

Multi-generation  
**Collective Agreement**

Between

Grant MacEwan College, Board of  
Governors

and

Grant MacEwan College, Faculty Assoc

Begins: 01/jul/2004, Terminates: 30/jun/2008

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NOMBRE D'EMPLOYÉS	1250

**DISKETTE**

**Collective Agreement**

**Between**

**The Grant MacEwan College  
Board of Governors**

**And**

**The Grant MacEwan College  
Faculty Association**

**July 1, 2004 – June 30, 2008**

**MACEWAN**

**ENTERED**

Coded by  
L. Picard  
20-03-06

13536 (01)

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## INTRODUCTION

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

BETWEEN

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

AND

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

### ARTICLE 1.0 DURATION OF AGREEMENT

#### 1.1 Duration

- 1.1.1 This Collective Agreement shall be in full force and effect from the date this Agreement is ratified until and including June 30, 2008.
- 1.1.2 Such altered agreement shall be made effective on the date of ratification unless specifically agreed otherwise.

#### 1.2 Legislation

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

### ARTICLE 2.0 DEFINITIONS

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

#### 2.1 Persons or Parties Bound by the Agreement

- 2.1.1 "Academic Unit" designates faculty, school, or centre.
- 2.1.2 "Administrator" for the purposes of this Agreement, refers to a position so designated by the College not covered by the provisions of this Agreement, and shall not include Program or Department Chairs.
- 2.1.3 "Association" or "Faculty Association" designates the Grant MacEwan College Faculty Association.
- 2.1.4 "Board" or "Board of Governors" designates the Board of Governors of Grant MacEwan College.
- 2.1.5 "College" designates Grant MacEwan College.
- 2.1.6 "College President" designates the President of Grant MacEwan College.
- 2.1.7 "Dean", "Associate Dean" or "Director" designates the administrative officers of an academic unit within whose jurisdiction there are employees who are subject to the terms and conditions of this collective agreement. Whenever "Dean" or "Director" appears in this agreement, "Associate Dean" will also apply.
- 2.1.8 "Executive Officer" refers to members of the College Executive Committee who have faculty reporting to them.



- 2.1.9 "Faculty" or "Faculty member" or "member" means any person who is employed by the College as an academic staff member pursuant to the Post-secondary Learning Act of Alberta, and for the Duration of this Agreement includes at least the following:
- 2.1.9.1 Instructors (referred to elsewhere in this Agreement as "Instructional Academic Staff members"); see Article 14.1.1.
  - 2.1.9.2 Instructional Assistants (see Article 14.1.2.)
  - 2.1.9.3 Professional Resource Staff members (Counsellors, Librarians, Nursing Laboratory Resource Professional and Learning Skills Specialists).
  - 2.1.9.4 Faculty Development Coordinator

## **2.2 General Terminology**

- 2.2.1 "Act" means the Post-secondary Learning Act of Alberta.
- 2.2.2 "Term" refers to one of four periods of instruction into which the College's academic year is divided, namely:
- 2.2.2.1 Fall term, normally September through December;
  - 2.2.2.2 Winter term, normally January through April;
  - 2.2.2.3 Spring term, normally May through June;
  - 2.2.2.4 Summer term, normally July through August.
- 2.2.3 A "working day" is a day during which normal College operations occur, and does not include Saturday, Sunday, Statutory Holidays or other Holidays declared by the College from time to time.
- 2.2.4 "Lecture/Seminar Equivalent Hour" or "LSEH" (refer to 14.1.3).
- 2.2.5 If the context requires, the singular means or includes the plural, and vice versa.

## **2.3 Consultation**

- 2.3.1 Where consultation is required under 15.3.1, 15.7.2, 18.1.1, 18.1.2 and 18.3.1 of this agreement, such consultation shall be deemed to have occurred after the following actions have been taken:
- 2.3.1.1 The administrator shall advise the affected member or members of the issue or issues involved, and
  - 2.3.1.2 The administrator shall hear and discuss the concerns of the member or members prior to reaching a decision or making a recommendation on the matter, and
  - 2.3.1.3 The member or members shall be notified of the administrator's decision or recommendation without undue delay. Such notification shall be given to the member in writing, if the member so requests.

## **ARTICLE 3.0 NEGOTIATIONS: PROCEDURES AND IMPASSE RESOLUTION**

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

### **3.1 Collective Bargaining**

- 3.1.1 The Board and the Association shall exchange written bargaining proposals on or before the first (1st) day of February, A.D., 2008, with respect to the said re-negotiation.
- 3.1.2 Promptly thereafter, the parties shall meet and in good faith endeavour to resolve all differences between them with respect to those bargaining proposals. Such proposals may be in the form of a request to open discussion on specific issue(s).

