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# Collective Agreement

Between

Concordia University

and

Concordia University Support Staff Union  
CSN

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INDEX

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|            |   |    |
|------------|---|----|
| ARTICLE 1  | PURPOSE OF THE AGREEMENT , . . . . .                                  | 1  |
| ARTICLE 2  | UNION RECOGNITION , . . . . .   | 1  |
| ARTICLE 3  | DEFINITION OF TERMS , . . . . .                                       | 1  |
| ARTICLE 4  | MANAGEMENT RIGHTS AND OBLIGATIONS . . . . .                           | 3  |
| ARTICLE 5  | NON DISCRIMINATION , . . . . .  | 3  |
| ARTICLE 6  | HARASSMENT AND SEXUAL HARASSMENT , . . . . .                          | 4  |
| ARTICLE 7  | RIGHT TO INFORMATION , . . . . .                                      | 5  |
| ARTICLE 8  | UNION MEMBERSHIP , . . . . .  | 6  |
| ARTICLE 9  | LEAVE FOR UNION ACTIVITY , . . . . .                                  | 7  |
| ARTICLE 10 | GRIEVANCE AND ARBITRATION PROCEDURE . . . . .                         | 11 |
| ARTICLE 11 | SENIORITY . . . . .   | 13 |
| ARTICLE 12 | EMPLOYMENT SECURITY AND DISPLACEMENT PROCEDURE . . . . .              | 16 |
| ARTICLE 13 | LAY-OFF AND RECALL , . . . . .  | 18 |
| ARTICLE 14 | TECHNOLOGICAL CHANGE . . . . .  | 19 |
| ARTICLE 15 | JOB POSTING, SELECTION AND MOVEMENT OF PERSONNEL. . . . .             | 20 |
| ARTICLE 16 | HEALTH AND SAFETY , . . . . .   | 22 |
| ARTICLE 17 | ACQUIRED RIGHTS . . . . .   | 22 |
| ARTICLE 18 | SUB-CONTRACTING , . . . . .   | 23 |
| ARTICLE 19 | DISCIPLINARY MEASURES , . . . . .                                     | 23 |
| ARTICLE 20 | PERSONAL FILES , . . . . .  | 23 |
| ARTICLE 21 | GENERAL . . . . .   | 24 |
| ARTICLE 22 | HOURS OF WORK AND WORK SCHEDULES . . . . .                            | 25 |
| ARTICLE 23 | OVERTIME . . . . .  | 26 |
| ARTICLE 24 | PREMIUMS . . . . .  | 27 |
| ARTICLE 25 | HOLIDAYS . . . . .  | 27 |
| ARTICLE 26 | SOCIAL LEAVES. PERSONAL LEAVES AND DEFERRED SALARY LEAVE<br>. . . . . | 28 |
| ARTICLE 27 | VACATION . . . . .  | 31 |
| ARTICLE 28 | PARENTAL LEAVE. . . . .   | 34 |
| ARTICLE 29 | LEAVE WITHOUT PAY . . . . .   | 43 |
| ARTICLE 30 | STUDY LEAVE , . . . . .   | 44 |
| ARTICLE 31 | TRAINING . . . . .  | 46 |

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ARTICLE 32 **WAIVER OF TUITION** ..... 46

ARTICLE 33 **PUBLIC SERVICE ABSENCES** ..... 47

ARTICLE 34 **UNIVERSITY CLOSING** ..... 48

ARTICLE 35 **OCCUPATIONAL INJURIES** ..... 48

ARTICLE 36 **SICKLEAVE** ..... 49

ARTICLE 37 **GROUP INSURANCE AND PENSION PLAN** ..... 50

ARTICLE 38 **CLASSIFICATION AND WAGES** ..... 50

ARTICLE 39 **TEMPORARY EMPLOYEE** ..... 52

ARTICLE 40 **AMENDMENTS TO THE COLLECTIVE AGREEMENT** ..... 56

- APPENDIX "A" - Classification plan (**JEP**)
- APPENDIX "B" - Employees' list, including class of employment title, salary grade and step applicable
- APPENDIX "C" - Grades and corresponding position titles
- APPENDIX "D" - Salaries
- APPENDIX "E" - Seniority list
- APPENDIX "F" - Certification of accreditation
- APPENDIX "G" - Publication and translation of the contract
- APPENDIX "H" - Employment equity
- APPENDIX "I" - **Deferred salary** leave plan
- APPENDIX "J" - **Time-sharing** committee

## **ARTICLE 1 PURPOSE OF THE AGREEMENT**

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- 1.01 It is the purpose of this agreement:
- a) to promote orderly relations between the University, the Union, and all employees covered by this agreement in order to ensure equitable and **just** working conditions;
  - b) to promote the security and welfare of the employees;
  - c) to favour the appropriate mechanisms for the prompt and fair settlement of problems which may develop between the University and the employees covered by this collective agreement.

## **ARTICLE 2 UNION RECOGNITION**

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- 2.01 The University recognizes the Union as the sole collective bargaining agent and the only authorized representative for purposes of application and administration of this collective labour agreement for all employees included in the bargaining unit.
- 2.02 The *tasks* regularly performed by employees covered by the present collective agreement cannot be performed for a period exceeding six (6) months per assignment by persons outside the bargaining unit as defined in the certificate of accreditation.
- 2.03 In order to be valid, all agreements subsequent to the signature of the present agreement among one, several or all of the employees and the University, that modify the present agreement must receive the written approval of the Union.
- 2.04 The present collective agreement applies to all employees covered by the certificate of accreditation issued by the Ministry of Labour to the Syndicat des employé-es de soutien de l'université Concordia (CSN) / Concordia University Support Staff Union (CSN).
- The text of the certificate of accreditation appears in Appendix "F".

## **ARTICLE 3 DEFINITION OF TERMS**

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For the purpose of applying the present collective agreement, the following terms are interpreted as follows:

- 3.01 **Employee:**
- means any person employed by Concordia University who is covered by the certificate of accreditation issued by the Ministère du Travail et de la Main-d'oeuvre du Québec.
- 3.02 **Probationary Employee:**
- means an employee who has not yet completed the probationary period provided in clause 11.02 a).

- 3.03 **Permanent Employee:**
- means an employee occupying a position in the **staff** complement who has successfully completed the probationary period provided in clause 11.02 a).
- 3.04 **Temporary Employee:**
- means any employee hired for a period equal to or exceeding six (6) consecutive months to **fill** a position which is temporarily vacated by its incumbent, to meet a work surplus or to serve a function in the frame of a special project.
- This employee is laid off and placed on the recall **list** provided in clause 13.05.
- 3.05 **Permanent Part-time Employee:**
- permanent part-time employee means the incumbent of a permanent part-time position in the **staff** complement who has successfully completed her or his probationary period provided in clause 11.02 a) and who regularly works less than thirty-five (35) hours a week.
- A permanent part-time employee is entitled to all benefits provided for in this collective agreement on a prorated basis. However only permanent part-time employees who work twenty-one (21) hours or more per week will be entitled to long term disability benefits, as provided for in articles 36 and 37.
- 3.06 **Immediate Supervisor:**
- immediate Supervisor means the person who has line responsibility for the employees under her/his jurisdiction, which includes the primary responsibility or final review in matters such as but not limited to hiring, leaves and discipline.
- 3.07 **Staff Complement:**
- staff** complement position means an on-going position funded from the University's operating budget.
- 3.08 **Vacant Position:**
- means any position which has been definitively vacated by its incumbent.
- 3.09 **Promotion:**
- means the movement of an employee from one position to another position in a higher grade.
- 3.10 **Transfer:**
- means the movement **of** an employee from one position to another in the same grade.
- 3.11 **Demotion:**
- means the movement of an employee from one position to another in a lower grade.

- 3.12        **The Union:**  
means the Syndicat des employé-e-s de soutien de l'Université Concordia (CSN)/Concordia University Support Staff Union (CSN).
- 3.13        **University:**  
means Concordia University.
- 3.14        **The Parties:**  
means the University and the Union.
- 3.15        **Spouse:**  
means the person to whom an employee is legally married by virtue of a civil or religious ceremony; or with whom the employee has continuously cohabited in a spousal relationship; for at least one year, if neither party is married to another person; or for at least three years in all other cases.
- 3.16        For the purposes of interpreting the agreement, the feminine or the masculine will include the feminine and the masculine to the extent that the context permits.

#### **ARTICLE 4    MANAGEMENT RIGHTS AND OBLIGATIONS**

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- 4.01        The University has the right and the duty to operate and manage effectively in conformity with its rights and obligations, subject to the provisions of this collective agreement.
- 4.02        The University will take up the cudgels on behalf of any employee held legally responsible for an act carried out in the line of duty and agrees not to institute any claims against the employee on this account.

#### **ARTICLE 5    NON DISCRIMINATION**

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- 5.01        The Union and the University agree that there will be no discrimination against any employee on the basis of any of the following reasons: age, health, background (psychological and physical), social conditions, marital status, kinship and partner, mother tongue, nationality, marital status of parents, physical appearance, physical disabilities, political beliefs, race, religion or absence of religion, sex, sexual preference, or the exercise of any rights conferred by this agreement or the law.
- 5.02        Hiring practices, job postings, and personal files used by the University will reflect this position.
- 5.03        **Discrimination**  
  
A preference or an unjust distinction based on one or more of the reasons mentioned in clause 5.01 above, constitutes discrimination in the sense of the present article.

## **ARTICLE 6 HARASSMENT AND SEXUAL HARASSMENT**

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6.01 The Union and the University recognize that every employee is entitled to work in a climate that is free from harassment and sexual harassment.

The parties will collaborate to prevent situations of harassment and/or sexual harassment by implementing measures to inform and raise awareness on these issues.

6.02 Harassment is any improper conduct, comment or display directed at an employee that is unwarranted, unsolicited and unwelcome and that might reasonably be expected to cause offense, ridicule, humiliation or that might reasonably be perceived as compromising an employee's right to fair and reasonable work conditions or right to dignity.

6.03 Harassment also includes the abuse of authority or the improper use of power which may undermine an employee's job performance. It may include such acts as intimidation, threats, blackmail, or coercion.

6.04 Sexual harassment is any conduct, comment, gesture or physical contact of a sexual nature or implied sexual nature directed at an employee that is unwarranted, unsolicited, and unwelcome and that might reasonably be expected to cause offense, ridicule, humiliation or that might reasonably be perceived as compromising an employee's right to fair and reasonable work conditions, or right to dignity.

6.05 The University has the responsibility to intervene to insure steps are taken to end any harassment or sexual harassment that they are aware of, whether there is a complaint or not.

6.06 This article does not restrict the authority of those charged with supervisory responsibilities in such areas as performance evaluation, staff relations and the implementation of disciplinary actions.

6.07 **Procedure to receive and handle complaints:**

The following procedure should not prevent an employee from discussing a complaint with the immediate supervisor.

However the preceding paragraph does not obligate an employee to meet with the immediate supervisor.

- a) The Union will appoint a member, who is not a member of the grievance committee and the University will appoint an individual to receive and address complaints of harassment or sexual harassment.
- b) An employee may lodge a complaint with the Union appointee or the University appointee who will immediately inform the other party.
- c) Complaints must be lodged as soon as possible, but no later than within nine (9) months of the alleged incident or its discovery.
- d) In cases where there is a member versus member conflict, the Union will appoint an additional member to act on behalf of the employee against whom the complaint is made.

- e) Upon receipt of the complaint the appointees will decide how to handle the complaint which may include a recommendation to the appropriate authority to remove the employee from her/his position without **loss** of salary or privileges.
  - f) In the event that no solution is found the employee has recourse to the grievance procedure in accordance with Article 10. The time delays under the grievance procedure will date from the point the employee is informed, in writing by the appointees, that no solution has been found.
- 6.08 Both parties agree that confidentiality must be maintained regarding all information concerning a complaint.
- 6.09 An employee who files a complaint of harassment or sexual harassment which is subsequently found through the complaint or grievance procedure to have some foundation, will not in any way be penalized or suffer reprisals.
- 6.10 The union appointee, after having informed her/his immediate supervisor is entitled to a reasonable length of time without **loss** of pay to inquire into a complaint or to attend a meeting Concerning a complaint.

**ARTICLE 7 RIGHT TO INFORMATION**

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- 7.01 Within thirty (30) days of the signing of the present agreement, the University provides the Union with an alphabetical listing of employees in the bargaining unit containing the following information:
- a) name
  - b) birth date
  - c) gender
  - d) office address and telephone number
  - e) date of hire
  - f) grade and step
  - g) position (title department)
  - h) salary
  - i) status
  - j) home address
  - k) home telephone number, if the employee agrees
  - l) position number
- The Union will only use home address and home telephone number information to contact an employee and agrees to keep the information confidential.
- 7.02 The University provides the above list on a diskette. Modifications to the list are provided in the **same** way within thirty (30) days of the modification.
- 7.03 Upon written request from the Union and after agreement between the Labour Relations office and the Union, the University provides, within ten (10) working days of receiving the request, all requested information which is pertinent to the bargaining unit.
- 7.04 The University provides the Union with a list of the members of the Board of Governors, the Electoral College, and the names of persons appointed to a committee formed in accordance with any **of** the clauses in this Agreement. Any changes made to this list will be submitted within thirty (30) days of their having been made.



- 7.05 The University will send the Union copies of the following documents:
- a) all updated University policy documents;
  - b) the agenda, minutes and attached documents of any open meeting of the Board of Governors, Senate, Faculty Councils, at the same time as such documents are mailed to their respective members or immediately thereafter in the case of documents distributed at meetings;
  - c) the operating budget of the University approved by the Board of Governors;
  - d) the annual audited statements of the pension plan and the annual actuarial valuation of the pension plan approved by the Benefits Committee and the Board of Governors within ten (10) days of their approval;
  - e) information concerning the operating budget of the University approved by the Board of Governors, and the *Règles budgétaires et calculs des subventions de fonctionnementaux universités du Québec*.
- 7.06 The University provides the Union with lists of office-support employees on contract or time-sheets, paid by the University (excluding research funds). Such lists are to be provided every three (3) months.

#### **ARTICLE 8 UNION MEMBERSHIP**

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- 8.01 Employees who are members of the Union at the date of signature of this agreement and employees who become members at a later date must remain members of the Union for the duration of this agreement, except as stipulated in clause 8.04.
- 8.02
- a) Each new employee must, become a Union member by signing a membership card and paying the membership fees set by the Union.  
  
The Union will arrange for the new employee to sign a membership card, and will collect the membership fee directly.
  - b) In the case of new employees, a fifteen (15) minute meeting is provided in a convenient, confidential spot between a new employee and her/his Union delegate or in her/his absence, her/his replacement.  
  
This meeting must take place between the first (1<sup>st</sup>) and the fifth (5<sup>th</sup>) working day of the new employee. The scheduling of this meeting will be arranged with the appropriate supervisor.
- 8.03 The University is not required to discharge or to transfer out of the bargaining unit an employee expelled from the Union or whose admission to the Union is refused, However, such an employee will remain subject to union dues.
- 8.04 **Any** employee may revoke membership in the Union between the ninetieth (90<sup>th</sup>) and the sixtieth (60<sup>th</sup>) day preceding the expiry of this Agreement.
- 8.05 The University deducts from each employee's pay cheque in each pay period, an amount equal to the union dues.
- 8.06 New employees pay dues beginning with the first (1st) complete pay period following their date of hire.

- 8.07 Upon notice being received, the University will implement any modification in union dues no later than ten working days following the end of the pay period in which the notice was received.
- 8.08 a) Every month, the University sends to the Union Treasurer, within a period not exceeding ten (10) working days from the last pay date of the month, the money which has been collected, and an alphabetical list of the names of the employees, the amount deducted from each employee, as well as their department.
- b) The University indicates on the T4 and TP4 slips the union dues collected from each employee.
- 8.09 All administrative correspondence concerning union dues will be between the University and the Union Treasurer.

#### **ARTICLE 9 LEAVE FOR UNION ACTIVITY**

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- 9.01 a) The parties recognize Union representatives and their substitutes, up to a maximum of twenty-five (25) representatives. The Union will decide on the distribution of these representatives and will inform the University as provided in clause 9.01 c).
- b) No Union representative leaves her/his assigned place of work without having made the necessary arrangements with the appropriate supervisor. Such consent cannot be withheld without a valid reason.
- c) The Union informs the University in writing, of the names and assignments of the employees elected or named to represent the Union, be they officers, Union delegates, and/or members of the different committees recognized by the present collective agreement. Thereafter, any change to the said list is sent the same way.
- d) It is understood that each party may request that an advisor or external representative of its choice be present with the regular representatives at meetings between the parties. The agenda and the names of the participants will be given at the time that the meeting date is established.
- e) Any Union member can be accompanied by a Union delegate to a meeting with, or when summoned by, a University representative for any matter relating to the interpretation or application of the collective agreement.
- f) The University provides and maintains an office for the exclusive use of the Union furnished with two (2) tables, a desk, chairs, a four-drawer filing cabinet and an electric typewriter. The Union is responsible for the monthly telephone charges.
- g) The University agrees that the Union may use the internal mail service for Union business in accordance with the University policy.
- h) The University agrees that the Union may obtain a photocopying machine through Printing Services. The Union will be responsible for the monthly charges.
- i) Any employee affected by the present article can not be inconvenienced or suffer any prejudice for her/his activities.
- j) Any meeting with representatives of the University does not incur any loss of pay for the employee concerned.

- k) The Union may post, in areas agreed upon by the parties, notice of meetings and other business. Such notices must be clearly identified as coming from the Union.

#### 9.02 **Negotiations Committee**

- a) The Union Negotiations Committee is composed of four (4) members named by the Union.
- b) In the twelve (12) months preceding the expiry of the collective agreement, the employees forming the Negotiations Committee may take leave without loss of pay for the purpose of preparing the collective agreement project. These hours and days of leave will be drawn from the bank of hours provided for in clause 9.08.
- c) For each negotiation, conciliation, mediation or arbitration, the University grants the Negotiations Committee leave without loss of pay at the rate of one half day per day of meetings.
- d) Members of the Negotiation Committee may, if they so desire, defer to after the signing of the collective agreement, their vacation accumulated in the twelve (12) months preceding the expiry of the collective agreement, as well as those accumulated up until the signing of the collective agreement, to a maximum of ten (10) days.

#### 9.03 **Grievance Committee**

- a) The University agrees to recognize a Union Grievance Committee, composed of three (3) employees.
- b) In order to conduct their inquiry, members of the Grievance Committee, after having informed their respective supervisors, are entitled to a reasonable length of time without loss of pay, to inquire into each grievance and/or prepare meetings with the University. They have access, if necessary, to that part of the building in which the grievance has allegedly taken place in order that they may conduct an inquiry on location of the circumstances which gave rise to the grievance.
- c) The University agrees to meet the Grievance Committee on request at a time and place agreed to by the parties.

#### 9.04 **Executive Committee**

The eight (8) officers of the Union are granted leave from their duties without loss of pay for the purpose of Union administration. These hours or days will be drawn from the bank provided for in clause 9.08.

#### 9.05 **Union Council**

- a) The Union Council is made up of all the union officers, delegates, and members of the different committees provided for in the collective agreement.
- b) The employees who are members of the Union Council are entitled to be absent without loss of pay to attend Union meetings. The days and hours used for these ends are taken from the bank provided in clause 9.08 a).

9.06

**Labour Relations Committee**

- a) The parties agree that the purpose of the Labour Relations committee will be to discuss and resolve, **if possible**, all matters of concern to the two (2) parties.

The parties agree that the Labour Relations Committee will also act **as** a Health and Safety Committee and will be as such recognized **as** being formed in virtue of article 82 of the Health and Safety **Act** and the representatives benefit from all the rights **as** recognized under Chapter IV and V of said Act.

- b) The committee will consist of ~~six~~ **(6)** members, three (3) of whom will be nominated by the Union and three (3) by the University. Each party will designate a member to chair the meetings on alternating basis.

When Health and Safety issues are being discussed both parties may have their Health and Safety representative present.

The Committee will meet at the request of either party at a mutually acceptable time and place, within seven **(7)** days of said request.

The substantive results of each meeting will be prepared, signed by the member designated to serve as chair and distributed to both parties normally within five (5) days following the meeting.

- c) The Committee does not have the power to alter or amend the Collective Agreement.

- d) When the Committee's attention is drawn to a problem, a Union representative from the committee may verify on site with the employees concerned the working conditions which form the basis of the problem.

In the **case** of 9.06 b) and d), the Union representative will be freed from work by the University without loss of pay.

- e) Before each committee meeting, the Union representatives have one (1) hour without loss of pay, to prepare.

- f) The University informs the Union in writing of the names of its representatives on the Labour Relations committee as well as any modifications which might occur.

9.07

**Central Advisory Environmental Health and Safety Committee**

The Union will elect one **(1)** representative to serve as a member of the Central Advisory Environmental Health and Safety Committee and any other Environmental Health and Safety Committee which may be formed in the future.

The employee who is a member of the Central Advisory Environmental Health and Safety committee is entitled to be absent without loss of pay to attend committee meetings.

9.08

**Union Representation**

The parties recognize that in order for union officers and delegates to fulfil their responsibilities towards the employees in the best way possible, leaves for union activity are necessary, and will be granted as follows:

- a) The University grants the Union a bank of two hundred (200) days of leave for union activities each year. These days can be taken per hour, per half-day, or per day.

- b) The Union provides the Labour Relations office with information concerning leave for Union activities, and this, in principle, at least seven **(7)** working days prior to the absence.
- c) When the entire allotment of time has been used, the leaves will be without **loss of** pay, but will be reimbursed by the Union. The Union will reimburse all amounts within thirty days of the agreement between the parties on the amount owed. Such payments will be available to the units from which the leave was granted.
- d) The above-mentioned provisions will apply to any leave for Union activity with the exception of those provided for in clause 9.03, 9.06 and 9.07

## 9.09

### Leave for Union Activities

- a) Upon written notice from the Union, the University grants leave without pay, to not more than one **(1)** permanent full-time employee for union service either as an employee, or in an elected position, within the Confederation des Syndicats Nationaux (CSN) or one of its affiliated bodies.
- b) The notice carries the name of the employee, the nature and length of the absence and must be forwarded to the Labour Relations office, as a rule, thirty (30) days prior to the absence.
- c) The University agrees to grant the leave without pay unless, due to particular circumstances, it would be impossible to do so without seriously affecting the normal operations of the sector where the employee concerned works.
- d) If the employee who is granted leave holds a non-elective position, she/he must return to work within twenty-four **(24)** months of the beginning of her/his leave, failing which, she/he will be considered as having resigned at the beginning of her/his leave.
- e) If the employee on such leave holds an elective position, she/he receives a leave without pay equal in length to her/his term of office; this leave without pay may be renewed once, for a total of two **(2)** terms, in the event of a reelection.
- f) An employee on such leave does not have a right to the benefits of this agreement except the pension plan and the group insurance plan to the extent such plans so allow. In such event, the cost of the premiums will be paid entirely by the employee.
- g) The employee granted such leave must give the University a written notice of her/his intent to return to work at **least thirty** (30) days before the end of leave. Upon her/his failure to return to work at the end of the leave provided for in clause 9.09 d) she/he is considered as having resigned at the beginning of her/his leave.
- h) Upon her/his return to work, the University reinstates the employee into the position she/he occupied at the moment of her/his departure, or if her/his position has been abolished, into an equivalent position
- i) The employee granted leave by virtue of the present clause will continue to accumulate seniority for a maximum of twenty-four **(24)** months; seniority is thereafter maintained but does not accumulate.

## 9.10

- a) Upon written notice from the Union the University grants leave without loss of pay to a maximum of two members of the executive at any one time, **subject** to the terms of the present clause.

- b) The notice includes the name of the employee, the nature and length of the absence and must be forwarded to the Labour Relations office, as a rule, thirty (30) days prior to the absence.
- c) The University agrees to grant the leave without pay unless, due to particular circumstances, it would be impossible to do so without seriously affecting the normal operations of the sector where the employee concerned works.
- d) The period of leave shall be no less than six (6) months and no more than twenty-four (24) months, unless the parties agree in writing to modify the period of leave.

The Union will reimburse the University for the salary paid to the employee(s) excluding days provided for under article 34, as well as the University's portion of the employee's benefits. This reimbursement must be made within thirty (30) days of being requested, failing which the employee's leave may be cancelled by the University.

- e) An employee on such leave has the right to the benefits of this agreement including the pension plan and the group insurance plan to the extent such plans so allow. In such event, the cost of the premiums will be paid by the employee and the University as per the terms of the current collective agreement.
- f) The employee granted such leave must give the University a written notice of her/his intent either to return to work at least thirty (30) days before the end of her/his leave. Upon her/his failure to return to work at the end of her/his leave she/he is considered as having resigned at the beginning of her/his leave.
- g) Upon her/his return to work, the University reinstates the employee into the position she/he occupied at the moment of her/his departure, or if her/his position has been abolished, article 12 or 13 applies as is appropriate.
- h) The employee granted leave by virtue of the present article continues to accumulate seniority.
- i) Other leave provisions under this article will not be applicable to an employee granted leave under the present clause.
- j) Upon return from her/his leave the employee will acquire her/his entire vacation entitlement for the current year which will be paid by the University as per the terms of article 27.

#### **ARTICLE 10 GRIEVANCE AND ARBITRATION PROCEDURE**

- 10.01 The parties agree that a grievance shall be any disagreement respecting the working conditions outlined in this agreement. The parties agree that they will endeavour to settle a grievance as promptly as possible.
- 10.02 Nothing in the present article must be considered as preventing the Union or an employee, accompanied by her/his union delegate, from discussing with the University representative, any labour relations problem before resorting to the grievance procedure. The University representative must allow the presence of the union delegate who accompanies the employee.
- 10.03 A technical error does not invalidate a grievance.

- 10.04 a) A grievance is presented either in French or in English, and contains a summary of the facts written in such a way **as to be** able to identify the problem raised, as well as the redress sought and, **as** an indication, the article or articles in the agreement which is(are) concerned.
- b) A grievance may be amended as long as the amendment does not alter the nature of the grievance. If the amendment is presented at the hearing, the arbitrator may decide to postpone the hearing in an *effort* to protect the rights of the parties.
- 10.05 The discussions between the parties concerning a grievance are held between the Grievance Committee and representatives of the University designated for this purpose. Nevertheless, the University representative with whom a grievance is discussed may invite another representative of the University to participate in the discussion.
- 10.06 The employee who files a grievance has a right to be present at all stages of the grievance and arbitration procedure; however, the final settlement of a grievance will take place between the Grievance Committee and the authorized representative of the University.
- 10.07 No employee will suffer loss of pay for any time spent with representatives of the University or with members of the Grievance Committee during regular work hours for the purpose of discussing a grievance. During an arbitration hearing, the members of the Grievance Committee, the griever, the employee(s) who are implicated or any other employee who serves as a witness are granted leave, without loss of pay, to attend. Any meeting regarding a grievance, between members of the Grievance Committee and the employees implicated in the grievance, will be held in a confidential location.
- The time and reasonable duration of the meeting must be agreed to with the supervisor. Moreover, a period of three (3) hours without loss of pay is granted to employees referred to in the present clause within the two (2) weeks preceding the arbitration hearing.
- 10.08 An employee who files a grievance must not in any way be penalized or inconvenienced as a result.
- 10.09 The Union may file a grievance on behalf of an employee, a group of employees, or all of the employees. In such a case, the Union must conform to the procedure provided in clause 10.10.
- 10.10 For all grievances, the University and the Union agree to conform to the following procedure:
- a) The employee or the Grievance Committee representative files the grievance with the immediate supervisor with a copy to the Labour Relations Office within thirty (30) working days of the event which gave rise to the grievance. In the case where knowledge is acquired after the incident, the grievance must be filed within twenty (20) working days of such knowledge by the employee or the Union.
- The burden of proving that knowledge of the incident was acquired subsequently rests with the Union. However, in the case of firing or suspension, the grievance must be submitted within twenty (20) working days of the knowledge of the incident by the employee or the Union.

- b) At the request of either party, a meeting between the University and the Union will take place within the twenty (20) working days following the filing of the grievance.
- c) The Immediate Supervisor gives her/his answer in writing to the Grievance Committee within the thirty (30) working days following the receipt of the grievance and sends a copy to the employee concerned if applicable.

10.11 Failing agreement, the Union may submit the grievance to arbitration by giving notice to the University (ie. Labour Relations Office) of its intention within twenty (20) working days following the expiry of the delay outlined in clause 10.10 c).

10.12 **Prescription**

A grievance is deemed to have been settled, that is to say that the grievance is accepted as valid or that it is abandoned, at any stage of the grievance and arbitration procedure, upon failure of either party to respond or to proceed to the next step, including arbitration, within the time limits stipulated above, unless it has been mutually agreed in writing to modify them.

10.13 **Arbitration Process**

- a) Unless otherwise agreed to by the parties, all grievances are heard before a single arbitrator as chosen by both parties. If the parties fail to agree on the choice of an arbitrator, either party may ask the ministere du Travail to nominate an arbitrator.
- b) The jurisdiction of the arbitrator is limited to conditions established in the present agreement and in no case does the Arbitrator have the power to add to, subtract from or modify the agreement in any way. The decision of the arbitrator is final and binding on the parties.
- c) In the event of arbitration on disciplinary measures, the arbitrator may uphold the decision of the University or reject it, or render any other decision she/he judges equitable under the circumstances.

The arbitrator may render any other fair and equitable decision under the circumstances as well as determine, if appropriate, the amount of compensation and/or damages to which an employee unjustly treated may have the right.

- d) The fees and expenses of the arbitrator will **be** divided equally between the parties, except for a grievance filed under article 15.04 a).

In the case of a grievance filed under article 15.04 a), should the Universtiy win, the fees and expenses of the arbitrator will be paid half and half.

In the case of a grievance filed under article 15.04 a), should the Union win, the fees and expenses **of** the arbitrator will be paid in total by the University.

10.14 In the case of a resignation, the arbitrator may take into account the circumstances surrounding the resignation of an employee, and the validity of the consent.

**ARTICLE 11 SENIORITY**

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11.01 **Accumulation and acquisition of Seniority rights**

- a) For the permanent full-time employee, seniority is accumulated on the basis of continuous service as a member of the bargaining unit.



- b) For the permanent part-time employee, seniority is accumulated pro rated to the regular hours worked weekly.
- c) In all **cases**, seniority is acquired for any permanent employee, when she/he has completed her/his probationary period, retroactively to the date of hire.
- d) The temporary employee accumulates seniority on the basis of hours worked, or considered as having been worked, subject to clause 11.03, and the time off to which she/he *is* entitled.

However, this seniority cannot supersede that of a permanent employee as long as the person has the status of a temporary employee.

- e) The temporary employee who obtains a position **in** conformity with the present agreement is credited with the seniority accumulated as **a** temporary employee once her/his probationary period has been completed. However, only seniority accumulated as incumbent in a position in the staff complement can be considered as seniority or active service for purposes of employment security.
- f) Overtime worked by an employee is not considered for the purposes of calculating seniority.

## 11.02

### **Probationary and Trial Period**

#### a) **Probationary Period**

- 1) The probationary period for a new employee hired to **fill a** position in the **staff** complement ~~is~~ sixty (60) days worked. However, the parties may agree in writing to extend a new employee's probationary period by a maximum of an additional sixty (60) days worked.

The parties recognize that during the probationary period, the new employee will receive appropriate assistance and training in order to facilitate adaptation to her/his position.

- 2) In the middle of the probationary period, the immediate supervisor **will** make a written progress report and will have a formal interview with the employee to discuss the said report.
- 3) The employee whose services are no longer required during the probationary period is entitled to a written notice of five (5) working days or one (1) week's salary if there is no notice.
- 4) Probationary employees have access to the grievance and arbitration procedure, except in the case of lay-off or dismissal.
- 5) Any employee who held the status of temporary and has accumulated at least seventy (70) hours of pertinent experience, will be deducted seventy (70) hours from her/his probationary period.

## 11.02

#### b) **Trial Period**

- 1) Any employee who obtains a promotion or a transfer in accordance with article 11, is entitled to a trial period of sixty (60) days worked.
- 2) Notwithstanding 11.02 b) 1) an employee who brings pertinent experience to the new position may have seventy (70) hours deducted from her/his trial period
- 3) During the trial period, the employee continues to benefit from all rights and privileges **of** the collective agreement.

- 4) The parties recognize that, during the trial period, the employee is entitled to appropriate assistance and training in order to facilitate adaptation to the new position.
- 5) In the middle of the trial period, the immediate supervisor will make a written progress report and will have a formal interview with the employee to discuss the said report.
- 6) i) If, during the trial period, the employee is incapable of satisfying the normal requirements of the position, the University reinstates the said employee in the former position, without prejudice as to rights acquired in the former position. In the case of a grievance, the University has the burden of proving that the employee is incapable of satisfying the normal requirements of the position.
- ii) If within the first twenty-five (25) days of the trial period, the employee advises the supervisor in writing that she/he does not wish to remain in the position, the University reinstates the said employee in the former position, without prejudice as to rights acquired in the former position.

