

Collective Agreement

Between

**The Grant MacEwan University
Board of Governors**

And

**The Grant MacEwan University
Faculty Association**

July 1, 2011 – June 30, 2014

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INTRODUCTION

This Agreement is made, in accordance with the Post-secondary Learning Act of Alberta,

BETWEEN

the Grant MacEwan University Board of Governors, being a board within the meaning of the Act,

AND

the Grant MacEwan University Faculty Association, being an academic staff association within the meaning of the Act.

ARTICLE 1.0 DURATION OF AGREEMENT

1.1 Duration

- 1.1.1 This Collective Agreement shall be in full force and effect from the date this Agreement is ratified until and including June 30, 2014.
- 1.1.2 Such altered agreement shall be made effective on the date of ratification unless specifically agreed otherwise.

1.2 Legislation

- 1.2.1 In the event of a conflict between a provision of the Agreement and any applicable legislation, the remaining provisions shall remain in effect for the duration of the Agreement. The parties to the Agreement shall promptly meet and attempt to negotiate a substitute for the provision in conflict. If no Agreement can be reached, the provision in dispute shall be settled according to the impasse resolution mechanism provided for in the Agreement.

ARTICLE 2.0 DEFINITIONS

2.0 The following definitions refer to terms included in the Agreement:

2.1 Persons or Parties Bound by the Agreement

- 2.1.1 "Academic Unit" designates faculty, school, or centre.
- 2.1.2 "Administrator" for the purposes of this Agreement, refers to a position so designated by the University not covered by the provisions of this Agreement, and shall not include Program or Department Chairs.

- 2.1.3 “Association” or “Faculty Association” designates the Grant MacEwan University Faculty Association.
- 2.1.4 “Board” or “Board of Governors” designates the Board of Governors of Grant MacEwan University.
- 2.1.5 “University” designates Grant MacEwan University.
- 2.1.6 “University President” designates the President of Grant MacEwan University.
- 2.1.7 “Dean”, “Associate Dean” or “Director” designates the administrative officers of an academic unit within whose jurisdiction there are employees who are subject to the terms and conditions of this Agreement. Whenever “Dean” or “Director” appears in this Agreement, “Associate Dean” and “Chief Librarian” will also apply.
- 2.1.8 “Executive Officer” refers to members of the University Executive Committee who have faculty reporting to them.
- 2.1.9 “Faculty” or “Faculty member” or “member” means any person who is employed by the University as an academic staff member pursuant to the Post-secondary Learning Act of Alberta, and for the duration of this Agreement includes at least the following:
 - 2.1.9.1 Instructors (referred to elsewhere in this Agreement as “Instructional Academic Staff members”); see Article 14.1.1.
 - 2.1.9.2 Faculty School Advisors (see Article 14.1.2.). Whenever Faculty School Advisor appears in this agreement it shall also include those employees hired and still employed under the Instructional Assistant title.
 - 2.1.9.3 Professional Resource Faculty members (Counsellors, Librarians, Nursing Laboratory Resource Professional, Writing and Learning Consultants, and Learning Specialists).
 - 2.1.9.4 Lecturers
 - 2.1.9.5 Science Lab Supervisors
 - 2.1.9.6 Science Lab Instructors
 - 2.1.9.7 English as a Second Language Instructors
 - 2.1.9.8 Preparation for University and College Instructors
 - 2.1.9.9 Faculty Development Coordinator

2.2 General Terminology

- 2.2.1 “Act” means the Post-secondary Learning Act of Alberta.
- 2.2.2 “Term” refers to one of four periods of instruction into which the University's academic year is divided, namely:
 - 2.2.2.1 Fall term, normally September through December;

- 2.2.2.2 Winter term, normally January through April;
- 2.2.2.3 Spring term, normally May through June;
- 2.2.2.4 Summer term, normally July through August.
- 2.2.3 A “working day” is a day during which normal University operations occur, and does not include Saturday, Sunday, Statutory Holidays or other Holidays declared by the University from time to time.
- 2.2.4 “Instructional Hour” (refer to 14.1.3).
- 2.2.5 If the context requires, the singular means or includes the plural, and vice versa.

2.3 Consultation

- 2.3.1 Where consultation is required under 15.1.2 and 15.4.2 of this agreement, such consultation shall be deemed to have occurred after the following actions have been taken:
 - 2.3.1.1 The administrator shall advise the affected member or members of the issue or issues involved, and
 - 2.3.1.2 The administrator shall hear and discuss the concerns of the member or members prior to reaching a decision or making a recommendation on the matter, and
 - 2.3.1.3 The member or members shall be notified of the administrator's decision or recommendation without undue delay. Such notification shall be given to the member in writing, if the member so requests.

ARTICLE 3.0 NEGOTIATIONS: PROCEDURES AND IMPASSE RESOLUTION

3.0 The re-negotiation of this Collective Agreement shall be effected as follows:

3.1 Collective Bargaining

- 3.1.1 The Board and the Association shall exchange written bargaining proposals on or before February 1, 2014, with respect to the said re-negotiation.
- 3.1.2 Promptly thereafter, the parties shall meet and in good faith endeavour to resolve all differences between them with respect to those bargaining proposals. Such proposals may be in the form of a request to open discussion on specific issue(s).

3.2 Mediation

- 3.2.1 If by May 31 the Association and the Board have been unable to agree upon the terms of a new Agreement, either party may request mediation and if the other party agrees, ask the Director of Mediation Services of

the Province of Alberta to appoint a person to act as a mediator ("Mediator").

- 3.2.2 No person shall be appointed as a Mediator who:
- (i) is directly affected by the dispute, or
 - (ii) has been involved in an attempt to negotiate or settle the dispute; or
 - (iii) is not a resident of Alberta.
- 3.2.3 Upon the appointment of a Mediator, the Director of Mediation Services shall notify the Board and Association accordingly.
- 3.2.4 In the event a Mediator is appointed, the parties shall promptly meet with the Mediator in an attempt to resolve any outstanding differences.
- 3.2.5 A Mediator shall, upon appointment, in any manner that he or she thinks fit, inquire into the dispute and endeavour to effect a settlement.
- 3.2.6 The Mediator shall make a report on or before June 30 and such report (the "Report") shall recommend the terms of settlement to the parties.
- 3.2.7 Within ten (10) working days of receiving the Report, the Board and the Association shall accept or reject the Mediator's Report.
- 3.2.8 If both parties accept a Mediator's Report, they shall promptly conclude negotiations and execute an agreement pursuant to the Report.
- 3.2.9 If either party rejects the Mediator's Report, or if mediation is not agreed upon, either party may initiate binding arbitration pursuant to 3.3 by giving written notice of its desire to proceed to binding arbitration to the other party and setting out therein the items remaining in dispute.
- 3.2.10 The parties shall bear equally the expenses of the mediation process.

3.3 Arbitration

- 3.3.1 Each party, within ten (10) working days of the dispute being referred to binding arbitration pursuant to 3.2.9, shall appoint a person to act as a member of the arbitration board, and shall forthwith notify the other party of such appointment.
- 3.3.2 The two (2) persons appointed to act as members of an arbitration board shall attempt to mutually agree upon a third person to act as chair of the arbitration board within ten (10) working days of the date the second person is appointed.
- 3.3.3 No person shall be appointed to an arbitration board who:
- (i) is directly affected by the dispute, or
 - (ii) has been involved in an attempt to negotiate or settle the dispute, or
 - (iii) has not resided in the Province of Alberta for one (1) year

immediately preceding the date of the appointment.

- 3.3.4 The arbitration board has the power to determine its own procedure but shall give full opportunity to the Board and the Association to be heard, and without limiting the generality of the foregoing, the arbitration board may:
- (i) receive as evidence the Report of the Mediator referred to in 3.2.6, and
 - (ii) receive as evidence the current status and amount of the grants and assistance provided to the University by the Minister of Alberta Learning and the cost of living increases existing in the Edmonton area for the twelve (12) months preceding the contract negotiations, but the arbitration board shall not be bound by the said information or any rules relating to same.
- 3.3.5 If without reasonable cause shown, either party to the proceedings before the arbitration board fails to attend or be represented, the arbitration board may proceed as if the party had duly attended or been represented.
- 3.3.6 If the Board or the Association fails to appoint a person as a member of an arbitration board, the Chair of the Labour Relations Board may, at the request of either party, appoint a person to act as a member on its or their behalf.
- 3.3.7 When the two (2) persons appointed as members of an arbitration board fail to appoint a person to act as chair, the Chair of the Labour Relations Board shall, at the request of either party, appoint a person to act as chair of the arbitration board.
- 3.3.8 Where a vacancy occurs in the membership of an arbitration board, it shall be filled in the same manner as provided for in the original appointment of the member or chair.
- 3.3.9 Where an arbitration board is established, each party shall forthwith deliver a statement in writing to the chair stating the items which remain in dispute.
- 3.3.10 Within forty (40) calendar days from the date of its appointment, the arbitration board shall conduct its inquiry, make an award, and in its award deal with each arbitral item in dispute.
- 3.3.11 An arbitration award may be retroactive in whole or in part.
- 3.3.12 The arbitration board's award shall be signed by such members as concur therein and shall be transmitted in writing to the Association and the Board as soon as possible.
- 3.3.13 An award of an arbitration board is binding upon the Association and on every member on whose behalf it was bargained collectively and upon

the Board. The Board and the Association shall forthwith give effect to it.

- 3.3.14 The terms of the awards relating to, entering into, renewing or revising a collective agreement shall be included in a collective agreement and promptly executed by the parties.
- 3.3.15 A decision of the majority of the members of an arbitration board is the decision of the arbitration board, but if there is no majority, the decision of the chair governs and the decision shall be deemed to be the award of the arbitration board.
- 3.3.16 Each party to the dispute shall bear the expense of its representative appointed to the arbitration board and the two (2) parties shall share equally the expense of the chair of the arbitration board.

3.4 Preparation of the Agreement

- 3.4.1 If either the Board or the Association refuses to participate in the preparation of a collective agreement in accordance with 3.3.14 of this procedure for dispute settlement, the other party may prepare the collective agreement giving effect to:
 - (i) the awards of the arbitration board, and
 - (ii) such other matters as are agreed to by the parties, and shall submit the agreement to the arbitration board to certify in each case that the agreement accurately incorporates the awards of the arbitration board.
- 3.4.2 When an arbitration board receives a collective agreement pursuant to 3.4.1 and it is satisfied that it gives effect to its award, the arbitration board shall certify the collective agreement as accurately incorporating its award.
- 3.4.3 Upon certification by the arbitration board pursuant to 3.4.2, the Board and the Association shall sign the collective agreement.
- 3.4.4 If, at the expiration of ten (10) working days after the date of certification by the arbitration board, neither party to the agreement has signed it, or one party to the agreement has signed it, the collective agreement thereupon becomes a collective agreement between the parties as if they had both signed it and is effective from the date or dates specified in the agreement or if there are no dates, from the date or dates specified by the arbitration board.
- 3.4.5 A collective agreement referred to in 3.4.4 is binding upon the Association and every member on whose behalf it was bargained collectively, and the Board.

3.5 Single Arbitrator

- 3.5.1 Where the Board and the Association agree that a single arbitrator is appropriate, then they may establish an individual as an arbitration board in accordance with this dispute settlement procedure.
- 3.5.2 A single arbitrator shall be appointed in the same manner and shall have the same powers and be subject to the same limitations as a three (3) member arbitration board referred to in this procedure.

3.6 Time Limits

Notwithstanding the time limits referred to in this Article, any of them may be extended at any time upon the mutual written agreement of the parties to this Agreement. For the purposes of this Clause, the time limits may be extended by;

- 3.6.1 the University President or designate, on behalf of the Board, together with
- 3.6.2 the President of the Faculty Association on behalf of the Association.

ARTICLE 4.0 DISPUTES AND GRIEVANCES

4.1 Categories of Faculty Grievances

If any difference concerning the interpretation, application, operation, or alleged violation of this Agreement, or any question as to whether any difference is arbitrable, arises between the parties or the persons bound by this Collective Agreement, such difference shall be deemed a grievance. The four (4) different types of grievances are defined as follows:

- 4.1.1 Individual member grievance – grievance relating to an individual employee.
- 4.1.2 Group grievance – grievance relating to a group of employees similarly affected by the employer's action.
- 4.1.3 Association grievance – sometimes used interchangeably with policy grievance, but also referring specifically to a grievance directly affecting the Association.
- 4.1.4 Policy grievance – grievance by the Association which may involve a matter of general policy or of general application of the Collective Agreement.

4.2 Informal Dispute Resolution and Grievance Procedures

4.2.1 Informal Dispute Resolution

- 4.2.1.1 To promote the earliest possible resolution of disputes arising out of this collective agreement, issues should be brought forward for discussion within ten (10) days with the appropriate parties with the intent of informal dispute resolution.

Matters of discipline shall not be subject to informal dispute

resolution.

4.2.1.2 Informal dispute resolution is not mandatory.

4.2.1.3 Informal Dispute Resolution and Step 1 shall not apply to Group, Association or Policy grievances. Group, Association or Policy grievances shall be initiated at Step 2.

4.2.3 Step 1 Grievance

4.2.3.1 Within thirty (30) working days of the difference arising, regardless of the cause or source of the difference, if an informal dispute resolution has not been reached, the member shall submit the complaint to the Faculty Association. If the Association decides to proceed with a grievance, they shall file the grievance in writing with the appropriate Dean or Director, with a copy to the Executive Director of Human Resources and the member, outlining the nature of the difference and the resolution sought.

4.2.3.1.1 In matters arising from the discipline of a member a grievance shall be filed at Step 1 within 10 working days of receipt of the discipline.

4.2.3.2 Within ten (10) working days of the receipt of the grievance, the Dean or Executive Director, Human Resources, the Association and the member shall meet and attempt to resolve the difference. This step shall not continue beyond ten (10) working days from the date of the first grievance meeting.

4.2.3.3 A Faculty Association representative will accompany the member through all steps of the grievance procedure.

4.2.4 Step 2 Grievance

4.2.4.1 Within ten (10) working days of the expiration of Step 1, the Association may file the grievance in writing with the appropriate Executive Officer.

4.2.4.2 Within ten (10) working days of the grievance being filed at Step 2, the appropriate Executive Officer, Human Resources, the Association and the member shall meet and attempt to resolve the difference. This step shall not continue beyond ten (10) working days from the date of the first meeting.

4.2.4.3 When the resolution of the grievance is not accomplished with the expiration of Step 2, the Association may elect to resolve the dispute through grievance arbitration, as set forth in 5.0 (Grievance Arbitration).

4.3 Board Grievances

4.3.1 Grievances by the Board shall be filed with the President of the

Association within thirty (30) working days of the difference arising. If the grievance is not settled within thirty (30) working days of the grievance being filed, the Board may refer the difference to grievance arbitration as set forth in 5.0 (Grievance Arbitration).

4.4 Failure of the University to Process

4.4.1 When there is a failure by the University to meet the time limits set out in this Article, then, upon expiry of such time limits, the Association may advance the grievance to the next step.

4.5 Failure of the Association to Process

4.5.1 When there is a failure by the Association to file or advance the grievance within the time limits set out in this Article, the grievance shall be deemed abandoned.

4.5.2 When there is a failure by the Association to respond to a Board grievance within the time limits set out in this Article, the Board may elect to advance the grievance to arbitration as outlined in Article 5.0 (Grievance Arbitration).

4.6 Grievance Time Limits

4.6.1 The time limits in this Article may be extended by the mutual consent of the parties to the grievance. For purposes of this sub-clause, the time limits may be extended:

4.6.1.1 On behalf of the University, the Dean or Director, or Executive Officer, as applicable to the step of the grievance procedure in question, and on behalf of the Association by the President.

4.6.1.2 Requests for extensions shall not be unreasonably denied by either party.

ARTICLE 5.0 GRIEVANCE ARBITRATION

5.0 Provided that the Association has complied with the terms of 4.0 (Disputes and Grievances), the Association may elect to advance the grievance to arbitration according to the terms of this Article.

5.1 Notice

5.1.1 Within ten (10) working days of the expiry of the time limits set forth in 4.2 (Informal Dispute Resolution and Grievance Procedures) or 4.3 (Board Grievances), the Association shall notify the other party or parties to the grievance, in writing, of its desire to submit the grievance to arbitration.

5.1.2 Such notice shall contain a statement outlining the nature of the grievance and the redress sought, and shall name the first party's nominee to the arbitration board.

5.2 Convening the Arbitration Board

- 5.2.1 The recipient of the notice shall, within ten (10) working days' of receipt of such notice, inform the other party of the name of its nominee to the arbitration board.
- 5.2.2 The two nominees so selected shall, within ten (10) working days of the appointment of the second of them, appoint a mutually acceptable third person who shall be the chair.
- 5.2.3 If either of the parties to the grievance fails to name its nominee to the arbitration board within the time limits herein provided, such appointment shall be made by the Minister of Human Resources and Employment upon the application of the other party, giving three (3) working days' notice of such application.
- 5.2.4 Similarly, if the two (2) nominees fail to agree upon a chair, the appointment shall be made by the Minister of Human Resources and Employment, upon application by either party upon three (3) working days' notice to the other.

5.3 Arbitration Hearing

- 5.3.1 After the arbitration board has been duly formed, it shall meet as soon as possible after the appointment of the chair and hear such evidence as the parties to the grievance may desire to present in order to assure a full and fair hearing.
- 5.3.2 The arbitration board shall render its decision in writing to the parties as quickly as possible after the completion of the hearing.
- 5.3.3 The decision of the majority is the award of the arbitration board and is final and binding upon the parties and any persons bound by this agreement. If there is no majority, the decision of the chair governs and shall be deemed to be the award of the arbitration board.

5.4 Powers of the Arbitration Board

- 5.4.1 The arbitration board has the authority to:
 - 5.4.1.1 allow for clerical errors or clerical omissions in the framing of the grievance;
 - 5.4.1.2 request the attendance of any witness it deems necessary;
 - 5.4.1.3 keep a record of the proceedings;
 - 5.4.1.4 request access to any documents or other materials relating to the dispute;
 - 5.4.1.5 correct any typographical error or omission in the Agreement or any previous award.

- 5.4.2 The arbitration board, by its decision, shall not alter, amend, or change the terms of this Agreement nor shall it render any decision inconsistent with the terms of the Agreement.
- 5.4.3 Where in ruling on a grievance, an arbitration board determines that this Agreement has been violated but finds no redress specified in the Agreement, the board shall determine a fair and adequate remedy.
- 5.4.4 Notwithstanding any other provision of this Agreement, and provided that the arbitration board determines that no substantial wrong or substantial prejudice has occurred, a grievance shall not, at any stage in the process, be defeated because of any defect in form or because of a failure to adhere to timelines.

5.5 Expenses of Arbitration Board

- 5.5.1 Each party to the difference shall bear the expense of its respective nominee to the arbitration board and the two parties shall bear equally the expenses of the chair.

5.6 Waiver of University Responsibilities

- 5.6.1 The member(s) and all necessary witnesses shall have their University responsibilities waived during the period of time they are required to attend grievance arbitration hearings.

5.7 Grievance Arbitration Time Limits

- 5.7.1 Notwithstanding the time limits referred to in this Article, any of them may be extended at any time upon the mutual written agreement of the parties to the grievance. For the purposes of this sub-clause, the time limits may be extended by;
 - 5.7.1.1 the Executive Officer, on behalf of the University; and
 - 5.7.1.2 in the case of an Association grievance, or an individual grievance carried by the Association on a member's behalf, the Association President on behalf of the Association or the member.

ARTICLE 6.0 AGREEMENT INTERPRETATION AND AMENDMENT RECOMMENDATION PROCEDURES

6.1 Joint Review Committee (JRC)

- 6.1.1 When a matter arises between the parties regarding an interpretation of the Collective Agreement or its Appendices, except for those parts that pertain directly to salary and benefits, it may be referred to a JRC, composed of representatives of the parties within the University.
- 6.1.2 Composition of the JRC
 - 6.1.2.1 A JRC shall consist of three (3) members appointed by the Provost and Executive Vice President Academic and three (3)

members appointed by the President of the Faculty Association. Membership from the Administration and the Faculty Association may vary from time to time and for particular matters under consideration. There may be more than one (1) JRC operating at the same time. Each party shall inform the other in writing of the names of its appointed members and changes thereto.

6.1.2.2 The JRC may use the services of such consultants and resource people as they see fit and such persons may be invited to attend meetings of the JRC.

6.1.3 Role of the JRC

6.1.3.1. The JRC shall:

- (i) consider and work toward agreement regarding the implementation, interpretation, or operation of the provisions of this Agreement, and
- (ii) serve as a joint reference body to consider matters affecting members terms and conditions of employment.

6.1.3.2 A JRC is not intended to limit access to grievance, nor the rights of members to grieve as set out in this Agreement; however, the JRC shall not hear matters that have been formally grieved or submitted to grievance arbitration. Moreover, the JRC is not a substitute for negotiations and does not have the power to approve amendments to the Collective Agreement.

6.2 Procedures of the JRC

6.2.1 Matters referred to a JRC under 6.1.3 may be brought forward by the Provost and Executive Vice President Academic or by the President of the Association.

6.2.2 Where five (5) of the six (6) voting members of the JRC are able to reach an agreement on an issue of interpretation which has been referred to them, their decision will be set out in a Letter of Agreement and referred to the University President and the Association for ratification. Upon ratification by both parties or upon a date specified in the ratification, the Letter of Agreement shall be included as an attachment to the Collective Agreement and the resulting decision shall apply to all members.

6.2.3 In the event that either the University President or the Association fails to ratify the Letter of Agreement, either party may request that the JRC be reconvened to attempt to resolve the matter.

6.2.4 Where a JRC by majority vote as set out in 6.2.2 determines that the resolution of the contract matter referred to it can only be accomplished by amending the Collective Agreement, they shall so recommend to the

University President and the President of the Faculty Association. Thereafter, the parties agree to meet and attempt to settle the matter through negotiations. Where the parties are unable to agree on a proposed amendment, the status quo shall prevail. A proposed amendment is subject to ratification by the Board and the Association.

ARTICLE 7.0 BOARD/ASSOCIATION RELATIONS

7.1 Recognition

- 7.1.1 The Board recognizes the Faculty Association as the sole and exclusive bargaining agent for all members designated as academic staff as set forth in this Agreement. All University employees designated as academic staff in this Agreement shall be members of the Faculty Association.
- 7.1.2 The Board recognizes the Faculty Association Grievance Committee, duly constituted according to the Constitution and By-Laws of the Association, as the official representative of the Association and of any member who asks for its assistance in processing a grievance in any or all stages of resolution or attempted resolution.

