

COLLECTIVE AGREEMENT

between

**McGill University Non-Academic Certified Association
(M.U.N.A.C.A.)**

and

McGill University

Duration: December 1, 2002 to November 30, 2007

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ARTICLE 1 PURPOSE OF THE AGREEMENT

- 1.01** The purpose of this agreement is to establish and maintain an orderly collective bargaining relationship between the University and its employees represented by the Union, to establish and maintain equitable working conditions, to foster and promote good relations between the University and the employees and to facilitate the effective and equitable settlement of problems that may arise.

ARTICLE 2 UNION RECOGNITION

- 2.01** The University recognizes the Union as being the only official representative and the sole authorized agent, for negotiation or other purposes, for the employees covered by this collective agreement.

- 2.02** In order to be valid, all agreements subsequent to the signature of the present agreement among one, several or all employees and the University (Department of Human Resources), that modify the present agreement, must receive the written approval of the Union.

- 2.03** All employees who are members in good standing of the Union at the time of the signing of this agreement, and all those who become members thereafter, must maintain their membership in the Union for the duration of this agreement as a condition of continued employment, subject to the provisions of clause 2.05.

- 2.04** As a condition of employment all new employees must become members in good standing of the Union by signing a membership card and by paying the entry fee determined by the Union.

- 2.05** The University is not bound to dismiss or transfer an employee because the Union has expelled them from their ranks.

ARTICLE 3 MANAGEMENT RIGHTS

- 3.01** The University has and retains all its rights and privileges in effectively managing and administering its activities in conformity with the provisions of this agreement.

- 3.02** The University will treat its employees with justice.

ARTICLE 4 DISCRIMINATION AND SEXUAL HARASSMENT

- 4.01** The parties agree that the rights and obligations stipulated in the Quebec Charter of Human Rights and Freedoms are an integral part of this collective agreement.

ARTICLE 5 SCOPE OF APPLICATION

5.01 This collective agreement applies to all employees covered by the certification issued under the Labour Code who are:

"All employees occupying non-academic positions (full-time, part-time and sessional) except employees occupying positions classified as "M", casuals, student casuals and those already represented by a certified association".

5.02 If, during the lifetime of this agreement, the University believes that an employee should be excluded from the bargaining unit because they are no longer an employee within the meaning of the Labour Code, and if this employee continues to perform most of the tasks which they performed in their previous position, the University must then proceed according to the provisions of article 39 of the Quebec Labour Code. The burden of proof rests with the University.

In such a case, the provisions of the collective agreement continue to apply to the employee until such time as the labour commissioner hands down a final decision.

5.03 The University will advise the Union in writing, within one (1) month, of the promotion or transfer of an employee to a position excluded from the bargaining unit, indicating the title of the position to which the employee has been promoted or transferred and the place of work.

5.04 Persons excluded from the bargaining unit will not perform work normally done by the different categories of employees covered by the bargaining unit, or any other work which by its nature could be included in the bargaining unit, except in the following cases:

- emergencies, volume of work, lack of personnel
- training of employees
- practical training for students
- work performed by persons covered or not by another bargaining unit - normally performing the same kind of work, provided the University respects the terms of the certificate of accreditation
- use of casuals in accordance with Appendix 5

ARTICLE 6 DUES CHECK-OFF

6.01 The University will withhold from the pay of each employee, included in the bargaining unit, the dues fixed by the Union, and remit the sum thus withheld to the Union Treasurer within ten (10) calendar days of the end of the month.

6.02 In case of omission in good faith in the check-off due to administrative or technical error, the University agrees, upon written notice from the Union to this effect, to check off the non-remitted amount within fifteen (15) days of the said notice.

- 6.03** The University will identify the amount withheld for Union dues on the T4 and Relevé 1 forms of each employee.
- 6.04** In addition to the deduction of Union dues, the University will provide the Union with two copies each month of a list (paper and electronic medium) of each employee from whom union dues have been withheld as follows:

Name, Pay No., Amount paid, Pay type.

ARTICLE 7 GENERAL PROVISIONS

- 7.01** The University will provide the Union on a monthly basis with the following lists (electronic medium):
- (a) The name of newly hired staff;
 - (b) The name of each employee terminated and the date of termination;
 - (c) All employees on Placement Transition;
 - (d) All employees in the Bargaining Unit:

Name, Pay No., Dept. Code, Dept. Name, Building Code, Building Name, PED Number, Rank/Level, Status, Start Date and Phone Number at work. It is understood that phone numbers are not actively maintained and may not be accurate;
 - (e) All staff on leave;
 - (f) All employees who have left the Bargaining Unit and reason thereof.
- 7.02** Twice a year, the University will provide the Union with salary information on all members of the bargaining unit.
- 7.03** The University will forward to the Union a copy of any notice or directive from the Department of Human Resources addressed to a group of employees or to all employees covered by this collective agreement.
- 7.04** The Union may communicate with its members through campus mail and through electronic mail on the same basis as other employee associations. Bulletin board space will be provided on Info McGill on which the Union shall have the right to post notices for the purpose of official Union business.
- 7.05** The University will supply suitable office space for the exclusive use of the Union on the downtown campus and at Macdonald campus, free of charge. The Union shall have the use of telephone and fax lines, the cost of these services to be borne by the Union.

- 7.06** External advisors of the Union shall have access to University premises in order to meet with the Union or University representatives. Meetings with Union representatives during working hours are subject to prior arrangements being made with the respective supervisor. Meetings with the University representatives must be arranged in advance with the Department of Human Resources or delegate.
- 7.07** The Union may post notices of meetings or other documents concerning Union business in locations agreed upon between the parties. These notices or documents must be clearly identified as being issued by the Union. The Union may distribute any information it judges necessary to employees covered by this collective agreement, provided that the Union is clearly identified as the source of the information.
- 7.08** No employee will be the object of discrimination by the University as a result of their speaking, writing or taking legal action in serving the interests of the Union.
- 7.09** The University shall hold any employee harmless of civil responsibility for any action or omission in respect of which the University could be held vicariously liable as an employer, except in cases of gross negligence or an action not related to the employee's duties.
- 7.10** The University will provide the Union with suitable rooms for the purpose of holding meetings, subject to applicable terms and conditions.
- 7.11** In accordance with article 41 (Technological Change), the University will advise the Union in writing at least one (1) month in advance of any technological or technical improvements or organisational and operational changes likely to affect the working conditions of the employees concerned. In certain instances, the parties may agree to a shorter notice period.

ARTICLE 8 DEFINITIONS

8.01 Casual:

is any person hired in accordance with Appendix 5 (Casuals).

8.02 Employee:

is any person employed by McGill University whose position is covered by the certificate of accreditation issued under the Labour Code.

8.03 Full-time employee:

is any employee who works the standard hours for their occupational category, subject to article 20 (Hours of Work).

8.04 Part-time employee:

is any employee who on a continuous basis works a fixed number of hours which is less than the standard hours for their occupational category, as defined in article 20 (Hours of Work).

8.05 Probationary employee:

is any new employee who has not yet completed their probationary period in accordance with article 15 (Probationary Period).

8.06 Sessional employee:

is any employee appointed to a position of less than twelve (12) months in the financial year.

8.07 Financial year:

is the accounting period of the University from June 1 of one year to May 31 of the following year.

8.08 Reference year:

is the University's financial year.

8.09 Disagreement:

is any dispute on a matter which does not concern the interpretation or application of the collective agreement.

8.10 Grievance:

is any dispute relative to the interpretation or application of the collective agreement.

8.11 Downward Transfer:

is the voluntary movement of an employee from one position rank/level to another position rank/level for which the minimum rate of pay is lower.

8.12 Lateral Transfer:

is the movement of an employee from one position rank/level to another position rank/level for which the minimum rate of pay is the same.

8.13 Promotion:

is the movement of an employee from one position rank/level to another position rank/level for which the minimum rate of pay is higher.

8.14 Seniority:

is the length of continuous employment of an employee occupying a non-academic position at the University expressed in calendar years, months and days, excluding casual and student casual employment.

Part-time seniority is calculated on a pro-rata basis with respect to the standard weekly hours of work, as stipulated in article 20 (Hours of Work).

In all cases, seniority is accumulated once the employee has completed their probationary period, retroactive to the date of hire.

Overtime hours in excess of the standard hours of work are not considered for the purpose of calculating seniority.

8.15 Spouse:

is any person who becomes a spouse:

- as a result of a legally recognized marriage in Quebec or elsewhere and recognized under Quebec law;
- for an unmarried or separated person, as a result of permanent cohabitation for at least one (1) year with another unmarried or separated person of the opposite or same sex who is publicly represented as a spouse.

The status of spouse is lost after divorce or annulment in the case of married people and separation in the case of unmarried couples.

For the purposes of the application of the benefits plans, the definition of spouse found in each plan will prevail.

8.16 Union:

is the McGill University Non-Academic Certified Association (MUNACA).

8.17 Union representative:

is any employee who has been designated by the Union to perform union duties, subject to the provisions of article 9 (Union Activities).

8.18 University:

is McGill University.

ARTICLE 9 UNION ACTIVITIES

9.01 General Provisions

The Union accepts that its representatives or delegates must first discharge their responsibilities as employees in accordance with the other stipulations of this collective agreement.

In accordance with other stipulations of this collective agreement, the employee released from work in accordance with the stipulations of this article does not lose any benefits or privileges granted by this collective agreement.

For any matter pertaining to the interpretation or application of the collective agreement, any member of the bargaining unit has the right to be accompanied by one (1) Union delegate or representative for a meeting with a University representative.

9.02 Renewal of collective agreement

- (a) From the twelfth (12th) month preceding the expiry date of this collective agreement, a maximum of sixty (60) working days may be used by employees designated by the Union for the purpose of preparing for the negotiations for renewal.
- (b) When the total number of banked days has been reached, the University invoices the Union for the cost of the additional liberation granted in accordance with the stipulations of the present clause. The Union reimburses the University within fifteen (15) working days of the invoice.
- (c) The University authorizes the absence from work of four (4) employees, designated by the Union, one of whom shall be from Macdonald Campus, to participate in negotiation meetings, at the time and for the duration of said meetings. Such absences from work shall not be deducted from the bank of working days provided in clause 9.03 (e).
- (d) The employees shall be liberated without loss of salary, benefits or privileges provided by this collective agreement.
- (e) A written request including the names of the employees concerned and the date of release shall be made to the respective supervisors excluded from the bargaining unit, with a copy to the Department of Human Resources (Staff Relations), at least ten (10) working days in advance.
- (f) Only the employees mandated by the Executive of the Union or the person occupying the Presidency may request authorization for absence from the Department of Human Resources (Staff Relations) as regards the stipulations of this article.

9.03

Union activities

- (a) The University will free without loss of salary, benefits or privileges provided by this collective agreement, on a full-time basis, two (2) members of the bargaining unit designated by the Union.
- (b) If the employees so designated wish to return to their positions, notice of at least twenty (20) working days must be given to the Department of Human Resources (Staff Relations). Upon returning to work, the employees shall be reinstated into their positions.

If their positions have been abolished, the employees with employment security will be relocated in accordance with article 16 (Employment Security).

- (c) In the thirty (30) days following the signing of this collective agreement, the Union will provide the University with a list of its officials and its delegates and Union representatives. Any changes in this list will be communicated within fifteen (15) days of the nomination or election of a member to a different position.
- (d) Union officers and delegates are entitled to be absent from work in order to fulfil their obligations to the Union.
- (e) A maximum of one hundred and twenty (120) working days per financial year may be used by employees designated by the Union for union activities, including the preparation for meetings of the Labour Relations Committee (clause 9.05 (b)); Staff Benefits Advisory Committee and Pension Plan meetings and preparation for such meetings (clauses 39.04 and 39.06, Group Plans of the University). The University will liberate such employees without loss of salary, benefits or privileges provided by this collective agreement.
- (f) A written request including the names of the employees concerned and the dates for release shall be made to the respective supervisors excluded from the bargaining unit, with a copy to the Department of Human Resources (Staff Relations), at least ten (10) working days in advance.
- (g) No Union representative or delegate shall leave their assigned place of work without having made the necessary arrangements with the appropriate supervisor excluded from the bargaining unit.
- (h) In the case of a hearing before the *Commissaire du travail*, *Tribunal du travail* and *CSST*, the University authorizes the absence from work of one (1) employee designated by the Union to represent the Union at the time and for the duration of such hearings. Such absence from work shall not be deducted from the bank of working days provided in clause 9.03 (e).

9.04 Grievances

One (1) employee designated by the Union shall be liberated to attend Union/management meetings to discuss grievances and disagreements. Such absence from work shall not be deducted from the bank of working days provided in clause 9.03 (e).

An employee thus designated shall not suffer any loss of salary, benefits or privileges as a result of attending such meetings.

If a representative or delegate must leave their work during working hours, they must first advise their supervisor excluded from the bargaining unit.

9.05 Labour Relations Committee

- (a) The University and the Union will form a joint Labour Relations Committee. The Committee will comprise four (4) representatives of the University and four (4) representatives of the Union. The Committee's mandate is to study and discuss questions and problems concerning working conditions or employer/employee relations, other than grievances and disagreements; review the relocation process in accordance with article 16 (Employment Security); deal with issues arising out of a position match/rematch and health and safety, and promote training opportunities. The Committee will meet, as required, at the request of either of the parties. Meetings of the Committee will not be deducted from the bank of working days provided in clause 9.03 (e). The University will liberate members of the Committee without loss of salary, benefits or privileges provided by this collective agreement.
- (b) The members of the Committee may be absent from work one half (1/2) day before the beginning of the meeting in order to review and prepare for discussion the subjects of the Agenda. The committee members must advise their immediate supervisor excluded from the bargaining unit, in writing, at least five (5) working days before the date of the meeting with a copy to the Department of Human Resources (Staff Relations). The request for liberation must stipulate the date and duration of the absence.

ARTICLE 10 GRIEVANCE AND DISAGREEMENT PROCEDURE

10.01 Scope of Procedure:

It is the firm desire of the parties that they should resolve all grievances or disagreements equitably and as rapidly as possible.

- (a) The grievance or disagreement should include a summary of the relevant facts and the redress being sought.

- (b) In all steps in the procedure, the Union may state the grievance or disagreement in either English or French. The reply of the reviewing University officer shall also be given in either English or French, as used by the Union.
- (c) No technical error in the filing of a grievance or disagreement shall affect its validity. Once discovered a technical error shall be communicated to the other party. The grievance or disagreement may be amended to correct the technical error, provided this does not have the effect of changing the nature of the grievance or disagreement.

10.02

Steps in the procedure:

- (a) Any employee with a problem concerning the application of their working conditions which could give rise to a grievance or disagreement is encouraged to discuss it with their immediate supervisor to resolve it if possible. The employee may be accompanied by two (2) Union representatives if they so desire. If this informal discussion between the employee and their immediate supervisor does not succeed in resolving the problem, or if an employee prefers not to discuss the matter with their immediate supervisor, the Union may use the Grievance or Disagreement Procedure.

- (b) **Step 1**

The Union shall submit the grievance or disagreement in writing to the Dean or Senior Administrative Head of the employee's department within fifty-five (55) working days of learning of the circumstance that is the subject of the grievance or disagreement but no longer than six (6) months after the occurrence of the circumstance. The Dean or Senior Administrative Head will render a decision within ten (10) working days of receipt of the grievance or disagreement.

- (c) **Step 2**

If the grievance or disagreement is not resolved with the decision of the Dean or Senior Administrative Head, or if the Dean or Senior Administrative Head fails to render a decision within the said ten (10) working days, the Union shall submit the grievance or disagreement to Staff Relations within ten (10) working days of the decision under Step 1, or as the case may be, of the expiry of the delay provided therefore.

Staff Relations shall render a decision, in writing, within ten (10) working days of receipt of the grievance or disagreement.

(d) **Step 3 (Arbitration)**

If the grievance or disagreement is not resolved with the decision of Staff Relations, or if Staff Relations fails to render a decision within ten (10) working days, the Union shall, within twenty (20) working days of the decision, or, as the case may be, of the expiry of the delay provided therefore, deliver to Staff Relations a signed request for arbitration. The request shall include a copy of the grievance or disagreement.

(e) A grievance concerning any of the following subjects may be filed at Step 2:

- Determination and payment of salaries or benefits from group insurance and pension plans
- Educational assistance
- Employment security
- Exercise of Union rights
- Parental leaves
- Position match
- Selection of personnel and pertinence of other qualifying skills and abilities
- Short-term disability
- Suspension or dismissal
- Unpaid leave of absence

(f) All time limits mentioned in this article are mandatory unless otherwise agreed in writing. Failure to comply with this renders a grievance or disagreement null, void and illegal.

However, a rejected grievance or disagreement shall not, by this fact alone, be considered as an acceptance by the Union of the University's position and cannot be used as a precedent.

(g) Any agreement between the parties made during the grievance and disagreement procedure, which resolves the grievance or disagreement in question, must be the subject of a document signed by the parties.

10.03 Arbitration Procedures:

The parties agree to appear before a single arbitrator mutually agreed upon by the University and the Union. If the parties cannot agree on the choice of an arbitrator, one or other of the parties may request that the arbitrator be designated by the Minister of Labour in conformity with the provisions of the Quebec Labour Code.

10.04 Arbitrator's Jurisdiction

- (a) In rendering a decision on any grievance or disagreement, the arbitrator must consider the letter and the spirit of the collective agreement. In the case of disagreements on working conditions not covered by this collective agreement, the arbitrator must consider the principles of justice and fairness as well as the general labour relations' policies which emerge from this collective agreement.
- (b) In rendering a decision on a grievance, the arbitrator may not remove, amend, or modify anything contained in this collective agreement.
- (c) In rendering a decision on a grievance concerning disciplinary measures, the arbitrator may confirm, modify or annul the disciplinary measure. The arbitrator may substitute for such decision, one which, given the circumstances of the case, the arbitrator considers reasonable and just.

The arbitrator may render any other decision which is fair and just under the circumstances, as well as determine, if applicable, the amount of compensation or damages to which an employee may be entitled, including the payment of interest in accordance with the provisions of the Labour Code.

- (d) In the case of a resignation, the arbitrator may evaluate the circumstances surrounding the resignation of any employee and the value of said consent.

10.05 No confession signed by an employee may be used against the employee during arbitration unless:

- (a) the confession was signed in the presence of a representative of the Union; or
- (b) the confession was signed without a Union representative being present, but was not retracted in writing by the employee within seven (7) days of the signature of the confession.

10.06 In all cases of dismissal, whether for administrative or disciplinary reasons, the burden of proof rests with the University.

10.07 The arbitrator's fees and expenses shall be borne by the parties on an equal basis.

ARTICLE 11 ADMINISTRATIVE DISMISSAL

11.01 Any employee called to a meeting by the University for an administrative dismissal has the right to be accompanied by two (2) Union representatives.

11.02 Any administrative dismissal must be communicated to the employee in writing, indicating the reasons, with a copy to the Union.

11.03 Any administrative dismissal may be submitted to arbitration.

ARTICLE 12 DISCIPLINARY MEASURES

12.01 Written reprimand, suspension, or dismissal are the disciplinary measures that may be applied according to the seriousness or frequency of the implied infraction.

12.02 The University shall take no disciplinary action without just and sufficient cause, for which the University has the burden of proof.

12.03 Any employee called to a meeting by the University for disciplinary reasons has the right to be accompanied by two (2) Union representatives.

12.04 The University must notify the Union and the employee who is subject to the disciplinary measure in writing, in duplicate, within ten (10) working days of the infraction or the University's knowledge of the action that caused the disciplinary measure to be taken.

12.05 If the University invokes knowledge after the fact, the University shall have the burden of proving that it acquired the knowledge of the infraction after its occurrence.

12.06 Any disciplinary measure must be communicated to the employee in writing, with a copy to the Union. This notification must state what action is to be taken by the University, the reasons for the action and the specific facts on which it is based.