### 11.03 **Accumulation of Seniority Rights**

An Employee continues to accumulate her/his seniority during any absence provided for in this Agreement, or in the application thereof, or otherwise authorized, for the duration of the absence, with the exception of the following cases:

- a) In the event of a leave of absence without pay provided for in clause 29.01: seniority ceases to accumulate after a period of twelve (12) months and is maintained.
- b) In the event of an absence due to a non-work related accident or illness, seniority ceases to accumulate after a period of twenty-four (24) months and is maintained.
- c) In the event of a lay-off of a temporary employee at the end of the period for which she/he was recalled or hired: seniority ceases to accumulate and is maintained
- d) In the case of lay-off of a probationary employee or a permanent employee who does not have employment security: seniority ceases to accumulate and is maintained.
- e) When a member of the bargaining unit takes a position outside the bargaining unit: seniority ceases to accumulate after six (6) months following such a move and is maintained for another 24 months.
- f) When a member of the bargaining unit takes a management position, seniority ceases to accumulate after twelve (12) months.

### 11.04 **Loss of Seniority Rights**

An employee loses her/his seniority rights and her/his employment will be considered as terminated when:

- a) she/he voluntarily terminates her/his employment with the University;
- b) she/he is dismissed unless the dismissal is cancelled as a result of the grievance and arbitration procedure;
- c) she/he is laid off for a period exceeding twenty-four (24) months;

- d) she/he retires;
- e) she/he fails to return to work within ten (10) working days following receipt of a registered letter recalling her/him to work following layoff; this ten (10) day period may **be** extended by agreement between the parties.
- f) An employee loses her/his seniority rights if she/he does not return to a position included in the bargaining unit for a period exceeding thirty (30) months in the case of 11.03 e) or for a period exceeding twelve (12) months in the case of 11.03 f).

11.05 **Seniority List**

- a) The seniority list of employees remains posted for the duration of this collective agreement. The University agrees to update this list every six (6) months.

This list includes the surname and name, date of hire, the position and department, the grade and the status (on probation or permanent) of an employee, whether she/he is full-time or part-time, and her/his seniority calculated in accordance with the present article.

This list also includes the surname, name, date of hire, position (if appropriate), and the **status** of temporary employees and their seniority calculated in accordance with the present article.

- b) Any dispute concerning the seniority of an employee is submitted in writing, within two (2) weeks of the posting to the Labour Relations office. The latter and the Union delegate of the sector concerned will enquire into all disputes and will make all the necessary corrections to the seniority list. In the event of a persisting disagreement, a grievance will **be** submitted in accordance with the grievance and arbitration procedure.
- c) Any error not detected during the period for dispute may **be** contested later through the above procedure; however, in this event, the University will not be held liable for any actions taken based on seniority lists prior to the date of dispute.

**ARTICLE 12 EMPLOYMENT SECURITY AND DISPLACEMENT PROCEDURE**

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12.01 **Employment security**

The University assures employment security, within the bargaining unit, for the duration of the present agreement, to all permanent employees who have twenty-four (24) months of seniority as the incumbent of a position in the staff complement.

Notwithstanding any other provisions of the collective agreement and subject to clause 19.02, employees benefiting from employment security cannot be laid off, or dismissed without just cause and therefore will remain in the employ of the University and continue to benefit from all the provisions of the present agreement.

12.02 **Displacement Procedure**

In the case of abolition of positions in the staff complement, the following procedure applies:

- a) After discussion with the Union, the University agrees to assign any employee displaced according to the present article, without posting to a vacant position in the same grade as long as she/he has the qualifications to satisfy the normal requirements of the position;

OR

After discussion with the **Union**, the University agrees to assign any employee displaced according to the present article, to a vacant position in the immediately lower grade as long as the employee agrees and she/he satisfies the normal requirements of the position.

- b) The University will provide retraining to allow an employee to occupy a position in the bargaining unit.
- c) If the employee affected by a position abolition cannot be assigned to a vacant position as provided for in clause 12.02 a) and b), this employee may displace an employee in the same grade who has less seniority, as long as she/he satisfies the normal requirements of the position.
- d) If a displacement in the same grade is not possible, the employee affected by position abolition or a displacement may displace an employee in the immediately lower grade, who has less seniority, as long as she/he **satisfies** the normal requirements of the position.
- e) Each employee thus displaced may use her/his right to displace as outlined.
- f)
  1. An employee whose position is abolished and moves into another position in the staff complement is entitled to a trial period of sixty (60) days worked.
  2. During the trial period, the employee continues to benefit from all rights and privileges of the collective agreement.
  3. The parties recognize that, during the trial period, the employee is entitled to appropriate assistance and training in order to facilitate adaptation to her/his new position.
  4. In the middle of the trial period, the immediate supervisor **will** make a written progress report and will have a formal interview with the employee to discuss the said report.
  5. If, during the trial period, the University considers that the employee is incapable of satisfying the normal requirements of the position, the employee may continue to use the displacement procedure, or, if it is impossible, the paragraph g) applies;
- g) An employee who cannot displace in accordance with the present article, and who does not choose to resign and receive the indemnity provided for in clause 12.04 must accept:
  - i) to fill a temporarily vacant position, if she/he meets the normal requirements of the position;
  - ii) to meet a work surplus, or undertake a special project;

**As** long as an employee affected by the provisions of the present article does not become the incumbent of a position in the staff complement, she/he is considered as having applied for every vacant position in the same grade for which she/he has the qualifications to meet the normal requirements of the position.

12.03

An employee whose position is to be abolished must receive at least one (1) month's advance notice, copied to the Union.

12.04 Any employee with employment security affected by the provisions of the present article may choose not to exercise her/his rights and to resign. In this case, she/he will benefit from a separation indemnity equivalent to one (1) month of salary per year of seniority up to a maximum of twelve (12) months.

12.05 The employee who, by virtue of the present article, obtains a position in a lower grade, preserves the grade she/he was in prior to the abolition of her/his position, or displacement. She/he is considered as having applied for each position in her/his old grade for which he/she has the qualifications to meet the normal requirements and if she/he obtains such a position in conformity with article 15, she/he must accept it, failing which she/he is subject to the provisions of clause 38.15.

### **ARTICLE 13 LAY-OFF AND RECALL**

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13.01 Only those employees not covered by clause 12.01 may be laid-off.

#### **13.02 Lay-off Procedure**

In the case of lay-off, temporary, and probationary employees are laid-off first. If other lay-offs are necessary, permanent employees not having employment security are laid-off, and this in inverse seniority order.

#### **13.03 Displacement procedure**

- a) A permanent employee affected by a lay-off may displace a permanent employee in the same grade who has less seniority than she/he, on the condition that she/he can satisfy the normal requirements of the position.
- b) If a displacement in the same grade is not possible, the permanent employee who is affected by a lay-off may displace an employee in the immediately lower grade having less seniority than she/he, on the condition that she/he has the qualifications to satisfy the normal requirements of the position.
- c) Each permanent employee thus displaced may displace in the above mentioned manner.
- d) Any permanent employee subject to a lay-off must receive a one (1) month notice, indicating the date of the lay-off. Any temporary employee subject to a lay-off, must receive a two (2) week notice indicating the date of the lay-off,

#### **13.04 Recall**

- a) The recall **list** includes the names of all permanent and temporary employees laid-off as well as temporary employees who have completed a fixed term contract.
- b) Within thirty (30) days following the signing of the collective agreement, the University provides the Union with the recall list of employees covered by this article. Thereafter, this list will be updated and sent to the Union every three (3) months.
- c) This **list** includes:
  - > name;
  - > address;
  - > status;
  - > telephone numbers (maximum 2), if the employee agrees;

- > last termination date;
- > accumulated seniority;
- > description of last assignment

- d) Unless otherwise stipulated, recall to work will be done by telephone. The University will keep a written log of all employees telephoned. An employee accompanied by a union delegate may consult the log during normal office hours.
- e) If after three (3) calls an employee cannot **be** reached, the University telephones the next person on the list, and so on.

**13.05 Recall Procedure**

- a) Any permanent employee whose name appears on the recall list is deemed to have applied for any vacant position **in** the **staff** complement for which this employee has the qualifications to satisfy the normal requirements of the position.
- b) An employee who is recalled to a position of a temporary nature is subject to Article 39.
- c) Employees are called back to work in order of seniority, on the condition that they satisfy the normal requirements of the position.
- d) In the event of a recall, employees will provide all documents attesting to their qualifications which do not appear in their personal files.

13.06 The name of an employee who, during a period of twelve (12) consecutive months has not worked according to the provisions of the present agreement, or has refused three (3) recalls to work, is removed from the recall list.

13.07 If an employee cannot be reached after three (3) consecutive recall attempts the University sends a registered letter by messenger to the last known address. If the employee does not confirm her/his availability in the two (2) weeks following the receipt of the letter, her/his name is removed from the recall list.

13.08 The Union receives a copy of all letters sent by the University to the employees affected by the present article.

**ARTICLE 14 TECHNOLOGICAL CHANGE**

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**14.01 Technological Change:**

Means any major change, particularly those which may result in the abolishment or creation of one or more positions and/or changes in the requirements of one or more position arising from the introduction of new technology, techniques or equipment which would result in a modification in grade levels.

14.02 a) The University will give a written notice to the Union of its intention to introduce technological change, at least three (3) months prior to the expected date of such a change.

This notice must include:

- i) the nature and goal of the technological change;

- ii) the expected date of implementation, or the schedule of implementation if such is the case;
  - iii) the names of the employees, and if such is the case, the positions likely to be affected by the technological change;
  - iv) the effect which the technological change is likely to have on the working conditions of the employees affected.
- b) At the latest ten (10) working days following the receipt of the notice by the Union, the Union may ask the University to submit its projects to the Labour Relations Committee for discussion in order to minimize the impact on the employees and to facilitate their adaptation to the changes.
- c) The University agrees to offer to employees affected by technological change, the necessary training, at the University's expense, to allow them to fulfil their new duties, during work hours and without any loss of rights or advantages, to allow them to fulfill their new duties.

#### **ARTICLE 15 JOB POSTING, SELECTION AND MOVEMENT OF PERSONNEL**

15.01 When a position in the staff complement becomes vacant, the University has the choice of filling or abolishing the position or of deferring the posting of the position. If the decision is to fill the position, the University proceeds within a delay not exceeding twenty (20) working days from the date the position became vacant. If the position is to be abolished or if the posting is to be deferred, the University will inform the Union of its decision within the aforementioned delay.

15.02 a) When a position in the **staff** complement is to be filled, the University must post it for ten (10) working days. A copy of the posting is sent simultaneously to the Union.

- b) The posting includes:
- position title and grade;
  - job profile;
  - the required qualifications;
  - department;
  - title of immediate supervisor;
  - the salary range;
  - work schedule, should it be out of ordinary;
  - **posting** date and expiry date of the posting;

15.03 Employees who wish to apply for the position must do so during the posting period.

An employee who is to be absent during the posting period may apply in advance.

15.04 a) In selecting an employee to fill a position posted in accordance with clause 15.02, the University must grant the position to the candidate having more qualifications for the position as posted, who is one of the three most senior candidates, who is a permanent employee, and who has the qualifications to satisfy the normal requirements of the position.

The University will remit a list to the Union, containing the names of each of the candidates, providing that said candidate has signed the appropriate waiver.

- b) i) If none of the candidates in clause 15.04 a) have the qualifications to satisfy the normal requirements of the position, the University must grant the position to the candidate who is a probationary employee or a temporary employee, with the most seniority, unless she/he does not have the qualifications to satisfy the normal requirements of the position. A probationary employee must have the permission of the home department to apply.
- ii) If none of the abovementioned candidates have the qualifications to satisfy the normal requirements of the position the University must grant the position to the candidate who is the temporary employee with the most seniority, unless she/he does not have the qualifications to satisfy the normal requirements of the position.
- c) If none of the candidates mentioned in clauses 15.04 a) and b), satisfy the said conditions, other candidates will **be** considered, as long as those candidates have more qualifications than any employee who has been refused in the above paragraphs. In case of a grievance, the University has burden of proving that the outside candidate has more qualifications.
- d) The University is not obliged to post a vacant position a second time when:
  - i) the vacant position was first filled by a person outside the bargaining unit who decided to leave the position within the first three (3) weeks of her/his probationary period;
  - ii) the vacant or newly created position is filled by an employee from within the bargaining unit who decided to return to her/his **old** position within the first twenty (20) days of her/his trial period. The University then proceeds with a second choice among the candidates who applied in accordance with the provisions of clause 15.04.
- e) An employee who applies for a position and who withdraws her/his application or who refuses the position will not suffer any prejudice concerning any future applications.
- f) In filling a position with an employee from the bargaining unit, the University designates the employee in the twenty (20) working days following the end of the posting period. Employment Services makes the designation verbally, followed by written confirmation with a copy to the Union. In filling a position by a person outside the bargaining unit, the University advises the Union of the name of the new-hire and the position which she/he has obtained.
- g) When an employee is promoted or transferred he/she is assigned to her/his new position within the twenty (20) working days following the moment she/he was designated. The employee receives the salary of the new position when he/she assumes the position or ten (10) working days from the date she/he was designated, whichever time period is shorter.

15.05

**Temporary assignment**

- a) There is no obligation on the part of the University to **fill** a position which is temporarily vacated.
- b) If a position which is temporarily vacant is to be filled, it will **be** posted for a period of five (5) working days within the Department and filled by the **most** senior permanent employee within the Department who has the qualifications to meet the normal requirements of the position.

This same departmental process may be used to replace the employee chosen for the temporary re-assignment.



The posting will include the information provided for in article 15.02 b) as well as the duration of the temporary assignment.

- c) Notwithstanding 15.05 a) and b), the University may decide to divide the duties among employees within the Department and pay them a stipend. The University will advise the Union in writing of its decision and indicate the method of calculation as well as the amount of the stipend.
- d) Should no employee from within the Department accept the re-assignment or have the qualifications to meet the normal requirements of the position, the position will be posted according to the provisions of clause 15.02 and filled using the procedure provided for in clauses 15.04 a) and b).
- e) The home department of the reassigned employee will only be expected to release the employee for the initial period as indicated on the vacancy notice.
- f) The University gives written notice to the re-assigned employee, with a copy to the Union, stating the length of the temporary assignment, the position to which the employee is re-assigned and the corresponding salary.
- g) At the end of the temporary re-assignment, the employee returns to her/his former position. In the event of abolition, clause 12.02 shall apply or the employee will be placed on the recall list.
- h) The employee who obtains a temporary assignment is subject to the provisions of clause 11.02 b).
- i) The re-assigned employee shall receive the same salary to which she/he would be entitled if filling the position on a permanent on-going basis.

15.06 In the case of a grievance concerning this article, the burden of proof rests with the University.

#### **ARTICLE 16 HEALTH AND SAFETY**

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- 16.01 The University agrees to respect the appropriate laws and regulations on conditions of health and safety at work.
- 16.02 The policies and procedures relating to health and safety which appear in Manual "C" of University Policies apply mutatis mutandis to all employees.
- 16.03 Within the thirty (30) days following the signature of the present agreement, the University will provide each employee with a copy of policies and procedures relating to health and safety as found in "Manual C". Any revisions will be provided within thirty (30) days of their distribution.
- 16.04 Any employee who serves on a Health and Safety sub-committee as provided by Policy C-SA-1, in a given Department, benefits from all the rights as per Chapter IV and V of the said Act.

#### **ARTICLE 17 ACQUIRED RIGHTS**

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- 17.01 The University agrees to maintain the rights or advantages not provided or superior to the provisions in the present agreement, which some employees enjoy, except if the circumstances that permitted the establishment of these rights and advantages have changed.

## **ARTICLE 18 SUB-CONTRACTING**

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- 18.01
- a) The assignment of sub-contracts must not cause lay-off, retrogradation or reduction of work hours among the employees governed by the collective agreement.
  - b) **As** well, in no case can the duties of an abolished position be sub-contracted.
  - c) The University will favour the creation of new positions rather than sub-contract work of the classes of positions governed by the present agreement.

## **ARTICLE 19 DISCIPLINARY MEASURES**

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- 19.01 Any disciplinary measure must be the subject of a written notice addressed to the employee concerned and stating the reasons for the measure. Such notice must **be** sent simultaneously to the Union. Only those disciplinary measures of which the employee and the Union have been informed in writing can be used as evidence in arbitration and can appear in the employee's personal file.
- 19.02 Except in the case of the discharge of employees serving a probationary period, for any employee who is discharged, suspended, or given a written warning, the Union may submit her/his case to the grievance procedure and if necessary to arbitration.
- 19.03 In all cases of disciplinary measures, the University has the burden of proving that the disciplinary measure was imposed for just and sufficient cause. The arbitrator may confirm or reject the disciplinary measure or render any other decision that she/he judges equitable under the circumstances.
- 19.04 In the event that a University representative finds it necessary to summon an employee for disciplinary reasons (written warning, suspension, or discharge) the employee has the right to be accompanied by a Union representative.
- 19.05 A suspension does not interrupt the continuous service of an employee.
- 19.06 No disciplinary measure may **be** imposed later than fifteen (15) days after the incident which gave rise to it or of the person responsible for the supervision having become aware of it unless the parties have agreed in writing to extend the aforementioned time period.
- 19.07 No confession signed by an employee may be used against her/him during arbitration unless it is a question:
- ✓ of a confession signed in the presence of a union delegate;
  - ✓ of a confession signed in the absence of a union delegate but not denounced by the employee in writing, within seven (7) days of its being signed. The University will forward a copy of the confession to the Union as soon as it is received.

## **ARTICLE 20 PERSONAL FILES**

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- 20.01 An employee has the right to verify, at any time, in the presence of a representative of the University, the contents of her/his personal file which relate to her/his work at the University and to add written comments to it.

An employee may request a photocopy of any document included in his/her personal file. The cost of said photocopy will **be** the current rate **posted** at the University copy centers.

20.02 Any record of a disciplinary measure *is* deemed to be removed from the employee's file after a period of twelve (12) months has elapsed without any further disciplinary measure of the same nature.

An employee may request that any disciplinary notice or part of one or one against which an employee has won her/his case, **be** removed from the file.

At the employee's request, any disciplinary measure or part of a disciplinary measure which meets the requirements of the preceding paragraph **or** any disciplinary or part of disciplinary measure against which an employee has won her/his case must be removed from his/her file.

20.03 Upon written request, an employee can request that a mid-probation or a mid-trial period evaluation be removed from the personal file, once the probationary or the trial period has ended.

Each employee must receive a photocopy of her/his probationary or trial period evaluation.

20.04 Any employee whose grievance is *in* arbitration may request that a copy of his/her personal file be forwarded to his/her Union representative and paid for as per 20.01.

## **ARTICLE 21 GENERAL**

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### **21.01 Use of University Premises**

The University shall allow the Union **use** of meeting rooms free of charge. The rooms shall be reserved according to normal University procedures.

21.02 A copy of all correspondence passing between the Union and the University shall be sent to the Labour Relations Office of the University and the secretary of the Union.

21.03 Internai mail shall **be** deemed the adequate means of communication unless otherwise specified in the collective agreement.

### **21.04 Communications**

The University must send to the Union a copy of the following documents issued from the date of signature of this agreement.

- a) all rules and regulations that apply to employees covered by this agreement;
- b) any other written communique issued to more than one employee covered by this agreement concerning working conditions.

21.05 The University will immediately send copies of all resignations to the Union. An employee may retract a resignation from the University on one occasion. This retraction must occur within three (3) days of submitting the resignation.

- 21.06 An employee may not be required to serve refreshments or perform domestic duties unless it is an agreed to task, stipulated in the Job Profile (as per article 15.02 b). No employee will be assigned personal work which is not required service for the University.

## **ARTICLE 22 HOURS OF WORK AND WORK SCHEDULES**

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- 22.01 Except for employees subject to a particular work schedule according to clause 22.10, the duration of the regular work week is established at thirty-five (35) hours generally worked between 9:00 and 17:00 from Monday to Friday.
- 22.02 Employees may, with the approval of the person responsible for supervision, choose to work a schedule other than 9h00 to 17h00 on a regular basis.
- 22.03 All employees are entitled to one (1) fifteen (15) minute rest period without loss of pay for each regular half day of work.
- 22.04 All employees are entitled to an unpaid meal period of one (1) hour during the regular work day. This meal period is ordinarily taken in the middle of the regular work day.
- With the prior approval of the person responsible for supervision, an employee may add one (1) daily rest period to the meal period.
- 22.05 Employees who, on occasion, wish to exchange their established work schedules must receive prior approval from the supervisor. In this event, the provisions related to overtime do not apply.
- 22.06 **Summer hours**
- a) Every year, for a period of ten (10) weeks, from mid-June to mid-August (exact dates to be posted by the Department of Human Resources) the length of the regular work week is reduced by three (3) hours without reduction in remuneration.
- b) The reduction of hours is applied on Friday afternoons.
- 22.07 In the event that an employee is absent (vacation or sick leave), credit will not be given for "banking" of time off for any such days.
- 22.09 If an employee is unable to take advantage of summer hours as they occur, the unused hours may be "banked" and then taken at the time agreed upon with the person responsible for the supervision. Such "banked" hours should be used up before the end of August but, in special cases, where this is not possible due to the nature of the department workload, the "bank" may be held over. In every case, it must be liquidated by December 31st.
- 22.10 **Particular Work Schedules**
- a) The University determines the positions to which particular work schedules apply, it being understood that, subject to service requirements, particular work schedules should be kept to a minimum.

However any particular work schedule must remain in effect for at least three consecutive calendar months.

- b) Employees who are called upon to work particular work schedules are so informed at the beginning of each semester or at the time of hire, promotion or transfer.
- c) The duration of the regular work week for an employee on a particular work schedule is generally thirty-five (35) hours.
- d) A particular work schedule is offered on a seniority basis to eligible employee(s) (i.e. one or more targeted positions and/or services). The particular work schedule is offered to the employee with the **most** seniority within the group targeted. If no employee accepts the particular work schedule, it is then assigned to the employee with the least seniority (within the position or service mentioned).
- e) The University will not introduce a particular work schedule that does not exist at the beginning of the collective agreement without consulting the employees involved and the Union prior to the implementation of such a particular work schedule.

#### **ARTICLE 23 OVERTIME**

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- 23.01
  - a) All work performed by an employee outside of her/his regular work day or regular work week as defined in Article 22 is considered as overtime if approved in advance by the person responsible for supervision.
  - b) Apart from cases of emergency, all overtime ~~is~~ on voluntary basis.
  - c) The parties agree that overtime work must **be** kept to a minimum.
  - d) No employee is required to perform more than sixteen (16) consecutive hours of work.
- 23.02 Overtime work is assigned as equitably as possible, on a rotating basis in the service, department or program involved, among the employees who normally perform the duties for which overtime is required.
- 23.03 All overtime work will **be** compensated in one of the following ways, at the discretion of **the** person responsible for supervision:
  - a) time off or remuneration at the rate of one and a half times (150%) the hours worked by the employee outside of the regular work week or performed on the first weekly day off other than a Sunday;
  - b) time off or remuneration at the rate of two times (200%) the hours worked by the employee on a statutory holiday (in addition to the postponement of the statutory holiday, or to the payment of the holiday), on a Sunday, or on the second weekly day off
  - c) a meal allowance of five dollars and fifty cents (\$5,50) will **be** paid to the employee required to work a minimum of two (2) hours of overtime. As of June 1 2001, this amount is increased to six dollars (\$6,00);
  - d) employees who are required to work a minimum of four (4) hours of overtime are entitled to be reimbursed for taxi fares on presentation of a receipt.

- 23.04 The payment of overtime wages earned during any given pay period is made at the same time as the regular pay for the following pay period. For annual vacations and at the time of the Christmas break, the payment specified above is delayed one additional pay period.
- 23.05 The time-off outlined in clause 23.03 a) and b) must be taken in the twelve (12) months which follow the period the overtime is worked. Any overtime still owed at the end of the twelve (12) month period must be remunerated at the appropriate rate,
- 23.06 An employee working overtime on a weekly day of rest or on a holiday is entitled to the rest periods and the meal break provided in this agreement.
- 23.07 a) An employee who is required to work overtime for a period of two (2) hours or more, is entitled to a thirty (30) minute rest/meal period compensated in accordance with the provisions of 23.03.
- b) For each three (3) hours of overtime worked, the employee is entitled to a twenty (20) minute rest period compensated in accordance with the provisions of clause 23.03.
- 23.08 **Minimum Compensation For Call Back**
- The employee who, at the request of the person responsible for supervision, returns to work outside of regular working hours, will receive the most advantageous of the following:
- 1) Compensation according to regular overtime norms;
  - 2) compensation of three (3) hours according to regular overtime norms.

#### **ARTICLE 24 PREMIUMS**

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- 24.01 An employee for whom half or more of the regular hours of work fall after 15:00 is entitled to a premium of fifty-three cents (\$0.53) for each hour of actual work after 15:00. This premium is increased to fifty-four cents (\$0.54) on June 1, 2001, and to fifty-five cents (\$0.55) on June 1, 2002. An employee is not entitled to such a premium when she/he is being paid at the rate provided for overtime. This premium is not added to the basic rate in computing the remuneration for overtime performed. However, this paragraph does not apply to those employees who have chosen their schedule according to clause 22.02.

#### **ARTICLE 25 HOLIDAYS**

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- 25.01 a) During the ~~fiscal~~ year, the following days are recognized as paid holidays:
- J June 24
  - ✓ July 1
  - J First Monday in September
  - J Second Monday in October
  - J December 24
  - ✓ December 25
  - J December 26
  - J December 31
  - ✓ January 1

- ✓ January 2
- ✓ Friday before Easter
- ✓ Monday following Easter
- ✓ Fourth Monday in May

- b) The University is normally closed from December 24 until normal opening hours January 3. This period is considered to be worked and paid.
- c) The University agrees to recognize and observe as paid holidays all other days declared to be holidays by the governments.

- 25.02
- a) If one of the holidays in clause 25.01 coincides either with an employee's annual vacation, or with one of her/his weekly days off other than Saturday or Sunday, the employee affected is entitled to a postponement of the holiday to a date agreed upon between her/him and her/his supervisor.
  - b) If one of the holidays mentioned in clause 25.01 coincides with a Saturday or with a Sunday, the holiday is moved to the preceding or to the following work day.

- 25.03
- Employees belonging to a recognized religion have the right to a leave without pay for holidays celebrated by said religion.

## **26 SOCIAL LEAVES, PERSONAL LEAVES AND DEFERRED SALARY LEAVE**

- 26.01
- All employees are entitled to the following leaves without loss of pay and the leaves coincide with a day that they would normally be working.

26.02

**In the event of the death:**

- a) of a father, of a mother, of a spouse, of a child, of the child of a spouse:
  - ➔ an employee is entitled to five (5) consecutive working days including the day of the funeral;
- b) of the grandchildren, of the father or mother of a spouse, of the brother, of the sister:
  - ➔ an employee is entitled to three (3) consecutive working days including the day of the funeral;
- c) of the grand-parents, of a brother or a sister-in-law, of a son or a daughter-in-law:
  - ➔ an employee is entitled to two (2) consecutive working days including the day of the funeral;
- d) of an aunt, of an uncle, of a nephew, of a niece:
  - ➔ an employee is entitled to one (1) working day including the day of the funeral;
- e) In the case of paragraphs a), b), c) and d) an employee may add to this period accumulated vacation, accumulated overtime by virtue of article 23, and/or a leave without pay not exceeding fifteen (15) working days.

However in the event that an employee can prove that he/she has been named as the executor of an estate, he/she may request an additional leave without pay.

- f) if the funeral takes place more than one hundred and sixty (160) kilometres from the residence of an employee, she/he is entitled to one (1) extra working day.
- g) an employee may reserve one (1) day of the above days in the event that the burial or cremation occurs at a later date.

**26.03 In the event of the marriage of:**

- a) the employee:
  - ➔ she/he is entitled to five (5) working days;
- b) a son, a daughter:
  - ➔ an employee is entitled to one (1) working day;
- c) the father, mother, grandparents, brother, sister, grandchildren:
  - ➔ an employee is entitled to the day of the wedding;
- d) the employee may add to the periods described in paragraphs a) and b), her/his accumulated vacation entitlements or an equivalent leave without pay.

26.04 When an employee changes the location of her/his residence, she/he is entitled to one (1) day of leave for moving. However, she/he is not entitled to more than one (1) such day per fiscal year. Nevertheless, this restriction does not apply when an employee must move for reasons beyond her/his control.

26.05 a) In the event that an employee is required for jury duty or to act as a witness in proceedings to which she/he is not a party, she/he will not as a consequence suffer any loss of her/his regular pay during the time that she/he is required to act in such a capacity. However, the employee must turn over to the University the equivalent of the amount received for the performance of these duties. If this amount is greater than her/his regular salary the difference will be returned to her/him by the University.

b) The employee called to act as a witness in a case where the University is involved, continues to receive her/his regular pay and is paid overtime for all hours required of her/him as a witness outside her/his regular work day and work week.

c) In the event an employee must appear before a civil, administrative or penal tribunal in a case in which she/he is party, she/he is entitled to a leave without pay, or accumulated vacation, or accumulated overtime.

26.06 When an employee finds it necessary to be absent for one of the reasons specified in this article, she/he must inform the person responsible for supervision of this as soon as possible, and on demand, must present proof or confirmation of these events.

26.07 Permanent full-time employees are entitled to a maximum of fourteen (14) hours of leave per year without loss of pay for professional appointments, etc.

Permanent part-time employees are entitled to personal leave pro-rated for hours worked.



This time is not to be used to prolong vacations or any other leave foreseen in the collective agreement with the exception of bereavement leave.

Normally the employee will advise the immediate supervisor of the need for the leave two (2) days in advance.

Personal leave **does** not accumulate from year to year (the year being calculated from June 1)

Any time required beyond fourteen **(14)** hours will be without pay.

#### 26.08 **Emergency Leave**

- a) It is the purpose of the present clause to allow the employee to take leave if her/his presence is required by an immediate family member or any person in permanent residence with the employee, without exceeding thirty-five (35) hours in one year.
- b) The employee who takes leave provided for in the present clause must notify her/his supervisor as **soon as** possible but no later than thirty (30) minutes following the start of the employee's regular work day, stating the duration and the reason for the absence.
- c) The hours of leave must be worked within a period agreed upon between the employee and the immediate supervisor, with the approval of the supervisor, specifying the work to be done as well as the duration.
- d) The University must notify the employee when the above-mentioned thirty-five **(35)** hours have been used.
- e) The hours worked provided for in the present clause will not **be** considered to **be** overtime as defined in Article 23.

#### 26.09 **Deferred Salary Leave**

- a) Deferred salary leave is intended to provide employees with an opportunity to benefit from a leave with salary.

The University views deferred salary leave as beneficial to the employee and to the University.

- b) Requests for a deferred salary leave will be subject to the ability of the respective department to accommodate the leave, however, granting will only be withheld in exceptional circumstances.
- c) The deferred salary leave will **be** for not less than six (6) consecutive months and will not exceed twelve (12) consecutive months.

Employees who benefit from a deferred salary leave must return to work for a period equal to that of the leave.

- d) An employee may apply in writing to participate in the Deferred Salary Leave Plan (DSLPL) to the immediate supervisor with a copy to the Labour Relations Office at least three (3) months prior to the date at which the employee wishes to commence participation in the DSLP.
- e) Approval or refusal of a deferred salary leave will be provided by the immediate supervisor with a copy to the Labour Relations Office within five (5) weeks of the date the application was received. If the University refuses to grant such a leave, it will provide the reasons for its refusal to the employee with a copy to the union.

- f) Participation of an employee in the DSLP is subject to the signing of a contract as provided for in Appendix "T".
- g) This contract must be signed by the employee and returned to the Labour Relations Office four (4) weeks prior to the date that the deferral period is to commence.

The Labour Relations Office will forward a copy of the signed contract to the appropriate immediate supervisor.

Upon signing the contract the employee will become a participating employee. Failing to sign the contract the employee will be deemed to have withdrawn his/her application to participate in the deferred salary leave plan.