7.2 Release Time

- 7.2.1 The Board shall annually provide to the Faculty Association, without compensation from the Faculty Association, 0.70 FTE of release for members to perform executive duties, or other duties as assigned by the association executive.
- 7.2.2 The Board shall further allow the Faculty Association to purchase up to 1.10 FTE of release for members to perform executive duties, or other duties as assigned by the association executive. Such release shall be purchased at the rate determined at step 10.0 of the Annual Salary Table Category C, plus associated Sessional Benefit Costs. The Board shall not normally refuse the Faculty Association the right to purchase additional release (beyond 1.10 FTE) for members to perform association duties, at the rate as set out above.
- 7.2.3 In the event the Faculty Association requests to purchase further release in excess of 1.10 FTE at the rate prescribed in Article 7.2.2, the request shall be made by the Faculty Association President to the Provost and Executive Vice President Academic, who shall review the request and in situations where further release for a particular member is not granted shall provide written reasons to the Faculty Association.

- 7.2.4 Release time requests will be made in writing by the Faculty Association to the Provost and Executive Vice President Academic, with a copy to the Executive Director of Human Resources, not less than two (2) months prior to the effective date of the release, or with such notice as is otherwise agreed.
- 7.2.5 The Faculty Association recognizes that all release requests may not be granted when a member has unique responsibilities that are particularly difficult to replace.
- 7.2.6 Service provided by a member released through the request of the Faculty Association will be considered similar in value to other service.

7.3 Association Fees

- 7.3.1 The University shall deduct bi-weekly an amount equivalent to 1/26 of each Faculty member's annual membership fees, and shall remit such fees bi-weekly to the Association.
- 7.3.2 The Human Resources Department shall, on a bi-weekly basis, submit to the Association Office, a current record of the deductions and remittances of all members made in accordance with 7.3.1.
- 7.3.3 The Association shall from time to time advise the Human Resources Department of the amount of the annual membership fees.

7.4 Membership Information

- 7.4.1 The Human Resources Department shall, on a tri-annual basis submit to the Faculty Association, in an agreed electronic format, a current list of Faculty members, including their appointment category, University email address, salary and/or leave status.

ARTICLE 8.0 APPOINTMENTS AND TRANSFERS

8.1 Categories of Faculty Appointments

- 8.1.1 Faculty members appointed in accordance with the terms of this Agreement shall be in one of the following categories:
 - 8.1.1.1 Continuing Appointments
 - 8.1.1.2 Probationary appointments
 - 8.1.1.3 Contractually-limited appointments

8.2 Definitions of Appointments

8.2.1 Continuing Appointments

- 8.2.1.1 "Continuing member" means a Faculty member whose appointment is continuous from year to year, subject to the right of an Executive Officer to dismiss for just and proper cause in accordance with 13.0 (Suspension and Dismissal) or

subject to the provisions of 11.0 (Academic Reorganization).

8.2.2 Probationary Appointments

- 8.2.2.1 "Probationary member" means a Faculty member whose appointment is normally for a period of probation of not more than three (3) years and who shall, on satisfactory completion of that probationary period, become a continuing member.
- 8.2.2.2 A probationary period may be extended by the length of time that the member is not in receipt of regular salary.
- 8.2.2.3 A Faculty School Advisor hired to the Instructional or Professional Resource Faculty shall be required to complete a probationary period for that position not to normally exceed two (2) years.

8.3 Notice of Initial Appointment

- 8.3.1 Initial appointment of a probationary or continuing member shall be by notice in writing from the Executive Officer and shall state the effective date and duration of the appointment and the member's annual salary rate.
- 8.3.2 The Association shall be sent a copy of the letter of appointment.

8.4 Transfer from Full-Time Continuing to Part-Time Continuing

- 8.4.1 The transfer of a member from full-time to part-time status shall be effected by the Executive Officer.
 - 8.4.1.1 Applications for transfer shall be in written form and forwarded to the Dean not later than December 31, for consideration for the following academic year.
 - 8.4.1.2 The Dean or Director shall forward the application with the Dean and the Chair's recommendations to the Executive Officer not later than the 15th day of February following the application.
 - 8.4.1.3 The Executive Officer shall advise the member, the Dean and Chair of the decision not later than the 31st day of March following the application.

8.5 Appeals on Salary Placement

- 8.5.1 There shall be no grievance under 4.0 (Disputes and Grievances) regarding salary placement, except for omissions or errors in interpretation.

8.6 Emergency Appointments

- 8.6.1 In emergency situations, the Executive Officer may appoint a Faculty member on a temporary acting basis for a term not to exceed twelve (12) months.

ARTICLE 9.0 ACADEMIC STAFF APPOINTMENT COMMITTEES

9.1 Role of the Committee

- 9.1.1 Each administrative unit or academic unit shall, in consultation with its members, establish Academic Staff Appointment Committees (A.S.A.C.) as required, whose function shall be to interview candidates and make recommendations regarding the appointment or change in appointment status of Faculty members.
- 9.1.2 In addition to making appointment and status change recommendations, the A.S.A.C. may make recommendations regarding position status changes as per 9.4.2.

9.2 Composition of the Committee

- 9.2.1 Each Committee shall be composed of at least the following or their named alternates:
- 9.2.1.1 the Dean or Director or designee who shall act as non-voting Chair;
 - 9.2.1.2 the Program or Department Chair or equivalent faculty member in the Academic Resource area concerned;
 - 9.2.1.3 four (4) Faculty members, not more than three (3) of whom shall be from the Program, Department or Academic Resource area concerned. In the event there are no members employed in the Program, Department or Academic Resource area, the three (3) members should be from the Academic Unit concerned.
 - 9.2.1.4 At the discretion of the A.S.A.C., others may be added to the Committee to serve in a non-voting advisory capacity.
 - 9.2.1.5 Normally the Faculty members on the A.S.A.C. shall hold as a minimum, the appointment to which the A.S.A.C. is giving consideration.
- 9.2.2 In the event that the requisite number of persons are not appointed to the A.S.A.C. or in the event that the Committee is appointed but fails, neglects, or refuses to act within a reasonable time as required by this Agreement, then the Executive Officer may make the appointment providing five (5) working days' advance notice is given to the Committee Chair of intention to take such action.
- 9.2.3 In situations where the committee cannot be constituted as listed above

due to the size or nature of the department, the Dean or Director will appoint the committee with appropriate Faculty members, maintaining the number of committee members listed in 9.2.1 and in accordance with 9.1.1.

9.3 Duties of the Academic Staff Appointment Committees

9.3.1 The A.S.A.C. shall meet at the call of the Committee Chair:

9.3.1.1 to recruit to a vacant or new Full-Time Limited-Term or Probationary position by considering the recruitment procedures and the criteria for the position to be filled:

(a) such positions shall be advertised both within the University and externally.

9.3.1.2 to consider not less than four (4) months prior to the expiry of a member's probationary term awarding Continuing status.

9.3.1.3 to consider a request from a Probationary member for transfer to Continuing status prior to the completion of the full probationary term.

9.4 A.S.A.C. Procedures for the Transfer of Probationary Members

9.4.1 Not less than ten (10) working days prior to an A.S.A.C. interview, the Dean shall inform the candidate, in writing, of the time and date of an A.S.A.C. interview and the documentation required.

9.4.2 The A.S.A.C. shall review the appointment status of members referred to it and shall consider at least the following and the other factors considered to be relevant to the ASAC:

9.4.2.1 the member's curriculum vitae or dossier.

9.4.2.2 the member's service to the University.

9.4.2.3 other documentation that may be provided by the member and considered by the A.S.A.C. to be relevant to its deliberations.

9.5 A.S.A.C. Procedures for New or Vacant Probationary or Full-Time Limited-Term Positions

9.5.1 The A.S.A.C. will short-list the applications and establish an interview plan.

9.5.2 The A.S.A.C. will conduct interviews with the short-listed candidates.

9.5.3 The A.S.A.C. shall consider at least the following:

9.5.3.1 the candidate's curriculum vitae or dossier.

9.5.3.2 other factors considered to be relevant by the A.S.A.C.

9.5.3.3 other documentation that may be provided by the candidate and considered by the A.S.A.C. to be relevant to its

deliberations.

9.6 Recommendations Regarding Appointment Status

9.6.1 Following interviews, the A.S.A.C. shall rank order the candidates and make a recommendation to the Dean or Director, proposing a candidate or candidates in order of priority.

9.6.1.1 The Dean or Director shall refer the recommendation of the A.S.A.C., along with their recommendation, to the Executive Officer whose decision shall be final.

9.6.2 The A.S.A.C. shall, within two (2) weeks of a meeting called to consider a member's appointment status make a recommendation to the Dean or Director regarding such status.

9.6.2.1 The A.S.A.C. may recommend one or more of the following:

- (a) the granting of probationary or continuing status to a member.
- (b) the withholding of probationary or continuing status from a member.
- (c) the continuation or extension of probation for a member.
- (d) professional development which will enhance a member's eligibility for probationary or continuing status.

9.6.2.2 Within three (3) weeks of receiving a recommendation from the A.S.A.C. the Dean or Director shall refer it, along with the Dean or Director's recommendation, to the Executive Officer.

9.6.2.3 Within three (3) weeks of receiving the recommendations the written decision of the Executive Officer shall be forwarded to the member or candidate, the Dean or Director and the Program or Department Chair and the Faculty Association.

9.6.2.4 Recommendations of the A.S.A.C. shall not prejudice a member's rights under any other part of this Agreement.

ARTICLE 10.0 RESIGNATIONS

10.1 Proper Notice

10.1.1 To resign from a Faculty position, a member shall so advise the Dean or Director, in writing, not less than four (4) months prior to the resignation date.

10.1.2 Teaching duties or other services may be terminated by mutual agreement between the Faculty member and the Dean or Director and such agreement shall constitute resignation with proper notice.

10.2 Failure to Give Proper Notice

- 10.2.1 In the event that a Faculty member resigns from the University without giving proper notice, the Executive Officer, upon the recommendation of the Dean, may reduce the member's outstanding vacation balance by one (1) day for each calendar week that the required notice is not given, up to a maximum of five (5) days.

ARTICLE 11.0 ACADEMIC REORGANIZATION

- 11.1 The Board and the Association acknowledge that in order to maintain the integrity and viability of its academic offerings, it may become necessary to revise, restructure or discontinue Programs or Departments which may result in the layoff of Continuing members.
- 11.2 Reorganization will normally occur in the context of institutional academic planning that considers the University's business plans.
- 11.3 Reorganization of academic programs will normally be achieved in a manner that will protect the employment of Continuing members.
- 11.4 No reorganization involving the reduction, deletion or transfer of a Program or Department which affects the employment security of Continuing members may occur without the opportunity for the Faculty Association to consider the matter and make recommendations to the appropriate Executive Officer.
- 11.5 The Association shall be notified in writing and consulted at the earliest stages of planning, shall have available to it the required supporting information, and have up to one (1) month to make its recommendations.

11.6 Program/Department Deletion

For reorganization that involves the deletion of a Program or Department, the Dean or Director will inform the members of the number and nature of the positions that will be required for each year that some or all of the Program or Department will continue to be offered.

- 11.6.1 Affected members may apply for early release or continuation on staff for the length of time some or all of the Program or Department will continue.
- 11.6.2 The Dean or Director shall consider such applications subject to the qualifications of the members to teach the required courses, and the needs of the University.

11.7 Program/Department Reduction

For a reorganization involving a reduction in the Continuing members in a Program or Department, the affected Academic Unit shall:

- 11.7.1 name an A.S.A.C. to recommend the curriculum and teaching requirements of the Program or Department which will continue, and

- 11.7.2 name an Implementation Committee to recommend to the Executive Officer, within the terms of this Collective Agreement, the employee reduction procedures to be used and the members to be laid off.
 - 11.7.2.1 The Implementation Committee will consist of the Dean who shall act as Chair, three (3) Continuing members and a Dean or Director from the University at large.
 - 11.7.2.2 The Committee shall consider academic qualifications and experience together with performance and length of service in arriving at its recommendations.
- 11.8 Layoffs shall only be effected in a program or department if the number of positions subject to layoff is greater than the number of members who will retire in the academic year in which the reorganization will take place.
- 11.9 Once the Executive Officer has approved the lay-off of a member, the University shall:
 - 11.9.1 notify the member in writing.
 - 11.9.2 make reasonable efforts to re-assign the member to an equivalent Faculty position that the member is qualified to perform as per 12.0 (Reassignment).
 - 11.9.3 provide a reasonable opportunity for retraining of the member for the purpose of reassignment as per 12.0 (Reassignment).
 - 11.9.4 provide a reasonable opportunity for the member to transfer to Part-time Probationary or Continuing status.
- 11.10 If a member can be re-assigned to an equivalent position and circumstance, but refuses to accept such reassignment, the severance provisions of 11.12 shall not apply.
- 11.11 In the event that a Full-time Probationary or Continuing member accepts reassignment to Part-time Probationary or Continuing status, the severance payable shall be reduced by one-half.
- 11.12 If a member cannot be re-assigned or refuses a retraining opportunity, the member may be laid off.
 - 11.12.1 A Full-time Continuing member who is laid off in this fashion shall receive a severance payment equal to one twelfth (1/12) of an annual regular salary for each year of Continuing service to a maximum of twelve (12) months' regular annual salary.
 - 11.12.2 A Part-time Continuing member who is laid off in this fashion shall receive a severance payment equal to one twelfth (1/12) of an annual regular salary for each year of Continuing service to a maximum of one half (1/2) of an annual regular salary.

11.13 Recall

Should the same, or essentially the same, full or part-time Continuing position be

reinstated within eighteen (18) months of the effective date of layoff, the member shall be so advised by the University and be given first consideration for reappointment.

11.13.1 If more members apply for reinstatement than the number of vacancies, the selection of members for reinstatement shall be recommended by an A.S.A.C.

11.13.2 Salary on reappointment shall be at the same rate as at layoff, subject to any general Faculty salary adjustments in the interim.

11.13.3 Should reappointment occur within one (1) year of the layoff date, the severance payment shall be repaid proportionately.

11.13.4 Should reappointment occur within one (1) year of the effective date of layoff, for the purpose of the Local Authorities Pension Plan, and subject to plan regulations, the period between the layoff date and the reappointment date shall be considered a period of leave without pay.

11.14 Layoff under this Article shall not be considered nor represented as dismissal for cause.

ARTICLE 12.0 REASSIGNMENT

12.1 Reassignment Procedures

12.1.1 The Board acknowledges that while members are assigned to Academic Units, they are also Grant MacEwan University employees and reasonable effort must be made to reassign members affected by reorganization to other positions they are qualified to fill.

12.1.2 A member adversely affected by reorganization (as described in Article 11.0) may advise the Executive Officer, in writing, of an interest in being assigned to a position in another area of the University for which the member is qualified.

12.1.2.1 Following consultation with the Dean or Director of the identified Academic Unit or administrative unit, and an A.S.A.C. if the position is a faculty position, the Executive Officer shall decide on the proposed reassignment and, in writing, so advise the affected member.

12.2 Retraining

12.2.1 A member adversely affected by reorganization may advise the Executive Officer, in writing, of an interest in being assigned to a position in another area of the University for which the Faculty member is not currently qualified but could become qualified after a period of study leave.

12.2.1.1 The member shall describe the study leave program, the qualifications to be obtained and an estimate of the time and financial resources required to complete the program.

12.2.1.2 The Executive Officer, after consultation with the Dean or Director within whose Academic Unit the position resides, shall decide on the proposal and shall advise the member of such decision in writing.

12.3 The University reserves the right to reassign a person currently employed on the administrative staff of Grant MacEwan University to the academic staff, and conversely, reassign a Faculty member to the administrative staff.

12.4 Effect on Employment Rights

12.4.1 Faculty members who are re-assigned to an equivalent faculty position shall retain all employment rights held prior to reassignment.

ARTICLE 13.0 SUSPENSION AND DISMISSAL

13.1 Conditions for Suspension or Dismissal

13.1.1 The appointment of a continuing member shall be terminated only pursuant to 11.0 (Academic Reorganization) or for just cause in accordance with the provisions of 13.2.

13.1.2 The appointment of a probationary member or a full-time limited-term member may be terminated before the date specified by their contract only in accordance with the same provisions. There shall be no grievance according to 4.0 (Disputes and Grievances) upon the non-renewal of an appointment at the end of a contractually specified probationary term, or a contractually-limited appointment.

13.2 Procedures for Suspension and Dismissal

13.2.1 The Executive Officer may, by written notice for stated cause, relieve a Full-Time Limited-Term, Probationary or Continuing Faculty member of some or all duties, and a copy of such notice shall be forwarded to the University President, Human Resources Department, Dean or Director and the Faculty Association President.

13.2.2 Dismissal or other procedures to determine the propriety of such action shall be initiated in conjunction with the written notice as outlined in 13.2.1.

13.2.3 Salary and other benefits shall continue throughout the period of suspension.

13.2.4 When the Executive Officer is satisfied that there is just cause for dismissal, the Executive Officer shall forthwith notify the member, in writing, of the intended action to dismiss the member and shall invite the member to meet and discuss the matter.

13.2.5 In this and all further proceedings, the member shall be permitted to bring and be assisted by an advisor of his or her choice.

13.2.6 If the attempt to settle the matter fails or if it remains unsettled for more

than ten (10) working days from the date of the Executive Officer's notice to the member according to 13.2.4, then the Executive Officer shall inform the member of the dismissal and shall provide in writing the particulars against the member in sufficient detail to enable the member to prepare an appeal.

13.3 Appeals of Suspension or Dismissal

- 13.3.1 If the Faculty member wishes to appeal through the Association, he or she may initiate a grievance according to the provision of 4.0 (Disputes and Grievances).
- 13.3.2 Where an arbitration board determines by its award that the suspension or dismissal is not warranted, the arbitration board may set such remedy or penalty as it deems just and reasonable under the circumstances, including the reinstatement of a Faculty member whom the arbitration board deems to have been wrongfully dismissed.
- 13.3.3 Where the arbitration board determines that a dismissal is for just cause, it may order the dismissed person to repay to the University any, or all, salary or benefits paid pursuant to 13.2. 3.

ARTICLE 14.0 WORKLOAD: TERMINOLOGY AND EQUIVALENCES

14.1 Definitions

- 14.1.1 "Instructional Academic Staff member" refers to Faculty members whose responsibilities are the instruction of students and service and, when appropriate and necessary, scholarly activity.
- 14.1.2 "Faculty School Advisor" refers to Faculty members who work under the supervision and direction of a Chair and provide support to the instructional academic staff members or Professional Resource Faculty members.
- 14.1.3 "Instructional Hour" refers to the standard unit of instruction to which all other forms of instruction are equated for the purpose of establishing instructional workloads.

14.2 Equivalencies

- 14.2.1 With the exception of faculty teaching in the ESL and PUC programs, one (1) hour of classroom (lecture/seminar) instruction is equivalent to one (1) Instructional Hour.
- 14.2.2 Notwithstanding 14.2.1, where the Dean and a majority of the Probationary and Continuing members in the Program or Department agree, one (1) hour of classroom or other course delivery may be greater or less than one (1) Instructional Hour.

14.3 Determination of Equivalencies

- 14.3.1 Where a course is offered with fewer than the normal number of Instructional Hours, but retains the same academic credit, for purposes of workload determination, it shall be considered to have a normal number of Instructional Hours.
- 14.3.2 The percentage that one (1) hour of teaching lab, clinical instruction, supervisory lab, field placement supervision or other forms of instruction is of one (1) Instructional Hour will be set by agreement between the Dean and the majority of the Probationary and Continuing members in the Program or Department.
- 14.3.3 Normally an hour of teaching lab or clinical instruction shall not exceed 1.0 of an Instructional Hour nor shall an hour of supervisory lab or field placement exceed 0.5 of an Instructional Hour.
- 14.3.4 Notwithstanding 14.3.3, where the Dean and a majority of the Probationary and Continuing members in the Program or Department agree, one (1) hour of teaching lab or clinical instruction may be greater than 1.0 of an Instructional Hour and an hour of supervisory lab or field placement may exceed 0.5 of an Instructional Hour.

14.4 Appeals of Equivalency Determinations

- 14.4.1 Failing agreement, a difference regarding the determination or application of an equivalency may be the subject of a grievance filed according to the provisions of 4.0 (Disputes and Grievances).

ARTICLE 15.0 WORKLOAD ASSIGNMENT

15.1 Workload Assignments – General

- 15.1.1 The process of assigning workload to individual faculty members takes place within a context which must account for the diverse range of programming at the University and the importance of flexibility for the management of the program.
- 15.1.2 The workload assignment of all categories of faculty members shall be determined by the Dean or Director in consultation with the Chair or Program Coordinator and affected members.
- 15.1.3 Workload assignment procedures for faculty members will be specific to the category of employment of the faculty member.
- 15.1.4 Workload will be assigned for the following categories of Continuing, Probationary and Full-Time Limited-Term faculty members:
 - (i) Instructional Faculty
 - (ii) Lecturer
 - (iii) Faculty School Advisor

- (iv) Professional Resource Faculty
- (v) Science Lab Supervisor
- (vi) Science Lab Instructor
- (vii) English as a Second Language Instructor
- (viii) Preparation for University and College Instructor

15.1.5 Course assignments shall be determined within each Program or Department on the principle that Probationary and Continuing workload assignments shall be made first, and Full-Time Limited-Term workload assignments shall be made prior to other contractually-limited assignments as described in Article 27.0.

15.2 Instructional Faculty Workload Assignment

15.2.1 Components of an Instructional Faculty Workload

15.2.1.1 During any academic year, an annual workload for a full-time instructor shall include instruction and service and, when appropriate and necessary, may also include scholarly activity. During non-instructional periods members will engage in service, scholarly activity, professional development and activities related to instructional duties.

15.2.1.2 Instruction

Instruction consists of all faculty work directed towards student learning for which students earn credit. Faculty are expected to maintain currency in their area or discipline. These activities shall form the foundation of initial considerations of workload.

15.2.1.3 Scholarly activity

Research, scholarship and creative activities are integral to fulfilling the mandate and the mission of the University. When appropriate and necessary, these activities may be a component of initial considerations of workload.

15.2.1.4 Service

Service represents essential responsibilities and activities that foster and further the regular operation of the unit, faculty and University. A member shall be actively engaged in service to the University. The degree of participation in service responsibilities may vary from member to member and across time. When appropriate and necessary, service to the profession, discipline or community that relies on the professional or academic expertise of faculty is a contribution considered alongside institutional service. These activities shall form the basis of initial considerations of workload.

15.2.2 Workload Distribution

15.2.2.1 Instruction

- (a) A member's instructional component will vary between 60% and 90% of an annual full workload.
 - (i) All instructional faculty members shall have a minimum of 60% instructional workload per academic year.
 - (ii) The Dean may grant exceptions to this minimum in article 15.2.2.1 (a) (i)
- (b) For Part-time Probationary and Continuing members, normal instructional workload shall not exceed 50% of a full-time instructional faculty teaching workload averaged over two academic years.
 - (i) Additional teaching by a part-time member shall be paid at the member's normal salary rate and shall be accumulated for purposes of increments and vacation pay to a maximum of 100% of a full-time continuing instructional member.
- (c) All Instructional members shall be available for out-of-class student contact for not less than one (1) hour per week for each three (3) hours of in-class contact per week.