12.07 Only notices of disciplinary measures of which the employee has been informed, in writing, may be placed in the employee's file in the Department of Human Resources or submitted as evidence against the employee during arbitration.

12.08 The employee's official file is that file held in the Department of Human Resources.

12.09 Any disciplinary measure not taken in accordance with the above clauses is null and void.

12.10 All information concerning a disciplinary measure must be removed from an employee's file if, during the following twelve (12) months, no other record of a disciplinary infraction of the same type is placed in the file.

12.11 A disciplinary measure that has been rescinded as a result of a decision in favour of the employee shall be withdrawn from the file.

12.12 A period of suspension shall not interrupt an employee's seniority.

12.13 Except in the case of a serious infraction, a suspension shall not take effect until two (2) working days following receipt of the disciplinary notice by the employee.

12.14 The University shall have the burden of proving that the employee has received the notification. The procedures to be followed are:

- (a) The employee may acknowledge receipt of the disciplinary notice, by signing the duplicate copy of the notice indicating acknowledgement of receipt and the date. Nothing written on the notice by the employee may be taken to mean more than simple acknowledgement of receipt.
- (b) If an employee fails to acknowledge receipt as provided in clause 12.14 (a), a copy of the disciplinary notice will be sent to the employee, by registered mail or by courier.

12.15 The University will agree to meet with the two Union representatives who accompany the employee.

ARTICLE 13 JOB POSTINGS AND SELECTION OF PERSONNEL

13.01 Appointments to vacant or newly created positions shall be made from among internal candidates on the basis of their skills, ability, qualifications and seniority. In cases of equal skills, ability and qualifications, seniority shall prevail.

13.02 If a grievance arises contesting the candidate selected or the pertinence of the other qualifying skills and abilities, stipulated in clause 13.06, the burden of proof rests with the University.

13.03 If the University decides to fill a position that is vacant, the position will be posted within twenty (20) working days from the date the position became vacant for eight (8) working days. If the position is to be abolished or the posting deferred, the University will inform the Union of its decision within the above-mentioned delay.

13.04 The University may fill a vacant or newly created position, without posting, by appointing:

- (a) an employee working in the department in which the position vacancy occurs, subject to the criteria stipulated in clauses 13.01 and 13.02; or
- (b) an employee with employment security who has been given notice of abolition or has been placed on relocation.

Such employees must be granted first priority in filling vacant positions.

13.05 An employee in the department in which the position vacancy occurs, who has been notified of the vacancy and does not apply, will not be granted first priority when the position vacancy is posted in the bargaining unit.

13.06 Information on the posting will include:

- position title
- position reference number
- salary range
- summary of responsibilities
- minimum education and experience requirements
- other qualifying skills and/or abilities which are pertinent to the job responsibilities
- supervisor's title
- posting date and expiry date of the posting

13.07 Employees who wish to be considered for a vacant or newly created position must apply by submitting an application form and curriculum vitae to the office indicated on the posting notice, during the posting period.

An employee who is absent from work may apply for a posted position through the Union.

13.08 The successful candidate who is absent from work must be available within ten (10) working days of nomination to the position, unless the candidate is on maternity leave or extended parental leave. In this case, the successful candidate must be available within fifteen (15) working days of nomination. If the successful candidate is on vacation, the University will appoint the employee upon their return.

13.09 The University may cancel a position vacancy posting prior to an offer of appointment being made by notifying all candidates for the position in writing as soon as possible after the date of cancellation, with a copy to the Union.

13.10 Employees who are transferred or promoted will have a trial period of thirty (30) working days, unless otherwise specified. Under no circumstances will the trial period exceed ninety (90) working days.

During the trial period, the employee will receive a trial period review. A copy of the trial period review form, duly completed, will be given to the employee, with a copy to the union.

If the trial period is not satisfactorily completed, the employee will return to their original position and working conditions. This return may be initiated by either the employee or their new supervisor.

13.11 The position from which the employee has been promoted or transferred may be posted and filled, contingent upon the satisfactory completion of the trial period of the employee who has been promoted or transferred.

13.12 Candidates for positions shall be notified in writing of the outcome of the selection process, with a copy to the Union.

- 13.13** An employee who applies for a posted position and who withdraws their application or who refuses the position, in writing, will not suffer any prejudice concerning future applications.
- 13.14** Positions are not considered vacant for reasons of maternity leave, sick leave, vacation or other authorized absences.
- 13.15** Only if no internal candidate meets the criteria set out in clause 13.01 can an external candidate be appointed.
- 13.16** In cases of appointments to Research Grants and Research Contracts, all provisions of this article apply except that external candidates may be appointed even where there are candidates in the bargaining unit who have the required skills, ability, qualifications and seniority.

ARTICLE 14 TEMPORARY ASSIGNMENTS

- 14.01** A position temporarily without its incumbent may be filled without posting if the needs of the department so require.
- 14.02** If the University decides to fill a position temporarily without its incumbent, first consideration will be given either to:
- (a) an employee with employment security whose position has been abolished or who has been given notice of abolition; or
 - (b) to an employee from the department where the temporary assignment occurs for whom this constitutes a promotion and who has the immediate ability to satisfactorily perform the duties of the position, subject to clauses 13.01 and 13.02 (Job Posting and Selection of Personnel).
- 14.03** In the event that the temporary position is not filled in accordance with clause 14.02, the University will post the temporary assignment under the Human Resources Home Page for five (5) working days. Applications for the temporary assignment must be made within this posting period.
- The position will be filled at the University's discretion from among the applicants who have the immediate ability to satisfactorily perform the duties of the position and for whom this constitutes a promotion or lateral transfer.
- An employee must obtain their supervisor's authorization prior to accepting such an assignment. This authorization must not be unreasonably withheld.
- 14.04** To be eligible for temporary assignments, an employee must have accumulated six (6) months of seniority in their current position.
- 14.05** When the position temporarily without its incumbent is filled by a member of the bargaining unit and the position constitutes a promotion, the employee will be paid the appropriate rate in accordance with article 23 (Salary Administration).

- 14.06** The employee who is temporarily assigned may return to their former position within ten (10) working days of their appointment, upon written request to their immediate supervisor.
- 14.07** The position left temporarily without its incumbent because the incumbent is on a temporary assignment can be filled if the needs of the department so require. In such a case, the position may be filled at the University's discretion with either a member of the bargaining unit, a member of the non-academic staff outside the bargaining unit or by a casual.
- 14.08** If there is a salary increase pursuant to article 23 (Salary Administration) during the temporary assignment, the employee will benefit from the increase for the duration of the temporary assignment.
- 14.09** At the end of the temporary assignment filled in accordance with this article, the employee returns to their previous position and salary, in accordance with article 23 (Salary Administration). If an increase took place during the temporary assignment, the employee benefits, upon return, from the increase to which the employee is entitled, as if they had not been on a temporary assignment. If their position has been abolished, the terms of article 16 (Employment Security) shall apply.

ARTICLE 15 PROBATIONARY PERIOD

- 15.01** All newly hired employees are subject to a probationary period of sixty (60) working days, exclusive of holidays, vacation, leaves of absence and sick leaves.
- 15.02** In cases where a supervisor states that the probationary employee is not performing the entire job but makes a positive assessment of the employee's potential, the supervisor may recommend an extension of the probationary period of not more than an additional sixty (60) working days. The employee must be informed of this extension in writing, with a copy to the Union.
- 15.03** If the University decides to terminate a probationary employee, the probationary employee must be given notice of termination, in writing, at least five (5) working days before the end of the probationary period, with a copy to the Union, unless such termination is for disciplinary reasons.
- 15.04** The probationary employee is entitled to all the benefits of this collective agreement, unless otherwise specified. However, in the case of termination, the probationary employee does not have the right to the grievance and arbitration procedures.
- 15.05** The end of the probationary period is confirmed in writing to the employee, with a copy to the Union.

ARTICLE 16 EMPLOYMENT SECURITY

- 16.01** Employees whose salaries are paid totally from research funds, hired on or after June 1, 1993 are not covered by the provisions of this article.
- 16.02** An employee with twenty-four (24) or more months of seniority, and who is within the top ninety percent (90%) of the seniority list referred to in article 44, cannot be terminated from the employment of the University, or suffer a decrease in salary or salary range, except for administrative or disciplinary reasons.
- An employee who has satisfied the above conditions does not lose employment security if they are no longer within the top ninety percent (90%) of the seniority list.
- 16.03** An employee with less than twenty-four (24) months of seniority, or who has never been within the top ninety percent (90%) of the seniority list, may be laid off in accordance with clause 16.10.
- 16.04** If a position is abolished, the employee with employment security will be relocated without loss of salary into a position with similar working conditions within the University either at a rank/level equal to that of their previous position or, if it is not possible, at a lower rank/level without reduction in personal classification/rank/level provided that they meet the qualifications required in the new position.
- 16.05** Where it is felt necessary by the University, retraining may be made available. The employee on retraining will receive full salary unless otherwise agreed to by the parties and any costs incurred relating to the retraining will be paid by the University.
- 16.06** If an employee refuses relocation to a position, without just cause, their employment will be terminated without severance pay.
- 16.07** If an employee refuses retraining, without just cause, their employment will be terminated as of the proposed date of retraining and the employee given severance pay.
- 16.08** Severance pay is one (1) month's salary for each year of seniority with a maximum of six (6) months' salary.
- 16.09** In the case of a job being abolished where the employee has employment security, at least two (2) months' notice must be given to the employee, with a copy to the Union.
- 16.10** In the case of a job being abolished where the employee has not acquired employment security, the employee shall be given two (2) weeks' notice, with a copy to the Union.

Relocation

- 16.11** An employee with employment security whose position has been abolished may be assigned to a position outside the bargaining unit:
- (i) if at the time of the assignment, there is no vacant position in the bargaining unit for which the employee meets the minimum requirements; or
 - (ii) the assignment envisaged is temporary and there is no temporary position available in the bargaining unit at the time of the assignment, for which the employee meets the minimum requirements.
- 16.12** An employee who has been assigned in accordance with clause 16.11 will be granted first priority for one year of the assignment should a permanent position be posted in the bargaining unit for which the employee has the skills, ability and qualifications and for which they have applied.
- 16.13** The University may reassign this employee into a permanent or temporary position in the bargaining unit during one year of the assignment, if the position outside the bargaining unit to which they have been assigned is at a lower classification/rank/level or salary than the position held prior to the employee's assignment pursuant to clause 16.11.
- 16.14** The University may assign a non-academic employee from outside the bargaining unit with employment security, whose position has been abolished, to a position in the bargaining unit, as defined in clause 5.01 (Scope of Application), if, after completion of the job selection process in accordance with article 13 (Job Postings and Selection of Personnel) the position is not filled by a member of the bargaining unit.
- 16.15** The Labour Relations Committee shall review the application of this article.

ARTICLE 17 TEMPORARY LAY-OFF

- 17.01** Temporary lay-off refers to any limited period of time during which a sessional employee does not report for work and is not in receipt of regular salary, but excluding any period of approved leave under article 31 (Parental Leaves), article 33 (Unpaid Leave of Absence) or article 37 (Salary Continuance).
- 17.02** Temporary lay-off shall not be considered to be termination of employment.
- 17.03** Any vested vacation entitlement not yet taken by an employee who is temporarily laid off shall be taken immediately prior to lay-off. If necessary, the date of lay-off shall be adjusted to accommodate the vacation period.
- 17.04** An employee who is temporarily laid off may elect to continue all or a portion of their benefits coverage, if any, for the duration of such lay-off by paying both the employee and the University shares of the cost of such coverage.

17.05 Employees who are being temporarily laid off will be advised, in writing, by the Department of Human Resources (Benefits Office), with a copy to the Union, of their rights in order to make arrangements for continuation of benefits coverage, if desired, and of any other special arrangements to continue payments (mortgage, government bonds, etc.) during the period of temporary lay-off.

ARTICLE 18 STRIKE

18.01 The parties agree that during the term of this agreement there shall be no lock-out or strike (either complete or partial), slow-down, or other such concerted activity by the Union or its members.

18.02 If an employee believes that, as a matter of conscience, they cannot cross a picket line, this act of conscience will be respected and no penalty will be imposed other than non-payment for the period during which services were not rendered. Employees who take that position will be expected to so advise their supervisor, department head or chair, as the case may be, and arrangements will be made to deduct the appropriate amounts from their salaries.

18.03 Essential services must be maintained, in accordance with Appendix 6 (Essential Services – Designation of Employees to care for Research Animals).

ARTICLE 19 CLOSING OF THE UNIVERSITY

19.01 If, as a result of circumstances beyond its control, the University decides to authorise the majority of employees to leave their work before the end of their regular work day, the employees shall not suffer any loss of regular salary because of this.

19.02 An employee who remains at work, at the specific request of the University, is eligible to take either time off equal to the number of hours actually worked between the authorised time of departure and the end of the regular work day at a mutually agreed time, or payment, at the regular rate, of the hours actually worked between the authorised time of departure and the end of the regular work day.

ARTICLE 20 HOURS OF WORK

20.01 Except for those employees subject to a particular work schedule, the standard work week for clerical staff ("C") and nursing staff ("N") is thirty-three and three quarter (33.75) hours, Monday through Friday, and the standard work day is six and three quarter (6.75) hours. The daily schedule of hours includes an unpaid lunch period of one and a quarter (1.25) hours per day.

20.02 Except for those employees subject to a particular work schedule, the standard work week for technical (“T”) and library assistant (“LA”) staff, and staff in “R” and “G” classifications is thirty-five (35) hours, Monday through Friday. The standard work day is seven (7) hours, the daily schedule of hours includes an unpaid lunch period of one (1) hour each day.

20.03 Subject to the approval of the appropriate Dean or Senior Administrative Head and the Executive Director, Human Resources, departments may operate on flexible schedules within standard work hours.

20.04 The University may modify the existing hours of work or implement new schedules if it is necessitated by the needs of the service. The University shall make its best effort to post a written notice at least thirty (30) days before the date of implementation of such changes, with a copy to the Union.

This time limit can be modified by agreement between the parties.

If there is disagreement the Union may, within thirty (30) days of receiving the above-mentioned notice, request arbitration of the matter.

The arbitrator's mandate will consist in determining if the change in the hours of work was necessary or not. If the arbitrator decides that the change in question was not necessary, then the previous schedule is restored. In that case, the employee will be paid at the overtime rate for the hours worked outside of their regular schedule.

The University shall have the burden of proving that the change in schedule was necessary.

20.05 Letters of Agreement concerning Temporary Alternative Work Arrangements shall be copied to the Union.

20.06

Special Summer Schedule

(a) Summer Fridays are scheduled as follows:

When June 24 falls on:	The nine (9) Summer Fridays will be scheduled on:			The Christmas Summer Friday will be scheduled on
Monday	June 21 June 28	July 5 July 12 July 19 July 26	August 2 August 9 August 16	Thursday, January 2
Tuesday	June 23 June 30	July 11 July 18 July 25	August 1 August 8 August 15 August 22	Friday, January 2
Wednesday	June 26	July 3 July 10 July 17 July 24 July 31	August 7 August 14 August 21	Thursday, December 24
Thursday	June 25	July 2 July 9 July 16 July 23 July 30	August 6 August 13 August 20	Thursday, December 23
Friday	June 27	July 4 July 8 July 15 July 22 July 29	August 5 August 12 August 19	Friday, December 23
Saturday	June 22 June 29	July 7 July 14 July 21 July 28	August 4 August 11 August 18	Tuesday, January 2
Sunday	June 22 June 29	July 6 July 13 July 20 July 27	August 3 August 10 August 17	Monday, December 24

- (b) If one or more of the summer Fridays off fall during the employee's vacation, the holiday(s) will be rescheduled at a time agreed between the employee and their immediate supervisor.
- (c) If the employee's services are required on a Friday morning during the special summer schedule, the employee shall receive either compensating time off or overtime pay on a straight time basis. When an employee's services are required on a Friday afternoon during the special summer schedule, the employee shall receive either compensating time off on a straight time basis or overtime pay at time and one half (150%), as agreed with their immediate supervisor.
- (d) Sessional employees who are on lay-off during the special summer schedule will, upon their return to work, receive the time off normally taken each Friday morning, pro-rated to the number of months actually worked.

- (e) In the event that an employee is absent on sick leave or maternity leave during the special summer schedule, compensating time off will not be given for summer Fridays off which occur during the sick leave or maternity leave.
- (f) An employee who, on a continuous basis, works a fixed number of hours which is less than the standard hours for their occupational category, as defined in clauses 20.01 and 20.02, will receive the time off normally taken each Friday morning during the special summer schedule as set out in article 20.06 (a) on a pro-rata basis.

20.07 Existing daily schedules and particular work schedules other than the standard work week hours mentioned in clauses 20.01 and 20.02 in effect at the signing of this agreement will be maintained and may be changed hereinafter in accordance with clause 20.04.

ARTICLE 21 REST PERIODS

21.01 All employees may take one (1) fifteen (15) minute rest period per complete continuous regular half-day of work, without loss of salary.

21.02 A "regular half-day of work" is one half of a "regular day of work". A "regular day of work" is determined by the hours of work of the occupational category into which the regular employee's position falls, as determined in article 20 (Hours of Work).

21.03 The method of scheduling, timing and/or taking of such rest periods during the work day shall be determined by the management of each department or faculty. These rest periods are not cumulative and shall not be used to extend annual vacations, statutory holidays, or other paid leaves of absence.

ARTICLE 22 OVERTIME

22.01 (a) All work done by a full-time employee in excess of one hundred percent (100%) of the normal working hours for their occupational category, as defined in article 20 (Hours of Work) is considered as overtime, if it was approved in advance by the immediate supervisor.

(b) The parties agree that overtime work must be:

- kept to a minimum
- done in rotation among the employees of the work unit concerned who normally perform the work for which overtime is required

(c) No employee shall be required to work for more than sixteen (16) consecutive hours. However, an employee who does work for more than sixteen (16) consecutive hours may take nine (9) consecutive hours of rest, without pay, before resuming their regular work schedule.

- 22.02** All overtime work is paid as follows:
- (a) at time and one half (150%) in respect of hours worked after the normal working hours for the employee's occupational category or on Saturday; and
 - (b) double time (200%) in respect of hours worked on Sunday or on the seventh day.
- 22.03** An employee who is required to work on a paid holiday will be paid double time (200%) for the hours worked and be entitled to time off at a future date agreed upon between the employee and their immediate supervisor.
- 22.04** Overtime should be settled by means of compensating time off whenever possible.
- If it is not possible for the employee and their supervisor to arrange compensating time off on a mutually agreeable basis, the employee shall be paid for overtime.
- 22.05** In the event that a part-time employee works more than the normal number of part-time hours for their position, the part-time employee shall be paid as follows:
- (a) straight time in respect of hours worked in excess of the normal full-time work day but not in excess of the normal full-time work week for the employee's occupational category, as defined in article 20 (Hours of Work); and
 - (b) time and one half in respect of hours worked after the normal full-time work week for the employee's occupational category, as defined in article 20 (Hours of Work); and
 - (c) double time in respect of hours worked on Sunday or on the seventh day.
- 22.06** A part-time employee who is required to work on a paid holiday will be paid at double time (200%) for the hours worked and be entitled to time off at a future date agreed upon between the employee and their immediate supervisor.
- 22.07** For employees subject to a particular work schedule, all work done in excess of the working hours defined in the work schedule will be considered overtime in accordance with the stipulations of this article.

ARTICLE 23 SALARY ADMINISTRATION

- 23.01** Employees in the bargaining unit are grouped into occupational categories: C (clerical), T (technical, including hospital technicians (H)), LA (library assistant), N (nurses), R (residences' employees, linen maids, porters and stewards) and G (employees of the Gault Estate). All generic job descriptions have a rank/level and corresponding salary scale. Generic job description titles and ranks are listed in appendix 7.