### **3.2 Mediation**

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

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

3.2.2 No person shall be appointed as a Mediator who:

- ( i) is directly affected by the dispute, or
- ( ii) has been involved in an attempt to negotiate or settle the dispute; or
- (iii) is not a resident of Alberta.

dd.<sup>a</sup>

3.2.3 Upon the appointment of a Mediator, the Director of Mediation Services shall notify the Board and Association accordingly.

3.2.4 In the event a Mediator is appointed, the parties shall promptly meet with the Mediator in an attempt to resolve any outstanding differences.

3.2.5 A Mediator shall, upon appointment, in any manner that he or she thinks fit, inquire into the dispute and endeavour to effect a settlement.

3.2.6 The Mediator shall make a report on or before June 30 and such report (the "Report") shall recommend the terms of settlement to the parties.

3.2.7 Within ten (10) working days of receiving the Report, the Board and the Association shall accept or reject the Mediator's Report.

3.2.8 If both parties accept a Mediator's Report, they shall promptly conclude negotiations and execute an agreement pursuant to the Report.

3.2.9 If either party rejects the Mediator's Report, or if mediation is not agreed upon, either party may initiate binding arbitration pursuant to 3.3 by giving written notice of its desire to proceed to binding arbitration to the other party and setting out therein the items remaining in dispute.

3.2.10 The parties shall bear equally the expenses of the mediation process.

### **3.3 Arbitration**

3.3.1 Each party within ten (10) working days of the dispute being referred to binding arbitration pursuant to 3.2.9 shall appoint a person to act as a member of the arbitration board, and shall forthwith notify the other party of such appointment.

3.3.2 The two (2) persons appointed to act as members of an arbitration board shall attempt to mutually agree upon a third person to act as chair of the arbitration board within ten (10) working days of the date the second person is appointed.

3.3.3 No person shall be appointed to an arbitration board who:

- ( i) is directly affected by the dispute, or
- ( ii) has been involved in an attempt to negotiate or settle the dispute, or
- (iii) has not resided in the Province of Alberta for one (1) year immediately preceding the date of the appointment.

3.3.4 The arbitration board has the power to determine its own procedure but shall give full opportunity to the Board and the Association to be heard, and without limiting the generality of the foregoing, the arbitration board may:

- ( i) receive as evidence the Report of the Mediator referred to in 3.2.6, and
- ( ii) receive as evidence the current status and amount of the grants and assistance provided to the College by the Minister of Alberta Learning and the cost of living increases existing in the Edmonton area for the twelve (12) months preceding the contract negotiations, but the arbitration board shall not be bound by the said information or any rules relating to same.

3.3.5 If without reasonable cause shown, either party to the proceedings before the arbitration board fails to attend or be represented, the arbitration board may proceed as if the party had duly attended or been represented.

- 3.3.6 If the Board or the Association fails to appoint a person as a member of an arbitration board, the Chair of the Labour Relations Board may, at the request of either party, appoint a person to act as a member on its or their behalf.
- 3.3.7 When the two (2) persons appointed as members of an arbitration board fail to appoint a person to act as chair, the Chair of the Labour Relations Board shall, at the request of either party, appoint a person to act as chair of the arbitration board.
- 3.3.8 Where a vacancy occurs in the membership of an arbitration board, it shall be filled in the same manner as provided for in the original appointment of the member or chair.
- 3.3.9 Where an arbitration board is established, each party shall forthwith deliver a statement in writing to the chair stating the items which remain in dispute.
- 3.3.10 Within forty (40) calendar days from the date of its appointment, the arbitration board shall conduct its inquiry, make an award, and in its award deal with each arbitrable item in dispute.
- 3.3.11 An arbitration award may be retroactive in whole or in part.
- 3.3.12 The arbitration board's award shall be signed by such members as concur therein and shall be transmitted in writing to the Association and the Board as soon as possible.
- 3.3.13 An award of an arbitration board is binding upon the Association and on every member on whose behalf it was bargaining collectively and upon the Board. The Board and the Association shall forthwith give effect to it.
- 3.3.14 The terms of the awards relating to, entering into, renewing or revising a collective agreement shall be included in a collective agreement and promptly executed by the parties.
- 3.3.15 A decision of the majority of the members of an arbitration board is the decision of the arbitration board, but if there is no majority, the decision of the chair governs and the decision shall be deemed to be the award of the arbitration board.
- 3.3.16 Each party to the dispute shall bear the expense of its representative appointed to the arbitration board and the two (2) parties shall share equally the expense of the chair of the arbitration board.

