstanding anything in this Agreement, it is agreed that every new full-time employee in the bargaining unit, except those on leaves under Article 22, Parental Leave, shall serve at least one year of active full-time employment in the bargaining unit as a probationary period.

**27.03 D** A full-time employee shall continue to accumulate seniority for the purpose of this Article while:

- (i) in the College's active employ;
- (ii) absent through verified illness or injury and/or leave of absence for up to 24 months;

- (iii) on a College-approved leave of absence on an exchange program;
- (iv) on a College-approved professional development leave of absence; or
- (v) on a College-approved secondment for up to 24 months.

**27.03 E** Seniority shall be lost and employment deemed terminated if:

- (i) an employee is discharged and is not reinstated through the grievance or arbitration procedure;
- (ii) a person is laid off for more than 24 months;
- (iii) an employee resigns or leaves the employ of the College;
- (iv) a person on lay-off fails to return to the College's employ in accordance with the notice of recall. A person on lay-off shall not lose seniority and shall not be deemed to be terminated where the person is unable to return to the College's employ, on one occasion only during the lay-off, where a notice of recall is of one month's duration or less. It is understood that in such circumstances, the College and the employee may mutually agree to adjust the period of the notice of recall where educational and operational objectives so require;
- (v) a person utilizes a leave of absence for other than the reason for which the leave of absence is given; or
- (vi) a person fails to return upon the completion of any leave of absence except for reasons satisfactory to the College.

**27.03 F 1** A person who has been in a position that is now covered by the Agreement and has been or is assigned up to and including August 31, 1978, a position with the College outside the Agreement will be credited with and continue to accumulate seniority for the purpose of this Agreement while in the employ of the College.

**27.03 F 2** Employment with the College in a position ordinarily outside the bargaining unit in the course of which teaching, counselling or library assignments have been undertaken in the College (other than on an unusual or isolated basis) shall count in computing seniority of persons hired by the College in positions outside the Agreement. Such seniority shall be credited in the proportion that the teaching, counselling or library assignment is of a full-time assignment based on one-quarter, one-half or three-quarters of a month of seniority for each full month's employment.

**27.03 F 3** A person who is covered by the Agreement and is assigned a position with the College outside the Agreement after August 31, 1978, will be credited with and maintain

seniority as at the date of assignment for six years thereafter while in the employ of the College.

**27.03 F 4** Seniority credited pursuant to this Article can only be exercised once the person concerned has entered or re-entered the bargaining unit as the case may be.

## **Lists**

**27.04 A** In January of each year, the College shall prepare and post lists as follows:

- (i) a seniority list of all regular full-time employees showing the employee's name, classification, division or department, and seniority as determined pursuant to this Article.
- (ii) a list of all probationary employees showing the employee's name, division or department, date of hire, and date of completion of the probationary period.
- (iii) a seniority list of all partial-load employees employed since the previous January showing the employee's name, division or department, and accumulated service to date.

Such lists shall also be sent to the Union Local President.

**27.04 B** Such lists shall be posted for at least two weeks and the information contained therein shall be considered correct for all purposes unless the employee disputes its accuracy within such two week period by filing written notice thereof with the College.

**27.04 C** If an error is established subsequent to the period referred to in 27.04 B, the correction shall not render the College liable in any manner for actions based thereon.

## **Layoff and Involuntary Transfer**

**27.05** When a College plans to lay-off or to reduce the number of full-time employees who have completed the probationary period, or plans the involuntary transfer of such employees to other positions than those previously held as a result of such a planned lay-off or reduction of employees the following procedure shall apply:

- (i) The College will notify the Union Local President and the College Employment Stability Committee (CESC) of the planned staff reduction and the courses, programs or services affected.
- (ii) Within seven calendar days of the receipt of such notification, the CESC shall meet for the purpose of the College advising of the circumstances giving rise to the planned staff reduction and the employees affected.

- (iii) If requested by a member of the CESC within three calendar days following the meeting under 27.05 (ii), the CESC shall meet within seven calendar days of receipt of such request for the purpose of discussing the planned staff reduction, the circumstances giving rise to the reduction, the basis for the selection of the employees affected and the availability of alternative assignments. It being understood that the College reserves the right to determine the number and composition of full-time, partial-load and part-time or sessional teaching positions, the College shall give preference to continuation of full-time positions over partial-load, part-time or sessional positions subject to such operational requirements as the quality of the programs, their economic viability, attainment of program objectives, the need for special qualifications and the market acceptability of the programs to employers, students and the community. The CESC may require that further meetings be held.
- (iv) The CESC and the parties shall maintain the confidentiality of the meetings and the identity of all employees discussed except as specifically waived by mutual consent of the Union Local and the College.
- (v) Additional representatives of the College and the Union in equal numbers may attend CESC meetings under 27.05 (ii) and 27.05 (iii) where requested by the CESC to assist the committee. However, the attendance of additional persons pursuant to this paragraph shall not cause any delay in the meetings or the notice to individuals affected by the staff reduction.
- (vi) Upon completion of its deliberations the CESC shall forward its recommendations, if any, to the College President and the Union Local President, who shall maintain the confidentiality of the recommendations.
- (vii) When a College decides, following such meetings, to proceed with a lay-off of one or more employees who have completed the probationary period written notice of lay-off of not less than 90 calendar days shall be given to employees being laid off. If requested by the employee, a College representative will be available to meet with the employee within three calendar days to discuss the basis of the College selection of the employees affected.

**27.06** When the College decides to lay off or to reduce the number of full-time employees who have completed the probationary period or transfer involuntarily full-time employees who have completed the probationary period to another position from that previously held as a result of such lay-off or reduction of employees, the following placement and displacement provisions shall apply to full-time employees so affected. Where an employee has the competence, skill and experience to fulfill the requirements of the full-time position concerned, seniority shall apply consistent with the following:

- (i) An employee will be reassigned within the College to a vacant full-time position in lieu of being laid off if the employee has the competence, skill and experience to perform the requirements of a vacant position.
- (ii) Failing placement under 27.06 (i), such employee shall be reassigned to displace another full-time employee in the same classification provided that:
  - (a) the displacing employee has the competence, skill and experience to fulfill the requirements of the position concerned;
  - (b) the employee being displaced has lesser seniority with the College.
- (iii) Failing placement under 27.06 (ii), such employee shall be re-assigned to displace a full-time employee in another classification upon acceptance of the identical employment conditions as the classification concerned provided that:
  - (a) the displacing employee has the competence, skill and experience to fulfill the requirements of the position concerned;
  - (b) the employee being displaced has lesser seniority with the College.
- (iv) Failing placement under paragraph 27.06 (iii), such employee shall be reassigned to displace two partial-load employees provided that:
  - (a) the displacing employee has the competence, skill and experience to fulfill the requirements of the position concerned; and
  - (b) each of the partial-load employees being displaced has lesser months of service with the College as determined in Article 26, Partial-Load Employees, than such displacing employee's months of seniority; and
  - (c) it is understood that the College retains the right to assign additional work to the employee, where warranted, subject to the limits prescribed by Article 11, Workload.
- (v) (a) Failing placement under 27.06 (iv) or where the employee has waived in writing the right in 27.06 (iv), such employee shall be reassigned to displace one partial-load employee and one or more part-time employees whose assigned courses are as described in 27.06 (v) (b), provided that:
  - (i) the displacing employee has the competence, skill and experience to fulfill the requirements of the position concerned; and
  - (ii) each of the employees being displaced has lesser months of service with the College (as determined in Article 26, Partial-Load Employees, or

Appendix IX, as appropriate) than such displacing employee's months of seniority; and

- (iii) it is understood that the College retains the right to assign additional work to the employee where required so that the work assignment so created constitutes a full-load assignment in accordance with the limits prescribed by Article 11, Workload.
- (v) (b) The courses taught by the part-time employees displaced must be:
    - (i) the same as, or
    - (ii) essentially the same as, or
    - (iii) pre-requisite courses to those taught by the partial-load employee concerned.
  - (v) (c) Such employee shall have the layoff notice extended until completion of the assignment so created and shall maintain current salary and benefits for the duration of that assignment.
  - (v) (d) Upon completion of the assignment so created, or as mutually agreed between the College and the employee, such employee shall be reassigned to a vacant full-time position if the employee has the competence, skill and experience to perform the requirements of a vacant full-time position.
  - (v) (e) Failing placement under 27.06 (v) (d), such employee shall be laid off without further notice upon completion of the partial-load assignment.
  - (vi) (a) Failing placement under 27.06 (v) or where the employee has waived in writing the right in 27.06 (v), such employee shall be reassigned to displace one partial-load employee and engage in approved retraining activities such that the employee retains current salary and benefits for the duration of the partial-load assignment provided that:
    - (i) the displacing employee has the competence, skill and experience to fulfill the requirements of the position concerned; and
    - (ii) the partial-load employee being displaced has lesser months of service with the College (as determined in Article 26, Partial-Load Employees) than such displacing employee's months of seniority.
  - (vi) (b) Such employee shall have the layoff notice extended until completion of the partial-load employee's assignment and shall maintain current salary and benefits for the duration of the partial-load assignment.

- (vi) (c) Upon completion of the partial-load assignment, or as mutually agreed between the College and the employee, such employee shall be reassigned to a vacant full-time position if the employee has the competence, skill and experience to perform the requirements of a vacant full-time position.
- (vi) (d) Failing placement under 27.06 (vi) (c), such employee shall be laid off without further notice upon completion of the partial-load assignment.
- (vii) (a) Failing placement under 27.06 (vi) (a), or where the employee has waived in writing the right in 27.06 (vi) (a), such employee shall be reassigned to displace a sessional employee (who has more than 90 days remaining on the sessional employee's term appointment) provided that the displacing employee has the competence, skill and experience to fulfill the requirements of the position concerned.
- (vii) (b) Such employee shall have the layoff notice period extended until completion of the sessional employee's assignment and shall maintain current salary and benefits for the duration of the sessional assignment.
- (vii) (c) Upon completion of the sessional assignment or as mutually agreed between the College and the employee, such employee shall be reassigned to a vacant full-time position if the employee has the competence, skill and experience to perform the requirements of a vacant full-time position.
- (vii) (d) Failing placement under 27.06 (vii) (c), such employee shall be laid off without further notice.
- (viii) (a) Failing placement under 27.06 (vii) (a), or where the employee has waived in writing the right in 27.06 (vii), such employee shall be reassigned to displace a part-time employee upon acceptance of the identical employment conditions as the part-time employee concerned provided that:
  - (i) the displacing employee has the competence, skill and experience to fulfill the requirements of the position concerned; and
  - (ii) the part-time employee being displaced has lesser months of service with the College as determined in Appendix IX than such displacing employee's months of seniority.
- (viii) (b) Such a reassigned person shall be deemed to be laid off and eligible for recall in accordance with 27.09 B and 27.09 C, 27.03 E and the rights under 27.09 A.



- (viii) (c) Failing placement under 27.06 (viii) (a), such employee shall be laid off with written notice of not less than 90 calendar days. Such employee shall be granted release from all or part of the normally assigned duties, for this period of notice, for the purpose of engaging in retraining activities, where such release is feasible given the normal operational requirements facing the College. Where such release is not possible, the notice period shall be extended by up to 90 days to permit retraining and the employee shall maintain current salary and benefits for the duration of the notice period.
- (viii) (d) At the termination of the period referred to in 27.06 (viii) (c), such employee shall be reassigned to a vacant full-time position, if the employee has the competence, skill and experience to perform the requirements of a vacant full-time position.
- (viii) (e) Failing placement under 27.06 (viii) (d), such employee shall be laid off without further notice.

**27.07** The lay-off of employees arising from a strike by employees in the support staff bargaining unit shall not require notice as set out in 27.05 and 27.14. Provided the lay-off of employees is in a uniform manner, 27.06 shall not apply.

A probationary employee shall have employment bridged over the period and shall be credited with employment as at the date of lay-off.

### **Lay-Off Grievances**

**27.08 A** An employee claiming improper lay-off, contrary to the provisions of this Agreement, shall state in the grievance the positions occupied by full-time and non-full-time employees whom the employee claims entitlement to displace. The time limit referred to in 32.02 for presenting complaints shall apply from the date written notice of lay-off is given to the employee.

**27.08 B** If the grievance is processed through Step 2, the written referral to arbitration in 32.03 shall specify, from the positions originally designated in 27.08 A, two full-time positions, or positions occupied by two or more partial-load or part-time employees (the sum of whose duties will form one full-time position), who shall thereafter be the subject matter of the grievance and arbitration. The grievor shall be entitled to arbitrate the grievance thereafter under only one of (i), (ii), (iii), (iv), (v), (vi), (vii), or (viii) of 27.06.