- h) The duration of the leave and the percentage of salary paid while participating in the plan (contract) may be one of the following:

| Duration of leave | Duration of participation in the plan (contract) |         |         |         |
|-------------------|--|---------|---------|---------|
|                   | 2 years  | 3 years | 4 years | 5 years |
| 6 months          | 75.00%   | 83.33%  | 87.50%  | 90.00%  |
| 7 months          | 70.80%   | 80.56%  | 85.42%  | 88.33%  |
| 8 months          | 66.67%   | 77.78%  | 83.33%  | 86.67%  |
| 9 months          |  | 75.00%  | 81.25%  | 85.00%  |
| 10 months         |  | 72.22%  | 79.15%  | 83.33%  |
| 11 months         |  | 69.44%  | 77.08%  | 81.67%  |
| 12 months         |  | 66.67%  | 75.00%  | 80.00%  |

## ARTICLE 27 VACATION

- 27.01 All employees are entitled to paid vacation on the basis of their seniority, in accordance with vacation entitlements determined as of June 1 of each year.
- 27.02 During the twelve (12) months which follow June 1 of the current year, all employees are entitled to paid annual vacations, the duration of which is determined as follows:
- the employee with less than one (1) year of seniority on June 1 of the current year is entitled to
    - one and two-thirds (12/3) days for each month worked in the University from her/his date of hire to a maximum of twenty (20) working days;
  - the employee having one (1) year and less than ten (10) years of seniority on June 1 of the current year is entitled to
    - twenty (20) paid working days as vacation;
  - the employee having ten (10) years or more of seniority on June 1 of the current year is entitled to
    - twenty-two (22) paid working days of vacation;
  - the employee having twenty-one (21) years or more of seniority on June 1 of the current year is entitled to
    - twenty-five (25) paid working days of vacation.

27.03 For the purpose of calculating annual vacations, employees hired between the first and fifteenth day of the month inclusively, are considered as having one (1) complete month of service.

27.04 **Upon termination of employment:**

- a) The employee who has not taken her/his entire vacation entitlement during the fiscal year preceding June 1 receives an indemnity which is equal to the number of vacation days to which she/he was entitled.
- b) i) The employee entitled to 20 days of vacation, taking into account vacation days already taken, is entitled to a vacation indemnity equal to eight percent (8%) of the wages earned between June 1<sup>st</sup> of the current year and her/his date of departure.  
  
ii) The employee entitled to 22 days of vacation, taking into account vacation days already taken, is entitled to a vacation indemnity equal to eight point eight percent (8.8%) of the wages earned between June first of the current year and her/his date of departure, depending on her/his vacation entitlement.
- c) The employee entitled to twenty-five (25) days of vacation, taking into account vacation days already taken, is entitled to a vacation indemnity equal to ten percent (10%) of total wages earned between June 1 of the current year and her/his date of departure.

27.05 An employee who, during any one year, has been absent from work for one or other of the following reasons accumulates vacation credits as follows:

**Illness;**

An employee absent from work by virtue of the provisions of Article 36 accumulates vacation credits during the first four (4) consecutive months of her/his absence.

**Work Accident:**

An employee absent from work by virtue of the provisions of Article 35 accumulates vacation credits during the first twelve (12) consecutive months of absence.

**Maternity and Adoption:**

An employee accumulates vacation credits during maternity and adoption leaves, as such.

**Lay-off**

An employee's vacation entitlement is prorated to the number of months worked.

**Leave without pay exceeding one (1) month:**

An employee's vacation entitlement is prorated to the number of months worked.

27.06 Before her/his departure for vacation, an employee receives for the vacation period to which she/he is entitled, a remuneration equivalent to her/his regular rate of pay in effect at the time she/he takes her/his vacation, by separate cheque, provided she/he so requests at least ten (10) days prior the departure on vacation, after approval of the immediate supervisor.

If the status of an employee has been modified during the year the necessary adjustments to the vacation pay will be made, prorated to the number of weeks worked full-time and part-time.

- 27.07 In the event of the death of an employee, the University will give their accumulated vacation pay to the beneficiaries or legal heirs.
- 27.08
- a) An employee unable to take her/his annual vacation at the scheduled time due to illness, accident or occupational injury occurring before the beginning of her/his vacation period may defer her/his annual vacation to a later date. However, she/he must notify her/his supervisor as soon as possible prior to the date set for the beginning of her/his vacation period. Upon her/his return to work, the employee must work out a new vacation period with her/his supervisor.
  - b) An employee hospitalized as a result of illness or an accident which occurs during her/his vacation, may, after agreement with her/his supervisor defer the balance of her/his annual vacation either to the end of her/his disability or to a later date agreed upon with her/his supervisor.
  - c) An employee who, on June 1 of a given year, is disabled for a period less than twelve (12) months and who has not taken all of her/his vacation entitlement from the previous year because of the disability, benefits from a deferment of the balance of her/his vacation entitlement, either to the end of the disability, or to another time after agreement with her/his supervisor.
  - d) An employee who, on June 1 of a given year, has been disabled for twelve (12) months or more receives a vacation indemnity equal to the number of days vacation to which she/he is entitled.
- 27.09 Except with the permission of the person responsible for supervision, the annual vacation entitlements must be taken during the fiscal year in which they are due.
- 27.10 An employee may or may not take her/his vacation entitlement in a consecutive manner. She/he may divide them into as many calendar weeks as she/he wishes. Furthermore, she/he may divide two (2) weeks into ten (10) vacation days.
- 27.11 After agreement with the immediate supervisor as to the dates an employee is entitled to prolong her/his vacation with a leave without pay provided that the service requirements of the sector are respected.
- However, the total duration of the annual vacation taken (consecutively or not) and of the extension may not exceed six (6) weeks within any one fiscal year.
- 27.12
- a) The University determines the vacation periods of less than five (5) working days of the employees taking into consideration :
    - > the seniority of the request within the department;
    - > the preference expressed by the employee;
    - %servicerequirements.
  - b) The University determines the vacation periods of (5) working days or more of the employees taking into consideration :
    - > the seniority of the employee applied within her/his department;
    - > the preference expressed by the employee;
    - > service requirements.

An employee may change her/his vacation period with the agreement of her/his supervisor provided that the vacation periods of other employees and service requirements are respected.

27.13 The annual vacation entitlement must **be** taken during the fiscal year in which it is due. However, with the permission of the immediate supervisor, an employee may carry *two (2) weeks* vacation from one year to the next, and this for two (2) consecutive years.

This accumulated vacation must be taken at the latest in the third year.

In such a case, the total duration of the annual vacation (taken consecutively or not) must not exceed nine (9) weeks within any one fiscal year.

## **ARTICLE 28 PARENTAL LEAVE**

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### **Section I: General Provisions**

28.01 The maternity leave benefits provided for in Section **■** are only paid as supplements to the unemployment insurance benefits or, in the cases stipulated hereinafter, as payments during a period of unemployment caused by a pregnancy for which unemployment insurance does not provide anything.

28.02 If the granting of a leave is restricted to only one spouse, such restriction applies as long **as** the other spouse ~~is~~ also an employee of the public, parapublic, or university sector.

28.03 The University does not reimburse the employee for the amounts that the Canada Employment and Immigration Commission (C.E.I.C.) could require her to repay under the Unemployment Insurance Act, when the employee's salary exceeds the insurable maximum by one and one half (1 1/2) times.

28.04 This article does not grant an employee a benefit, monetary or non-monetary, which she/he would not have had if she/he had remained at work.

### **Section II: Maternity Leave**

28.05 a) A pregnant employee is entitled to a maternity leave of twenty (20) weeks' duration, which subject to clause 28.07 must **be** consecutive.

b) An employee who becomes pregnant while benefitting from a leave of absence or a part-time leave of absence provided in this article is also entitled to maternity leave and the indemnities provided in clauses 28.09 and 28.10, whichever is the case.

c) An employee who gives birth to a stillborn child after the beginning of the twentieth (20th) week preceding the due date is also entitled to such maternity leave.

d) An employee whose spouse dies receives the balance of her twenty (20) weeks of maternity leave, and benefits from any rights and benefits pertaining to such leave.

28.06 The distribution of the maternity leave before and after the birth is at the employee's discretion and includes the date of delivery.

28.07 An employee who has sufficiently recovered from the delivery but whose child must remain in the health facility may interrupt her maternity leave by returning to work.

An employee whose child is hospitalized within fifteen (15) days of her/his birth also has this right.

The leave may only be interrupted once. The rest of the leave is taken when the child goes home.

28.08 To obtain the maternity leave, an employee must give written notice to the University at least two (2) weeks before the date of departure. This notice must be accompanied by a medical certificate attesting to the pregnancy and the expected date of delivery.

The time limit regarding the presentation of the notice may be less if a medical certificate attests that the employee must leave her job sooner than expected. In case of an unforeseen event, the employee is exempted from the formality of the notice provided that she gives the University a medical certificate stating that she had to leave her job without delay.

#### 28.09 **Cases Eligible for Unemployment Insurance**

The employee who has accumulated twenty (20) weeks of service and who, following the submission of the request for unemployment insurance benefits receives these benefits (with the exception of a) and c) below), is entitled, during her maternity leave, to receive, subject to clause 28.12:

- a) For each week of the waiting period stipulated by the unemployment insurance plan compensation equal to 93% of her regular weekly salary.
- b) For each week she is receiving or could receive unemployment insurance benefits, a complementary compensation equal to the difference between 93% of her regular weekly salary and the amount of the unemployment insurance benefit received; this complementary compensation is calculated on the basis of the unemployment insurance benefits that an employee is entitled to receive without taking into account the amounts deducted from such benefits because of the reimbursement of benefits, interest, penalties and other amounts recoverable under the unemployment insurance plan.

Moreover, if the C.E.I.C. reduces the number of weeks of unemployment insurance benefits to which the employee would otherwise have been entitled if she had not availed herself of the unemployment insurance benefits before her maternity leave, the employee continues to receive, for a period equivalent to the weeks deducted by the C.E.I.C., the complementary compensation provided in the first sub-paragraph of paragraph b) as if she had, during this period, availed herself of the unemployment insurance benefits.

- c) For each of the weeks that follow those described in paragraph b), a compensation equal to 93% of her regular weekly salary, and this, up to the twentieth (20th) week of the maternity leave.
- d) When the employee resumes the maternity leave interrupted by virtue of clause 28.07, the University pays the employee the compensation to which she would have been entitled had she not availed herself of such interruption.
- e) The University may not offset, by the compensation that it pays to the employee on maternity leave, the reduction in the unemployment insurance benefits resulting from the salary earned in the employ of another University.

Notwithstanding the provisions of the preceding sub-paragraph, the University provides this compensation if the employee proves that the salary earned from another University is a regular salary, by means of a letter to this effect from the University who pays it. If the employee proves that only a portion of this salary is regular, the compensation is limited to this portion.

The University who pays the regular salary as mentioned in the preceding sub-paragraph must, at the employee's request, produce such a letter.

The total amount received by the employee during her maternity leave, in unemployment insurance benefits, compensation and salary may not, however, exceed 93% of the basic regular weekly salary paid by the University, and other Universities, as the case may be.

#### 28.10 **Cases not Eligible for Unemployment insurance**

Any employee who is excluded from unemployment benefits or who is declared ineligible is also excluded from any other compensation. However:

- a) The full-time employee who has accumulated twenty (20) weeks of service is entitled, for ten (10) weeks, to compensation equal to 93% of her regular weekly salary if she is not eligible for Unemployment insurance for the following reason:

She did not hold an insurable job for at least twenty (20) weeks during the period of reference provided for in the unemployment insurance plan.

- b) The part-time employee who has accumulated twenty (20) weeks of service is entitled, for ten (10) weeks, to compensation equal to 95% of her regular weekly salary if she is not entitled to unemployment insurance benefits for one of the following two reasons:

1) she did not contribute to the unemployment insurance plan

or

2) she did contribute but did not hold an insurable job for at least twenty (20) weeks during her period of reference.

#### 28.11 **Cases provided for in clauses 28.09 and 28.10**

- a) No compensation may be paid during the vacation period for which an employee is paid.

- b) The compensation due for the first two (2) weeks is paid by the University in the two (2) weeks following the beginning of the leave; the compensation due after this date is paid at two (2) week intervals. In the case of the employee who is eligible for unemployment insurance benefits, the first instalment need only be paid fifteen (15) days after the University receives proof that she is receiving unemployment insurance benefits. For purposes of this paragraph, a statement of benefits, a stub or information provided by the C.E.I.C. to the University by means of an automated statement are considered as proof.

- c) service is calculated on the basis of employment in the university, public and parapublic sectors, (Public Service, Education, Social Affairs) as well as the following organizations:

- ✓ la Commission des droits de la personne;
- ✓ la Commission des services juridiques;
- ✓ les Conseils de la santé et des services sociaux de la région de Québec et de la région de Trois-Rivières;

- ✓ l'office de la construction du Québec;
- ✓ les Corporations d'aide juridique;
- ✓ l'office Franco-Québécois pour la jeunesse;
- ✓ la Régie des installations olympiques;
- ✓ la Société des loteries et courses du Québec;
- ✓ les Commissions de formation professionnelle;
- ✓ la Société des traversiers du Québec;
- ✓ la Société Immobilière du Québec.
- ✓ as well as any other organization whose name appears in Appendix C of the Act respecting the Process of Negotiation of the collective Agreements in the Public and Parapublic Sectors (R.S.Q., Chapter R-8.2)

Moreover, the twenty (20) week requirement stipulated in clauses 28.09 and 28.10 is considered satisfied when the employee has worked twenty (20) weeks at one or the other of the Québec Universities.

- d) The regular weekly salary of the permanent part-time employee is the regular weekly salary averaged over the last twenty (20) weeks preceding her maternity leave. If, during this period, the employee received benefits fixed at a certain percentage of her regular salary, it is understood that for the purpose of calculating her regular salary during her maternity leave, reference is made to the regular salary on which the above-mentioned benefits were established.

If during this twenty (20) week period the salary scales are adjusted, the adjusted amount will be considered as the regular weekly salary. If, however, the maternity leave includes the date at which the salary scales are adjusted, the regular weekly salary of the employee is calculated, as of this date, according to the salary Scale adjustment which applies.

Moreover, any period in which the employee on special leave as provided for in clause 28.18 does not receive any compensation from the CSST (Health and Safety Commission) is exempt for the purposes of calculating the employee's weekly base salary.

- 28.12 The maternity leave allowance (this pertains to the allowance currently set at three hundred and ~~sixty~~ (\$360) dollars) paid by the *Centre de la Main-d'Oeuvre du Québec* is deducted from the benefits to be paid under clause 28.09.

The foregoing will not apply when an employee's application for this allowance has been refused, and written proof of the refusal is provided.

- 28.13 a) During the maternity leave and the extensions provided in clause 28.14, the employee, insofar as she is normally entitled to them, benefits from the following:

- salary insurance;
- life insurance;
- supplementary life insurance;
- health insurance;
- accumulation of vacation;
- accumulation of sick leave;
- accumulation of seniority;
- accumulation of experience;
- the right to apply for a posted position and to obtain it in accordance with the dispositions of the collective agreement as if she were at work.

- b) The employee may defer a maximum of four (4) weeks of annual vacation if it falls within her maternity leave and if she notifies the University in writing of the date of such deferral no later than two (2) weeks before the expiry of said maternity leave.



28.14 If the birth occurs after the due date, the employee is entitled to extend her maternity leave for the length of time the birth is overdue, unless if she has at least two (2) weeks of maternity leave left after the birth.

Furthermore, the employee may extend her maternity leave by six (6) weeks if her child's health requires that she do so.

During these extensions, the employee does not receive either compensation or salary.

28.15 The maternity leave may last for less than twenty (20) weeks. If the employee returns to work within the two (2) weeks following the birth, she must, at the University's request, produce a medical certificate confirming that she is sufficiently recovered to resume work.

28.16 During the fourth (4th) week preceding the termination of the maternity leave, the University must send the employee a notice indicating the anticipated date of the termination of said leave.

The employee to whom the University has sent such a notice must report to work upon the termination of the maternity leave unless such leave is extended as provided for in clause 28.25

The employee who does not comply with the preceding paragraph is considered as being on a leave without pay for a maximum of four (4) weeks. At the end of this time, the employee who has not reported back to work is considered as having resigned.

28.17 Upon her return to work, the employee returns to her position or to a position that was successfully obtained through a posting during her leave. In the event that her position has been abolished or she has been displaced following the application of Article 12 or 13, the employee may avail herself of all rights and privileges provided in the collective agreement at the moment of her return.

### **section III: Special Leaves**

#### **28.18 Provisional Assignment and Special Leave**

a) An employee may request a provisional assignment to another position with either the same or a different job title in the following cases:

- 1) she is pregnant and her working conditions expose her or her unborn child to infectious diseases or to physical dangers;
- 2) her working conditions involve dangers for the child whom she is breast-feeding.

The employee must present a medical certificate to this effect as soon as possible.

The employee so assigned retains the rights and privileges of her regular position.

If the assignment is not carried out immediately, the employee is entitled to a special leave to begin immediately. Unless a provisional assignment arises afterward to cancel this special leave, the special leave terminates for the pregnant employee, on the date of the birth, and for the employee who is breast-feeding her child at the end of the period during which the child is breast-fed.

During the special leave provided by the preceding paragraph, in regard to her indemnity, the employee is covered by the provisions of the health and safety law on preventative measures for the pregnant or breast-feeding employees.

Over and above the preceding provisions, at the request of the employee, the University must study the possibility of temporarily modifying, without any **loss** of rights, the duties of an employee who works on a cathode ray terminal on a regular basis, to reduce to a maximum of two (2) hours per half day of work on a cathode ray terminal, and to assign her to other duties she is reasonably able to accomplish for the rest of her work time.

As soon as the University receives a request for preventive reassignment, it will immediately inform the Union and cite the name of the employee and the reasons for the request.

Should an employee other than the employee requesting to **be** temporarily reassigned agree, her/his position may be exchanged for that of the pregnant employee for the duration of the temporary relocation, subject to University approval. This provision will apply only when both employees meet the normal requirements of the task.

The employee thus relocated to another position and the employee who agrees to take this employee's position maintain all rights and privileges pertaining to their respective regular position.

#### b) **Other Special Leaves**

An employee is entitled to a special leave in the following circumstances:

- 1) when a complication in the pregnancy or a risk of miscarriage requires a work stoppage for a period prescribed in a medical certificate, such special leave cannot be extended beyond the beginning **of** the eighth (8th) week preceding the due date at which time the maternity leave will begin;
- 2) upon presentation of a medical certificate prescribing the duration, when a natural or legally induced miscarriage occurs before the beginning of the twentieth (20th) week preceding the due date;
- 3) for visits related to the pregnancy which are with a health care professional and which are attested to in a medical certificate.

28.19 With regard to visits cited in clause 28.18 b), paragraph 3, as well as in the **case** of an employee who adopts a child, the employee is entitled to paid special leave, up to a maximum **of** four **(4)** days. These leaves may **be** taken as half (1/2) days.

During the special leaves granted under this section, the employee receives the benefits provided in clause 28.13, insofar as she is normally entitled to them and also in Section II, clause 28.17. **The** employee covered by clause 28.18 B) may avail herself equally of the benefits from the sick leave plan or the salary insurance plan, whichever the case may be. In the case of a leave covered by paragraph 28.18 B) 3), the employee benefits from a leave during her working hours, without any **loss** of pay.

### **Section IV: Other Parental Leaves**

#### 28.20 **Paternity Leave**

The employee whose spouse gives birth is entitled to a leave with pay for a maximum period of five (5) working days. This leave may **be** discontinuous and must be taken between the beginning of labour and fifteenth (15th) day following

the mother's or the child's return home. One of the above days, may be reserved for the Christening or for Civil Registration.

An employee may defer one (1) week's vacation if the birth of the child takes place during his annual vacation. He must inform the University in writing.

**28.21 Leaves for Adoption and Leaves Without Pay in View of Adoption**

- a) Subject to the unemployment insurance criteria of eligibility, the employee who legally adopts a child is entitled to a leave of a maximum duration of seventeen (17) weeks as long as her/his spouse is not also benefitting from it.

The leave begins when the child is actually in the employee's care and ends

- i) seventeen (17) weeks after the week the child was placed in the employee's care;
  - ii) with the week, according to the unemployment insurance criteria of eligibility, during which it is no longer reasonable to remain at home;
  - iii) with the week immediately preceding the week that the payments are requested and payable as per the Unemployment Insurance Act.
- b) During this leave, the employee receives the indemnity provided in clause 28.09 for a maximum period of fifteen (15) weeks, if she/he is eligible for unemployment insurance, or the indemnity provided in 28.10 if she/he is not eligible for unemployment insurance, for a period of ten (10) weeks.
- c) In the cases cited in the preceding paragraph, the provisions related to maternity leave provided in clauses 28.11 and 28.13 apply.

- 28.22 a) The employee who legally adopts a child and who does not benefit from a leave for adoption provided in clause 28.21 is entitled to a leave of a maximum of five (5) working days, of which only the first two (2) are paid.

- b) The leave can be discontinuous but cannot be taken after fifteen (15) days following the arrival of the child at home. However, the employee is only allowed a leave of two (2) days when the adoption concerns the child of her/his spouse.

- 28.23 The employee benefits, in view of the adoption of a child other than her/his spouse's, from a leave without pay of a maximum duration of fifteen (15) weeks beginning when the child is placed in the employee's care.

The employee who goes outside of Quebec to adopt, is entitled to, upon written request to the University if possible two (2) weeks in advance, a leave with pay for the time necessary for such travel. If this results in the taking charge of the child, the maximum duration of the leave without pay is fifteen (15) weeks in accordance with the preceding paragraph.

- 28.24 During a leave without pay in view of adoption provided in the preceding clause, the employee benefits from the same advantages that apply to a leave without pay provided in this article.

When the adoption leave takes place on the date of the beginning of the leave without pay, the employee benefits exclusively from the advantages provided in the adoption leave.

28.25

### Leaves Without Pay and Partial Leaves Without Pay

- a) A leave without pay or a partial leave without pay of a maximum duration of two (2) years is granted to an employee to extend her maternity leave, his paternity leave, or to one or the other to extend their adoption leave.
- b) The employee who wishes to avail herself/himself of a leave provided in the preceding paragraph, must advise the University fifteen (15) days in advance. During this maximum two (2) year period, the employee may, upon written request at least thirty (30) days in advance, change one (1) time her/his leave without pay into a partial leave or vice versa, whichever the case.
- c) The employee who does not avail herself/himself of a leave provided for in the preceding paragraphs may benefit, after the birth or adoption of his/her child, from a leave without pay of at most thirty-four (34) continuous weeks, starting at the moment which the employee decides, but not later than one (1) year after the birth, or in the case of an adoption, one (1) year after the child is placed in the employee's care.
- d) **An** employee may extend her/his leave without pay or partial leave without pay, once. However the total period of leave must not exceed *two* (2) years.

A written request to extend a leave without pay or partial leave without pay must be submitted to the University thirty (30) days prior to the expected date of return provided for in the employee's initial request for a leave.

28.26

- a) During the leave without pay, the employee continues to accumulate her/his seniority, retains her experience and may continue to participate in any benefit plans she/he is entitled to by so asking at the beginning of her/his leave and by paying the entire cost of the premiums.

Subject to article 38, the existing practice regarding step advances will be maintained during the present Agreement, for the first twelve (12) months of the leave without pay.

- b) During the partial leave without pay, the employee accumulates her/his seniority, and while at work is governed by the rules which apply to the part-time employee.
- c) During this leave without pay be it full time or part-time, the employee accumulates his/her experience as used to determine his/her salary, up to a maximum of the thirty-four (34) first weeks of his/her leave.
- d) During a leave without pay or a partial leave without pay of twelve (12) weeks or less, an employee retains all rights and privileges provided for in the collective agreement, as per section 81.15 of the Labour Standards Act of Québec.
- e) During a leave without pay or a partial leave without pay of more than twelve (12) weeks, an employee will **be** entitled to the benefits provided for in articles 36 and 37 when the employee becomes incapable of performing her/his duties due to an accident or an illness, other than an occupational injury, after having made a written request as per article 28.30, to end her/his leave without pay or partial leave without pay.
- f) Notwithstanding article 36, during a leave without pay or a partial leave without pay of more than twelve (12) weeks, an employee who becomes incapable of performing her/his duties due to an accident or an illness that is not work related and subsequently makes a request as per article 28.30, to end her/his leave without pay or partial leave without pay becomes eligible for benefits under article 36 or 37, as is applicable, at the earliest of the two following dates;

(i) the date of return to work provided for in the employee's original request for leave without pay,

or

(ii) the date that the employee becomes eligible for benefits under article 37.

g) In all cases covered under paragraphs e) and f), the employee must submit a medical certificate to the University indicating the date that the illness or accident began, confirming the employee's incapacity to return to work, as well as the employee's expected date of return to work. The University reserves the right to have an employee examined by another physician.

28.27 The employee may take her/his deferred annual vacation immediately prior to her/his leave without pay or partial leave without pay provided there is no interruption with her maternity leave, his paternity leave, or adoption leave, whichever *the case*.

For the purpose of applying the present paragraph, all holidays accumulated according to Article 27 before the beginning of a maternity, paternity or adoption leave, are added to the deferred annual vacation.

At the end of the full time or partial leave, the employee is integrated into her/his position. In the event that her/his position has been abolished, the employee is entitled to the advantages she/he would have benefited from had she/he been at work.

A leave without pay or a partial leave of a maximum duration of one (1) year is granted to the employee whose minor child has emotional or social development problems or is disabled or has a long-term illness and whose condition requires the presence of the employee concerned. Modalities pertaining to such a leave will be determined through agreement between the employee and the University. The University will provide the Union with the copy of such an agreement.

## 28.28 **Miscellaneous Provisions**

The leaves of absence provided in clauses 28.21, 28.22 and 28.25 are granted following a written request submitted at least two (2) weeks in advance. This request must indicate the expected date of return.

In the case of a partial leave without pay, the request must indicate the arrangement of such leave, on the position held by the employee.

In the case of disagreement with the University as to the number of days, the employee has the right to a maximum of two and one half (2 1/2) days per week, or its equivalent, and this for a maximum of two (2) years.

Failing agreement on the distribution of these days, the University determines the schedule.

28.29 The University must send to the employee during the fourth (4th) week preceding the expiration of the adoption leave provided in clause 28.21, a notice indicating the date of expiration of the said leave.

The employee to whom the University has sent a notice described above must present herself/himself at work upon expiration of the said adoption leave, providing that the said leave has not been prolonged in the manner provided in clause 28.28.

The employee who **does** not conform to the stipulations set out in the preceding paragraph is considered to be on a leave without pay for a period not exceeding four **(4)** weeks. If, at the end of this period, the said employee does not return to work, she/he is presumed to have resigned.

28.30 The employee to whom the University has sent a four week advance notice indicating the termination date of a leave without pay or a partial leave without pay must inform the University, at least two (2) weeks prior to the termination of the said leave of her/his return to work. Failing this, she/he is considered as having resigned.

The employee who wishes to end her/his leave without pay or her/his partial leave without pay before the anticipated date must give a written notice of her/his intentions at least twenty-one (21) days prior to her/his return to work, or, if the leave exceeds thirty-four (34) weeks, of at least thirty (30) days prior to her/his return to work.

28.31 The employee who takes a leave for adoption provided in clause 28.21 of this section receives the benefits stipulated in clause 28.13, insofar as she/he is normally entitled to them, and in clause 28.17 of Section III.

28.32 The University agrees to guarantee, that as of the date this agreement goes into effect, the employee may receive during her maternity leave or her/his adoption leave, the benefits or part of the benefits paid by the University as per Section II independent of modifications to the criteria for eligibility of unemployment insurance benefits which could surface after the signing of this agreement but subject to the whole thing being admissible to supplementary unemployment benefits.

Furthermore, the parties will meet to discuss those matters which are problematic in one or another of the following situations:

- 1) if the C.E.I.C. were to make additional demands before giving final written authorization which would allow the plan to be registered as supplementary unemployment benefits;
- 2) if consequently the C.E.I.C. were to modify its requirements during the life of the agreement.
- 3) if the Unemployment Insurance Federal Plan concerning parental rights were to be modified;
- 4) if a new or a modified Labour Standards regulation were to be brought.

It is understood that such discussions would not constitute a re-opening of the collective agreement.

28.33 Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits will not be reduced or increased by payments received under the plan.

## **ARTICLE 29 LEAVE WITHOUT PAY**

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29.01 An employee with the equivalent of one (1) year of full time service who, for a valid reason, wishes to obtain a leave without pay, must make a written request to the person responsible for supervision. The University will not refuse such a leave without valid reason.

- 29.02 The duration of a leave without pay generally does not exceed twelve (12) months. The leave may be extended with the consent of the University.
- 29.03 A written request for a leave without pay should be forwarded to the person responsible for supervision no later than two (2) months before the beginning of the said leave. The University must respond in writing within three (3) weeks of receipt of the request.
- However, a supervisor may agree to reduce the period of time within, which a request for leave may be made.
- 29.04 If an employee uses a leave without pay for purposes other than those for which it was granted or if she/he fails to return to work at the end of said leave without having received authorization to prolong this leave, except in the case of an emergency situation, she/he is considered as having resigned retroactive to the date of the beginning of the leave.
- 29.05 After agreement between the parties an employee may put an end to the leave without pay before the anticipated date of return.
- 29.06 Upon her/his return, the University reintegrates the employee with all of her/his rights into the position she/he occupied at the beginning of the leave, or if her/his position has been abolished article 12 or 13 applies, as is appropriate.
- 29.07 Unless there is an agreement or provision to the contrary, an employee on leave without pay does not benefit from the advantages provided in the present Agreement. She/he continues to benefit from the pension and insurance plans should these plans so permit, on condition that she/he pays the entire cost.
- 29.08 **Part-time leave**
- a) The leaves without pay provided in clause 29.01 can be part-time and this according to the same conditions. In this case, the employee's working conditions and/or benefits will be applied on a prorated basis to the number of paid hours with the exception of seniority which is accumulated as if the employee were at work full-time.
  - b) The University and the employee agree on the arrangement of the part-time leave, which will not exceed three (3) days a week.
  - c) The permanent part-time employee is not entitled to a part-time leave without pay.
  - d) During a part-time leave, the employee's remuneration is pro rated to time worked. For benefits, the University and the employee agree to contribute as if working on a full-time basis. In calculating benefits, the employee on part-time leave is considered as working full-time.

## **ARTICLE 30 STUDY LEAVE**

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- 30.01 **Study leave**
- a) Study leave is intended to provide employees with the opportunity to pursue undergraduate or graduate study, or professional training which will increase or broaden the competence of the employee.

- b) Employees who have completed **two (2)** years of permanent service with the University will be eligible for study leave.
- c) The parties view study leave as beneficial to employees and to the University. Consequently, granting study leaves will not **be** unreasonably withheld. Nonetheless a study leave will be subject to the ability of the respective department to accommodate same.

30.02 a) Written application for a study leave will be made to the immediate supervisor with a copy to Human Resources, six (6) months prior to the date at which the leave **is** to commence.

- b) Applications for study leave will state:
  - i) the specific reason for the leave including proof of acceptance into an accredited program when available;
  - ii) the specific period of leave;
  - iii) the percentage work reduction requested.

30.03 Generally a study leave will not exceed twenty-four (**24**) months. However, a study leave may be separated into parts, coinciding with academic terms not to exceed three (3) calendar years.

30.04 Normally a study leave will not involve continuous absence from normal duties and responsibilities in excess of fifty percent (50%)

30.05 An employee's remuneration during a study leave will **be** calculated according to the following formula:

| Percentage work | Percentage salary |
|-----------------|-------------------|
| 50%             | 60.0%             |
| 60%             | 67.5%             |
| 70%             | 75.0%             |
| 80%             | 82.5%             |
| 90%             | 90.0%             |

30.06 An employee's annual base salary, while on leave, will **be** computed on the basis of the employee's standard hours **of** work. All relevant salary adjustments will be applied to this base salary. The actual salary paid will **be** prorated in accordance with the above table.

30.07 Eligible employees who participate in the University benefit plans will continue to do **so** during their leave. Pension, Life Insurance and Long Term Disability benefits, as well as University and employee contributions, will **be** calculated using the employee's base salary.

30.08 Vacation entitlement for an employee on study leave will **be** pro rated to percentage of time worked.



- 30.09 Approval or refusal of study leave will be provided in writing by the immediate supervisor with a copy to Human Resources, within six (6) weeks of the date the application was received. Approval letters will include all agreed to conditions; refusal letter will include reasons for the refusal.
- 30.10 The University will provide **statistics** on study leave applications to the Union each year in January, April and August.
- 30.11 Three (3) years of permanent service after completion of an initial study leave is required before an employee will again be eligible for such leave.

### **ARTICLE 31 TRAINING**

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#### **31.01 Training**

All employees who wish to follow training sessions, offered by the University, which are related to their duties, **must** make a request forwarded to the supervisor. The University will not refuse such a request without valid reason.

The employee who follows these sessions during regular work hours does not suffer any loss of salary.