- 23.02** Rates of pay for part-time positions are determined by applying the appropriate pro-rata adjustment determined in accordance with the proportion of actual hours worked in relation to the normal number of working hours for the occupational category, as stipulated in article 20 (Hours of Work).
- 23.03** At the time of hiring or subsequent to hiring, no employee shall receive a salary that is below the minimum of the appropriate salary scale for their rank/level.
- 23.04** In the event of a significant change in the content of an existing position, a request for a Generic Job Description Rematch shall be completed by the employee and their immediate supervisor and submitted to the Department of Human Resources (Salary Administration), which will determine the appropriate match.
- 23.05** The request for a rematch may be initiated by an employee or their immediate supervisor.
- 23.06** The effective date of a rematch for the purposes of an increase in salary resulting from a rematch (if applicable) shall be the date of receipt of the completed Request for a Generic Job Description Rematch Form by the Department of Human Resources (Salary Administration).
- 23.07** In accordance with clause 9.05 (a) (Union Activities), the Labour Relations Committee will deal with issues arising out of the match or rematch of positions.
- 23.08** An employee who contests their generic job description match, following written confirmation by the Department of Human Resources (Salary Administration), may refer the matter to the Labour Relations Committee for review. If the matter is not resolved by the Labour Relations Committee, the employee may file a grievance at step 2, in accordance with clause 10.02 (e) (Grievance and Disagreement Procedure).

Salaries

- 23.09** Salary increases comprise:
- a salary scale revision; and
 - an automatic progression.
- 23.10** An eligible employee whose salary is within the salary scale for their rank/level will receive the full scale increase and automatic progression not to exceed the maximum of their rank/level.
- An eligible employee, whose salary scale maximum at the time of implementation of the pay equity adjusted salary scales on November 21, 2001 was higher than the salary scale maximum for the rank of their position, will receive salary scale increases on their former salary scale, and automatic progression increases up to the maximum of that scale, as set out in Appendix 9.

23.11 An employee must forego automatic progression once to be eligible for subsequent automatic progressions, in order to compensate for summer Fridays, as stipulated in clause 20.06 (Special Summer Schedule).

23.12 Subject to article 23.10, an eligible employee whose salary is above the scale maximum for their rank/level shall be limited to the amount that would bring the employee's salary up to the new maximum for the rank/level.

23.13 Promotion

An employee who transfers to a new position such that the minimum of the salary scale of the rank/level of the new position is higher than that of the employee's previous position will be granted a promotional increase equal to the greater of five percent (5%) without exceeding the maximum of the applicable salary scale, or the amount necessary to bring the employee's salary to the minimum of the salary scale for the new position.

23.14 An employee appointed to a position at a lower rank/level without a corresponding reduction in salary, who is later promoted to a position with a rank/level which is equal to or lower than the rank/level of the position held prior to the appointment to the lower position will not receive a promotional increase.

23.15 Lateral Transfer

When an employee transfers to a position in which the salary scale minimum is identical to that of the employee's previous position, there will be no salary adjustment.

23.16 Downward Transfer

The salary of an employee who voluntarily transfers to a position at a lower rank/level remains unchanged if the salary of the employee is within the salary scale for the new position. If the salary exceeds the maximum of the salary scale for the rank/level of the new position, the salary will be reduced to the maximum of this salary scale.

23.17 Temporary Promotion

An employee who is promoted for a temporary period of not less than two (2) months to a position such that the minimum of the salary scale of the rank/level of the new position is higher than that of the employee's previous position shall be granted a promotional increase for the period of the temporary assignment.

ARTICLE 24 RATES OF PAY

24.01 Subject to the provisions of clauses 23.10, 23.11 and 23.12 (Salary Administration), the salary scales and salaries of all employees are increased by two percent (2%) on December 1, 2002; December 1, 2003; December 1, 2004; December 1, 2005; and December 1, 2006.

24.02 Effective December 1, 2002 eligible employees, who have not reached their salary scale maximum, will receive 2.2% automatic progression within their respective salary scales, subject to the provisions of clauses 23.10, 23.11 and 23.12 (Salary Administration).

Effective December 1, 2003; December 1, 2004; December 1, 2005 and December 1, 2006, eligible employees will receive 2.5% automatic progression, subject to the provisions of clauses 23.10, 23.11 and 23.12 (Salary Administration).

24.03 Effective June 1, 2004 the salary scales and salaries of all employees are increased by 0.8%, in order to compensate for floating summer Fridays 10 and 11, subject to the provisions of clauses 23.10, 23.11 and 23.12 (Salary Administration).

24.04 (a) Effective June 1, 2004 job ranks and corresponding pay equity salary scales will be merged into levels. Salary scale minimums will be adjusted to 72.5% of the salary scale maximums, as set out in appendix 8.

(b) Effective June 1, 2004 salary scale minimums of the combo (transitional) scales will be adjusted to 72.5% of the combo scale maximums (see appendix 10).

(c) Effective June 1, 2004, an employee whose salary is below the minimum of their respective salary scale will be brought to the minimum of that salary scale.

24.05 Pay equity adjustments will be paid to eligible employees in predominantly female job classes on November 21, 2004 and November 21, 2005.

24.06 The salaries of eligible employees in predominantly male and neutral job classes will be increased by an amount equivalent to the pay equity adjustments made to employees in predominantly female job classes on November 21, 2004 and November 21, 2005.

24.07 Upon signature of the collective agreement, an employee whose salary was at the maximum of their salary scale on December 1, 2003, prior to implementation of the salary increases of December 1, 2002 and December 1, 2003, will receive a one-time lump sum payment of five hundred dollars (\$500).

ARTICLE 25 MINIMUM RECALL PAY

25.01 An employee who returns to work after their regular hours of work at the request of their immediate supervisor is paid the applicable overtime rate for each hour worked. For each recall, an employee is entitled to a minimum payment equal to three (3) hours at the applicable rate.

25.02 The provisions of this clause do not apply if:

- (a) there is continuity between the overtime period and the end of the employee's regular work day;
- (b) there is continuity between the overtime period and the beginning of the employee's regular day of work, provided the employee has received at least twelve (12) hours' prior notice.

ARTICLE 26 STAND-BY PREMIUM

26.01 An employee who must remain on stand-by will be advised in advance by their immediate supervisor. The employee must be able to arrive at work within the normal time period. An employee on stand-by after their regular work day or work week will receive a premium of ten dollars and eighty-two cents (\$10.82) for each eight (8) hour period during which the employee remains on stand-by.

26.02 An employee who reports for work while on stand-by will receive payment over and above the stand-by premium, according to the provisions of article 22 (Overtime) and article 25 (Minimum Recall Pay).

Stand-by assignments will be distributed in the most equitable manner possible on a rotation basis among the employees within the work unit concerned who normally perform the work required, starting with the most senior employee. All stand-by is optional. However, should there be no volunteers, the employee with the lowest seniority will be designated to remain on stand-by.

ARTICLE 27 DIRECT DEPOSIT

27.01 Payment of salaries for all employees in the bargaining unit is made by direct deposit at the financial institution of their choice.

ARTICLE 28 VACATION

28.01 All employees are entitled to a paid vacation, on the basis of their years of seniority, in accordance with vacation entitlements determined on June 1 of each year.

- 28.02**
- (a) Employees with less than one (1) year's seniority as of the thirty-first (31st) of May will be granted paid vacation at the rate of 1/4 of a week for each month of seniority as of that date, in accordance with clause 28.04;
 - (b) Employees with one (1) or more years of seniority as of the thirty-first (31st) of May will be granted paid vacation in accordance with the following schedule:

Seniority	Vacation entitlement
1 year but less than 3 years	3 weeks
3 years but less than 7 years	4 weeks
7 years or more	5 weeks

28.03 Sessional employees will be granted paid vacation determined as above, but prorated in accordance with the proportion of the year that is normally worked.

28.04 Employees whose seniority commences prior to the sixteenth (16th) day of a month shall be given credit for a full month of seniority for the purpose of determining vacation entitlement.

28.05 In the case of an employee who is permitted or required to work on a basis other than a five-day week with an equal number of working hours in each day, a vacation week or portion thereof shall be determined on the basis of the total number of hours worked in the employee's normal work week.

28.06 The reference year for vacation purposes shall run from June 1 to May 31. Vacation earned by an employee during a reference year shall be vested in the employee as of the end of that reference year and may not be taken by the employee prior to the first (1st) day of the following reference year, except for sessional employees who must take vacation in the year in which it is vested.

28.07 The University will determine the dates of vacation of the employee taking into account:

- the employee's years of seniority at the University applied within their work unit;
- the preference expressed by the employee;
- the department's requirement to maintain a minimum number of employees.

During the period between April 1 - April 30, the employee must notify their immediate supervisor, in writing, of their preferred vacation dates. The resulting vacation schedule will be posted at the latest by May 10th of each year, in a location in full view of the employees.

Upon agreement with their immediate supervisor, an employee may change the dates of their vacation period, provided that the vacation of the other employees and the needs of the department are respected.

28.08 Vacation must be taken during the financial year in which it is owed.

- 28.09** An employee may divide their vacation into as many calendar weeks or as many single days, up to a maximum of ten (10) working days, as they wish upon agreement with their immediate supervisor.
- 28.10** (a) An employee who is unable to take their annual vacation as a result of sickness, accident or work accident suffered prior to the start of their vacation, may delay their vacation to a later period within the financial year. However, the employee must advise their supervisor of the fact as soon as possible and provide justification for the postponement of their vacation. Upon agreement with their immediate supervisor, the employee may postpone their vacation period until the end of their incapacity or to a later date agreed upon with their immediate supervisor but in all cases within the financial year.
- (b) Any employee who is hospitalized due to an illness or accident which occurred during their vacation may postpone the remainder of their vacation, upon agreement with their immediate supervisor, either to the end of their incapacity, or to a later date agreed upon with their immediate supervisor.
- 28.11** If, during the course of a financial year, an employee's status has changed from full to part-time or vice-versa, or if the employee benefited from an extended part-time leave of absence, vacation pay is calculated on a pro-rata basis for the full-time and part-time remunerated periods.
- 28.12** In the case of termination of service, an employee who has not yet taken all of their vacation, accumulated during the reference year preceding June 1, will receive remuneration equivalent to the number of vacation days to which the employee was entitled.
- 28.13** In the event of the employee's death, the University will pay the vacation indemnity which the employee had accumulated to the rightful heirs, or those to whom it rightfully belongs.

ARTICLE 29 HOLIDAYS WITH PAY

- 29.01** A paid holiday is a twenty-four (24) hour period which begins at 12:01 a.m. on any of the established days.

29.02 The following days have been designated as paid holidays:

- New Year's Day
- Good Friday
- Easter Monday
- Victoria Day (Fête de Dollard)
- La Fête Nationale
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day
- Three (3) additional days over the Christmas period

29.03 If a paid holiday falls on a Saturday or a Sunday, the holiday is moved to the preceding or to the following work day.

29.04 The dates of the six (6) paid holidays occurring during the Christmas period will be determined in accordance with the day of the week upon which Christmas falls, according to the following schedule:

If Christmas Day is:

Sunday	December 26, 27, 28, 29, 30 and January 2
Monday	December 25, 26, 27, 28, 29 and January 1
Tuesday	December 25, 26, 27, 28, 31 and January 1
Wednesday	December 25, 26, 27, 30, 31 and January 1
Thursday	December 25, 26, 29, 30, 31 and January 1
Friday	December 25, 28, 29, 30, 31 and January 1
Saturday	December 24, 27, 28, 29, 30, 31.

29.05 Procedures

- (a) An employee who is required to work on a paid holiday will be paid double time (200%) for the hours worked and be entitled to time off at a future date agreed upon between the employee and their immediate supervisor.
- (b) An employee with an unexcused absence on the work day before or after a paid holiday will not be paid for that holiday unless the absence was due to personal illness, injury or other extraordinary circumstances.
- (c) When a paid holiday falls within an employee's vacation period, the employee shall be entitled to a postponement of the holiday to a date agreed upon between the employee and their immediate supervisor.
- (d) When a paid holiday falls on a full-time employee's day off, the employee shall be entitled to a postponement of the holiday to a date agreed upon between the employee and their immediate supervisor.

29.06 Floating Holidays

- (a) Employees on staff as of June 1 in any year will be entitled to two (2) floating holidays to be taken during that financial year. Employees joining the University after June 1 but before December 1 will be entitled to one (1) floating holiday in the financial year. Employees joining the University on or after December 1 will not be entitled to floating holidays in that financial year.
- (b) The scheduling of floating holidays will be subject to individual arrangement between the employee and their supervisor.
- (c) Part-time employees working less than a five-day week will be granted floating holidays on a pro-rata hourly basis.
- (d) An employee may opt to convert the two (2) floating holidays provided in clause 29.06 to two (2) working days. By June 1 of any given year an employee who so chooses, must complete the "Floating Holiday Conversion" form and submit the form to the department of Human Resources. The option to convert the two (2) floating holidays into two (2) working days is irrevocable. Under no circumstances can the option to work these two (2) days be revoked.

The two (2) floating holidays thus converted will be compensated by a non-base lump sum payment of 0.8% of the employee's annual salary, paid on June 15 each year.

Part-time employees, who opt to work the floating holidays, will be compensated on a pro-rata basis.

ARTICLE 30 SOCIAL LEAVES

30.01 An employee is entitled to the following leaves without loss of salary or rights in agreement with the stipulations of this article.

Bereavement

30.02 In the event of the death of a spouse or child, or the child of the spouse, the employee shall be entitled to five (5) consecutive working days.

30.03 In the event of the death of a mother, father, or, mother or father of the spouse, the employee shall be entitled to three (3) consecutive working days.

30.04 In the event of the death of a brother, sister, or, brother or sister of the spouse, the employee shall be entitled to three (3) consecutive working days.

30.05 In the event of the death of a grandparent or grandchild, the employee shall be entitled to two (2) consecutive working days.

- 30.06** In the event of the death of an aunt, uncle, nephew, niece, daughter-in-law or son-in-law, the employee shall be entitled to one (1) working day.
- 30.07** One additional day will be granted if the employee must travel more than one hundred and sixty (160) kilometres from their place of residence to attend the funeral.
- 30.08** When leave is granted, it must be calculated from the date of the death and only working days will be remunerated.
- 30.09** As regards clauses 30.02, 30.03 and 30.04, in addition to the above, in the event of the death of an employee's spouse, child, father, mother, brother or sister, or the spouse's child, father, mother, brother or sister, the employee may take unpaid leave, accumulated vacation and/or accumulated overtime, not to exceed fifteen (15) working days.

Marriage

- 30.10** An employee will be entitled to five (5) working days of paid leave in the event of their marriage. The employee may add to this leave an unpaid leave and/or accumulated vacation, not exceeding fifteen (15) working days.
- 30.11** An employee shall be entitled to a paid leave on the day of the wedding of the employee's father, mother, son, daughter, brother, sister or child of their spouse.

Moving

- 30.12** An employee shall be entitled to one (1) day of paid leave per financial year for the purpose of moving to a new permanent residence.

Legal Duties

- 30.13** An employee will be granted paid leave if the employee is called for jury duty or to act as a witness in a legal proceeding in which the employee is not a party. However, the employee shall be required to remit to the University any pay received for the fulfilment of these duties. If such pay is greater than their regular salary, the University will reimburse the difference to the employee.
- 30.14** An employee will be granted paid leave if, in the course of their duties, the employee is called upon to act as a witness in a legal proceeding in which the employee is not a party. The employee will be paid at the overtime rate for any period during which their presence is required in court outside of their regular hours of work.
- 30.15** If the presence of an employee is required in a civil, administrative, or penal court, in a legal proceeding in which the employee is a party, the employee shall be entitled to make use of any accumulated vacation, and/or personal leave, or may apply for an unpaid leave.

30.16 An employee called to a hearing before one of the bodies of the CSST, in a proceeding in which the employee is a party, shall be entitled to a leave of absence without loss of pay for the duration of the hearing.

Procedure

30.17 For the purposes of this article, "spouse" shall mean a person who (a) is married to the employee, or (b) has been residing with and is publicly represented as the consort of the employee for at least one (1) year, or less than a year if a child has been born of the union.

30.18 When an employee is required to be absent for one of the reasons provided for under this article, the employee's supervisor must be informed as soon as possible.

30.19 Proof or certification of the facts must be provided by an employee if required by their supervisor.

30.20 Unless stipulated otherwise, "one (1) day of leave" is a full period of twenty-four (24) hours.

30.21 Social leaves will not be granted if they coincide with vacation or any other leave provided by this collective agreement, except for clause 30.13 when an employee is called upon to act as a witness in a legal proceeding in which the employee is not a party but which pertains to University business.

ARTICLE 31 PARENTAL LEAVES

Maternity Leave

31.01 An employee shall obtain a Maternity Leave by written application to her Department Head. A copy of this request will be sent to the Department of Human Resources (Benefits Office), and must be supported by a certificate from a legally qualified medical practitioner stating the fact of pregnancy and the expected date of delivery.

31.02 The employee must specify in writing to her Department Head and to the Department of Human Resources (Benefits Office), the dates of her intended Maternity Leave at least two (2) weeks prior to the date of commencement of the leave. The length of prior notice may be shorter if there is a certificate from a legally qualified medical practitioner stating that the employee must leave her position sooner than expected. In this event, the employee will be exempt from the formality of prior notice but will be required to provide the University with a medical certificate attesting to the fact that she was obliged to leave her position immediately.

- 31.03** The date of commencement of Maternity Leave shall be at the discretion of the employee concerned. However, if the employee has not commenced her Maternity Leave at least six (6) weeks prior to the expected date of delivery, the University may require medical certification of the employee's ability to continue working. If the employee fails to provide such certification within eight (8) days from receipt of the written request, the University may immediately initiate the Maternity Leave.
- 31.04** An eligible employee may take a Maternity Leave of up to twenty (20) consecutive weeks. The earliest date upon which Maternity Leave may commence shall be eighteen (18) weeks prior to the date of delivery. The Maternity Leave will end two (2) weeks after the actual delivery or when twenty (20) weeks of total Maternity Leave have elapsed, whichever is the later.
- 31.05** Medical leave required as a result of legal or spontaneous abortion occurring before the twentieth (20th) week prior to the date of delivery will be treated as fully paid sick leave in the same manner as any other illness.
- 31.06** In the event of a stillbirth in or after the twentieth (20th) week prior to the expected date of delivery, the employee's Maternity Leave will commence immediately and will end when twenty (20) weeks in total of Maternity Leave have elapsed.
- 31.07** Medical leave required before the eighth (8th) week prior to the expected date of delivery as a result of complications of pregnancy or due to danger of interruption of the pregnancy will be treated in the same manner as medical leave for any other illness and will be fully paid until the date of delivery, at which time maternity leave will commence.
- 31.08** If an employee presents a certificate from a qualified medical practitioner stating that the working conditions of her job contain physical danger or risks of infectious disease for her or the unborn child, the University will attempt to temporarily relocate the employee in an alternate position while continuing all the rights and privileges of her normal job. If the University is unable to transfer the employee to a suitable alternate position, the employee will be immediately granted a special paid leave until a suitable alternate position becomes available or until the date of delivery, at which time the regular Maternity Leave will commence. All benefits plans will be continued in respect of an employee for the duration of such special paid leave.
- 31.09** If, before her Maternity Leave ends, an employee presents a certificate from a qualified medical practitioner stating that, for the health of the child, it would be preferable that the mother not return to work at the end of the Maternity Leave, the employee's Maternity Leave will be extended by up to six (6) weeks.

During this extension, the employee will receive neither indemnity nor salary.

31.10 When a just born child is not in a state to leave the hospital or is hospitalized within fifteen (15) days of its birth, the employee may interrupt her Maternity Leave and return to work. The leave can only be interrupted once. The Maternity Leave may then be resumed when the state of health of her baby is such that hospitalization is no longer required.

31.11 An employee shall be considered to be on paid leave during any absence resulting from certified medical appointments related to her pregnancy.