### **Post Lay-Off Considerations**

**27.09 A** To assist persons who are laid off, the College agrees to the following:

- (i) Such a person may take, tuition free, one program or course offered by the college, for which the person meets the normal entrance and admission requirements. In

addition, the College shall consider and implement such retraining opportunities as the College may consider feasible.

- (ii) Before the College hires a sessional employee, a person who has been laid off under 27.06 within the last twenty-four months and has not elected severance under 27.10 A shall be offered the sessional appointment provided that the former employee has the competence, skill, and experience to fulfil the requirements of the sessional position concerned. The applicable salary for the duration of the sessional appointment shall be at the current salary rate, at the step level in effect at the time of lay-off.

For the purpose of Appendix VIII, the former employee will be deemed to be a new hire. This sessional employee will terminate employment at the end of the sessional appointment.

For the purposes of 27.03 E and 27.09 B the former employee will be deemed to be still on lay-off during the sessional appointment.

- (iii) The College shall consider additional means of support such as career counselling and job search assistance where such activities are expected to assist the individual in making the transition to a new career outside the Bargaining Unit.

## **Recall**

**27.09 B** Before hiring full-time employees, an individual who has been laid off under 27.06 will be recalled to that individual's former or another full-time position, provided that the individual has the competence, skill, and experience to fulfill the requirements of the position concerned. Such recall entitlement shall apply during the period of two years from the date of lay-off.

**27.09 C** If more than one individual is entitled to recall to a position under 27.09 B, the individual with the greater seniority will be recalled.

**27.09 D** In the event of a recall being made by the College, the College shall advise the Union Local President of the names and classifications of the individuals recalled.

## **Severance**

**27.10 A** Severance Pay Plan on lay-off is introduced to provide for severance payment to full-time employees with two or more full years of continuous service up to a maximum payment at 23 or more years continuous service with the College, provided the employee gives the College written election of severance within three months after termination of the notice period and waives all recall rights under the Agreement.

**27.10 B** Severance payment shall be in accordance with the following scale based on the number of full years of continuous service with the College as at the date of lay-off based on the employee's annual salary rate as of that date, as set out in Article 14, Salaries, exclusive of allowance(s).

Full years of continual service at date of lay-off	Per cent of employees annual salary rate exclusive of allowances at date of lay-off
2 yrs	9%
3 yrs	11%
4 yrs	13%
5 yrs	15%
6 yrs	17%
7 yrs	19%
8 yrs	21%
9 yrs	23%
10 yrs	25%
11 yrs	27%
12 yrs	29%
13 yrs	31%
14 yrs	33%
15 yrs	35%
16 yrs	37%
17 yrs	39%
18 yrs	41%
19 yrs	43%
20 yrs	45%
21 yrs	47%
22 yrs	49%
23 yrs or more	50%

### **Postings**

**27.11 A** Notice will be posted in the College of all vacancies of full-time positions in the bargaining unit. Such notice will be posted for at least five working days.

At the same time, notice of these vacancies will be sent to the Union Local President for distribution to the other Union Local Presidents.

The College will also forward copies of the notice to the other Colleges with the intention that they be posted.

**27.11 B** Where a vacancy of a full-time position in the bargaining unit occurs and is not filled internally, the College will give consideration to applications received from academic

employees laid off at other colleges before giving consideration to other external applicants. Such consideration shall be given for up to and including ten working days from the date of posting as described in 27.11 A.

Consideration will include review of the competence, skill and experience of the applicants in relation to the requirements of the vacant position.

### **Personnel Lists**

**27.12** During the last week of September, January and May the College shall notify the Union Local President of all personnel covered by the Agreement hired or terminated since the last notification, together with the classification, location and Division or Department concerned. At such times, the College shall also include notification of all hirings of personnel assigned to teach credit courses including, in particular, sessional appointments.

### **Resignation**

**27.13** An employee shall resign by giving at least 90 calendar days' written notice to the College, failing which (and unless otherwise agreed between the employee and the College) the employee shall receive the minimum vacation payment to which the employee is entitled under applicable legislation in lieu of any vacation pay or credit to which the employee is entitled under this Agreement.

### **Discharge**

**27.14 A** An employee being discharged who has completed the probationary period shall be notified in writing by the College President or the person(s) the College President designates for that purpose. When the reasons for discharge of the employee are not such as to warrant immediate discharge, the College will give 90 calendar days' written notification. Any vacation entitlement of an employee shall be paid in addition to the 90 days' notice period or to any payment in lieu thereof.

**27.14 B** It being understood that the release of an employee during the probationary period shall not be the subject of a grievance under Article 32, Grievance Procedures, but may be subject to the internal complaint process as referred to in 7.02 (iii), an employee who has completed the probationary period and is discharged for cause may lodge a grievance in the manner and to the extent provided in Grievance Procedure.

### **General**

**27.15** An employee reassigned by the College under the provisions of 27.06 to a work location more than 80 kilometres distant from the employee's previous work location shall be reimbursed for necessary expenses incurred in transporting the employee's household furniture and effects to a residence near such new work location up to a maximum amount of \$1,000. Packing and insurance charges shall not qualify as an expense for

reimbursement purposes. To qualify for reimbursement, such relocation of residence and expense incurred as a result must take place within one year of the reassignment.

**27.16** Extension and Continuing Education programs and courses which are not included in the regular assignment of full-time employees are excluded from the application of this Article for all purposes.

## **Article 28 EMPLOYMENT STABILITY**

**28.01 A** The parties hereto subscribe to certain objectives and principles as follows:

- (i) that employment stability should be enhanced, within the resources available, through both long-term and short-term strategies;
- (ii) that such strategies could include, but not necessarily be restricted to, planning, retraining, early retirement, alternative assignments, secondments, employee career counselling, job sharing and professional development;
- (iii) that data which are relevant to employment stability should be made available to both parties;
- (iv) that procedures should be in place to deal with situations that arise in which, notwithstanding the best efforts of both parties, lay-offs and/or reductions in the number of employees who have completed the probationary period become necessary; and,
- (v) that resources should be made available to achieve, to the degree that it is feasible, these objectives and principles.

**28.01 B** The parties have agreed to the following provisions, in order to achieve, to the degree that it is feasible, the foregoing objectives and principles.

**28.02 A** There shall be established, at each College, a College Employment Stability Committee (CESC).

**28.02 B** Each CESC will be composed of four members, with two to be appointed by the College and two by the Union Local. The term of office of each member shall be one year, which may be renewable, commencing on September 1 of each year. Alternative arrangements may be made at the local level upon agreement of the Union Local and the College.

**28.03** The functions of the CESC shall be to:

- (i) perform the functions conferred upon it in 27.05, 28 and 29;
- (ii) recommend long-term and short-term strategies to enhance employment stability; and
- (iii) administer and make decisions with respect to the Joint Employment Stability Reserve Fund (JESRF) established under 28.08, as specifically prescribed in 28.04, 28.05 and 28.06.

**28.04** The functions of the CESC shall include the making of recommendations with respect to long-term strategies to enhance employment stability, having regard to available resources. Activities may include, but not necessarily be restricted to:

- (i) receiving and analyzing data provided under the Agreement with the objective of creating a data base;
- (ii) identifying needs for further data collection;
- (iii) analyzing, on an ongoing basis, internal and external trends which may have impact on employment stability, such as areas of growth and decline and changing resource levels and priorities;
- (iv) developing strategies including retraining, early retirement, alternate assignments, secondments, professional leaves, employee career counselling, job sharing, professional development, pre-retirement planning and voluntary transfer.

**28.05** The functions of the CESC shall include the making of recommendations with respect to short-term strategies to enhance employment stability, having regard to available resources. Activities may include, but not necessarily be restricted to:

- (i) receiving data concerning vacancies at other Colleges under 27.11, and distributing information concerning such vacancies and providing assistance to employees regarding such vacancies;
- (ii) developing strategies including retraining, early retirement, alternate assignments, secondments, professional leaves, employee career counselling, job sharing, professional development, pre-retirement planning and voluntary transfer;
- (iii) identifying local adaptations of other provisions of the Agreement which may have an impact on employment stability.

**28.06** The CESC shall administer and make decisions with respect to the Joint Employment Stability Reserve Fund (JESRF), established under 28.08, by using the JESRF, or such portion as the CESC considers appropriate, to facilitate employment stability strategies, both long-term and short-term.

**28.07 A** The CESC shall make any recommendations that it is empowered to make under 28.04 and 28.05 and any decisions that it is empowered to make under 28.06 by majority vote, subject to 28.07 B and C. The decision of the CESC under 28.06 shall be final and binding on the parties and any employee affected by the decision. In making any decision under 28.06, the CESC shall have no power to alter, modify or amend any part of the Agreement nor to make any decision inconsistent therewith.

**28.07 B** Where there is no majority decision with respect to any recommendation under 28.03 (i), 28.04 or 28.05, each of the members of the CESC may make separate recommendations.

**28.08 A** There shall be established at each College a Joint Employment Stability Reserve Fund (JESRF).

**28.08 B** The College shall make an annual contribution to the JESRF, to be made on or before September 1 in each year, in an amount equal to \$50.00 per full-time member of the bargaining unit at the College, provided that where the amount of the JESRF is equal to or exceeds an amount equal to \$500.00 per full-time member of the bargaining unit at the College, the obligation of the College to contribute to the JESRF shall be suspended until the JESRF is again below that amount. In such a case, the next annual contribution required by the College shall again be \$50.00 per full-time member of the bargaining unit at the College or the amount required to restore the JESRF to \$500.00 per full-time member, whichever is less.

**28.08 C** The JESRF shall be maintained at a bank or other financial institution at which the College maintains one or more of its accounts, and shall be maintained under the supervision of the chief financial officer of the College. The books and records of the JESRF shall be open for inspection by any member of the CESC at any time during regular business hours.

**28.08 D** Any requisition for a cheque and/or withdrawal from an account in which the JESRF is maintained shall be countersigned by one member of the CESC appointed by the College and one member appointed by the Union Local.

**28.08 E** Surplus funds, if any, that are not immediately required for the purposes of 28.06 may be invested on the instructions of the CESC in any account or certificate of deposit maintained at or issued by a bank or financial institution.

**28.08 F** While it is recognized that the specific financial obligation by the College to the JESRF is the annual contribution to the JESRF (subject, in addition, to any other specific obligations imposed by this Agreement), it is understood that this is not to act as a limitation on either the College's or the Union Local's ability to explore and utilize other means of enhancing employment stability, including contributing additional funds to the JESRF.

**28.09 A** Where there is no majority decision under 28.06, any member of the CESC may refer the matter to the Employment Stability Reserve Fund Arbitrator (ESRFA).

**28.09 B** There shall be an Employment Stability Reserve Fund Arbitrator established at each College to be appointed by agreement of the President of the College and the President of the Union Local. The appointment, which may be renewable by mutual agreement, shall be for one year, commencing on September 1 and expiring on August 31. In the event that the President of the College and the President of the Union Local are unable to agree upon the appointment of an ESRFA, either the College or the Union Local may request the College Relations Commission to appoint an ESRFA and the ESRFA shall, upon appointment by the College Relations Commission, have the same powers as if the appointment had been made by the College and the Union Local.

**28.09 C** The ESRFA may make any decision that the CESC is empowered to make under 28.06.

**28.09 D** The ESRFA shall determine appropriate procedure and shall issue a decision within ten calendar days of the referral of the matter to the ESRFA. The ESRFA shall hear the representations of the parties and shall adopt the most expeditious and informal procedure possible.

**28.09 E** The decision of the ESRFA shall be final and binding on the parties and any employee affected by the decision. The ESRFA shall have no power to alter, modify or amend any part of the Agreement nor to make any decision inconsistent therewith.

**28.09 F** The College and the Union shall each pay one-half of the fees and expenses of the ESRFA.

## **Article 29 EXTRAORDINARY FINANCIAL EXIGENCY**

**29.01** When a College plans to reduce the number of full-time regular employees who have completed the probationary period by lay-off of five percent or 20 employees whichever is less because of an extraordinary financial exigency the following provisions shall apply prior to the application of the procedures set out in 27.05 (vii) and 27.06.

**29.02** In the above circumstances the College shall give written notification to the Union Local President and the College Employment Stability Committee (CESC) of the College's plan to reduce the number of full-time regular employees who have completed the probationary period by lay-off of five percent or 20 employees whichever is less and indicate the courses, programs and services to be reduced or eliminated and provide the Union Local and the CESC with the budgetary data used by the College in reaching its tentative decision for a planned staff reduction.