15.2.2.2 Service

- (a) A member's service component will vary between 5% and 20% of an annual full workload.
- (b) Major forms of service require special consideration. Major forms of service may include chairing major University wide committees, major program collaboration and other activities, as requested by the university, that require major commitment. A major service activity may be requested by a faculty member or by the University Administration.

15.2.2.3 Application Process for Major Service

- (a) Notice of interest to undertake a major service activity is to be made by the faculty member through the Chair to the Dean.
- (b) In consultation with the Chair and the faculty member, the Dean will approve, or not, the application.

A major service activity involving a commitment beyond one academic year is possible, subject to satisfactory

contribution and subject to the instructional requirements of the department or program.

15.2.2.4 Scholarly Activity

- (a) A member's scholarly activity component will vary between 0% and 35% of an annual full workload.
- (b) Major forms of scholarly activity require special consideration.

15.2.2.5 Application process for major scholarly activity

- (a) Application to undertake a major scholarly activity is to be made by the faculty member through the Chair to the Dean.
- (b) The Dean will appoint an advisory committee of at least four faculty members with expertise and credibility in scholarly activity.
- (c) In consultation with the advisory committee the Dean will approve, or not approve, the application.
- (d) If the major scholarly activity involves a commitment beyond one academic year, approval is possible, subject to satisfactory contribution and subject to the instructional requirements of the department or program.

15.2.3 Unit Workload Document

15.2.3.1 A workload document is constructed for an academic unit. For the purposes of this article, the Dean shall define the composition of the academic unit.

15.2.3.2 The Dean shall identify the academic unit's responsibilities for instruction, service and possible scholarly activity. These responsibilities will include programming needs, operational requirements and also any external requirements for which the unit is accountable.

15.2.3.2.1 It is recognized that these responsibilities are anchored by the commitment to educational opportunities for students and facilitation of student engagement.

15.2.3.2.2 The workload document is to enable the effective discharge of these responsibilities.

15.2.3.3 The percentages described in 15.2.2 derive meaning from the construction of a workload document for an academic unit. The workload document will:

- (i) Cover all components of responsibility

- (ii) Describe the content of each component
- (iii) Assign a percentage to each component

The percentages contained in the workload document will be the basis for understanding the percentages of the components of workloads which vary from the workload document.

15.2.3.4 When the Dean and the majority of probationary and continuing instructional members of an academic unit agree to develop a workload document, a committee of members in the unit, including a chair from the unit, shall work to develop a draft of this document.

- (a) The development of the workload document will consider:
 - (i) the instructional, service and possible scholarly responsibilities of the unit;
 - (ii) the characteristic nature and manner by which curriculum is discharged;
 - (iii) the maximum number of instructional hours assignable (405).
- (b) In determining the instructional component of a workload document, consideration shall be given to:
 - (i) the amount of preparation and number of different course preparations required;
 - (ii) probationary instructional faculty in the first year of their employment;
 - (iii) whether the course is new or has been previously taught;
 - (iv) the number of student enrolments;
 - (v) course scheduling and location;
 - (vi) methods of instruction, including the use of new and innovative methodology;
 - (vii) the level of professional development activities;
 - (viii) differences in the scope and difficulty of courses;
 - (ix) the number of honours, field placement and independent studies students supervised;
 - (x) method of student assessment and evaluation.
- (c) In determining the scholarly activity component of a workload document, consideration shall be given to:

- (i) multi-year characteristics of research and scholarly activity, including the variation of nature and intensity over time;
 - (ii) the quality and quantity of scholarly activity.
 - (d) In determining the service component of a workload document, consideration shall be given to:
 - (i) the level of commitment required for the particular service activity;
 - (ii) the role played by the member;
 - (iii) the scope of responsibility and nature of the contribution by the member.

15.2.3.5 When a document is developed and agreed upon by the members of the academic unit, it will be forwarded to the Dean for approval. If the Dean is unable to accept the proposed workload document, he or she will indicate what changes would be necessary to allow for its approval.

15.2.3.6 When the document is approved by the Dean, it shall become the basis of standard practice for workload assignment in the academic unit. Individual workloads shall be equivalent in magnitude, but not necessarily in balance, to the workload document of the academic unit.

15.2.3.7 Review of the workload document

An academic unit may review and revise its workload document if, in the view of the Dean or in the view of the majority of members of the unit, one or more of the following applies:

- (i) there has been a significant change in the resources of the unit;
- (ii) there has been a significant change in the academic program obligations of the unit;
- (iii) the current workload document does not adequately lead to a fair allocation of workload in the unit;
- (iv) The current workload document impedes the discharge of the unit's responsibilities.

15.2.4 Workload Assignment

15.2.4.1 Preliminary assignment of a member's annual workload for the upcoming year shall be determined through a discussion between the chair(s) of the unit and the faculty member informed by the workload document for the unit. This process shall be complete by the end of April.

15.2.4.3 Upon completion of the preliminary assignment of annual workload, the

Chair shall review the faculty workloads for their unit with the Dean and finalize workloads for the area.

- 15.2.4.4 Should adjustments to the preliminary assignment be required, the Dean, Chair and faculty member will meet to discuss the reasons for the adjustment. Following this discussion the workload will be finalized by the Dean and this workload shall represent the faculty member's finalized workload for the upcoming year. The Dean will normally provide finalized workloads to the member by June 15.
- 15.2.4.5 If an approved workload document does not exist, the Dean shall finalize workload, taking into consideration past practice in the unit, the workload ranges in 15.2.2, the obligations of the unit in the areas of instruction, scholarly activity and service, and the preceding member and Chair discussion as in 15.2.4.1.
- 15.2.4.6 Should a faculty member not accept their finalized workload they may request a Workload Review Panel in accordance with article 15.11.
- 15.2.4.7 It is acknowledged and accepted that a fair application of the workload assignment process may give rise to nominal differences in instructional workload assignments of individuals and across academic units.
 - 15.2.4.7.1 Adjustments to Annual Workload and Course Cancellation
 - (a) Adjustments to the member's annual workload after it is finalized must be agreed to by the member.
 - (b) If due to unforeseen circumstances, such as insufficient enrolments, the University is unable to assign a sufficient number of instructional hours as provided in the agreed-to annual workload, the Chair and member will meet to determine an alternate service or scholarly activity that is equivalent to the reduction in instructional hours.
 - (c) In the event no equitable service or scholarly activity can be determined, the resulting workload will be regarded as meeting that year's workload assignment.

15.3 Lecturer Workload Assignment

- 15.3.1 The workloads for continuing and probationary lecturers will be assigned after the assignment of workloads to the continuing, probationary and Full-Time Limited-Term instructional faculty.
- 15.3.2 The workload of a lecturer shall normally consist of four hundred and fifty

(450) Instructional Hours taught over a twelve (12) month period.

- 15.3.3 All lecturers shall be available for out-of-class student contact of five (5) hours per week.
- 15.3.4 All lecturers are expected to maintain currency in their respective area or discipline.
- 15.3.5 During periods in which the lecturer is not engaged in instruction or out-of-class contact they are not required to be at the University.
- 15.3.6 Lecturer duties shall be assigned by the Dean in consultation with the Chair and affected members.
- 15.3.7 A component of a lecturer's duties encompassed under instructional responsibilities includes orientation and department meetings.
- 15.3.8 Should the faculty member not accept their finalized workload they may request a Workload Review Panel in accordance with Article 15.11.

15.4 Faculty School Advisor Workload Assignments

- 15.4.1 The normal hours of work for Faculty School Advisors shall be thirty-five (35) hours per week.
- 15.4.2 Duties shall be assigned annually to Faculty School Advisors by the Dean after consultation with the appropriate Chair(s) and the affected Faculty School Advisor. When the Faculty School Advisor supports multiple programs, the Dean will assign one Chair to be the primary contact for prioritizing workload assignments.
- 15.4.3 Where a Faculty School Advisor is qualified to perform the duties of a sessional Instructional faculty member, and where the Faculty School Advisor is requested and consents to perform such duties in addition to their non-instructional duties, he or she shall be paid for that instructional workload at the appropriate sessional instructional rates.
- 15.4.4 Should the faculty member not accept their finalized workload they may request a Workload Review Panel in accordance with Article 15.11.

15.5 Professional Resource Faculty Workload Assignments

15.5.1 Components of a Professional Resource Faculty Workload

- 15.5.1.1 During any academic year, an annual workload for a probationary/continuing Professional Resource Faculty (PRF) member shall include professional practice, service and, when appropriate and necessary, may also include scholarly activity.
- 15.5.1.2 Professional Practice
Professional practice encompasses the activities undertaken by PRF in their roles as counsellors, librarians, nursing laboratory resource professionals, writing and learning consultants, and learning specialists.

These activities shall form the foundation of initial considerations of workload.

15.5.1.3 Service

Service represents essential responsibilities and activities that foster and further the regular operation of the unit, faculty and University. A member shall be actively engaged in service to the University. The degree of participation in service responsibilities may vary from member to member and across time. When appropriate and necessary, service to the profession, discipline or community that relies on the professional or academic expertise of faculty is a contribution considered alongside institutional service. These activities shall form the basis of initial considerations of workload.

15.5.1.4 Scholarly Activity

When appropriate and necessary, scholarly activities may be a component of considerations of workload.

15.5.2 Workload Distribution

15.5.2.1 Professional Practice

- (a) A PRF member's professional practice component will vary between 80% and 95% of an annual workload.
 - (i) All PRF members shall have a minimum of 80% professional practice workload per academic year.
 - (ii) The Dean, Director or Chief Librarian may grant exceptions to this minimum.

15.5.2.2 Service

- (a) A member's service component will vary between 5% and 20% of an annual workload
- (b) Major forms of service require special consideration. Major forms of service may include chairing major University wide committees, serving on boards or executives of professional bodies, and other activities, as requested by the University, that require major commitment. A major service activity may be requested by a faculty member or by the University administration.

15.5.2.3 Application Process for Major Service

- (a) Notice of interest to undertake a major service activity is to be made by the faculty member through the Chair to the Dean, Director, or Chief Librarian. In consultation with the Chair and the faculty member, the Dean, Director or Chief Librarian will approve, or not, the application.

- (b) A major service activity involving a commitment beyond one academic year is possible, subject to satisfactory contribution and subject to the operational requirements of the unit.

15.5.2.4 Scholarly Activity

Scholarly activity for Professional Resource Faculty, when appropriate and necessary, shall typically comprise not more than 15% of a member's workload. Scholarly activity may be requested by the faculty member through the Chair to the Dean, Director, or Chief Librarian. In consultation with the Chair and the faculty member, the Dean, Director, or Chief Librarian will approve, or not, the application. The member may be asked to undertake scholarly activity by the University administration.

15.5.3 Unit Workload Document

15.5.3.1 A workload document is constructed for a professional resource unit. For the purposes of this article, the Dean, Director, or Chief Librarian shall define the composition of the unit

15.5.3.2 The Dean, Director, or Chief Librarian shall identify the unit's responsibilities for professional practice, service and possible scholarly activity. These responsibilities will include operational requirements and also any external requirements for which the unit is accountable.

15.5.3.2.1 It is recognized that these responsibilities are anchored by the commitment to deliver service in support of effective programming.

15.5.3.2.2 The workload document is to enable the effective discharge of these responsibilities.

15.5.3.3 The percentages described in 15.5.2 derive meaning from the construction of a workload document for a unit. The workload document will:

- (a) Cover all components of responsibility
- (b) Describe the content of each component
- (c) Assign a percentage range to each component

The percentages contained in the workload document will be the basis for understanding the percentages of the components of workloads which vary from the workload document.

15.5.3.4 When the Dean, Director, or Chief Librarian and the majority of probationary and continuing PRF members of a unit agree to develop a workload document, a committee of members in the unit, including a chair from the unit, shall work to develop a draft of this document.

- (a) The development of the workload document will consider:

- (i) the professional practice, service and possible scholarly responsibilities of the unit;
 - (ii) the characteristic nature and manner by which operations are discharged in the unit;
 - (iii) the normal thirty-five hour work week of professional resource faculty.
- (b) In determining the professional practice component of a workload document, consideration shall be given to:
- (i) probationary PRF in the first year of their employment;
 - (ii) the level of professional development activities;
 - (iii) differences in the scope and difficulty of work assignments.
- (c) In determining the service component of a workload document, consideration shall be given to:
- (i) the level of commitment required for the particular service activity;
 - (ii) the role played by the member;
 - (iii) the scope of responsibility and nature of the contribution by the member.
- (d) In determining the scholarly activity component of a workload document, consideration shall be given to:
- (i) multi-year characteristics of research and scholarly activity, including the variation of nature and intensity over time;
 - (ii) the quality and quantity of scholarly activity.

15.5.3.5 When a document is developed and agreed upon by the members of the unit, it will be forwarded to the Dean, Director, or Chief Librarian for approval. If the Dean, Director, or Chief Librarian is unable to accept the proposed workload document, he or she will indicate what changes would be necessary to allow for its approval.

15.5.3.6 When the document is approved by the Dean, Director, or Chief Librarian it shall become the basis of standard practice for workload assignment in the unit. Individual workloads shall be equivalent in magnitude, but not necessarily in balance, to the workload document of the unit.

15.5.3.7 Review of the workload document

A unit may review and revise its workload document if, in the view of the Dean, Director, or Chief Librarian or in the view of the majority of members of the unit, one or more of the following applies:

- (a) there has been a significant change in the resources of the unit;
- (b) there has been a significant change in the operational obligations of the unit;
- (c) the current workload document does not adequately lead to a fair allocation of workload in the unit;
- (d) the current workload document impedes the discharge of the unit's responsibilities.

15.5.4 Workload Assignment

- 15.5.4.1 Preliminary assignment of a member's annual workload for the upcoming year shall be determined through a discussion between the Chair(s) of the unit and the faculty member informed by the workload document for the unit. This process shall be completed by the end of April.
- 15.5.4.2 Upon completion of the preliminary assignment of annual workload, the Chair shall review the faculty workloads for their unit with the Dean, Director, or Chief Librarian and finalize workloads for the area.
- 15.5.4.3 Should adjustments to the preliminary assignment be required, the Dean, Director, or Chief Librarian, the Chair and faculty member will meet to discuss the reasons for the adjustment. Following this discussion the workload will be finalized by the Dean, Director, or Chief Librarian and this workload shall represent the faculty member's finalized workload for the upcoming year. The Dean, Director, or Chief Librarian will normally provide finalized workloads to the member by June 30.
- 15.5.4.4 If an approved workload document does not exist, the Dean, Director, or Chief Librarian shall assign workload, taking into consideration past practice in the unit, the workload ranges in 15.5.2 and the obligations of the unit in the areas of professional practice, service and, when necessary and appropriate, scholarly activity, and the preceding member and chair(s) discussion as in 15.5.4.1.
- 15.5.4.5 Should a faculty member not accept their finalized workload they may request a Workload Review Panel in accordance with article 15.11.
- 15.5.4.6 It is acknowledged and accepted that a fair application of the workload assignment process may give rise to nominal differences in instructional workload assignments of individuals and across academic units.

15.6 Science Lab Supervisor Workload Assignment

- 15.6.1 The normal hours of work for a Science Lab Supervisor shall be thirty five (35) hours per week.
- 15.6.2 As part of their regular duties a Science Lab Supervisor may teach up to three (3) labs per term. To meet the needs of the department a Science Lab Supervisor may, when asked by the Chair, agree to teach one lecture course per term. The total number of instructional hours for a Science Lab Supervisor should not exceed one hundred and thirty five (135) in any term.
- 15.6.3 Workload shall be determined by the Dean in consultation with the Chair and the affected members.
- 15.6.4 Should the faculty member not accept their finalized workload they may request a Workload Review Panel in accordance with Article 15.11.

15.7 Science Lab Instructor Workload Assignment

- 15.7.1 Science Lab Instructors will support the work of the Department through lab teaching assignments and related duties during non-teaching periods.
- 15.7.2 The instructional workload of a Science Lab Instructor shall normally consist of four hundred and fifty (450) Instructional Hours and two (2) months of related lab duties over a twelve (12) month period.
- 15.7.3 All Science Lab Instructors shall be available for out-of-class student contact of five (5) hours per week.
- 15.7.4 Duties will be assigned by the Dean in consultation with the Chair, Science Lab Supervisor and affected members.
- 15.7.5 All Science Lab Instructors are expected to maintain currency in their respective area of discipline.
- 15.7.6 Should the faculty member not accept their finalized workload they may request a Workload Review Panel in accordance with Article 15.11.

15.8 English as a Second Language Instructor Workload Assignment

- 15.8.1 The workloads for Continuing, Probationary and Full-Time Limited-Term ESL Instructors will be assigned by the ESL Program Coordinator and approved by the Dean.
- 15.8.2 A Continuing, Probationary or Full-Time Limited-Term ESL Instructor's full-time workload involves teaching for each of the three terms in the academic year. In addition to assigned teaching, a Continuing, Probationary or Full-Time Limited Term ESL Instructor shall engage in professional development and service in support of the program.
 - 15.8.2.1 The annual in-class workload of a full-time ESL instructor is 1012.5 hours.

- 15.8.3 All ESL Instructors shall be available for out-of-class student contact.
- 15.8.4 All ESL Instructors are expected to maintain currency in the field of ESL instruction.
- 15.8.5 All ESL Instructors will engage in service to the University as assigned by the ESL Program Coordinator.
- 15.8.6 Should the ESL faculty member not accept their finalized workload they may request a Workload Review Panel in accordance with Article 15.11.

15.9 Preparation for University and College Instructor Workload Assignment

- 15.9.1 The workloads for Continuing, Probationary and Full-Time Limited-Term PUC Instructors will be assigned by the PUC Program Coordinator and approved by the Dean.
- 15.9.2 A Continuing, Probationary or Full-Time Limited-Term PUC Instructor's full-time workload involves teaching for each of the three terms in the academic year. In addition to assigned teaching, a Continuing, Probationary or Full-Time Limited-Term PUC Instructor shall engage in professional development and service in support of the program.
 - 15.9.2.1 The annual in-class workload of a full-time PUC instructor is 810 hours.
- 15.9.3 All PUC Instructors shall be available for out-of-class student contact.
- 15.9.4 All PUC Instructors are expected to maintain currency in the field of PUC instruction.
- 15.9.5 All PUC Instructors will engage in service to the University as assigned by the PUC Program Coordinator.
- 15.9.6 Should the PUC faculty member not accept their finalized workload they may request a Workload Review Panel in accordance with Article 15.11.

15.10 Annual Reports

- 15.10.1 Faculty who are required to submit an annual report in accordance with MacEwan policies C5065 and C5066 will do so on or before April 15.
 - (a) The report shall be in the format required by the member's program/department or professional unit and shall detail the member's annual activities and plans in the areas of Service, Scholarly Activity, Instruction and Professional Practice, as appropriate.
 - (b) The University recognizes that some members engage in remunerated professional activities. Remunerated professional activities such as working for other educational institutions, healthcare organizations or consulting must not conflict with a member's responsibilities to the University. Members engaged in remunerated professional activities

shall describe and report these activities in the member's annual report.

15.11 Workload Review Panel

- 15.11.1 Any faculty member dissatisfied with her/his finalized workload may file a written Notice of Review with the Dean or Director and send a copy to the President of the Association. The member will file a Notice of Review within five (5) working days of receipt of their finalized workload.
- 15.11.2 Each Workload Review Panel shall be composed of at least the following or their named alternatives:
 - 15.11.2.1 the Dean or Director or designee who shall act as non-voting Chair;
 - 15.11.2.2 the Program or Department Chair or the individual responsible for the preliminary workload assigned to the affected member.
 - 15.11.2.3 three (3) Academic or Resource area faculty members.
 - (a) The faculty members will pre-select seven (7) faculty members from the appropriate employment category. The Dean will ensure a democratic process of pre-selection occurs by the end of January each year.
 - (b) When a request for review is filed, the Dean will canvas the seven (7) pre-selected members, of whom three will serve on the panel.
- 15.11.3 In making its determinations on the merits of the appeal, the Workload Review Panel shall review the workload procedures in the appropriate employment category to determine if all the workload assignment procedures have been considered and applied. The Workload Review Panel members and the faculty member requesting the review may request the Dean to provide access to the assigned workloads and workload criteria considerations for the appropriate and relevant faculty members in the area.
 - 15.11.3.1 Instructional Faculty – Article 15.2
 - 15.11.3.2 Lecturer – Article 15.3
 - 15.11.3.3 Faculty School Advisor – Article 15.4
 - 15.11.3.4 Professional Resource Faculty – Article 15.5
 - 15.11.3.5 Science Lab Supervisor – Article 15.6
 - 15.11.3.6 Science Lab Instructor – Article 15.7
 - 15.11.3.7 English as a Second Language Instructor – Article 15.8
 - 15.11.3.8 Preparation for University and College Instructor – Article 15.9
- 15.11.4 Within fifteen (15) working days of the date of the member's review

request, the Workload Review Panel will make a recommendation to the Dean on whether a workload adjustment is warranted.

15.11.5 The Dean or Director shall, without delay, refer the recommendation of the Workload Review Panel, including dissenting comments, to the Executive Officer whose decision shall be final.

15.11.6 The Executive Officer will communicate the final decision in writing to the faculty member within ten (10) working days of receipt of the recommendation. If the appeal is denied, the Executive Officer will provide a written explanation. A copy of the decision will be forwarded to the Faculty Association.

15.11.7 The financial management for successful appeals will be the responsibility of the Dean of the Faculty or School.

15.12 Overload

15.12.1 Overload is for exceptional circumstances and the University and Faculty Association acknowledge that excessive amounts of overload may negatively affect a member's performance.

15.12.2 Overload occurs when a member teaches or provides service in excess of the faculty member's assigned annual workload in a year.

15.12.3 The Dean must provide written authorization to the chair prior to final confirmation of an overload assignment with the member.

15.12.4 The Dean will authorize overload remuneration as salary in the current academic year or as future workload adjustment for the following academic year.

15.12.5 Payment of Overload

15.12.5.1 If a member works overload, it shall be paid at the applicable rate beginning on the first regular payday following the date on which it can be established that an overload exists and shall be paid over the balance of the term.

15.12.5.2 In the event that all overload has been worked as of the date on which it was established that an overload exists, then a lump sum payment for such overload shall be made on the first regular payday following that date.

15.12.6 Members who are assigned overload by the Dean shall be paid at the appropriate Instructional Hour rate based on their current grid step.

15.12.7 If a Faculty School Advisor works hours in excess of thirty five (35) hours per week then these hours shall be considered overload. All overload must be authorized by the appropriate Officer or Administrator or designee, in advance of such time being worked. Overload shall either be paid at the appropriate hourly rate or taken as time in lieu.

ARTICLE 16.0 ANNUAL PERFORMANCE EVALUATION

16.1 The annual performance evaluation process outlined in this article applies to faculty members who, by policies C5065 and C5066, are required to submit annual reports.