Indemnities

31.12 An employee who has worked a minimum of seven hundred (700) hours in the Quebec university and/or public, and/or parapublic sectors prior to the beginning of her Maternity Leave, and who is eligible for Employment Insurance benefits, shall be entitled to receive an indemnity payable until the end of the twentieth (20th) week of Maternity Leave. Such indemnity shall be determined for each pay period and will be equal to ninety-five percent (95%) of the employee's regular salary, reduced by the following amounts:

- (a) any Employment Insurance benefits which she will be receiving or could be receiving. For the purposes of this item, any amounts subtracted from Employment Insurance benefits by reason of reimbursement of benefits, interest, penalties and other amounts recoverable under the terms of the Employment Insurance plan shall not be taken into account;
- (b) any Maternity Leave Allowance which she will be receiving or could be receiving from the Maternity Benefit Program, *Ministère de la Main-d'oeuvre, de la Sécurité du revenu et de la Formation professionnelle*;
- (c) all of the normal payroll deductions which must be made or would have been made had it not been for the Maternity Leave.

31.13 An employee who has acquired seven hundred (700) hours in the Quebec university and/or public and/or parapublic sectors prior to the beginning of her Maternity Leave, and who is not eligible to receive Employment Insurance benefits, will be entitled to receive an indemnity payable until the end of the tenth (10th) week of Maternity Leave. Such indemnity will be equal to her regular salary reduced by all of the deductions which must be made or would have been made had it not been for the Maternity Leave.

31.14 All contributory benefits plans will be continued in respect of an employee while she is receiving an indemnity under the terms of clauses 31.12 or 31.13.

31.15 All indemnities received under the terms of clauses 31.12 or 31.13 will be adjusted to take into account any salary increases in accordance with article 23 (Salary Administration).

- 31.16** In the case of Maternity Leave or portions of Maternity Leave for which there is no indemnity payable, the University will continue to pay its share of the costs of those benefits plans which the employee chooses to continue during the unpaid leave. The employee's contribution for all such benefits will be deducted from her final pay cheque before unpaid Maternity Leave commences. If the employee does not wish to pay the contributions, all employee-paid and shared-cost benefits plans will be discontinued for the duration of the unpaid Maternity Leave.
- 31.17** All non-contributory benefits plans will automatically be continued for the duration of the Maternity Leave whether paid or not.
- 31.18** An employee will accumulate seniority while on Maternity Leave, including any extensions granted under the terms of clauses 31.04 and 31.09, but excluding any extension granted under the terms of clause 31.20.

Return to Work

- 31.19** During the fourth (4th) week prior to expiry of an employee's Maternity Leave, the University will send written notification of the date upon which her Maternity Leave will expire and notify her of the obligation to advise the University of her return to work under the terms of clause 31.20.
- 31.20** The employee must give the University written notice of her intention to return to work not less than two (2) weeks prior to the date of her return. An employee who does not return to work as of the expiry date of the Maternity Leave will be granted an automatic four (4)-week unpaid leave.
- 31.21** If the employee fails to present herself for work at the expiry date of the four (4)-week extension provided under clause 31.20, she will be deemed to have resigned and will be terminated accordingly.
- 31.22** An employee who wishes to return to work earlier than two (2) weeks following the date of delivery must first provide the University with a statement from a qualified medical practitioner attesting to her good health and ability to perform the work required.
- 31.23** Upon her return to work at the end of her Maternity Leave, the employee will be reinstated in the position she held when Maternity Leave commenced. If her job no longer exists, she will be granted all of the rights and privileges she would have been accorded at the time her job was abolished had she been at work.

Adoption Leave

- 31.24** An employee shall obtain an Adoption Leave by written application to their Department Head. A copy of this request must be sent to the Department of Human Resources (Benefits Office), and must be supported by documentation evidencing the fact of adoption.

- 31.25** This leave begins in the week during which the child is effectively put under the employee's responsibility, or at any other time agreed with the University. However to fully benefit from Employment Insurance, the leave must begin during the said week.
- 31.26** An employee who legally adopts a child of less than fourteen (14) years of age, other than the child of their spouse, will be entitled to a paid leave of a maximum duration of ten (10) consecutive weeks during which the employee will receive full salary, provided that the employee's spouse is also not benefiting from such leave.
- 31.27** An employee who legally adopts a child and who is not benefiting from the Adoption Leave available under clause 31.26 will be entitled to a paid leave of absence of a maximum duration of two (2) working days.
- 31.28** All benefits will be continued in respect of such an employee for the duration of the Adoption Leave.
- 31.29** In the event that the spouse of an employee applying for Adoption Leave is also an employee of the public, parapublic or University sectors, the leave will be granted only if the spouse is not benefitting from a similar leave. Similarly, such an employee may benefit from part of the unpaid leave that the spouse did not use. In such a case the shared leave must take place over two (2) immediately consecutive periods of time.
- 31.30** An employee will accumulate seniority while on Adoption Leave, but excluding any extension granted under the terms of clause 31.33.
- 31.31** An employee who travels outside of Quebec in order to adopt a child, other than their spouse's, is entitled to a leave of absence without pay of a maximum duration of ten (10) weeks, as necessary for travelling, or, as the case may be, until the child is effectively under their responsibility. The employee who wishes to obtain such a leave should submit a written request to the Dean or Senior Administrative Head, with a copy to the Department of Human Resources (Benefits Office) at least two (2) weeks in advance.

Return to Work

- 31.32** During the fourth (4th) week prior to the expiry date of an employee's Adoption Leave, the University will send the employee notification of the date upon which the Adoption Leave will expire, with a copy to the Union.
- 31.33** An employee who does not return to work as of the expiry date of the Adoption Leave will be granted an automatic four (4)-week unpaid leave.
- 31.34** An employee who does not return to work at the expiry date of the four (4)-week extension provided under clause 31.33 will be deemed to have resigned and will be terminated accordingly.

31.35 Upon return to work from the Adoption Leave, the University will reinstate the employee to the position that the employee occupied before the Adoption Leave commenced. If the employee's position no longer exists, the employee will be granted all the rights and privileges that would have been accorded at the time the job was abolished had the employee then been at work.

31.36 The salary which the employee will receive upon return to work, will be the salary the employee received when the leave commenced, increased by the amount of any salary increases implemented during the course of the leave, in accordance with article 23 (Salary Administration).

Extended Parental Leave

31.37 An unpaid leave of a maximum duration of two (2) years will be granted to the employee as an extension of a maternity leave, a paternity leave or an adoption leave.

31.38 An employee may obtain an Extended Parental Leave by written application to their Department Head at least two (2) weeks prior to the expiry of the Maternity, Adoption or Paternity Leave. A part-time extended parental leave must be requested at least thirty (30) days in advance. A copy of this request must be sent to the Department of Human Resources (Benefits Office).

31.39 An employee who does not take an extended parental leave, may have a part-time extended parental leave of a maximum duration of two (2) years.

31.40 In the event that the spouse of an employee applying for Extended Parental Leave is also an employee of the public, parapublic or University sectors, the leave will be granted only if the spouse is not benefiting from a similar leave. Similarly, such an employee may benefit from part of the unpaid leave that the spouse did not use. In such a case the shared leave must take place over two (2) immediately consecutive periods of time.

31.41 In the case of a part-time extended parental leave, the request must stipulate the arrangement of the leave for the position held by the employee, unless there is an understanding to the contrary with the University. In the case of disagreement with the University, as regards the number of days per week, the employee has the right to have up to two days and a half (2½) per week or the equivalent for a period up to two (2) years. After consultation with the employee, the University determines the schedule of work. Notwithstanding what precedes, the employee must work a minimum of fourteen (14) hours per week.

31.42 For the duration of the extended parental leave or part-time extended parental leave, the employee may, upon written request to the University at least thirty (30) days in advance, change one (1) time their extended parental leave into a part-time extended parental leave or vice versa, as the case may be, subject to any agreement with the University to the contrary.

- 31.43** During the fourth (4th) week prior to the expiry date of an employee's Extended Parental Leave, the University will send the employee notification of the date upon which the leave will expire.
- 31.44** The employee must give the University written notice of the intention to return to work not less than two (2) weeks prior to the end of the Extended Parental Leave. Should the employee fail to provide such notice or fail to return to work at the expiry date of the Extended Parental Leave, the employee will be deemed to have resigned and will be terminated accordingly.
- 31.45** An employee may elect to return to work prior to the anticipated expiry date of the Extended Parental Leave or part-time extended parental leave upon presentation of prior written notice of at least thirty (30) days to the Department Head.
- 31.46** Upon return to work from the Extended Parental Leave, or part-time extended parental leave the University will reinstate the employee in the position occupied before the original Maternity, Adoption or Paternity Leave commenced. If the employee's position no longer exists, the employee will be granted all the rights and privileges that would have been accorded at the time the job was abolished had the employee been at work.
- 31.47** The salary which the employee will receive upon return to work, will be the salary the employee received when the leave commenced, increased by the amount of any salary scale increase implemented during the course of the leave, or automatic progression due the first twelve (12) months of the leave, in accordance with clauses 23.10 and 23.11 (Salary Administration).
- 31.48** During an extended parental leave, an employee will not accumulate seniority. All benefits plans shall be discontinued in respect of the employee for the duration of the extended leave unless the employee shall have agreed in writing before commencing the leave to pay the total cost of any benefits to be continued.
- 31.49** During a part-time extended parental leave, an employee will accumulate seniority pro-rated to the time actually worked. An employee wishing to obtain full-time benefits coverage for the duration of the part-time extended parental leave shall have agreed in writing before commencing the leave to pay the University and the employee contributions on the difference in cost between part-time and full-time benefits coverage.

Paternity Leave

- 31.50** An employee whose spouse gives birth will be entitled to a paid leave of absence of a maximum duration of five (5) working days. This leave may be interrupted but must take place between the delivery day and the fifteenth (15th) day following the return home of the mother or the baby.

ARTICLE 32 PERSONAL LEAVES

- 32.01** An employee who is required to be absent from work for a valid personal reason, which is not covered by any other leave provided in this collective agreement, may be granted paid leave to a maximum of two (2) working days per financial year, without loss of salary or rights.
- 32.02** Personal leave is to be used when an employee must be away from work for reasons such as a specific incident (foreseen or unforeseen) requiring the presence of the employee, for example, the illness of a spouse or dependent, legal affairs, etc.
- 32.03** Personal leave may not be used as vacation, nor an extension of vacation or any other leave provided for by this collective agreement, with the exception of article 30 (Social Leaves).
- 32.04** Personal leave must be taken in periods of not less than one-half (1/2) day.
- 32.05** In the case of a predictable event requiring personal leave, the employee shall advise the supervisor at least two (2) days ahead of time.
- 32.06** Part-time employees may be granted personal leaves on a pro-rata basis. Notwithstanding clause 32.04, personal leaves for such employees may be taken in periods of less than one half (1/2) day.

ARTICLE 33 UNPAID LEAVE OF ABSENCE

- 33.01** In cases not provided for by other leaves, any employee who for a valid reason, wishes to obtain an unpaid leave of absence, should submit a written request to the Department of Human Resources (Benefits Office) with a copy to the Dean or Senior Administrative Head.
- 33.02** The University will not refuse such a leave without valid grounds.
- 33.03** With the exception of article 31 (Parental Leaves), the duration of an unpaid leave of absence shall not exceed twelve (12) months.
- 33.04** An employee shall be considered to have submitted their resignation on the date on which the leave commenced:
- (a) if the employee uses the leave of absence for reasons other than those for which the leave was granted, or
 - (b) the employee does not return to work at the end of the leave, unless an authorization to extend the leave has been received, or unless the employee is prevented from returning by forces beyond their control.

- 33.05** Upon return to work, the University will reinstate the employee in their previous position. If that position no longer exists, the provisions of article 16 (Employment Security) will apply.
- 33.06** An employee who so requests in writing to the Dean or Senior Administrative Head, with a copy to the Department of Human Resources (Benefits Office), may be reinstated before the end of the leave of absence, upon reaching an agreement with the University. However, an employee who has been on an Unpaid Leave of Absence for more than four (4) months shall be reinstated prior to the anticipated date of expiry of the leave upon presentation of prior written notice of at least twenty (20) working days. Such notice may be given any time after the beginning of the fourth (4th) month.
- 33.07** All benefits plans shall be discontinued in respect of the employee for the duration of the unpaid leave unless the employee shall have agreed, in writing, before commencing the leave, to pay the total cost of any benefits to be continued.
- 33.08** An employee will not accumulate seniority while on an unpaid leave of absence for the purposes of article 16 (Employment Security) and article 28 (Vacation). However, such unpaid leave shall not constitute a break in continuity of seniority.

ARTICLE 34 DEFERRED SALARY LEAVE

- 34.01** A deferred salary leave allows an employee to have their salary spread out over a given period of time, in order to benefit from a deferred salary leave period. It includes, on the one hand, a contribution period by the employee and, on the other hand, a leave.

34.02 **Definitions**

For the purposes of this article, the following definitions apply:

"Period of contract"

is the total time during which the salary is deferred, including the period of deferral and the period of leave, but excluding any period of suspension provided for in this article.

"Contract"

a written agreement signed by the employee and the University specifying the details of the deferred salary leave, a copy of which is appended to this collective agreement at Appendix 2.

"Amount of deferred remuneration"

is that part of the actual remuneration that the University withholds each year on the employee's behalf, in accordance with clause 34.09, increased from time to time, by the interest earned thereon, less all amounts paid under the terms of the deferred salary leave contract.

"Period of deferral"

is the number of years during which the remuneration is deferred, in accordance with clause 34.03.

"Actual remuneration"

is the employee's regular annual remuneration, payable by the University to the employee in accordance with the provisions of the collective agreement.

"Net remuneration"

is either the employee's actual remuneration, with deductions made for the amounts deferred during the period of deferral, or the amount of deferred remuneration paid to the employee during the deferred salary leave, as the case may be.

"Period of leave"

is the number of months during which the employee is on leave in accordance with the contract.

34.03 The contract period can be of two (2), three (3), four (4) or five (5) years' duration.

34.04 During the period of the contract, the employee is not eligible for the Unpaid Leave of Absence provided for in article 33.

34.05 The length of the period of leave can be either six (6), nine (9) or twelve (12) months' duration.

34.06 Conditions

- (a) In order to benefit from a deferred salary leave, an employee must have employment security.
- (b) Employees who wish to avail themselves of a deferred salary leave must submit a written request to the Department of Human Resources (Benefits Office) at least four (4) weeks prior to the expected date on which the contract period would begin. This request must indicate the beginning and end dates of the period of deferral and the period of leave and the reasons for the leave.

The granting of a deferred salary leave is contingent upon the conclusion of a contract that shall include notably the dates of the period of deferral and the period of leave.

34.07 The University cannot refuse such a leave without valid reason.

In no case can an employee modify the length of the period of deferral or the period of leave during the course of the deferred salary leave.

The employee may suspend or end the deferred salary leave in accordance with the provisions of this article.

34.08 Return

Upon return from the deferred salary leave, the employee is reinstated into the position that they occupied at the commencement of the leave. If the employee's position has been abolished, the provisions of article 16 (Employment Security) apply.

34.09 Financing of the leave

During the period of contract, the employee receives the percentage of their actual remuneration as set out in the following table:

	2 yrs	3 yrs	4 yrs	5yrs
6 months	75.00%	83.33%	87.50%	90.00%
9 months		75.00%	81.25%	85.00%
12 months			75.00%	80.00%

- (a) The University shall pay to the employee the accrued interest on the amount of deferred remuneration on the following dates:
 - (i) each December 31 during the period of the contract; and
 - (ii) the last day of the deferred salary leave or on the date of an event which puts an end to the contract before the last day of the deferred salary leave.
- (b) The rate of interest determined by the Treasury Department, that may be amended from time to time, is currently based on the rate established by the Royal Bank on savings accounts of less than \$5,000 or more than \$5,000.
- (c) The interest paid to the employee must be considered as employment revenue, must be declared on the employee's T4 supplementary income form and is subject to the applicable taxes.

- (d) During the period of leave, the employee may continue to participate in those benefits plans that apply to the employee, provided that the employee requests continuation of benefits at the beginning of the leave and pays the total premium.
- (e) During each year of the contract, inasmuch as the employee is normally entitled, the employee accumulates seniority.
- (f) For the duration of the contract, including the period of leave, vacations are remunerated on the basis of the employee's net remuneration.

34.10 The University continues its contribution to the *Regime des Rentes du Québec*, Employment Insurance, Quebec Health Insurance and the CSST during the period of the contract. Payment is calculated according to the employee's net remuneration.

34.11 Short Term Disability, Long Term Disability

- (a) The sickness occurs during the period of deferral and continues until the moment the leave is scheduled to occur:

In this case, the employee may choose one of the following:

- (i) The employee may continue their participation in the deferred salary leave contract and postpone the leave until they are no longer sick. The employee then receives salary continuance, in accordance with article 37 (Salary Continuance) of the collective agreement on the basis of the employee's net remuneration.
- (ii) The employee may terminate the contract and thus receive the amount of deferred remuneration. In accordance with article 37 (Salary Continuance), the salary continuance payment is based on the employee's actual remuneration.
- (iii) In the event that the employee becomes eligible for long-term disability benefits, the contract is terminated and the employee thus receives the amount of deferred remuneration. Long-term disability benefits are based on the employee's actual remuneration.

- (b) The sickness occurs during the period of leave:

For the purposes of application of article 37 (Salary Continuance), the sickness is deemed not to have occurred during the period of leave. However, article 37 will apply retroactively to the date of onset of disability if, at the end of the period of leave, the employee continues to be sick.

The employee is entitled, during the period of leave, to the amount of deferred remuneration according to the modalities provided for in clause 34.09.

At the end of the period of leave, if the employee continues to be sick, they will then receive salary continuance payments based on their actual remuneration.

34.12 Occupational Disease and Work Accident

When an occupational disease or work accident occurs, the provisions of article 36 (Health and Safety) of the collective agreement apply at the date of the event; the employee may then choose one of the following:

- (a) interrupt the contract until the employee's return to work; however, the contract terminates after two (2) years of interruption and, within thirty (30) days, the University must remit to the employee the amount of deferred remuneration;
- (b) put an end to the contract at the date of the event in which case, within thirty (30) days, the University shall remit to the employee the amount of deferred remuneration.

34.13 Maternity Leave twenty (20) weeks and Adoption Leave ten (10) weeks

If the maternity or adoption leave occurs before or during the taking of the leave, participation in the deferred salary leave contract is interrupted for a maximum period of twenty (20) weeks, or ten (10) weeks, as the case may be; the contract is then extended by as many weeks.

However, if the maternity or adoption leave occurs before the taking of the leave, the employee can put an end to the contract and, within thirty (30) days, the University must remit to the employee the amount of deferred remuneration.

34.14 Departure or breach of contract

In the event of an employee's departure due to retirement, resignation, etc., or in the event of a breach of contract, the deferred salary leave terminates on the date of the event. Within thirty (30) days, the University shall remit to the employee the amount of deferred remuneration.

34.15 Death of the employee

In the event of the employee's death, the University shall, in the thirty (30) days following the notification of death to the University, pay the amount of deferred remuneration to the employee's estate, subject to the University receiving the necessary clearances and other proof normally required for payment to an estate.

34.16 Change of Status

An employee whose status changes during their participation in the deferred salary leave (by going from a full-time position to a part-time position or vice versa, by going from a regular position to a sessional position or vice versa, or by going from a part-time position to a full-time position involving different hours), can choose one (1) of the following two (2) options:

- (a) terminate the contract; within thirty (30) days, the University shall remit to the employee the amount of deferred remuneration;
- (b) maintain participation in the deferred salary leave; the employee and the University will then decide on the way in which the employee's participation in the deferred salary leave will be maintained without financial prejudice to the University.

ARTICLE 35 LEAVE FOR PUBLIC SERVICE

35.01 An employee who is a candidate for a municipal council, a school board commission, hospital administrative board or a local community centre, may have a leave without pay up to thirty-five (35) working days. The employee may take any accumulated vacation within those thirty-five (35) days.