**29.03** During the 30 calendar day period following such notification, the CESC shall be given an opportunity to present its recommendations or advice on measures to deal with the extraordinary financial exigency that may include:

- (i) the budgetary measures other than, or in addition to, reduction in the full-time academic salary budget, which might be resorted to in order to prevent or minimize such salary budget reduction;
- (ii) whether the utilization of other means such as normal retirement, voluntary early retirements, leaves or transfers can postpone or alleviate the need to discontinue appointments;
- (iii) the size of the required reduction, if any, in the full-time academic salary budget;
- (iv) a set of priorities for meeting the exigency and a proposal on how any required reductions in the full-time academic salary budget could be accommodated within such priorities;
- (v) whether or not, and to what extent, any required reductions could be accommodated, in whole or in part by:
  - (a) adjusting faculty instructional assignments;
  - (b) curtailing certain academic programs.

**29.04** The College shall not proceed with its plan to reduce the number of full-time employees referred to in 29.01 until the expiry of the 30 calendar day period referred to in 29.03 or receipt of the CESC's recommendations or advice, whichever should first occur.

**29.05** The CESC may have other persons at its meetings to assist in examination of the planned reduction of employees.

### **Article 30**

#### **EMPLOYEE DISPLACEMENTS THROUGH TECHNOLOGICAL CHANGE**

**30.01** This Article shall apply when the College introduces new technology in the form of new equipment or process substantially different in nature or design from that previously in effect which has the initial effect of displacing an employee from the employee's position or more than one employee from their positions.

**30.02** In such circumstances as in 30.01, the College will provide the Union Local and the CESC at least 90 calendar days before the date on which the technological change is introduced with a description of the change and the approximate number of employees likely to be directly affected by the change. The CESC shall meet to discuss the effect on

the employment status of employees directly affected and possible measures to reduce adverse effects of the technological change including discussion of developmental opportunities for employees for possible assignment to other positions within the College or assisting in a change of career for employees with suitable qualifications.

**30.03** The CESC may have other persons at its meetings to assist in examination of the circumstances regarding the technological change.

**30.04** The CESC may make recommendations on the measures for developmental opportunities or possibilities of other assignments, or other measures to assist the College and employees affected by the technological change.

**30.05** Following the effective date of the technological change a reduction of employees resulting therefrom shall be carried out pursuant to 27.05 (vii) and 27.06.

**30.06** Where it is considered mutually desirable that the Union Local and the College set out in writing the measures to be applied such resolution shall be signed by the parties and shall have the effect of a provision of this Agreement and be subject to Article 32, Grievance Procedures, but shall not continue beyond the terms of this Agreement as currently in effect.

### **Article 31 PERSONNEL RECORDS**

**31.01** A performance appraisal, including written progress reports referred to in 27.02 which are to be filed on the employee's record, shall be shown to the employee in advance. The employee may add the employee's views to such appraisal before it is filed. It is understood that such an appraisal does not in itself constitute disciplinary action by the College against the employee.

**31.02** The employee shall receive a copy of any disciplinary notice to be placed in that employee's file. Where the College or a Board of Arbitration determines that any suspension or written disciplinary notations were without cause, such suspension or written disciplinary notation and grievances arising thereunder shall be removed from the employee's record.

**31.03** An employee shall be given access to the employee's record and shall, upon request, be given a copy of any documents contained in the employee's record.

### **Article 32 GRIEVANCE PROCEDURES**

**32.01** Articles 32.02 to 32.05 inclusive apply to an employee who has been employed continuously for at least the preceding four months.

## **Complaints**

**32.02** It is the mutual desire of the parties that complaints of employees be adjusted as quickly as possible and it is understood that if an employee has a complaint, the employee shall discuss it with the employee's immediate supervisor within 20 days after the circumstances giving rise to the complaint have occurred or have come or ought reasonably to have come to the attention of the employee in order to give the immediate supervisor an opportunity of adjusting the complaint. The discussion shall be between the employee and the immediate supervisor unless mutually agreed to have other persons in attendance. The immediate supervisor's response to the complaint shall be given within seven days after discussion with the employee.

## **Grievances**

**32.03** Failing settlement of a complaint, it shall be taken up as a grievance (if it falls within the definition under 32.12 C) in the following manner and sequence provided it is presented within seven days of the immediate supervisor's reply to the complaint. It is the intention of the parties that reasons supporting the grievance and for its referral to a succeeding Step be set out in the grievance and on the document referring it to the next Step. Similarly, the College's written decisions at each step shall contain reasons supporting the decision.

### **Step One**

An employee shall present a signed grievance in writing to the employee's immediate supervisor setting forth the nature of the grievance, the surrounding circumstances and the remedy sought. The immediate supervisor shall arrange a meeting within seven days of the receipt of the grievance at which the employee, a Union Steward designated by the Union Local, if the Union Local so requests, the Dean of the Division and the immediate supervisor shall attend and discuss the grievance. The immediate supervisor and Dean will give the grievor and the Union Steward their decision in writing within seven days following the meeting. If the grievor is not satisfied with the decision of the immediate supervisor and Dean, the grievor shall present the grievance in writing at Step Two within 15 days of the day the grievor received such decision.

### **Step Two**

The grievor shall present the grievance to the College President.

The College President or the President's designee shall convene a meeting concerning the grievance, at which the grievor shall have an opportunity to be present, within 20 days of the presentation, and shall give the grievor and a Union Steward designated by the Union Local the President's decision in writing within 15 days following the meeting. In addition to

the Union Steward, a representative designated by the Union Local shall be present at the meeting if requested by the employee, the Union Local or the College. The College President or the President's designee may have such persons or counsel attend as the College President or the President's designee deems necessary.

In the event that any difference arising from the interpretation, application, administration or alleged contravention of this Agreement has not been satisfactorily settled under the foregoing Grievance Procedure, the matter shall then, by notice in writing given to the other party within 15 days of the date of receipt by the grievor of the decision of the College official at Step Two, be referred to arbitration.

**32.04 A** Any matter so referred to arbitration, including any question as to whether a matter is arbitrable, shall be heard by a Board of three arbitrators composed of an arbitrator appointed by each of the College and the Union and a third arbitrator who shall be Chair. The Chair shall be selected from the following panel:

G. Brent	R. MacLaren
H. Brown	M. Mitchnick
K. Burkett	M. Picher
D. Carter	P. Picher
J. Devlin	S. Schiff
R. Howe	O. Shime
P. Knopf	M. Teplitsky
R. MacDowell	

Representatives of the Council and the Union shall meet monthly to review the matters referred to arbitration and agree to the assignment of a Chair to hear each of the grievances. The Chair shall be assigned either by agreement or, failing agreement, by lot. The parties may from time to time, by mutual agreement, add further names to such panel. Also the parties may agree to a supplementary list of persons to act on a single or number of occasions. Following selection of a Chair, the College and the Union shall each appoint its arbitrator within ten days and forthwith notify the other party and the Chair. However the College and Union may mutually agree, prior to selection of a Chair, to arbitration by a sole arbitrator. The sole arbitrator shall be selected from the panel as in the case of a Chair and the other provisions referring to an arbitration board shall appropriately apply.

**32.04 B** No person shall be appointed as an arbitrator who is or was within six months prior to such appointment an employee or is or has within six months prior to such appointment, acted as solicitor, counsel, advisor, agent or representative of either of the parties or the College concerned. Any Chair who declines to act on five consecutive occasions shall be removed from the panel and a replacement selected by mutual agreement of the parties.

**32.04 C** The finding of the majority of the arbitrators as to the facts and as to the interpretation, application, administration or alleged contravention of the provisions of this

Agreement shall be final and binding upon all parties concerned, including the employee(s) and the College.

**32.04 D** The arbitration board shall not be authorized to alter, modify or amend any part of the terms of this Agreement nor to make any decision inconsistent therewith; nor to deal with any matter that is not a proper matter for grievance under this Agreement.

**32.04 E** The College and the Union shall each pay one-half the remuneration and expenses of the Chair of the arbitration board and shall each pay the remuneration and expenses of the person it appoints as arbitrator.

### **General**

**32.05 A** If the grievor fails to act within the time limits set out at any Complaint or Grievance Step, the grievance will be considered abandoned.

**32.05 B** If an official fails to reply to a grievance within the time limits set out at any Complaint or Grievance Step, the grievor may submit the grievance to the next Step of the grievance procedure.

**32.05 C** At any Complaint or Grievance Step of the grievance procedure, the time limits imposed upon either party may be extended by mutual agreement.

**32.05 D** The time limits set out at the Complaint or Grievance Steps including referral to arbitration shall be calculated by excluding the period from Christmas Day to New Year's Day inclusive.

**32.05 E** At a meeting at any Step of the grievance procedure, the employee may be represented by a Union Steward if the employee desires such assistance.

**32.05 F** The arbitration board may dispose of a grievance without further notice to any person who is notified of the hearing and fails to appear.

**32.05 G** Where the arbitration board determines that a disciplinary penalty or discharge is excessive, it may substitute such other penalty for the discipline or discharge as it considers just and reasonable in all the circumstances.

**32.05 H** It is understood that nothing contained in this Article shall prevent an employee from presenting personally a grievance up to and including a hearing by the arbitration board without reference to any other person. However, a Union Steward may be present as an observer, commencing at Step One, if the steward so requests.

**32.05 I** The College and the Union Local shall each keep the other advised in writing of the names of its respective representatives authorized to act on its behalf under the Grievance Procedure.

### **Dismissal**

**32.06** It being understood that the dismissal of an employee during the probationary period shall not be the subject of a grievance, an employee who has completed the probationary period may lodge a grievance in the manner set out in 32.07 and 32.08.

**32.07** An employee who claims to have been dismissed without just cause shall, within 20 days of the date of receipt of the written notification of the dismissal, present a grievance in writing to the College President, or in the absence of the College President, the Acting President, commencing at Step Two and the President shall convene a meeting and give the grievor and the Union Steward the President's decision in accordance with the provisions of Step Two of 32.03.

**32.08** If the grievor is not satisfied with the decision of the College President, the grievor shall, within 15 days of receipt of the decision of the College President, or in the absence of the President, the Acting President, by notice in writing to the College, refer the matter to arbitration, as provided in this Agreement.

### **Group Grievance**

**32.09** In the event that more than one employee is directly affected by one specific incident and such employees would be entitled to grieve, a group grievance shall be presented in writing by the Union signed by such employees to the Director of Personnel or as designated by the College within 20 days following the occurrence or origination of the circumstances giving rise to the grievance commencing at Step One of Article 32, Grievance Procedure. Two grievors of the group shall be entitled to be present at meetings in Step One or Two unless otherwise mutually agreed.

### **Union Grievance**

**32.10** The Union or Union Local shall have the right to file a grievance based on a difference directly with the College arising out of the Agreement concerning the interpretation, application, administration or alleged contravention of the Agreement. Such grievance shall not include any matter upon which an employee would be personally entitled to grieve and the regular grievance procedure for personal or group grievance shall not be by-passed except where the Union establishes that the employee has not grieved an unreasonable standard that is patently in violation of this Agreement and that adversely affects the rights of employees.

Such grievance shall be submitted in writing by the Union Grievance Officer at Head Office or a Union Local President to the Director of Personnel or as designated by the College,

within 20 days following the expiration of the 20 days from the occurrence or origination of the circumstances giving rise to the grievance commencing at Step One of the Grievance procedure.

### **College Grievance**

**32.11** The College shall have the right to file a grievance with respect to the interpretation, application, administration or alleged contravention of the Agreement. Such grievance shall be presented in writing signed by the College President or the President's nominee, to the Union at the College concerned with a copy to the Union Grievance Officer within 20 days following the occurrence or origination of the circumstances giving rise to the grievance, commencing at Step 2. Failing settlement at a meeting held within 20 days of the presentation of the grievance, the Union shall give the College its written reply to the grievance in 15 days following the meeting.

Failing settlement, such grievance may be referred to the Arbitration Board within 20 days of the date the College received the Union's reply.

### **Definitions**

**32.12 A** "Day" means a calendar day.

**32.12 B** "Union" means the Ontario Public Service Employees Union.

**32.12 C** "Grievance" means a complaint in writing arising from the interpretation, application, administration or alleged contravention of this Agreement.

## **Article 33 GENERAL**

**33.01** It is the policy of the Council of Regents that assignments to be performed within the confines of a penal institution are voluntary except when the person is hired on the basis that the assignment may include activities within a penal institution.

**33.02** The cost of printing the Agreement booklets will be shared equally by the Council of Regents and the Union subject to mutual agreement as to format and production arrangements.

**33.03** The parties agree that a French language and an English language version of this Agreement shall be prepared. With respect to any dispute arising at a French language College, the French language version of this Agreement shall prevail. With respect to any dispute arising at an English language College, the English language version of this Agreement shall prevail. With respect to any dispute arising at a bilingual College, the version of the Agreement that will prevail shall be as designated by the grievor.