#### **3.4 Preparation of the Agreement**

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

### **3.5 Single Arbitrator**

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

### **3.6 Time Limits**

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

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

## **ARTICLE 4.0 DISPUTES AND GRIEVANCES**

### **4.1 Categories of Faculty Grievances**

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

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

### **4.2 Dispute and Grievance Procedures**

#### **4.2.1 Step 1**

- 4.2.1.1 To promote the earliest possible resolution of disputes arising out of this collective agreement, issues should be brought forward for discussion with the appropriate parties with the intent of informal dispute resolution.
- 4.2.1.2 Parties to the disagreement may agree to select a mutually acceptable facilitator in order to assist in these discussions.

#### **4.2.2 Step 2**

- 4.2.2.1 Where differences have can not been resolved through informal discussion, an attempt to settle the grievance should be made by discussion between the grievor and the Dean, Director or designee as follows:
  - 4.2.2.1.1 Within fifteen (15) working days of the difference arising, regardless of the cause or source of the difference, the grievor should discuss the matter with the member's Dean, Director or designee with a view to resolving the difference.
  - 4.2.2.1.2 This step shall not continue beyond fifteen (15) working days from the date of the first meeting. During this period of time, the appropriate parties shall continue to meet to attempt an informal dispute resolution.

#### **4.2.3 Step 3**

- 4.2.3.1 Within thirty (30) working days of the difference arising, regardless of the cause or

source of the difference, if an informal dispute resolution has not been reached, the grievor shall file their grievance in writing with the appropriate Dean or Director, with a copy to the Executive Director of Human Resources and the Faculty Association, outlining the nature of the difference and the resolution sought.

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

4.2.3.3 In all steps of the grievance procedure the Faculty member may, at his or her option, be accompanied in all discussions by one other Faculty member of his or her choice.

4.2.3.4 Steps 1, 2 and 3 shall not apply to group, Association or policy grievances. Group, Association or policy grievances shall be initiated at Step 4.

#### 4.2.4 **Step 4**

4.2.4.1 Within fifteen (15) working days of the expiration of Step 3, the grievor may file his or her grievance in writing with the appropriate Executive Officer.

4.2.4.2 Within ten (10) working days of the receipt of the grievance, the Executive Officer and the grievor shall meet and attempt to resolve the grievance. This step shall not continue beyond ten (10) working days from the date of the first meeting.

#### 4.2.5 **Step 5**

4.2.5.1 Within ten (10) working days of the expiration of Step 4, the grievor may file their grievance in writing with the College President.

4.2.5.2 Within ten (10) working days of the grievance, the College President and the grievor shall meet and attempt to resolve the difference. This step shall not continue beyond ten (10) working days from the date of the first meeting.

4.2.5.3 Where the resolution of the grievance is not accomplished with the expiration of Step 5, the grievor may elect to resolve the dispute through grievance arbitration, as set forth in 5.0 (Grievance Arbitration).

### 4.3 **Board Grievances**

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

### 4.4 **Failure of Respondent or Non-grieving Parties to Process**

4.4.1 Where there is a failure to meet the time limits set out in this Article, either by a respondent to a grievance, or by any party or parties responsible for seeking a resolution of the grievance, then, upon expiry of such time limits, the grievor may advance the grievance to the next step.

### 4.5 **Failure of Grievor to Process**

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

### 4.6 **Grievance Time Limits**

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

4.6.1.1 The Dean or Director, Executive Officer or College President, as applicable to the step of the grievance procedure in question, on behalf of the College, together with one of the following:

4.6.1.2 In the case of an individual grievance, the grievor on his or her own behalf, or,

4.6.1.3 In the case of an Association grievance, or a grievance carried by the Association on a member's behalf, the Association President on behalf of the Association or the

member.

## **ARTICLE 5.0 GRIEVANCE ARBITRATION**

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

### **5.1 Notice**

5.1.1 Within ten (10) working days of the expiry of the time limits set forth in 4.2 (Faculty Grievances) or 4.3 (Board Grievances), the grievor shall notify the other party or parties to the grievance, in writing, of his or her desire to submit the grievance to arbitration.

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

### **5.2 Convening the Arbitration Board**

5.2.1 The recipient of the notice shall, within ten (10) working days' of receipt of such notice, inform the other party of the name of its nominee to the arbitration board.

5.2.2 The two nominees so selected shall, within ten (10) working days of the appointment of the second of them, appoint a mutually acceptable third person who shall be the chair.

5.2.3 If either of the parties to the grievance fails to name its nominee to the arbitration board within the time limits herein provided, such appointment shall be made by the Minister of Human Resources and Employment upon the application of the other party, giving three (3) working days' notice of such application.