35.02 An employee who is a candidate to a federal or provincial seat is subject to the electoral law.

35.03 An employee elected to a federal or provincial seat is entitled to leave without pay for the duration of the first mandate. When the employee returns to work, the University will reinstate the employee to their former position. However, if the employee's position has been abolished, the provisions of article 16 (Employment Security) will apply.

35.04 An employee who wishes to take part in organizing an election campaign may, subject to University approval, use their accumulated days of vacation or take an unpaid leave of absence.

35.05 An employee who is elected to public office on a municipal council, a school board, a CEGEP or University board, a public health or social services institution, or to a civil function of a similar nature, who must occasionally be absent from work for meetings or official activities of their office, will be entitled to leave without pay.

In such a case, a written request stating the employee's name, and the nature and probable length of the absence, must be sent to the immediate supervisor, with a copy to the Department of Human Resources (Benefits Office) as a general rule at least five (5) working days prior to the date of the beginning of the leave.

ARTICLE 36 HEALTH AND SAFETY

- 36.01** The University and the Union will cooperate to establish and maintain the best possible health and safety conditions at work in order to prevent industrial diseases and work accidents.
- 36.02** The maintenance of the stipulations of this article shall be reviewed by the Labour Relations Committee in consultation with the University Central Safety Committee.
- 36.03** The University will ensure a first-aid service during working hours and will, at the University's expense, have the employee transported to the hospital of their choice if their condition warrants it. The University will arrange for the return of the employee to the University or home, whichever is appropriate.
- 36.04** The University will provide first-aid kits in places easily accessible to the employees.
- 36.05** The University will inform employees of the safety standards and regulations in force in the area in which they work. These standards and regulations, as well as emergency instructions regarding the premises and equipment and goods on the premises, will be posted in the appropriate places.
- 36.06** If an employee discovers a deviation from the safety rules, the employee shall inform the supervisor or department head of the area concerned. If the problem is not resolved in a satisfactory manner, the case shall then be submitted to the Labour Relations Committee which, in consultation with the University Environmental Safety Office, will make recommendations to the area concerned for remedial action.
- 36.07** An employee has the right to refuse to perform a task if the employee has reasonable grounds to believe that the performance of the task would endanger their health, safety or physical well-being, or would expose another person to a similar danger. An employee may not, however, exercise this right if their refusal to perform the task places the life, health, safety or physical well-being of another person in immediate danger or if the conditions under which the work is to be performed are normal for that type of work.
- 36.08** Any special protective equipment or other articles required by law for the protection of the employees will be provided by the University, such items shall remain the property of the University.
- 36.09** Certain employees whose health is threatened by special risks may be required to undergo a medical examination. When such examination is required by law, the University will assume the cost of the examination. The examination will take place during regular working hours, without loss of regular salary. A copy of the medical report will be given to the employee by the physician.

- 36.10** Three (3) representatives designated by the Union, one (1) of whom shall represent Macdonald Campus, shall be appointed to the Central Safety Committee.
- 36.11** Employees who are members of the Central Safety Committee will be released from their regular duties without loss of salary, benefits or privileges provided by this collective agreement for the purpose of attending Committee meetings. Such absences from work shall not be deducted from the bank of working days provided in clause 9.03 (e) (Union Activities).
- 36.12** Nothing in this article can be interpreted as a renunciation by an employee or the parties as to their rights under the "*Loi sur les accidents de travail et maladies professionnelles (L.R.Q. c. A-3.001), Loi sur la santé et sécurité du travail (L.R.Q. c. S-21)*".
- 36.13** Nothing in this article can be interpreted as a renunciation by an employee or the Union of their rights to file a grievance.

**ARTICLE 37 SALARY CONTINUANCE
(Incidental Illness/Short-Term Disability/Long-Term Disability)**

Incidental Illness

- 37.01** The employee who has completed their probationary period is entitled to up to nine (9) days sick leave per financial year, to be used for incidental illness unforeseen by the employee and in accordance with clause 37.07.
- 37.02** A medical certificate will not normally be required in the case of an incidental illness; however, the University reserves the right to request such a medical certificate in a particular case.
- 37.03** Sick leaves mentioned in clause 37.01 are not authorized or approved when they coincide with vacations, maternity or paternity leaves, short or long-term sick leaves or any other absence whether paid or not which is already covered by this collective agreement. However, if during an employee's vacation, there should occur a serious illness or accident requiring hospitalization, then sick leave may be substituted for vacation.
- 37.04** Any absence for sickness beyond the limits established in clause 37.01 shall not be paid, unless the Department Head agrees to the use of accumulated vacation and/or overtime credit.

Short-Term Disability

- 37.05** The employee who is unable to perform the normal duties of their position and who is under medical care following sickness or accident, other than work related accident or occupational disease, is entitled to a sick leave indemnity in accordance with the following provisions.

37.06 Notwithstanding the above, the University may assign the employee on short-term disability leave to duties compatible with their medical condition with the approval of the employee's attending physician.

37.07 In order to be eligible for short-term disability benefits, the employee must have completed their probationary period and be absent for more than two (2) consecutive working days. The employee must justify this absence with a detailed medical certificate from a legally qualified medical practitioner stating that the employee is unable because of sickness or accident, to perform the normal duties of their position. The first two (2) working days of any absence due to sickness or accident, other than work related accident or occupational disease, are classified and treated as Paid Incidental Illness days, in accordance with clause 37.01.

An employee who is absent from work several times during a reference year for the same medical reason, as diagnosed by the employee's attending physician, will have a maximum of five (5) incidental illness days deducted from the bank of nine (9) paid incidental illness days, as a result of the application of this clause.

In the event of any additional absences within the same reference year due to this same medical condition, as diagnosed by the employee's attending physician, such days will not be deducted from the employee's bank of nine (9) paid incidental illness days.

37.08 The duration of any short-term disability leave shall be as determined by a legally qualified medical practitioner. A short-term disability leave, without interruption, must not exceed six (6) months' duration. A short-term disability leave which is interrupted but which relates to the same sickness must not exceed a cumulative period of six (6) months within a period of twelve (12) months.

37.09 Notwithstanding clause 37.08 above, in the case of a disability covered by the provisions of the Act Respecting Industrial Accidents and Occupational Diseases, the maximum duration of the short-term disability leave shall be twelve (12) months.

37.10 An employee on short-term disability leave receives an indemnity equal to one hundred percent (100%) of salary as of the date of onset of short-term disability, reduced by the following amounts:

- all of the normal payroll deductions which must be made or would have been made had it not been for the disability leave;
- any amount of income received by the employee in respect of their disability, including payments under the Quebec Pension Plan, the Canada Pension Plan, any Workmen's Compensation Act or any other government compensation program.

37.11 If an increase in salary takes place during the short-term disability leave, the employee benefits nonetheless from the increase to which the employee is entitled, as if the employee had not been on a short-term disability leave.

- 37.12** An employee will accumulate seniority while on short-term disability leave.
- 37.13** All contributory and non-contributory benefits plans will be continued in respect of an employee on short-term disability leave.
- 37.14** The University reserves the right to require that an employee requesting a short-term disability leave, or any extension thereof, be examined by a legally qualified medical practitioner appointed by the University at the University's expense. The leave recommendation of the University's medical practitioner shall prevail. However, the Union may file a grievance in accordance with clause 10.02 (e) (Grievance and Disagreement Procedure).
- 37.15** Upon their return to work, an employee will be reinstated into the position held at the commencement of the short-term disability leave.
- If the employee's position has been abolished, the employee will be accorded the rights that would have been granted had the employee been at work.

Long-Term Disability

- 37.16** Subject to the terms of the long-term disability plan, the employee will be eligible for long-term disability benefits at the expiry of the period stipulated in clause 37.08.
- 37.17** An employee will not accumulate seniority while on long-term disability leave. Any vacation outstanding in respect of the employee at the expiry of the short-term disability leave shall be paid out to the employee at the time they are accepted on to long-term disability.
- 37.18** After the fourth (4th) month of short-term disability, the Department of Human Resources (Benefits Office) will notify the employee in writing in order to initiate the process of filing an application for long-term disability benefits. All documentation must be completed and submitted to the administrators of the long-term disability plan prior to the expiry of short-term disability leave in order to ensure that claims are processed and approved as quickly as possible and to minimize the delay in providing income security for the employee.
- 37.19** If the application and the appeal, if any, are refused, the employee must return to work. However, the Union may file a grievance in accordance with clause 10.02 (Grievance and Disagreement Procedure).
- 37.20** In the event that an employee is examined by a physician at the University's request, the University must provide the employee with a copy of that physician's medical report.

- 37.21** All contributory and non-contributory benefits plans will be continued in respect of an employee on long-term disability leave; however, such employee will not be required to pay their contributions to the Life Insurance Plan and the Pension Plan. Such contributions shall be assumed by the University or the insurance plan as the case may be.
- 37.22** An employee who, during their long-term disability leave, returns to work on a progressive basis will receive a vacation indemnity. This indemnity is calculated on the basis of the weekly wages earned by the employee, during the progressive return, multiplied by two percent (2%) for each week of their vacation entitlement at the onset of disability.
- 37.23** At the termination of the long-term disability leave, an employee must return to work or resign from the University.
- 37.24** The salary that the employee receives upon returning to work will be the salary the employee was receiving when the leave commenced, increased by the amount of any scale increase implemented during the course of the leave, subject to the provisions of article 23 (Salary Administration).

General Provisions

- 37.25** The employee must notify their immediate supervisor or delegate before their regular working hours, as of the first day of their absence or as soon as possible in cases where the employee was incapable of such notification.
- 37.26** The University reserves the right at all times to verify the certificate supplied by the employee's attending physician or to have the employee medically examined by a medical practitioner named by the University.
- 37.27** Medical certificates or the results of medical examinations are confidential and shall be treated as such by the University who will provide a copy to the employee concerned upon request.
- 37.28** No employee is obliged to tell their immediate supervisor of the nature of their sickness, diagnosis or other information relative to their ability to work that appears on the medical certificate.
- 37.29** When an employee undergoes a medical examination at the request of the University and in the office of the medical practitioner named by the University, or undergoes a medical examination by a third medical practitioner, as stipulated in clause 37.30, the employee does so without loss of earnings (i.e. pay or salary continuance benefits).

Medical Adjudication

37.30

If a grievance concerning the subjects mentioned in (i) and (ii) is not resolved at step 2 of the Grievance and Disagreement Procedure, the Union may submit it to step 3 in accordance with clause 10.02(d) (Grievance and Disagreement Procedure). Such submission may include a request for medical adjudication. In the latter case, and upon written acceptance by the University of the medical adjudication process, within five (5) working days of receipt of the grievance at step 3, the grievance will proceed in the following way:

i) Short-term disability leave

In the event of a discrepancy between the short-term disability leave recommendation of the employee's attending physician and the University's medical practitioner, the two medical practitioners will choose a third medical practitioner who will decide the length of the leave, if applicable.

ii) Long-term disability medical evaluation

In the event of a discrepancy concerning a medical evaluation between the employee's attending physician and the University's and/or insurer's medical practitioner, the medical practitioners will choose a third medical practitioner who will decide on the medical issues.

iii) Medical conclusions

The fees and expenses incurred for the third medical practitioner will be shared equally by the parties to the collective agreement. No grievance can be filed with respect to the third medical practitioner's findings. Any employee who fails to comply with the decision of the third medical practitioner will be deemed to have resigned from the University. No grievance can be filed with respect to such resignation.

iv) Optional recourse

The University may refuse, without justification, to resolve a grievance through the medical adjudication process.

37.31

If the University does not accept the medical adjudication process in accordance with clause 37.30, the Union shall, within twenty (20) working days of the expiry of the delay provided in clause 37.30 deliver to Staff Relations a signed request for arbitration. This request shall include a copy of the grievance or disagreement. All time limits mentioned in this article are mandatory unless otherwise agreed in writing. Failure to comply with this renders the grievance or disagreement null, void and illegal.

ARTICLE 38 WORK ACCIDENTS

- 38.01** (a) In the case of a work-related accident or occupational disease covered by the "Act respecting Industrial Accidents and Occupational Diseases," the University shall pay the employee's regular salary less all regular deductions during first fifty-two (52) weeks of disability, insofar as the employee is eligible for income replacement indemnity according to the *Commission de la Santé et de la sécurité du travail* (CSST). During the first fifty-two (52) week period of total disability, the indemnity granted by the CSST to the employee shall be paid to the University.
- (b) At the appropriate time (normally, the tenth (10th) month of disability), the employee must complete the University's eligibility forms for long-term disability benefits.
- (c) Following the first fifty-two (52) week period, if the employee is still unable to return to work because of disability, all appropriate payments shall be paid directly by the CSST to the employee in accordance with the applicable regulations.
- 38.02** If the University deems it appropriate, the employee must agree to be examined at the offices of a doctor chosen and paid for by the University. The employee must be given a copy of the report within five (5) working days of receipt by the University.
- 38.03** Subject to the other provisions of this collective agreement, when the employee returns to work, the University reinstates the employee in the position that the employee held at the beginning of the leave. If their position has been abolished, the employee will be accorded the rights that would have been granted had the employee been at work.
- 38.04** The salary which the employee receives upon return to work will be the salary the employee was receiving when the leave commenced, increased by the amount of any salary increases implemented during the course of the leave, in accordance with the provisions of article 23 (Salary Administration).
- 38.05** An employee who becomes able to work, but who remains afflicted by a permanent functional disability that prevents them from occupying the position they previously held, is placed, without any posting, in another position that their state of health allows them to occupy, taking into consideration the available positions that need to be filled.
- 38.06** An employee who has returned to work following an absence pursuant to this article and who must be absent from work in order to receive medical treatments, undergo medical examinations related to their injury or pursue activity in the context of their individualized rehabilitation plan, will be granted a leave without loss of their regular salary for the duration of the absence.

ARTICLE 39 GROUP PLANS OF THE UNIVERSITY

39.01 Employees are eligible to the following University Benefits Plans as amended from time to time:

- Group Life Insurance Plan
- Long-Term Disability Plan
- Pension Plan
- Supplemental Health Plan
- Dental Plan

39.02 The above-mentioned plans with their amendments are an integral part of this collective agreement.

39.03 Notwithstanding other provisions of this collective agreement, these Plans may be amended from time to time. Before proceeding to any amendment concerning the level of benefits and premiums of the above-mentioned Plans, with the exception of the Pension Plan, the University will consult the Staff Benefits Advisory Committee.

39.04 The University will liberate one (1) MUNACA representative to participate in the meetings of the Staff Benefits Advisory Committee. The employee must advise their immediate supervisor of their absence, in writing, at least five (5) working days in advance, or as soon as the employees have been notified of the meeting, with a copy to the Department of Human Resources (Staff Relations). The University will liberate such employee one (1) day prior to the meetings to prepare.

39.05 Before proceeding to any amendment of the Pension Plan, the University will meet with the Union to discuss such an amendment.

39.06 The University will liberate two (2) MUNACA representatives to participate in the Pension Plan meetings stipulated in clause 39.05. The employees must advise their immediate supervisor of their absence, in writing, at least five (5) working days in advance, or as soon as the employees have been notified of the meeting, with a copy to the Department of Human Resources (Staff Relations). The University will liberate such employees one (1) day prior to the meetings to prepare.

ARTICLE 40 EMPLOYEE ASSISTANCE PROGRAM

40.01 The University will make available for any employee in the bargaining unit a free confidential personal counselling service for private talks about individual problems and information about other community services. No information may be given out concerning the employee without the employee's written permission.

ARTICLE 41 TECHNOLOGICAL CHANGE

Definition of Technological Change

- 41.01** Technological change is any major change which affects working conditions, in particular, major change brought to the organization of work by the introduction of new techniques or work procedures, or the introduction of new equipment.

Implementation Procedures

- 41.02** The University will give written notice to the Union of its intention to introduce technological change, with a description of the changes likely to affect the working conditions of the employees concerned, at least one (1) month prior to the expected date of such change.

At the latest ten (10) working days following receipt of the notice by the Union, the University may 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.

Training

- 41.03** The University agrees to offer to employees affected by technological change, the necessary training at the University's expense during working hours, to allow them to fulfil their new duties.

ARTICLE 42 EMPLOYEE FILES

- 42.01** After notifying the Department of Human Resources (Records and Systems) any employee, or Union representative representing that employee, may examine all documents contained in the employee's personnel file in the presence of a University representative, during regular business hours and upon presentation of the employee's identification card. Only the personnel of the Records and Systems Office will be permitted to add or remove a document from an employee's file.

- 42.02** An employee may request a copy of any document contained in their own personnel file. Any such copy shall be provided only by personnel of the Records and Systems Office and shall be at the expense of the employee.

- 42.03** All information contained in any of the University's computerized files concerning an employee is also considered private and confidential. Access to such information shall be restricted to conform with the intent of this article.

ARTICLE 43 IDENTIFICATION CARD

- 43.01** Staff identification cards are required in order to access various services provided by such University areas as the Libraries, loan of equipment through the Instructional Communications Centre, Athletics facilities and accessing of buildings during off hours.
- 43.02** The McGill identification card remains the property of the University at all times. If the holder ceases to be employed by the University, the card must be returned to the Records and Systems section of the Department of Human Resources without delay.
- 43.03** If the card is lost or stolen, a duplicate must be made for which an amount will be charged, as determined by the University. This charge will be waived in the event of theft if the holder presents a police/security report indicating report of theft.
- 43.04** Members of staff are strongly urged to carry their identification cards at all times when on campus.

ARTICLE 44 SENIORITY LIST

- 44.01** The University will give the Union twenty-five (25) copies on paper and one (1) copy on an electronic medium of a list of all the employees in the bargaining unit on June 1st and December 1st of every year. This list will be posted under the Human Resources Home Page for three (3) weeks. The list will be alphabetical and comprise the following information: last name, first name, position title, rank/level, position reference number where available, work unit, seniority and status (full-time, part-time and sessional).
- 44.02** Any error on this list detected by the parties will be pointed out to Human Resources within twenty-five (25) working days following the end of the posting period. The University will correct the list accordingly. The list will then be corrected retroactively to the first date of posting. The University agrees to correct any error in the list, submitted at a later date. In such a case the list will be corrected without retroactivity. The last list thus corrected becomes the official list to be used to apply the stipulations of this collective agreement.

ARTICLE 45 ACQUIRED RIGHTS

- 45.01** Employees who currently enjoy privileges superior to the provisions contained herein shall continue to benefit from these privileges for the duration of this agreement, unless the circumstances which led to the establishment of those benefits, privileges or advantages have changed.

ARTICLE 46 WORKLOAD

46.01 The parties recognize that an employee is not required to continuously and regularly perform more than one normal workload.

ARTICLE 47 EDUCATIONAL ASSISTANCE AND STAFF DEPENDENT SCHOLARSHIP/STAFF DEPENDENT TUITION WAIVER

47.01 The University's policies on Educational Assistance and Staff Dependent Scholarship/Staff Dependent Tuition Waiver reproduced in Appendices 3 and 4 are an integral part of this collective agreement.

ARTICLE 48 PRINTING OF AGREEMENT

48.01 The University will print the text of the collective agreement within the shortest delay possible following the signature. It will distribute copies to all employees and will provide a sufficient number of copies to the Union.

48.02 The collective agreement negotiated in English is printed in French and English.

ARTICLE 49 APPENDICES AND LETTERS OF AGREEMENT

49.01 All appendices and letters of agreement are an integral part of the agreement.

49.02 If a clause or a provision of this agreement is or becomes invalid because of legislation, this invalidity does not affect the rest of this agreement.

ARTICLE 50 RETROACTIVITY

50.01 Salary scales will be increased by 2%, retroactive to December 1, 2002 and December 1, 2003, in accordance with article 24 (Rates of Pay).

50.02 Automatic progression of 2.2% will be paid to eligible employees, retroactive to December 1, 2002 and 2.5% retroactive to December 1, 2003, in accordance with article 24 (Rates of Pay).