**Article 34**  
**DURATION**

**34.01** This Agreement shall take effect commencing on the date of signing and shall have no retroactive effect or application (except as to the Salary Schedules set out in Article 14, Salaries, effective as of September 1, 1991, and September 1, 1992) subject to amendments as provided in this Agreement, and, shall continue in full force and effect until August 31, 1994, (except as to the Salary Schedules set out in Article 14, Salaries, effective September 1, 1993) and shall continue automatically for annual periods of one year unless either party notifies the other party in writing in January, 1994, that it desires to amend this Agreement.

**34.02** Negotiations shall begin within 30 days following notification for amendment as provided in 34.01. Proposals having application to an individual College only which the parties to this Agreement agree are appropriate for discussion at meetings directly between a College Committee of three members (as appointed under 7.01) shall be held at mutually agreed dates during the period of one month following receipt of the notification referred to in 34.01. Failing settlement, such proposal(s) may then be included as matters for discussion in the negotiations between the parties of this Agreement.

EXECUTED at TORONTO, ONTARIO, this 9th day of November, 1992.

FOR THE UNION

FOR THE COUNCIL



This form will be used within all Colleges in the assignment of teacher workloads. It is understood that this form may require revision by the EERC.

**APPENDIX I**  
**STANDARD WORKLOAD FORM**





**APPENDIX II  
JOINT EDUCATIONAL QUALIFICATIONS SUBCOMMITTEE**

The parties agree to the establishment of a Joint Educational Qualifications Subcommittee to consider and rule on further formal educational qualifications for the purpose of maximum salary level identification under the salary scale. Such Committee shall be composed of three representatives of the Union and the Council of Regents respectively and shall decide the Committee's procedure. Any further qualification must be agreed to by the representatives of both the Council of Regents and the Union and shall be in writing.

**APPENDIX III  
DENTAL PLAN  
COVERED DENTAL SERVICES**

and Procedure Codes (inclusive)

**SCHEDULE A**

**Diagnostic Services**

Clinical Oral Examination

Complete Oral Examination	01110-01400
Radiographs Intra Oral Films	02100-02144
Extra Oral Films	02201-02600
Cephalometric Films	02701-02800
	02920-02930
Tests and Laboratory Examinations	04100-04500
	04601-04602
Case Presentation	05100-05200

**Preventive Services**

Dental Prophylaxis	11100-11300
Fluoride Treatment	12400
Other Preventive Services	13100-13510
Space Maintainers	15100-15110
	15120-15400

## **Restorative Services**

Amalgam Restorations	21101-21225
Retentive Pins	21301-21305
Silicate Restorations	22101-22102
Acrylic or Composite Restorations	23101-23223
Full Coverage Restorations	21401-21413
Other Restorative Services	27130,27500 29800

## **SCHEDULE B**

### **Endodontic Services**

Pulp Capping	31100-31110
Pulpotomy	32201-32211
Root Canal Therapy	33100-33420
Apexification	33501-33514
Periapical Services	34101-34212
Root Amputation	34401-34402
Other Endodontic Procedures	39100-39120
Hemisection	39210-39300
Bleaching	39400
Intentional Removal, Apical	39501-39600
Filling and Reimplantation Emergency Procedures	39901-39985

### **Periodontal Services**

Non-Surgical Services	41100-41300
Surgical Services	42001-42500
Adjunctive Periodontal Services	43200-43600

### **Surgical Services**

Removal of Erupted Tooth	71101-71111
Uncomplicated Surgical Removals	72100-72240
Removal of Residual Roots	72310-72450
Alveoloplasty	73100-73110
Gingivoplasty and/or Stomaloplasty	73119-73120
Osteoplasty	73133-73141
Surgical Excision	74108-74409
Surgical Incision	75100-75110
Fractures	76198-76951
Frenectomy	77800-78110
Miscellaneous	79104-79604

## Adjunctive General Services

Unclassified Treatment	91110
	92110-92120
General Anaesthesia	92201-92340
Professional Consultation	93100
Professional Visits	94100,94200
	94400
Drugs	96100-96101

## SCHEDULE C

### Prosthodontic Procedures

Complete Maxillary Denture (once every 3 years)	51100
Complete Mandibular Denture (once every 3 years)	51110
Complete Maxillary and Mandibular Dentures (once every 3 years)	51120,51300, 51310,51320, 51600,51610 51620
Removable Partial Dentures (once every 3 years)	52120-52121 52220-52221 52230-52231 52320-52321 52400,52410, 52500,52510, 52520,52525, 52530-52531 52535,52600, 52610,52620, 52630 52800
Denture Adjustments	54250 54300-54302
Denture Repairs	55101-55104 55201-55204 55520,55530, 55700

Denture Rebasing, Relining	56200-56201 56210-56211 56220-56221 56230-56231 56260-56265 56270-56273
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**SCHEDULE D**

**Diagnostic Services**

Orthodontic Cast	04530
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**Preventative Services**

Space Maintainers	15100-15110 15111-15120 15200-15210 15300-15310 15400-15500 15600
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**Observation and Adjustment**

Observation	80610
Observation and Adjustment	80620
Repairs	80630
Alterations	80640
Re-Cementations	80650
Separation	80700

**Orthodontic Appliances**

Removable	81105-81106 81110-81111 81115-81116 81120-81125 81126-81130 81131-81140
Fixed-Bilateral	81201-81214
Fixed-Unilateral	81251-81252 81216

Appliances to Control Harmful Habits	82050-82101 82102-82201 82202
Myofunctional Therapy	82300
Retention Appliances	83111-83112

## SCHEDULE E

### Crowns and Bridges

(on a non-cosmetic basis)

Inlays	25111-25113 25121-25123 25131-25133 27721
Onlays	25511 25521 25531
Pins in inlays, onlays and Crowns	25601-25605
Post and Core	25711-25713 25721-25723 25731-25733 25741-25743 25751 25752
Crowns and repairs to Crowns	21301 23601 27111 27113 27114 27121 27201 27211 27301 27311 27401 27409 27501 27502 27601



	27602
	27711
	29101-29103
	29109
	29301-29303
	29309
Repair of bridges	63001
	63009
	66111-66113
	66119
	66211-66213
	66219
	66301-66303
	66309
	66711
	66719
	66721
	66729
	66731
	66739
Prosthetic services: construction and insertion of bridges (once every 3 years)	62101-62103
	62501
	62502
	62701-62703
	62801
	67101
	67102
	67121
	67129
	67131
	67139
	67201
	67202
	67211
	67301
	67311
	67321
	67322
	67331
	67341
	67501
	67502
	69101

Construction and insertion of bridges or standard dentures more often than once in a three year period is considered an eligible expense if such becomes necessary because:

- (a) it is needed to replace a bridge or a standard denture which has cause temporomandibular joint disturbance, and which cannot be economically modified to correct the condition, or
- (b) it is needed to replace a standard denture which was inserted shortly following extraction of teeth and which can not be economically modified to the final shape required.

## **APPENDIX IV JOINT INSURANCE COMMITTEE**

### **Purpose of the Committee**

**1 A** The purpose of the Joint Insurance Committee is to facilitate communication between the Council of Regents and OPSEU on the subject of group insurance applicable to the Academic Staff Bargaining Unit, including Basic Life, Supplementary Life Insurance, Extended Health Insurance, Long Term Disability Insurance, the Dental Plan and such other negotiated benefits that may, from time to time, be included in the group insurance plan.

**1 B** Nothing herein shall prevent this Committee from meeting jointly with any comparable committee, if established, concerning the Support Staff Bargaining Unit should it be mutually agreed between this Committee and such other Committee.

**1 C** It is understood that the group insurance benefits to be provided to employees and the cost sharing arrangements shall be as set out in the applicable Agreement and the matters for consideration by this Committee shall be only as set out in these terms of reference.

### **Composition of the Committee**

**2** The Committee shall be composed of an equal number of representatives from the Council and OPSEU with not more than eight representatives in total. At meetings of the Committee each party may be accompanied by up to two resource persons to provide actuarial or other technical advice. Additionally, when necessary, representatives of insurance carriers shall attend meetings to provide information but shall not act as resource persons for either party.

### **Duties of Committee**

**3** The duties of the Committee shall consist of the following:

- (i) development of the specifications for the public tendering of any negotiated benefits which may be included in the Group Insurance Plan (to cover the bargaining unit only);
- (ii) consideration and examination of all tenders submitted in response to the specifications for tender and preparation of a report thereon;
- (iii) recommendation to the Council of Regents on the selection of the insurance carrier or carriers to underwrite the Group Insurance Plans;
- (iv) consideration and recommendation to the Council of Regents on the renewal of existing contracts of insurance upon expiry;
- (v) review of the financial reports on the Group Insurance Plan; and
- (vi) review of contentious claims and recommendations thereon, when such claim problems have not been resolved through the existing administrative procedures.

**Specifications for Public Tender**

**4 A** When specifications for public tender are required to obtain the services of an insurance carrier, the duties of the Committee shall be to:

- (i) develop and recommend specifications for tender;
- (ii) consider and examine all tenders submitted in response to the specifications;
- (iii) make a recommendation to the Council of Regents with respect to the selection of a carrier(s).

**4 B** The specifications for tender will describe the benefits to be provided, the cost sharing arrangements, the past financial and experience history, the appropriate employee data, the format for the retention, illustrations for each coverage, the financial reporting requirements, and other parameters as appropriate. The tendering process will be conducted through the Ontario Government's Public Tenders Office. Tenders shall be entertained from any insurance carrier and such carrier may act solely on its own behalf or may arrange reinsurance as may be necessary.

**4 C** The basis for recommendation of an insurance carrier(s) will include the ability of the carrier(s) to underwrite the plan, compliance of carrier's quotation with the specifications for tender, the carrier's service capabilities and the expected long term net cost of the benefits to be provided.

## **Policy Renewals**

**5 A** Following receipt of an existing insurance carrier's proposal for renewal of an insurance contract, the Committee shall:

- (i) examine and analyze the proposal, assessing the completeness, fairness and validity of the proposal;
- (ii) assess the funding methods employed in the insurance policy;
- (iii) assess and monitor the deposit accounts;
- (iv) suggest and discuss alternative proposals and funding methods with the carrier; and
- (v) make recommendations to the Council of Regents with respect to acceptance of the carrier's renewal proposals, funding methods and deposit account administration.

**5 B** The basis for recommendations for renewal will take into account the level of service provided by the carrier and the expected long term net cost of the benefits.

## **Experience Review**

**6 A** The Committee will also meet as required to review the financial experience under the plans. The specifications for tender will describe the information to be included in the financial statements to be prepared by the insurance carrier(s).

**6 B** These statements will include paid premiums, paid claims, changes in reserve requirements for open and for unreported claims, incurred claims, the retention elements of commissions, taxes, administrative expenses, contingency reserve charges and interest credits on claim and other reserves. The Committee shall request the insurance carrier(s) to provide such additional information as may be necessary.

## **Recommendations**

**7 A** If the Committee fails to agree on the recommendation to the Council of Regents that is contemplated by these Terms of Reference, the members of the said Committee nominated by the Council and OPSEU may each make a recommendation in writing to the Council of Regents, supported by reasons for their respective recommendations.

**7 B** It is understood that the Council of Regents at all times retains the right to select whatever carrier(s) to underwrite the group insurance plan(s) it may consider in the best interest of the employees and Colleges and, in so doing, is under no obligation to select a carrier(s) that may be recommended by the Committee.

**APPENDIX V  
PARTIAL-LOAD BENEFITS**

**A. Group Insurance**

**(1) Life Insurance**

	<b>Basic and AD &amp; D</b>	<b>Supplementary</b>	<b>Optional</b>
<b>Participation</b>	Voluntary	Voluntary	Voluntary
<b>Eligibility</b>	All partial-load employees under contract	All partial-load employees under contract	All partial-load employees under contract
<b>Waiting period</b>	First of month following the completion of one calendar month	First of month following the completion of one calendar month	First of month following the completion of one calendar month
<b>Benefit Level</b>	as per full-time employees	as per full-time employees	as per full-time employees
<b>Premium Sharing</b>	100% employee paid	100% employee paid	100% employee paid

**(2) Extended Health, Vision and Hearing Care**

	<b>Extended Health</b>	<b>Vision Care</b>	<b>Hearing Care</b>
<b>Participation</b>	Voluntary	Voluntary if Extended Health elected	Voluntary if Extended Health elected
<b>Eligibility</b>	All partial-load employees under contract	All partial-load employees under contract	All partial-load employees under contract
<b>Waiting Period</b>	First of month following the completion of one calendar month	First of month following the completion of one calendar month	First of month following the completion of one calendar month
<b>Benefit Level</b>	as per full-time employees	as per full-time employees	as per full-time employees
<b>Premium Sharing</b>	100% employer paid	100% employee paid	100% employee paid

**(3) Dental Care**

- Participation - Voluntary
- Eligibility - All partial-load employees under contract
- Waiting Period - First of month following the completion of six calendar months.
- Benefit Level - as per full-time employees
- Premium Sharing - 100% employee paid

**B. Time-off Benefits**

**(a) Statutory and College Holidays**

Participation - All partial-load employees under contract

Eligibility - All partial-load employees under contract

Waiting Period - nil

Benefit Level - Partial-load employees will receive regular pay if:  
(i) the holiday occurs on a day the employee would have been scheduled to work, and  
(ii) the employee was in attendance the scheduled day of work, both before and after the holiday.