### **ARTICLE 32 WAIVER OF TUITION**

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- 32.01 Permanent employees and their dependents accepted in and registered for courses given by the University are exempt from the tuition fees for credit courses at the Undergraduate or Graduate rate established for "Canadian and other Students with Permanent Residence (Landed Immigrant) Status". For permanent part-time employees the exemption is pro rated to hours worked.
- 32.02 The expression "courses given by the University" refers to all credit courses included in the regular curriculum.
- 32.03 For the purpose of this article, the term "dependents" means:
- a) a spouse as defined in Article 3.15;
  - b) the child/children, that is to say any child of the employee, of her/his spouse, or of both, whether they are financially dependent or not on the employee.
- 32.04 The following persons are also entitled to a tuition waiver:
- a) an employee who has retired from the University;
  - b) the spouse and the financially dependent children of an employee who has retired from the University, or of an employee who died while in the employ of the University.
  - c) the spouse and the financially dependent children of an employee who has retired from the University.

32.05 Except as provided in clause 32.04, the tuition waiver applies to the employee and her/his dependents only for the duration of her/his permanent employment in the University. This right ceases at the moment the employee terminates her/his employment in the University, and in such an event the employee becomes responsible as of that date for a pro-rated amount of the tuition fees that had been waived.

When an employee is laid off, the waiver of tuition remains in effect for the duration of the courses where the tuition has already been waived.

Employees who at the time of hiring are registered for a course or courses given by the University will receive an exemption from the tuition fees prorated to the date of hire.

32.06 All rules and regulations of the University applicable to students apply also to employees and their dependents without exception.

32.07 An employee who, in order to complete a program leading to a University degree, must take the course that is not offered outside her/his regular working hours, may take the course during her/his hours of work, provided that a request is made in advance to her/his supervisor and that an agreement is reached with her/him concerning the redistribution of her/his hours of work.

32.08 a) The University recognizes that a knowledge of French and English is desirable and agrees to assist employees in receiving adequate instruction.

b) An employee who wishes to take French or English language credit courses offered by the University during regular working hours may do so without **loss** of pay, provided that a request is made in advance to her/his supervisor. The granting of such a request will not be unreasonably withheld.

c) An employee who wishes to take French or English language non-credit courses offered by the Center for Continuing Education of the University may do so without loss of pay. In such a case, the employee pays the tuition fees and the University reimburses on presentation of proof that the course was completed. The granting of such a request will not be unreasonably withheld.

d) The University agrees that any general policy related to French or English language courses offered by the University which provide superior advantages and benefits to those included herein shall also apply to the employees.

### **ARTICLE 33 PUBLIC SERVICE ABSENCES**

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33.01 Any permanent employee standing for election to a municipal council, a school board, a hospital board, or a local centre for community services (CLSC), is entitled to a leave without pay not exceeding thirty-five **(35)** working days. The employee may take her/his accumulated ~~vacation~~ entitlement within these thirty-five **(35)** days.

33.02 Any permanent employee elected in a municipal election (full-time mandate), provincial or federal election is granted a leave without pay for the duration of her/his first term of office. The University agrees to reintegrate the employee upon her/his return to work into a position equivalent to the one she/he held before her/his leave.

33.03 An employee who wishes to participate in the organization of an electoral campaign may, after agreement with the University, use her/his accumulated vacation entitlement or a leave without pay.

33.04 An employee elected to a school board, a municipal council, a hospital board, or a local centre for community services (CLSC) is entitled to a leave without pay for meetings or official activities of her/his function.

In such cases a written request containing the employee's name, the nature of the absence, and the probable duration of the absence must be given to the person responsible for supervision as a general rule at least five (5) working days prior to the date of the beginning of the leave.

33.05 Upon her/his return, the University reintegrates the employee into the position she/he held at the time of her/his departure, or into an equivalent position.

#### **ARTICLE 34 UNIVERSITY CLOSING**

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34.01 In the event that the Rector declares the University closed for any reason or in the event that the majority of non-teaching staff is not required to work during a given period, no employee will suffer loss of pay. Moreover, any employee whose presence is required, will receive, subject to express provisions of the present agreement, in addition to her/his regular salary for time worked, the equivalent in paid leave.

#### **ARTICLE 35 OCCUPATIONAL INJURIES**

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35.01 An employee who is victim of an accident or has contracted an occupational disease shall report this to her/his immediate supervisor as soon as possible following the occurrence, and shall complete and sign a University accident/incident/occupational disease form as soon as possible following the incident.

35.02 When an employee is absent from work as a result of an occupational injury as defined by law, the University will pay the employee her/his regular weekly salary for a period of four (4) calendar months following the beginning of the absence. The employee will turn over to the University compensation received from the CSST. If the absence exceeds four (4) months the University will continue to pay the equivalent of the indemnity paid by the CSST and this for the two (2) years following the beginning of the absence. Thereafter, indemnity is undertaken by the CSST. The terms of this paragraph will remain in effect until the Commission de la Santé et de la Sécurité du Travail establishes that: either the employee is able to return to work or that the employee is suffering from a permanent disability, partial or total, preventing her/him from returning to work.

The employee benefits from salary progression to which she/he is entitled according to the dates and period as per the terms of this collective agreement.

35.03

- a) The employee who remains incapable of doing his/her job because of occupational injury and is deemed capable of doing another job is entitled to the first such position which becomes available.
- b) If such a position is not available, the Union, the University and the CSST will meet and discuss a retraining program for the employee concerned in accordance with the law.
- c) The employee who reintegrates her/his position or an equivalent position is entitled to receive the salary and benefits at the same rate and conditions which would have applied had he/she not been absent.

The employee who takes another job is entitled to receive the salary and benefits associated with the position, taking into account accumulated seniority and service.

- 35.04 Upon her/his return to work, the University reintegrates the employee into the position she/he occupied at the moment of her/his departure, or if her/his position has been abolished or posted, into an equivalent position. However, positions left open as the result of an occupational injury for a period not exceeding twenty-four **(24)** months are not considered vacant positions.
- 35.05 When an employee who suffered an occupational injury returns to work, the University pays her/his net salary for each day or part of a day when the employee must be absent from work in order to receive care or undergo a medical exam related to her/his injury or to fulfil an activity within the framework of an individualized rehabilitation program.
- The Commission, upon demand, reimburses the University the salary it paid by virtue of the preceding paragraph, except when the employee is absent from work to undergo a medical exam required by the University.
- 35.06 ~~As~~ for the rest, the parties are subject to the provisions of the Law on Work Accidents and Occupational Injuries.

#### **ARTICLE 36 SICK LEAVE**

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- 36.01 The purpose of the sick leave program is to compensate for the loss of earnings of any employee who is not able to perform the normal duties because of sickness, or accident other than an occupational injury.
- The ~~cost~~ of the program ~~is~~ defrayed entirely by the University.
- 36.02
- a) An employee who is disabled due to illness or injury is entitled to paid sick leave for periods of up to four **(4)** months. After four (4) months, the employee will ~~be~~ protected by the provisions on the Long Term Disability (LTD) Insurance Plan, as per clause 37.01.
  - b) Benefits are reinstated one **(1)** month following return to active duty for a new incapacity, and three (3) months following return to active duty for a relapse; otherwise, they continue.
  - c) For any absence due to a prolonged sick leave, the University reserves the right to require a medical certificate at any time during or following such an absence.
- 36.03 For any absence the employee is responsible for advising her/his supervisor as soon as possible.
- 36.04 As a rule, employees are not required to submit a medical certificate for absence of five (5) consecutive working days or less. However, the University reserves the right to request a medical certificate at any time in cases of recurring absences of any duration and also to have an employee examined by another physician.
- 36.05 Upon receipt of a Medical Certificate from the employee's Attending Physician attesting to the fact that the employee is able to perform his/her normal duties, the University will reintegrate the employee into the position she/he occupied at the

commencement of the sick leave if he/she returns within 3 years from the beginning of his/her absence, or else article 12 or 13 applies as is appropriate. Positions left open as a result of an absence due to an illness or injury covered by this article are not considered vacant positions, until the incumbent has been absent for 3 years or more.

### **ARTICLE 37 GROUP INSURANCE AND PENSION PLAN**

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#### **BENEFITS**

37.01 Employees covered by this collective agreement are eligible for the University benefits program, in accordance with the conditions stipulated therein.

### **ARTICLE 38 CLASSIFICATION AND WAGES**

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38.01 Employees are paid on Friday, every two (2) weeks. Should a pay day fall on a Statutory Holiday, the pay day will be the preceding working day.

38.02 In the event of a permanent termination of employment, the University remits at the time of departure, to the employee who has made the request in sufficient time to allow at least eleven (11) working days for processing the termination of employment, and providing the effective date of termination coincides with the regular biweekly payroll run, all salaries and vacation indemnities due to her/him. Settlement options in respect of termination benefits under the Pension Plan will be forwarded within sixty (60) days from the date of termination.

38.03 a) The parties agree that salary scales in Appendix "D" and the mechanisms provided in the present article and in Appendix "C" apply to all employees.  
b) Modified salary scales must be posted within five (5) working days of their modification, and remain posted until the next modification.

#### **38.04 Job evaluation Committee**

a) When the immediate supervisor and/or an employee feels that the duties of her/his position no longer correspond with the Job Profile for the position, a revised Job profile may be submitted to the Compensation Unit to have the position reevaluated.  
b) The substantive results of each step in the process of the job evaluation shall be prepared, by the compensation unit and forwarded to the union within the ten (10) days following the end of each step.  
c) The entire procedure for evaluation or reevaluation must be completed by the university within twelve (12) months of the initial request as provided for in paragraph a).

38.05 a) **Determination of the classification of employment during this agreement**

As of her/his hiring, the employee will be assigned to a job and remunerated in accordance with the grade of that job. The salary to which the employee is entitled is determined in accordance with the formula used to determine salaries.

- b) In all **cases**, the nature of work, the characteristics and requirements of the job as outlined in ~~the~~ job profile and the job evaluation questionnaire will determine its grade.
- c) At the time of hire, the University will write to the employee with a copy to the Union confirming the job to which the employee has been assigned along with its grade and the step upon which the employee has been placed. The University will provide the employee with a job profile and a narrative job description.

**38.06 Job profiles and Narrative Job Descriptions:**

- a) When an employee changes jobs the University will provide the employee with the job profile and narrative description of the job to which the employee is being assigned. The Union will be informed at the same time.
- b) If the ability of an employee to fulfill her/his functions is affected by a change in her/his narrative job description, the University agrees to give that employee a supervised and directed training period of sixty (60) days.

**38.07 Determination of Step on the Date of the Coming in Force of this Agreement:**

- a) For the purpose of determining the salary step applicable to every employee, the University will, on May **31st, 1994**, or on the date of hiring if it has occurred later, integrate such employee into the step of her/his grade according to Appendix "D" and to clause **38.08** and following clauses.
- b) In the **case** where an employee has changed her/his job between June **1st, 1992**, and the date of the signature of the agreement, the step is determined, retroactively to that date, according to Appendix "D" and to clause **38.08** and following clauses.

- 38.08**
- a) The salary step of each new employee will be determined according to the grade of the position to which he/she has been assigned, as **described** in clause **38.05**, taking into account the education and experience required by the position as well as the education and experience of the employee.
  - b) The step will correspond to one (1) completed year of recognized experience.
  - c) A person who possesses only the minimum qualifications (education and experience) for the job to which he/she is assigned will be hired at the first step of the grade in question.
  - d) However, an employee who possesses more than the minimum qualifications (education and experience) will be granted one (1) step per additional year of education and/or experience deemed valid and relevant to the duties **of the job**.

**38.09** The period of time spent in a step will be one (1) year and each step will correspond to one (1) year of experience.

**38.10** The advancement in step will be on June **1**, each year, or for the employee hired between March the **1st** and May the **31st** the first advancement in step will be on June the **1st** of the year following the date of hire.

- 38.11 One (1) additional step will be granted on the advancement date as per clause 38.10 when the employee has acquired sufficient credits to qualify for one complete year of studies, provided these studies are deemed relevant to the functions of the job to which she/he has been assigned.
- 38.12 A change in job grade, a promotion, a transfer or a demotion will not affect the date of the advancement in step.
- 38.13 When an employee is transferred from one job to another, with the same grade, she/he will suffer no loss in salary.
- 38.14 When an employee is promoted to a job with a higher grade, she/he receives, from the date of the promotion, subject to the provisions of clause 15.04 g), as the case may be, the more advantageous of:
- 1) the minimum of the higher grade;
  - 2) the step which provides an increase representing at least the difference between the first two (2) steps of the salary scale of the job to which she/he has been assigned. If the increase places the salary between two (2) steps, it is carried to the immediately higher step.
- 38.15 When an employee transfers to a job with a lower grade, she/he receives, subject to the provisions of clause 15.04 g), the step which results in a reduction representing the difference between the first two (2) steps of the salary scale of the job to which she/he has been assigned; if the reduction places the salary between two (2) steps, it is carried to the immediately lower step.
- 38.16 An employee assigned to a position with a lower grade as a result of the application of Article 35 will not suffer any reduction in salary. However, if her/his salary is superior to the maximum of the job to which she/he has been assigned, it will be reduced to the maximum of the job grade after a delay of six (6) months.
- 38.17 In case of a disagreement in the application of the present article, an employee may submit her/his case to the grievance procedure.

## **ARTICLE 39 TEMPORARY EMPLOYEE**

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39.01 The collective agreement will apply to temporary employees in the following manner:

- Article 1 Purpose of the agreement**  
The entire article applies.
- Article 2 Union recognition**  
The entire article applies.
- Article 3 Definition of terms**  
The entire article applies.
- Article 4 Management Rights and Obligations**  
The entire article applies.
- Article 5 Non Discrimination**  
The entire article applies.

- Article 6 Harassment and Sexual Harassment  
The entire article applies.
- Article 7 Right to Information  
The entire article applies.
- Article 8 Union Membership and Check-off  
The entire article applies.
- Article 9 Leave for union Activity  
The article applies except for clause 9.09.
- Article 10 Grievance and arbitration  
Temporary employees have access to the grievance and arbitration procedure except in the case of lay-off and firing during their probation period.
- Article 11 Seniority  
This article does not apply except for 11.01 d), e) and f); 11.02 a) 3), 4) and 5); 11.03 c); 11.04 and 11.05. Temporary employees shall be subject to a probationary period of sixty (60) days for each assignment.
- Article 12 Employment security  
This article does not apply.
- Article 13 Lay-off and Recall  
The entire article applies.
- Article 14 Technological Change  
The entire article applies.
- Article 15 Job Posting, Selection and Movement of Personnel  
The entire article applies.
- Article 16 Health and Safety  
The entire article applies.
- Article 17 Acquired rights  
This article does not apply.
- Article 18 Sub-Contracting  
This article does not apply.
- Article 19 Disciplinary Measures  
The entire article applies.
- Article 20 Personal Files  
The article applies except for clause 20.03. Temporary employees will receive an evaluation prior to being laid-off.
- Article 21 General  
The entire article applies.
- Article 22 Hours of Work and Work Schedules  
The schedules of temporary employees are established by the University. A temporary employee hired to replace a permanent employee will normally work the hours of the employee she/he is replacing.
- Article 23 Overtime  
The temporary employee may agree to extend her/his hours to thirty-five (35) hours. These hours shall not be considered as overtime and



are remunerated at the regular hourly rate. Hours worked beyond thirty-five hours are considered as overtime.

**Article 24 Premiums**

This article does not apply.

**Article 25 Holidays**

The article applies. The temporary employee will be paid any of the holidays described in clause 25.01 which occur during the period for which the temporary employee has been hired.

**Article 26 Social Leaves, Personal Leaves and Self-Funded Leaves**

This article does not apply except for clauses 26.01, 26.02, 26.04, 26.05, 26.06, and 26.10.

**Article 27 Vacation**

The temporary employee will receive, upon leaving, any vacation pay which she/he is entitled. Vacation pay is eight per cent **(8%)**.

The temporary employee whose duration of employment exceeds twelve (12) months may take vacation, after agreement with the person responsible for supervision.

Vacation is calculated as follows: one day and two-thirds (12/3) for each month worked to a maximum of twenty (20) working days.

**Article 28 Parental Leave**

A pregnant temporary employee with less than two **(2)** years of continuous active service is entitled to an unpaid maternity leave of twenty (20) weeks. This leave shall not extend beyond the termination date of the employee's current contract.

After the birth or adoption of the employee's child, a temporary employee with less than two (2) years of continuous active service, is entitled to a leave without pay of up to thirty-four (34) continuous weeks, starting at the moment which the employee decides, but ending no later than one **(1)** year after the birth, or in the case of adoption, one **(1)** year after the child is placed in the employee's care. This leave shall not extend beyond the termination date of the employee's current contract.

A temporary employee with at least two (2) years of continuous active service at the date of application, is entitled to the maternity leave and parental leaves described in Article 28. Such leave shall not extend beyond the termination date of the ~~temporary~~ employee's current contract.

Notwithstanding the foregoing, this entitlement is not intended to confer any benefit, monetary or non-monetary, which the employee would not have had if he/she had remained at work.

**Article 29 Leave without pay**

This article does not apply.

**Article 30 Study Leave**

This article does not apply.

**Article 31 Training**

The entire article applies.

**Article 32 Tuition Waiver**

This article does not apply.

**Article 33 Public Service Leaves**

This article does not apply.

**Article 34 University Closing**

The article applies. The temporary employee will be paid for any closings which occur during the period for which the temporary employee has been hired.

**Article 35 Occupational Injuries**

The University will pay a temporary employee who is absent from work as a result of an occupational injury as defined by the law, 90% of net salary for the fourteen (14) first calendar days following their first day of absence. Thereafter, the employee is reimbursed directly by the CSST.

As for the rest, the temporary employee and the University are subject to the provisions of the law on work accidents and occupational injuries.

**Article 36 Sick Leave**

Temporary employees shall be protected by a salary insurance program.

The purpose of the salary insurance program is to compensate for the loss of earnings of any temporary employee who is not able to perform normal duties because of illness or accident other than an occupational injury.

The cost of the program is equally shared by the temporary employee and the University.

A temporary employee who becomes disabled due to illness or injury, at any time when her/his contract is in effect, shall be entitled to paid sick leave for a period of up to one (1) month, paid at the equivalent rate the temporary employee would have received had the temporary employee remained at work.

Temporary employees receiving paid sick leave may be required to provide a medical certificate attesting their inability to work.

When disability continues for more than one (1) month, the temporary employee shall be protected by the provisions of the salary insurance program.

Salary insurance payments shall be equal to sixty-six and 2/3 percent (66 2/3%) of the rate the temporary employee would have received had the temporary employee remained at work.

Salary Insurance payments shall be made for the duration of the contract in effect at the moment the disability occurred or until the temporary employee returns to work, whichever occurs earlier.

The University shall deduct from each pay, in equal amounts, the temporary employee's portion of the salary insurance premium.

The salary insurance program applies as long as the disability begins at the "earliest" with the effective date of the temporary employee's contract.

The temporary employee who is to be absent due to illness or injury shall, as soon as possible, inform the Department Chair/Unit Head or designate of the absence.

The University will provide the Union with a copy of the salary insurance policy.

**Article 37 Group Insurance and Pension Plan**

Temporary employees are entitled to participate in the Pension Plan in accordance with the rules and regulations set out in the supplemental Pension Plans Act of Quebec.

Temporary employees are not entitled to participate in the Group Insurance Plans.

**Article 38 Classification and Wages**

The entire article applies.

**Article 39 Temporary Employees**

The entire article applies.

**Article 40 Amendments to the Collective Agreement**

The entire article applies.

**Article 41 Appendices and Letters of Agreement**

The entire article applies.

**Article 42 Duration of the Agreement**

The entire article applies.

**ARTICLE 40 AMENDMENTS TO THE COLLECTIVE AGREEMENT**

40.01 In the event that the parties mutually agree to amend any of the provisions of the present agreement, such amendments will be incorporated into a letter of agreement and will be filed in accordance with Article 72 of the Labour Code.

**ARTICLE 41 APPENDICES AND LETTERS OF AGREEMENT**

41.01 All appendices and all letters of agreement form an integral part of the agreement.

**ARTICLE 42 DURATION OF THE CONTRACT**

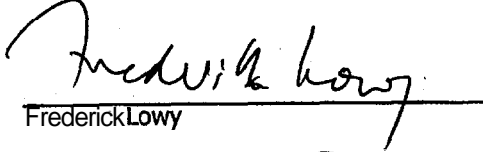
42.01 The present collective agreement becomes effective the day of its signature and remains in effect until May 31, 2002. It has no retroactive effect except where expressly provided.


42.02

Notwithstanding clause 42.01, the present agreement remains in effect until the signing of the new collective agreement.

IN WITNESS THEREOF, the parties have signed in Montreal, province of Quebec, on this 13<sup>th</sup> day of June, 2000.

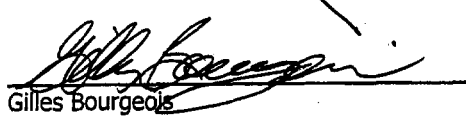
**Concordia University**

  
Frederick Lowy

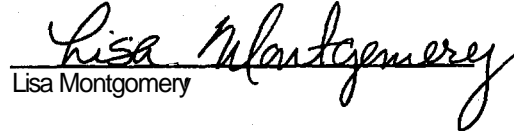
  
Marcel Danis

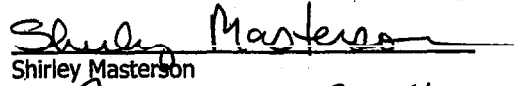
  
Kathleen O'Connell

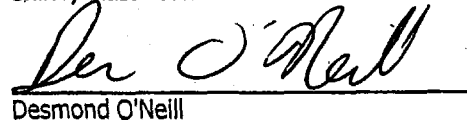
  
C. Lynne Prendergast

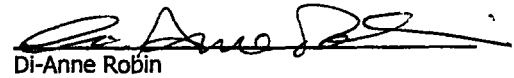
  
Gilles Bourgeois


**Concordia University Support  
Staff Union (C.S.N)**

  
Lisa Montgomery

  
Shirley Masterson

  
Desmond O'Neill

  
Di-Anne Robin

  
Ruth Harvey (CSN)

60

**APPENDIX "A"**  
**CLASSIFICATION PLAN**

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The job evaluation plan as well as all modifications of the questionnaire are an integral part of the collective agreement.

**APPENDIX "B"**  
**CLASSIFICATION OF EMPLOYEES BY GRADE AND STEP**

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The salary calculation formula as well as all modifications of the formula are an integral part of the collective agreement.

APPENDIX "C"

GRADES AND CORRESPONDING POSITION TITLES

| UNIVERSITY | TITLE                             | DEPT NAME                   |
|------------|-----------------------------------|-----------------------------|
| G01        | CARETAKER, ANIMAL                 | ANIMAL CARE                 |
| G03        | CLERK, MAIL                       | MAIL SERVICES               |
| G06        | CLERK, MAIL/RECEIVING-SHIPING     | MAIL SERVICES               |
| G03        | SERVICE PERSON, COINS OPERATIONS. | COPY CENTRE                 |
| G03        | CLERK, OFFICE SUPPORT             | REGISTRAR                   |
| G04        | CLERK, OFFICE SUPPORT             | REGISTRAR                   |
| G04        | RECEPTIONIST, EVENING             | CONTINUING EDUCATION        |
| G04        | CLERK, MAIL/SHIPPING              | MAIL SERVICES               |
| G04        | CLERK, MAIL/SHIPPING              | MAIL SERVICES               |
| G04        | CLERK/TYPIST                      | COUNSELLING & DEVELOPMENT   |
| G04        | RECEPTIONIST                      | CONTINUING EDUCATION        |
| G04        | RECEPTIONIST/SECRETARY            | PHYSICAL RESOURCES          |
| G04        | CLERK, TRANSCRIPTS                | REGISTRAR                   |
| G04        | SHIPPER RECEIVER/STOCK CLERK      | BOOKSTORE                   |
| G04        | CLERK, BOOK INFO/SHIPPER-RECEIVER | BOOKSTORE                   |
| G04        | SHIPPER/RECEIVER-STOCK CLERK      | BOOKSTORE                   |
| G04        | CLERK, BOOK INFORMATION           | BOOKSTORE                   |
| G04        | RECEPTIONIST                      | HEALTH SERVICES             |
| G05        | SECRETARY                         | ENGLISH                     |
| G05        | SECRETARY                         | CHEMISTRY & BIOCHEMISTRY    |
| G05        | SECRETARY                         | CHEMISTRY & BIOCHEMISTRY    |
| G05        | SECRETARY, GRADUATE PROGRAM       | PHYSICS                     |
| G05        | SECRETARY                         | ELECTRICAL & COMPUTER ENGR. |
| G05        | SECRETARY                         | ELECTRICAL & COMPUTER ENGR. |
| G05        | SECRETARY                         | COMPUTER SCIENCE            |
| G05        | RECEPTIONIST/SECRETARY            | COMMERCE & ADMINISTRATION   |
| G05        | RECEPTIONIST/SECRETARY            | COMMERCE & ADMINISTRATION   |
| G05        | SECRETARY, BUDGET                 | BLDG, CIVIL & ENV. ENG.     |
| G05        | SECRETARY/RECEPTIONIST            | EXERCISE SCIENCE            |
| G05        | DATA ENTRY CLERK                  | PURCHASING SERVICES         |
| G05        | DATA ENTRY CLERK                  | ADVANCEMENT                 |
| G05        | DESK GUARD, SECURITY              | SECURITY                    |
| G05        | SUPERVISOR, WAREHOUSE             | PHYSICAL RESOURCES          |
| G05        | CASHIER, HEAD                     | BOOKSTORE                   |

53

APPENDIX "C"

GRADES AND CORRESPONDING POSITION TITLES

|     |                                      |                           |
|-----|--------------------------------------|---------------------------|
| G05 | ASST. SUPERVISOR, SHIPPING/RECEIVING | BOOKSTORE                 |
| G05 | SECRETARY/RECEPTIONIST               | HEALTH SERVICES           |
| G05 | LIBRARY TECHNICIAN/RECEPTIONIST      | COUNSELLING & DEVELOPMENT |
| G05 | SECRETARY                            | FINANCIAL AID & AWARDS    |
| G05 | ASSISTANT, RECORDS                   | REGISTRAR                 |
| G05 | ASSISTANT, RECORDS                   | REGISTRAR                 |
| G05 | ASSISTANT, RECORDS                   | REGISTRAR                 |
| G05 | ASSISTANT, RECORDS                   | REGISTRAR                 |
| G05 | ASSISTANT, RECORDS                   | REGISTRAR                 |
| G05 | ASSISTANT, RECORDS                   | REGISTRAR                 |
| G05 | ASSISTANT, RECORDS                   | REGISTRAR                 |
| G05 | ASSISTANT, RECORDS                   | REGISTRAR                 |
| G05 | ASSISTANT, RECORDS                   | REGISTRAR                 |
| G05 | ASSISTANT, RECORDS                   | REGISTRAR                 |
| G05 | ASSISTANT, GRADUATE STUDIES          | REGISTRAR                 |
| G05 | ASSISTANT, GRADUATE STUDIES          | REGISTRAR                 |
| G05 | RECEPTIONIST/SECRETARY               | ATHLETICS                 |
| G05 | OPERATOR, BINDERY/SR. COPIER         | COPY CENTRE               |
| G05 | CLERK, MERCHANDISING                 | BOOKSTORE                 |
| G05 | SENIOR CASHIER                       | BOOKSTORE                 |
| G05 | RECEPTIONIST                         | INFORMATION SERVICES      |
| G05 | CLERK, MERCHANDISING/CASHIER         | BOOKSTORE                 |
| G05 | CLERK, ACCOUNTS PAYABLE              | FINANCIAL SERVICES        |
| G05 | CLERK, ACCOUNTS PAYABLE/RECEPTIONIST | FINANCIAL SERVICES        |
| G06 | SECRETARY/RECEPTIONIST               |                           |
| G06 | SECRETARY/RECEPTIONIST               | ECONOMICS                 |
| G06 | SECRETARY                            | EDUCATION                 |
| G06 | SECRETARY                            | EDUCATION                 |
| G06 | SECRETARY                            | POLITICAL SCIENCE         |
| G06 | SECRETARY DEPARTMENTAL               | SOCIOLOGY & ANTHROPOLOGY  |
| G06 | SECRETARY                            | BIOLOGY                   |
| G06 | SECRETARY, DEPARTMENTAL              | MATHEMATICS & STATISTICS  |
| G06 | SECRETARY, UNDERGRADUATE             | MATHEMATICS & STATISTICS  |
| G06 | SECRETARY, GRADUATE                  | MATHEMATICS & STATISTICS  |



APPENDIX "C"

GRADES AND CORRESPONDING POSITION TITLES

|     |                                 |                                |
|-----|---------------------------------|--------------------------------|
| G06 | SECRETARY, DEPARTMENTAL         | ACCOUNTANCY                    |
| C08 | SECRETARY                       | MECHANICAL ENGINEERING         |
| G06 | SECRETARY, DEPARTMENTAL         | MUSIC                          |
| G06 | SECRETARY                       | INSTITUTE FOR CO-OP EDUCATION  |
| C08 | RECEPTIONIST/SECRETARY          | VICE-RECTOR, ACADEMIC          |
| G08 | SECRETARY, DEPARTMENTAL         | MARKETING                      |
| O08 | SECRETARY                       | FINANCE                        |
| G08 | SECRETARY                       | PH.D & M.SC. IN ADMINISTRATION |
| G08 | SECRETARY, UNDERGRADUATE/TYPIST | BLDG., CIVIL & ENV. ENG.       |
| G08 | SECRETARY                       | BLDG., CIVIL & ENV. ENG.       |
| G08 | SECRETARY/RECEPTIONIST          | APPLIED HUMAN SCIENCES         |
| G08 | CLERK, TELESIS ACCOUNTS         | I.I.T.S.                       |
| G08 | OFFICE MANAGER                  | ZZ GENERAL                     |
| O08 | COORD., PHOTOCOPY CENTRE (LOY)  | COPY CENTRE                    |
| C08 | RECEPTIONIST/TYPIST             | COUNSELLING & DEVELOPMENT      |
| G08 | SECRETARY                       | CAMPUS MINISTRY                |
| G06 | SECRETARY                       | SERVICES FOR DISABLED STUDENTS |
| G06 | OPERATOR, WORK CONTROL CENTRE   | PHYSICAL RESOURCES             |
| G06 | OPERATOR, WORK CONTROL CENTRE   | PHYSICAL RESOURCES             |
| G08 | CLERK, BUDGET                   | PHYSICAL RESOURCES             |
| G08 | OPERATOR, DUPLICATOR            | PRINTING SERVICES              |
| O08 | SECRETARY                       | ADVOCACY & SUPPORT SERVICES    |
| C08 | CLERK, BUDGET                   | PHYSICAL RESOURCES             |
| C06 | ASSISTANT, SERVICE              | REGISTRAR                      |
| G06 | ASSISTANT, SERVICE              | REGISTRAR                      |
| G06 | ASSISTANT, SERVICE              | REGISTRAR                      |
| G06 | ASSISTANT, SERVICE              | REGISTRAR                      |
| O06 | ASSISTANT, SERVICE              | REGISTRAR                      |
| G06 | ASSISTANT, SERVICE              | STUDENT SERVICE CENTRE         |
| G06 | OPERATOR, DUPLR/COPIER SERPRN   | PRINTING SERVICES              |
| G08 | ASSISTANT, SERVICE              | COMMERCE & ADMINISTRATION      |
| G08 | ASSISTANT, SERVICE              | REGISTRAR                      |
| G08 | ASSISTANT, SERVICE              | REGISTRAR                      |
| O08 | ASSISTANT, SERVICE              | SCHOOL OF GRADUATE STUDIES     |
| C08 | ASSISTANT, COMMUNICATIONS       | TI TATION                      |

APPENDIX "C"