ARTICLE 51 DURATION OF THE AGREEMENT

51.01 The present collective agreement, once it has been signed by the authorized representatives of the parties, and has been filed in accordance with the provincial Labour Code, shall remain in force until November 30, 2007. It will become effective as of the date of signing and will have no retroactive effect except where expressly agreed. Working conditions contained in the present agreement will apply until the signing of a new agreement, except during a legal strike or lock-out.

APPENDIX 1

CERTIFICATE OF ACCREDITATION

The Certificate of Accreditation issued on November 24, 1994 by Commissioner Jacquelin Couture (file nos. AM 9411S124, AM 9405S038; case nos. CM 9202S192, CM 9405S293 certifies:

ACCRÉDITÉ

L'ASSOCIATION ACCRÉDITÉE DU
PERSONNEL NON ENSEIGNANT DE
L'UNIVERSITÉ MCGILL (M.U.N.A.C.A.)

pour représenter :

"Tous(tes) les salarié(e)s occupant des postes "non-academic" (temps complet, temps partiel et saisonnier) à l'exception des salarié(e)s occupant des postes classifiés "M", des occasionnels, étudiants occasionnels et ceux et celles déjà visé(e)s par une accréditation."

"All employees occupying non academic positions (full time, part time and sessional) except employees occupying positions classified as "M", casuals, student casuals and those already represented by a certified association".

DE: UNIVERSITÉ MCGILL
James administration building
845, rue Sherbrooke Ouest
MONTRÉAL (Québec)
H3A 2T5

JC/cg

JACQUELIN COUTURE
Commissaire du travail

APPENDIX 2

DEFERRED SALARY LEAVE (SAMPLE CONTRACT)

CONTRACT

BETWEEN: **McGill University**
(hereinafter "the University")

AND: _____
Name *Family Name*

Address

Administrative Department
(hereinafter "the Employee")

1. Period of the Contract

The contract is of() years' duration, and enters into effect on theday of, and terminates on the day of

The contract may end on a different date under the circumstances and according to the modalities provided in article 34 (Deferred Salary Leave).

2. Length of the Period of Leave

The period of leave is of() months' duration commencing the day of, and finishing on theday of

Subject to the provisions of article 34 (Deferred Salary Leave), the period of leave shall begin immediately following the period of deferral.

3. Payment during the Period of Leave

The manner of payment during the period of leave shall be in installments which coincide with the regular pay days being an amount equal to of the amounts that the University has withheld on behalf of the employee. The total amount of the deferred remuneration shall be paid to the employee no later than the end of the first taxation year that commences after the end of the period of deferral.

The amounts to be paid to the employee during this leave shall be related to the amounts retained by the University, less any amounts withheld by the University in order to maintain in effect the benefits provided in clause 34.09 (d) (Deferred Salary Leave), as the case may be.

In Witness Whereof, the Parties have signed in Montreal, this day of

For the University

For MUNACA

The employee

APPENDIX 3

EDUCATIONAL ASSISTANCE

1. Eligibility

- 1.1 To be eligible for educational assistance, an employee must be a full-time salaried employee. For the purposes of this Appendix, “full-time” refers to an employee working two-thirds (2/3) or more of the normal working hours for their occupational category, as stipulated in article 20 (Hours of Work).
- 1.2 Employees who are on leave from the University are eligible on condition that they are participating in any of the contributory benefits plans, stipulated in article 39 (Group Plans of the University).

2. Number of Courses

- 2.1 Eligible employees may apply for reimbursement of fees for an unlimited number of courses.

3. Procedures

- 3.1 Eligible employees must contact the Area Personnel Officer/Representative or the Department of Human Resources (Staff Benefits) prior to registration in order to obtain the required forms to make an application for reimbursement.
- 3.2 If the course is to be taken during normal working hours, the employee must be accepted by the Faculty concerned and the approval of their Department Head must be obtained. Arrangements must be made in advance to work compensating hours for any time off required to attend courses during normal working hours.
- 3.3 Upon successful completion of the course, the application for reimbursement must be validated by the Registrar’s Office or Centre for Continuing Education and returned to the Department of Human Resources (Staff Benefits). Applications are to be submitted following the completion of the course and must be received no later than the following dates: June 30 for the Fall Term; November 30 for the Winter Term; January 31 for Summer Session. Applications will not be processed retroactively, and any applications received by the Benefits Office after the above-mentioned dates will not be eligible for reimbursement.

4. Reimbursement

- 4.1 Reimbursement will not be made for courses taken at institutions other than McGill University, or for any courses not successfully completed.

**APPENDIX 3
EDUCATIONAL ASSISTANCE**

- 4.2** Reimbursement shall apply only to Tuition Fees. Other charges, such as Student Service Fees, Student Society Fees, Diploma Fees, Private or Practical Instruction Fees and any other special fees and/or penalties shall not be eligible for reimbursement. (For more information on possible reimbursement of Student Services Fees and deadlines for application, please contact the Dean of Students Office).
- 4.3** To be eligible for reimbursement, an eligible employee must remain a full-time employee of the University for the entire duration of the course.
- 4.4** The portion of eligible fees which will be reimbursed by the University will be determined from the following schedule according to the employee's period of uninterrupted full-time seniority as of the date of registration for the course:

Seniority	Percentage Reimbursed
Less than three (3) years	50%
Over three (3) years	100%

APPENDIX 4

STAFF DEPENDENT SCHOLARSHIP / STAFF DEPENDENT TUITION WAIVER

1. Definitions

For the purposes of this Appendix, “full-time” refers to an employee working two-thirds (2/3) or more of the normal working hours for their occupational category, as stipulated in article 20 (Hours of Work).

Employees who are on leave from the University are eligible on condition that they are participating in any of the contributory benefits plans, stipulated in article 39 (Group Plans of the University).

“Pensioner”

an individual who has retired in accordance with the University’s retirement policies and has accumulated at least five (5) years of seniority with the University prior to retirement.

“Student”

an individual who is registered in a McGill University degree, diploma or credit certificate program.

“Dependent”

the spouse or child of the employee or pensioner who are being claimed as dependent, in accordance with Canadian or Quebec Income Tax Regulations, and who, in the case of a child, has not attained the age of twenty-five (25) years, as of the date of registration for a course.

“Spouse”

the individual who:

- a) is married to and cohabiting with the employee; or
- b) has been residing with and publicly represented as the consort of the employee (whether of the opposite or same sex), for at least one year; or
- c) has been residing with and publicly represented as the consort of the employee (whether of the opposite or same sex), where both the employee and the consort are the legal parents of the same child.

2. Policy

- 2.1 The dependent of a full-time employee or a pensioner will pay one-third the normal course fees once enrolled in a regular degree, diploma or credit certificate program offered by the University.

**APPENDIX 4
STAFF DEPENDENT SCHOLARSHIP / STAFF DEPENDENT TUITION WAIVER**

- 2.2** Fee reduction shall apply to Tuition Fees only. Other charges such as Student Services Fees, Student Society Fees, Diploma Fees, Private or Practical Instruction Fees and any other special fees and/or penalties shall not be eligible for reduction.
 - 2.3** Fee reduction will not be permitted for courses taken at institutions other than McGill University.
 - 2.4** If an eligible employee or pensioner requests a Staff Dependent Scholarship for their dependent, all fee reductions granted to the dependent will be taxable to the student.
 - 2.5** If an eligible employee or pensioner requests a Staff Dependent Tuition Waiver for their dependent, all fee reductions granted to the dependent will be a taxable benefit to the sponsoring employee or pensioner.
 - 2.6** If an eligible employee or pensioner requests a Staff Dependent Scholarship, and the dependent student does not meet the eligibility requirements outlined in section 5, the Staff Benefits Office will automatically treat the application as a Staff Dependent Tuition Waiver.
 - 2.7** An eligible employee or pensioner may change their selection of either Staff Dependent Scholarship or Staff Dependent Tuition Waiver each semester by completing a new application form and processing it in the regular manner.
- 3. Dependents of deceased employees or pensioners**
- 3.1** In the event of the death of an employee who met the definition under section 1 prior to their normal retirement date, their dependent(s) will be eligible for exemption from all tuition fees.
 - 3.2** Dependents of a deceased pensioner who met the definition under section 1, will be eligible for exemption from all tuition fees.
 - 3.3** In order to qualify for exemption under this section, an eligible dependent must also meet the normal academic requirements for eligibility as outlined in section 5.

4. Procedures

- 4.1 Upon registration, an eligible student should obtain the proper application form from the Admission's/Registrar's Office, the Cashier's Office, or the Department of Human Resources (Staff Benefits), and forward the completed form to either the Registrar's Office or the Centre for Continuing Education as appropriate. Applications must be submitted no later than the following dates after commencement of the term: February 28 for Fall Term; June 30 for Winter Term; October 31 for Summer Session. Applications will not be processed retroactively, and any applications received by the Benefits Office after the above-mentioned dates will not be eligible for reimbursement.
- 4.2 The student will be required to provide certification that they are an eligible student as defined in section 1.
- 4.3 The employee or pensioner sponsoring the student will be required to provide certification that the student is their dependent as defined in section 1.
- 4.4 Upon verification and acceptance of a student's application for benefits, the Department of Human Resources (Staff Benefits) will advise the Accounting Department to charge reduced fees at the rate of one-third (1/3) of the normal fees.

5. Eligibility requirements for staff dependent scholarship

- 5.1 To be eligible for a Staff Dependent Scholarship (taxable to the student), in addition to meeting the requirements outlined above, the student must also meet the following requirements:

Undergraduate level (first year): the student must have attained a minimum of 70% average from CEGEP or High School;

Undergraduate level (second year): the student must have attained a minimum of "C" average in the first year of their undergraduate program;

Undergraduate level (third year): the student must have attained a minimum of "C" average in the second year of their undergraduate program;

Master's level: admission to the program;

Doctoral level: admission to the program.

APPENDIX 5

CASUALS

1. The use of casuals must not have the effect of reducing the number of regular (full-time, part-time or sessional) positions or of preventing their creation.
2. Casuals may be employed as replacements required because a regular employee is on an authorized leave from their position in which case the replacement period shall not exceed the leave itself.

In case of replacement of a regular employee who has been on long-term disability, the replacement period shall not exceed three (3) years from the date of commencement of the Long-Term Disability Leave.

When the period of authorized leave exceeds six (6) months, the casual serving as a replacement may be used or continue to be used for a period of one (1) month preceding and following the leave to facilitate an overlap with the regular employee taking authorized leave.

3. Casuals may be employed temporarily during the recruitment process if required because of a vacant position.

For the purposes of this Appendix, the recruitment process is deemed to have commenced on the date of termination of the previous incumbent in cases where the termination leaves an existing position vacant or results in a modification of that position and on the date of first employment of a casual to do the work in other cases.

Vacant positions may be filled temporarily in this manner while the position remains vacant, for the first six (6) months following the commencement of the recruitment process.

After the recruitment process, during the trial or probationary period of the candidate selected, a casual may continue to be used for a further period of one (1) month to facilitate the orientation of the new incumbent.

4. Casuals may be employed to assist with temporary or cyclical peaks in workload in a given unit, under the following conditions:
 - i) When the total of such work to be done for all peaks, when taken together throughout the unit, requires the employment of casuals during more than six (6) hours in the week, such employment shall be limited to a maximum of twenty-six (26) weeks in any fifty-two (52) week period.
 - ii) During the other weeks, the employment of casuals for all peaks when taken together throughout the unit, must be limited to total period not exceeding six (6) hours in any week.

**APPENDIX 5
CASUALS**

5. Casuals may also be used in the above circumstances beyond the specified delays and in any circumstances if, in the academic year, the casual is either:
 - an undergraduate student of McGill University taking a minimum of eighteen (18) degree credits;
 - a full-time, or half-time graduate student of McGill University as currently defined in the regulations of the Faculty of Graduate Studies and Research;
 - a graduating student having an active application (i.e. not refused) for admission to another degree program at McGill.

6. In all cases of contravention
 - i) The casual(s) whose cumulative employment results in a contravention of the provisions of this Appendix must be paid according to scale, retroactive to their date of first employment on the assignment where the contravention occurred.
 - ii) The University must immediately cease using the casual(s) for the duties affected, and must fill the position as if it was a new or vacant position.

7. A grievance pertaining to this Appendix will be filed directly to the Dean or Director, with copies to the immediate Supervisor and to the Director of Human Resources, within fifty-five (55) working days of the Union gaining knowledge of the alleged contravention, but not later than six (6) months after the said contravention ceased to exist. The Dean or Director will render a decision in writing within ten (10) working days of receipt of the formal notice.

Notwithstanding anything to the contrary in the grievance procedure, if the Union is not satisfied with the decision of the Dean or Director, the Union may file the grievance in accordance with clause 10.02(e) (Grievance and Disagreement Procedure).

APPENDIX 6

ESSENTIAL SERVICES: DESIGNATION OF EMPLOYEES TO CARE FOR RESEARCH ANIMALS

The parties agree that proper care* of all research animals** will be maintained by the members of the bargaining unit in the event of a strike or lockout in the course of this collective agreement or its continuance.

At least seven (7) days before the commencement of a strike or lockout, the University will designate and identify a number of employees which it deems sufficient to provide for continuous proper care of the animals during the strike or lockout. A list of the names will be delivered to the Union and the parties agree to meet with a view to executing a formal agreement with respect to the employees affected. Should the parties be unable to reach agreement on the persons to be designated, the matter will be referred to the Canadian Council on Animal Care (CCAC) for final and binding resolution by the Council.

All persons so designated will be paid their regular salary during the period of designation.

Due regard will be had for previously arranged vacations and other matters and, as far as possible, the designated duties will be dispersed among all appropriate employees equally. No other duties will be assigned to these designated employees.

* Proper care implies provision of the appropriate temperatures, humidity, light cycles, ventilation, food, water and cleaning as well as exercise and nursing care where appropriate.

** Research animals mean any live non-human vertebrate or invertebrate utilized in research, teaching and testing.

APPENDIX 7
GENERIC JOB DESCRIPTIONS

by PED number

PED NO	RANK	PED TITLE
00004	3	LABORATORY ASSISTANT
00005	12	BUILDING AND GROUNDS MAINTENANCE WORKER
00006	12	TECHNICAL ASSISTANT
00008	6	ANIMAL ATTENDANT
00009	15	DENTAL ASSISTANT
00013	10	ACCOUNTING CLERK
00014	19	ADMISSION AND REGISTRATION CLERK
00015	13	SENIOR ACCOUNTING CLERK
00017	2	STACK ASSISTANT
00018	19	SENIOR LIBRARY CLERK-CIRCULATION SERVICES
00021	8	SECURITY GUARD
00023	14	STOREKEEPER
00024	21	HEAD STOREKEEPER
00027	5	DUPLICATION SERVICE OPERATOR
00030	5	SERVICEPERSON
00031	9	ATHLETIC FACILITY ATTENDANT
00032	6	COMPUTER PRODUCTION OPERATOR
00033	17	SECRETARY
00034	20	ADMINISTRATIVE COORDINATOR
00037	20	LABORATORY TECHNICIAN
00038	25	DOCUMENTATION TECHNICIAN
00039	23	ELECTRONICS TECHNICIAN
00040	19	LOCAL AREA NETWORK TECHNICIAN
00041	6	SWITCHBOARD OPERATOR/RECEPTIONIST
00042	9	INFORMATION CLERK
00043	1	OFFICE CLERK
00044	20	ACCOUNTING COORDINATOR
00045	9	RECORDS CLERK
00046	20	STUDENT AFFAIRS COORDINATOR
00047	10	PAYROLL CLERK
00051	8	CASHIER - BOOKSTORE
00056	13	SENIOR PAYROLL CLERK
00057	9	RECEIVING CLERK
00061	4	LANGUAGE LABORATORIES ATTENDANT
00062	17	ADMINISTRATIVE AFFAIRS ASSISTANT
00065	19	DENTAL TECHNICIAN
00066	12	SHIPPING AND RECEIVING CLERK
00068	20	BUILDING TECHNOLOGIST
00069	13	TELECOMMUNICATIONS CLERK
00070	17	PATIENT SERVICES COORDINATOR
00071	23	ANIMAL HEALTH TECHNICIAN

**APPENDIX 7
GENERIC JOB DESCRIPTIONS**

by PED number

PED NO	RANK	PED TITLE
00072	23	ELECTRON MICROSCOPY TECHNICIAN
00073	16	GLASS BLOWING TECHNICIAN
00075	20	ANIMAL SCIENCE TECHNICIAN
00079	23	AUDIOVISUAL, GRAPHIC DESIGN AND PHOTOGRAPHY TECHNICIAN
00080	7	AUDIOVISUAL SUPPORT TECHNICIAN
00081	21	SHOP TECHNICIAN
00082	27	PETROLOGY COORDINATOR
00084	8	COMPUTER TECHNICAL ASSISTANT
00087	6	LIBRARY SERVICES ASSISTANT
00088	9	CUSTOMER SERVICES CLERK
00090	8	DATA ENTRY CLERK
00091	19	CONFERENCES AND SPECIAL EVENTS COORDINATOR
00092	18	MEDICAL RESEARCH PROGRAM COORDINATOR
00093	18	PRINTING AND MAIL SHOP COORDINATOR
00094	18	TIMETABLE AND SCHEDULING COORDINATOR
00095	16	RECORDS COORDINATOR
00097	20	CUSTOMER SERVICES COORDINATOR
00101	19	LIBRARY CONSERVATION TECHNICIAN
00103	17	ACCOUNTS ADMINISTRATOR
00104	14	PIANO TECHNICIAN
00105	24	STAGE MANAGER
00106	13	DISPATCHER
00108	14	WASTE DISPOSAL TECHNICIAN
00109	17	OCCUPATIONAL HYGIENE TECHNICIAN
00110	23	CURATORIAL TECHNICIAN
00111	32	NURSE
00112	20	ASSISTANT STAGE MANAGER
00113	26	THANATOLOGY TECHNICIAN
00114	12	FURNITURE AND MOVING COORDINATOR
00115	5	COMPUTER CODES COORDINATOR
00116	20	PLANT SCIENCE TECHNICIAN
00117	21	ADMINISTRATIVE AND STUDENT AFFAIRS COORDINATOR
00119	30	LABORATORY COORDINATOR
00125	14	ACCOUNTING CLERK/SECRETARY
00126	15	CASHIER COORDINATOR
00127	7	HEAD PORTER
00128	5	PORTER
00130	11	COMPUTER PRODUCTION COORDINATOR
00133	19	FOOD SERVICES COORDINATOR
00134	17	HORTICULTURE TECHNICIAN

**APPENDIX 7
GENERIC JOB DESCRIPTIONS**

by PED number

PED NO	RANK	PED TITLE
00135	21	AGRONOMY TECHNICIAN
00137	10	LIBRARY CLERK (CIRCULATION SERVICES)
00138	11	LIBRARY CLERK (TECHNICAL SERVICES)
00141	9	RESIDENCES COORDINATOR
00142	15	SECURITY AND TELECOMMUNICATIONS TECHNICIAN
00147	13	SENIOR RESIDENCES COORDINATOR
00153	26	RESEARCH TECHNICIAN (BIO-MED)
00154	26	COURSE TECHNICIAN
00156	34	NURSE COORDINATOR
00157	13	CUSTOMER SERVICES ASSISTANT
00160	12	SENIOR ATHLETIC FACILITY ATTENDANT
00161	16	SHIPPING AND RECEIVING COORDINATOR
00162	21	NETWORK TECHNICIAN
00163	20	DENTAL HYGIENIST
00164	5	BOOK MENDER
00165	15	RECRUITMENT AND PLACEMENT CLERK
00166	17	INFECTION CONTROL TECHNICIAN
00169	23	SENIOR ADMINISTRATIVE COORDINATOR
00170	23	SENIOR ADMINISTRATIVE AND STUDENT AFFAIRS COORDINATOR
00171	13	COMPUTER LABORATORY COORDINATOR
00176	13	COMMUNICATIONS AND PUBLICATIONS COORDINATOR
00178	10	WASTE DISPOSAL ASSISTANT
00179	25	PATHOLOGY TECHNICIAN
00181	11	DATA PROCESSING COORDINATOR
00182	20	CATALOGUING EDITOR AND ACQUISITIONS ASSISTANT
00183	13	COMPUTER SUPPORT TECHNICIAN
00184	17	ELECTRONICS TECHNOLOGIST
00185	30	SHOP COORDINATOR
00186	30	AUDIOVISUAL, GRAPHIC DESIGN AND PHOTOGRAPHY COORDINATOR
00187	26	ANIMAL SCIENCE COORDINATOR
00188	26	FIELD RESEARCH COORDINATOR
00189	30	IMAGING AND COMPUTER COORDINATOR
00190	30	ELECTRON MICROSCOPY COORDINATOR
00191	30	ELECTRONICS COORDINATOR
00192	30	PATHOLOGY COORDINATOR
00193	19	SENIOR LIBRARY CLERK-TECHNICAL SERVICES
00194	29	CHIEF RESEARCH TECHNICIAN
00195	26	CHIEF ELECTRONICS TECHNICIAN
00196	23	CHIEF LOCAL AREA NETWORK TECHNICIAN
00197	26	CHIEF AUDIOVISUAL, GRAPHIC DESIGN, AND PHOTOGRAPHY TECHNICIAN