**(b) Vacation**

Regular pay includes a payment in lieu of vacation.

**(c) Sick Leave**

Participation - All partial-load employees under contract

Eligibility - All partial-load employees under contract

Waiting Period - nil

Benefit Level - same as full-time employees except that annual entitlement is prorated based on length of contract and number of Teaching Contact Hours in accordance with Appendix VI

#### **(d) Leaves of Absence**

Participation - All partial-load employees under contract

Eligibility - All partial-load employees under contract

Waiting Period - nil

Benefits - Benefits shall be as provided under 12, 21, 22 and 23 of the Agreement; benefit level shall be pay for regularly scheduled days of work with the exception noted below:

- Parental Leave - S.U.B. payments as per Article 22 of the Agreement shall not go beyond the end of the employee's contract

#### **NOTES**

##### **1. Bridging Benefit re: Group Insurance**

If upon termination of a contract there is a written contract for future employment as a partial-load employee, the employee, by paying 100% of the premiums for the benefits, may continue participation throughout the period of non-employment between contracts in any group insurance plan in which that employee was participating.

Where the college is anticipation re-employment of a partial-load employee, the college is encouraged, where feasible, to provide a written contract upon termination.

##### **2. Waiting Periods**

If an employee is re-employed within 6 months of the end of any contract, waiting periods for group insurance plans will be waived.

##### **3. Bridging Benefit re: Sick Leave Plan**

The sick leave plan is based on the cumulative sick leave plan which is in place for the full-time academic employees hired up to and including March 31, 1991. There will be bridging of this benefit allowed if the partial-load employee is re-hired within 6 months of the end of any contract or if upon termination of a contract there is a written contract for future employment as a partial-load employee. In the event that a partial-load employee is on an approved leave of absence the 6 month period will not commence until the end of the leave.



Effective April 1, 1991, all partial-load employees not hired before April 1, 1991, shall be covered by the short term disability plan as set out in Article 21 of the 1989-91 Academic Collective Agreement with the bridging provisions as set out above.

**APPENDIX VI  
PARTIAL-LOAD SICK LEAVE PRO-RATING TABLE  
( IN HOURS )**

NUMBER OF WHOLE OR PARTIAL CALENDAR MONTHS OF CONTRACT	NUMBER OF WEEKLY CONTACT HOURS					
	7	8	9	10	11	12
	NUMBER OF HOURS OF PAID SICK LEAVE					
1	3	3	4	4	4	5
2	6	6	7	8	9	10
3	8	10	11	12	13	14
4	11	13	14	16	18	19
5	14	16	18	20	22	24
6	17	19	22	24	26	29
7	20	22	25	28	31	34
8	22	26	29	32	35	38
9	25	29	32	36	40	43
10	28	32	36	40	44	48

**APPENDIX VII**  
**SENIORITY CALCULATION AND PREDECESSOR INSTITUTIONS**

**PART I - SENIORITY CALCULATION**

1 The following provisions shall govern the calculation of seniority for full-time employees whose service includes some work performed during certain periods, as follows:

(i) effective September 1, 1976, seniority shall include the period of 24 full months of non-continuous employment (in periods of at least one full month each) in a 48 calendar month period, for those who completed a probationary period on that basis since that date. For this purpose, only the period after September 1, 1975, shall be considered and no prior employment or calendar period shall be taken into account or credited.

However, an employee's continuous service acquired in accordance with the provisions of the Agreement dated September 17, 1975, as at August 31, 1976, for the period back to September 1, 1975, shall count as continuous employment or months of non-continuous accumulated employment for the purpose of this provision;

(ii) for the purpose of (i), effective September 1, 1976, a calendar month in which the employee completes 15 or more days worked shall be considered a "full month";

(iii) for the purpose of (i) and (ii), effective September 1, 1981, if an employee completes less than 15 days worked in each of the calendar months at the start and end of the employee's period of employment and such days worked, when added together, exceed 15 days worked an additional full month shall be considered to be completed.

**PART II - PREDECESSOR INSTITUTIONS**

Predecessor institutions of a particular College are institutions where programs previously offered by that institution were continued at the College, and the staff associated with those programs became employees of the College.

**APPENDIX VIII**  
**SESSIONAL EMPLOYEES**

1 A sessional employee is defined as a full-time employee appointed on a sessional basis for up to 12 full months of continuous or non-continuous accumulated employment in a 24 calendar month period. Such sessional employee may be released upon two weeks' written notice and shall resign by giving two weeks' written notice.

**2** In determining the employment and calendar periods under Appendix VIII, 1, only the period after January 1, 1976, shall be considered and no prior employment or calendar period shall be taken into account. Also, an employee's continuous service acquired in accordance with the provisions of the previous Agreement, dated September 17, 1975, as at August 31, 1976, for the period back to January 1, 1976, shall count as continuous employment or months of non-continuous accumulated employment for the purpose of such paragraph.

**3** If a sessional employee is continued in employment for more than the period set out in Appendix VIII, 1, such an employee shall be considered as having completed the first year of the two year probationary period and thereafter covered by the other provisions of the Agreement. The balance of such an employee's probationary period shall be 12 full months of continuous or non-continuous accumulated employment during the immediately following 24 calendar month period.

**4** A person assigned to replace a full-time regular employee for up to 14 working days for unplanned absences in any month shall not have such period(s) considered as sessional employment for the purpose of the computation of the 12 months sessional employment. During such periods such a person shall be paid as if partial-load and within the range of partial-load hourly rates as set out in Article 14.

**5** Other matters concerning the use of sessional appointments may be referred to the E.E.R.C. which shall deal with these matters as priority items.

## **APPENDIX IX PART-TIME SERVICE**

In the administration of 27.06 (v), 27.06 (viii) and 27.08 B and for that purpose only, a part-time employee shall be considered to have service based on  $\frac{1}{4}$  month's credit respectively for each full month of part-time employment with the College.

## LETTERS OF UNDERSTANDING

The following Letters of Understanding, negotiated by the parties and renewed during the most recent round of bargaining, are reproduced for information purposes.

Council of Regents  
for Colleges of  
Applied Arts and  
Technology

11th Floor  
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June 3, 1992

### Re: Employment Equity

The parties recognize a shared commitment to achieving employment equity within the college system. This, therefore, will confirm the understanding reached at negotiations between the parties that:

1. At the local level, the parties will work together to facilitate:

- the implementation of employment systems, policies and practices, including matters relating to child care, that are non-discriminatory in nature and effect; and
- the implementation of practices and policies to enhance the hiring of, and transfer, promotion, training and developmental opportunities of, persons from designated groups; and
- generating data as to the current representation and distribution of the designated groups; and
- examination of recruitment and practices of hiring into the bargaining unit of persons from designated groups; and
- the attainment of appropriate representation of targeted groups identified by the Province of Ontario.

2. At the provincial level, the parties will work together to ensure that all provisions of the Agreement are non-discriminatory in nature and effect.

3. At both the provincial and local level, the parties will work together to enhance the participation of individuals from populations identified by the Province of Ontario as designated groups in the day-to-day administration of the Agreement. This could include, but not be limited to, the administration of Articles 7, 9, 11, 32, Appendix II and IV.

The designated groups referred to above are considered to be, for the purpose of this letter:

- women
- visible and ethnic minorities
- disabled persons
- native persons
- Francophones

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President  
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Employees Union

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Chair  
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Re: Article 11.08

The parties agree that the use of the word "recorded" in 11.08 is intended to permit normal administrative correspondence rather than being used in its technical collective agreement sense.

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Re: Post-Secondary/Non-Post-Secondary Designation

The parties agree on the principle that the current distinctions in weekly teaching contact hours and teaching weeks per year based on the designation as "post-secondary" and "non-post-secondary" should be replaced. Variations in workload should be based on differences in preparation, evaluation, and modes of instruction. A task force to discuss methods to implement this principle and these concepts shall consist of an equal number of persons (not to exceed five appointed by each party) designated respectively by the Union and the Council of Regents. The task force shall begin its work within 30 days from the date of signing, and shall complete its work by March 1, 1989. The parties agree to establish a single research secretariat that will generate data as required and provide a research capacity to support the task force's deliberations. The task force's recommendations shall be implemented effective September 1, 1989 and may include such factors as a common teaching contact limit of 18 teaching contact hours per week and 36 teaching weeks per year, with the provision to exceed the 18 hour maximum where the type of teaching has low preparation and evaluation values.

If the task force is unable to make recommendations to finally resolve this issue by April 1, 1989, the parties agree to a one-time arbitration to do so.

If such arbitration is required, each party shall appoint its nominee to the arbitration board by May 1, 1989 and within 30 days thereafter they shall agree on a chair. In default of any appointment to the board within the time as stipulated, the appointment may be made by the College Relations Commission. The fees and expenses of the chair shall be divided between the parties, and each party shall pay the fees and expenses of its nominee.

The jurisdiction of the board shall be limited to:

- A) maintaining the then status quo; or
- B) effecting a reduction in the teaching contact hours for teachers not in post-secondary programs by two hours per week and two weeks per year and, if the board considers it appropriate, effecting a redistribution of work by the following means:
  - (i) effecting an increase of up to two teaching contact hours per week for teachers whose teaching has low preparation and evaluation factors.

- (ii) determining the total workload hours which would permit the additional teaching contact hours per week.
- (iii) allowing the types of instruction with low actual preparation time to be assigned to the lower values of 11.01 D 1.

If the board makes a determination pursuant to the above, it shall be guided by the principles that, it is not the intention of the parties to effect a system-wide increase or decrease in total workload and that it is the intention of the parties that the current distinctions in weekly teaching contact hours and teaching weeks per year based on the designation as "post-secondary" and "non-post-secondary" should be replaced.

The determination or determinations of the board shall be implemented effective the first day of the semester commencing after the release of the award of the board, provided that the SWF's for that semester have not been issued. If they have been issued, the determination or determinations shall be implemented effective the first day of the following semester.

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Re: Access to the Salary Schedule Maximum

The parties reaffirm their on-going commitment to the quality of teaching in the CAAT system. The parties have agreed to the establishment of an In-Service Teacher Training Certificate Program in a modularized format which provides accessibility to the employees at each college. The program will be offered by one or more institutions, and an agreement to that effect will be entered into by the Council, OPSEU and the institutions.

The objectives, curriculum delivery and length of the program will be developed by the task force (established under the previous Agreement), and shall have regard for the accrued experience of CAAT teachers including teacher training courses and programs completed.

Employees who have 15 years or more of service and whose maximum Step is currently below the maximum on the salary schedule and who enroll and participate in the program shall receive (once only) an immediate one step salary progression, to a maximum of the salary schedule, and shall maintain that Step upon maintaining satisfactory performance in the program.

Employees who successfully complete the program shall be entitled to progress to the maximum of the salary schedule.

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June 3, 1992

Re: Cumulative Sick Leave Plans

This will serve to confirm the advice given in negotiations by the Colleges' Negotiating Committee that the Colleges will continue the Sick Leave Plans as in operation on August 31, 1973, until March 31, 1991.

This will also confirm the agreement of the parties that the right of employees hired before April 1, 1991, to be paid a lump sum gratuity on retirement, termination of employment or layoff will be protected and will be maintained in perpetuity, and any amendment to the right of such employees to the gratuity shall be subject to ratification by majority vote of such employees.

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Re: Sick Leave Credit Transfers

This is to confirm the understanding reached at negotiations that an employee hired by a College of Applied Arts and Technology without a break in service from a previous College of Applied Arts and Technology will have college earned sick leave credits recognized by the employing college at the employee's option. However, the vesting period for gratuity purposes will not be transferable and will recommence with the date of employment at the hiring college.

Subject to the provisions of the pension plans, if re-employment takes place within 18 months the pension plan will continue for affected employees, if a refund has not been paid. However, if a refund has been paid, the employee may take advantage of the "prior service option".