16.2 Performance Evaluation Committee

16.2.1 A Performance Evaluation Committee will be formed for each faculty or school and for Professional Resource Faculty. Faculty or School committees will be comprised of six elected faculty members. The Committee for Professional Resource faculty will be comprised of four elected members.

16.2.2 The term of service for committee members is normally three years. At least one vacancy will be filled each year.

16.3 Deans, in conjunction with the Performance Evaluation Committee, shall identify in writing the criteria for the assessment of performance of members in the school or faculty. Performance shall be measured for each component of workload assigned to a member, as described in 15.0 (Workload Assignment). Modifications to the criteria could be made by the Dean and the Committee working in conjunction.

16.4 Annual performance evaluation shall be based on all of the following:

- (a) the annual report;
- (b) documents in the member's official file relevant to an assessment of a member's workload performance;
- (c) the norms of the member's discipline with respect to the nature of scholarly activity and its outcomes;
- (d) other relevant materials including previous evaluations, student evaluations, peer evaluations, or member-provided documents.

16.5 Based on a review of materials outlined in 16.4 and criteria provided by 16.3, Chairs will, by May 15:

- (a) forward to the Dean all performance evaluation materials for members whose performance is considered by the Chair to be unsatisfactory or meritorious in at least one component of assigned workload;
- (b) forward to the Dean a listing of all members whose performance is considered to be satisfactory for each component of assigned workload.

16.6 Deans will provide the Performance Evaluation Committee with all materials necessary for review, including those provided by the Chair as in 16.5.

- 16.7 The Performance Evaluation Committee will review the forwarded files. Based on the criteria referenced in 16.3 and the member's assigned workload, the Committee will make an assessment as to whether the member's performance was satisfactory, unsatisfactory or meritorious. The results of the Committee's work will be forwarded to the Dean as a recommendation.
- 16.8 The Performance Evaluation Committee is responsible for evaluating a member's performance relative to assigned workload and will not be provided with information regarding misconduct, nor make recommendations related to misconduct.
- 16.9 The Dean will review the recommendation of the Performance Evaluation Committee and use that recommendation as the basis of an evaluation of each member.
- 16.9.1 Deans will communicate the result of the annual performance evaluation to each member by June 15. The result of the annual performance evaluation process will be officially recorded.
- 16.9.2 When the performance is unsatisfactory, the Dean may meet with the member to provide direction concerning the improvement of the member's performance. If deemed appropriate, a performance plan may be devised which describes goals and strategies to achieve the desired outcomes.

ARTICLE 17.0 SALARY

17.1 Salary Tables

- 17.1.1 Full-time Faculty members shall be paid in accordance with the attached salary tables.
- 17.1.2 Members holding other than full-time appointments shall be paid, pro rata, in accordance with the rates established therein.
- 17.1.1.1 Instructional members paid on an Instructional Hour basis shall be paid according to the sessional instructional faculty rate.
- 17.1.1.2 Non-instructional members paid on an hourly basis shall be paid according to the Professional Resource faculty hourly rate.

17.2 Exceptions

- 17.2.1 The University reserves the right to pay in excess of the ranges and increments set forth herein in the case of appointment of members with unique or special skills.

17.3 Minimum Qualifications

- 17.3.1 The minimum qualifications required for Faculty members shall be determined by the Dean or Director in consultation with the Program or Department Chair.
- 17.3.2 It is recognized that a member's qualifications must be assessed in the context of each individual case, as determined by their expertise and ability.

17.4 Recognition of Relevant Experience

- 17.4.1 In determining increments for post-secondary teaching or other relevant work experience, the maximum experience recognized for placement purposes shall be one (1) year in any twelve (12) month period.
- 17.4.2 Previous post-secondary teaching for instructional staff and/or relevant work experience for Professional Resource Faculty shall be recognized at a ratio of one (1) increment for each year of such experience.
- 17.4.3 Relevant work experience and relevant teaching experience, other than post-secondary, shall be recognized at a ratio of one (1) increment for each two (2) years of such experience.

17.5 Initial Placement

- 17.5.1 Instructional academic staff and Professional Resource Faculty
 - 17.5.1.1 Subject to 17.2 (Exceptions), upon initial placement an instructional or professional resource faculty member will not be placed higher than 8.5 on the salary scale.
 - 17.5.1.2 Placement on the base of Category A of the salary scale shall be contingent upon the attainment of fourteen (14) years of scholarship which will be considered to be achieved through:
 - 17.5.1.2.1 the equivalent of a community college diploma, or
 - 17.5.1.2.2 the completion of two (2) years of formal education at the post secondary level, or
 - 17.5.1.2.3 the equivalent of four (4) years relevant work experience in the member's field.
 - 17.5.1.3 Experience used for the purpose of placement at the base shall not be considered for incremental purposes.
- 17.5.2 Faculty School Advisors
 - 17.5.2.1 Subject to 17.2 (Exceptions), upon initial placement a Faculty School Advisor will not be placed higher than 8.5 on the salary scale.

17.5.3 Science Lab Supervisors and Science Lab Instructors

17.5.3.1 Subject to 17.2 (Exceptions), upon initial placement a Science Lab Supervisor or Science Lab Instructor will not be placed higher than 4.0 on the salary scale.

17.5.4 PUC and ESL Faculty

17.5.4.1 Subject to 17.2 (Exceptions), upon initial placement a PUC or ESL member will not be placed higher than 5.0 on the salary scale.

17.6 Professional Designation

17.6.1 A Faculty member holding a professional designation as a condition of employment in the University shall maintain such designation in good standing.

17.7 Academic Qualifications

17.7.1 The placement of a member's salary in a particular salary grid shall be determined in recognition of the academic qualifications held by the member that are relevant to the member's area of service.

17.7.2 After the initial appointment, where a Faculty member completes requirements for a higher Category, as specified in 17.7 (Academic Qualifications), the member shall have his or her salary adjusted effective the 1st of July or the 1st of January following validation of the additional qualifications.

17.7.3 Faculty School Advisors

- (A) non degree
- (B) bachelor's degree

17.7.4 Instructional and Professional Resource Faculty

- (A) non degree
- (B) bachelor's degree
- (C) master's degree
- (D) earned degree at the doctoral level

17.7.5 Nurse Educator Faculty

- (B) bachelor's degree
- (C) master's degree

17.7.6 PUC and ESL Faculty

- (Four) four years of post-secondary education
- (Five) five years of post-secondary education

(Six) six years of post-secondary education

All credentials must conform to the Ministerial Statement on Quality Assurance of Degree Education in Canada, sponsored by the Council of Ministers of Education, Canada, or equivalent statements.

17.8 Special Qualifications

17.8.1 Under special circumstances a member may request that his or her placement in a particular Category be reviewed.

17.8.1.1 The request shall be submitted in writing to the member's Dean or Director. Within thirty (30) calendar days of receipt of the request, the Dean or Director shall forward it, along with their recommendation, to the Executive Officer for consideration.

17.8.1.2 Within thirty (30) calendar days of receipt of the member's request and the Dean or Director's recommendation, the Executive Officer shall communicate the decision, in writing, to the member.

17.9 Increments

17.9.1 Annual increments

17.9.1.1 A full-time probationary or continuing member shall receive one (1) increment at the end of that year, and

17.9.1.1.1 Subject to the provisions of 15.2.2.1 (b) (i), a part-time probationary or continuing member shall receive one-half (1/2) increment at the end of that year.

17.9.1.1.2 A probationary or continuing member who performs less than an annual workload or is employed by the University for less than two (2) instructional terms in an academic year, may have increments pro-rated to the term of the appointment.

17.9.1.2 As a result of annual performance evaluation (16.0) and apart from the annual increment in 17.9.1.1:

(a) a member whose performance has been deemed meritorious will receive an award equal to the value of the next increment on the annual salary schedule, based on the member's placement after 17.9.1.1. A member at the top of the salary schedule will receive an award equal to the value of the current earned increment. The award will be distributed evenly over one year.

- (b) a member whose performance has been deemed unsatisfactory over a period of two consecutive years will have an amount equal to the current earned increment withheld. This withholding will be distributed evenly over one year.

17.9.1.3 An increment may be withheld from a member as a result of misconduct.

17.9.2 A member who is advised that his or her increment is being withheld shall have the right to grieve at Step 1 of 4.2 (Informal Dispute Resolution and Grievance Procedures).

17.9.3 Increments, awards or withholdings shall take effect on the first (1st) day of July following the year of service for which the increment, award or withholding is determined.

17.10 Payments

17.10.1 The University shall pay each Faculty member their salary entitlement no later than ten (10) calendar days following the end of each pay period. If the University proposes to change this date, the University shall provide the Faculty Association with a minimum of six (6) months' notice of the change.

17.10.2 All payroll deductions that are tax-deductible, including the Association's annual membership fees and including charitable donations, shall be included on each Faculty member's T4 slip.

17.10.3 In the event that administrative errors or omissions occur in some or all of the payroll, necessary corrections or adjustments may be made immediately by the University.

17.10.3.1 In the event that such errors exceed fifty dollars (\$50.00) and no mutually acceptable arrangement for repayment can be reached between the University and the affected member(s), then the period of time within which the necessary corrections or adjustments may be made shall equal the time during which the error or omission was accumulated; that is, the recovery of any overpayment shall be prorated over such period of time as is equal to the time during which such overpayment was accumulated.

17.10.4 The University shall administer the deduction and remittance of premiums or other payments required for any existing plans approved by the Association for the benefit of its members and, where mutually agreed, the administration of any new plans entered into after the execution of this Agreement.

ARTICLE 18.0 TRAVEL

- 18.1 When a Faculty member provides a vehicle for travel on University business, the member will be compensated for the use of such vehicle according to at least the rates established in current Grant MacEwan University Policy D3440.

ARTICLE 19.0 CHAIRS

- 19.1 The following procedures will commence at least six (6) months before the end of a term of a Chair, or immediately should the position of Chair become vacant.
- 19.1.1 When a new Chair is required, the Dean or Director will solicit from the Program, Department or academic unit the names of individuals who are willing to serve as Chair. The Dean or Director will then appoint a selection committee. The Dean or Director will chair the committee.
- 19.1.2 The selection committee will normally be comprised of at least two continuing or probationary members of the Department, Program or academic unit, as well as at least one Chair from another Department, program or academic unit. For small departments or programs, the selection committee may be comprised of members from related departments, programs or academic units. If necessary for reasons of expertise, the selection committee may include an external member.
- 19.1.3 Along with the Dean or Director, the selection committee will interview the suitable candidate(s) for the Chair position. The selection process will normally include a presentation by the candidate(s) to members of the Program, Department or academic unit.
- 19.1.4 The selection committee will provide a recommendation to the Dean or Director. The Dean or Director will then make a recommendation to the appropriate Executive Officer, who will be responsible for the appointment of a new Chair.
- 19.1.5 Externally recruited Chairs are faculty members and subject to Article 19.
- 19.1.6 At least seven (7) months before the end of a Chair's first term, the Chair will notify the Dean or Director regarding his or her willingness to serve for a second term. Renewal of the Chair's appointment may only occur after an assessment has been conducted by the Dean. All faculty members will be given the opportunity to provide feedback on the possibility of a renewal. After the assessment is conducted, the Dean or Director will then make a recommendation to the appropriate Executive Officer, who will be responsible for the reappointment of the Chair. When the

Chair is not renewed a selection committee will be formed and the selection process in 19.1.1-19.1.5 shall be followed.

- 19.1.7 If circumstances render the selection process ineffective or impractical, the Executive Officer may, on recommendation from the Dean or Director, appoint an interim Chair for a twelve month term while a Chair is sought.
- 19.1.8 A Chair appointment is normally three (3) years. Two (2) is the normal number of consecutive terms which a member can serve as Chair. An appointment beyond the normal is possible.
- 19.1.9 To resign in good standing from a Chair appointment, the Chair will advise the Dean, in writing, a minimum of three (3) months prior to the effective date of resignation.
- 19.1.10 Upon the recommendation of the Dean to the Executive Officer, the Executive Officer may end a Chair appointment with one (1) month notice. In such cases, the Chair will receive a lump sum payment equivalent to three (3) months honoraria.
- 19.1.11 The PUC and ESL Programs do not have Program Chairs. The PUC and ESL Program Coordinators assume all responsibilities of a Chair. The PUC and ESL Program Coordinator positions are not faculty positions.

19.2 Honorarium

- 19.2.1 A Chair will receive an honorarium in accordance with the attached salary tables.

19.3 Chair Workload

- 19.3.1 The Dean, after consultation with the Chair concerned, will determine the Chair workload and the appropriate mix of instruction, service and scholarly activity or professional practice.
- 19.3.2 Maximum service for an instructional or Professional Resource Chair will not exceed seventy percent (70%) of their assigned workload.
- 19.3.3 Unless waived by the appropriate Executive Officer, the Chair of an instructional unit shall maintain a component of instruction in their workload.
- 19.3.4 Unless waived by the appropriate Executive Officer, the Chair of a Professional Resource unit shall maintain a component of professional practice in their workload.
- 19.3.5 A member who has completed a term as Chair will be given consideration in the assignment of workload in the year following the Chair term in order to assist with the resumption of the range of faculty responsibilities.

19.3.6 If a Chair is dissatisfied with the workload assignment, he or she may appeal according to 19.4 (Workload Appeals).

19.4 Workload Appeals

19.4.1 The member shall first discuss the subject of the proposed appeal with their Dean or Director in an attempt to resolve the matter.

19.4.2 If the appellant and their Dean or Director are not able to resolve the problem within ten (10) working days of the date of the incident giving rise to the appeal, the appellant may apply in writing to the appropriate Executive Officer in an attempt to resolve the matter.

19.4.3 If the appellant and the Executive Officer are unable to solve the problem within ten (10) working days of the date that the matter was referred to the Executive Officer, the appellant may apply in writing to the University President in an attempt to resolve the matter.

19.4.4 In the event the University President does not render a decision with respect to a Chair's appeal regarding workload assignment within thirty (30) calendar days of receipt by the University President of such appeal, the University President's decision shall not be final, but rather such Chair may initiate a grievance at Step 1 of 4.2 (Informal Dispute Resolution and Grievance Procedures).

ARTICLE 20.0 STATUTORY HOLIDAYS AND VACATION ENTITLEMENT

20.1 Statutory Holidays

20.1.1 All Faculty members shall have the following statutory holidays:

New Years Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	Christmas Floater Holidays (3)
Civic Holiday in August	

and such other holidays as may be declared from time to time by the Lieutenant Governor or Governor General in Council to be observed by the citizens of the Province of Alberta.

20.1.1.1 In the event that any of these holidays fall upon a Saturday or Sunday, the University will observe the holiday the next following Monday or as otherwise declared to be observed for employees of the Government of the Province of Alberta.

20.1.1.2 The dates of observance of the Christmas floater holidays will be at the discretion of the University, but shall be scheduled to ensure that Faculty members are not expected to attend work between Christmas Day and New Years Day, inclusive.

20.1.2 These holidays shall not be included as part of a member's vacation entitlement.

20.2 Vacation Entitlement

20.2.1 For the purposes of vacation accruals “full-time” shall include continuing, probationary and Full-Time Limited-Term faculty members.

20.2.2 Instructional and Professional Resource Faculty members on full-time appointments shall receive annually a vacation entitlement of forty-four (44) days excluding Saturdays, Sundays, and statutory holidays accrued at the rate of 11.8461 hours per bi-weekly pay period.

20.2.3 Lab Instructor faculty members on full-time appointments shall receive annually a vacation entitlement of forty-four (44) days excluding Saturdays, Sundays, and statutory holidays accrued at the rate of 11.8461 hours per bi-weekly pay period.

20.2.4 Lab Supervisor faculty members on full-time appointments shall receive annually a vacation entitlement of forty-four (44) days excluding Saturdays, Sundays, and statutory holidays accrued at the rate of 11.8461 hours per bi-weekly pay period.

20.2.5 Lecturer faculty on full-time appointments shall receive annually a vacation entitlement of thirty three (33) days excluding Saturdays, Sundays, and statutory holidays accrued at the rate of 8.8846 hours per bi-weekly pay period. Lecturers shall not be allowed to carry over vacation.

20.2.6 Faculty Development Coordinator on full-time appointment shall receive annually a vacation entitlement of forty four days (44) days excluding Saturdays, Sundays, and statutory holidays accrued at the rate of 11.8461 hours per bi-weekly pay period.

20.2.7 English as a Second Language faculty on full-time appointments shall receive annually a vacation entitlement of twenty five (25) days excluding Saturdays, Sundays, and statutory holidays accrued at the rate of 6.7307 hours per bi-weekly pay period.

20.2.8 Preparation for University and College faculty on full-time appointments shall receive annually a vacation entitlement of thirty (30) days excluding Saturdays, Sundays, and statutory holidays accrued at the rate of 8.0769 hours per bi-weekly pay period.

20.2.9 Faculty School Advisors on full-time appointments shall receive annually a vacation entitlement of twenty (20) days per year during the first five (5) years of service accrued at the rate of 5.3846 hours per biweekly pay

period, twenty-five (25) days per year during the sixth through tenth years of service accrued at the rate of 6.7307 hours per biweekly pay period and thirty (30) days per year thereafter accrued at the rate of 8.0769 hours per biweekly pay period, excluding Saturdays, Sundays, and statutory holidays.

- 20.2.10 Continuing and probationary faculty members on part-time appointments shall receive vacation entitlements at one half the rate of that for full-time members.
- 20.2.11 By January 1 of each year, all faculty members shall provide the Dean, Director, or Chief Librarian with their anticipated vacation plan which includes dates and which utilizes all the member's annual vacation hours. The vacation plan will not interfere with the member's workload obligations.
- 20.2.12 For administrative purposes, the vacation accrual rates contained in this article are subject to rounding resulting in small differences in the stated annual allotments

20.3 Payment Adjustments

- 20.3.1 The University will not make payment to a member in lieu of unused vacation entitlement, other than in the case of resignation with proper notice, unless prior arrangements are approved by an Executive Officer.
- 20.3.2 A Faculty member who takes vacation in advance, and then leaves the University, will refund to the University an amount of money equal to his or her pay for the unearned period of vacation.
- 20.3.3 If the University requires the services of a Faculty member during his or her vacation period, and if the member agrees to serve, then carry-over shall be approved.

20.4 Vacation Carry-over

- 20.4.1 "Vacation year" is defined as the period January 1 to December 31 following.
- 20.4.2 On January 1 of each year (after January 1, 2012), a faculty member's maximum vacation accrual will be one half of an annual vacation allocation. Any member in excess of this amount must have written carry-over permission from the Dean, Director, or Chief Librarian.
- 20.4.3 In exceptional circumstances, the member may receive written approval from their Dean, Director, or Chief Librarian to carry-over more than one half of an annual vacation entitlement. The approval by the Dean, Director, or Chief Librarian, will include a vacation plan for the member which outlines how the carry-over vacation will be utilized in the next vacation year. This approval will be forwarded to Human Resources by December 1 each year.
 - 20.4.3.1 Should a faculty member take more than their full annual

vacation allotment, the Dean, Director, or Chief Librarian shall inform Human Resources as to the amount of vacation taken in excess of the annual allocation. Human Resources will reduce the faculty member's vacation balance by this amount.

- 20.4.4 In January of each year, in the cases where no approval for vacation carry-over is received, Human Resources shall identify members with excess vacation balances and reduce the member's vacation bank to the maximum allocation set out under Article 20.4.2. There shall be no payment for the hours reduced.

20.5 Vacation Call-back

- 20.5.1 Where a member who is on vacation is called back by the University and where it is not appropriate for the member to name an alternate, then the day of such call-back shall not constitute a day of vacation.

ARTICLE 21.0 LEAVES OF ABSENCE: SICK LEAVE

21.1 Definitions

- 21.1.1 "Annual Sick Leave Allowance" means that allowance accrued by each eligible Faculty member during each academic year, such allowance entitling the member to full regular (including Program and Department Chair allowance) salary during absence from duties because of illness, according to the provisions of this Article.
- 21.1.2 "Accumulated Sick Leave Allowance" means that unused portion of a member's Annual Sick Leave Allowance that may be accumulated by the member, according to the provisions of this Article.

21.2 Continuing and Probationary Members

- 21.2.1 Each probationary or continuing member shall be entitled to an annual sick leave allowance of:
- 21.2.1.1 eighteen (18) full working days per academic year for full-time members, and
 - 21.2.1.2 nine (9) full working days per academic year for part-time members.
 - 21.2.1.3 Where a member is initially appointed on a date other than the first day of the fiscal year the member's Annual Sick Leave Allowance shall be pro-rated accordingly.
- 21.2.2 Where all or part of a continuing or probationary member's Annual Sick Leave Allowance has not been used by the end of the fiscal year, the unused Annual Sick Leave Allowance shall be transferred to the member's Accumulated Sick Leave Allowance, and shall be carried forward into the following and subsequent fiscal years.

- 21.2.3 Notwithstanding any other provision of this Article, a probationary or continuing member shall be entitled to full salary during absence from duties because of illness:
 - 21.2.3.1 for full-time members, a maximum of forty five (45) full working days in any one academic year, and
 - 21.2.3.2 for part-time members, a maximum of twenty five (25) full working days in any one academic year.
 - 21.2.3.3 in any one academic year, the combined total of annual sick leave allowance and accumulated sick leave allowance shall not exceed the limits specified in 21.2.3.1 and 21.2.3.2, as applicable.
- 21.2.4 A member may draw unearned sick leave to the extent required to qualify him or her for weekly indemnity benefits.
- 21.2.5 In the event that a member voluntarily terminates employment with the University, any utilized sick leave allowance which has been unearned may be recovered by charging it against the member's vacation entitlement.
- 21.2.6 A member who has been in receipt of long term disability benefits for a period of twenty four (24) consecutive months may have his or her employment terminated provided:
 - 21.2.6.1 the termination is recommended by their Dean or Director, Executive Officer and the Executive Director of Human Resources and approved by the University President.
 - 21.2.6.2 the termination will not prejudice the member's eligibility for long term disability benefits.
 - 21.2.6.3 medical and benefit underwriter prognosis is that the member will be unable to return to their own or an equivalent position in the University in the foreseeable future.
 - 21.2.6.4 subject to plan regulations and underwriter approval:
 - (a) with the exception of vacation and sick leave accrual and statutory holidays, the employee benefits the member was participating in at the time the member's disability commenced will continue at no cost to him or her during the member's weekly indemnity benefit period and until he or she has received long term disability benefits for twelve (12) months.
 - (b) long term disability benefits will continue until the earlier of: by plan definition the member is no longer entitled to such benefits, becomes age sixty five (65) or receives retirement benefits from the Local Authorities Pension Plan (or equivalent).

- (c) the University will pay the employer and employee contributions to the Local Authorities Pension Plan (or equivalent) as long as the member remains eligible for long term disability benefits or begins to receive pension plan benefits.
- (d) life insurance coverage at the rate in effect at the time the member became disabled will continue at no cost to the member as long as he or she remains eligible for long term disability benefits.