GRADES AND CORRESPONDING POSITION TITLES

|     |                                |                                |
|-----|--------------------------------|--------------------------------|
| G06 | ASSISTANT, SERVICE             | REGISTRAR                      |
| G06 | ASSISTANT, SERVICE             | REGISTRAR                      |
| G06 | ASSISTANT, SERVICE             | SERVICES FOR DISABLED STUDENTS |
| G06 | CLERK, BOOK RECORDS & ACCOUNTS | BOOKSTORE                      |
| G06 | ASSISTANT, AWARDS              | FINANCIAL AID & AWARDS         |
| G06 | ADMIN SUPPORT CLERK            | I.I.T.S.                       |
| G06 | CLERK, A/P                     | BOOKSTORE                      |
| G06 | RECEPTIONIST/SECRETARY         | ZZ GENERAL                     |
| G06 | CLERK, COMPENSATION            | HUMAN RESOURCES                |
| G06 | CLERK, ACCOUNTS                | STUDENT ACCOUNTS               |
| G06 | CLERK, ACCOUNTS                | STUDENT ACCOUNTS               |
| G07 | SECRETARY TO RECTOR'S CABINET  | RECTOR'S OFFICE                |
| G07 | SECRETARY TO RECTOR'S CABINET  | RECTOR'S OFFICE                |
| G07 | SECRETARY, GRADUATE            | COMMUNICATION STUDIES          |
| G07 | SECRETARY, ENGLISH COMPOSITION | ENGLISH                        |
| G07 | SECRETARY, GRADUATE PROG.      | ETUDES FRANCAISES              |
| G07 | SECRETARY                      | JOURNALISM                     |
| G07 | SECRETARY, DEPARTMENTAL        | GEOGRAPHY                      |
| G07 | SECRETARY, GRADUATE PROGRAMME  | POLITICAL SCIENCE              |
| G07 | SECRETARY, UNDERGRADUATE PROG  | PSYCHOLOGY                     |
| G07 | SECRETARY, GRADUATE PROGRAMME  | PSYCHOLOGY                     |
| G07 | SECRETARY/RECEPTIONIST         | PSYCHOLOGY                     |
| G07 | SECRETARY, TO THE DIRECTOR     | PSYCHOLOGY                     |
| G07 | SECRETARY TO CHAIR & TO ADMIN  | PSYCHOLOGY                     |
| G07 | SECRETARY, GRADUATE            | SOCIOLOGY & ANTHROPOLOGY       |
| G07 | SECRETARY, GRAUDATE PROGRAM    | BIOLOGY                        |
| G07 | SECRETARY                      | PHYSICS                        |
| G07 | SECRETARY                      | LIBERAL ARTS COLLEGE           |
| G07 | SECRETARY                      | SCIENCE COLLEGE                |
| G07 | SECRETARY                      | LONERGAN COLLEGE               |
| G07 | SECRETARY, PROGRAM             | COMMERCE & ADMINISTRATION      |
| G07 | SECRETARY, PROGRAM             | MBA PROGRAMME                  |
| G07 | SECRETARY                      | COMMERCE & ADMINISTRATION      |
| G07 | SECRETARY                      | DIPLOMA IN ACCOUNTANCY         |
| G07 | ASSISTANT, PROGRAMMES          | ENGINEERING & COMPUTER SCIENCE |

APPENDIX "C"

GRADES AND CORRESPONDING POSITION TITLES

|     |                                  |                                |
|-----|----------------------------------|--------------------------------|
| G07 | PROGRAMS ASSISTANT               | ENGINEERING & COMPUTER SCIENCE |
| C0# | SECRETARY                        | ENGINEERING & COMPUTER SCIENCE |
| G0H | PROGRAM ASSISTANT, UGRAD         | ELECTRICAL & COMPUTER ENGR.    |
| O0# | PROGRAM ASSISTANT                | ELECTRICAL & COMPUTER ENGR.    |
| C0H | SECRETARY TO THE ASSOCIATE DEAN  | ELECTRICAL & COMPUTER ENGR.    |
| O0# | SECRETARY, GRADUATE              | MECHANICAL ENGINEERING         |
| C07 | PROGRAM ASST., UGRAD & COOP      | COMPUTER SCIENCE               |
| O07 | PROGRAM ASST., DIPLOMA           | COMPUTER SCIENCE               |
| G0# | OFFICE ASSISTANT                 | FINE ARTS, DEAN'S OFFICE       |
| O07 | SECRETARY, DEPARTMENTAL          | ART EDUCATION                  |
| G0# | SECRETARY                        | FINE ARTS                      |
| C0# | SECRETARY                        | FINE ARTS, STUDENT AFFAIRS     |
| O0H | SECRETARY                        | DESIGN ART                     |
| O0H | SECRETARY                        | MASTER OF FINE ARTS            |
| O0H | SECRETARY, DEPARTMENTAL          | THEATRE                        |
| C07 | SECRETARY                        | CONTEMPORARY DANCE             |
| G07 | ASSITANT, GRADUATE ADMISSIONS    | SCHOOL OF GRADUATE STUDIES     |
| G07 | ASSISTANT, GRADUATE ADMISSIONS   | SCHOOL OF GRADUATE STUDIES     |
| G07 | ASSISTANT, GRADUATE AWARDS       | SCHOOL OF GRADUATE STUDIES     |
| O0H | ASSISTANT, GRADUATE THESIS       | SCHOOL OF GRADUATE STUDIES     |
| G07 | ASSISTANT, GRADUATE ADMISSIONS   | SCHOOL OF GRADUATE STUDIES     |
| G07 | ASSISTANT, GRADUATE ADMISSIONS   | SCHOOL OF GRADUATE STUDIES     |
| G07 | ASSISTANT, GRADUATE PUBLICATION  | SCHOOL OF GRADUATE STUDIES     |
| G07 | SECRETARY, STUDENT AFFAIRS       | ENGINEERING & COMPUTER SCIENCE |
| C0# | ASSISTANT, PROGRAMMES            | ENGINEERING & COMPUTER SCIENCE |
| O07 | SECRETARY                        | CONTINUING EDUCATION           |
| G07 | PROGRAM ASSISTANT - GRADUATE     | COMPUTER SCIENCE               |
| G07 | SECRETARY/RECEPTIONIST           | ENGINEERING & COMPUTER SCIENCE |
| G07 | PROGRAM ASSISTANT, UGRAD.        | CIVIL ENGINEERING              |
| G07 | PROGRAM ASSISTANT, GRAD.         | BLDG., CIVIL & ENV. ENG.       |
| G07 | SECRETARY/RECEPTIONIST           | COMMERCE & ADMINISTRATION      |
| G07 | SECRETARY                        | APPLIED HUMAN SCIENCES         |
| O0# | SWITCHBOARD SERVICES COORDINATOR | I.I.T.S.                       |
| G0# | SECRETARY                        | PURCHASING SERVICES            |

APPENDIX "C"

GRADES AND CORRESPONDING POSITION TITLES

|     |                                |                                |
|-----|--------------------------------|--------------------------------|
| G07 | BUYER, BOOK                    | BOOKSTORE                      |
| G07 | BUYER, BOOK                    | BOOKSTORE                      |
| G07 | BUYER, TEXTBOOK                | BOOKSTORE                      |
| G07 | BUYER, BOOK                    | BOOKSTORE                      |
| G07 | SUPERVISOR                     | ART SUPPLY STORE               |
| G07 | SUPERVISOR, HALL COPY CENTRE   | PRINTING SERVICES              |
| G07 | LIBRARY TECHNICIAN             | COUNSELLING & DEVELOPMENT      |
| G07 | SECRETARY                      | CONTINUING EDUCATION           |
| G07 | SECRETARY                      | CONTINUING EDUCATION           |
| G07 | SUPERVISOR, SUPER CENTRE       | PRINTING SERVICES              |
| G07 | CLERK, SENIOR TRANSCRIPTS      | REGISTRAR                      |
| G07 | SECRETARY TO THE DIRECTOR      | ATHLETICS                      |
| G07 | SECRETARY/COORDINATOR, TRAVEL  | ATHLETICS                      |
| G07 | OFFICE ASSISTANT               | I.I.T.S.                       |
| G07 | SECRETARY                      | MECHANICAL ENGINEERING         |
| G07 | SECRETARY                      | ALUMNI AFFAIRS                 |
| G07 | SECRETARY/RECEPTIONIST         | HUMAN RESOURCES                |
| G07 | SECRETARY/RECEPTIONIST         | FINANCIAL SERVICES             |
| G07 | SENIOR CLERK, STUDENT SERVICES | STUDENT ACCOUNTS               |
| G07 | SENIOR CLERK, ACCOUNTS         | STUDENT ACCOUNTS               |
| G07 | CLERK, PAYROLL                 | HUMAN RESOURCES                |
| G08 | SECRETARY TO THE SECRETARY     | SENATE                         |
| G08 | SECRETARY TO THE DEAN          | ARTS & SCIENCE                 |
| G08 | ASSISTANT, GRAD. PROG.         | ENGLISH                        |
| G08 | SECRETARY UGRAD. & CO-OP       | ECONOMICS                      |
| G08 | SECRETARY, GRADUATE PROGRAM    | RELIGION                       |
| G08 | SECRETARY TO CHAIR             | SOCIOLOGY & ANTHROPOLOGY       |
| G08 | SECRETARY TO CHAIR             | EXERCISE SCIENCE               |
| G08 | SECRETARY, PROGRAMME           | SIMONE DE BEAUVOIR INSTITUTE   |
| G08 | SECRETARY TO ASSOCIATE DEAN    | COMMERCE & ADMINISTRATION      |
| G08 | ASSISTANT, SENIOR PROGRAMMES   | ENGINEERING & COMPUTER SCIENCE |
| G08 | MANAGER, OFFICE                | CTR, TEACH. & LEARN. SERV      |
| G08 | ADMINISTRATOR, PROGRAM         | INSTITUTE FOR CO-OP EDUCATION  |
| G08 | SECRETARY TO AVR & ASST TO VR  | PROVOST & VR RESEARCH          |
| G08 | ASSISTANT DEPARTMENT           | PAINTING & DR A WINING         |

APPENDIX "C"

GRADES AND CORRESPONDING POSITION TITLES

|     |                                |                        |
|-----|--------------------------------|------------------------|
| G08 | ASSISTANT, DEPARTMENT          | STUDIO ARTS            |
| G08 | ASSISTANT, RESEARCH            | INSTITUTIONAL RESEARCH |
| G08 | SECRETARY                      | ARTS & SCIENCE         |
| G08 | SECRETARY TO THE VICE-DEAN     | ARTS & SCIENCE         |
| G08 | SECRETARY, GRADUATE PROGRAMMES | EDUCATION              |
| G08 | OFFICER, SECURITY              | SECURITY               |
| G08 | OFFICER, SECURITY              | SECURITY               |
| G08 | OFFICER, SECURITY              | SECURITY               |
| G08 | OFFICER, SECURITY              | SECURITY               |
| G08 | OFFICER, SECURITY              | SECURITY               |
| G08 | BUYER, STATIONARY AND SUPPLIES | BOOKSTORE              |
| G08 | COORDINATOR, ACCOUNTS          | BOOKSTORE              |
| G08 | ESTIMATOR                      | PRINTING SERVICES      |
| G08 | OPERATOR, PRESS                | PRINTING SERVICES      |
| G08 | OPERATOR, PRESS                | PRINTING SERVICES      |
| G08 | COORDINATOR, BINDERY           | PRINTING SERVICES      |
| G08 | COORDINATOR, ACCOUNTING        | LOCKERS & TYPEWRITERS  |
| G08 | OPERATOR, PRESS                | PRINTING SERVICES      |
| G08 | OFFICER, SECURITY              | SECURITY               |
| G08 | OFFICER, SECURITY              | SECURITY               |
| G08 | OFFICER, SECURITY              | SECURITY               |
| G08 | OFFICER, SECURITY              | SECURITY               |
| G08 | ASSISTANT, SENIOR RECORDS      | REGISTRAR              |
| G08 | ASSISTANT, REGN/EXAMS          | REGISTRAR              |
| G08 | ASSISTANT, REGN/EXAMS          | REGISTRAR              |
| G08 | ASSISTANT, REGN/EXAMS          | REGISTRAR              |
| G08 | ASSISTANT, SENIOR RECORDS      | REGISTRAR              |
| G08 | ASSISTANT, SENIOR RECORDS      | REGISTRAR              |
| G08 | ASSISTANT, SENIOR RECORDS      | REGISTRAR              |
| G08 | ASSISTANT, PUBLICATIONS        | REGISTRAR              |
| G08 | ASSISTANT, SENIOR SERVICE      | REGISTRAR              |
| G08 | ASSISTANT, STATISTICS          | REGISTRAR              |
| G08 | SECRETARY TO THE DIRECTOR      | PHYSICAL RESOURCES     |
| G08 | ASSISTANT, SENIOR RECORDS      | REGISTRAR              |
| G08 | ASST ASSISTANT                 | HUMAN RESOURCES        |

APPENDIX "C"

GRADES AND CORRESPONDING POSITION TITLES

|     |                              |                                |
|-----|------------------------------|--------------------------------|
| G08 | RETAIL OPERATIONS ASSISTANT  | BOOKSTORE                      |
| G08 | OFFICE MANAGER               | PUBLIC RELATIONS               |
| G08 | SECRETARY, ANNUAL GIVING     | ADVANCEMENT                    |
| G08 | SECRETARY, ANNUAL GIVING     | UNIVERSITY ADVANCEMENT         |
| G08 | COORDINATOR, TRAVEL          | FINANCIAL SERVICES             |
| G08 | COORDINATOR DOCUMENTS        | HUMAN RESOURCES                |
| G08 | ASSISTANT, BENEFITS          | HUMAN RESOURCES                |
| G08 | SENIOR PAYROLL CLERK         | HUMAN RESOURCES                |
| G08 | SENIOR PAYROLL CLERK         | HUMAN RESOURCES                |
| G08 | SENIOR PAYROLL CLERK         | HUMAN RESOURCES                |
| G08 | ASSISTANT, BENEFITS          | HUMAN RESOURCES                |
| G08 | ASSISTANT, ACADEMIC SUPPORT  | HUMAN RESOURCES                |
| G08 | ASSISTANT, STATISTICS        | REGISTRAR                      |
| G09 | ASSISTANT, ADMINISTRATIVE    | TRANSLATION SERVICES           |
| G09 | ASSISTANT, R & R             | RIGHTS & RESPONSIBILITIES      |
| G09 | ASSISTANT TO CHAIR           | ENGLISH                        |
| G09 | SECRETARY TO THE CHAIR       | ETUDES FRANCAISES              |
| G09 | SECRETARY TO CHAIR           | HISTORY                        |
| G09 | SECRETARY TO CHAIR           | MODERN LANGUAGES & LINGUISTICS |
| G09 | ASSISTANT, ADMINISTRATIVE    | T.E.S.L.                       |
| G09 | SECRETARY TO THE CHAIR       | EDUCATION                      |
| G09 | CONSULTANT, COMPUTER         | PSYCHOLOGY                     |
| G09 | SECRETARY TO CHAIR           | CHEMISTRY & BIOCHEMISTRY       |
| G09 | ASSISTANT TO CHAIR           | FINANCE                        |
| G09 | ASSISTANT TO THE CHAIR       | MARKETING                      |
| G09 | ASSISTANT TO THE CHAIRPERSON | MANAGEMENT                     |
| G09 | ASSISTANT TO THE CHAIR       | MANAGEMENT                     |
| G09 | ASSISTANT TO THE CHAIRPERSON | ACCOUNTANCY                    |
| G09 | SPECIALIST OFFICE TECHNOLOGY | COMMERCE, CIT                  |
| G09 | SPECIALIST OFFICE TECH.      | COMMERCE, CIT                  |
| G09 | ASSISTANT TO THE CHAIRPERSON | DECISION SCIENCES & M.I.S.     |
| G09 | SECRETARY TO THE CHAIR       | COMPUTER SCIENCE               |
| G09 | ASSISTANT TO THE ASSOC DEANS | FINE ARTS, DEAN'S OFFICE       |
| G09 | EDITORIAL ASSISTANT          | ART HISTORY                    |
| G09 | ASSISTANT TO THE CHAIR & GPD | ART HISTORY                    |

APPENDIX "C"

GRADES AND CORRESPONDING POSITION TITLES

|     |                                |                                |
|-----|--------------------------------|--------------------------------|
| G09 | ASSISTANT TO THE CHAIR         | MUSIC                          |
| G09 | ASSISTANT TO THE CHAIR         | THEATRE                        |
| G09 | SECRETARY                      | ART THERAPY                    |
| G09 | ASSISTANT, OFFICE OF DEAN      | SCHOOL OF GRADUATE STUDIES     |
| G09 | ASSISTANT TO ASSOC. DEAN       | SCHOOL OF GRADUATE STUDIES     |
| G09 | COORDINATOR, COURSE EVALUATION | CTR, TEACH. & LEARN. SERV      |
| G09 | OFFICE ADMINISTRATOR           | EXECUTIVE DEVELOPMENT PROGRAMS |
| G09 | PROGRAMMER ASST/COUNSELLOR     | CTR INTL ACAD COOP             |
| G09 | COORDINATOR, FACULTY PERSONNEL | COMMERCE & ADMINISTRATION      |
| G09 | SECRETARY TO CHAIR             | BLDG., CIVIL & ENV. ENG.       |
| G09 | SECRETARY TO THE DIRECTOR      | PHYSICAL RESOURCES             |
| G09 | ASSISTANT TO DEAN OF STUDENTS  | DEAN OF STUDENTS               |
| G09 | ASSISTANT, ADMINISTRATIVE      | ART GALLERY                    |
| G09 | ASSISTANT TO THE DIRECTOR      | ADVOCACY & SUPPORT SERVICES    |
| G09 | COORDINATOR, ADMIN (SGW)       | I.I.T.S.                       |
| G09 | ASSISTANT, SR GRAD STUDIES     | REGISTRAR                      |
| G09 | ASSISTANT, SPACE INFORMATION   | PHYSICAL RESOURCES             |
| G09 | ASSISTANT, FACILITIES/MAINTN   | ATHLETICS                      |
| G09 | CASE WORKER, STUDENT           | SERVICES FOR DISABLED STUDENTS |
| G09 | CASE WORKER, STUDENT           | SERVICES FOR DISABLED STUDENTS |
| G09 | ASST SUPERVISOR, ACCTS PAYABLE | FINANCIAL SERVICES             |
| G09 | OFFICER, FINANCE               | TREASURY                       |
| G09 | OFFICER, FINANCE               | FINANCIAL SERVICES             |
| G09 | ASSISTANT, BENEFITS            | HUMAN RESOURCES                |
| G09 | OFFICER, RESEARCH FUNDS        | FINANCIAL SERVICES             |
| G10 | ASSISTANT, EXECUTIVE DIRECTOR  | RECTOR'S OFFICE                |
| G10 | ASST. TO DIR. GOVT RELATIONS   | RECTOR'S OFFICE                |
| G10 | ASSISTANT, BUDGET              | ARTS & SCIENCE                 |
| G10 | ASSISTANT, BUDGET              | ARTS & SCIENCE                 |
| G10 | ADMISSION OFFICER MBA          | MBA PROGRAMME                  |
| G10 | ASSISTANT TO ASSOC. DEAN       | ASSOC DEAN UNDERGRAD & STUD AF |
| G10 | OFFICER, BUDGET & FACILITIES   | COMMERCE & ADMINISTRATION      |
| G10 | EXECUTIVE SECRETARY TO DEAN    | ENGINEERING & COMPUTER SCIENCE |
| G10 | ASSISTANT TO THE VICE-DEAN     | ARTS & SCIENCE                 |
| G10 | ASSISTANT TO THE DIRECTOR      | BLDG., CIVIL & ENV. ENG.       |

APPENDIX "C"

GRADES AND CORRESPONDING POSITION TITLES

|     |                                  |                                |
|-----|----------------------------------|--------------------------------|
| G10 | ASSISTANT TO VICE-DEAN           | ARTS & SCIENCE                 |
| G10 | ASSISTANT TO THE V.D., CURR      | ARTS & SCIENCE                 |
| G10 | ASSISTANT TO VICE-DEAN           | ARTS & SCIENCE                 |
| G10 | COORDINATOR, TELEPHONE SERVICES  | I.I.T.S.                       |
| G10 | COORDINATOR, CONF. SERVICES      | ANCILLARY SERVICES             |
| G10 | ASSISTANT, ADM/COORD. TRG.       | ENVIRONMENTAL HEALTH & SAFETY  |
| G10 | ADMINISTRATIVE ASSISTANT         | CONTINUING EDUCATION           |
| G10 | ASSISTANT TO DEAN OF STUDENTS    | DEAN OF STUDENTS               |
| G10 | ASST TO DIRECTOR                 | ARTS & SCIENCE                 |
| G10 | BUDGET ASSITANT                  | PRINTING SERVICES              |
| G10 | FACULTY PERSONNEL & BUDGET OFFIC | ENGINEERING & COMPUTER SCIENCE |
| G11 | BUYER                            | PURCHASING SERVICES            |
| G11 | BUYER                            | PURCHASING SERVICES            |
| G11 | BUYER                            | PURCHASING SERVICES            |
| G12 | ASSISTANT MANAGER, TELESIS       | I.I.T.S.                       |
| G12 | SYSTEMS AUDITOR                  | INTERNAL AUDIT                 |



## APPENDIX "D" SALARIES

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The amount of retroactivity resulting from the application of Appendix "D" is payable to employees of the University within ten (10) weeks of the signature of the collective agreement.

- A) As of June 1, 1997 the salary scales for May 31, 1997 are increased by two percent (2%).
- B) As of June 1, 1998 the salary scales for May 31, 1998 are increased by two percent (2%).
- C) AS of June 1, 1999 the salary scales for May 31, 1999 are increased by two percent (2%).
- D) As of June 1, 2000 the salary scales for May 31, 2000 are increased by one point four percent (1.4%).
- E) As of June 1, 2001 the salary scales for May 31, 2001 are increased by one point three percent (1.3%).

### F) EMPLOYEES BEYOND THE RATE OR BEYOND THE SCALE

The provisions of paragraphs A) to E) inclusive dealing with increase to rates and salary scale are not applicable to an employee who, May 31<sup>st</sup> preceding the increase, has a pay rate at the top of the Scale for her/his classification. This employee benefits, however, from a guaranteed increase in her/his rate for which the percentage is the same as that applicable to the fixed rate of pay or the maximum of the scale for her/his classification and this increase is paid as follows

- i) entirely as a lump sum payment if the fixed rate of pay or the maximum of the scale for her/his classification **does** not exceed her/his rate of pay;
- or
- ii) in part as an increase to her/his rate of pay and in part as a lump sum payment, if the increased fixed rate of pay or the increased maximum of the scale for her/his classification is greater than her/his rate of pay; in such cases, the employee's rate of pay is increased by a percentage required to bring it to the fixed rate of pay or the maximum of the scale for her/his classification; the difference between, on the one hand, the percentage increase applied at the same date to the fixed rate of pay or to the maximum of the scale and, on the other hand, the percentage increase applied to her/his rate of pay is paid to the employees as a lump sum.

The lump sums provided herein are calculated on the employee's rate of pay before increasing and they are divided and distributed each pay, prorated to the regular paid hours for the period in question.

- G) should the Quebec Government salary policy include percentage increases that are greater than those specified in Tables A to E of Appendix "D", the Quebec Government policy shall be applied if there is a specific allocation of funds provided by the Government to the University for this purpose.

**ANNEXE "D"**  
**SALAIRES**

| CONCORDIA UNIVERSITY                       |       |       |       |       |       |       |       |       |       |       |
|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| SALARY SCALE - 1 JANUARY 1997 - CUSSU      |       |       |       |       |       |       |       |       |       |       |
| GRADE                                      | STEP  |       |       |       |       |       |       |       |       |       |
|  | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    |
| GR01                                       | 9,01  | 9,38  | 9,78  | 10,18 | 10,59 |       |       |       |       |       |
| GR02                                       | 9,70  | 10,01 | 10,33 | 10,67 | 11,03 | 11,39 |       |       |       |       |
| GR03                                       | 10,41 | 10,73 | 11,01 | 11,30 | 11,60 | 11,93 | 12,25 |       |       |       |
| GR04                                       | 11,19 | 11,49 | 11,82 | 12,14 | 12,47 | 12,83 | 13,17 |       |       |       |
| GR05                                       | 11,90 | 12,20 | 12,50 | 12,83 | 13,15 | 13,47 | 13,82 | 14,16 |       |       |
| GR06                                       | 12,79 | 13,11 | 13,43 | 13,78 | 14,12 | 14,47 | 14,85 | 15,22 |       |       |
| GR07                                       | 13,82 | 14,16 | 14,51 | 14,89 | 15,26 | 15,64 | 16,04 | 16,43 |       |       |
| GR08                                       | 14,73 | 15,08 | 15,43 | 15,80 | 16,18 | 16,55 | 16,95 | 17,34 | 17,75 |       |
| GR09                                       | 15,92 | 16,29 | 16,68 | 17,08 | 17,47 | 17,89 | 18,30 | 18,73 | 19,17 |       |
| GR10                                       | 17,19 | 17,59 | 18,02 | 18,44 | 18,88 | 19,31 | 19,76 | 20,23 | 20,71 |       |
| GR11                                       | 18,34 | 18,75 | 19,17 | 19,59 | 20,04 | 20,48 | 20,95 | 21,41 | 21,89 | 22,36 |
| GR12                                       | 19,80 | 20,24 | 20,68 | 21,15 | 21,61 | 22,10 | 22,59 | 23,11 | 23,62 | 24,16 |
|  |       |       |       |       |       |       |       |       |       |       |
|  |       |       |       |       |       |       |       |       |       |       |
| CONCORDIA UNIVERSITY                       |       |       |       |       |       |       |       |       |       |       |
| SALARY SCALE - 1 JUNE 1997 - CUSSU (+ 2 %) |       |       |       |       |       |       |       |       |       |       |
| GRADE                                      | STEP  |       |       |       |       |       |       |       |       |       |
|  | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    |
| GR01                                       | 9,19  | 9,57  | 9,98  | 10,38 | 10,80 |       |       |       |       |       |
| GR02                                       | 9,89  | 10,21 | 10,54 | 10,88 | 11,25 | 11,62 |       |       |       |       |
| GR03                                       | 10,62 | 10,94 | 11,23 | 11,53 | 11,83 | 12,17 | 12,50 |       |       |       |
| GR04                                       | 11,41 | 11,72 | 12,06 | 12,38 | 12,72 | 13,09 | 13,43 |       |       |       |
| GR05                                       | 12,14 | 12,44 | 12,75 | 13,09 | 13,41 | 13,74 | 14,10 | 14,44 |       |       |
| GR06                                       | 13,05 | 13,37 | 13,70 | 14,06 | 14,40 | 14,76 | 15,15 | 15,52 |       |       |
| GR07                                       | 14,10 | 14,44 | 14,80 | 15,19 | 15,57 | 15,95 | 16,36 | 16,76 |       |       |
| GR08                                       | 15,02 | 15,38 | 15,74 | 16,12 | 16,50 | 16,88 | 17,29 | 17,69 | 18,11 |       |
| GR09                                       | 16,24 | 16,62 | 17,01 | 17,42 | 17,82 | 18,25 | 18,67 | 19,10 | 19,55 |       |
| GR10                                       | 17,53 | 17,94 | 18,38 | 18,81 | 19,26 | 19,70 | 20,16 | 20,63 | 21,12 |       |
| GR11                                       | 18,71 | 19,13 | 19,55 | 19,98 | 20,44 | 20,89 | 21,37 | 21,84 | 22,33 | 22,81 |
| GR12                                       | 20,20 | 20,64 | 21,09 | 21,57 | 22,04 | 22,54 | 23,04 | 23,57 | 24,09 | 24,64 |
|  |       |       |       |       |       |       |       |       |       |       |
|  |       |       |       |       |       |       |       |       |       |       |

**ANNEXE "D"**  
**SALAIRES**

| CONCORDIA UNIVERSITY                       |       |       |       |       |       |       |       |       |       |       |
|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| SALARY SCALE - 1 JUNE 1998 - CUSSU (+ 2 %) |       |       |       |       |       |       |       |       |       |       |
| GRADE                                      | STEP  |       |       |       |       |       |       |       |       |       |
|  | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    |
| GR01                                       | 9,37  | 9,76  | 10,18 | 10,59 | 11,02 |       |       |       |       |       |
| GR02                                       | 10,09 | 10,41 | 10,75 | 11,10 | 11,48 | 11,85 |       |       |       |       |
| GR03                                       | 10,83 | 11,16 | 11,45 | 11,76 | 12,07 | 12,41 | 12,74 |       |       |       |
| GR04                                       | 11,64 | 11,95 | 12,30 | 12,63 | 12,97 | 13,35 | 13,70 |       |       |       |
| GR05                                       | 12,38 | 12,69 | 13,01 | 13,35 | 13,68 | 14,01 | 14,38 | 14,73 |       |       |
| GR06                                       | 13,31 | 13,64 | 13,97 | 14,34 | 14,69 | 15,05 | 15,45 | 15,83 |       |       |
| GR07                                       | 14,38 | 14,73 | 15,10 | 15,49 | 15,88 | 16,27 | 16,69 | 17,09 |       |       |
| GR08                                       | 15,33 | 15,69 | 16,05 | 16,44 | 16,83 | 17,22 | 17,63 | 18,04 | 18,47 |       |
| GR09                                       | 16,56 | 16,95 | 17,35 | 17,77 | 18,18 | 18,61 | 19,04 | 19,49 | 19,94 |       |
| GR10                                       | 17,88 | 18,30 | 18,75 | 19,18 | 19,64 | 20,09 | 20,56 | 21,05 | 21,55 |       |
| GR11                                       | 19,08 | 19,51 | 19,94 | 20,38 | 20,85 | 21,31 | 21,80 | 22,27 | 22,77 | 23,26 |
| GR12                                       | 20,60 | 21,06 | 21,52 | 22,00 | 22,48 | 22,99 | 23,50 | 24,04 | 24,57 | 25,14 |

| CONCORDIA UNIVERSITY                       |       |       |       |       |       |       |       |       |       |       |
|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| SALARY SCALE - 1 JUNE 1999 - CUSSU (+ 2 %) |       |       |       |       |       |       |       |       |       |       |
| GRADE                                      | STEP  |       |       |       |       |       |       |       |       |       |
|  | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    |
| GR01                                       | 9,56  | 9,95  | 10,38 | 10,80 | 11,24 |       |       |       |       |       |
| GR02                                       | 10,29 | 10,62 | 10,96 | 11,32 | 11,71 | 12,09 |       |       |       |       |
| GR03                                       | 11,05 | 11,39 | 11,68 | 11,99 | 12,31 | 12,66 | 13,00 |       |       |       |
| GR04                                       | 11,87 | 12,19 | 12,54 | 12,88 | 13,23 | 13,62 | 13,98 |       |       |       |
| GR05                                       | 12,63 | 12,95 | 13,27 | 13,62 | 13,95 | 14,29 | 14,67 | 15,03 |       |       |
| GR06                                       | 13,57 | 13,91 | 14,25 | 14,62 | 14,98 | 15,36 | 15,76 | 16,15 |       |       |
| GR07                                       | 14,67 | 15,03 | 15,40 | 15,80 | 16,19 | 16,60 | 17,02 | 17,44 |       |       |
| GR08                                       | 15,63 | 16,00 | 16,37 | 16,77 | 17,17 | 17,56 | 17,99 | 18,40 | 18,84 |       |
| GR09                                       | 16,89 | 17,29 | 17,70 | 18,13 | 18,54 | 18,99 | 19,42 | 19,88 | 20,34 |       |
| GR10                                       | 18,24 | 18,67 | 19,12 | 19,57 | 20,04 | 20,49 | 20,97 | 21,47 | 21,98 |       |
| GR11                                       | 19,46 | 19,90 | 20,34 | 20,79 | 21,27 | 21,73 | 22,23 | 22,72 | 23,23 | 23,73 |
| GR12                                       | 21,01 | 21,48 | 21,95 | 22,44 | 22,93 | 23,45 | 23,97 | 24,52 | 25,07 | 25,64 |