**APPENDIX 7
GENERIC JOB DESCRIPTIONS**

by PED number

PED NO	RANK	PED TITLE
00198	27	CHIEF ELECTRON MICROSCOPY TECHNICIAN
00199	24	CHIEF ANIMAL SCIENCE TECHNICIAN
00200	26	CHIEF SHOP TECHNICIAN
00201	23	CHIEF PLANT SCIENCE TECHNICIAN
00202	27	CHIEF AGRONOMY TECHNICIAN
00203	23	CHIEF NETWORK TECHNICIAN
00205	30	COURSE COORDINATOR
00206	30	ANIMAL HEALTH COORDINATOR
00207	26	CHIEF ANIMAL HEALTH TECHNICIAN
00208	23	CHIEF DENTAL TECHNICIAN
00209	24	CHIEF HORTICULTURE TECHNICIAN
00210	26	BUILDING TECHNOLOGY COORDINATOR
00211	29	BUILDING PROJECTS COORDINATOR
00212	8	PHYTOTRON TECHNICAL ASSISTANT
00213	23	SENIOR CATALOGUING EDITOR AND ACQUISITIONS ASSISTANT
00214	19	EXAMINATIONS COORDINATOR
00215	15	SECURITY AND PUBLIC RELATIONS COORDINATOR
00216	9	ASSISTANT BUILDING DIRECTOR
00217	20	SENIOR ACCOUNTS ADMINISTRATOR
00219	13	DEPUTY BUILDING DIRECTOR/ SAFETY OFFICER
00220	17	SENIOR COMMUNICATIONS AND PUBLICATIONS COORDINATOR
00221	7	CLEANING SERVICE COORDINATOR
00222	1	CAFÉ CLERK
00223	10	SENIOR BUILDING SUPERINTENDENT
00224	28	CHIEF THANATOLOGY TECHNICIAN
00225	19	CHIEF WASTE DISPOSAL TECHNICIAN
00226	7	BUILDING SUPERINTENDENT
00227	20	SENIOR PATIENT SERVICES COORDINATOR
00228	26	SENIOR DOCUMENTATION TECHNICIAN
00229	11	PHYSICAL SCIENCES TECHNICAL ASSISTANT
00230	5	CLEANER
00232	10	ACQUISITIONS AND CIRCULATION ASSISTANT
00234	23	HEAD LIBRARY CLERK
00235	19	STUDENT PLACEMENT COORDINATOR
00236	20	SENIOR LIBRARY SYSTEMS TECHNICIAN
00237	27	SENIOR REFERENCE ASSISTANT AND CATALOGUING EDITOR
00238	10	ACQUISITIONS AND SERVICES ASSISTANT
00239	26	SPECIALIZED CATALOGUING EDITOR AND ACQUISITIONS ASSISTANT
00241	18	TIMETABLE AND SCHEDULING SECRETARY
00242	13	PURCHASING CLERK
00243	13	SENIOR RECORDS CLERK
00244	27	SENIOR SPECIALIZED CATALOGUING EDITOR & ACQUISITIONS ASSISTANT

**APPENDIX 7
GENERIC JOB DESCRIPTIONS**

by RANK

RANK	PED NO	PED TITLE
1	00043	OFFICE CLERK
1	00222	CAFÉ CLERK
2	00017	STACK ASSISTANT
3	00004	LABORATORY ASSISTANT
4	00061	LANGUAGE LABORATORIES ATTENDANT
5	00027	DUPLICATION SERVICE OPERATOR
5	00030	SERVICEPERSON
5	00115	COMPUTER CODES COORDINATOR
5	00128	PORTER
5	00164	BOOK MENDER
5	00230	CLEANER
6	00008	ANIMAL ATTENDANT
6	00032	COMPUTER PRODUCTION OPERATOR
6	00041	SWITCHBOARD OPERATOR/RECEPTIONIST
6	00087	LIBRARY SERVICES ASSISTANT
7	00080	AUDIOVISUAL SUPPORT TECHNICIAN
7	00127	HEAD PORTER
7	00221	CLEANING SERVICE COORDINATOR
7	00226	BUILDING SUPERINTENDENT
8	00021	SECURITY GUARD
8	00051	CASHIER – BOOKSTORE
8	00084	COMPUTER TECHNICAL ASSISTANT
8	00090	DATA ENTRY CLERK
8	00212	PHYTOTRON TECHNICAL ASSISTANT
9	00031	ATHLETIC FACILITY ATTENDANT
9	00042	INFORMATION CLERK
9	00045	RECORDS CLERK
9	00057	RECEIVING CLERK
9	00088	CUSTOMER SERVICES CLERK
9	00141	RESIDENCES COORDINATOR
9	00216	ASSISTANT BUILDING DIRECTOR
10	00013	ACCOUNTING CLERK
10	00047	PAYROLL CLERK
10	00137	LIBRARY CLERK (CIRCULATION SERVICES)
10	00178	WASTE DISPOSAL ASSISTANT
10	00223	SENIOR BUILDING SUPERINTENDENT
10	00232	ACQUISITIONS AND CIRCULATION ASSISTANT
10	00238	ACQUISITIONS AND SERVICES ASSISTANT
11	00130	COMPUTER PRODUCTION COORDINATOR
11	00138	LIBRARY CLERK (TECHNICAL SERVICES)
11	00181	DATA PROCESSING COORDINATOR

**APPENDIX 7
GENERIC JOB DESCRIPTIONS**

by RANK

RANK	PED NO	PED TITLE
11	00229	PHYSICAL SCIENCES TECHNICAL ASSISTANT
12	00005	BUILDING AND GROUNDS MAINTENANCE WORKER
12	00006	TECHNICAL ASSISTANT
12	00066	SHIPPING AND RECEIVING CLERK
12	00114	FURNITURE AND MOVING COORDINATOR
12	00160	SENIOR ATHLETIC FACILITY ATTENDANT
13	00015	SENIOR ACCOUNTING CLERK
13	00056	SENIOR PAYROLL CLERK
13	00069	TELECOMMUNICATIONS CLERK
13	00106	DISPATCHER
13	00147	SENIOR RESIDENCES COORDINATOR
13	00157	CUSTOMER SERVICES ASSISTANT
13	00171	COMPUTER LABORATORY COORDINATOR
13	00176	COMMUNICATIONS AND PUBLICATIONS COORDINATOR
13	00183	COMPUTER SUPPORT TECHNICIAN
13	00219	DEPUTY BUILDING DIRECTOR/ SAFETY OFFICER
13	00242	PURCHASING CLERK
13	00243	SENIOR RECORDS CLERK
14	00023	STOREKEEPER
14	00104	PIANO TECHNICIAN
14	00108	WASTE DISPOSAL TECHNICIAN
14	00125	ACCOUNTING CLERK/SECRETARY
15	00009	DENTAL ASSISTANT
15	00126	CASHIER COORDINATOR
15	00142	SECURITY AND TELECOMMUNICATIONS TECHNICIAN
15	00165	RECRUITMENT AND PLACEMENT CLERK
15	00215	SECURITY AND PUBLIC RELATIONS COORDINATOR
16	00073	GLASS BLOWING TECHNICIAN
16	00095	RECORDS COORDINATOR
16	00161	SHIPPING AND RECEIVING COORDINATOR
17	00033	SECRETARY
17	00062	ADMINISTRATIVE AFFAIRS ASSISTANT
17	00070	PATIENT SERVICES COORDINATOR
17	00103	ACCOUNTS ADMINISTRATOR
17	00109	OCCUPATIONAL HYGIENE TECHNICIAN
17	00134	HORTICULTURE TECHNICIAN
17	00166	INFECTION CONTROL TECHNICIAN
17	00184	ELECTRONICS TECHNOLOGIST
17	00220	SENIOR COMMUNICATIONS AND PUBLICATIONS COORDINATOR
18	00092	MEDICAL RESEARCH PROGRAM COORDINATOR
18	00093	PRINTING AND MAIL SHOP COORDINATOR

**APPENDIX 7
GENERIC JOB DESCRIPTIONS**

by RANK

RANK	PED NO	PED TITLE
18	00094	TIMETABLE AND SCHEDULING COORDINATOR
18	00241	TIMETABLE AND SCHEDULING SECRETARY
19	00014	ADMISSION AND REGISTRATION CLERK
19	00018	SENIOR LIBRARY CLERK-CIRCULATION SERVICES
19	00040	LOCAL AREA NETWORK TECHNICIAN
19	00065	DENTAL TECHNICIAN
19	00091	CONFERENCES AND SPECIAL EVENTS COORDINATOR
19	00101	LIBRARY CONSERVATION TECHNICIAN
19	00133	FOOD SERVICES COORDINATOR
19	00152	CLINICAL TECHNICIAN
19	00193	SENIOR LIBRARY CLERK-TECHNICAL SERVICES
19	00214	EXAMINATIONS COORDINATOR
19	00225	CHIEF WASTE DISPOSAL TECHNICIAN
19	00235	STUDENT PLACEMENT COORDINATOR
20	00034	ADMINISTRATIVE COORDINATOR
20	00037	LABORATORY TECHNICIAN
20	00044	ACCOUNTING COORDINATOR
20	00046	STUDENT AFFAIRS COORDINATOR
20	00068	BUILDING TECHNOLOGIST
20	00075	ANIMAL SCIENCE TECHNICIAN
20	00097	CUSTOMER SERVICES COORDINATOR
20	00112	ASSISTANT STAGE MANAGER
20	00116	PLANT SCIENCE TECHNICIAN
20	00163	DENTAL HYGIENIST
20	00182	CATALOGUING EDITOR AND ACQUISITIONS ASSISTANT
20	00217	SENIOR ACCOUNTS ADMINISTRATOR
20	00227	SENIOR PATIENT SERVICES COORDINATOR
20	00236	SENIOR LIBRARY SYSTEMS TECHNICIAN
21	00024	HEAD STOREKEEPER
21	00081	SHOP TECHNICIAN
21	00117	ADMINISTRATIVE AND STUDENT AFFAIRS COORDINATOR
21	00135	AGRONOMY TECHNICIAN
21	00162	NETWORK TECHNICIAN
23	00039	ELECTRONICS TECHNICIAN
23	00071	ANIMAL HEALTH TECHNICIAN
23	00072	ELECTRON MICROSCOPY TECHNICIAN
23	00079	AUDIOVISUAL,GRAPHIC DESIGN AND PHOTOGRAPHY TECHNICIAN
23	00110	CURATORIAL TECHNICIAN
23	00169	SENIOR ADMINISTRATIVE COORDINATOR
23	00170	SENIOR ADMINISTRATIVE AND STUDENT AFFAIRS COORDINATOR
23	00196	CHIEF LOCAL AREA NETWORK TECHNICIAN

**APPENDIX 7
GENERIC JOB DESCRIPTIONS**

by RANK

RANK	PED NO	PED TITLE
23	00201	CHIEF PLANT SCIENCE TECHNICIAN
23	00203	CHIEF NETWORK TECHNICIAN
23	00208	CHIEF DENTAL TECHNICIAN
23	00213	SENIOR CATALOGUING EDITOR & ACQUISITIONS ASSISTANT
23	00234	HEAD LIBRARY CLERK
24	00105	STAGE MANAGER
24	00199	CHIEF ANIMAL SCIENCE TECHNICIAN
24	00209	CHIEF HORTICULTURE TECHNICIAN
25	00038	DOCUMENTATION TECHNICIAN
25	00179	PATHOLOGY TECHNICIAN
26	00113	THANATOLOGY TECHNICIAN
26	00153	RESEARCH TECHNICIAN (BIO-MED)
26	00154	COURSE TECHNICIAN
26	00187	ANIMAL SCIENCE COORDINATOR
26	00188	FIELD RESEARCH COORDINATOR
26	00195	CHIEF ELECTRONICS TECHNICIAN
26	00197	CHIEF AUDIOVISUAL, GRAPHIC DESIGN, AND PHOTOGRAPHY TECHNICIAN
26	00200	CHIEF SHOP TECHNICIAN
26	00207	CHIEF ANIMAL HEALTH TECHNICIAN
26	00210	BUILDING TECHNOLOGY COORDINATOR
26	00228	SENIOR DOCUMENTATION TECHNICIAN
26	00239	SPECIALIZED CATALOGUING EDITOR AND ACQUISITIONS ASSISTANT
27	00082	PETROLOGY COORDINATOR
27	00198	CHIEF ELECTRON MICROSCOPY TECHNICIAN
27	00202	CHIEF AGRONOMY TECHNICIAN
27	00237	SENIOR REFERENCE ASSISTANT AND CATALOGUING EDITOR
27	00244	SENIOR SPECIALIZED CATALOGUING EDITOR & ACQUISITIONS ASSISTANT
28	00224	CHIEF THANATOLOGY TECHNICIAN
29	00194	CHIEF RESEARCH TECHNICIAN
29	00211	BUILDING PROJECTS COORDINATOR
30	00119	LABORATORY COORDINATOR
30	00185	SHOP COORDINATOR
30	00186	AUDIOVISUAL, GRAPHIC DESIGN AND PHOTOGRAPHY COORDINATOR
30	00189	IMAGING AND COMPUTER COORDINATOR
30	00190	ELECTRON MICROSCOPY COORDINATOR
30	00191	ELECTRONICS COORDINATOR
30	00192	PATHOLOGY COORDINATOR
30	00205	COURSE COORDINATOR
30	00206	ANIMAL HEALTH COORDINATOR
32	00111	NURSE
34	00156	NURSE COORDINATOR

**APPENDIX 7
GENERIC JOB DESCRIPTIONS**

in ALPHABETICAL ORDER

PED TITLE	RANK	PED NO
ACCOUNTING CLERK	10	00013
ACCOUNTING CLERK/SECRETARY	14	00125
ACCOUNTING COORDINATOR	20	00044
ACCOUNTS ADMINISTRATOR	17	00103
ACQUISITIONS AND SERVICES ASSISTANT	10	00238
ACQUISITIONS AND CIRCULATION ASSISTANT	10	00232
ADMINISTRATIVE AFFAIRS ASSISTANT	17	00062
ADMINISTRATIVE AND STUDENT AFFAIRS COORDINATOR	21	00117
ADMINISTRATIVE COORDINATOR	20	00034
ADMISSION AND REGISTRATION CLERK	19	00014
AGRONOMY TECHNICIAN	21	00135
ANIMAL ATTENDANT	6	00008
ANIMAL HEALTH COORDINATOR	30	00206
ANIMAL HEALTH TECHNICIAN	23	00071
ANIMAL SCIENCE COORDINATOR	26	00187
ANIMAL SCIENCE TECHNICIAN	20	00075
ASSISTANT BUILDING DIRECTOR	9	00216
ASSISTANT STAGE MANAGER	20	00112
ATHLETIC FACILITY ATTENDANT	9	00031
AUDIOVISUAL, GRAPHIC DESIGN AND PHOTOGRAPHY TECHNICIAN	23	00079
AUDIOVISUAL, GRAPHIC DESIGN AND PHOTOGRAPHY COORDINATOR	30	00186
AUDIOVISUAL SUPPORT TECHNICIAN	7	00080
BOOK MENDER	5	00164
BUILDING AND GROUNDS MAINTENANCE WORKER	12	00005
BUILDING PROJECTS COORDINATOR	29	00211
BUILDING SUPERINTENDENT	7	00226
BUILDING TECHNOLOGIST	20	00068
BUILDING TECHNOLOGY COORDINATOR	26	00210
CAFÉ CLERK	1	00222
CASHIER – BOOKSTORE	8	00051
CASHIER COORDINATOR	15	00126
CATALOGUING EDITOR AND ACQUISITIONS ASSISTANT	20	00182
CHIEF AGRONOMY TECHNICIAN	27	00202
CHIEF ANIMAL HEALTH TECHNICIAN	26	00207
CHIEF ANIMAL SCIENCE TECHNICIAN	24	00199
CHIEF AUDIOVISUAL, GRAPHIC DESIGN, AND PHOTOGRAPHY TECHNICIAN	26	00197
CHIEF DENTAL TECHNICIAN	23	00208
CHIEF ELECTRON MICROSCOPY TECHNICIAN	27	00198
CHIEF ELECTRONICS TECHNICIAN	26	00195
CHIEF HORTICULTURE TECHNICIAN	24	00209
CHIEF NETWORK TECHNICIAN	23	00203

**APPENDIX 7
GENERIC JOB DESCRIPTIONS**

in ALPHABETICAL ORDER

PED TITLE	RANK	PED NO
CHIEF PLANT SCIENCE TECHNICIAN	23	00201
CHIEF RESEARCH TECHNICIAN	29	00194
CHIEF SHOP TECHNICIAN	26	00200
CHIEF THANATOLOGY TECHNICIAN	28	00224
CHIEF WASTE DISPOSAL TECHNICIAN	19	00225
CLEANER	5	00230
CLEANING SERVICE COORDINATOR	7	00221
CLINICAL TECHNICIAN	19	00152
COMMUNICATIONS AND PUBLICATIONS COORDINATOR	13	00176
COMPUTER CODES COORDINATOR	5	00115
COMPUTER LABORATORY COORDINATOR	13	00171
COMPUTER PRODUCTION COORDINATOR	11	00130
COMPUTER PRODUCTION OPERATOR	6	00032
COMPUTER SUPPORT TECHNICIAN	13	00183
COMPUTER TECHNICAL ASSISTANT	8	00084
CONFERENCES AND SPECIAL EVENTS COORDINATOR	19	00091
COURSE COORDINATOR	30	00205
COURSE TECHNICIAN	26	00154
CURATORIAL TECHNICIAN	23	00110
CUSTOMER SERVICES ASSISTANT	13	00157
CUSTOMER SERVICES CLERK	9	00088
CUSTOMER SERVICES COORDINATOR	20	00097
DATA ENTRY CLERK	8	00090
DATA PROCESSING COORDINATOR	11	00181
DENTAL ASSISTANT	15	00009
DENTAL HYGIENIST	20	00163
DENTAL TECHNICIAN	19	00065
DEPUTY BUILDING DIRECTOR/ SAFETY OFFICER	13	00219
DISPATCHER	13	00106
DOCUMENTATION TECHNICIAN	25	00038
DUPLICATION SERVICE OPERATOR	5	00027
ELECTRON MICROSCOPY COORDINATOR	30	00190
ELECTRON MICROSCOPY TECHNICIAN	23	00072
ELECTRONICS COORDINATOR	30	00191
ELECTRONICS TECHNICIAN	23	00039
ELECTRONICS TECHNOLOGIST	17	00184
EXAMINATIONS COORDINATOR	19	00214
FIELD RESEARCH COORDINATOR	26	00188
FOOD SERVICES COORDINATOR	19	00133
FURNITURE AND MOVING COORDINATOR	12	00114
GLASS BLOWING TECHNICIAN	16	00073