5.2.4 Similarly, if the two (2) nominees fail to agree upon a chair, the appointment shall be made by the Minister of Human Resources and Employment, upon application by either party upon three (3) working days' notice to the other.

### **5.3 Arbitration Hearing**

5.3.1 After the arbitration board has been duly formed, it shall meet as soon as possible after the appointment of the chair and hear such evidence as the parties to the grievance may desire to present in order to assure a full and fair hearing.

5.3.2 The arbitration board shall render its decision in writing to the parties as quickly as possible after the completion of the hearing.

5.3.3 The decision of the majority is the award of the arbitration board and is final and binding upon the parties and any persons bound by this agreement. If there is no majority, the decision of the chair governs and shall be deemed to be the award of the arbitration board.

### **5.4 Powers of the Arbitration Board**

5.4.1 The arbitration board has the authority to:

5.4.1.1 allow for clerical errors or clerical omissions in the framing of the grievance;

5.4.1.2 request the attendance of any witness it deems necessary;

5.4.1.3 keep a record of the proceedings;

5.4.1.4 request access to any documents or other materials relating to the dispute;

5.4.1.5 correct any typographical error or omission in the Agreement or any previous award.

5.4.2 The arbitration board, by its decision, shall not alter, amend, or change the terms of this Agreement nor shall it render any decision inconsistent with the terms of the Agreement.

5.4.3 Where in ruling on a grievance, an arbitration board determines that this Agreement has been violated but finds no redress specified in the Agreement, the board shall determine a fair and adequate remedy.

5.4.4 Notwithstanding any other provision of this Agreement, and provided that the arbitration board determines that no substantial wrong or substantial prejudice has occurred, a grievance shall not, at any stage in the process, be defeated because of any defect in form or

because of a failure to adhere to timelines.

### **5.5 Expenses of Arbitration Board**

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

### **5.6 Waiver of College Responsibilities**

5.6.1 The grievors and all necessary witnesses shall have their College responsibilities waived during the period of time they are required to attend grievance arbitration hearings.

### **5.7 Grievance Arbitration Time Limits**

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

5.7.1.1 the College President, on behalf of the College, together with one (1) of the following;

5.7.1.2 in the case of an individual grievance, the grievor on their own behalf, or,

5.7.1.3 in the case of an Association grievance, or a grievance carried by the Association on a member's behalf, the Association President on behalf of the Association or the member.

## **ARTICLE 6.0 AGREEMENT INTERPRETATION AND AMENDMENT RECOMMENDATION PROCEDURES**

### **6.1 Composition of the JRC**

6.1.1 When a matter arises between the parties regarding an interpretation of the Collective Agreement or its Appendices, except for those parts that pertain directly to salary and benefits, it may be referred to a Joint Review Committee (JRC), composed of representatives of the parties within the College.

6.1.1.1 A JRC shall consist of three (3) members appointed by the Executive VP Academic and three (3) members appointed by the President of the Faculty Association. The Administration and the Faculty may vary members from time to time and for particular matters under consideration. There may be more than one (1) JRC operating at the same time. Each party shall inform the other in writing of the names of its appointed members and changes thereto.

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

### **6.2 Role of the JRC**

6.2.1 The JRC shall:

6.2.1.1 consider and work toward agreement regarding the implementation, interpretation, or operation of the provisions of this Agreement, and

6.2.1.2 serve as a joint reference body to consider matters affecting members terms and conditions of employment.

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

### **6.3 Procedures of the JRC**

6.3.1 Matters referred to a JRC under 6.2 may be brought forward by the Executive VP Academic or by the President of the Association.

6.3.2 Where five (5) of the six (6) voting members of the JRC are able to reach an agreement on an issue of interpretation which has been referred to them, their decision will be set out in a

Letter of Agreement and referred to the College President and the Association for ratification. Upon ratification by both parties or upon a date specified in the ratification, the Letter of Agreement shall be included as an attachment to the Collective Agreement and the resulting decision shall apply to all members.

- 6.3.3 In the event that either the College President or the Association fails to ratify the Letter of Agreement, either party may request that the JRC be reconvened to attempt to resolve the matter.
- 6.3.4 Where a JRC by majority vote as set out in 6.3.2 determines that the resolution of the contract matter referred to it can only be accomplished by amending the collective agreement, they shall so recommend to the College President and the President of the Faculty Association. Thereafter, the parties agree to meet and attempt to settle the matter through negotiations. Where the parties are unable to agree on a proposed amendment, the status quo shall prevail. A proposed amendment is subject to ratification by the Board and the Association.