**ANNEXE "D"  
SALAIRES**

| CONCORDIA UNIVERSITY                       |       |       |       |       |       |       |       |       |       |       |
|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| SALARY SCALE - 1 JUNE 2000 - CUSSU (+ 1.4) |       |       |       |       |       |       |       |       |       |       |
| GRADE                                      | STEP  |       |       |       |       |       |       |       |       |       |
|  | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    |
| GR01                                       | 9,69  | 10,09 | 10,52 | 10,95 | 11,40 |       |       |       |       |       |
| GR02                                       | 10,44 | 10,77 | 11,12 | 11,48 | 11,87 | 12,26 |       |       |       |       |
| GR03                                       | 11,20 | 11,55 | 11,85 | 12,16 | 12,48 | 12,84 | 13,18 |       |       |       |
| GR04                                       | 12,04 | 12,36 | 12,72 | 13,06 | 13,42 | 13,81 | 14,17 |       |       |       |
| GR05                                       | 12,81 | 13,13 | 13,45 | 13,81 | 14,15 | 14,49 | 14,87 | 15,24 |       |       |
| GR06                                       | 13,76 | 14,11 | 14,45 | 14,83 | 15,19 | 15,57 | 15,98 | 16,38 |       |       |
| GR07                                       | 14,87 | 15,24 | 15,61 | 16,02 | 16,42 | 16,83 | 17,26 | 17,68 |       |       |
| GR08                                       | 15,85 | 16,23 | 16,60 | 17,00 | 17,41 | 17,81 | 18,24 | 18,66 | 19,10 |       |
| GR09                                       | 17,13 | 17,53 | 17,95 | 18,38 | 18,80 | 19,25 | 19,69 | 20,15 | 20,63 |       |
| GR10                                       | 18,50 | 18,93 | 19,39 | 19,84 | 20,32 | 20,78 | 21,26 | 21,77 | 22,29 |       |
| GR11                                       | 19,74 | 20,18 | 20,63 | 21,08 | 21,56 | 22,04 | 22,54 | 23,04 | 23,56 | 24,06 |
| GR12                                       | 21,31 | 21,78 | 22,25 | 22,76 | 23,25 | 23,78 | 24,31 | 24,87 | 25,42 | 26,00 |
|  |       |       |       |       |       |       |       |       |       |       |
| CONCORDIA UNIVERSITY                       |       |       |       |       |       |       |       |       |       |       |
| SALARY SCALE - 1 JUNE 2001 - CUSSU (+ 1.3) |       |       |       |       |       |       |       |       |       |       |
| GRADE                                      | STEP  |       |       |       |       |       |       |       |       |       |
|  | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    |
| GR01                                       | 9,82  | 10,22 | 10,66 | 11,10 | 11,54 |       |       |       |       |       |
| GR02                                       | 10,57 | 10,91 | 11,26 | 11,63 | 12,02 | 12,42 |       |       |       |       |
| GR03                                       | 11,35 | 11,70 | 12,00 | 12,32 | 12,64 | 13,00 | 13,35 |       |       |       |
| GR04                                       | 12,20 | 12,52 | 12,88 | 13,23 | 13,59 | 13,99 | 14,36 |       |       |       |
| GR05                                       | 12,97 | 13,30 | 13,63 | 13,99 | 14,33 | 14,68 | 15,06 | 15,44 |       |       |
| GR06                                       | 13,94 | 14,29 | 14,64 | 15,02 | 15,39 | 15,77 | 16,19 | 16,59 |       |       |
| GR07                                       | 15,06 | 15,44 | 15,82 | 16,23 | 16,63 | 17,05 | 17,48 | 17,91 |       |       |
| GR08                                       | 16,06 | 16,44 | 16,82 | 17,22 | 17,64 | 18,04 | 18,48 | 18,90 | 19,35 |       |
| GR09                                       | 17,35 | 17,76 | 18,18 | 18,62 | 19,04 | 19,50 | 19,95 | 20,42 | 20,90 |       |
| GR10                                       | 18,74 | 19,17 | 19,64 | 20,10 | 20,58 | 21,05 | 21,54 | 22,05 | 22,58 |       |
| GR11                                       | 19,99 | 20,44 | 20,90 | 21,35 | 21,84 | 22,32 | 22,84 | 23,34 | 23,86 | 24,37 |
| GR12                                       | 21,58 | 22,06 | 22,54 | 23,05 | 23,56 | 24,09 | 24,62 | 25,19 | 25,75 | 26,34 |

## APPENDIX "E" SENIORITY LIST

Program ID : CHRI134C  
Run Date : 16/JUN/2000

| Seniority<br>Date | Employee<br>Name        | Title                          | Pay<br>Grade | Department                     | FT/PT | Hours  | Status |
|-------------------|-------------------------|--------------------------------|--------------|--------------------------------|-------|--------|--------|
| 19920113          | RITCHIE, MARGARET E.    | ASSISTANT, BENEFITS            | GR08         | HUMAN RESOURCES                | FT    | 14,063 | PROB   |
| 19941101          | JOHNSON, TODD           | ANALYST, IWATA                 | GR08         | UNIVERSITY ADVANCEMENT         | PT    | 7,952  |        |
| 19950904          | CATER, LINDA            | CLERK, ACCOUNTS PAYABLE        | GR07         | FINANCIAL SERVICES             | PT    | 8,680  |        |
| 19970609          | BOMEN, ANNETTE          | SENIOR CLERK, ACCOUNTS         | GR07         | STUDENT ACCOUNTS               | PT    | 5,460  |        |
| 19970609          | CLAYBOURN, LISA         | SENIOR CLERK, STUDENT SERVICES | GR07         | STUDENT ACCOUNTS               | PT    | 4,277  |        |
| 19970609          | LENNERT, MICHELLE       | SENIOR CLERK, ACCOUNTS         | GR07         | STUDENT ACCOUNTS               | PT    | 5,460  |        |
| 19970609          | RAMADJI, HATIIDE        | SECRETARY/RECEPTIONIST         | GR07         | FINE ARTS                      | PT    | 3,297  |        |
| 19970708          | ADOLFSON, STEPHANIE     | CLERK, TRANSCRIPTS             | GR07         | REGISTRAR                      | PT    | 5,124  |        |
| 19980302          | CUZZOCREA, LEANDRO      | REPRESENTATIVE, SALES          | GR07         | BOOKSTORE                      | PT    | 4,130  |        |
| 19980302          | KENNEDY, MICHAEL        | SHIPPER/RECEIVER               | GR08         | BOOKSTORE                      | PT    | 4,130  |        |
| 19980302          | WARREN, CINDY           | BUYER, COMPUTER PRODUCTS       | GR08         | ADVOCACY & SUPPORT SERVICES    | PT    | 3,710  | NJEP   |
| 19980531          | GHADBAN, IBRAHIM        | SERVICE ASSISTANT              | GR08         | DEAN OF STUDENTS               | PT    | 3,675  | NJEP   |
| 19980531          | L'ECUYER-CARON, MARIE C | ACCOUNTS PAYABLE CLERK         | GR08         | FINANCIAL SERVICES             | PT    | 3,500  |        |
| 19980706          | SCHMOETZER-DIARO, SYLV  | CLERK, FINANCIAL AID           | GR08         | FINANCIAL AID & AWARDS         | PT    | 3,150  |        |
| 19980922          | WHYTE, JUDITH           | SECRETARY, STUDENT AFFAIRS     | GR08         | ENGINEERING & COMPUTER SCIENCE | PT    | 2,150  |        |
| 19980928          | LASHLEY, STANLEY        | COORDINATOR, MATERIALS         | GR08         | EXECUTIVE DEVELOPMENT PROGRAMS | PT    | 2,807  |        |
| 19981204          | CARCHEDI, CARMELINA     | ASSISTANT, REGM/EXAMS          | GR08         | REGISTRAR                      | PT    | 2,660  |        |
| 19990104          | SREY, JENNIFER          | RECEPTIONIST                   | GR08         | COUNSELLING & DEVELOPMENT      | PT    | 2,520  |        |
| 19990118          | STANISLAS, STEPHEN      | ASSISTANT, SERVICE             | GR06         | REGISTRAR                      | PT    | 1,240  |        |
| 19990412          | MURRANT, CHRISTINE      | ASSISTANT, SERVICE             | GR06         | REGISTRAR                      | PT    | 1,435  |        |
| 19990412          | HACREGOR, PETER         | OFFICE TECHNOLOGIST ASSISTANT  | GR10         | FINANCIAL AID & AWARDS         | PT    | 1,918  |        |
| 19990601          | LEE, ALEXANDER          | SECRETARY, DEPARTMENTAL        | GR06         | CIVIL ENGINEERING              | FT    | 1,680  |        |
| 19990705          | MCALLESSE, KATHLEEN     | SECRETARY, PROGRAM             | GR07         | COMMERCE & ADMINISTRATION      | FT    | 1,540  |        |
| 19990727          | SUTTON, TRACY           | OFFICE ASSISTANT               | GR07         | I. I. T. S.                    | PT    | 1,260  |        |
| 19990802          | JOULANTI, MASOUNEH      | SERVICE ASSISTANT              | GR07         | ZZ GENERAL                     | PT    | 1,540  | PROD   |
| 19990816          | COSTELLO, CHERYL        | OFFICE ASSISTANT               | GR07         | PROVOST & VR RESEARCH          | FT    | 1,400  |        |
| 19990901          | KUMAJA, SORITA          | OFFICE ASSISTANT               | GR05         | COMMERCE, CIT                  | FT    | 1,330  |        |
| 19990913          | TYSKIEWICZ, YABGER, AL  | SECRETARY/RECEPTIONIST         | GR06         | SOCIOLOGY & ANTHROPOLOGY       | FT    | 1,190  |        |
| 19990927          | KUIT, SHERI             | SECRETARY INTERDEPARTMENTAL    | GR06         | REGISTRAR                      | PT    | 710    |        |
| 19991013          | PROVOST, TERRY          | SECRETARY                      | GR05         | REGISTRAR                      | PT    | 1,190  |        |
| 19991021          | RYAN, D'ARCY            | ASSISTANT, RECORDS             | GR05         | REGISTRAR                      | PT    | 1,190  |        |
| 19991025          | CAROSIELLI, DINA        | ASSISTANT, RECORDS             | GR05         | REGISTRAR                      | PT    | 1,120  |        |
| 19991101          | BAIOLIA, VIRGINIA L.    | CLERK, CONT. EDUCATION         | GR05         | ARTS & SCIENCE                 | PT    | 980    |        |
| 19991229          | CLEASON, DAHIAH         | ASSISTANT, SERVICE             | GR05         | STUDENT ACCOUNTS               | PT    | 520    |        |
| 20000103          | DAS, SUSANA             | ASST. TO ASSOC. DEAN           | GR05         | ACCOUNTANCY                    | PT    | 840    |        |
| 20000117          | DAS, HITALI             | SACRISTAN, CHAPEL              | GR03         | SCHOOL OF GRADUATE STUDIES     | PT    | 700    |        |
| 20000305          | DIONNE, GERALYNE        | RECORDS ASSISTANT              | GR05         | CAMPUS MINISTRY                | PT    | 240    |        |
| 20000307          | REIZES, L. ALEXANDRA    | RECORDS ASSISTANT              | GR05         | REGISTRAR                      | FT    | 490    |        |
| 20000313          | WIDDINGTON, CYNTHIA     | RECORDS ASSISTANT              | GR05         | REGISTRAR                      | PT    | 490    |        |
| 20000320          | GRIGOROPoulos, IRENE    | RECORDS ASSISTANT              | GR05         | REGISTRAR                      | PT    | 455    |        |
| 20000403          | BESSE, JENNIFER H.      | SECRETARY, ASSOC DEAN EXTERNAL | GR05         | COMMERCE & ADMINISTRATION      | PT    | 350    | PROB   |
| 20000417          | GIRARD, EVE             | CARR. CLERK                    | GR05         | ASSOC DEAN UNDERGRAD & STUD AF | PT    | 385    | PROB   |
| 20000417          | SHILLINGFORD, SANDRA    | ASSISTANT, SERVICE             | GR05         | FINANCIAL AID & AWARDS         | PT    | 203    | PROB   |
| 20000501          | HOTARD, NATASHA         | ACCOUNTS PAYABLE CLERK         | GR05         | FINANCIAL SERVICES             | PT    | 210    | PROB   |
| 20000501          | DYER, KIN               | ASSISTANT, SERVICE             | GR05         | FINANCIAL SERVICES             | PT    | 210    | PROB   |

**APPENDIX "E"  
SENIORITY LIST**

| Program ID : CHRI34C                          |                        | CUSSU SENIORITY LIST - CONTRACT |              |                      |       |                    |        |  |  |  |  | Page 02 |
|---|------------------------|---------------------------------|--------------|----------------------|-------|--------------------|--------|--|--|--|--|---------|
| Run Date : 16/JUN/2000                        |                        |                                 |              |                      |       |                    |        |  |  |  |  |         |
| Seniority<br>Date                             | Employee<br>Name       | Title                           | Pay<br>Grade | Department           | FT/PT | Seniority<br>Hours | Status |  |  |  |  |         |
| 20000601                                      | ARNOLD, ELIZABETH ANNE | BOOKINGS OFFICER                |              | L.I.T.S.             | PT    | 72                 |        |  |  |  |  |         |
| 20000601                                      | IEDIC, PATRICIA        | SECRETARY                       |              | CONTINUING EDUCATION | PT    | 70                 |        |  |  |  |  |         |
| 20000605                                      | ADLEY, ALAYSON         | CURATORIAL ASSISTANT            |              | ART GALLERY          | PT    | 70                 |        |  |  |  |  |         |
| Total number of CUSSU employees reported - 40 |                        |                                 |              |                      |       |                    |        |  |  |  |  |         |
| 0 >>> E N D O F R E P O R T <<<               |                        |                                 |              |                      |       |                    |        |  |  |  |  |         |

## APPENDIX "E" SENIORITY LIST

| Program ID : CRR1341   |                                | Page 01                          |           |                                |       |        |        |
|------------------------|--------------------------------|----------------------------------|-----------|--------------------------------|-------|--------|--------|
| Run Date : 16/JUN/2000 |                                | CUSSO SENIORITY LIST - PERMANENT |           |                                |       |        |        |
| Seniority Date         | Employee Name                  | Title                            | Pay Grade | Department                     | FT/PT | Hours  | Status |
| 19660614               | SMITH, MARTHA H.               | CLERK, ACCOUNTS                  | GR06      | STUDENT ACCOUNTS               | FT    | 62,195 |        |
| 19661212               | LEWAY, CLAUDE                  | Supervisor, Warehouse            | GR05      | PHYSICAL RESOURCES             | FT    | 61,321 |        |
| 19670101               | CALLENDER, VINCENT S.          | OPERATOR, MULTI-R/COPYER SERPIN  | GR06      | PRINTING SERVICES              | FT    | 61,194 |        |
| 19670213               | BELLA, CAROL                   | SECRETARY                        | GR07      | PURCHASING SERVICES            | FT    | 60,977 |        |
| 19681007               | LANGEVIN, JACQUES              | BUYER                            | G11A      | PURCHASING SERVICES            | FT    | 57,960 |        |
| 19700511               | BRAULT, LISE                   | ASSISTANT, ADMINISTRATIVE        | GR09      | TRANSLATION SERVICES           | FT    | 54,901 |        |
| 19700803               | TROTHAN, MARCELLE L.           | ASSISTANT, RECORDS               | GR05      | REGISTRAR                      | FT    | 54,635 |        |
| 19700810               | THIBAUDEAU, HEATHER            | Buyer, Book                      | GR07      | BOOKSTORE                      | FT    | 54,600 |        |
| 19701009               | LAFONTAINE, SANDRA             | ASSISTANT, REG/EXAMS             | GR08      | REGISTRAR                      | FT    | 54,369 |        |
| 19710215               | MARTEL, MARIE-CHULSTINE        | Secretary                        | GR09      | ART THERAPY                    | FT    | 53,655 |        |
| 19710301               | MORAT, MARIE F.                | Secretary to the Chair           | GR09      | ETUDES FRANCAISES              | FT    | 53,585 |        |
| 19710315               | HAYZA, CLAUDE                  | Clerk, Alumni Records            | GR06      | UNIVERSITY ADVANCEMENT         | FT    | 53,508 |        |
| 19710902               | VONZAR, CAROL R.               | SENIOR CLERK, ACCOUNTS           | GR07      | STUDENT ACCOUNTS               | FT    | 52,654 |        |
| 19720501               | NOFEAT, DIANE                  | Secretary                        | GR06      | ELECTRICAL & COMPUTER ENGR.    | FT    | 48,409 |        |
| 19720828               | MCKENZIE, RAHUEL               | SUPERVISOR, SUPER CENTRE         | GR07      | PRINTING SERVICES              | FT    | 50,848 |        |
| 19720901               | LAURIN, GINETTE                | ASSISTANT, RESEARCH              | GR08      | INSTITUTIONAL RESEARCH         | FT    | 50,827 |        |
| 19730219               | BROWN, ANNE                    | SECRETARY, GRADUATE PROGRAMS     | GR08      | EDUCATION                      | FT    | 46,121 |        |
| 19730820               | FRANK, SHARON                  | Secretary to the Chair           | GR07      | ENGLISH                        | FT    | 43,533 |        |
| 19740114               | ROBERTS, STEPHANIE             | Secretary to the Chair           | GR09      | COMPUTER SCIENCE               | FT    | 48,328 |        |
| 19741202               | HACKETT, JANE                  | ASSISTANT TO DEAN OF STUDENTS    | GR10      | DEAN OF STUDENTS               | FT    | 37,443 |        |
| 19750103               | PAGNUELO, DIANE                | ASSISTANT TO CHAIR               | GR09      | FINANCE                        | FT    | 46,557 |        |
| 19750505               | GAGNON, AVERIL                 | WORK SURPLUS                     | GR07      | APPLIED HUMAN SCIENCES         | FT    | 45,831 |        |
| 19750915               | PIENZICH, ALFONSTINA           | ASSISTANT, BUDGET                | GR10      | ARTS & SCIENCE                 | FT    | 45,276 |        |
| 19750915               | STIMS, THOMAS                  | Operator, Press                  | GR08      | PRINTING SERVICES              | FT    | 45,276 |        |
| 19751020               | BROWNE, DIANE                  | CLERK, ACCOUNTS                  | GR06      | STUDENT ACCOUNTS               | FT    | 44,338 |        |
| 19751020               | DOLNEY, MADREEN                | ASSISTANT, WIKI/FT               | GR10      | ARTS & SCIENCE                 | FT    | 45,171 |        |
| 19760831               | CHAU, ELIZABETH                | Secretary to the Director        | GR07      | PSYCHOLOGY                     | FT    | 43,519 |        |
| 19761001               | DANIEL, BENJAMIN               | OPERATOR, HINDERY/SR. COPIER     | GR05      | COPY CENTRE                    | FT    | 43,365 |        |
| 19770516               | BLUMER, JULIE                  | ASSISTANT, SENIOR RECORDS        | GR08      | REGISTRAR                      | FT    | 42,231 |        |
| 19770801               | LISSIER, LOUYSE N.             | ASSISTANT TO DEAN OF STUDENTS    | GR09      | DEAN OF STUDENTS               | FT    | 41,790 |        |
| 19770809               | SAURAS, LINDA                  | Officer, Budget & Facilities     | G11A      | COMMERCE & ADMINISTRATION      | FT    | 41,804 |        |
| 19770824               | BURNSIDE, PATRICIA             | ASSISTANT, SR GRAD STUDIES       | GR09      | REGISTRAR                      | FT    | 41,727 |        |
| 19770829               | PROVENCIEUR, MICHELLE E.       | SENIOR PAYROLL CLERK             | GR08      | HUMAN RESOURCES                | FT    | 41,706 | PROB   |
| 19770905               | MAY, ALAN                      | ASST. SUPERVISOR, SHIPPING REC   | GR05      | BOOKSTORE                      | FT    | 41,671 |        |
| 19770922               | SALARI, MURIELLE               | ASSISTANT TO ASSOC. DEAN         | GR10      | ASSOC DEAN UNDERGRAD & STUD AF | FT    | 41,587 |        |
| 19770926               | HUM, JAMES                     | Operator, Press                  | GR08      | PRINTING SERVICES              | FT    | 41,566 |        |
| 19771121               | BISSONNETTE-WILKINSON, CATHERI | COORDINATOR, ACCOUNTS            | GR08      | BOOKSTORE                      | FT    | 41,286 |        |
| 19780118               | TEES, LINDA                    | ASSISTANT, R & R                 | GR09      | RIGHTS & RESPONSIBILITIES      | FT    | 39,480 |        |
| 19780213               | ROBERTSON, DARLEEN H.          | SECRETARY                        | GR07      | HISTORY                        | FT    | 40,866 |        |
| 19780410               | COLACE, GIUSEPPINA             | SENIOR PAYROLL CLERK             | GR08      | HUMAN RESOURCES                | FT    | 40,586 |        |
| 19780410               | FOX, PAWELA JEAN               | SECRETARY TO THE ASSOCIATE DEAN  | GR07      | ELECTRICAL & COMPUTER ENGR.    | FT    | 40,481 |        |
| 19780705               | POLLOCK-MCKENNA, ANNE          | ADMINISTRATOR, DEPARTMENT        | GR13      | GEOGRAPHY                      | FT    | 40,054 | TRUST  |
| 19780724               | LIVINGSTON, SALLY F.           | SECRETARY TO THE DIRECTOR        | GR07      | ATHLETICS                      | FT    | 38,388 |        |
| 19780828               | COOPER, HARVIN                 | ASSISTANT, FACILITIES/MAINT'N    | GR09      | ATHLETICS                      | FT    | 39,879 |        |
| 19780911               | YATES, DANNY                   | OPERATOR, IMPLICATION            | GR06      | PRINTING SERVICES              | FT    | 39,809 |        |

## APPENDIX "E" SENIORITY LIST

1996 04

Program ID : CHR134P  
Run Date : 16/JUN/2000

LUSSO SENIORITY LIST - FERRAMENTI

| Seniority Date | Employee Name              | Title                          | Grade | Department                  | Seniority |        | Status |
|----------------|----------------------------|--------------------------------|-------|-----------------------------|-----------|--------|--------|
|                |                            |                                |       |                             | FT/PT     | Hours  |        |
| 19790205       | LORD, ELLEN                | SECRETARY TO THE VICE-DEAN     | GR08  | ARTS & SCIENCE              | FT        | 39,074 |        |
| 19790226       | QUIRR, ROSE C.             | ASSISTANT, SENIOR RECORDS      | GR08  | REGISTRAR                   | FT        | 38,969 |        |
| 19790611       | STEWART, NANCY             | COORDINATOR, FACULTY PERSONNEL | GR09  | COMMERCE & ADMINISTRATION   | FT        | 38,444 |        |
| 19790618       | MELAYK, HARY               | COORDINATOR, TRAVEL            | GR08  | FINANCIAL SERVICES          | FT        | 38,409 |        |
| 19790806       | FRADETTE, JANET            | ASSISTANT, GRADUATE STUDIES    | GR05  | REGISTRAR                   | FT        | 38,108 |        |
| 19790813       | SAXE, STEVEN               | ASSISTANT, RECORDS             | GR05  | REGISTRAR                   | FT        | 38,129 |        |
| 19791022       | CALDER-LACROIX, JENNY I.   | SECRETARY                      | GR06  | ADVOCACY & SUPPORT SERVICES | FT        | 37,590 |        |
| 19800128       | HILL, ELDON                | Clerk, Mail/Shipping           | GR03  | MAIL SERVICES               | FT        | 37,209 |        |
| 19800128       | MACDOUGALL, VINCENT J.     | Clerk, Mail/Shipping           | GR04  | MAIL SERVICES               | FT        | 37,312 |        |
| 19800509       | MOORE, JENNIFER            | Buyer, Textbook                | GR07  | BOOKSTORE                   | FT        | 36,624 |        |
| 19800616       | WHITTAKER, EUDENE          | ASSISTANT TO CHAIR             | GR09  | PHILOSOPHY                  | FT        | 36,589 |        |
| 19800703       | SCRIBNER, JAMES L.         | BUYER                          | GR08  | REGISTRAR                   | FT        | 36,519 |        |
| 19800804       | BENEDETTI, SYLVIA DOMENICA | SECRETARY, ENGLISH COMPOSITION | G11A  | PURCHASING SERVICES         | FT        | 36,505 |        |
| 19801001       | SOMDEN, CATHY              | Cashier, Head                  | GR05  | ENGLISH                     | FT        | 34,664 |        |
| 19801215       | MONKIEWICZ, IALINA         | SECRETARY, GRADUATE PROGRAM    | GR06  | COMPUTER SCIENCE            | FT        | 34,629 |        |
| 19810105       | GULEZKO, TAMARA            | Secretary to the Director      | GR09  | UNIVERSITY ADVANCEMENT      | FT        | 35,539 |        |
| 19810112       | DAIGLE, CATHERINE M.       | OFFICER, RESEARCH FUNDS        | GR09  | FINANCIAL SERVICES          | FT        | 35,539 |        |
| 19810302       | CAMPBELL, BONNIE-JEAN      | SECRETARY, UNDERGRADUATE       | GR06  | MATHEMATICS & STATISTICS    | FT        | 35,259 |        |
| 19810410       | HILLER, GLORIA             | SECRETARY, GRADUATE            | GR06  | DIAG., CIVIL, & ENV. ENG.   | FT        | 35,098 |        |
| 19810629       | ROBINSON, JUDITH A.        | Data Entry Clerk               | GR05  | ADVANCEMENT                 | FT        | 34,727 |        |
| 19810720       | D'JORIO, LINA              | Secretary                      | GR07  | LIBERAL ARTS COLLEGE        | FT        | 34,594 |        |
| 19810728       | CHARBONNEAU, STANLEY P.    | Estimator                      | GR08  | PRINTING SERVICES           | FT        | 34,552 |        |
| 19811116       | CLARK GARDNER, LORI ANNE   | SECRETARY                      | GR06  | FINANCE                     | FT        | 33,159 |        |
| 19820315       | BRENNAN, NANCY             | SECRETARY                      | GR07  | APPLIED HUMAN SCIENCES      | FT        | 33,278 |        |
| 19820405       | NOSEWORTHY, DONALDA        | SECRETARY TO THE DIRECTOR      | GR09  | PHYSICAL RESOURCES          | FT        | 33,292 |        |
| 19820503       | FRANCIS, BEATRICE          | COORDINATOR, CONF. SERVICES    | GR10  | ANCILLARY SERVICES          | FT        | 31,311 |        |
| 19820525       | PLAMONIX, JOHANNE          | ASSISTANT TO THE CHAIR/PERSON  | GR09  | DECISION SCIENCES & M.I.S.  | FT        | 31,080 |        |
| 19820608       | GORDON, DONNA              | SECRETARY TO CHAIR             | GR09  | CHEMISTRY & BIOCHEMISTRY    | FT        | 32,977 |        |
| 19820614       | MCILMAINE, LOUISE          | ASSISTANT, SERVICE             | GR06  | REGISTRAR                   | FT        | 32,942 |        |
| 19820823       | ANSELM, JOANNE             | ASSISTANT TO THE CHAIR & CTD   | GR09  | ART HISTORY                 | FT        | 32,592 |        |
| 19821213       | WATT, CATHERINE M.         | SECRETARY, DEPARTMENTAL        | GR06  | MUSIC                       | FT        | 32,032 |        |
| 19830103       | MCINNES-GHADDAN, ANGELA    | ASSISTANT TO THE DIRECTOR      | GR09  | ADVOCACY & SUPPORT SERVICES | FT        | 31,927 |        |
| 19830124       | GRAVENOR, NANCY C.         | SECRETARY, GRADUATE            | GR06  | MATHEMATICS & STATISTICS    | FT        | 31,752 |        |
| 19830815       | CARTER, EMILY JEAN         | Service Person, Coln Opr.      | GR03  | COPY CENTRE                 | FT        | 31,745 |        |
| 19830919       | LAW, CYNTHIA S.            | OFFICER, FINANCE               | GR09  | FINANCIAL SERVICES          | FT        | 30,807 |        |
| 19831222       | KOLODYCHUK, FRANCINE       | ASSISTANT TO THE CHAIR         | GR09  | MARKETING                   | FT        | 30,632 |        |
| 19831226       | QUIGLEY, KAREN A           | Supervisor, Mail Copy Centre   | GR07  | PRINTING SERVICES           | FT        | 30,163 |        |
| 19840319       | RASO, BERNIE               | ASSISTANT, SENIOR SERVICE      | GR08  | REGISTRAR                   | FT        | 30,142 |        |
| 19840424       | DOERING, JEAN              | Secretary                      | GR05  | COUNSELLING & DEVELOPMENT   | FT        | 29,540 |        |
| 19840601       | DE BENEDETTIS, ANGELA      | Secretary                      | GR07  | COMPUTER SCIENCE            | FT        | 29,351 |        |
| 19840601       | STAVRELEY, JODY            | SECRETARY TO CHAIR             | GR09  | SOCIOLOGY & ANTHROPOLOGY    | FT        | 29,351 |        |
| 19840601       | WHITTAKER, DONNA           | SECRETARY TO CHAIR             | GR09  | HISTORY                     | FT        | 29,351 |        |
| 19840801       | ACTON, CAROL A.            | SPECIALIST OFFICE TECHNOLOGY   | GR09  | COMMERCE, CIT               | FT        | 28,945 |        |

2



## APPENDIX "E" SENIORITY LIST

Program ID : CHRI134P  
Run Date : 16/JUN/2000

| DATE     | NAME                    |                                |      |                               | Seniority |
|----------|-------------------------|--------------------------------|------|-------------------------------|-----------|
| 19841009 | SONDEN, DARCY           | Buyer, Stationery Supplies     | GR08 | BOOKSTORE                     | FT 28,637 |
| 19841203 | ZACCAGHIRI, ANNA        | ASSISTANT, RECORDS             | GR05 | REGISTRAR                     | FT 28,427 |
| 19841214 | PLANTE, JOANNE          | ASSISTANT, BENEFITS            | GR07 | HUMAN RESOURCES               | FT 28,371 |
| 19850103 | COCCHIRAME, SANDRA      | SECRETARY                      | GR07 | JOURNALISM                    | FT 28,363 |
| 19850107 | TOPPING, PAUL           | Officer, Security              | GR08 | SECURITY                      | FT 28,306 |
| 19850215 | TEDD, MARY              | ASST. BUDGET                   | GR10 | COMMERCE & ADMINISTRATION     | FT 28,258 |
| 19850318 | EUFERT, PAUL T.         | Consultant, Computer           | GR09 | PSYCHOLOGY                    | FT 28,182 |
| 19850415 | TUCKER, LORRAINE        | Buyer, Book                    | GR07 | BOOKSTORE                     | FT 28,185 |
| 19850916 | KORHAS, BARBARA         | Secretary                      | GR07 | CONTINUING EDUCATION          | FT 28,670 |
| 19851118 | WILSON, ARLENE          | ASSISTANT, GRADUATE ADMISSIONS | GR07 | SCHOOL OF GRADUATE STUDIES    | FT 26,495 |
| 19851223 | SANTOS, LIDIA           | ASSISTANT, OFFICE OF DEAN      | GR09 | SCHOOL OF GRADUATE STUDIES    | FT 28,105 |
| 19860206 | NORTHROP, LYNN          | CLERK, ACCTS PAY/RECEPTIONIST  | GR05 | FINANCIAL SERVICES            | FT 28,271 |
| 19860303 | MASTERTON, SHIRLEY ANN  | ASSISTANT TO THE CHAIRPERSON   | GR09 | MANAGEMENT                    | FT 28,105 |
| 19860414 | FIORANTINO, NELLA       | Secretary                      | GR05 | BLDG., CIVIL & ENV. ENG.      | FT 28,181 |
| 19860505 | HENRY, NATALIE          | ASSISTANT, GRADUATE ADMISSIONS | GR07 | SCHOOL OF GRADUATE STUDIES    | FT 28,760 |
| 19860520 | DONAHUE, PATRICIA       | ADMISSION OFFICER MBA          | GR10 | MBA PROGRAMME                 | FT 24,990 |
| 19860520 | HIDGLEY, REBECCA        | ASSISTANT TO THE CHAIR         | GR09 | MANAGEMENT                    | FT 28,045 |
| 19860721 | DOHLEN, MANUELA         | Secretary To The Chair         | GR10 | EDUCATION                     | FT 25,010 |
| 19860721 | O'CONNELL, SUSAN        | Secretary, Graduate Program    | GR07 | PSYCHOLOGY                    | FT 25,374 |
| 19860728 | BLACK, SHIRLEY          | Secretary                      | GR06 | PHYSICS                       | FT 25,791 |
| 19860804 | THOMPSON, GLORIA L.     | CLERK, TELERIS. ACCOUNTS       | GR06 | I. I. T. S.                   | FT 24,109 |
| 19860811 | TONYSON, CAROLINE       | SHIPPER RECEIVER/STOCK CLERK   | GR05 | BOOKSTORE                     | FT 21,112 |
| 19860901 | CAREY, KATILGEN         | SECRETARY                      | GR07 | DECISION SCIENCES & M. I. S.  | FT 25,123 |
| 19860902 | CALLAGHAN, SUSAN        | SECRETARY                      | GR07 | CONTINUING EDUCATION          | FT 24,535 |
| 19860924 | RUSZKOWSKI, ELIZABETH   | Secretary                      | GR08 | REGISTRAR                     | FT 24,878 |
| 19860929 | MARTUCCIO, ANTONIETTA   | Secretary                      | GR07 | SCHOOL OF GRADUATE STUDIES    | FT 21,793 |
| 19861001 | NICHOLSON, NANCY        | ASSISTANT, GRADUATE ADMISSIONS | GR06 | EDUCATION                     | FT 24,885 |
| 19861006 | RENNIE, PATRICIA        | ASSISTANT TO THE DIRECTOR      | GR10 | BLDG., CIVIL & ENV. ENG.      | FT 24,605 |
| 19861110 | SOARES-RODRIGUES, OLGA  | SECRETARY                      | GR07 | DIPLOMA IN ACCOUNTANCY        | FT 23,702 |
| 19870105 | DAVIES, MARLENE         | SENIOR CLERK, STUDENT SERVICES | GR07 | STUDENT ACCOUNTS              | FT 16,056 |
| 19870113 | KENNY, PATTI            | SECRETARY, DEPARTMENTAL        | GR07 | GEOGRAPHY                     | FT 23,163 |
| 19870119 | SKALKOGIANNIS, MATINA   | WORK SURPLUS                   | GR06 | ZZ GENERAL                    | FT 24,185 |
| 19870309 | MEYER, LINDA RUTH       | CLERK, OFFICE SUPPORT          | GR03 | REGISTRAR                     | FT 23,905 |
| 19870330 | HEDEIROS, JOSE          | SECRETARY, PROGRAMME           | GR08 | SIMONE DE BEAUVOIR INSTITUTE  | FT 23,835 |
| 19870525 | BOWES, BELINDA D.       | ASST SUPERVISOR, ACCTS PAYABLE | GR09 | FINANCIAL SERVICES            | FT 23,485 |
| 19870601 | WILLIAMS, CHERYL ANNE   | Secretary                      | GR06 | EDUCATION                     | FT 23,415 |
| 19870817 | PEARSON-WHITNEY, SANDRA | SECRETARY, GRADUATE PROGRAMME  | GR07 | POLITICAL SCIENCE             | FT 23,408 |
| 19870831 | RYAN, CAROL             | ASSISTANT, ADM/COORD. TRNG     | GR10 | ENVIRONMENTAL HEALTH & SAFETY | FT 23,310 |
| 19870901 | TROTTER, GAIL           | SECRETARY TO CHAIR             | GR09 | BLDG., CIVIL & ENV. ENG.      | FT 22,732 |
| 19870908 | FASCIANO, DONATINA      | Secretary                      | GR07 | MASTER OF FINE ARTS           | FT 23,100 |
| 19871009 | ANDERSON, SUE/ILA       | ASSISTANT TO THE CHAIRPERSON   | GR09 | PHYSICAL RESOURCES            | FT 23,044 |
| 19871102 | KENNEDY, HAUREN         | COORD., PHOTOCOPI CENTRE (LAY) | GR06 | ACCOUNTANCY                   | FT 22,925 |
| 19871109 | ROBIN, DI-ANNE          |                                |      | COPY CENTRE                   | FT 22,750 |
| 19871207 | HULLINS, BEVERLEY HARY  |                                |      |                               |           |
| 19880111 | SPADACCINO, GIOVANNI    |                                |      |                               |           |