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Re: Sick Leave Credits - Buyout

This will confirm the following arrangements:

- (a) effective April 1, of each year during the term of this Agreement, the Colleges will make available the sum of \$5,000,000 to continue a voluntary program to buy out the sick leave credits of employees hired before April 1, 1991;
- (b) it is the intention of the parties that an equivalent sum (or such other amount as the parties agree on) will be made available in each year thereafter for the same purpose;
- (c) employees who qualify to have their credits purchased will have them cashed out in full, at the rate of 75 cents on the dollar, on the amount that would otherwise be payable on separation from employment (based on the entitlement as of the date of cash-out) under the terms of the pre-existing Cumulative Sick Leave Plans. A person who so cashes out his or her credits shall not thereafter be entitled to any further gratuity on separation from employment, but shall continue to accumulate credits for sick leave purposes;
- (d) on the effective date of the Agreement, a task force shall be established consisting of two persons appointed by each party, who will investigate:
  - (i) methods of determining eligibility for allocating the available funds for buyout purposes, on the basis of system-wide seniority or College seniority, or on some other basis;
  - (ii) tax implications;
  - (iii) potential alternative uses of available credits.

The task force shall be governed by the rules and procedures adopted by the task force appointed during the term of the Agreement that expired August 31, 1991, with necessary date changes, unless changed by agreement of the task force or by the Arbitrator appointed under clause (e).

- (e) the task force shall complete its task under clause (d) by December 31 of each year, and shall identify the persons entitled to participate in the buyout at such time thereafter as the task force may fix. Any matter within its jurisdiction on which the task

force is unable to agree by that date shall be resolved by a sole arbitrator agreed to by the parties or, failing agreement, by lot from the panel of Arbitrators as set out in Article 32.04. The arbitrator shall adopt the most expeditious procedure possible, and shall, if possible, issue a decision within ten days of the referral to him or her. His or her award shall be effective April 1 of such year. The fees and expenses of the arbitrator shall be shared equally between the parties.

- (f)(i) the Task Force shall notify the parties in writing annually of the completion of the administrative arrangements for payout to eligible employees.
- (ii) on notification by the Task Force, or, if the Task Force is unable to agree and the matter is referred to arbitration, as provided above, from the date of award of the arbitrator, the Employer agrees to pay eligible employees within 60 days of such notification.
- (g) the parties confirm that they have implemented the provisions of this letter for the period effective April 1, 1992, on the basis of the terms agreed to during negotiations and set out in a letter dated March 25, 1992.

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June 3, 1992

Re: Short Term Disability Plan - St. Lawrence College

This will confirm the entitlement of full-time members of the bargaining unit who are employed at St. Lawrence College as of March 31, 1991:

- (a) each full-time employee shall have the right to elect, in writing, on or before March 31, 1991, to remain covered by the terms of the pre-existing short-term disability plan affecting academic employees at St. Lawrence College or to be covered by the terms of the new Academic Short Term Disability Plan, effective April 1, 1991. In default of such election, an employee shall be deemed to have elected to be covered by the new Academic Short Term Disability Plan, effective April 1, 1991.
- (b) if such an employee elects, or is deemed to have elected, to be covered by the new Academic Short Term Disability Plan, he or she shall be credited with 30 days' credits on April 1, 1991, and shall thereafter be covered by the terms of the new Academic Short Term Disability Plan, and such an employee shall continue to be governed by the terms of 17.01 G.
- (c) a full-time employee at St. Lawrence College who transfers to La Cité collégiale before March 31, 1991, shall remain covered by the short-term disability plan affecting academic employees at St. Lawrence College until March 31, 1991, and shall have the rights referred to in (a) and (b) above.
- (d) a full-time employee at St. Lawrence College who transfers to La Cité collégiale after March 31, 1991, pursuant to the provisions of the Letter of Intent "Re: French Language College", and who, prior to April 1, 1991, has elected to remain covered by the pre-existing Short-Term Disability Plan pursuant to (a) and (c) above shall continue to be covered by the terms of the pre-existing Short-Term Disability Plan.

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Re: Teplitsky Award

The parties understand that, in addition to the specific contract language incorporated in this agreement as awarded in the Teplitsky Award dated November 28, 1989 and the Supplemental Award dated December 7, 1989, there are portions of the Awards that specifically amend some provisions of this Agreement, and that the parties are bound by those portions of the Awards.

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June 3, 1992

Re: Long-Term Disability Plan

This will confirm that as soon as reasonably possible after ratification, the Council shall secure an ad hoc adjustment for existing claimants to bring their benefit level to 60% of current salary. This will be accomplished through an adjustment in the premiums and the change in the benefit level will be retroactive to September 1, 1992, notwithstanding Article 34.01.

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June 3, 1992

Re: Displacement of Part-Time Employees

This will confirm the advice given in negotiations that it is the Colleges' intention that failing placement of a full-time employee who has completed the probationary period under 27.06 (iv), the College will give reasonable consideration to the written request of a full-time employee about to be laid off to continue a full-time assignment by displacing two or more part-time employees and the employee shall set out:

- (a) the names of such part-time employees, each of whom, have lesser continuous service with the College.

Upon receipt of such written request, the College will consider the feasibility thereof taking into account such features as:

- (b) possible reduction in efficiency, quality of performance or adverse effect upon the program objectives; and
- (c) the competence, skill and experience to fulfill the requirements of the positions concerned.

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June 3, 1992

Re: French Language College

The parties recognize that the creation of a French Language College in Eastern Ontario is a unique circumstance, requiring some special treatment in these negotiations.

The parties subscribe to the following principles and guidelines affecting the transfer of academic employees from Algonquin and St. Lawrence to La Cité collégiale, where programs, services and/or departments, in whole or in part, are transferred. The parties also agree to the establishment of mechanisms described in this letter to facilitate the process.

1 The parties agree that the following shall govern the transfer of these employees, where programs, services or departments, in whole or in part, are transferred:

- (i) employees who transfer to La Cité collégiale from Algonquin or St. Lawrence, or vice versa, pursuant to clauses 1 (ii), (iii), (iv), (v), and (vi), shall have continuous service recognized for all purposes under the Collective Agreement as if such service had been at the College to which the employee transfers; this shall include, but not be restricted to, seniority, placement on the salary grid, completion of probation, sick leave protection, vacation entitlement and any qualifying periods for benefits;
- (ii) where all, or substantially all, of the work that would otherwise be assigned to a full-time employee is transferred to La Cité collégiale, the employee shall have the right to elect to transfer to La Cité collégiale in the same classification. The employee will be notified in writing of the pending work transfer and will be required to indicate such election within 30 days;
- (iii) if the employee does not elect to accept the initial offer of transfer, the employee shall have the right to elect to transfer to La Cité collégiale until September 1, 1994, provided there is a vacant position in the bargaining unit for which the employee has the competence, skill and experience to fulfill the requirements of the position;
- (iv) where part of the work that would otherwise be assigned to a full-time employee is transferred to La Cité collégiale, the employee shall have the right to elect to transfer to La Cité collégiale until September 1, 1994, provided there is a vacant position in the bargaining unit that is not filled under (iii) above, and provided the

- employee has the competence, skill and experience to fulfill the requirements of the position;
- (v) where none of the work assigned to a full-time employee is transferred to La Cité collégiale, and where such employee applies for a vacancy in the bargaining unit at La Cité collégiale until September 1, 1994, such employee shall be given preference, provided the vacancy is not filled internally or under (iii) or (iv), and provided the employee has the competence, skill and experience to fulfill the requirements of the position;
  - (vi) where a full-time employee has transferred to La Cité collégiale from Algonquin or St. Lawrence, such an employee shall have the right to fill a vacancy in the bargaining unit at the College from which the employee was transferred for a period of two years following the date of transfer for a person transferred up to and including August 31, 1992 or, in the case of a person transferred thereafter, until September 1, 1994 provided the vacancy is not filled internally and provided the employee has the competence, skill and experience to fulfill the requirements of the position;
  - (vii) in the event of any conflict between or among employees as a consequence of the implementation of the provisions of clauses (ii), (iii), (iv) and (vi), seniority, as defined under Article 27, shall prevail;
  - (viii) in order to facilitate the transition of faculty from Algonquin and St. Lawrence into La Cité collégiale, an employee who transfers to La Cité collégiale under the provisions of this letter and whose work location is more than 80 kilometres distant from the employee's previous work location shall be reimbursed (once only) for necessary expenses incurred in transporting the employee's household furniture and effects to a residence near such new work location up to a maximum amount of \$1,000.00.

Packing and insurance charges shall not qualify as an expense for reimbursement purposes. To qualify for reimbursement, such relocation of residence and expense incurred as a result, must take place within one year of the transfer.

**2** The parties will strive to achieve the following:

- (i) there should be no lay-offs as a result of the transfer of programs, services or departments;
- (ii) employees whose work is transferred in whole or in part to La Cité collégiale, and who do not elect to transfer to La Cité collégiale, should be reassigned within their College to positions for which they have the competence, skill and experience.

**3 A** On or before November 1, 1989, two task forces will be established, one to address transfer from Algonquin to La Cité collégiale and the second to address transfer from St. Lawrence to La Cité collégiale. Each task force shall consist of four representatives, as follows:

- (i) one representative appointed by OPSEU, Local 415 or Local 417 as appropriate;
- (ii) one administrative representative appointed by St. Lawrence or Algonquin as appropriate;
- (iii) one representative appointed by OPSEU to act on its behalf at La Cité collégiale;
- (iv) one administrative representative appointed by La Cité collégiale.

**3 B** The functions of the task force shall be to make recommendations within the requirements of the Agreement, and the principles and guidelines as specified within this Letter of Understanding:

- (i) to facilitate the movement of employees from Algonquin and St. Lawrence to La Cité collégiale;
- (ii) to facilitate the reassignment of employees who have elected not to transfer to La Cité collégiale.

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M5G 1N8

June 3, 1992

Re: Transfer of Employees to La Cité collégiale

This will reaffirm our commitment to facilitate the transfer of employees in both bargaining units to La Cité collégiale. In particular, we will make every effort to ensure that no employee will be laid off as a direct result of the creation of La Cité collégiale.

Phil Killeen  
President  
Algonquin

Dan Corbett  
President  
St. Lawrence

Andrée Lortie  
President  
La Cité collégiale

Council of Regents  
for Colleges of  
Applied Arts and  
Technology

11th Floor  
790 Bay Street  
Toronto, Ontario  
M5G 1N8

June 3, 1992

Re: Ontario Health Insurance Plan

The parties recognize that the method of funding OHIP has been changed from an individually paid premium to a system funded by an employer paid payroll tax.

If the government, at any time in the future, reverts to an individually paid premium for health insurance, the parties agree that the Colleges will resume paying 100% of the billed premium for employees.

F. Upshaw  
President  
Ontario Public Service  
Employees Union

R. Johnston  
Chair  
Ontario Council  
of Regents

Council of Regents  
for Colleges of  
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June 3, 1992

Re: Same Sex Spouse Benefit Coverage

Notwithstanding Article 34.01, effective October 1, 1992, the parties agree that the Life Insurance, Extended Health, Dental, Spousal and Dependent Insurance, Vision Care, Hearing Care Benefit Plans and survivor benefits shall be amended to include coverage for same sex spouses.

F. Upshaw  
President  
Ontario Public Service  
Employees Union

R. Johnston  
Chair  
Ontario Council  
of Regents

Council of Regents  
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M5G 1N8

June 3, 1992

Re: New Colleges

The parties agree that on the announcement of a new college by the government,

a) the provisions of the Letters of Understanding re: French Language College shall apply with modifications, if any are required by the specific circumstances, to be negotiated by the parties,

b) a joint task force shall be established as follows:

- one person appointed by each affected college
- one person appointed by the O.P.S.E.U. local at each affected college
- one person appointed by the new college
- one person appointed by the O.P.S.E.U. for the union local at the new college
- one person appointed by the Council of Regents
- one person appointed on a provincial basis by O.P.S.E.U.

The functions of the task force shall be to make recommendations within the requirements of the Agreement, and the principles and guidelines as specified within the Letter of Understanding re: French Language College:

a) to facilitate the movement of employees to the new college

b) to recommend strategies to achieve this objective

c) to make recommendations to assist employees who choose to transfer in adjusting to the new college

d) to facilitate the reassignment of employees who have elected not to transfer

The parties recognize that the specifics of some matters will only become apparent when the particular programs and services to be offered at the college have been identified.

F. Upshaw  
President  
Ontario Public Service  
Employees Union

R. Johnston  
Chair  
Ontario Council  
of Regents



Council of Regents  
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June 3, 1992

Re: Quality Education in a Fiscally Responsible Manner

The parties recognize an increasing diversity of educational demands upon the College system to meet community needs.