21.3 Nurse Educators and Full-Time Limited-Term Members

- 21.3.1 A member on a Nurse Educator or Full-Time Limited-Term appointment is entitled, proportionate to the length of his or her appointment, to the benefits of this Article that are not expressly modified by this sub-clause.
- 21.3.2 Subject to the provisions of this Article, a member on a Nurse Educator or Full-Time Limited-Term appointment shall be protected from loss of salary because of illness only where such illness occurs during the term of the appointment.
- 21.3.3 Where twelve (12) consecutive months or more elapse between appointments, a member on a Nurse Educator or Full-Time Limited-Term appointment may not carry forward previously accumulated sick leave allowance.

21.4 Payment in Lieu

- 21.4.1 The University shall not make any payment in lieu of unused Annual or Accumulated Sick Leave Allowance.

21.5 Additional Sick Leave

- 21.5.1 Notwithstanding any other provision of this Article, the Executive Officer, upon the recommendation of the Dean or Director may grant additional sick leave.

ARTICLE 22.0 LEAVES OF ABSENCE: PARENTAL LEAVE

- 22.1 Probationary and continuing Faculty members shall be eligible for parental leave under the following conditions:
 - 22.1.1 After one (1) year of employment, female members shall be entitled up to twelve (12) months maternity leave without salary which may be extended by the executive officer upon the recommendation of the Dean or Director.
 - 22.1.2 In addition, eligible members shall be entitled to benefits under the Supplemental Employment Insurance Benefit (SEIB) in accordance with Appendix I.

22.1.3 The Parental Leave as described in this Article may be taken wholly or shared by either parent.

22.1.4 If the parents of the child are both employed by the University, the University is not required to grant parental leave to more than one (1) employee at a time.

22.2 Notice of Leave

22.2.1 A member who takes parental leave shall give the Dean or Director at least four (4) months' notice, in writing, of the expected date of delivery of the child.

22.2.2 Where possible, the member shall give the Dean or Director at least two (2) weeks' notice in writing of any changes to the original leave request referred to in Article 22.2.1.

22.2.3 Notice of Return from Leave

22.2.3.1 The member shall give the Dean or Director at least two (2) months notice, in writing, of intent to resume duties.

22.2.4 Benefits While on Maternity Leave

22.2.4.1 Members eligible for sick leave, short term disability, or long term disability may apply for those benefits in the event they become disabled during the health-related portion of their pregnancy. The "health-related portion of their pregnancy" shall mean that period of pregnancy prior to and following childbirth during which the member is disabled and such disability is substantiated by satisfactory medical evidence.

22.3 Adoption Leave

22.3.1 With the exception of 22.2. (Notice of Leave), and 22.2.4 (Benefits While on Maternity Leave) the provisions of this Article also apply in cases of legal adoption.

22.4 Paternity Leave

22.4.1 An employee shall be granted two (2) days leave with pay to be present at the birth or adoption proceedings of the employee's child.

ARTICLE 23.0 OTHER LEAVES OF ABSENCE

23.1 Professional Service Leave

23.1.1 Where a member is elected or appointed to an office in a provincial or national educational association, and where such association requests the University to grant either full-time or part-time leave of absence without pay for the member, the University shall make every reasonable effort to comply with the request.

23.2 Court Appearance Leave

- 23.2.1 The University shall grant leave with pay to a member for jury duty or when summoned as a Crown Witness.
- 23.2.2 Where a member is released from his or her normal duties for the express purpose of serving as a juror or a Crown Witness, such member shall reimburse the University all monies paid by the Court, except for travelling, accommodation, and meal allowance not paid to the member by the University.
- 23.2.3 In other cases where a member is required to appear in Court as a party or witness, a leave of absence without pay shall be granted for a period of time reasonably required by such court appearance.

23.3 Leave to seek Provincial or Federal Election

- 23.3.1 Where a member stands for election to the Alberta Legislature or Canadian House of Commons, the University shall grant the member leave of absence without pay to campaign once an election is called.
- 23.3.2 If the member is elected, he or she shall be paid for unused vacation entitlement and may be granted a leave of absence according to 23.5.1.

23.4 Compassionate Leave

- 23.4.1 In the event of the death of a spouse, parent, guardian, grandparent, child, foster child, brother or sister of a member or the member's spouse, or the death of a person permanently residing with the member, the member shall be entitled to leave with pay for a period of up to five (5) working days. If such days are not taken consecutively they shall be scheduled at a time mutually agreed to between the member and his or her Dean or Director.
- 23.4.2 Under special circumstances extensions to leave with pay or compassionate leaves other than that provided under 23.4.1 may be granted by the Dean or Director.

23.5 Other Leave without Pay

- 23.5.1 Upon the request of a continuing or probationary member, an Executive Officer may grant such other leaves of absence without pay as is considered appropriate in the circumstances.

ARTICLE 24.0 BENEFITS FOR THOSE ON LEAVE

- 24.1 Faculty members on leave without regular salary shall be entitled to those benefits which continue to be payable pursuant to the insurance agreements of the carrier, provided that the member pays the full premium thereon.
- 24.2 The accrual of vacation entitlement, sick leave benefits, and eligibility for statutory holiday benefits cease during a leave without pay.

ARTICLE 25.0 BENEFITS

25.1 Benefit Plans

25.1.1 The Board agrees to contribute the following toward employee Benefit Plan premiums for probationary and continuing members participating in a University Group Plan.

25.1.1.1 Supplementary Health Care Plan – 80% of the single or family premium.

25.1.1.2 Dental Care Plan – 80% of the single or family premium.

25.1.1.3 Health Spending Account – 100% of the annual maximum.

25.1.2 In the event, at any time during the life of this Agreement, any changes to the plans are contemplated by either party, such changes will only be implemented upon the mutual agreement of the Board and the Association.

25.1.3 The benefit plans provided for under this Agreement shall be governed by the assuring agreements between the Board and the Carriers.

ARTICLE 26.0 FACULTY PROFESSIONAL DEVELOPMENT

26.1 Application of Faculty Development Policy

26.1.1 The Board and the Association agree that Board Policy D2090 (Faculty Development) and D2080 (Sabbatical Leaves) shall apply to the parties to this Agreement.

26.2 Faculty Professional Development Funding

26.2.1 The Board shall provide funding for faculty professional development activities and administrative support at the rate of 3% of total current faculty salaries as earned (continuing, probationary and all contractually-limited appointments).

26.2.2 Faculty development funds will be made available to the Faculty Development Office on September 1.

26.2.3 Professional Development funding shall be allocated:

26.2.3.1 To expenditures for the administration of the Faculty Development Office including employee salaries and benefits, and

26.2.3.2 Not less than thirty-five (35) percent to faculty development, exclusive of Sabbatical Leaves, and

26.2.3.3 Not less than thirty-five (35) percent to Sabbatical Leaves.

26.2.4 The University shall, on behalf of the University Faculty Development Committee, carry unused funds assigned for faculty professional development from one contract year to the next for the exclusive

purpose of supporting faculty professional development activities.

- 26.2.5 Funding allocated for sabbatical leaves shall be utilized to financially assist faculty granted educational leaves of absence in accordance with the sabbatical leave provisions of Board Policy D2080 (Sabbatical Leaves). Such funding shall provide for at least the salaries, accrued paid leaves, and employer contributions to the University Employee Benefit Programs for the members on leave, but shall not include any costs related to replacement of the members on leave.

ARTICLE 27.0 CONTRACTUALLY-LIMITED APPOINTMENTS

- 27.1 This article outlines definitions and procedures related to contractually-limited appointments. All other terms and conditions of the collective agreement shall apply except as otherwise described in this article.

27.2 Full-Time Limited-Term Appointments

- 27.2.1 Members hired to Full-Time Limited-Term positions are appointed for one to three (1-3) years, with the duration determined at the time of appointment.

- 27.2.2 Faculty members on Full-Time Limited-Term appointments shall carry a full-time workload as determined in 15.0 (Workload Assignment).

- 27.2.3 Faculty members on Full-Time Limited-Term appointments shall be hired using the procedures described in 9.0 (Academic Staff Appointment Committees).

- 27.2.4 Dismissal

The appointment of a Full-Time Limited-Term faculty member may be terminated before the date specified by their contract only in accordance with 11.0 (Academic Reorganization) or for just cause in accordance with the provisions of 13.2 (Procedure for Suspension and Dismissal).

- 27.2.5 Workload Assignment

Workload assignment for Full-Time Limited-Term faculty members shall be in accordance with 15.0 (Workload Assignment).

- 27.2.6 Salary

Salary for members on Full-Time Limited-Term appointments shall be determined in the same manner as for Continuing and Probationary members, as in 17.0 (Salary).

- 27.2.7 Increments

Full-Time Limited-Term appointments with duration of greater than one (1) year shall be subject to the provisions of 16.0 (Annual Performance Evaluation) and 17.9 (Increments).

27.2.8 Vacation Entitlement

Members on Full-Time Limited-Term appointments shall receive annually, a vacation entitlement of forty-four (44) days excluding Saturdays, Sundays and statutory holidays accrued at the rate of 11.8461 hours per bi-weekly pay period.

27.2.9 Benefits

Members on Full-Time Limited-Term appointments will receive benefits equivalent to those described in 25.1 (Benefit Plans) for full-time members.

27.3 Sessional and Sessional-Extended Appointments

27.3.1 Sessional Appointments

- 27.3.1.1 Members hired as Sessionals are appointed for a fixed period.
- 27.3.1.2 Sessional appointments are not precursors to Full-Time Limited-Term, Probationary or Continuing appointments.
- 27.3.1.3 Sessional appointments shall be effected by the Dean or Director, after consultation with the Chair and a continuing faculty member in the discipline. In the event there are no continuing members employed in the discipline, the member shall be from the academic unit concerned.
- 27.3.1.4 Reappointments of Sessionals shall be approved by the Dean or Director, after consultation with the Chair.

27.3.2 Sessional-Extended Appointments

- 27.3.2.1 A Sessional-Extended appointment is a Sessional appointment with a specified minimum workload guaranteed for three years.
- 27.3.2.2 All other articles related to Sessional members shall also apply to Sessional-Extended members.
- 27.3.2.3 These positions include a workload of:
 - (a) 270-450 IH per year for instructional members.
 - (b) 1092-1820 hours per year for Professional Resource Faculty.
 - (c) 486-810 hours per year for Preparation for University and College Faculty.
 - (d) 607.5-1012.5 hours per year for English as a Second Language Faculty.
- 27.3.2.4 Workload for Sessional-Extended members is comprised of instruction or professional practice, but may include service if approved by the Dean or Director.

27.3.2.5 Initial appointment shall be initiated as in 27.3.1.3, or 27.3.3.1.

27.3.2.6 Sessional-Extended appointments may be renewed by the Dean after consultation with the Chair.

27.3.2.6.1 Renewal decisions will be informed by the Chair's evaluation of the member's performance, which will include peer-review of teaching or professional practice and will at minimum include consultation with at least one continuing faculty member in the discipline or academic unit.

27.3.2.6.2 If a Sessional-Extended member's position is not renewed for any reason, the Dean will meet with the member to explain the decision.

27.3.3 Transfer of Sessional to Sessional-Extended Appointments

27.3.3.1 Sessionals who have been appointed for a minimum of 0.6 FTE (as per the minimums in 27.3.2.3) for three (3) consecutive years (September 1 to August 30) are eligible for a Sessional-Extended appointment.

27.3.3.2 Members who meet the criteria in 27.3.3.1 may send a request in writing to the Dean or Director for a Sessional-Extended position to be created for that member.

27.3.3.3 The Dean, in consultation with the Chair and at minimum at least one continuing faculty member in the discipline or academic unit, will determine whether the Sessional member is to be transferred to a Sessional-Extended appointment. This decision will be based on the performance of the Sessional member, as well as the projected needs and budget of the department and program for the subsequent three years.

27.3.3.4 If a Sessional member who meets the criteria in 27.3.3.1 is denied a Sessional-Extended appointment after requesting one, then the Dean will meet with the member to explain why the request was denied.

27.3.3.5 If a Sessional member is denied a Sessional-Extended appointment, that member may be reappointed as a Sessional.

27.3.4 Dismissal

27.3.4.1 Conditions for Dismissal

The appointment of a Sessional or Sessional-Extended faculty member may be terminated before the date specified by their contract only in accordance with 11.0 (Academic Reorganization), or for just cause in accordance with the

provisions of 27.3.4.2 (Procedure for Dismissal).

27.3.4.2 Procedure for Dismissal

27.3.4.2.1 The Dean or Director may, by written notice for stated cause, relieve a Sessional or Sessional-Extended faculty member of some or all University duties, and a copy of such notice shall be forwarded to the University President, Human Resources Department, the Executive Officer and the Faculty Association President.

27.3.4.2.2 Sessional and Sessional-Extended faculty members are eligible to appeal dismissal decisions according to the provision of 4.0 (Disputes and Grievances). There shall be no grievance according to 4.0 (Disputes and Grievances) upon the non-renewal of an appointment at the end of a contractually specified term.

27.3.5 Workload

27.3.5.1 When a scheduled course is available to be taught by a Sessional, first consideration for appointment to teach the course will be given to the member who last taught it, provided the member has satisfactorily taught it at least five (5) times during the previous five (5) academic years.

27.3.5.2 A scheduled course is considered available when it is not required to make up a Probationary, Continuing or Full-Time Limited-Term member's workload.

27.3.5.3 First consideration shall mean the obligation to consider first, and in good faith, the application of any eligible Sessional.

27.3.5.4 First consideration does not mean that the University is under an obligation to actually appoint or re-appoint any member.

27.3.5.5 In the event that the Dean cancels a course for which a Sessional has been scheduled, within five (5) working days of the start of the course, the member shall be paid a stipend of \$300.

27.3.6 Salary

27.3.6.1 Sessional Instructional and Professional Resource Faculty

27.3.6.1.1 All members shall be placed in the salary column determined by their verified academic qualifications for employment, as in 17.7 (Academic Qualifications).

27.3.6.1.2 All new appointments shall be placed at step 1 on the appropriate salary schedule.

27.3.6.1.3 A member is considered to hold a new appointment if he or she has not worked at the University in the same category of employment during the previous twelve (12) months.

27.3.6.1.4 A member who transfers from a Sessional to a Sessional-Extended appointment or vice versa, is not considered to have taken a new appointment.

27.3.6.2 Sessional Science Lab Instructors

27.3.6.2.1 All members shall be placed in the salary column determined by their verified academic qualifications for employment, as in 17.7 (Academic Qualifications).

27.3.6.2.1 All new appointments shall receive increments for relevant work experience and teaching experience at the ratios of 2:1 and 1:1, respectively, up to step 4.0 on the salary schedule.

27.3.6.2.2 A member is considered to hold a new appointment if he or she has not worked at the University in the same category of employment during the previous twelve (12) months.

27.3.6.2.3 A member who transfers from a Sessional to a Sessional-Extended appointment or vice versa, is not considered to have taken a new appointment.

27.3.6.3 Sessional PUC and ESL Instructors

27.3.6.3.1 All members shall be placed in the salary column determined by their verified academic qualifications for employment, as in 17.7 (Academic Qualifications).

27.3.6.3.1 All new members shall be placed at the appropriate step based on relevant experience up to step 5.0 on the salary schedule.

27.3.6.3.2 A member is considered to hold a new appointment if he or she has not worked at the University in the same category of employment during the previous twelve (12) months.

27.3.6.3.3 A member who transfers from a Sessional to a Sessional-Extended appointment or vice versa, is not considered to have taken a new appointment.

27.3.6.4 Service that has been approved by the Dean or Director and agreed by the member will be paid at an agreed rate.

27.3.7 Increments

- 27.3.7.1 Upon completion of 1600 IH at one step on the salary scale, an instructional Sessional member will earn an increment to the next step.
- 27.3.7.2 Upon completion of 6400 hours at one step on the salary scale, a Sessional Professional Resource Faculty member will earn an increment to the next step.
- 27.3.7.3 Upon completion of 450 IH at one step on the salary scale, a Sessional Science Lab Instructor will earn an increment to the next step.
- 27.3.7.4 Upon completion of 810 hours at one step on the salary scale, a Sessional PUC member will earn an increment to the next step.
- 27.3.7.5 Upon completion of 1012.5 hours at one step on the salary scale, a Sessional ESL member will earn an increment to the next step.
- 27.3.7.6 When a Sessional member becomes eligible for an increment, it shall be granted at the time of reappointment.
- 27.3.7.7 When a Sessional-Extended member becomes eligible for an increment, it shall be granted at the beginning of the nearer of either January or September.

27.3.8 Vacation entitlement

Members on Sessional appointments shall receive vacation pay at the rate of 8%.

27.3.9 Benefits

- 27.3.9.1 Members on Sessional appointments will qualify for benefits when they are assigned a workload equal to or greater than:
 - (a) 270 IH per year for instructional members
 - (b) 1092 hours per year for Professional Resource Faculty
 - (c) 486 hours per year for Preparation for University and College Faculty
 - (d) 607.5 hours per year for English as a Second Language Faculty
- 27.3.9.2 The Board agrees to contribute the following toward employee Benefit Plan premiums for Sessional members participating in a University Group Plan:
 - 27.3.9.2.1 Supplemental Health Care Plan – 80% of the single or family premium.

27.3.9.2.2 Health Benefit Stipend – 100% of the annual amount per Appendix II.

27.4 Nurse Educator Appointments

27.4.1 The Primary focus of the Nurse Educator position is to integrate theory and practice within laboratory and clinical instruction.

27.4.2 Members hired to Nurse Educator positions are appointed for one-three (1-3) years. Within each twelve (12) month cycle there are nine (9) core months of preparation, instruction and other non-instructional duties. These core months span mid-August to mid-May, or the last week of August to the last week of May.

27.4.3 Faculty members on Nurse Educator appointments are hired by a selection committee consisting of the Dean, Health and Community Studies, or designate, Chair of the Bachelor of Science in Nursing Program or Chair of the Psychiatric Nursing Program, and one continuing faculty member. The final decision to appoint rests with the Dean, Health and Community Studies, or designate.

27.4.4 Renewal of Nurse Educator appointments shall be approved by the Dean, Health and Community Studies, or designate. Notice of renewal will be given prior to the conclusion of the current appointment and will be based on the following:

- (a) Student feedback, which shall be obtained each year from a representative course.
- (b) A written report by the Nurse Educator summarizing and reflecting on student feedback, as well as any other feedback received, plus a description of professional development activities undertaken in their area of practice and teaching, along with goals for the coming year.

27.4.5 Dismissal

27.4.5.1 Conditions for Dismissal

The appointment of a Nurse Educator may be terminated before the date specified by their contract only in accordance with 11.0 (Academic Reorganization), or for just cause in accordance with the provisions of 27.4.5.2 (Procedure for Dismissal),

27.4.5.2 Procedure for Dismissal

27.4.5.2.1 The Dean or designate may, by written notice for stated cause, relieve a Nurse Educator of some or all University duties, and a copy of such notice shall be forwarded to the University President, Human Resources Department, the

Executive Officer and the Faculty Association President.

27.4.5.2.2 Nurse Educators are eligible to appeal suspension and dismissal decisions according to the provision of 4.0 (Disputes and Grievances). There shall be no grievance according to 4.0 (Disputes and Grievances) upon the non-renewal of an appointment at the end of a contractually specified term.

27.4.6 Workload

27.4.6.1 The maximum workload for a Nurse Educator is 473 IH.

27.4.6.2 A component of Nurse Educator duties encompassed under instructional responsibilities includes orientation (e.g. University, clinical site), and committee and course related meeting attendance.

27.4.6.3 All Nurse Educators are required to attend orientation at the start of the academic year and year-end activities at the end of the academic year.

27.4.6.4 All Nurse Educators are expected to maintain currency in their respective area or discipline. Professional development funding for Nurse Educators will be equivalent to a full-time member.

27.4.6.5 When a Nurse Educator is not engaged in instruction during the core months (as per 27.4.2) they shall be at the University performing other duties, including attending theory classes, simulations, workshops and lab evaluations, proctoring exams, assisting with projects, covering for illnesses, etc.

27.4.6.6 Where applicable, a Nurse Educator will prepare, and submit to the Chair of their program, a detailed outline of their workload plans during the five (5) weeks that they are not engaged in instruction.

27.4.6.7 Based on the needs of the nursing program, Nurse Educators may be required to provide service during the core months (as per 27.4.2). Nurse Educators are not required to provide service outside the core months.

27.4.6.8 Nurse Educators in the Psychiatric Nursing Program will be required to work in the spring session to complete their annual workload.

27.4.6.9 Outside the core months (as per 27.4.2) a Nurse Educator shall not be required to be at the University.

27.4.7 Salary

- 27.4.7.1 Salary for Nurse Educators shall be in accordance with the Nurse Educator salary schedule.
- 27.4.7.2 All members shall be placed in the salary column determined by their verified academic qualifications for employment, as in 17.7 (Academic Qualifications).
- 27.4.7.3 All new members shall be placed at the appropriate step based on relevant experience up to step 3 on the salary schedule.

27.4.8 Increments

- 27.7.2.1 A Nurse Educator shall earn an increment upon the satisfactory completion of one (1) year of employment.
- 27.7.2.2 No Nurse Educator member shall receive more than one (1) increment annually.

27.4.9 Vacation Entitlement

- 27.4.9.1 Members on Nurse Educator appointments shall receive annually, a vacation entitlement of thirty-three (33) days excluding Saturdays, Sundays and statutory holidays accrued at the rate of 8.8846 hours per bi-weekly pay period.
- 27.4.9.2 Vacation days will normally be taken in the mid-May to mid-August timeframe. Seven (7) days may be taken outside of this time frame with the Chair's permission.
- 27.4.9.3 There shall be no vacation carry-forward.

27.4.10 Benefits

- 27.4.10.1 Members on Nurse Educator appointments will receive benefits equivalent to a full-time member as described in Article 21.0 (Leaves of Absence: Sick Leave) and Article 25.0 (Benefits).
- 27.4.10.2 Eligibility in the Local Authorities Pension Plan will be in accordance with Grant MacEwan University policy D1320 (Pension Policy). Nurse Educator enrollment in the LAPP is voluntary.

ARTICLE 28.0 INTELLECTUAL PROPERTY

- 28.1 The Board and the Association agree that Board Policy Intellectual Property shall apply to the parties to this Agreement.

ARTICLE 29.0 ACADEMIC FREEDOM

29.1 The University agrees to the maintenance and administration of Policy C5054 (Academic Freedom), as amended from time to time by AGC.

ARTICLE 30.0 NON-HARASSMENT

30.1 The University agrees to the maintenance and administration of Policy D1125 (Non-Harassment), as amended from time to time by the University in consultation with the Faculty Association.

APPENDIX I

Objective

The intent of the SEIB plan is to supplement Employment Insurance (EI) benefits during a temporary leave of absence due to maternity, parental or adoption reasons. In the case of approved maternity leave, this plan applies to the post-delivery portion of the health related maternity leave period for employees in receipt of Employment Insurance (EI) maternity benefits. In the case of approved parental or adoption leave, which applies to the birth father, partner or spouse, including same sex partner, and adoptive parents, this plan applies to a portion of the 35 weeks available for EI parental or adoption benefits.