# APPENDIX "E" SENIORITY LIST

| Seniority Date | Employee Name             | Title                           | Pay Grade | Department                     | FT/PT | Hours  | Status |
|----------------|---------------------------|---------------------------------|-----------|--------------------------------|-------|--------|--------|
| 19880111       | WIGGAN, KATHY             | ASSISTANT, DEPARTMENT           | GR08      | PAINTING & DRAWING             | FT    | 22,750 |        |
| 19880118       | DIXON, JANE G.            | ASSISTANT, SERVICE              | GR06      | REGISTRAR                      | FT    | 22,715 |        |
| 19880601       | CAREY, SHARON             | ASSISTANT, GRAD PUBLICATION     | GR07      | SCHOOL OF GRADUATE STUDIES     | FT    | 17,013 |        |
| 19880601       | DUJARDIN, LAURIE          | Receptionist                    | GR04      | CONTINUING EDUCATION           | FT    | 22,036 |        |
| 19880620       | COITTS, CAROLE            | Secretary, Graduate Program     | GR06      | CHEMISTRY & BIOCHEMISTRY       | FT    | 21,945 |        |
| 19880725       | DUPUIS, LORI              | ASSISTANT TO VICE-DEAN          | GR10      | ARTS & SCIENCE                 | FT    | 21,770 |        |
| 19880725       | LECLERC, GILSLAINE        | Secretary to the Director       | GR09      | PHYSICAL RESOURCES             | FT    | 21,770 |        |
| 19880725       | DE SOUZA, SHRIHA          | EXECUTIVE SECRETARY TO DEAN     | GR10      | ENGINEERING & COMPUTER SCIENCE | FT    | 21,735 |        |
| 19880801       | DUBIEL, MARLENE C.        | ASSISTANT TO ASSOC. DEAN        | GR09      | SCHOOL OF GRADUATE STUDIES     | FT    | 21,735 |        |
| 19880801       | LAURIN, ANNE MARIE        | ASSISTANT TO THE V. D., CURR    | GR10      | ARTS & SCIENCE                 | FT    | 21,735 |        |
| 19880808       | CORRIGAN, JANET           | SECRETARY/COORDINATOR, TRAVEL   | GR07      | ATHLETICS                      | FT    | 21,700 |        |
| 19880808       | FRADETTE, ELIZABETH       | SECRETARY TO CHAIR              | GR08      | EXERCISE SCIENCE               | FT    | 21,700 |        |
| 19880815       | BOULE, DIANE              | ASSISTANT TO THE VICE-DEAN      | GR10      | ARTS & SCIENCE                 | FT    | 21,665 |        |
| 19880815       | NOVEMBRE, SILVANA         | ASSISTANT, GRADUATE AWARDS      | GR07      | SCHOOL OF GRADUATE STUDIES     | FT    | 21,665 |        |
| 19880906       | SPINELLI, JOANNE          | Secretary                       | GR07      | CONTINUING EDUCATION           | FT    | 21,553 |        |
| 19881003       | PAIT, TINA                | MANAGER, OFFICE (S&M)           | GR07      | SECURITY                       | FT    | 21,364 |        |
| 19881017       | ZINHERMAN, ARLENE         | Secretary                       | GR06      | MECHANICAL ENGINEERING         | FT    | 21,350 |        |
| 19881108       | GAUDREAU, JACQUELINE      | SECRETARY/RECEPTIONIST          | GR07      | FINANCIAL SERVICES             | FT    | 21,230 |        |
| 19881128       | MORRIS, LEONIE            | SECRETARY                       | GR06      | BIOLGY                         | FT    | 21,140 |        |
| 19881205       | BENNETT, ANN HARY         | ASSISTANT, EXECUTIVE DIRECTOR   | GR10      | RECTOR'S OFFICE                | FT    | 21,105 |        |
| 19881226       | BOUCHER, BARBARA V.       | Receptionist/Secretary          | GR06      | UNIVERSITY ADVANCEMENT         | FT    | 21,000 |        |
| 19890112       | JANICKI, BONNIE           | SECRETARY (GRAD. & CO-OP)       | GR08      | ECONOMICS                      | FT    | 20,909 |        |
| 19890116       | RICHARD, JOHANNE          | Data Entry Clerk                | GR05      | PURCHASING SERVICES            | FT    | 17,731 |        |
| 19890123       | BRUNT, HURRAY L.          | OPERATOR, WORK CONTROL CTR      | GR06      | PHYSICAL SERVICES              | FT    | 20,853 |        |
| 19890130       | CHAPMAN BAKER, JACQUELINE | Secretary                       | GR05      | PHYSICS                        | FT    | 20,818 |        |
| 19890206       | GINGELL, AILAN J.         | Clerk, Mail/Shipping            | GR04      | MAIL SERVICES                  | FT    | 20,813 |        |
| 19890206       | O'NEILL, DESMOND          | CUSTOMER SERVICE COORDINATOR    | GR08      | MAIL SERVICES                  | FT    | 20,783 |        |
| 19890209       | WRIGHT, DENORAH           | ASSISTANT, GRADUATE STUDIES     | GR05      | REGISTRAR                      | FT    | 20,783 |        |
| 19890220       | HELANCON, ELYSE H.        | ASSISTANT, GRADUATE ADMISSIONS  | GR07      | SCHOOL OF GRADUATE STUDIES     | FT    | 20,433 |        |
| 19890403       | BERGERON, LYNN            | Administrator, Programme        | GR08      | INSTITUTE FOR CO-OP EDUCATION  | FT    | 20,503 |        |
| 19890427       | HACCULISH, MAUREEN        | SECRETARY                       | GR07      | LONGRAN COLLEGE                | FT    | 20,384 |        |
| 19890473       | ROOT, ANNE                | ASSISTANT, SENIOR RECORDS       | GR04      | COUNSELLING & DEVELOPMENT      | FT    | 20,048 |        |
| 19890703       | EDWARD, HEATHER OSWALD    | Clerk/Typist                    | GR07      | ENGLISH                        | FT    | 19,873 |        |
| 19890807       | BROWN, SUSAN              | Secretary, Graduate             | GR07      | FINANCIAL SERVICES             | FT    | 19,796 |        |
| 19890823       | ENDRE, HEATHER            | ASSISTANT, FINANCE              | GR07      | HUMAN RESOURCES                | FT    | 19,768 |        |
| 19890828       | RAMBARAN, DIANE           | SECRETARY, PAYROLL              | GR07      | CONTINUING EDUCATION           | FT    | 19,747 |        |
| 19890901       | IMBELIN, REJEANNE         | ASSISTANT TO THE ASSOC DEANS    | GR09      | FINE ARTS, DEAN'S OFFICE       | FT    | 18,660 |        |
| 19890905       | OLSHASKI, SANDRA          | CONSULTANT                      | GR07      | I. I. T. S.                    | FT    | 19,656 | TRUST  |
| 19890906       | CADIAN, JULIE             | SECRETARY                       | GR07      | ENGINEERING & COMPUTER SCIENCE | FT    | 19,523 |        |
| 19891009       | FRAZZETTO-BUFFONE, LUISA  | COORDINATOR, TELEPHONE SERVICES | GR10      | I. I. T. S.                    | FT    | 19,523 |        |
| 19891016       | FRENCH, WENDY             | SECRETARY TO ASSOCIATE DEAN     | GR08      | COMMERCE & ADMINISTRATION      | FT    | 18,991 |        |
| 19900115       | GINGER, SANDRA            | ASSISTANT, ADMINISTRATIVE       | GR09      | T. E. S. L.                    | FT    | 17,955 |        |
| 19900115       | PARKINSON, CYNTHIA LEE    | Library Technician              | GR07      | COUNSELLING & DEVELOPMENT      | FT    | 17,484 |        |
| 19900201       | PENNELL, MAUREEN          | SECRETARY TO THE SECRETARY      | GR08      | SENATE                         | FT    | 18,893 |        |
| 19900201       | COOCHIN, EVELYNE F Y      |                                 |           |                                |       |        |        |

CUSSU SENIORITY LIST

Program ID : 134P  
Run Date : 16, N/2000



**APPENDIX "E"  
SENIORITY LIST**

CUSSU SENIORITY LIST - PERMANENT

Program ID : CUR134P  
Run Date : 16/JUN/2000

| Seniority Date | Employee Name           | Title                          | Grade | Department                     | FT/PT | Seniority Hours | Status |
|----------------|-------------------------|--------------------------------|-------|--------------------------------|-------|-----------------|--------|
| 19900219       | PRICE, JASON            | Caretaker, Animal              | GR02  | ANIMAL CARE                    |       | PT 17,423       |        |
| 19900226       | RAKIN, JOANNE           | Assistant to the Chair         | GR09  | THEATRE                        |       | FT 10,795       |        |
| 19900305       | ROONEY, ALICE           | ASSISTANT, RECORDS             | GR05  | REGISTRAR                      |       | FT 18,923       |        |
| 19900324       | SOMMER, NEIL            | Officer, Security              | GR08  | SECURITY                       |       | FT 19,800       |        |
| 19900423       | BERTHAUME, DANIELE      | ASSISTANT TO THE CHAIR         | GR09  | MUSIC                          |       | FT 18,578       |        |
| 19900430       | TAVARES, DINA           | SECRETARY TO RECTOR'S CABINET  | GR07  | RECTOR'S OFFICE                |       | FT 18,508       |        |
| 19900507       | O'NEILL, RORY           | Clerk, Mail/Receiving-Shipping | GR03  | MAIL SERVICES                  |       | FT 18,508       |        |
| 19900528       | PAZULA, MARIA           | CLERK, OFFICE SUPPORT          | GR03  | REGISTRAR                      |       | FT 18,403       |        |
| 19900601       | LLOYD, HARIENE          | STUDENT AFFAIRS COORD., NDA    | GR10  | MIA PROGRAMME                  |       | FT 16,684       |        |
| 19900604       | CREVIER, BETH E.        | SECRETARY                      | GR05  | ENGLISH                        |       | FT 18,368       |        |
| 19900723       | HERID, MURIT            | ASSISTANT TO THE CHAIR         | GR08  | RELIGION                       |       | FT 18,123       |        |
| 19900730       | SULLIVAN, SUSAN L.      | COORDINATOR, COMMUNICATIONS    | GR08  | SIMONE DE BEAUVOIR INSTITUTE   |       | FT 18,088       |        |
| 19900829       | MAHABIR, LISA           | BUDGET ASSISTANT               | GR10  | PRINTING SERVICES              |       | FT 17,885       |        |
| 19901009       | LEGAULT, ANDRE          | WORK SURPLUS                   | GR03  | REGISTRAR                      |       | FT 17,731       |        |
| 19901114       | KAZAKIAN, ARTHUR        | RECEPTIONIST/SECRETARY         | GR05  | COMMERCE & ADMINISTRATION      |       | FT 17,556       |        |
| 19901119       | MYETTE, LYNDIA          | EXEC. SECRETARY TO DEAN        | GR10  | FINE ARTS, DEAN'S OFFICE       |       | FT 14,783       |        |
| 19901126       | BARNES, NORRA           | Receptionist/Typlst            | GR06  | COUNSELLING & DEVELOPMENT      |       | FT 17,493       |        |
| 19910103       | ADAMS, HEATHER          | MANAGER, OFFICE                | GR08  | CTR. TEACH. & LEARN. SERV      |       | FT 16,961       |        |
| 19910109       | USAS, KATHY             | Secretary                      | GR05  | CHEMISTRY & BIOCHEMISTRY       |       | FT 17,108       |        |
| 19910211       | CHURCH, LINDA R.        | ASSISTANT, RECORDS             | GR05  | REGISTRAR                      |       | FT 17,108       |        |
| 19910507       | DUBOIS, CAROLE          | Coordinator, Course Evaluation | GR09  | CTR. TEACH. & LEARN. SERV      |       | FT 12,532       |        |
| 19910509       | HUNDEY, DONNA           | SECRETARY/RECEPTIONIST         | GR05  | PSYCHOLOGY                     |       | FT 16,611       |        |
| 19910601       | HUNDEY, DONNA           | SECRETARY/RECEPTIONIST         | GR06  | SCHOOL OF GRADUATE STUDIES     |       | FT 16,555       |        |
| 19910702       | APPEZZATO, MARY         | ASSISTANT, GRADUATE THESIS     | GR07  | SCHOOL OF GRADUATE STUDIES     |       | FT 16,380       |        |
| 19910715       | MURPHY, COLLEEN         | ASSISTANT, RECORDS             | GR05  | REGISTRAR                      |       | FT 16,338       |        |
| 19910729       | SWINDEN, LINDA          | SECRETARY                      | GR06  | BLDG., CIVIL & ENV. ENG.       |       | FT 16,072       |        |
| 19910909       | PATTON, ERIC            | ANALYST, SENIOR BUDGET         | GR07  | FINANCIAL SERVICES             |       | FT 16,058       | TRUST  |
| 19911015       | DE BELLEFILLE, JOCELYNE | SECRETARY                      | GR07  | MODERN LANGUAGES & LINGUISTICS |       | FT 15,841       |        |
| 19911023       | SCRIBNER, JANE          | SECRETARY/RECEPTIONIST         | GR07  | HUMAN RESOURCES                |       | FT 15,834       |        |
| 19911111       | PAQUETTE-LEGARE, WENDY  | SECRETARY, GRADUATE PROGRAM    | GR07  | BIOLOGY                        |       | FT 14,406       |        |
| 19920113       | SHIBLEY, CONNIE         | WORK SURPLUS                   | GR07  | HUMAN RESOURCES                |       | FT 14,760       |        |
| 19920214       | PETIT, CAMILLE          | Officer, Security              | GR08  | SECURITY                       |       | FT 15,384       |        |
| 19920330       | SCUFFELL, HILARY        | Secretary                      | GR07  | CONTEMPORARY DANCE             |       | FT 15,008       |        |
| 19920423       | MONTANON, MARTINE T.    | SECRETARY, GRADUATE PROGRAM    | GR08  | RELIGION                       |       | FT 14,917       |        |
| 19920474       | LACELLE, ISABELLE       | SECRETARY, UNDERGRADUATE PROG  | GR07  | PSYCHOLOGY                     |       | FT 14,791       |        |
| 19920504       | MEDIROS, HELENE         | SECRETARY, GRADUATE PROG.      | GR07  | ETUDES FRANCAISES              |       | FT 14,798       |        |
| 19920523       | NOLAN, KELLY            | ASSISTANT, RECORDS             | GR05  | REGISTRAR                      |       | FT 14,445       |        |
| 19920601       | CLAIRANE, DEBRA ANN     | CLERK, DATA ENTRY              | GR04  | FINANCIAL SERVICES             |       | FT 13,951       |        |
| 19920615       | FIORENTINO, ELVIRA      | ASSISTANT, STAFF TRAINING/DEV. | GR09  | HUMAN RESOURCES                |       | FT 14,616       |        |
| 19920720       | GALLISE, AUSILIA        | SECRETARY                      | GR07  | CONTINUING EDUCATION           |       | FT 14,483       |        |
| 19920727       | FERRARA, EVA            | Secretary, Departmental        | GR06  | ACCOUNTANCY                    |       | FT 14,308       |        |
| 19920727       | GIANNELLI, IDA          | SPECIALIST OFFICE TECH.        | GR09  | COMMERCE, CIT                  |       | FT 14,238       |        |
| 19920737       | MELZER, HONIKA          | SECRETARY, DEAN'S OFFICE       | GR08  | COMMERCE & ADMINISTRATION      |       | FT 14,448       |        |
| 19920819       | KIRK, LYNN              | SECRETARY                      | GR07  | FINE ARTS                      |       | FT 14,364       |        |
| 19920831       | DRAGOFFY, SUSANNE       | Buyer, Book                    | GR07  | BOOKSTORE                      |       | FT 14,231       |        |

APPENDIX "E"  
SENIORITY LIST

CUSSII SENIORITY LIST - PERMANENT

Program ID : CUR1341  
Run Date : 16/JUN/2000

| Date     | Employee Name           | Title                         | Grade | Department                     | FT/PT | Hours  | Status |
|----------|-------------------------|-------------------------------|-------|--------------------------------|-------|--------|--------|
| 19920831 | MOLANSKI, MARINA        | ASSISTANT, BENEFITS           | GR09  | HUMAN RESOURCES                | FT    | 14,266 | PROB   |
| 19920901 | ZENTENO, MARIA TERESA   | CASE WORKER, STUDENT          | GR09  | SERVICES FOR DISABLED STUD     | ENTS  | 14,231 |        |
| 19920904 | HUNT, LAURA             | SECRETARY/RECEPTIONIST        | GR05  | HEALTH SERVICES                | FT    | 5,175  |        |
| 19920908 | MANONSKA, JOLANTA       | ASSISTANT, COMMUNICATIONS     | GR05  | LIAISON                        | FT    | 14,231 |        |
| 19920921 | KONSTANTINOV, SVETLANA  | ASSISTANT, RECORDS            | GR06  | REGISTRAR                      | FT    | 14,014 |        |
| 19920923 | ETICH, SHARON           | SECRETARY, GRADUATE           | GR07  | COMMUNICATION STUDIES          | FT    | 14,154 |        |
| 19921001 | ROMANINI, DONNA         | OFFICE ADMINISTRATOR          | GR09  | EXECUTIVE DEVELOPMENT PROG     | RMS   | 14,091 |        |
| 19921012 | FREEMAN, NICOLE         | ASSISTANT, BENEFITS           | GR08  | HUMAN RESOURCES                | FT    | 14,056 |        |
| 19921016 | POPE, MARTIN            | COORDINATOR, BINDERY          | GR08  | PRINTING SERVICES              | FT    | 14,042 |        |
| 19921024 | JACKSON, LILLIAN        | SECRETARY                     | GR07  | SCIENCE COLLEGE                | FT    | 13,930 |        |
| 19921026 | TYROLER, ANDY           | OPERATOR, PRESS               | GR08  | PRINTING SERVICES              | FT    | 13,986 |        |
| 19921102 | DIONNE, BRENDA          | EDITORIAL ASSISTANT           | GR09  | ART HISTORY                    | FT    | 9,624  |        |
| 19921103 | WILLIAMS, CAROL         | ASSISTANT, SENIOR PROGRAMMES  | GR08  | ENGINEERING & COMPUTER SCIENCE | FT    | 13,951 |        |
| 19921120 | LAVALLEE, JANINE        | SECRETARY                     | GR07  | ALUMNI AFFAIRS                 | FT    | 13,377 |        |
| 19921130 | BRIND'AMOUR, DEBRA Y.   | SECRETARY TO THE DEAN         | GR08  | ARTS & SCIENCE                 | FT    | 13,706 |        |
| 19921134 | PLATHMAN, CAROL         | Secretary, Departmental       | GR07  | THEATRE                        | FT    | 13,741 |        |
| 19930111 | DAVIES, KAREN E.        | COORDINATOR DOCUMENTS         | GR08  | HUMAN RESOURCES                | FT    | 13,511 |        |
| 19930111 | DELANY, NICHELINE       | RECEPTIONIST/SECRETARY        | GR05  | ATHLETICS                      | FT    | 13,566 |        |
| 19930121 | ROSE, SHARON            | CLERK, BUDGET                 | GR06  | PHYSICAL RESOURCES             | FT    | 13,552 |        |
| 19930405 | JEURIS, CAROLINE        | OFFICE ASSISTANT              | GR07  | FINE ARTS, DEAN'S OFFICE       | FT    | 13,153 |        |
| 19930514 | LAI - TZOTZIS, BETTY    | SECRETARY, DEPARTMENTAL       | GR06  | MARKETING                      | FT    | 12,905 |        |
| 19930601 | LOYD, MAI               | SECRETARY                     | GR08  | COMMERCE & ADMINISTRATION      | FT    | 8,730  | NJEP   |
| 19930621 | BARRECA, MARIA          | COORDINATOR, ADMIN (SGM)      | GR09  | I. I. T. S.                    | FT    | 12,691 |        |
| 19930910 | GLOVER, BERNARD PAUL    | Secretary                     | GR06  | CAMPUS MINISTRY                | FT    | 12,390 |        |
| 19931101 | MONTGOMERY, LISA        | SECRETARY                     | GR05  | FINANCIAL AID & AWARDS         | FT    | 12,110 |        |
| 19931206 | DUFRESNE, LISE          | SECRETARY/RECEPTIONIST        | GR06  | ECONOMICS                      | FT    | 11,956 |        |
| 19940228 | AGNEW, ANNMARIE         | SECRETARY, DEPARTMENTAL       | GR06  | MATHEMATICS & STATISTICS       | FT    | 11,501 |        |
| 19940307 | CSORDAS, AGNES          | ASSISTANT, PROGRAMMES         | GR07  | ENGINEERING & COMPUTER SCIENCE | FT    | 11,431 |        |
| 19940328 | RAMPOVAL, DHUNRAJ       | Officer, Security             | GR08  | SECURITY                       | FT    | 11,190 |        |
| 19940411 | DOWEN, EDMINA           | SECRETARY                     | GR06  | COMPUTER SCIENCE               | FT    | 9,268  |        |
| 19940516 | BLANCHET, JOSEE         | OFFICER, SECURITY             | GR08  | SECURITY                       | FT    | 11,247 |        |
| 19940606 | HOUDE, STEVEN           | OFFICER, SECURITY             | GR08  | SECURITY                       | FT    | 11,247 |        |
| 19940606 | DUPLESSIS, GILBERT      | SECRETARY U/G & COOP          | GR07  | ETUDES FRANCAISES              | FT    | 11,046 |        |
| 19940613 | CAPUTO, DONATELLA       | SECRETARY, DEPARTMENTAL       | GR07  | ART EDUCATION                  | FT    | 11,011 |        |
| 19940704 | GRAHAM, JILL E.         | ASSISTANT TO VICE-DEAN        | GR10  | ARTS & SCIENCE                 | FT    | 10,906 |        |
| 19940711 | PAQUETTE, LOUISE        | Supervisor                    | GR07  | ART SUPPLY STORE               | PT    | 9,891  |        |
| 19940801 | HIRABILIA, LEA          | SECRETARY/RECEPTIONIST        | GR07  | COMMERCE & ADMINISTRATION      | FT    | 10,766 |        |
| 19940905 | MARZITELLI, LORENA      | ASST. TO ASSOC. DEAN          | GR09  | REGISTRAR                      | FT    | 10,478 |        |
| 19940926 | PEARSON, HEATHER        | ASSISTANT, SERVICE            | GR06  | PROVOST & VR RESEARCH          | FT    | 5,369  |        |
| 19941017 | BERSEFORD, FRANCIE      | SECRETARY                     | GR08  | RESEARCH SERVICES              | FT    | 10,451 |        |
| 19950109 | DE SAINTE MARIE, NICOLE | SECRETARY TO AVR & ASST TO VR | GR06  | RESEARCH SERVICES              | FT    | 9,502  |        |
| 19950220 | FABIAN, BARBARA A.      | Secretary                     | GR06  | INSTITUTE FOR CO-OP EDUCATION  | FT    | 7,665  |        |
| 19950516 | SARAZIN-WADEY, THERESA  | SECRETARY                     | GR06  | PH.D & M.SC. IN ADMINISTRATION | FT    | 9,233  |        |
| 19950901 | HERTEAU, SOPHIE         | SECRETARY                     | GR07  | MECHANICAL ENGINEERING         | FT    | 8,530  |        |
| 19951101 | HOSRIN, LESLIE          | SECRETARY                     | GR07  | MECHANICAL ENGINEERING         | FT    | 3,601  |        |

Human Resources

Concordia University

**APPENDIX "E"  
SENIORITY LIST**

Program ID : CHRI34V  
Run Date : 16/JUN/2000

| Seniority | Employee Name              | Position                        | Grade | Employment Type | Start Date |
|-----------|----------------------------|---------------------------------|-------|-----------------|------------|
| 19951127  | WAIHUA, HIRELLE            | SECRETARY TO RECTOR'S CABINET   | GR07  | FT              | 0.330      |
| 19960103  | MALIWA, RAFAEL             | SECRETARY                       | GR06  | FT              | 7.021      |
| 19960205  | BISSONNETTE, JANICE        | SENIOR CASHIER                  | GR05  | FT              | 7.980      |
| 19960205  | BISSONNETTE, MICHAEL       | CLERK, BOOK INFO/SUPPORT-RECEIV | GR04  | FT              | 7.980      |
| 19960205  | DUPLANTIS, GISELE          | RETAIL OPERATIONS ASSISTANT     | GR08  | FT              | 7.980      |
| 19960205  | FIORILLI, JOHN             | SHIPPER/RECEIVER-STOCK CLERK    | GR04  | FT              | 7.980      |
| 19960205  | GAUDREAU, STEPHEN A.       | CLERK, MERCHANDISING/CASHIER    | GR05  | FT              | 7.980      |
| 19960205  | HUGHES, LESLIE             | CLERK, MERCHANDISING            | GR05  | FT              | 7.980      |
| 19960205  | THOMAS, ANDREA             | ASSISTANT, REG/EXAMS            | GR06  | FT              | 6.923      |
| 19960205  | WILLIAMS, HEATHER          | CLERK, BOOK RECORDS & ACCOUNTS  | GR06  | FT              | 7.980      |
| 19960205  | WISE, ELIZABETH            | CLERK, BOOK INFORMATION         | GR04  | FT              | 7.980      |
| 19960603  | FOURNIER, REAL             | Officer, Security               | GR07  | FT              | 7.516      |
| 19960619  | CAPONI, DIANA              | SECRETARY                       | GR07  | FT              | 3.423      |
| 19960826  | MICHEL, NATHALIE           | ASSISTANT, SERVICE              | GR06  | FT              | 5.513      |
| 19961221  | STEWART, DONNA             | ASU ASSISTANT                   | GR07  | FT              | 5.460      |
| 19970203  | CIANCIBELLI, CONNIE        | RECEPTIONIST                    | GR07  | FT              | 6.074      |
| 19970601  | FORD, GERALDINE            | PROGRAMMER ASST/CONSELLOR       | GR09  | FT              | 5.530      |
| 19970601  | LEA-JONES, LAURIE          | ASSISTANT, MARKETING/CONFERENCE | GR08  | FT              | 4.620      |
| 19970609  | BRUNET, LAURA R.           | ASSISTANT, SERVICE              | GR06  | FT              | 5.390      |
| 19970609  | CIAMPINI, SANDRA           | ASSISTANT, RECORDS              | GR05  | FT              | 5.075      |
| 19970623  | TAVARES, DAVID             | RECEPTIONIST                    | GR05  | FT              | 5.390      |
| 19970714  | ROBINSON, SANDRA           | CLERK, SENIOR TRANSCRIPTS       | GR07  | FT              | 4.500      |
| 19970922  | SIMONE, BEATRICE           | ASST. TO DIR. GOV'T RELATIONS   | GR10  | FT              | 4.844      |
| 19971215  | ARCHER, KIM                | ASSISTANT, SERVICE              | GR06  | FT              | 3.130      |
| 19980105  | YATES, RACHEL              | ASSISTANT, ADMINISTRATIVE       | GR09  | FT              | 9.009      |
| 19980629  | WHYTE, MARION              | SECRETARY, UNDERGRADUATE        | GR06  | FT              | 3.850      |
| 19980701  | MELHAN, NATHALIE           | LIBRARY TECH/RECEPTIONIST       | GR05  | FT              | 3.500      |
| 19980914  | MC CALLA, SONIA M.         | OFFICE MANAGER                  | GR08  | FT              | 3.290      |
| 19980914  | DELKIN-TSEITLINA, SVETLANA | ADMIN SUPPORT CLERK             | GR06  | FT              | 3.591      |
| 19981005  | LULIC, NANCY               | ASSISTANT, DEPARTMENT           | GR07  | FT              | 3.010      |
| 19981013  | LOO CHIN MOY, SHIRLEY      | PROGRAMS ASSISTANT              | GR07  | FT              | 3.150      |
| 19981109  | RITCHIE, CAROLYN           | SECRETARY/RECEPTIONIST          | GR04  | FT              | 1.780      |
| 19981123  | POLETTI, TANYA J.          | ASSISTANT, STATISTICS           | GR08  | FT              | 2.670      |
| 19990201  | FRAZZETTO, JOSIE           | Secretary/Receptionist          | GR05  | FT              | 1.995      |
| 19990215  | STEWART, HEATHER           | ASSISTANT, AWARDS               | GR06  | FT              | 2.940      |
| 19990215  | SZYRORA, HELEN             | SECRETARY/RECEPTIONIST          | GR07  | FT              | 2.800      |
| 19990301  | POIRIER, ANDRE             | ASSISTANT, STATISTICS           | GR06  | FT              | 2.520      |
| 19990315  | MACKAY, KELLY              | SECRETARY                       | GR08  | FT              | 2.450      |
| 19990329  | BIRD, ROBERT               | CLERK, PAYROLL                  | GR07  | FT              | 2.380      |
| 19990329  | RAWLINGS, KATHRYN          | CLERK, BUDGET                   | GR06  | FT              | 2.310      |
| 19990520  | PAIGHEAULT, SUZANNE        | ASSISTANT, SERVICE              | GR06  | FT              | 1.550      |
|           |                            | SECRETARY                       | GR06  | FT              | 1.280      |
|           |                            | SECRETARY/RECEPTIONIST          | GR06  | PT              | 1.190      |



ICES



**APPENDIX "E"  
SENIORITY LIST**

**CUSSU EMPLOYEES ON LEAVE**

Program ID: CHR135L  
Run Date: 06/June/2000

| Seniority Date | Employee Name           | Reason          | Seniority Hours | Seniority Leave Date |
|----------------|-------------------------|-----------------|-----------------|----------------------|
| 19800204       | SPINDELLMANN, INGRID E. | No Salary Leave | 36,002          | 20001231             |
| 19910702       | NACHATY, THERESE        | No Salary Leave | 49,161          | 20011105             |
| 19940516       | MORIN, JOEL             | No Salary Leave | 11,209          | 20000702             |
|                |                         |                 |                 |                      |
|                |                         |                 |                 |                      |
|                |                         |                 |                 |                      |

**APPENDIX "E"  
SENIORITY LIST**

PROGRAM : .....  
Run Date : 16/JUN/2000

| Seniority Date | Employee Name     | Reason                | Seniority Hours | Seniority Cease Date |
|----------------|-------------------|-----------------------|-----------------|----------------------|
| 19750106       | IRENA, LUCILLE    | Transfer out of CISSU | 46,543          | 20000703             |
| 19960819       | IJAHBE, MADELEINE | Transfer out of CISSU | 6,010           | 20000920             |

Total number of CISSU employees reported - 2

END OF REPORT <<



**ANNEXE "F"**  
**CERTIFICATE OF ACCREDITATION**

---

|   |                |            |
|---|----------------|------------|
| BUREAU DU COMMISSAIRE<br>GÉNÉRAL DU TRAVAIL | <b>DOSSIER</b> | AM9011S078 |
|   |                | AM9007S070 |
|   |                | AM8712S333 |
|   |                | AM8711S746 |
|   |                | AM8711S747 |
|   | <b>CAS</b>     | CM9011S239 |

Montréal, le 11 juin 1991.