**APPENDIX 7
GENERIC JOB DESCRIPTIONS**

in ALPHABETICAL ORDER

PED TITLE	RANK	PED NO
HEAD STOREKEEPER	21	00024
HEAD LIBRARY CLERK	23	00234
HEAD PORTER	7	00127
HORTICULTURE TECHNICIAN	17	00134
IMAGING AND COMPUTER COORDINATOR	30	00189
INFECTION CONTROL TECHNICIAN	17	00166
INFORMATION CLERK	9	00042
LABORATORY ASSISTANT	3	00004
LABORATORY COORDINATOR	30	00119
LABORATORY TECHNICIAN	20	00037
LANGUAGE LABORATORIES ATTENDANT	4	00061
LIBRARY CLERK (CIRCULATION SERVICES)	10	00137
LIBRARY CLERK (TECHNICAL SERVICES)	11	00138
LIBRARY CONSERVATION TECHNICIAN	19	00101
LIBRARY SERVICES ASSISTANT	6	00087
LOCAL AREA NETWORK TECHNICIAN	19	00040
MEDICAL RESEARCH PROGRAM COORDINATOR	18	00092
NETWORK TECHNICIAN	21	00162
NURSE	32	00111
NURSE COORDINATOR	34	00156
OCCUPATIONAL HYGIENE TECHNICIAN	17	00109
OFFICE CLERK	1	00043
PATHOLOGY COORDINATOR	30	00192
PATHOLOGY TECHNICIAN	25	00179
PATIENT SERVICES COORDINATOR	17	00070
PAYROLL CLERK	10	00047
PETROLOGY COORDINATOR	27	00082
PHYSICAL SCIENCES TECHNICAL ASSISTANT	11	00229
PHYTOTRON TECHNICAL ASSISTANT	8	00212
PIANO TECHNICIAN	14	00104
PLANT SCIENCE TECHNICIAN	20	00116
PORTER	5	00128
PRINTING AND MAIL SHOP COORDINATOR	18	00093
PURCHASING CLERK	13	00242
RECEIVING CLERK	9	00057
RECORDS CLERK	9	00045
RECORDS COORDINATOR	16	00095
RECRUITMENT AND PLACEMENT CLERK	15	00165
RESEARCH TECHNICIAN (BIO-MED)	26	00153
RESIDENCES COORDINATOR	9	00141
SECRETARY	17	00033
SECURITY AND PUBLIC RELATIONS COORDINATOR	15	00215

**APPENDIX 7
GENERIC JOB DESCRIPTIONS**

in ALPHABETICAL ORDER

PED TITLE	RANK	PED NO
SECURITY GUARD	8	00021
SECURITY AND TELECOMMUNICATIONS TECHNICIAN	15	00142
SENIOR ACCOUNTING CLERK	13	00015
SENIOR ACCOUNTS ADMINISTRATOR	20	00217
SENIOR ADMINISTRATIVE AND STUDENT AFFAIRS COORDINATOR	23	00170
SENIOR ADMINISTRATIVE COORDINATOR	23	00169
SENIOR ATHLETIC FACILITY ATTENDANT	12	00160
SENIOR BUILDING SUPERINTENDENT	10	00223
SENIOR CATALOGUING EDITOR & ACQUISITIONS ASSISTANT	23	00213
SENIOR COMMUNICATIONS AND PUBLICATIONS COORDINATOR	17	00220
SENIOR DOCUMENTATION TECHNICIAN	26	00228
SENIOR LIBRARY CLERK-CIRCULATION SERVICES	19	00018
SENIOR LIBRARY CLERK-TECHNICAL SERVICES	19	00193
SENIOR LIBRARY SYSTEMS TECHNICIAN	20	00236
SENIOR PATIENT SERVICES COORDINATOR	20	00227
SENIOR PAYROLL CLERK	13	00056
SENIOR RECORDS CLERK	13	00243
SENIOR REFERENCE ASSISTANT AND CATALOGUING EDITOR	27	00237
SENIOR RESIDENCES COORDINATOR	13	00147
SENIOR SPECIALIZED CATALOGUING EDITOR & ACQUISITIONS ASSISTANT	27	00244
SERVICE PERSON	5	00030
SHIPPING & RECEIVING COORDINATOR	16	00161
SHIPPING AND RECEIVING CLERK	12	00066
SHOP COORDINATOR	30	00185
SHOP TECHNICIAN	21	00081
SPECIALIZED CATALOGUING EDITOR AND ACQUISITIONS ASSISTANT	26	00239
STACK ASSISTANT	2	00017
STAGE MANAGER	24	00105
STOREKEEPER	14	00023
STUDENT AFFAIRS COORDINATOR	20	00046
STUDENT PLACEMENT COORDINATOR	19	00235
SWITCHBOARD OPERATOR/RECEPTIONIST	6	00041
TECHNICAL ASSISTANT	12	00006
TELECOMMUNICATIONS CLERK	13	00069
THANATOLOGY TECHNICIAN	26	00113
TIMETABLE AND SCHEDULING SECRETARY	18	00241
TIMETABLE AND SCHEDULING COORDINATOR	18	00094
WASTE DISPOSAL ASSISTANT	10	00178
WASTE DISPOSAL TECHNICIAN	14	00108

APPENDIX 8

JOB RANKS AND CORRESPONDING SALARY SCALES

CLERICAL AND NURSING STAFF				
	December 1, 2002		December 1, 2003	
	33.75 hours		33.75 hours	
RANK	Min.	Max.	Min.	Max.
1	23722	33543	24196	34214
2	23876	33761	24354	34436
3	24042	33997	24523	34677
4	24197	34215	24681	34899
5	24364	34450	24851	35139
6	24570	34742	25061	35437
7	24763	35015	25258	35715
8	24955	35287	25454	35993
9	25174	35596	25677	36308
10	25406	35922	25914	36640
11	25650	36268	26163	36993
12	25880	36596	26398	37328
13	26138	36959	26661	37698
14	26408	37339	26936	38086
15	26690	37739	27224	38494
16	26973	38139	27512	38902
17	27294	38594	27840	39366
18	27615	39049	28167	39830
19	27976	39557	28536	40348
20	28336	40066	28903	40867
21	28696	40575	29270	41386
22	29092	41138	29674	41961
23	29504	41719	30094	42553
24	29942	42337	30541	43184
25	30391	42974	30999	43833
26	30892	43682	31510	44556
27	31395	44390	32023	45278
28	31933	45153	32572	46056
29	32498	45953	33148	46872
30	33090	46788	33752	47724
31	33694	47642	34368	48595
32	34336	48551	35023	49522
33	35018	49515	35718	50505
34	35750	50550	36465	51561

Effective June 1, 2004, the ranks are merged into Levels
 Clerical and Nursing Staff (Standard workweek 33.75 hours)
 Technical, Library Assistant, "R" and "G" Staff (Standard workweek 35 hours)

**APPENDIX 8
JOB RANKS AND CORRESPONDING SALARY SCALES**

TECHNICAL, LIBRARY ASSISTANT, "R" AND "G" STAFF				
	December 1, 2002		December 1, 2003	
	35 hours		35 hours	
RANK	Min.	Max.	Min.	Max.
1	24600	34785	25092	35481
2	24761	35012	25256	35712
3	24933	35255	25432	35960
4	25094	35482	25596	36192
5	25266	35728	25771	36443
6	25480	36028	25990	36749
7	25680	36310	26194	37036
8	25879	36594	26397	37326
9	26106	36914	26628	37652
10	26347	37253	26874	37998
11	26599	37611	27131	38363
12	26840	37950	27377	38709
13	27105	38328	27647	39095
14	27385	38723	27933	39497
15	27680	39137	28234	39920
16	27972	39553	28531	40344
17	28306	40023	28872	40823
18	28638	40495	29211	41305
19	29012	41021	29592	41841
20	29384	41550	29972	42381
21	29759	42077	30354	42919
22	30172	42662	30775	43515
23	30597	43264	31209	44129
24	31050	43905	31671	44783
25	31517	44565	32147	45456
26	32037	45300	32678	46206
27	32556	46035	33207	46956
28	33115	46826	33777	47763
29	33702	47655	34376	48608
30	34316	48521	35002	49491
31	34942	49408	35641	50396
32	35608	50349	36320	51356
33	36313	51348	37039	52375
34	37074	52422	37815	53470

Effective June 1, 2004, the ranks are merged into Levels
 Clerical and Nursing Staff (Standard workweek 33.75 hours)
 Technical, Library Assistant, "R" and "G" Staff (Standard workweek 35 hours)

APPENDIX 8

Effective June 1, 2004, the ranks are merged into Levels

LEVELS AND CORRESPONDING SALARY SCALES

June 1, 2004					
LEVEL	RANK	33.75 hours		35 hours	
		Min.	Max.	Min.	Max.
	1	25004	34488	25930	35765
	2	25165	34711	26099	35998
	3	25342	34954	26280	36248
1		25342	34954	26280	36248
	4	25504	35178	26449	36482
	5	25680	35420	26633	36735
2		25680	35420	26633	36735
	6	25897	35720	26856	37043
	7	26101	36001	27066	37332
3		26101	36001	27066	37332
	8	26304	36281	27278	37625
	9	26534	36598	27516	37953
4		26534	36598	27516	37953
	10	26776	36933	27769	38302
	11	27035	37289	28036	38670
	12	27280	37627	28289	39019
5		27280	37627	28289	39019
	13	27550	38000	28571	39408
	14	27833	38391	28864	39813
6		27833	38391	28864	39813
	15	28131	38802	29173	40239
	16	28429	39213	29484	40667
7		28429	39213	29484	40667
	17	28769	39681	29834	41150
	18	29108	40149	30185	41635
8		29108	40149	30185	41635
	19	29486	40671	30578	42176
	20	29866	41194	30972	42720
9		29866	41194	30972	42720

Clerical and Nursing Staff (Standard workweek 33.75 hours)
 Technical, Library Assistant, "R" and "G" Staff (Standard workweek 35 hours)

APPENDIX 8
LEVELS AND CORRESPONDING SALARY SCALES

June 1, 2004					
LEVEL	RANK	33.75 hours		35 hours	
		Min.	Max.	Min.	Max.
	21	30245	41717	31365	43262
	22	30665	42297	31801	43863
10		30665	42297	31801	43863
	23	31097	42893	32249	44482
	24	31559	43529	32727	45141
	25	32033	44184	33220	45820
11		32033	44184	33220	45820
	26	32561	44912	33768	46576
	27	33089	45640	34316	47332
12		33089	45640	34316	47332
	28	33657	46424	34905	48145
	29	34254	47247	35523	48997
13		34254	47247	35523	48997
	30	34877	48106	36168	49887
	31	35513	48984	36829	50799
	32	36191	49918	37531	51767
14		36191	49918	37531	51767
	33	36909	50909	38276	52794
	34	37680	51973	39076	53898
15		37680	51973	39076	53898

Clerical and Nursing Staff (Standard workweek 33.75 hours)
 Technical, Library Assistant, "R" and "G" Staff (Standard workweek 35 hours)

APPENDIX 8

Effective June 1, 2004, the ranks are merged into Levels

LEVELS AND CORRESPONDING SALARY SCALES

33.75 hrs	December 1, 2004		December 1, 2005		December 1, 2006	
LEVEL	Min.	Max.	Min.	Max.	Min.	Max.
1	25848	35653	26365	36366	26892	37093
2	26193	36128	26717	36851	27251	37588
3	26623	36721	27155	37455	27698	38204
4	27064	37330	27606	38077	28158	38839
5	27826	38380	28382	39148	28950	39931
6	28390	39159	28958	39942	29537	40741
7	28998	39997	29578	40797	30169	41613
8	29690	40952	30284	41771	30889	42606
9	30463	42018	31072	42858	31693	43715
10	31279	43143	31904	44006	32542	44886
11	32674	45068	33328	45969	33994	46888
12	33751	46553	34426	47484	35115	48434
13	34939	48192	35638	49156	36351	50139
14	36914	50916	37652	51934	38405	52973
15	38434	53012	39202	54072	39986	55153

35 hrs	December 1, 2004		December 1, 2005		December 1, 2006	
LEVEL	Min.	Max.	Min.	Max.	Min.	Max.
1	26805	36973	27341	37712	27888	38466
2	27166	37470	27709	38219	28263	38983
3	27607	38079	28160	38841	28723	39618
4	28066	38712	28627	39486	29200	40276
5	28854	39799	29431	40595	30020	41407
6	29442	40609	30030	41421	30631	42249
7	30073	41480	30675	42310	31288	43156
8	30789	42468	31405	43317	32033	44183
9	31591	43574	32223	44445	32867	45334
10	32437	44740	33085	45635	33747	46548
11	33884	46736	34561	47671	35252	48624
12	35002	48279	35703	49245	36417	50230
13	36233	49977	36958	50977	37698	51997
14	38281	52802	39047	53858	39828	54935
15	39858	54976	40655	56076	41469	57198

Clerical and Nursing Staff (Standard workweek 33.75 hours)
 Technical, Library Assistant, "R" and "G" Staff (Standard workweek 35 hours)

APPENDIX 9

SALARY SCALES* (C, T, LA and N classifications)

CLERICAL STAFF (Standard workweek 33.75 hours)

	December 1, 2002		December 1, 2003		June 1, 2004 – 0.8% Increase and min. at 72.5% of max.	
	Min.	Max.	Min.	Max.	Min.	Max.
CL0100	22318	31556	22764	32187	23522	32444
CL0200	22577	31924	23029	32562	23796	32822
CL0300	23096	32657	23558	33310	24343	33576
CL0400	24163	34166	24646	34849	25468	35128
CL0500	24591	34772	25083	35467	25919	35751
CL0600	25672	36301	26185	37027	27059	37323
CL0700	27174	38424	27717	39192	28642	39506
CL0800	28260	39962	28825	40761	29788	41087
CL0900	30014	42439	30614	43288	31635	43634
CL1000	30911	43708	31529	44582	32581	44939

	December 1, 2004		December 1, 2005		December 1, 2006	
	Min.	Max.	Min.	Max.	Min.	Max.
CL0100	23992	33093	24472	33755	24962	34430
CL0200	24272	33478	24757	34148	25252	34831
CL0300	24830	34248	25326	34933	25833	35632
CL0400	25977	35831	26497	36548	27027	37279
CL0500	26438	36466	26966	37195	27506	37939
CL0600	27600	38069	28152	38830	28715	39607
CL0700	29215	40296	29799	41102	30395	41924
CL0800	30384	41909	30992	42747	31611	43602
CL0900	32268	44507	32913	45397	33571	46305
CL1000	33233	45838	33897	46755	34575	47690

* For situations covered by these salary scales, see Appendix 10

APPENDIX 9

SALARY SCALES*
(C, T, LA and N classifications)

LIBRARY ASSISTANTS
(Standard workweek 35 hours)

	December 1, 2002		December 1, 2003		June 1, 2004 – 0.8% Increase and min. at 72.5% of max.	
	Min.	Max.	Min.	Max.	Min.	Max.
LA0100	23143	32724	23606	33378	24393	33645
LA0200	23414	33108	23882	33770	24679	34040
LA0300	23952	33868	24431	34545	25245	34821
LA0400	25056	35430	25557	36139	26410	36428
LA0500	25504	36062	26014	36783	26881	37077
LA0600	26624	37646	27156	38399	28062	38706
LA0700	28182	39848	28746	40645	29703	40970
LA0800	29307	41440	29893	42269	30890	42607
LA0900	31125	44012	31748	44892	32807	45251
LA1000	32056	45327	32697	46234	33788	46604

	December 1, 2004		December 1, 2005		December 1, 2006	
	Min.	Max.	Min.	Max.	Min.	Max.
LA0100	24881	34318	25378	35004	25885	35704
LA0200	25173	34721	25676	35415	26189	36123
LA0300	25750	35517	26265	36227	26790	36952
LA0400	26939	37157	27478	37900	28027	38658
LA0500	27419	37819	27967	38575	28527	39347
LA0600	28623	39480	29196	40270	29779	41075
LA0700	30297	41789	30903	42625	31522	43478
LA0800	31508	43459	32138	44328	32781	45215
LA0900	33463	46156	34132	47079	34815	48021
LA1000	34464	47536	35153	48487	35856	49457

* For situations covered by these salary scales, see Appendix 10

APPENDIX 9

SALARY SCALES*
(C, T, LA and N classifications)

TECHNICAL STAFF
(Standard workweek 35 hours)

	December 1, 2002		December 1, 2003		June 1, 2004 – 0.8% Increase and min. at 72.5% of max.	
	Min.	Max.	Min.	Max.	Min.	Max.
TE1A00	23165	32755	23628	33410	24416	33677
TE1B00	24776	35033	25272	35734	26115	36020
TE0200	26378	37299	26906	38045	27803	38349
TE0300	28473	40260	29042	41065	30011	41394
TE0400	31483	44517	32113	45407	33183	45770
TE0500	35293	49904	35999	50902	37199	51309
TE0600	40779	57661	41595	58814	42982	59285

	December 1, 2004		December 1, 2005		December 1, 2006	
	Min.	Max.	Min.	Max.	Min.	Max.
TE1A00	24904	34351	25403	35038	25911	35739
TE1B00	26637	36740	27169	37475	27713	38225
TE0200	28359	39116	28926	39898	29505	40696
TE0300	30611	42222	31223	43066	31847	43927
TE0400	33847	46685	34524	47619	35214	48571
TE0500	37943	52335	38702	53382	39476	54450
TE0600	43841	60471	44718	61680	45613	62914

* For situations covered by these salary scales, see Appendix 10

APPENDIX 9

SALARY SCALES*
(C, T, LA and N classifications)

NURSING STAFF
(Standard workweek: 33.75 hours)

December 1, 2002		December 1, 2003		June 1, 2004 – 0.8% Increase and min. at 72.5% of max.	
Min.	Max.	Min.	Max.	Min.	Max.
34475	48747	35165	49722	36337	50120
December 1, 2004		December 1, 2005		December 1, 2006	
37063	51122	37804	52144	38561	53187

* For situations covered by these salary scales, see Appendix 10

APPENDIX 10

LETTER OF AGREEMENT

Between: McGill University
(hereinafter "the University")

And: McGill University Non-Academic Certified Association
(MUNACA)

Subject: SALARY SCALES

1. On November 21, 2001 the University implemented pay equity adjustments for eligible staff in predominantly female job classes. In accordance with the Pay Equity Act, payment of these adjustments is spread over four (4) years, ending in November 2005.
2. As a result of the progressive implementation of pay equity, there is a gradual transition from the old salary scales to the pay equity scales.
3. The pay equity salary scales are applied to all newly created positions. They are also applied when the salary scale maximum of an existing position which becomes vacant has a higher salary scale maximum than the pay equity scale maximum.
4. The salary scale maximums for eligible positions in predominantly female job classes have been adjusted according to the results of the pay equity exercise. Since implementation is spread over four (4) years (five (5) payments), ending in November 2005, this has resulted in what are called combo (transitional) scales.
5. The salary scale maximums of the combo (transitional) scales are derived from the difference between the salary scale maximum for the classification level and the pay equity salary scale maximum. Three of the five pay equity adjustments, i.e., 3/5 of the pay equity salary scale maximum have been paid to eligible staff.
6. Appendix 8 lists the job ranks (1 – 34) and corresponding pay equity salary scales.
7. On June 1, 2004 these job ranks (1-34) are merged into fifteen (15) levels, as set out in Appendix 8. Job ranks 1-34 will, therefore, cease to exist. The salary scale maximums of the combo (transitional) salary scales will be adjusted according to the salary scale maximums for the new level.
8. The salary scales which existed in the past for the different classifications (C, T, LA and N) are listed in Appendix 9. These salary scales apply to individuals in positions whose salary scales are protected because the maximum of the employee's salary scale is higher than the maximum of the pay equity salary scale for their rank, including employees who are class secured because their positions are abolished.
9. They also apply to positions in predominantly male and neutral job classes. The salaries of eligible employees in these job classes will be adjusted on November 21, 2004 and November 21, 2005 in accordance with clause 24.06 of the collective agreement.

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