If you meet the eligibility requirements of the SEIB plan, this benefit will supplement your income by paying you the difference between the Employment Insurance (EI) benefit you receive from the federal government and 95% of your salary. If the birth mother takes maternity leave, SEIB benefits will top-up the maternity EI benefits for 10 weeks. If the birth father, partner, spouse or adoptive parent takes parental or adoption leave, SEIB benefits will top-up the EI parental benefits for 10 weeks, to a combined 10 weeks of benefit per family. This includes the two-week EI benefit waiting period when no EI benefits are paid and the SEIB benefits provide 95% of your salary.

Benefit Level

The period of entitlement is a maximum of ten (10) weeks per family, and is limited to:

If EI maternity benefits are claimed by the birth mother only: SEIB benefits are payable for a maximum of 10 weeks:

- Two (2) weeks of salary at 95% during the Employment Insurance waiting period; and
- Eight (8) weeks of salary at 95% less any Employment Insurance benefits; or

If EI parental or adoption leave benefits are claimed by the birth father, partner, spouse or adoptive parent only: SEIB benefits are payable for a maximum of 10 weeks:

- Two (2) weeks of salary at 95% during the Employment Insurance waiting period; and
- Eight (8) weeks of salary at 95% less any Employment Insurance benefits;
OR
- Ten (10) weeks of salary at 95% less any Employment Insurance benefits if the Employment Insurance waiting period was satisfied by the birth mother.

If EI parental/adoption benefits are shared between the birth mother and the father/partner/spouse or adoptive parents: SEIB benefits are payable for a combined maximum of 10 weeks per family and may be split in any manner between the two employees.

Eligibility

The employee must be probationary or continuing and have completed one (1) year of employment with the University and be eligible for maternity leave benefits, parental

benefits or adoption leave benefits under the terms of the Faculty Association Collective Agreement.

Terms and Conditions

The University will provide top-up benefits to eligible employees on maternity leave, parental leave or adoption leave in accordance with Employment Insurance (EI) Regulations and subject to the following conditions:

- The employee applies for EI benefits as soon as eligible and provides evidence of EI payment to the Payroll office.
- The employee must have commenced maternity, parental or adoption leave.
- The employee must sign a letter of agreement to return to work following completion of the leave for a period of at least three (3) months.

Rules and Regulations

- SEIB payments will be made after EI benefits are established and have no effect on the amount or duration of the EI maternity, parental or adoption benefit.
- The SEIB benefit will be paid for ten (10) weeks (see Benefit Level above).
- SEIB payments will be made on the University's regularly scheduled pay periods.
- SEIB payments will be kept separate from payroll records.
- Regular deductions will be taken from SEIB payments including income tax and CPP.
- During the SEIB plan period, the employee and the employer will continue to cost share benefits premiums, including LAPP, as per Article 25 of the Faculty Collective Agreement.
- An employee shall not be eligible for general illness or weekly disability benefits related to maternity for any period when payments are or could be made under the SEIB plan.
- Employees do not have a right to SEIB payments except for supplementation of EI benefits for the unemployment period specified in the plan.
- The SEIB payment will not reduce the employee's accumulated sick leave or vacation leave credits, severance pay or any other accumulated credits from the employee's employment.
- In the case of the birth father, spouse, partner, or adoptive parent, a minimum of four (4) months notice, in writing, is required to minimize the impact to instructional activity.

Continuation of Benefit Plan Coverage While Receiving SEIB

Continuation of benefit coverage while in receipt of SEIB payments will be in accordance with other leaves with pay under the Faculty Association Collective Agreement. Continuation of benefit coverage during the unpaid maternity, parental or adoption leave (that is following the expiration of SEIB payments) will be in accordance with regulations per other leaves without pay under the Faculty Association Collective Agreement. Vacation and sick leave accrual will not continue during either the SEIB portion or unpaid portion of the leave.

Employees must arrange with Human Resources to pre-pay their share of the benefit premiums prior to the commencement of their leave. Pre-payment amounts will vary depending on the employee's coverage but may include premiums for Extended Health Care, Dental, Disability and Optional Life Insurance. The University will continue to pay its share of premiums for the duration of the SEIB plan.

Other Benefits

For the ten (10) week duration of the SEIB benefit, and as long as the employee meets all other HSA (Health Spending Account) eligibility criteria, the employee will continue to receive HSA credit allocation. During the time that the employee is on a leave without pay, that is, unpaid maternity leave or parental leave, the employee will cease to receive credit allocation. However, the employee will not lose his or her credits, and will be able to make claims and participate in the bi-annual payout during the time that he or she is on any portion of the leave.

Pension Plan

Questions regarding continuation of pension or any pensionable service buyback for the maternity leave, parental leave or adoption leave without pay can be directed to the Disability Management and Benefits Specialist at 497-5436.

Illness During Pre-Delivery and Post-Delivery Period of Maternity Leave

When not covered under the SEIB plan, employees may be eligible to receive sick leave or weekly indemnity benefits as per the Faculty Association Collective Agreement. In the post-delivery period, employees may also be eligible for disability benefits providing eligibility criteria are met.

Procedure for Applying for SEIB

The employee must:

1. Notify the Disability Management and Benefits office in writing of the intended leave dates and the intent to apply for the SEIB plan. Note that if a leave starts in the middle of a week, that entire week is considered a work week, and the EI waiting period would not begin until the following week. For example, if the leave starts on a Tuesday, the EI waiting period would not begin until the following Monday.
2. Review and sign the Letter of Agreement.
3. Contact the Employment Insurance office to obtain information about current EI regulations, or visit the EI website at: <http://www.servicecanada.gc.ca/eng/ei/types/special.shtml>
4. Prior to the last day of work, contact the Payroll office to obtain a Record of Employment (ROE), which confirms the intent to apply for the SEIB plan.
5. To receive EI maternity, parental or adoption benefits, complete an EI application online through the EI website (preferred method), or in person at the Service Canada Centre closest to their residence.

The following information is required:

- Social Insurance Number
 - postal code at usual place of residence
 - complete bank information
 - details regarding most recent employment including total salary before deductions for the last week of work – from Sunday to last day worked
 - personal identification
6. Once an EI Benefit statement showing waiting period dates and amount of EI benefits is received by the employee, a copy must be mailed or faxed to the Payroll office 780-497-5430. Payment of the SEIB will be processed once this information is received.

For more information, please contact the Disability Management and Benefits office at 780-497-5436, or the Payroll office at 780-497-5332.

Letter of Agreement to Return to Work

When applying for the SEIB during maternity leave, parental leave or adoption leave, the employee must sign a Letter of Agreement with the University in the presence of a Disability Management and Benefits Specialist, and a representative from Payroll must sign the letter as a witness.

The Letter of Agreement will state that the employee agrees:

- to have the 95% salary differential paid out during the leave of absence,
- to return to work and remain at work for a minimum of three (3) months following the leave, and
- to repay the University the full SEIB salary amount received during the maternity leave or parental leave if the employee does not return to work, does not complete the three (3) month requirement, or resigns or is dismissed with just cause within three (3) months of return to work.

**Grant MacEwan (the “University”)
Faculty
Supplemental Employment Insurance Benefit Plan
Return to Work Agreement**

I, _____, declare that the benefits of the Faculty Supplemental Employment Insurance Benefit (SEIB) plan have been reviewed with me by the University and I do hereby agree that following receipt of said Supplemental Employment Insurance Benefit (SEIB) payments, I will return to work with the University for a minimum of three (3) months directly following the end of my approved maternity leave, parental leave or adoption leave.

I further agree that in the event that I do not return to work with the University for the full three (3) month requirement following receipt of Supplemental Employment Insurance Benefit (SEIB) or I am dismissed with just cause within three (3) months of my return to work, I will reimburse the University for the total payment of the benefit paid by the Supplemental Employment Insurance Benefit (SEIB) plan.

Name: _____

Date: _____

Signature: _____

Witnessed by:

Name: _____

Name: _____

Position: _____

Position: _____

Date: _____

Date: _____

Signature: _____

Signature: _____

APPENDIX II

Health Benefit Stipend

The parties agree to following provisions for Sessional Faculty who meet the eligibility requirements for benefits as per Article 27.3.9.

- A “Health Benefit Stipend” will be provided to Sessional Faculty who meet the eligibility requirements for benefits as per Article 27.3.9. Specific monthly eligibility for the benefit will be based on an individual working at least eleven (11) days in the month in order to qualify for the dollar allocation.
- Eligible members will receive a lump-sum payout in January of each year. The payout will be calculated on the basis of \$37.50/month over an eight (8) month period from September to April of each year. The maximum annual payment to an individual will not exceed \$300. In the event a Sessional Faculty member leaves Grant MacEwan prior to April 30, but after they have already received their annual payout, the member will not be required to pay back any portion of the benefit.
- The benefit will be available to the member to use at their discretion.
- The benefit will be subject to tax.

LETTER OF UNDERSTANDING

Between

THE GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION

And

THE GRANT MACEWAN UNIVERSITY BOARD OF GOVERNORS

Description of Faculty Appointment Categories in Policy

As a result of the decision by the parties to adopt a revised nomenclature for the description of certain faculty appointment categories in the July 1, 2011 – June 30, 2014 collective agreement, there will be a resulting misalignment in many existing Grant MacEwan University policies. This misalignment stems from the policy language being based on former faculty appointment categories in the July 1, 2008 – June 30, 2011 collective agreement.

It is not the intent of either party to change the administration or application of any Grant MacEwan University policy resulting from the change in nomenclature.

To ensure this, it is agreed that for the purpose of policy administration:

- The new employment category of Sessional shall be considered equivalent to the former category of Term Faculty.
- The new employment category of Sessional-Extended shall be considered equivalent to the former category of Term Faculty.
- The new employment category of Full-Time Limited-Term Faculty shall be considered equivalent to the former category of Sessional Faculty except in the Pension Policy D1320.

As policies are updated and amended, the new faculty appointment categories will be adopted. During the transition period, this Letter of Understanding shall remain applicable to those policies not yet amended.

April 19, 2012
Date



President, Grant MacEwan University Faculty Association



President, Grant MacEwan University

LETTER OF UNDERSTANDING

Between

THE GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION

And

THE GRANT MACEWAN UNIVERSITY BOARD OF GOVERNORS

Transition of Current Continuing, Probationary and Full-Time Limited-Term Faculty Members to the New Salary Grid

The transition to the new salary grid has no negative impact on continuing and probationary members.

The newly agreed salary schedule for continuing and probationary faculty members will have four categories:

- Category A (current A in the July 1, 2008 – June 30, 2011 agreement)
- Category B (current C in the July 1, 2008 – June 30, 2011 agreement)
- Category C (current E in the July 1, 2008 – June 30, 2011 agreement)
- Category D (current G in the July 1, 2008 – June 30, 2011 agreement)

The transition will be effected July 1, 2012 and implemented according to the following rules:

- Current Category A: moves to new category A
- Current Category B: moves to the nearest higher dollar value on the Current C Category (New Category B)
- Current Category C: remains the same (New Category B)
- Current Category D: moves to same step on the Current C Category (New Category B) and receives a permanent rate adjustment of \$3680/year
- Current Category E: remains the same (New Category C)
- Current Category F: moves to the same step on the Current E Category (New Category C) and receives a permanent rate adjustment of \$3680/year
- Current Category G: Remains the same (New Category D)

When the parties agree to adjust the salary schedule, the permanent rate adjustment of \$3680/year will be adjusted too.

Note: The purpose of the rate adjustment is to ensure faculty members experience no negative change in their existing salary, nor any loss of future salary growth opportunity as a result of the transition.

April 19, 2012
Date


President, Grant MacEwan University Faculty Association


President, Grant MacEwan University

LETTER OF UNDERSTANDING

Between

THE GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION

And

THE GRANT MACEWAN UNIVERSITY BOARD OF GOVERNORS

Implementation of the New Roles of Sessional, Sessional Extended and Full-Time Limited-Term

The parties agree that the transition and implementation of the new roles of Sessional, Sessional-Extended and Full-Time Limited-Term will occur as follows:

1. Full-Time Limited-Term Appointments

- Effective date of ratification of the new collective agreement dated July 1, 2011-June 30, 2014, the process for establishing, and appointing a member to a full-time limited-term appointment will be in effect.

2. Term Faculty and Sessional-Extended Appointments

- Following ratification, the University will identify and provide a list to the Faculty Association of all term faculty members whose appointments, within a single school or faculty, were 0.6 FTE or greater in all of the following academic years:
 - September 1, 2008 – August 30, 2009
 - September 1, 2009 – August 30, 2010
 - September 1, 2010 – August 30, 2011
- 0.6 FTE corresponds to an appointment, in a given academic year, of:
 - 270 IH for a term instructional faculty member
 - 1092 hours for a term professional resource faculty member
 - 486 hours for a term PUC member
 - 607.5 hours for a term ESL member
- Term faculty who meet the above criteria will be granted a three (3) year Sessional-Extended appointment. These appointments will be effective September 1, 2012 and will be at a minimum of 0.6 FTE.

- In situations where a member is not offered a three (3) year Sessional-Extended appointment, the Dean or Director will meet with the member and the Faculty Association to explain why the appointment was denied.
- If a term faculty member is denied a Sessional-Extended appointment, that member may still be reappointed as a Sessional.

3. Sessional-Extended Appointments after September 1, 2012

- With the exception of faculty members outlined under section 2 of this letter of understanding, all appointments to Sessional-Extended positions commencing after July 1, 2012 will be in accordance with the July 1, 2011-June 30, 2014 collective agreement.

4. Term Appointments Until June 30, 2012

- Following ratification, all appointments to term positions with an end date no later than June 30, 2012 will be appointed in accordance with the provisions outlined in the July 1, 2008-June 30, 2011 collective agreement .

5. New Appointments

- All new faculty appointed to Sessional and Sessional-Extended positions will be appointed in accordance with the current collective agreement. A member is considered to hold a new appointment if he or she has not worked at the University in the same category of employment during the previous twelve (12) months.

April 19, 2012
Date



President, Grant MacEwan University Faculty Association



President, Grant MacEwan University

LETTER OF UNDERSTANDING

Between

THE GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION

And

THE GRANT MACEWAN UNIVERSITY BOARD OF GOVERNORS

Deletion of Sessional Appointments

The Grant MacEwan University Faculty Association and the Grant MacEwan University Board of Governors agree:

- Effective upon ratification, there shall be no further appointments to Sessional positions as defined in the July 1, 2008 – June 30, 2011 collective agreement.
- Existing Sessional Faculty members will be under the provisions outlined in the collective agreement which was effective July 1, 2008 – June 30, 2011. All existing Sessional positions will expire 12 months from the date of appointment.
- Article 8.4 of the July 1, 2008 – June 30, 2011 collective agreement will remain in effect until June 30, 2013.

April 19, 2012
Date


President, Grant MacEwan University Faculty Association


President, Grant MacEwan University

LETTER OF UNDERSTANDING

Between

THE GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION

And

THE GRANT MACEWAN UNIVERSITY BOARD OF GOVERNORS

New Salary Schedule for Sessional Instructional and Professional Resource Faculty

The parties agree that the transition and implementation of the new salary schedule for instructional and professional resource faculty holding the new roles of Sessional and Sessional-Extended, will occur as follows:

1. Effective July 1, 2012, the new salary schedule and single vacation pay rate in the July 1, 2011-June 30, 2014 collective agreement will be implemented and will apply to appointments which commence after June 30, 2012. The new salary schedule will have four categories:

Category A: non-degree

Category B: bachelor's degree

Category C: master's degree

Category D: an earned degree at the doctoral level

2. Existing term faculty appointed to the new categories of Sessional or Sessional-Extended, which commence after June 30, 2012, will be transitioned to the new salary schedule using the following rules:

- i. Education level

Current category A: moves to new category A

Current category B, C or D: moves to new category B

Current category E or F: moves to new category C

Current category G: moves to new category D

- ii. Grid step

Existing term faculty appointed to the new categories of Sessional or Sessional-Extended will be placed at the step immediately above their salary rate on June 30, 2012.

Faculty whose salary rate on June 30, 2012 exceeds the new salary schedule will continue to be paid at that rate until the salary schedule maximum exceeds their salary.

iii. IH accrual

Existing term faculty appointed to the new categories of Sessional or Sessional-Extended will, effective July 1, 2012, begin their IH accrual at 0 IH, or equivalent.

3. All new faculty appointed to Sessional and Sessional-Extended positions will be appointed in accordance with the collective agreement then current. A member is considered to hold a new appointment if he or she has not worked at the University in the same category of employment during the previous twelve (12) months.

April 19, 2012
Date



President, Grant MacEwan University Faculty Association



President, Grant MacEwan University

LETTER OF UNDERSTANDING

Between

THE GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION

And

THE GRANT MACEWAN UNIVERSITY BOARD OF GOVERNORS

New Salary Schedule for ESL Faculty

The parties agree that the transition and implementation of the new salary schedule for English as a Second Language (ESL) Faculty will occur as follows:

1. Existing ESL faculty will be transitioned to the new salary schedule using the following rules:
 - i. Year
ESL faculty will retain their year placement on June 30, 2012.
 - ii. Step
ESL faculty will be placed at the step immediately above their salary rate on June 30, 2012.
2. All new faculty appointed to ESL positions will be appointed in accordance with the current collective agreement.

April 19, 2012
Date



President, Grant MacEwan University Faculty Association



President, Grant MacEwan University

LETTER OF UNDERSTANDING

Between

THE GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION

And

THE GRANT MACEWAN UNIVERSITY BOARD OF GOVERNORS

Lecturer Transition

The parties agree to the following:

- The University will not establish any new Lecturer positions or replace any existing Lecturer positions.
- Faculty members currently in Lecturer positions will continue to function in that role.
- All terms and conditions for existing Lecturers will be in accordance with the ratified collective agreement between the parties.

This Letter of Understanding will remain in effect unless the parties negotiate a change.

April 19, 2012
Date



President, Grant MacEwan University Faculty Association



President, Grant MacEwan University

LETTER OF UNDERSTANDING

Between

THE GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION

And

THE GRANT MACEWAN UNIVERSITY BOARD OF GOVERNORS

Academic Administrators

Both parties agree to discuss, during the term of this agreement, the possibility of academic administrators above the level of Chair holding faculty appointments.

April 19, 2012
Date



President, Grant MacEwan University Faculty Association



President, Grant MacEwan University

LETTER OF UNDERSTANDING

Between

THE GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION

And

THE GRANT MACEWAN UNIVERSITY BOARD OF GOVERNORS

Academic Title

The parties agree that if the AGC approved academic titling model necessitates changes to the collective agreement, then the parties will meet to discuss such changes.

April 19, 2012
Date



President, Grant MacEwan University Faculty Association



President, Grant MacEwan University

LETTER OF UNDERSTANDING

Between

THE GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION

And

THE GRANT MACEWAN UNIVERSITY BOARD OF GOVERNORS

New Chair Selection Process

The parties agree:

- The new Chair selection language will be effective upon ratification and will be applied to all Chair selections following ratification.
- Existing Chairs (at ratification) seeking a second term as Chair will be subject to Article 19.1.6.
- In smaller programs, with few continuing faculty members, the Dean may request Human Resources and the Faculty Association to meet and discuss the Chair selection process outlined in the collective agreement to address situations where the chair selection process is impractical. Upon agreement the process will be modified to suit the unique situation.

April 19, 2012
Date



President, Grant MacEwan University Faculty Association



President, Grant MacEwan University

LETTER OF UNDERSTANDING

Between

THE GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION

And

THE GRANT MACEWAN UNIVERSITY BOARD OF GOVERNORS

Annual Report Deadline and Implementation of Annual Performance Evaluation

To facilitate the implementation of annual performance evaluation and to improve synchronicity with the process of workload assignment, a new annual report submission deadline of April 15 will be implemented. The parties agree that the transition and implementation of the new annual report deadline will occur as follows:

1. Faculty who are required to submit an annual report in accordance with Grant MacEwan University policies C5065 and C5066 will do so on or before April 15, 2012. This report will cover the member's activities during the period July 1, 2011-April 30, 2012.
2. The submission of all subsequent annual reports will be in accordance with the collective agreement then current.

The parties further agree that the implementation of the new annual performance evaluation article will occur as follows:

1. The first annual performance evaluation will occur in 2013 and will inform the awarding of increments on July 1, 2013.
2. Each faculty or school council will be responsible for establishing a performance evaluation committee in accordance with 16.2. For professional resource faculty, the committee will be established by the Officers responsible. These committees shall be in place no later than April 1, 2013.
3. This evaluation will be conducted according to the process established in 16.5.
4. The awarding of increments on July 1, 2012 will be in accordance with article 17.9 (Increments) of the July 1, 2008-June 30, 2011 collective agreement.

April 19, 2012
Date


President, Grant MacEwan University Faculty Association


President, Grant MacEwan University

LETTER OF UNDERSTANDING

Between

THE GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION

And

THE GRANT MACEWAN UNIVERSITY BOARD OF GOVERNORS

PUC and ESL Faculty: Individual Faculty Development Allocation

The parties agree that the provision of an individual faculty development allocation for full-time PUC and ESL faculty members will be effective July 1, 2012.

April 19, 2012
Date



President, Grant MacEwan University Faculty Association



President, Grant MacEwan University

LETTER OF UNDERSTANDING

Between

THE GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION

And

THE GRANT MACEWAN UNIVERSITY BOARD OF GOVERNORS

Early Retirement Bridge Program

Purpose Statement

As part of the University's commitment to succession planning, the Grant MacEwan University Faculty Association and the Grant MacEwan University Board of Governors agree to an early retirement plan that allows faculty members to phase into retirement with a reduced workload in exchange for a future retirement date.

Eligibility Requirements

1. Faculty members must be a minimum of fifty-five (55) years of age and have a minimum of ten (10) years of FTE service with the University.
2. Faculty members must occupy full-time continuing positions on the date of their application.
3. Eligibility to apply for entry into the program will terminate February 1, 2014.
4. Lecturers, Full-Time Limited-Term, Nurse Educators, PUC and ESL Faculty are not eligible for the bridge.

Program Regulations

1. The University will approve up to ten (10) participants in each of the two (2) years of the program, with no more than four (4) approved per Academic Unit or Department and no more than two (2) per program. If more faculty members apply than there are positions available, then total years of full time equivalent service will determine eligibility.
2. Up to a total of five (5) faculty per year may opt to begin the bridge in the year in which they apply for the program. In these situations, two (2) months of duties will be waived in that year and they would commence half-time employment the following September.
3. Faculty participating in the program will not be offered, nor will they accept

overload teaching during the second and third year of their program.

Process – Application

1. Faculty members wishing to participate in the plan will make a written application to their Dean or Director, with a copy to Human Resources, no later than **March 1** in the year of application.
2. The Dean or Director will then make a written recommendation to the Provost and Executive Vice President Academic or the Vice President of Student Services, whose decision will be rendered by **April 1** of the year of application.
3. The decision of the Provost and Executive Vice President Academic or the Vice President of Student Services regarding participation in the plan will be final. Requests beyond deadline dates will not be unreasonably denied.