**PRÉSIDENT:**

LE COMMISSAIRE GÉNÉRAL DU TRAVAIL

**J. Marcel LORRAIN**

---

SYNDICAT DES EMPLOYE-E-S DE SOUTIEN DE L'UNIVERSITÉ  
CONCORDIA (CSN)  
CONCORDIA UNIVERSITY SUPPORT STAFF UNION (CSN)  
1601, rue Delorhier, Montréal, Québec

-et-

SYNDICAT DES EMPLOYE-E-S PROFESSIONNELS-LE-S DE  
L'UNIVERSITÉ CONCORDIA (CSN) CONCORDIA UNIVERSITY  
PROFESSIONAL EMPLOYEES UNION (CSN)  
1601, rue Delorimier, Montreal, Québec

**INTERVENANT DE PREMIÈRE PART**

-et-

SYNDICAT CANADIEN DES OFFICIERS DE MARINE MARCHANDE  
S.M.A.N.  
AFL-CIO CLC-FTQ  
9670, rue Notre-Dame est, Montréal, Québec

**INTERVENANT DE DEUXIÈME PART**

-et-

VANIER LIBRARY ASSOCIATION OF NON-PROFESSIONAL  
EMPLOYEES  
5275, West Broadway, Montreal, Québec

**INTERVENANT DE TROISIÈME PART**

-et-

NATIONAL UNION OF SIR GEORGE WILLIAMS UNIVERSITY'S  
EMPLOYEES (CNTU)  
1601, rue Delorimier, Montreal, Québec

**INTERVENANT DE QUATRIÈME PART**

-et-

CONCORDIA UNIVERSITY UNION OF SUPPORT STAFF TECHNICAL  
SECTOR (CSN)  
1601, rue Delorimier, Montréal, Québec

**INTERVENANT DE CINQUIÈME PART**

-et-

CONCORDIA UNIVERSITY  
1455, boul. de Maisonneuve ouest  
Montreal, Quebec

**INTIMÉE**

PROCUREURE DU REQUÉRANT:

Mme Monique Lauzière

PROCUREUR DE L'INTERVENANT DE PREMIERE PART:

Me Giovanni Mancini

PROCUREUR DE L'INTERVENANT DE DEUXIEME PART:

Me Paul Dion

PROCUREUR DE L'INTERVENANT DE QUATRIEME PART:

Me Helene Del Vecchio

PROCUREUR DE L'INTERVENANT DE CINQUIEME PART:

Me Hélène Del Vecchio

PROCUREUR DE L'INTIMÉE:

Me Richard A. Beaulieu

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**DÉCISION**

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En date du 22 novembre 1990, le syndicat requérant déposait au Bureau du commissaire général du travail une requête en accréditation visant un groupe de salariés de l'intimée.

Assigné à ce dossier le 21 mars 1991, le soussigné convoquait les parties à une audition qui devait être tenue à Montréal le 6 mai 1991 et remise, de consentement, au 29 mai 1991.

Or, lors de l'audition du 29 mai 1991, les intervenants qui avaient formulé des objections à la présente requête ont retiré cette opposition. De plus, le syndicat requérant et l'Université intimée se sont entendus sur la description de l'unité appropriée se réservant toutefois des droits sur un groupe imposant de salariés de façon à ce qu'un commissaire du travail détermine le statut de ces salariés.

Tout en réservant les droits des parties sur l'administration d'une preuve relative au statut des salariés dont les noms apparaissent au dossier, le soussigné réalise que, quelle que soit l'issue des décisions sur le statut de ces salariés, le syndicat requérant était majoritaire à la date du dépôt de sa requête.

Il y a donc lieu dans les circonstances d'accréditer le syndicat requérant tout en réservant le droit des parties à administrer la preuve pertinente quant au statut des salariés dont les postes sont litigieux, liste qui apparaît au dossier.

- VU la requête du 22 novembre 1990;
- VU l'accord du requérant et de l'intimée sur la description de l'unité appropriée;
- VU que les intervenants ont retiré toute opposition dans les présentes instances sauf pour ce qui a trait au statut de certains salariés dont les noms apparaissent au dossier;
- VU les dispositions du Code du travail;
- après étude du dossier, de la preuve et d'avoir sur le tout délibéré;

POUR CES MOTIFS, LE SOUSSIGNÉ

- 1- RESERVE le droit des parties quant à l'administration d'une preuve relative au statut des personnes dont les noms apparaissent au dossier, liste sur laquelle les parties se sont entendues.

2- ACCRÉDITE

LE SYNDICAT DES EMPLOYÉ-E-S DE SOUTIEN DE L'UNIVERSITÉ CONCORDIA (CSN)  
CONCORDIA UNIVERSITY SUPPORT STAFF UNION (CSN)  
pour représenter:

"Toutes les employées et tous les employés de soutien, salarié-es au sens du Code du travail dont le salaire émerge au budget de fonctionnement de l'Université à l'exclusion de:

- celles et ceux déjà assujettis à une autre unité d'accréditation;
- celles et ceux exerçant des fonctions de professionnel-les;
- celles et ceux des auxiliaires d'enseignement comprenant les démonstrateurs, les surveillants d'examens, les moniteurs, les correcteurs;
- celles et ceux sous octroi de subvention;
- celles et ceux rémunérés selon des feuilles de temps;
- les professeur-e-s, les étudiant-e-s et les stagiaires;
- celles et ceux des assistants des résidences;
- celles et ceux occupant un emploi à caractère temporaire, surnuméraire ou occasionnel, emploi n'excédant pas six (6) mois consécutifs;
- celles et ceux sous contrat pour une période n'excédant pas six (6) mois consécutifs;
  
- la secrétaire du recteur, du vice-recteur académique, du vice-recteur relations institutionnelles et finance, du vice-recteur services, du secrétaire-général, du directeur des ressources humaines, du vice-recteur associé relations institutionnelles et finance, du vice-recteur associé services, du conseiller juridique, du gérant des services d'emploi, du gérant des relations de travail et l'assistant des relations de travail."

DE

CONCORDIA UNIVERSITY  
1455, boul. de Maisonneuve ouest  
Montreal, Québec  
H3G 1M8

Etablissements visés:

Tous les établissements de l'employeur.

ML/sg

Signature

J. Marcel LORRAIN  
Commissaire du travail

**APPENDIX "G"**  
**PUBLICATION AND TRANSLATION OF THE CONTRACT**

---

The University will give the Union 650 bilingual copies of the collective agreement within a delay of one (1) month following its signing. This period of one (1) month excludes all delays outside the control of the University's representatives.

The Union may request additional copies.

## **APPENDIX "H"**

### **EMPLOYMENT EQUITY**

---

The University is committed to Employment Equity and to act upon the problem of under-representation of women, aboriginal peoples, visible minorities and persons with disabilities.

The University is also committed to a working environment which is free of systemic discrimination and in which the values of equity, non-discrimination and diversity are fostered and promoted.

It is the goal of the University to achieve a workforce which represents and reflects the many groups in our society. To achieve this, the Employment Equity office and the union will take a proactive approach to the formulation of policies, programmes and goals that support the recruitment, selection, promotion and retention of the under-represented groups and employees.

**APPENDIX "I"**  
**DEFERRED SALARY LEAVE**  
(Sample of the contract)

---

**DEFERRED SALARY LEAVE PLAN CONTRACT**

**1. DEFINITIONS**

---

**1.01 Deferral period:**

a maximum period of four (4) consecutive years during which an admissible employee participates in the plan without being on leave.

**1.02 Deferred salary:**

the percentage of the annual earnings that a participating employee, in agreement with the University, agreed to save during each year of the deferral period.

**1.03 DSLP:**

deferred salary leave plan, including any changes amendments and modifications hereof in accordance thereto.

**1.04 Earnings:**

the gross annual salary received From the University by a participating employee in a plan year before any deduction (income tax, unemployment insurance, pension plan and fringe benefits).

**1.05 Eligible employee:**

any employee who is covered by the provisions of the present collective agreement.

**1.06 Fund:**

a trust Fund established pursuant a trust agreement with the Trustee, into which deferred portion of the salary is paid by the University and from which payments are made to participating employees in accordance with the terms of the DSLP.

**1.07 Leave:**

the plan year following the deferral period, during which a participating employee is on a leave of absence authorized by the University.

**1.08 Participating Employee:**

eligible employee whose request for participation in the DSLP has been accepted.

**1.09 Participating year or plan year:**

a twelve-month period.

**1.10 Trustee:**

the Royal Trust or another trust company incorporated under the laws of Canada or a province.

In the present contract, the singular can include the plural and vice-versa.

## **2. DEFERRED SALARY**

---

- 2.01 During each plan year prior to the leave, the University will deduct the deferred salary from the participating employee's earnings and entrust such amount with the trustee responsible for the fund. These deductions are spread over the entire deferral period, and are prorated on the earnings periodically paid to the participant. The deferred salary cannot exceed 33 1/3 % of earnings. The product of the deferral period multiplied by the percentage of deduction cannot exceed 100%.
- 2.02 The trustee will establish and maintain on its books for the fund a separate account for each participant. He will hold and invest the deferred salary received in accordance with the provisions of the trust agreement. Investments will be made in the trustee's (type of investment) and will bear interest at the applicable rate for such an account.
- 2.03 Prior to the end of each calendar year, the trustee will pay to each participating employee, the interest earned on the aggregate amount of deferred salary which it holds in the fund in her/his name.
- 2.04 The Trustee will provide to each participating employee an annual statement showing the aggregate of deferred salary held in trust in the employee's account, interest earned, and payments made from the account.

## **3. INCOMETAX**

---

- 3.01 The Employer will make the required deductions from a participating employee's earnings during the deferral period, calculated on the earnings for the applicable calendar year less the deferred salary for that year.
- 3.02 During the leave, monies paid to a participating employee will be taxable and subject to the required deductions as if such amounts formed part of her/his revenue for that calendar year.

## **4. WITHDRAWAL**

---

- 4.01 A participating employee who, during her or his participation in the DSLP:
- a) ceases to be employed by the University;
  - b) is not working because of an extended maternity leave, a work accident, a long-term disability leave or other authorized leave;
  - c) retires or dies,
- is deemed to no longer belong to the DSLP effective on the cessation of employment, leave, retirement or death.
- 4.02 Participating employees may withdraw from the DSLP at any time during the deferral period upon one (1) month's prior written notice to the University.
- 4.03 Upon withdrawal, according to 4.01 or 4.02, the participating employee, or her/his estate, will receive the aggregate deferred salary, plus accumulated interest, if any, in her/his account in the trust fund within thirty (30) days of the withdrawal or reception of the notice of withdrawal, whichever is the case. Any such sum is subject to the required deductions.

**5. POSTPONEMENT OF A LEAVE**

---

- 5.01 Due to necessity, the University may require that a participating employee entitled to leave defer the leave from the agreed date. The University will **so** notify the employee in writing least six (6) months prior to the leave, stating the reasons for **its** request. The University cannot request that a participant postpone her/his leave without a valid reason. It must also reimburse the employee any non-refundable deposit that she or he made towards enrolment in an education institution. For this purpose, the participant will provide the University with the official receipts from the institution to support her/his claim.
  
- 5.02 A participating employee may request that the University defer her/his deferred salary leave. The request must reach the University at least six (6) months prior to the date of the start of the leave. The University may accept requests with shorter notice at its discretion.
  
- 5.03 In the case of maternity leave during the deferred salary leave, participation in the plan is suspended for a maximum of twenty (20) weeks.

**DEFERRED SALARY LEAVE PLAN**

**Contract between**

Concordia University  
herein referred to as "the University"

**and**

Family name \_\_\_\_\_ Surname \_\_\_\_\_  
herein referred to as "the employee"

**DURATION OF THE CONTRACT**

---

- A. The present contract will come into force on \_\_\_\_\_  
and will expire on \_\_\_\_\_
  
- B. The length the leave is \_\_\_\_\_  
namely, from \_\_\_\_\_ to \_\_\_\_\_

**SALARY**

---

- C. During each of the years of the contract, the employee will receive \_\_\_\_\_% of her/his salary.

**IN WITNESS THEREOF**, the parties signed, In Montreal, province of Quebec, on the \_\_\_\_\_ of the month of \_\_\_\_\_ 2000.

\_\_\_\_\_  
Concordia University

\_\_\_\_\_  
Employee



**APPENDIX "J"**  
**TIME-SHARING COMMITTEE**

---

The parties agree to form a committee whose mandate will be to examine job-sharing programs and produce recommendations for a program which would be applicable to the employees covered by the present collective agreement.

The Union and the University will each name two (2) representatives to sit on this committee.

The parties agree that all meetings of this committee will be during normal working hours and without loss of pay for the Union representatives.

## **Information to be sent to the Union**

The parties agree that the following does not amend the provisions of the collective agreement and is included solely for reference purposes.

- 1.** The following is a list of the articles providing for information to be transmitted to the Union on a monthly basis;

7.01  
7.02  
8.08 a)

- 2.** The following is a list of the articles providing for information to be transmitted to the Union every three months (November, February, May and August);

7.06  
13.04 a), b), c)

- 3.** The following article provides for information to be transmitted to the Union every six months (November, and May);

11.05 a)

- 4.** The following is a list of the articles providing for information to be transmitted to the Union upon request;

7.03  
7.04  
7.05  
14.02 a)  
15.01  
15.02 a), b)  
21.04 a)  
21.05  
28.18  
28.27  
30.10  
38.04 h)  
39.01

- 5.** The following is a list of the articles providing for information to be transmitted to an employee and simultaneously to the Union;

13.08  
15.04 f)  
15.05 c)  
16.03  
19.01  
21.04  
26.09 e)  
38.05 c)  
38.06 a)

**LETTER OF INTENT**

**BETWEEN**

**CONCORDIA UNIVERSITY**

**AND**

**CONCORDIA UNIVERSITY SUPPORT STAFF UNION (CSN)**

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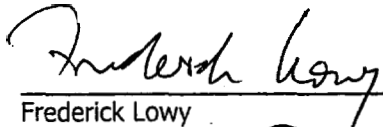
The parties agree to the following concerning the use of Concordia Computing Facilities by the Concordia University Support Staff Union (CSN);

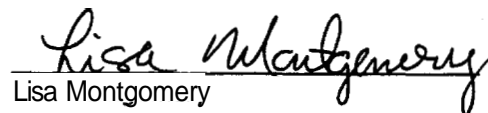
1. The University agrees to provide the Union, at the Union's cost, with a connection to the Concordia Computing Facilities as well as with one electronic mail account for the exclusive use of the Union.
2. The connection shall be made in accordance with the University's specifications.
3. The University makes no warranty, expressed or implied, regarding the resources and facilities provided or their fitness for any particular purpose.
4. The Union shall be responsible for the conduct of its members in using the electronic mail account.
5. In order to protect the integrity of the facilities against accidents, failures or improper use, the University reserves the right to limit, restrict or terminate the access of any user to these facilities, or the access of any host or equipment to the network, and to inspect, copy, remove or otherwise alter any data, file, or system resources.
6. Use of the Concordia Computing Facilities by the Union shall be in accordance with the policy on Computing Facilities.

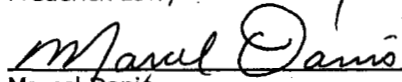
**IN WITNESS THEREOF**, the parties have signed in Montreal, province of Quebec, on this 3<sup>rd</sup> day of July, 2000.

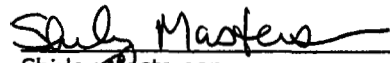
**Concordia University**

**Concordia University Support  
Staff Union (C.S.N)**


  
\_\_\_\_\_  
Frederick Lowy

  
\_\_\_\_\_  
Lisa Montgomery

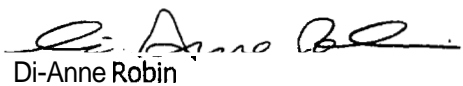
  
\_\_\_\_\_  
Marcel Danis

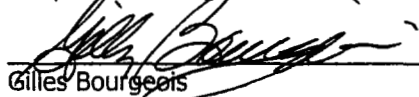
  
\_\_\_\_\_  
Shirley Masterson

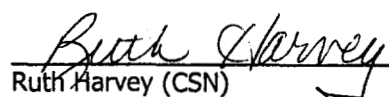
  
\_\_\_\_\_  
Kathleen O'Connell

  
\_\_\_\_\_  
Desmond O'Neill

  
\_\_\_\_\_  
C. Lynne Prendergast

  
\_\_\_\_\_  
Di-Anne Robin

  
\_\_\_\_\_  
Gilles Bourgeois

  
\_\_\_\_\_  
Ruth Harvey (CSN)

**LETTER OF INTENT**

**BETWEEN**

**CONCORDIA UNIVERSITY**

**AND**

**CONCORDIA UNIVERSITY SUPPORT STAFF UNION (CSN)**

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**Whereas** it is the desire of the parties to settle all outstanding issues of the current collective agreement negotiations,

**Whereas** the parties wish to extend the current collective agreement, without modification,

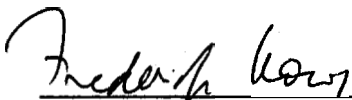
The parties agree to the following:

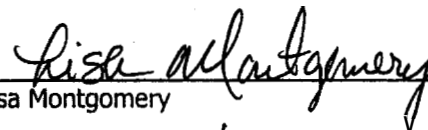
1. Article 42.01 of the current collective agreement is replaced by the following text:  
**42.01** The present collective agreement becomes effective the day of its signature and remains in effect until August 31, 2002. It has no retroactive effect except where expressly provided.
2. The text of paragraph E of Appendix D of the current collective agreement becomes i) and following text is added as sub paragraph ii):
  - ii) As of June 1, 2002 the salary scales for May 31, 2002 are increased by one percent (1%).
3. This agreement enters into effect on the day of its signature and remains in effect until August 31, 2002.

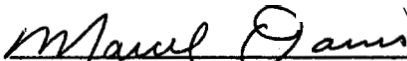
**IN WITNESS THEREOF**, the parties have signed in Montreal, province of Quebec, on this 13<sup>th</sup> day of July, 2000.

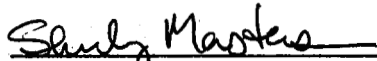
**Concordia University**

**Concordia University Support Staff Union (C.S.N)**

  
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Frederick Lowy

  
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Lisa Montgomery

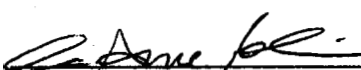
  
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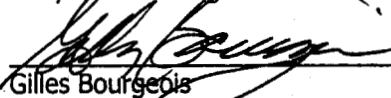
  
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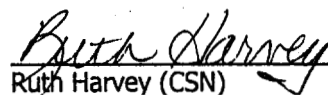
  
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Gilles Bourgeois

  
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Ruth Harvey (CSN)

| CONCORDIA UNIVERSITY<br>SALARY SCALE - 1 JUNE 2002 - CUSSU (+ 1) |       |       |       |       |       |       |       |       |       |       |
|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| GRADE  | STEP  |       |       |       |       |       |       |       |       |       |
|  | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    |
| GR01   | 9,92  | 10,33 | 10,77 | 11,21 | 11,66 | 0,00  | 0,00  | 0,00  | 0,00  | 0,00  |
| GR02   | 10,68 | 11,02 | 11,37 | 11,75 | 12,14 | 12,54 | 0,00  | 0,00  | 0,00  | 0,00  |
| GR03   | 11,46 | 11,81 | 12,12 | 12,44 | 12,77 | 13,13 | 13,49 | 0,00  | 0,00  | 0,00  |
| GR04   | 12,32 | 12,65 | 13,01 | 13,37 | 13,73 | 14,13 | 14,50 | 0,00  | 0,00  | 0,00  |
| GR05   | 13,10 | 13,43 | 13,76 | 14,13 | 14,48 | 14,83 | 15,22 | 15,59 | 0,00  | 0,00  |
| GR06   | 14,08 | 14,43 | 14,79 | 15,17 | 15,55 | 15,93 | 16,35 | 16,76 | 0,00  | 0,00  |
| GR07   | 15,22 | 15,59 | 15,97 | 16,39 | 16,80 | 17,22 | 17,66 | 18,09 | 0,00  | 0,00  |
| GR08   | 16,22 | 16,60 | 16,99 | 17,40 | 17,81 | 18,22 | 18,66 | 19,09 | 19,54 | 0,00  |
| GR09   | 17,53 | 17,93 | 18,36 | 18,80 | 19,23 | 19,70 | 20,15 | 20,62 | 21,11 | 0,00  |
| GR10   | 18,93 | 19,37 | 19,84 | 20,30 | 20,79 | 21,26 | 21,75 | 22,27 | 22,80 | 0,00  |
| GR11   | 20,19 | 20,64 | 21,11 | 21,57 | 22,06 | 22,55 | 23,06 | 23,57 | 24,10 | 24,62 |
| GR12   | 21,80 | 22,28 | 22,77 | 23,29 | 23,79 | 24,33 | 24,87 | 25,44 | 26,00 | 26,60 |

**LETTER OF INTENT**

**BETWEEN**

**CONCORDIA UNIVERSITY**

**AND**

**CONCORDIA UNIVERSITY SUPPORT STAFF UNION (CSN)**

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**Whereas** it is the desire of the parties to settle all outstanding issues of the current collective agreement negotiations,

**Whereas** the parties wish to specify the manner in which retroactivity payments are to be made,

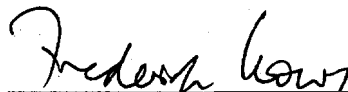
The parties agree to the following:

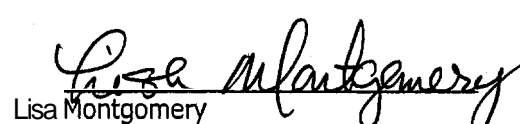
1. In the case of an employee who has left the bargaining unit, between June 1, 1997 and the date of the signature of the present agreement, the amount of retroactivity will be calculated on a prorated basis. Retroactivity will be paid to the employee, by the University, for the period during which she/he was a member of the bargaining unit.
2. Notwithstanding the preceding paragraph the parties agree that an employee is not entitled to receive retroactivity resulting from the application of the current collective agreement when she/he is receiving retroactivity resulting from the application of another collective agreement.
3. The University will pay retroactivity to an employee who left the University between June 1, 1997 and the date of signing of the present agreement. This employee must make a written request for the payment of her/his retroactivity, to the Employee Relations office, no later than the sixty (60) calendar days following the signature of the collective agreement.
4. This agreement enters into effect on the day of its signature and remains in effect until May 31, 2002.


**IN WITNESS THEREOF**, the parties have signed on this 13<sup>th</sup> day of July, 2000

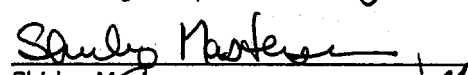
**Concordia University**

**Concordia University Support  
Staff Union (C.S.N)**

  
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Frederick Lowy

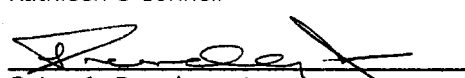
  
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Lisa Montgomery

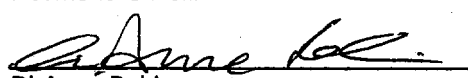
  
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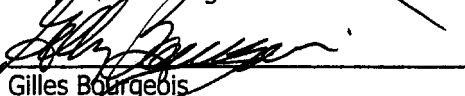
  
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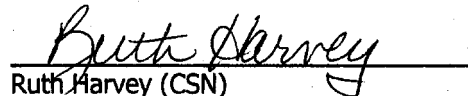
  
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C. Lynne Prendergast

  
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Di-Anne Robin

  
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Gilles Bourgeois

  
\_\_\_\_\_  
Ruth Harvey (CSN)

## **LETTER OF INTENT**

### **BETWEEN**

**CONCORDIA UNIVERSITY**

### **AND**

**CONCORDIA UNIVERSITY SUPPORT STAFF UNION (CSN)**

---

**Whereas** it is the desire of the parties to settle all outstanding issues of the current collective agreement negotiations,

**Whereas** the union is willing to allow the University to test new experimental academic programs under certain conditions,

**Notwithstanding the** relevant articles of the collective agreement the parties agree to the following:

#### **ARTICLE 1 Definition of experimental program**

Experimental program means:

A new academic program that has been previously approved by the Québec government, and by Concordia University Senate or/and the Board of Governors following the current applicable procedure.

A new academic program is not a current program that has been privatised or a program that is the result of the reorganisation of a faculty or department.

An experimental program will not include positions included in a current or recently abolished program. Recently abolished means abolished within the past five (5) years.

#### **ARTICLE 2 Creation of positions in experimental programs**

- a)** The University may create experimental programs as defined above. The University may create a maximum number of positions in experimental programs equivalent to ten percent (10%) of the number of full time positions included in the bargaining unit.
- b)** The university must advise the union in writing of its decision to convert a position in an experimental program into a permanent position. If no decision is forwarded to the union in writing concerning the conversion of a position in an experimental program into a permanent full time position, within five years of the date of its creation, the position automatically becomes permanent, and the incumbent automatically obtains employment security, as long as the employee has been the incumbent of this position or of another full time position for at least twenty-four months.
- c)** Should the University decide not to convert the position in an experimental program into a permanent position, the position in the experimental program will be deemed to be abolished. Article 12 or 13 of the collective agreement applies to the employee who is the incumbent of the abolished position, depending on whether or not the employee has or does not have employment security.

### **ARTICLE 3 Application of the collective agreement**

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The collective agreement applies to the incumbent of a position in an experimental program in the following manner;

i) The following articles apply:

|            |  |
|------------|--|
| Article 1  | Purpose of the agreement   |
| Article 2  | Union recognition  |
| Article 3  | Definition of terms  |
| Article 4  | Management Rights and Obligations  |
| Article 5  | Non Discrimination   |
| Article 6  | Harassment and Sexual Harassment   |
| Article 7  | Right to Information   |
| Article 8  | Union Membership and Check-off   |
| Article 9  | Leave for union Activity   |
| Article 10 | Grievance and arbitration  |
| Article 11 | Seniority  |
| Article 12 | Employment security and displacement procedure<br>Except for sub-article 12.01.                  |
| Article 13 | Lay-off and Recall   |
| Article 14 | Technological Change   |
| Article 15 | Job posting, selection and movement of personnel<br>Except for sub-article 15.04 a), b), and c). |
| Article 16 | Health and Safety  |
| Article 18 | Sub-Contracting  |
| Article 19 | Disciplinary Measures  |
| Article 20 | Personal Files   |
| Article 21 | General  |
| Article 22 | Hours of Work and Work Schedules   |
| Article 23 | Overtime   |
| Article 24 | Premiums   |
| Article 25 | Holidays   |
| Article 26 | Social leaves, personal leaves and deferred salary leaves<br>Except for sub-article 26.09 b)     |
| Article 27 | Vacation   |
| Article 28 | Parental Leave   |
| Article 29 | Leave without pay<br>Except for sub-article 29.01  |
| Article 31 | Training   |
| Article 32 | Tuition Waiver   |
| Article 33 | Public Service Leaves  |
| Article 34 | University Closing   |
| Article 35 | Occupational Injuries  |
| Article 36 | Sick Leave   |
| Article 37 | Group Insurance and Pension Plan   |
| Article 38 | Classification and Wages   |
| Article 39 | Temporary Employees  |
| Article 40 | Amendments to the Collective Agreement   |
| Article 41 | Appendices and Letters of Agreement  |
| Article 42 | Duration of the Agreement  |
| Appendix A | Classification plan (JEP)  |
| Appendix B | Employees' list, including class of employment title, salary grade and step applicable           |
| Appendix C | Grades and corresponding position titles   |
| Appendix D | Salaries   |
| Appendix E | Seniority list   |



- Appendix F Certificate of accreditation
- Appendix G Publication and translation of the contract
- Appendix H Employment equity
- Appendix I Deferred salary leave plan
- Appendix J Time-sharing committee

ii) The clauses below apply as follows;

**Article 12.01 Employment security**

- a) For an employee with employment security who applies on and obtains a position in an experimental program article 12.01 applies.
- b) For an employee without employment security who applies on and obtains a position in an experimental program the following article applies;

The University assures employment security, within the bargaining unit, for the duration of the present agreement, to all employees who have;

- twenty-four (24) months of seniority as the incumbent of a position in an experimental program that becomes permanent within sixty (60) months of its creation,

or

- a maximum of sixty (60) months of seniority as the incumbent of a position in an experimental program that does not become permanent within sixty (60) months of its creation.

Notwithstanding any other provisions of the collective agreement and subject to clause 19.02, employees benefiting from employment security cannot be laid off, or dismissed without just cause and therefore will remain in the employ of the University and continue to benefit from all the provisions of the present agreement.

**Article 15.04;**

- a) In selecting an employee to fill a position posted in accordance with clause 15.02, the University must grant the position to the candidate who is one of the three most senior employees and who has the qualifications to satisfy the normal requirements of the position.
- b) i) This paragraph does not apply.  
ii) This paragraph does not apply.
- c) (becomes b))

If none of the candidates mentioned in clauses 15.04 a), satisfy the said conditions, other candidates will be considered, as long as those candidates have more qualifications than any employee who has been refused in the above paragraph. In case of a grievance, the University has the burden of proving that the outside candidate has more qualifications.

#### **Article 26.09 b) Deferred salary Leave**

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- b) Requests for a deferred salary leave will be granted as long as the leave period is scheduled after the employee's experimental position has been made permanent, or after five years from the date of the creation of the employee's experimental position. Deferred salary leave is subject to the ability of the respective department to accommodate the leave.

#### **Article 29.01 Leave without pay**

- 29.01** An employee with the equivalent of one (1) year of full time service who, for a valid reason, wishes to obtain a leave without pay, must make a written request to the person responsible for supervision. The University may refuse such a leave.

#### **ARTICLE 4 Conversion of contract positions and time sheet employment periods into permanent positions**

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- a) For the conversion of contract positions and time sheet employment periods into permanent positions the following conditions apply:
  - i) Only positions or employment periods that have existed, as contracts or time sheets, for a period of over two years will be considered.
  - ii) The employee on contract or on time sheet must not be replacing another employee who is on leave authorised by the collective agreement or by the University.
  - iii) The number of positions converted by this procedure is not conditional to the number of experimental positions created.
- b) For the first set of conversions, following the signature of the agreement, only contract positions will be considered. These positions will not be posted as provided for in the collective agreement. The positions will be given to the employees who currently hold them on contract. However, only employees who have held the position to be converted for at least two years will be rolled into said position without posting. In all other cases the position will be posted and filled as provided for in the collective agreement.
- c) The Union and the University will meet three (3) times a year, during the months of January, May, and October, to discuss the conversion of all other contract and time sheet positions under the above conditions. All converted positions will be posted and filled as provided for in the collective agreement.

#### **ARTICLE 5**

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This agreement does not constitute a precedent, and is entered into without admission on the part of either of the parties.

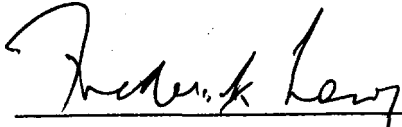
**ARTICLE 6**

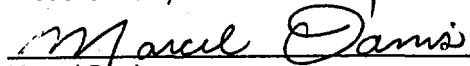
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The current agreement comes into effect on the date of it's signature and is valid until May 31, 2002.

IN WITNESS THEREOF, the parties have signed on this 13th day of July, 2000

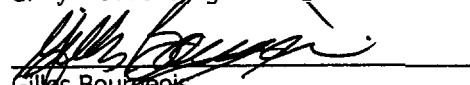
**Concordia University**

  
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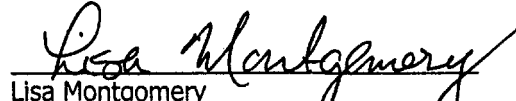
  
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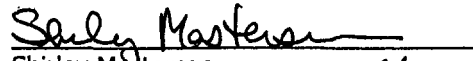
  
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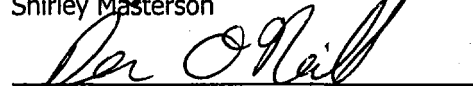
  
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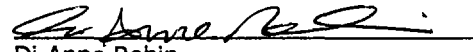
  
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