The parties also recognize that there has existed an instability of funding from various sources to support the delivery of quality education resulting in a need to study the operation of the College system to ensure that the delivery of high quality education be carried out in a fiscally responsible manner.

This will confirm the intention of the parties to strike a task force, which, will, during the term of the Agreement:

- (a) study the allocation of resources within the college system, with a view to ensuring the most efficient and effective system possible taking into consideration;
  - (i) structure and function of current educational delivery by the College system by the various participant groups;
  - (ii) nature of work done by full-time and non-full time employees within the College system, (including but not limited to professors, counsellors, librarians, instructors, sessionals, contract teachers, part-time & partial-load faculty, markers, support staff, and administration);
  - (iii) direct and indirect costs of the delivery of instruction;
  - (iv) revenues and expenses of the various component operations of the Colleges (including but not limited to full-time post-secondary, tuition short, part-time fully funded, MOE/MSD, AT-CJS, apprenticeship, special projects, contract teaching);
  - (v) the structure and function of educational delivery by other educational institutions with a view to identifying more diverse educational delivery strategies;
  - (vi) any other items agreed to by the parties;
- (b) assist the College Relations Commission Information Service to obtain the necessary data for the discussions of (a);

- (c) make recommendations, if any, with respect to the implementation of (a), before the expiry of this agreement. It is the intention of the parties that the recommendations of the task force be used to assist them in the next and subsequent rounds of bargaining. As it is the parties' expectation that there may be changes in the structure and function of College services, educational delivery and College organization resulting from the implementation of recommendations of the task force, it is the commitment of the Colleges that no existing full time faculty in the bargaining unit will lose their employment with the College as a result of the implementation of any of the recommendations of the task force.

The task force shall consist of two nominees appointed by each party, and an independent chair to be agreed upon by the parties, and they shall determine procedure. The parties further agree to publish the results of the study. The fees and expenses of the independent chair shall be shared equally between the parties.

F. Upshaw  
President  
Ontario Public Service  
Employees Union

R. Johnston  
Chair  
Ontario Council  
of Regents

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M5G 1N8

June 3, 1992

Re: Lump Sum Payment

It is agreed that, as soon as reasonably possible after ratification, a lump sum, subject to deductions required by law, will be paid to each full-time employee in the bargaining unit who is on the payroll as of August 31, 1992, as follows:

- (a) \$1,700 to each full-time member of the bargaining unit who was on the payroll on September 1, 1991 and who worked the entire year;
- (b) a prorated amount of (a) for full-time members of the bargaining unit who were absent from work after September 1, 1991 on account of unpaid leaves of absence, or who were hired after September 1, 1991, based on the number of completed weeks worked after September 1, 1991;
- (c) a prorated amount of (a) for full-time members of the bargaining unit being paid a reduced salary, including those on professional development leave, between September 1, 1991 and August 31, 1992, based on the reduced salary paid to the employee;
- (d) employees who fall under both (b) and (c) will be entitled to prorated amounts based on the relative amounts of the year worked and on professional development leave, or otherwise on reduced salary.

The Colleges will also pay a prorated amount of (a) to a full-time employee in the bargaining unit who worked during the one-year period prior to August 31, 1992, and who ceased employment before August 31, 1992. The basis for payment shall be as described in (b), (c) or (d), as appropriate.

The Colleges will also pay a lump sum, subject to deductions required by law, to a partial-load employee under contract with the College during the one-year period prior to August 31, 1992, in the amount of \$33.00 for each completed weeks work during such period.

It is understood that persons on paid leaves of absence, pregnancy or parental leave, secondments, paid sick leave or on vacation shall be considered to have worked for the purpose of the foregoing.

F. Upshaw  
President, Ontario Public Service  
Employees Union

R. Johnston  
Chair, Ontario Council  
of Regents

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June 3, 1992

Re: Cost of Living Allowance

Effective September 1, 1993, the Colleges shall provide a Cost of Living Allowance (COLA) provision as follows:

1. The Consumer Price Index (CPI) used for the COLA calculation will be provided by Statistics Canada for Ontario (1986 Base = 100).
2. No change, retroactive or otherwise, will be made due to any revision in any published Statistics Canada Consumer Price Index figures.
3. The average CPI (Ontario) for March to August 1993 plus 3.0% will be the Base Index for all calculations of the COLA float.
4. The COLA float will be calculated on a semi-annual basis for 1993-94 for each half year ending February 28, 1994 and August 31, 1994, with the understanding that the COLA float calculated will not be reduced from the previous half year.
5. The COLA will be a lump sum payment based on regular salary paid during the semi-annual period. The Colleges will endeavour to make semi-annual lump sum payments within the month following the publication of the CPI.
6. The float will be an amount equivalent to the percentage increase in the semi-annual (six month average) CPI above the Base Index.
7. Where the float is less than 0.1%, no semi-annual payment shall be made, and the payment shall be added to the next semi-annual payment, if any, or in any event by August 31, 1994.
8. Effective August 31, 1994, the allowance will be folded into the salary rates of each of the steps on the salary grids.

F. Upshaw  
President  
Ontario Public Service  
Employees Union

R. Johnston  
Chair  
Ontario Council  
of Regents

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June 3, 1992

Re: Salary Issue

In anticipation of the work of the task force established to study the allocation of resources within the college system, the parties have taken some important steps to address the question of salary adjustments for the members of the academic bargaining unit in this round of bargaining by adding a step to the grid in each of two years.

It is the intention of the parties to continue to address the salary adjustment issue in the years immediately following the expiry of this Agreement. In doing so, the parties will have regard for any progress made in restructuring College services, academic delivery systems, College organization, and in particular, in implementing any recommendations made by the task force.

F. Upshaw  
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Ontario Public Service  
Employees Union

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June 3, 1992

Re: Bill 23 - An Act to Amend the Colleges Collective Bargaining Act

The parties agree to the following undertakings as constituting a protocol governing the negotiations of wage rates and terms and conditions of employment for all employees of the Colleges who are newly included in the Bargaining Unit as a result of Bill 23 and any subsequent regulations. Should any of these undertakings be contrary to the provisions of Bill 23 or the Regulations, the Act and Regulations will govern. For purposes of clarity, the above cited Bargaining Unit is the Academic Employees Bargaining Unit as set out in Schedule 1 of the Colleges Collective Bargaining Act R.S.O. 1980, c74. This Memorandum of Agreement will constitute an Appendix to the Collective Agreement in effect between the parties.

1. The parties agree that the rates of wages or any other term or condition of employment of the employees newly included in the Bargaining Unit that are subject to negotiation within the meaning of this Act shall not be altered except by mutual consent of the parties until:
  - (a) the parties have agreed on the rates of wages and the terms and conditions of employment of the newly included employees, or;
  - (b) an arbitration board as established herein has rendered a decision with respect to all matters remaining in dispute between the parties.
2. Following the Regulations coming into force that cause the inclusion of previously excluded employees, the Colleges agree to provide the Union with a schedule of all newly included employees indicating: the College, name of the person, classification/job title and work location. The schedule shall contain all newly included employees hired on a sessional basis and any other non full-time employee who taught 13 or more hours per week and part-time librarians and counsellors working for the college or hired within a period of 30 days prior to the effective date of the regulations. For purposes of clarity, the above constituted schedule is solely for the purposes of establishing a "target" population for purposes of Union representation and is without prejudice to the Union's right to represent any and all employees included in the Bargaining Unit as a result of the regulations enacted under Bill 23.
3. The Colleges agree to provide the Union with the current pay rates and benefit entitlements, and work assignments of all newly included employees and this on a

College by College basis. This information will be provided to the Union within 30 days of the Regulation coming into force.

4. The parties agree that within 60 days from the Regulations coming into force, they will meet and commence negotiations for the wage rates and terms and conditions of employment for the newly included employees and negotiate the application of the Articles of the then existing Collective Agreement as a result of the inclusion of these employees. It is understood that the said negotiations will in no way alter the application of the Articles of the then existing Collective Agreement to the employees currently included in the Bargaining Unit. The parties further agree that the negotiated wage rates and terms and conditions of employment will form an Appendix to the existing Collective Agreement between the parties.
5. The parties agree that the Union negotiating committee constituted for these purposes will enjoy the same rights and privileges as the negotiating committee in 13.03 and 13.04 of the Collective Agreement expiring August 31, 1991.
6. Should the parties fail to agree on any matter within 60 days of commencement of negotiations, all matters remaining in dispute between them shall be referred in the manner prescribed by Part IV of the Colleges Collective Bargaining Act to a Board of Arbitration for determination.
7. The parties agree that the provision of Part IV of the Colleges Collective Bargaining Act shall apply to the arbitration agreed to herein.

F. Upshaw  
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June 3, 1992

Re: College Relations Commission Information Service (CRCIS) Advisory Committee

This will serve to confirm the parties, through the Report of the Wages & Benefits Task Force (July 1991), have established and advisory committee to assist the College Relations Commission (CRC) in gathering and analyzing data for collective bargaining purposes.

The CRCIS Advisory Committee will identify the information to be collected, develop formats for coding the information received, recommend the types of analysis to be performed on the data, and its dissemination.

The membership of the CRCIS Advisory Committee be composed of an independent member to be chosen by the CRC and two nominees appointed by each party.

The parties agree to cooperate with the CRC in the development and collection of data and data systems and will make best efforts to ensure that the individual Colleges and Union Locals will perform their respective functions.

Each College and Union Local will appoint one member of the local college administration and one member of the Union Local who are to be responsible for ensuring that the collections and transmittal of college level data to the CRCIS is carried out in a consistent and regular basis.

F. Upshaw  
President  
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Employees Union

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Chair  
Ontario Council  
of Regents



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June 3, 1992

Re: Parental Leave

This will serve to confirm that Article 22, Parental Leave shall have application for those employees on leave as of October 1, 1992.

F. Upshaw  
President  
Ontario Public Service  
Employees Union

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June 3, 1992

RE: Restructured Collective Agreement

This 1991-94 Agreement differs from the 1989-91 Agreement in that the format, sequence and numbering system have been altered. In consequence, the numbering of some Articles has changed and some titles and subtitles have been added.

The parties recognize that it is not the intention, through this process, to change the substantive content of the Agreement.

F. Upshaw  
President  
Ontario Public Service  
Employees Union

R. Johnston  
Chair  
Ontario Council  
of Regents

**COLLEGES OF APPLIED ARTS AND TECHNOLOGY**

**JOB CLASSIFICATION PLANS FOR  
POSITIONS IN THE ACADEMIC  
BARGAINING UNIT**

**(to be used in determining salaries for Professors and Counsellors  
and**

**Librarians and Instructors)**

**SECTION I**

**CLASSIFICATION PLAN FOR PROFESSORS AND  
COUNSELLORS AND LIBRARIANS**

## FACTORS

### 1. APPOINTMENT FACTORS

#### A) Experience: Relevant Teaching/Relevant Occupational

Relevant occupational experience generally means full years of experience in a field of work related to the material to be taught or the job to be done, or to some allied aspect of it. In determining the number of years to be counted, the College hiring must avoid the extremes of counting either "years of time passed" or "years of entirely non-repetitive experience", and must make a fair assessment of an applicant's experience.

For example, an applicant who had spent some years as a sales clerk before qualifying as an engineer should not expect that sales experience to count as relevant experience if the person is being hired to teach engineering.

Part-time experience should be totalled only if it forms part of a regular program of development such as a co-operative educational program.

Double counting must be avoided. For example, if an applicant worked as a graduate assistant while pursuing an advanced degree, the person shall not be given full credit for both experience and educational time.

Similarly, relevant teaching experience means full years of teaching experience at a level comparable with the level required of the applicant. Again, double counting must be avoided for teaching experience as, for example, a graduate assistant while pursuing advanced qualifications.

The values to be given for experience are:

- First 5 years: 1 point per year
- Next 9 years:  $\frac{1}{2}$  point per year
- Next 12 years:  $\frac{1}{4}$  point per year

#### B) Relevant Formal Qualifications

Formal qualifications are those which constitute the norm in institutions of post-secondary education in the Province of Ontario. Only full years of post-secondary education at successively higher levels, and leading to a diploma, professional accreditation or degree, are recognized. For example, a graduate of a three-year technology program in a College would be given  $1\frac{1}{2}$  points for each of the three years, regardless of the length of time actually spent by the individual in obtaining the diploma.

No credit is to be given for a year of study in which there was significant duplication of other studies. Therefore only the highest qualification will be used in computation unless the subject areas are from different disciplines and all relevant to the appointment.