Process - Bridge

1. Once terms of acceptance have been acknowledged by the faculty member, and not later than **May 1** of the year of application, they must supply the University with an irrevocable letter of resignation indicating that **June 30** in Year 3 of the program is their resignation date.
2. Year 1 of the bridge begins **July 1** of the year of application.
3. As of **September 1** of Year 2, faculty members participating in the plan will be transferred to half-time continuing appointments and begin to collect their pension. In advance of this, and no later than June 1, faculty members should apply for Local Authorities Pension to ensure a smooth transition.

Example 1: If the member applied in March 2010 and started Year 1 of the bridge in July 2010, they would then apply for LAP prior to June 2011.

Example 2: If the member applied in March 2010 and declared that 2009/2010 to be Year 1 of the bridge, they would apply for LAP prior to June 2010.

4. Vacation accrued in Year 1 must be utilized by September 1 of Year 2. Vacation accrued in Year 2 must be utilized by September 1 of Year 3. Vacation accrued during Year 3 that is still outstanding on June 30th of that year will be paid out on June 30th.
5. As long as they continue to meet benefits eligibility requirements, Faculty members will continue to receive Extended Health, Dental, and Health Spending Account benefits for all three (3) years of the bridge. As of Year 2, all income-driven benefits contributions and premiums - short term disability (STD) and long term disability (LTD) premiums will be prorated on a half-time basis. Vacation and sick leave entitlements will be also prorated on a half-time basis.

Year 1

This is a full pensionable year of service, with the member receiving full salary, with the following rules applying;

For instructional faculty, the University waives duties during non-instructional periods for this year, which equates to two (2) months. All other responsibilities remain in effect.

For professional resource faculty and science lab supervisors, the University waives two (2) months of duties. All other responsibilities remain in effect.

For instructional assistants or faculty/school advisors the University waives six (6) weeks of duties. All other responsibilities remain in effect.

For science lab instructors, the University waives the two (2) months of related lab duties. All other responsibilities remain in effect.

Year 2 and 3

In Years 2 and 3, the instructional faculty member works and is paid for a 50% workload, and the member begins to collect pension on September 1 of Year 2. The faculty member will also utilize all vacation accrued for that year. As in Year 1 above, the University waives duties during non-instructional periods in each year. All other responsibilities remain in effect.

In Years 2 and 3, the professional resource and science lab supervisor faculty member works and is paid by the University for a 50% workload and the member begins to collect pension September 1 of Year 2. The faculty member will also utilize all vacation accrued for that year. As in Year 1 above, the University waives two (2) months of duties in each year. All other responsibilities remain in effect.

In Years 2 and 3, faculty school advisors will be scheduled and paid based on 50% of a full-time equivalent position (1820 hours/2) and the member begins to collect pension on September 1 of Year 2. As in Year 1 above, the University will waive six (6) weeks of duties within this period with no reduction in pay. The faculty member will also utilize all vacation accrued for that year. All other responsibilities remain in effect.

In Years 2 and 3, the science lab instructor faculty member works and is paid by the University for a 50% workload and the member begins to collect pension September 1. The faculty member will also utilize all vacation accrued for that year. The University waives two (2) months of duties in each year. All other responsibilities remain in effect.

Special Notes

1. For the purposes of satisfying the 50% workload requirement, no member shall condense their workload to one (1) semester, or into one (1) year)

2. In order to satisfy the 50% workload requirement, over years 2 and 3 of the bridge, an instructional faculty member shall teach no more than 405 instructional hours, and no faculty member can condense their instructional workload into one (1) semester or into one (1) year. Determination of the 405 total instructional hours shall be the result of discussions between the member and their supervisor.
3. In order to satisfy the 50% workload requirement, for faculty school advisors, the scheduling of the six (6) weeks of waived responsibilities shall be the result of discussions between the member and their supervisor.

This letter is in effect to June 30, 2014, or until a new collective agreement is ratified, whichever is later.

April 19, 2013
Date



President, Grant MacEwan University Faculty Association



President, Grant MacEwan University

LETTER OF UNDERSTANDING

Between

THE GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION

And

THE GRANT MACEWAN UNIVERSITY BOARD OF GOVERNORS

Payment in lieu of Benefits to Faculty Members over the Age of 65

Effective July 1, 2012, the parties agree to the following provision for continuing faculty members over the age of 65 that meet the following criteria:

- The member is over the age of 65 and no longer eligible for benefit coverage, and
- The member was enrolled in benefits at the time they turned 65.

Qualifying members will receive a lump sum cash payment, less required deductions, equivalent to:

- The employer portion of supplemental health and dental premiums, plus
- The annual amount of the Health Spending Account available to individual continuing faculty.

The payment will be made in January of the year (July – June) in which they no longer qualify for benefit coverage, and each January thereafter. The payment will be available for the member to use at their discretion.

Note:

At implementation of this benefit, any faculty members beyond the parameters set out above will be considered eligible provided they were enrolled in benefits at the time they turned 65.

April 19, 2012
Date



President, Grant MacEwan University Faculty Association



President, Grant MacEwan University

ANNUAL SALARY SCHEDULES

ANNUAL

July 1, 2011 (1.75% added) = Instructional Academic Staff & Professional Resource Faculty

FULL-TIME, PART-TIME, and FULL-TIME LIMITED-TERM FACULTY

Increments	A	B	C	D	E	F	G	PeopleSoft Step*
1.0	52,176	53,383	55,793	59,413	63,035	66,651	70,177	1
1.5	53,562	54,769	57,178	60,799	64,420	68,037	71,563	2
2.0	54,948	56,154	58,564	62,185	65,806	69,423	72,948	3
2.5	56,334	57,540	59,950	63,570	67,192	70,809	74,334	4
3.0	57,719	58,926	61,336	64,956	68,578	72,194	75,720	5
3.5	59,105	60,312	62,721	66,342	69,963	73,580	77,105	6
4.0	60,491	61,697	64,107	67,727	71,349	74,966	78,491	7
4.5	61,876	63,083	65,493	69,113	72,735	76,352	79,876	8
5.0	63,262	64,469	66,879	70,499	74,121	77,737	81,262	9
5.5	64,648	65,855	68,264	71,885	75,506	79,123	82,648	10
6.0	66,034	67,240	69,650	73,270	76,892	80,509	84,033	11
6.5	67,419	68,626	71,036	74,656	78,278	81,895	85,419	12
7.0	68,805	70,012	72,422	76,042	79,664	83,271	86,804	13
7.5	70,191	71,398	73,807	77,427	81,049	84,666	88,190	14
8.0	71,576	72,783	75,193	78,813	82,435	86,052	89,576	15
8.5	72,962	74,169	76,579	80,199	83,821	87,438	90,961	16
9.0	74,348	75,555	77,965	81,585	85,207	88,824	92,347	17
9.5	75,734	76,941	79,350	82,970	86,592	90,209	93,732	18
10.0	77,119	78,326	80,736	84,356	87,978	91,595	95,118	19
10.5	78,505	79,712	82,122	85,742	89,364	92,981	96,504	20
11.0	79,891	81,098	83,508	87,127	90,750	94,367	97,889	21
11.5	81,276	82,484	84,893	88,513	92,135	95,752	99,275	22
12.0	82,662	83,869	86,279	89,899	93,521	97,138	100,660	23
12.5	84,048	85,255	87,665	91,275	94,907	98,524	102,046	24
13.0	85,434	86,641	89,051	92,671	96,293	99,910	103,432	25
13.5	86,819	88,027	90,436	94,056	97,678	101,296	104,817	26
14.0	88,205	89,412	91,822	95,442	99,064	102,681	106,203	27

*Steps in PeopleSoft are for administrative purposes only.

Program and Department Chairs will receive an honorarium at the rate of \$5800 per annum.

July 1, 2012 (1.75% added) = Instructional Academic Staff & Professional Resource Faculty

FULL-TIME, PART-TIME, and FULL-TIME LIMITED-TERM FACULTY

Increments	A Non-Degree	B Bachelor's	C Master's	D PhD	PeopleSoft Step*
1.0	53,090	56,769	64,138	71,405	1
1.5	54,500	58,179	65,548	72,815	2
2.0	55,909	59,589	66,958	74,225	3
2.5	57,319	60,999	68,368	75,635	4
3.0	58,729	62,409	69,778	77,045	5
3.5	60,139	63,819	71,188	78,455	6
4.0	61,549	65,229	72,598	79,864	7
4.5	62,959	66,639	74,008	81,274	8
5.0	64,369	68,049	75,418	82,684	9
5.5	65,779	69,459	76,828	84,094	10
6.0	67,189	70,869	78,238	85,504	11
6.5	68,599	72,279	79,648	86,914	12
7.0	70,009	73,689	81,058	88,323	13
7.5	71,419	75,099	82,468	89,733	14
8.0	72,829	76,509	83,878	91,143	15
8.5	74,239	77,919	85,288	92,553	16
9.0	75,649	79,329	86,698	93,963	17
9.5	77,059	80,739	88,108	95,373	18
10.0	78,469	82,149	89,518	96,783	19
10.5	79,879	83,559	90,928	98,192	20
11.0	81,289	84,969	92,338	99,602	21
11.5	82,699	86,379	93,748	101,012	22
12.0	84,109	87,789	95,158	102,422	23
12.5	85,519	89,199	96,568	103,832	24
13.0	86,929	90,609	97,978	105,242	25
13.5	88,339	92,019	99,388	106,651	26
14.0	89,749	93,429	100,798	108,061	27
14.5	91,159	94,839	102,208	109,471	28
15.0	92,569	96,249	103,618	110,881	29

*Steps in PeopleSoft are for administrative purposes only.

Program and Department Chairs will receive an honorarium at the rate of \$5900 per annum.

**July 1, 2013 (2% added) = Instructional Academic Staff & Professional
Resource Faculty**

FULL-TIME, PART-TIME, and FULL-TIME LIMITED-TERM FACULTY

Increments	A Non-Degree	B Bachelor's	C Master's	D PhD	PeopleSoft Step*
1.0	54,151	57,904	65,420	72,834	1
1.5	55,590	59,343	66,859	74,272	2
2.0	57,027	60,781	68,297	75,710	3
2.5	58,466	62,219	69,735	77,148	4
3.0	59,904	63,657	71,173	78,586	5
3.5	61,342	65,095	72,611	80,024	6
4.0	62,780	66,534	74,050	81,462	7
4.5	64,219	67,972	75,488	82,900	8
5.0	65,657	69,410	76,926	84,338	9
5.5	67,095	70,848	78,364	85,776	10
6.0	68,533	72,286	79,802	87,214	11
6.5	69,971	73,725	81,241	88,652	12
7.0	71,409	75,163	82,679	90,090	13
7.5	72,847	76,601	84,117	91,528	14
8.0	74,276	78,039	85,555	92,966	15
8.5	75,724	79,477	86,993	94,404	16
9.0	77,162	80,916	88,432	95,842	17
9.5	78,600	82,354	89,870	97,280	18
10.0	80,038	83,792	91,308	98,718	19
10.5	81,476	85,230	92,746	100,156	20
11.0	82,915	86,668	94,184	101,594	21
11.5	84,353	88,107	95,623	103,032	22
12.0	85,791	89,545	97,061	104,470	23
12.5	87,229	90,983	98,499	105,908	24
13.0	88,667	92,421	99,937	107,346	25
13.5	90,105	93,859	101,375	108,784	26
14.0	91,544	95,298	102,814	110,222	27
14.5	92,982	96,736	104,252	111,661	28
15.0	94,420	98,174	105,690	113,099	29
15.5	95,858	99,612	107,128	114,537	30
16.0	97,296	101,050	108,566	115,975	31

*Steps in PeopleSoft are for administrative purposes only.

Program and Department Chairs will receive an honorarium at the rate of \$6018 per annum.

A N N U A L

July 1, 2011 (1.75% added) = Faculty School Advisors

**FULL-TIME, PART-TIME, and
FULL-TIME LIMITED-TERM FACULTY**

Increments	A Non-Degree	B Bachelor's	PeopleSoft Step*
1.0	42,752	45,553	1
1.5	43,571	46,381	2
2.0	44,391	47,209	3
2.5	45,210	48,036	4
3.0	46,029	48,864	5
3.5	46,849	49,691	6
4.0	47,668	50,519	7
4.5	48,487	51,346	8
5.0	49,307	52,174	9
5.5	50,126	53,002	10
6.0	50,945	53,829	11
6.5	51,765	54,657	12
7.0	52,584	55,484	13
7.5	53,403	56,312	14
8.0	54,223	57,139	15
8.5	55,042	57,967	16
9.0	55,861	58,794	17
9.5	56,681	59,622	18
10.0	57,500	60,450	19
10.5	58,319	61,277	20
11.0	59,139	62,105	21
11.5	59,958	62,932	22
12.0	60,777	63,760	23
12.5	61,597	64,587	24
13.0	62,416	65,415	25
13.5	63,236	66,243	26
14.0	64,055	67,070	27

*Steps in PeopleSoft are for administrative purposes only.

July 1, 2012 (1.75% added) = Faculty School Advisors

**FULL-TIME, PART-TIME, and
FULL-TIME LIMITED-TERM
FACULTY**

Increments	A Non-Degree	B Bachelor's	PeopleSoft Step*
1.0	43,500	46,351	1
1.5	44,334	47,193	2
2.0	45,167	48,035	3
2.5	46,001	48,877	4
3.0	46,835	49,719	5
3.5	47,668	50,561	6
4.0	48,502	51,403	7
4.5	49,336	52,245	8
5.0	50,169	53,087	9
5.5	51,003	53,929	10
6.0	51,837	54,771	11
6.5	52,671	55,613	12
7.0	53,504	56,455	13
7.5	54,338	57,297	14
8.0	55,172	58,139	15
8.5	56,005	58,981	16
9.0	56,839	59,823	17
9.5	57,673	60,665	18
10.0	58,506	61,507	19
10.5	59,340	62,350	20
11.0	60,174	63,192	21
11.5	61,007	64,034	22
12.0	61,841	64,876	23
12.5	62,675	65,718	24
13.0	63,508	66,560	25
13.5	64,342	67,402	26
14.0	65,176	68,244	27
14.5	66,009	69,086	28
15.0	66,843	69,928	29

*Steps in PeopleSoft are for administrative purposes only.

July 1, 2013 (2% added) = Faculty School Advisors

**FULL-TIME, PART-TIME, and
FULL-TIME LIMITED-TERM
FACULTY**

Increments	A Non-Degree	B Bachelor's	PeopleSoft Step*
1.0	44,370	47,278	1
1.5	45,220	48,137	2
2.0	46,071	48,995	3
2.5	46,921	49,854	4
3.0	47,771	50,713	5
3.5	48,622	51,572	6
4.0	49,472	52,431	7
4.5	50,323	53,290	8
5.0	51,173	54,149	9
5.5	52,023	55,008	10
6.0	52,874	55,867	11
6.5	53,724	56,725	12
7.0	54,574	57,584	13
7.5	55,425	58,443	14
8.0	56,275	59,302	15
8.5	57,125	60,161	16
9.0	57,976	61,020	17
9.5	58,826	61,879	18
10.0	59,676	62,738	19
10.5	60,527	63,596	20
11.0	61,377	64,455	21
11.5	62,228	65,314	22
12.0	63,078	66,173	23
12.5	63,928	67,032	24
13.0	64,779	67,891	25
13.5	65,629	68,750	26
14.0	66,479	69,609	27
14.5	67,330	70,468	28
15.0	68,180	71,326	29
15.5	69,030	72,185	30
16.0	69,881	73,044	31

*Steps in PeopleSoft are for administrative purposes only.

ANNUAL

July 1, 2011 (1.75% added) = Full-Time Science Lab Instructor

Steps	
1.0	47,209.97
2.0	48,592.24
3.0	50,080.84
4.0	51,569.44
5.0	53,111.21
6.0	54,706.14
7.0	56,354.24

July 1, 2012 (1.75% added) = Full-Time Science Lab Instructor

Steps	
1.0	48,036.14
2.0	49,442.60
3.0	50,957.26
4.0	52,471.91
5.0	54,040.66
6.0	55,663.50
7.0	57,340.44
8.0	59,060.65
9.0	60,832.47
10.0	62,657.45

July 1, 2013 (2% added) = Full-Time Science Lab Instructor

Steps	
1.0	48,996.86
2.0	50,431.45
3.0	51,976.41
4.0	53,521.35
5.0	55,121.47
6.0	56,776.77
7.0	58,487.25
8.0	60,241.87
9.0	62,049.12
10.0	63,910.60

ANNUAL

**July 1, 2011 (1.75% added) = Full-Time
Science Lab Supervisor**

Steps	
1.0	64,966.87
2.0	66,933.95
3.0	68,954.19
4.0	71,027.61
5.0	73,154.18
6.0	75,387.08
7.0	77,619.99

**July 1, 2012 (1.75% added) = Full-Time
Science Lab Supervisor**

Steps	
1.0	66,103.79
2.0	68,105.29
3.0	70,160.89
4.0	72,270.59
5.0	74,434.38
6.0	76,706.35
7.0	78,978.34
8.0	81,347.69
9.0	83,788.12
10.0	86,301.76

**July 1, 2013 (2% added) = Full-Time
Science Lab Supervisor**

Steps	
1.0	67,425.87
2.0	69,467.40
3.0	71,564.11
4.0	73,716.00
5.0	75,923.07
6.0	78,240.48
7.0	80,557.91
8.0	82,974.64
9.0	85,463.88
10.0	88,027.80

A N N U A L

July 1, 2011 (1.75% added) = Nurse Educator

Steps	B	C
	Bachelors	Masters
1.0	63,268.05	65,983.67
2.0	65,345.88	68,061.49
3.0	67,423.70	70,140.42
4.0	69,503.74	72,223.80
5.0	71,581.57	74,298.29

July 1, 2012 (1.75% added) = Nurse Educator

Steps	B	C
	Bachelor's	Master's
1.0	64,375.24	67,138.38
2.0	66,489.43	69,252.57
3.0	68,603.61	71,367.88
4.0	70,720.06	73,487.72
5.0	72,834.25	75,598.51

July 1, 2013 (2% added) = Nurse Educator

Steps	B	C
	Bachelor's	Master's
1.0	65,662.74	68,481.15
2.0	67,819.22	70,637.62
3.0	69,975.68	72,795.24
4.0	72,134.46	74,957.47
5.0	74,290.94	77,110.48

ANNUAL

July 1, 2011 (1.75% added) = Full-Time Lecturer

Steps	C	D
	Masters	PhD
1.0	47,209.97	54,759.31
2.0	48,592.24	56,407.40
3.0	50,080.84	58,108.66
4.0	51,569.44	59,863.09
5.0	53,111.21	61,670.68
6.0	54,706.14	63,531.43
7.0	56,354.24	65,445.35

July 1, 2012 (1.75% added) = Full-Time Lecturer

Steps	C	D
	Masters	PhD
1.0	48,036.14	55,717.60
2.0	49,442.60	57,394.53
3.0	50,957.25	59,125.56
4.0	52,471.91	60,910.69
5.0	54,040.66	62,749.92
6.0	55,663.50	64,643.23
7.0	57,340.44	66,590.64
8.0	59,060.65	68,588.36
9.0	60,832.47	70,646.01
10.0	62,657.44	72,765.39
11.0	64,537.16	74,948.35
12.0	66,473.27	77,196.80

July 1, 2013 (2% added) = Full-Time Lecturer

Steps	C	D
	Master's	PhD
1.0	48,996.86	56,831.95
2.0	50,431.45	58,542.42
3.0	51,976.40	60,308.07
4.0	53,521.35	62,128.90
5.0	55,121.47	64,004.92
6.0	56,776.77	65,936.09
7.0	58,487.25	67,922.45
8.0	60,241.86	69,960.13
9.0	62,049.12	72,058.93
10.0	63,910.59	74,220.70
11.0	65,827.90	76,447.32
12.0	67,802.74	78,740.74

A N N U A L

**July 1, 2011 (1.75% added) = Prep for University & College
(PUC) Instructor**

**FULL-TIME, PART-TIME, and
FULL-TIME LIMITED-TERM
FACULTY**

Steps	Years of Post-Secondary Education			PeopleSoft Step*
	Four	Five	Six	
0.0	47,158	50,064	53,350	1
0.5	48,607	51,509	54,803	2
1.0	50,058	52,957	56,256	3
1.5	51,499	54,394	57,695	4
2.0	52,942	55,834	59,135	5
2.5	54,384	57,284	60,576	6
3.0	55,827	58,733	62,018	7
3.5	57,276	60,183	63,467	8
4.0	58,727	61,633	64,918	9
4.5	60,172	63,072	66,361	10
5.0	61,618	64,511	67,803	11
5.5	63,061	65,963	69,260	12
6.0	64,503	67,418	70,717	13
6.5	65,957	68,859	72,151	14
7.0	67,411	70,302	73,587	15
7.5	68,848	71,747	75,032	16
8.0	70,287	73,194	76,478	17
8.5	71,872	74,637	77,925	18
9.0	73,458	76,079	79,371	19
9.5	74,764	77,528	80,820	20
10.0	76,071	78,979	82,271	21
10.5	77,693	80,598	83,891	22
11.0	79,318	82,218	85,511	23

*Steps in PeopleSoft are for administrative purposes only.

**For Continuing PUC Instructors, hourly rates in PeopleSoft are calculated by taking annual salary divided by an 1820 annual hour schedule, rather than the 1000 hr/yr workload as per above. This ensures salary continuance throughout the year and that the employee is receiving an equitable/accurate amount of service for pension purposes.

**July 1, 2011 (1.75% added) = English as a Second Language
(ESL) Instructor**

**FULL-TIME, PART-TIME, and
FULL-TIME LIMITED-TERM FACULTY**

Steps	Years of Post-Secondary Education			PeopleSoft Step*
	Four	Five	Six	
0.0	55,387	58,800	62,658	1
0.5	57,089	60,498	64,365	2
1.0	58,793	62,198	66,074	3

*Steps in PeopleSoft are for administrative purposes only.

**For Continuing ESL Instructors, hourly rates in PeopleSoft are calculated by taking annual salary divided by an 1820 annual hour schedule, rather than the 1125 hr/yr workload as per above. This ensures salary continuance throughout the year and that the employee is receiving an equitable/accurate amount of service for pension purposes.

**July 1, 2012 (1.75% added) = Prep for University & College (PUC) & English
as a Second Language (ESL) Instructors**

**FULL-TIME, PART-TIME, and
FULL-TIME LIMITED-TERM FACULTY**

Steps	Years of Post-Secondary Education			PeopleSoft Step*
	Four	Five	Six	
0.0	47,983	50,940	54,284	1
0.5	49,458	52,410	55,762	2
1.0	50,934	53,884	57,240	3
1.5	52,400	55,346	58,705	4
2.0	53,868	56,811	60,170	5
2.5	55,336	58,286	61,636	6
3.0	56,804	59,761	63,103	7
3.5	58,278	61,236	64,578	8
4.0	59,755	62,712	66,054	9
4.5	61,225	64,176	67,522	10
5.0	62,696	65,640	68,990	11
5.5	64,165	67,117	70,472	12
6.0	65,632	68,598	71,955	13
6.5	67,111	70,064	73,414	14
7.0	68,591	71,532	74,875	15
7.5	70,053	73,003	76,345	16
8.0	71,517	74,475	77,816	17
8.5	73,130	75,943	79,289	18
9.0	74,744	77,410	80,760	19
9.5	76,072	78,885	82,234	20
10.0	77,402	80,361	83,711	21
10.5	79,053	82,008	85,359	22
11.0	80,706	83,657	87,007	23

*Steps in PeopleSoft are for administrative purposes only.

**July 1, 2013 (2% added) = Prep for University & College (PUC) & English as a
Second Language (ESL) Instructors**

**FULL-TIME, PART-TIME, and
FULL-TIME LIMITED-TERM FACULTY**

Steps	Years of Post-Secondary Education			PeopleSoft Step*
	Four	Five	Six	
0.0	48,943	51,959	55,369	1
0.5	50,447	53,458	56,877	2
1.0	51,953	54,962	58,385	3
1.5	53,448	56,453	59,879	4
2.0	54,945	57,947	61,373	5
2.5	56,443	59,452	62,869	6
3.0	57,940	60,956	64,365	7
3.5	59,444	62,461	65,870	8
4.0	60,950	63,966	67,375	9
4.5	62,450	65,460	68,872	10
5.0	63,950	66,953	70,370	11
5.5	65,448	68,459	71,881	12
6.0	66,945	69,970	73,394	13
6.5	68,453	71,465	74,882	14
7.0	69,963	72,963	76,373	15
7.5	71,454	74,463	77,872	16
8.0	72,947	75,965	79,372	17
8.5	74,593	77,462	80,875	18
9.0	76,239	78,958	82,375	19
9.5	77,593	80,463	83,879	20
10.0	78,950	81,968	85,385	21
10.5	80,634	83,648	87,066	22
11.0	82,320	85,330	88,747	23

*Steps in PeopleSoft are for administrative purposes only.

HOURLY SALARY SCHEDULES

July 1, 2011 (1.75% added) = Instructional Academic Staff

HOURLY PAID FACULTY (SESSIONAL / SESSIONAL-EXTENDED)

Increments	A	B	C	D	E	F	G	PeopleSoft Step*
1.0	77.30	79.09	82.66	88.02	93.38	98.74	103.97	1
1.5	79.35	81.14	84.71	90.07	95.44	100.80	106.02	2
2.0	81.40	83.19	86.76	92.13	97.49	102.85	108.07	3
2.5	83.46	85.24	88.81	94.18	99.54	104.90	110.12	4
3.0	85.51	87.30	90.87	96.23	101.60	106.95	112.18	5
3.5	87.56	89.35	92.92	98.28	103.65	109.01	114.23	6
4.0	89.62	91.40	94.97	100.34	105.70	111.06	116.28	7
4.5	91.67	93.46	97.03	102.39	107.76	113.11	118.34	8
5.0	93.72	95.51	99.08	104.44	109.81	115.17	120.39	9
5.5	95.77	97.56	101.13	106.50	111.86	117.22	122.44	10
6.0	97.83	99.62	103.19	108.55	113.91	119.27	124.49	11
6.5	99.88	101.67	105.24	110.60	115.97	121.33	126.55	12
7.0	101.93	103.72	107.29	112.65	118.02	123.38	128.60	13
7.5	103.99	105.77	109.34	114.71	120.07	125.43	130.65	14
8.0	106.04	107.83	111.40	116.76	122.13	127.48	132.70	15
8.5	108.09	109.88	113.45	118.81	124.18	129.54	134.76	16
9.0	110.15	111.93	115.50	120.87	126.23	131.59	136.81	17
9.5	112.20	113.99	117.56	122.92	128.28	133.64	138.86	18
10.0	114.25	116.04	119.61	124.97	130.34	135.70	140.92	19
10.5	116.30	118.09	121.66	127.03	132.39	137.75	142.97	20
11.0	118.36	120.14	123.71	129.08	134.44	139.80	145.02	21
11.5	120.41	122.20	125.77	131.13	136.50	141.86	147.07	22
12.0	122.46	124.25	127.82	133.18	138.55	143.91	149.13	23
12.5	124.52	126.30	129.87	135.24	140.60	145.96	151.18	24
13.0	126.57	128.36	131.93	137.29	142.66	148.01	153.23	25
13.5	128.62	130.41	133.98	139.34	144.71	150.07	155.28	26
14.0	130.67	132.46	136.03	141.40	146.76	152.12	157.34	27

*Steps in PeopleSoft are for administrative purposes only.

July 1, 2012 (1.75% added) = Instructional Academic Staff

HOURLY PAID FACULTY (SESSIONAL / SESSIONAL-EXTENDED)

Increments	A	B	C	D
	Non-Degree	Bachelor's	Master's	PhD
1.0	84.15	99.00	113.85	128.70
2.0	99.00	113.85	128.70	143.55
3.0	113.85	128.70	143.55	158.40

July 1, 2013 (2% added) = Instructional Academic Staff

HOURLY PAID FACULTY (SESSIONAL / SESSIONAL-EXTENDED)

Increments	A	B	C	D
	Non-Degree	Bachelor's	Master's	PhD
1.0	85.83	100.98	116.13	131.27
2.0	100.98	116.13	131.27	146.42
3.0	116.13	131.27	146.42	161.57

July 1, 2011 (1.75% added) = Professional Resource Faculty

Increments	A	B	C	D	E	F	G	PeopleSoft Step*
1.0	28.67	29.33	30.66	32.64	34.63	36.62	38.56	1
1.5	29.43	30.09	31.42	33.41	35.40	37.38	39.32	2
2.0	30.19	30.85	32.18	34.17	36.16	38.14	40.08	3
2.5	30.95	31.62	32.94	34.93	36.92	38.91	40.84	4
3.0	31.71	32.38	33.70	35.69	37.68	39.67	41.60	5
3.5	32.48	33.14	34.46	36.45	38.44	40.43	42.37	6
4.0	33.24	33.90	35.22	37.21	39.20	41.19	43.13	7
4.5	34.00	34.66	35.99	37.97	39.96	41.95	43.89	8
5.0	34.76	35.42	36.75	38.74	40.73	42.71	44.65	9
5.5	35.52	36.18	37.51	39.50	41.49	43.47	45.41	10
6.0	36.28	36.95	38.27	40.26	42.25	44.24	46.17	11
6.5	37.04	37.71	39.03	41.02	43.01	45.00	46.93	12
7.0	37.80	38.47	39.79	41.78	43.77	45.76	47.69	13
7.5	38.57	39.23	40.55	42.54	44.53	46.52	48.46	14
8.0	39.33	39.99	41.31	43.30	45.29	47.28	49.22	15
8.5	40.09	40.75	42.08	44.07	46.06	48.04	49.98	16
9.0	40.85	41.51	42.84	44.83	46.82	48.80	50.74	17
9.5	41.61	42.28	43.60	45.59	47.58	49.57	51.50	18
10.0	42.37	43.04	44.36	46.35	48.34	50.33	52.26	19
10.5	43.13	43.80	45.12	47.11	49.10	51.09	53.02	20
11.0	43.90	44.56	45.88	47.87	49.86	51.85	53.79	21
11.5	44.66	45.32	46.64	48.63	50.62	52.61	54.55	22
12.0	45.42	46.08	47.41	49.40	51.39	53.37	55.31	23
12.5	46.18	46.84	48.17	50.16	52.15	54.13	56.07	24
13.0	46.94	47.60	48.93	50.92	52.91	54.90	56.83	25
13.5	47.70	48.37	49.69	51.68	53.67	55.66	57.59	26
14.0	48.46	49.13	50.45	52.44	54.43	56.42	58.35	27

*Steps in PeopleSoft are for administrative purposes only.

July 1, 2012 (1.75% added) = Professional Resource Faculty

HOURLY PAID FACULTY (SESSIONAL / SESSIONAL-EXTENDED)

Increments	A	B	C	D
	Non-Degree	Bachelor's	Master's	PhD
1.0	31.21	36.72	42.22	47.73
2.0	36.72	42.22	47.73	53.24
3.0	42.22	47.73	53.24	58.75

July 1, 2013 (2% added) = Professional Resource Faculty

HOURLY PAID FACULTY (SESSIONAL / SESSIONAL-EXTENDED)

Increments	A	B	C	D
	Non-Degree	Bachelor's	Master's	PhD
1.0	31.83	37.45	43.07	48.69
2.0	37.45	43.07	48.69	54.30
3.0	43.07	48.69	54.30	59.92

July 1, 2011 (1.75% added) = Faculty School Advisors

**HOURLY PAID FACULTY
(SESSIONAL / SESSIONAL-EXTENDED)**

Increments	A Non-Degree	B Bachelor's	PeopleSoft Step*
1.0	23.49	25.03	1
1.5	23.94	25.48	2
2.0	24.39	25.94	3
2.5	24.84	26.39	4
3.0	25.29	26.85	5
3.5	25.74	27.30	6
4.0	26.19	27.76	7
4.5	26.64	28.21	8
5.0	27.09	28.67	9
5.5	27.54	29.12	10
6.0	27.99	29.58	11
6.5	28.44	30.03	12
7.0	28.89	30.49	13
7.5	29.34	30.94	14
8.0	29.79	31.40	15
8.5	30.24	31.85	16
9.0	30.69	32.30	17
9.5	31.14	32.76	18
10.0	31.59	33.21	19
10.5	32.04	33.67	20
11.0	32.49	34.12	21
11.5	32.94	34.58	22
12.0	33.39	35.03	23
12.5	33.84	35.49	24
13.0	34.29	35.94	25
13.5	34.75	36.40	26
14.0	35.20	36.85	27

*Steps in PeopleSoft are for administrative purposes only.

July 1, 2012 (1.75% added) = Faculty School Advisors

**HOURLY PAID FACULTY
(SESSIONAL / SESSIONAL-EXTENDED)**

Increments	A Non-Degree	B Bachelor's	PeopleSoft Step*
1.0	23.90	25.47	1
1.5	24.36	25.93	2
2.0	24.82	26.39	3
2.5	25.28	26.86	4
3.0	25.73	27.32	5
3.5	26.19	27.78	6
4.0	26.65	28.24	7
4.5	27.11	28.71	8
5.0	27.57	29.17	9
5.5	28.02	29.63	10
6.0	28.48	30.09	11
6.5	28.94	30.56	12
7.0	29.40	31.02	13
7.5	29.86	31.48	14
8.0	30.31	31.94	15
8.5	30.77	32.41	16
9.0	31.23	32.87	17
9.5	31.69	33.33	18
10.0	32.15	33.80	19
10.5	32.60	34.26	20
11.0	33.06	34.72	21
11.5	33.52	35.18	22
12.0	33.98	35.65	23
12.5	34.44	36.11	24
13.0	34.89	36.57	25
13.5	35.35	37.03	26
14.0	35.81	37.50	27

*Steps in PeopleSoft are for administrative purposes only.

July 1, 2013 (2% added) = Faculty School Advisors

**HOURLY PAID FACULTY
(SESSIONAL / SESSIONAL-EXTENDED)**

Increments	A Non-Degree	B Bachelor's	PeopleSoft Step*
1.0	24.38	25.98	1
1.5	24.85	26.45	2
2.0	25.31	26.92	3
2.5	25.78	27.39	4
3.0	26.25	27.86	5
3.5	26.72	28.34	6
4.0	27.18	28.81	7
4.5	27.65	29.28	8
5.0	28.12	29.75	9
5.5	28.58	30.22	10
6.0	29.05	30.70	11
6.5	29.52	31.17	12
7.0	29.99	31.64	13
7.5	30.45	32.11	14
8.0	30.92	32.58	15
8.5	31.39	33.06	16
9.0	31.85	33.53	17
9.5	32.32	34.00	18
10.0	32.79	34.47	19
10.5	33.26	34.94	20
11.0	33.72	35.42	21
11.5	34.19	35.89	22
12.0	34.66	36.36	23
12.5	35.13	36.83	24
13.0	35.59	37.30	25
13.5	36.06	37.77	26
14.0	36.53	38.25	27

*Steps in PeopleSoft are for administrative purposes only.

HOURLY

July 1, 2011 (1.75% added) = Science Lab Instructor

Steps	B	C	D
	BSc	MSc	PhD
1.0	66.99	79.75	89.32
2.0	69.11	81.87	91.97
3.0	71.24	84.53	94.63
4.0	73.37	87.19	97.82
5.0	75.49	89.85	100.48
6.0	77.62	92.51	103.14
7.0	79.75	95.16	106.33

July 1, 2012 (1.75% added) = Science Lab Instructor

Steps	B	C	D
	BSc	MSc	PhD
1.0	68.16	81.15	90.88
2.0	70.32	83.30	93.58
3.0	72.49	86.01	96.29
4.0	74.65	88.72	99.53
5.0	76.81	91.42	102.24
6.0	78.98	94.13	104.94
7.0	81.15	96.83	108.19

July 1, 2013 (2% added) = Science Lab Instructor

Steps	B	C	D
	BSc	MSc	PhD
1.0	69.52	82.77	92.70
2.0	71.73	84.97	95.45
3.0	73.94	87.73	98.22
4.0	76.14	90.49	101.52
5.0	78.35	93.25	104.28
6.0	80.56	96.01	107.04
7.0	82.77	98.77	110.35

**July 1, 2011 (1.75% added) = Prep for University & College
(PUC) Instructors**

**HOURLY PAID FACULTY **
(SESSIONAL / SESSIONAL-
EXTENDED)**

Steps	Based on 1000 hour/year workload (without 8% Vacation pay)			PeopleSoft Step*
	Years of Post-Secondary Education Four	Five	Six	
0.0	43.66	46.36	49.40	1
0.5	45.01	47.69	50.74	2
1.0	46.35	49.03	52.09	3
1.5	47.68	50.36	53.42	4
2.0	49.02	51.70	54.75	5
2.5	50.36	53.04	56.09	6
3.0	51.69	54.38	57.42	7
3.5	53.03	55.73	58.77	8
4.0	54.38	57.07	60.11	9
4.5	55.71	58.40	61.45	10
5.0	57.05	59.73	62.78	11
5.5	58.39	61.08	64.13	12
6.0	59.73	62.42	65.48	13
6.5	61.07	63.76	66.81	14
7.0	62.42	65.09	68.14	15
7.5	63.75	66.43	69.47	16
8.0	65.08	67.77	70.81	17
8.5	66.55	69.11	72.15	18
9.0	68.02	70.44	73.49	19
9.5	69.23	71.79	74.83	20
10.0	70.44	73.13	76.18	21
10.5	71.94	74.63	77.68	22
11.0	73.44	76.13	79.18	23

*Steps in PeopleSoft are for administrative purposes only.

**For Continuing PUC Instructors, hourly rates in PeopleSoft are calculated by taking annual salary divided by an 1820 annual hour schedule, rather than the 1000 hr/yr workload as per above. This ensures salary continuance throughout the year and that the employee is receiving an equitable/accurate amount of service for pension purposes.

**July 1, 2012 (1.75% added) = Prep for University & College (PUC)
Instructors**

**HOURLY PAID FACULTY **
(SESSIONAL / SESSIONAL-
EXTENDED)**

Steps	Based on 1000 hours/year workload (without 8% Vacation pay)			PeopleSoft Step*
	Years of Post-Secondary Education			
	Four	Five	Six	
0.0	44.43	47.17	50.26	1
0.5	45.79	48.53	51.63	2
1.0	47.16	49.89	53.00	3
1.5	48.52	51.25	54.36	4
2.0	49.88	52.60	55.71	5
2.5	51.24	53.97	57.07	6
3.0	52.60	55.33	58.43	7
3.5	53.96	56.70	59.79	8
4.0	55.33	58.07	61.16	9
4.5	56.69	59.42	62.52	10
5.0	58.05	60.78	63.88	11
5.5	59.41	62.15	65.25	12
6.0	60.77	63.52	66.63	13
6.5	62.14	64.87	67.98	14
7.0	63.51	66.23	69.33	15
7.5	64.86	67.60	70.69	16
8.0	66.22	68.96	72.05	17
8.5	67.71	70.32	73.42	18
9.0	69.21	71.68	74.78	19
9.5	70.44	73.04	76.14	20
10.0	71.67	74.41	77.51	21
10.5	73.20	75.93	79.04	22
11.0	74.73	77.46	80.56	23

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**For Continuing PUC and ESL Instructors, hourly rates in PeopleSoft are calculated by taking annual salary divided by an 1820 annual hour schedule, rather than the 1000 hr (PUC) and 1125hr (ESL) workload as per above. This ensures salary continuance throughout the year and that the employee is receiving an equitable/accurate amount of service for pension purposes.

**July 1, 2013 (2% added) = Prep for University & College (PUC)
Instructors**

**HOURLY PAID FACULTY **
(SESSIONAL / SESSIONAL-
EXTENDED)**

Steps	Based on 1000 hours/year workload (without 8% Vacation pay)			PeopleSoft Step*
	Years of Post-Secondary Education Four	Five	Six	
0.0	45.32	48.11	51.27	1
0.5	46.71	49.50	52.66	2
1.0	48.10	50.89	54.06	3
1.5	49.49	52.27	55.44	4
2.0	50.88	53.65	56.83	5
2.5	52.26	55.05	58.21	6
3.0	53.65	56.44	59.60	7
3.5	55.04	57.83	60.99	8
4.0	56.44	59.23	62.38	9
4.5	57.82	60.61	63.77	10
5.0	59.21	61.99	65.16	11
5.5	60.60	63.39	66.56	12
6.0	61.99	64.79	67.96	13
6.5	63.38	66.17	69.34	14
7.0	64.78	67.56	70.72	15
7.5	66.16	68.95	72.10	16
8.0	67.54	70.34	73.49	17
8.5	69.07	71.72	74.88	18
9.0	70.59	73.11	76.27	19
9.5	71.85	74.50	77.67	20
10.0	73.10	75.90	79.06	21
10.5	74.66	77.45	80.62	22
11.0	76.22	79.01	82.17	23

*Steps in PeopleSoft are for administrative purposes only.

**For Continuing PUC and ESL Instructors, hourly rates in PeopleSoft are calculated by taking annual salary divided by an 1820 annual hour schedule, rather than the 1000 hr (PUC) and 1125hr (ESL) workload as per above. This ensures salary continuance throughout the year and that the employee is receiving an equitable/accurate amount of service for pension purposes.

**July 1, 2011 (1.75% added) = English as a Second Language
(ESL) Instructors**

**HOURLY PAID FACULTY **
(SESSIONAL / SESSIONAL-EXTENDED)**

Based on 1125 hours/year workload (without 8% Vacation pay)					
Years of Post-Secondary Education					
Steps	Four	Five	Six	PeopleSoft Step*	
0.0	45.59	48.40	51.57	1	
0.5	46.99	49.79	52.98	2	
1.0	48.39	51.19	54.38	3	

*Steps in PeopleSoft are for administrative purposes only.

**For Continuing ESL Instructors, hourly rates in PeopleSoft are calculated by taking annual salary divided by an 1820 annual hour schedule, rather than the 1125 hr/yr workload as per above. This ensures salary continuance throughout the year and that the employee is receiving an equitable/accurate amount of service for pension purposes.

**July 1, 2012 (1.75% added) = English as a Second Language (ESL)
Instructors**

**HOURLY PAID FACULTY **
(SESSIONAL / SESSIONAL-EXTENDED)**

Steps	Based on 1125 hours/year workload (without 8% Vacation pay)			PeopleSoft Step*
	Years of Post-Secondary Education Four	Five	Six	
0.0	39.49	41.93	44.68	1
0.5	40.71	43.14	45.89	2
1.0	41.92	44.35	47.11	3
1.5	43.13	45.55	48.32	4
2.0	44.34	46.76	49.52	5
2.5	45.54	47.97	50.73	6
3.0	46.75	49.19	51.94	7
3.5	47.97	50.40	53.15	8
4.0	49.18	51.61	54.37	9
4.5	50.39	52.82	55.57	10
5.0	51.60	54.02	56.78	11
5.5	52.81	55.24	58.00	12
6.0	54.02	56.46	59.22	13
6.5	55.24	57.67	60.42	14
7.0	56.45	58.87	61.63	15
7.5	57.66	60.08	62.84	16
8.0	58.86	61.30	64.05	17
8.5	60.19	62.50	65.26	18
9.0	61.52	63.71	66.47	19
9.5	62.61	64.93	67.68	20
10.0	63.71	66.14	68.90	21
10.5	65.06	67.50	70.25	22
11.0	66.42	68.85	71.61	23

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**July 1, 2013 (2% added) = English as a Second Language (ESL)
Instructors**

**HOURLY PAID FACULTY **
(SESSIONAL / SESSIONAL-EXTENDED)**

Steps	Based on 1125 hours/year workload (without 8% Vacation pay)			PeopleSoft Step*
	Years of Post-Secondary Education Four	Five	Six	
0.0	40.28	42.76	45.57	1
0.5	41.52	44.00	46.81	2
1.0	42.76	45.24	48.05	3
1.5	43.99	46.46	49.28	4
2.0	45.22	47.69	50.51	5
2.5	46.45	48.93	51.74	6
3.0	47.69	50.17	52.98	7
3.5	48.92	51.41	54.21	8
4.0	50.16	52.65	55.45	9
4.5	51.40	53.88	56.69	10
5.0	52.63	55.11	57.92	11
5.5	53.87	56.35	59.16	12
6.0	55.10	57.59	60.41	13
6.5	56.34	58.82	61.63	14
7.0	57.58	60.05	62.86	15
7.5	58.81	61.29	64.09	16
8.0	60.04	62.52	65.33	17
8.5	61.39	63.75	66.56	18
9.0	62.75	64.99	67.80	19
9.5	63.86	66.22	69.04	20
10.0	64.98	67.46	70.28	21
10.5	66.37	68.85	71.66	22
11.0	67.75	70.23	73.04	23

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**For Continuing PUC and ESL Instructors, hourly rates in PeopleSoft are calculated by taking annual salary divided by an 1820 annual hour schedule, rather than the 1000 hr (PUC) and 1125hr (ESL) workload as per above. This ensures salary continuance throughout the year and that the employee is receiving an equitable/accurate amount of service for pension purposes.

MEMORANDUM OF AGREEMENT

Between

THE GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION

And

THE GRANT MACEWAN UNIVERSITY BOARD OF GOVERNORS

All of the foregoing agreed to this **19th day of April, 2012**

The Grant MacEwan University Board of Governors



President, Grant MacEwan University



Chair, Board Negotiating Committee

The Grant MacEwan University Faculty Association



President, Faculty Association

Chair, Faculty Association Negotiating Committee