- CAAT Diploma or Post-Secondary Certificate - per year (level) completed: 1½ points  
(Maximum of 4 years)
- University Degree - per year (level) completed: 1½ points  
(Maximum of 6 years)
- Formal integrated work/study program such as P.Eng., C.A., C.G.A., C.M.A. (formerly R.I.A.), Certified Journeyman\* - per year (level) completed: 1½ points  
(Maximum of 5 years)

(Note that years included herein are not also to be included under Factor A)

\* "Journeyman" to be replaced with appropriate term when the Apprenticeship Act is amended.

### C) Computing Initial Placement

- i) The minimum qualifications requirement is a count of 8 points based upon the appointment factors. Since this is the minimum requirement, a total of 8 points corresponds to the minimum rate. (This is not intended to preclude a college from hiring an individual whose qualifications and experience total less than 8 points. In such cases, however, the individual would be hired at the minimum of the scale.)
- ii) Computation of the initial salary is, therefore,  $A + B - 8$ . The product is rounded to the next higher number, e.g.

$$A = 8 \text{ points}$$
$$B = 4\frac{1}{2} \text{ points}$$

$$A + B = 12\frac{1}{2} \text{ points}$$
$$12\frac{1}{2} - 8 = 4\frac{1}{2} = 5$$

The starting position is the corresponding step (Step 5) on the scale.

- iii) No individual will have a starting salary of less than the minimum on the salary scale. Nor will an individual's maximum starting salary exceed the specified maximum starting salary on the scale.

## 2. PROGRESSION FACTORS

(Annual increments to the appropriate control point of the salary scale are based upon experience. Beyond that point, performance constitutes the basis of progression.)

	<b>Step Value</b>
A) <b>Experience</b> - to control point	1 step per year
B) <b>Performance</b> - above control point where performance satisfactory	1 step per year
C) <b>Further Formal Education</b> - where prior approval given by the college	1 step for each completed year at the post-secondary level - on the basis of the explanatory notes set out in Section B of the Appointment Factors on pages 143-144.  Note: No credit will be given where to do so would reduce total progression time to the appropriate maximum to less than 4 years.

### Special Note to Raters:

If a given individual's qualifications and experience are such that the College concerned considers that person to be particularly important to its program but the salary as established by the plan is inadequate, the College may grant up to three additional steps on appointment provided the resultant rate does not place the individual above the maximum starting rate for that person's level of formal education.

## **SECTION II**

# **CLASSIFICATION PLAN FOR INSTRUCTORS**



## FACTORS

### 1. APPOINTMENT FACTORS

#### A) Experience: Relevant Teaching/Relevant Occupational

Relevant occupational experience generally means full years of experience in a field of work related to the material to be taught, or to some allied aspect of it. In determining the number of years to be counted the College hiring must avoid the extremes of counting either "years of time passed" or "years of entirely non-repetitive experience", and must make a fair assessment of an applicant's experience.

For example, an applicant who has spent some years as a sales clerk before qualifying as an engineer should not expect that sales experience to count as relevant experience if the person is being hired to teach engineering.

Part-time experience should only be totalled if it forms part of a regular program of development such as a co-operative educational program.

Double counting must be avoided. For example, if an applicant worked as a graduate assistant while pursuing an advanced degree, the person shall not be given full credit for both experience and educational time.

Similarly, relevant teaching experience means full years of teaching experience at a level comparable with the level required of the applicant. Again, double counting must be avoided for teaching experience as, for example, a graduate assistant while pursuing advanced qualifications.

The values to be given for experience are:

- First 5 years: 1 point per year
- Next 9 years:  $\frac{1}{2}$  point per year
- Next 12 years:  $\frac{1}{4}$  point per year

#### B) Relevant Formal Qualifications

Formal qualifications are those which constitute the norm in institutions of post-secondary education in the Province of Ontario. Only full years of post-secondary education at successively higher levels, and leading to a diploma, professional accreditation or degree, are recognized. For example, a graduate of a three-year technology program in a College would be given  $1\frac{1}{2}$  points for each of the three years, regardless of the length of time actually spent by the individual in obtaining the diploma.

No credit is to be given for a year of study in which there was significant duplication of other studies. Therefore, only the highest qualification will be used in computation unless the subject areas are from different disciplines and all relevant to the appointment.

- CAAT Diploma or Post-Secondary Certificate - per year (level) completed: 1½ points  
(Maximum of 4 years)
- University Degree - per year (level) completed: 1½ points  
(Maximum of 6 years)
- Formal integrated work/study program such as P.Eng., C.A., C.G.A., C.M.A. (formerly R.I.A.), Certified Journeyman\* - per year (level) completed: 1½ points  
(Maximum of 5 years)  
(Note that years included herein are not also to be included under Factor A)

\* "Journeyman" to be replaced with appropriate term when the Apprenticeship Act is amended.

### **C) Computing Initial Placement**

- i) The minimum qualifications requirement is a count of 6 points based upon the appointment factors. Since this is the minimum requirement, a total of 6 points corresponds to the minimum rate. (This is not intended to preclude a college from hiring an individual whose qualifications and experience total less than 6 points. In such cases, however, the individual would be hired at the minimum of the scale.)
- ii) Computation of the initial salary is, therefore,  $A + B - 6$ . The product is rounded to the next higher number, e.g.

$$A = 4\frac{1}{2} \text{ points}$$

$$\underline{B = 5 \text{ points}}$$

$$A + B = 9\frac{1}{2} \text{ points}$$

$$9\frac{1}{2} - 6 = 3\frac{1}{2} = 4$$

The starting position is the corresponding step (Step 4) on the scale.

- iii) No individual will have a starting salary of less than the minimum on the salary scale. Nor will an individual's maximum starting salary exceed the specified maximum starting salary on the scale.

## 2. PROGRESSION FACTORS

(Annual increments to the appropriate control point of the salary scale are based upon experience. Beyond that point, performance constitutes the basis of progression.)

	<b>Step Value</b>
A) <b>Experience</b> - to control point	1 step per year
B) <b>Performance</b> - above control point where performance satisfactory	1 step per year
C) <b>Further Formal Education</b> - where prior approval given by the college	1 step for each completed year at the post-secondary level - on the basis of the explanatory notes set out in Section B of the Appointment Factors on pages 143-144.  Note: No credit will be given where to do so would reduce total progression time to the appropriate maximum to less than 4 years.

### **Special Note to Raters:**

If a given individual's qualifications and experience are such that the College concerned considers that person to be particularly important to its program but the salary as established by the plan is inadequate, the College may grant up to three additional steps on appointment provided the resultant rate does not place the individual above the maximum starting rate for that person's level of formal education.

# **CLASSIFICATION DEFINITIONS FOR POSITIONS IN THE ACADEMIC BARGAINING UNIT**

**(to be used in conjunction with the Job Classification  
Plans for positions in the Academic Bargaining Unit.)**

## CLASS DEFINITION

### PROFESSOR

Under the direction of the senior academic officer of the College or designate, a Professor is responsible for providing academic leadership and for developing an effective learning environment for students. This includes:

a) The design/revision/updating of courses, including:

- consulting with program and course directors and other faculty members, advisory committees, accrediting agencies, potential employers and students;
- defining course objectives and evaluating and validating these objectives;
- specifying or approving learning approaches, necessary resources, etc.;
- developing individualized instruction and multi-media presentations where applicable;
- selecting or approving textbooks and learning materials.

b) The teaching of assigned courses, including:

- ensuring student awareness of course objectives, approach and evaluation techniques;
- carrying out regularly scheduled instruction;
- tutoring and academic counselling of students;
- providing a learning environment which makes effective use of available resources, work experience and field trips;
- evaluating student progress/achievement and assuming responsibility for the overall assessment of the student's work within assigned courses.

c) The provision of academic leadership, including:

- providing guidance to Instructors relative to the Instructors' teaching assignments;
- participating in the work of curriculum and other consultative committees as requested.

In addition, the Professor may, from time to time, be called upon to contribute to other areas ancillary to the role of Professor, such as student recruitment and selection, time-tabling, facility design, professional development, student employment, and control of supplies and equipment.

## CLASS DEFINITION

### COUNSELLOR

A Counsellor is responsible for assisting students and potential students to function effectively as learners and as individuals by helping them understand, prevent or overcome personal, social or educational problems that may hinder learning or their ability to cope with everyday living. The Counsellor's duties include:

- a) Developing and maintaining appropriate counselling programs.
- b) Interviewing individuals, by appointment, to explore personal or social difficulties or vocational/educational decision making, including:
  - referring students as appropriate to proper professional help;
  - facilitating discussion/dialogue between students, faculty and administration;
  - participating in pre-admission interviewing and testing as required.
- c) Group counselling as a non-instructional activity.
- d) Testing and evaluation of individuals to assist them in their personal, educational/vocational development.
- e) Assisting administration, faculty and staff, in a consultative role in identifying student problems, dealing with student problems, and relationship problems among students.
- f) Providing educational/vocational information to students or directing them to available sources.
- g) Participating in the orientation of new students to the college.
- h) Teaching as assigned.

In addition, the Counsellor may, from time to time, be called upon to contribute to other areas ancillary to the Counsellor's role, such as student recruitment and selection, student employment, liaison with community service programs and agencies, professional development and control of supplies and equipment.

## **CLASS DEFINITION**

### **INSTRUCTOR**

The Instructor classification applies to those teaching positions where the duties and responsibilities of the incumbent are limited to that portion of the total spectrum of academic activities related to the provision of instruction to assigned groups of students through prepared courses of instruction and according to prescribed instructional formats; and limited to instruction directed to the acquisition of a manipulative skill or technique; and under the direction of a professor. Notwithstanding such prescription, the Instructor is responsible for and has the freedom to provide a learning environment which makes effective use of the resources provided or identified, work experience, field trips, etc., and to select suitable learning materials from those provided or identified to facilitate the attainment by the students of the educational objectives of the assigned courses.

The Instructor's duties and responsibilities include:

- ensuring student awareness of course objectives, instructional approach, and evaluation systems;
- carrying out regularly scheduled instruction according to the format prescribed for the course, including as appropriate, classroom, laboratory, shop, field, seminar, computer-assisted, individualized learning, and other instructional techniques;
- tutoring and academic counselling of students in the assigned groups;
- evaluating student progress/achievement, assuming responsibility for the overall assessment of the students' work within the assigned course, and maintaining records as required; consulting with the Professors responsible for the courses of instruction on the effectiveness of the instruction in attaining the stated program objectives.

In addition, the Instructor may, from time to time, be called upon to contribute to other activities ancillary to the provision of instruction, such as procurement and control of instructional supplies and maintenance and control of instructional equipment.

## **CLASS DEFINITION**

### **LIBRARIAN 1**

This class covers the positions of librarians who are responsible for one or a number of professional functions within the library where the size and/or complexity of such functions do not create a requirement for subordinate professional librarian staff. Examples of professional function(s) within the library are the development, implementation and control of bibliographic, cataloguing and classification systems, reference services, students' tutorial services, etc. They will normally be responsible for providing guidance to sub-professional support staff assigned to their areas of responsibility.

OR

Where the size and/or complexity of the professional function(s) create a need for working-level professional librarians, then librarians allocated to this class work in support of a more senior librarian or administrative official. They classify and catalogue a variety of difficult material, participate in re-classification and re-cataloguing projects, take part in book selection, etc. They carry out a variety of reference assignments, compile bibliographies, instruct users in reference methods and sources, etc. They generally assist the administration of their area, carrying out various professional assignments as directed and assisting in the training of junior staff.

**Qualifications:**

- 1) Professional Librarian, e.g. B.L.S., M.L.S., or the equivalent in formal education and experience as determined by the College.
- 2) Ability to maintain effective working relationships with library staff and users.

**CLASS DEFINITION**

**LIBRARIAN 2**

This class covers the positions of experienced librarians who are responsible for one or a number of professional functions within the library where the size and/or complexity of such function(s) require the employment of other professional librarians. Examples of professional functions are the development, implementation and control of bibliographic, cataloguing and classification systems, reference services, students' tutorial services, etc.

In some libraries the size and complexity of the professional functions may be such that all professional functions will be the responsibility of one Librarian 2. At the other extreme, the size and complexity of the professional functions may be such that there will be a requirement for a Librarian 2 in each. Hence, generally speaking, the larger the library, the greater the degree of professional specialization.

In all cases, these employees coordinate other professional and support staff assigned to work within their functions.

**Qualifications:**

- 1) Professional Librarian, e.g. B.L.S., M.L.S., or the equivalent in formal education and experience as determined by the college.



2) At least three years' experience as a Librarian 1 or equivalent as determined by the college.

3) Ability to coordinate staff as well as the ability to develop and maintain effective working relationships with library users and staff.

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