## **ARTICLE 7.0 BOARD/ASSOCIATION RELATIONS**

### **7.1 Recognition**

- 7.1.1 The Board recognizes the Faculty Association as the sole and exclusive bargaining agent for all members designated as academic staff as set forth in this Agreement. All members designated as academic staff in this Agreement shall be members of the Faculty Association. 1A2
- 7.1.2 The Board recognizes the Faculty Association Grievance Committee, duly constituted according to the Constitution and By-Laws of the Association, as the official representative of the Association and of any member who asks for its assistance in processing a grievance in any or all stages of resolution or attempted resolution.

### **7.2 Release Time**

- 7.2.1 The College shall provide up to sixty percent (**60%**) instructional release time, or equivalent non-instructional release, of the President of the Faculty Association, and share equally in the replacement cost of that workload release with the Association. 1d s  
LT
- 7.2.2 The College shall provide for up to one hundred eighty (**180**) LSEHs instructional release time or equivalent non-instructional release time per negotiating year(s) for the Chair of the Faculty Association Negotiating Committee, for which the Association will compensate the College at the replacement cost.
- 7.2.3 The College shall provide for up to three hundred sixty (**360**) LSEHs instructional release time, or equivalent non-instructional release, to be used by the members of the Association Executive, assigned at the discretion of the Executive of the Faculty Association. The College and the Association agree to share equally the replacement cost of providing this release. 1d 3/1  
LT
- 7.2.4 Release time requests will be made in writing by the Faculty Association to the Executive Officer, with a copy to the Executive Director of Human Resources not less than two (2) months prior to the effective date of the release, or with such notice as is otherwise agreed.
- 7.2.5 For the purposes of Article 7.2, replacement cost shall mean hourly rate, plus the Term benefit costs, at step 9.0 of the Category in which the member released has been placed.

### **7.3 Association Fees**

- 7.3.1 The College shall deduct monthly an amount equivalent to 1/12 of each Faculty member's annual membership fees, and shall remit such fees monthly to the Association. 1c
- 7.3.2 The Human Resources Department shall, on a monthly basis, submit to the Secretary Treasurer of the Association, a current record of the deductions and remittances of all members made in accordance with 7.3.1.
- 7.3.3 The Association shall from time to time advise the Human Resources Department of the amount of the annual membership fees.



## **7.4 Membership Information**

- 7.4.1 The Human Resources Department shall, on a monthly basis, submit to the Association a current list of Faculty members, including their appointment, salary and/or leave status.

## **ARTICLE 8.0 APPOINTMENTS AND TRANSFERS**

### **8.1 Categories of Faculty Appointments**

- 8.1.1 Faculty members appointed in accordance with the terms of this Agreement shall be in one of the following categories:
- 8.1.1.1 Continuing Appointments (Full-time or Part-time)
  - 8.1.1.2 Probationary appointments (Full-time or Part-time)
  - 8.1.1.3 Contractually limited appointments (Sessional or Term)

### **8.2 Definitions of Appointments**

#### **8.2.1 Continuing Appointments**

- 8.2.1.1 "Continuing member" means a Faculty member whose appointment is continuous from year to year, subject to the right of an Executive Officer to dismiss for just and proper cause in accordance with 13.0 (Suspension and Dismissal) and subject to the provisions of 11.0 (Academic Reorganization).

#### **8.2.2 Probationary Appointments**

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

#### **8.2.3 Contractually Limited Appointments (Sessional and Term)**

##### **8.2.3.1 Sessional Appointments**

- 8.2.3.1.1 Members hired as Sessionals are appointed for a period of twelve (12) consecutive months on a year to year basis.
- 8.2.3.1.2 Sessional members hired as Instructors, Professional Resource Staff or Instructional Assistants shall carry a full-time workload as determined in 15.0 (Workload – Academic Responsibilities).
- 8.2.3.1.3 Sessional members shall be hired using the same appointment procedures as set out for Probationary and Continuing appointments.

##### **8.2.3.2 Term Appointments**

- 8.2.3.2.1 Members hired as Terms are appointed for a limited or fixed period.
- 8.2.3.2.2 Term appointments are not a precursor to Sessional, Probationary or Continuing appointments.
- 8.2.3.2.3 Term appointments shall be effected by:
  - 8.2.3.2.3.1 On initial appointment, the Dean or Director, after consultation with the Program or Department Chair and a continuing Faculty member in the discipline. In the event there are no continuing members employed in the discipline, the member shall be from the academic unit concerned.
  - 8.2.3.2.3.2 On reappointment, the Dean or Director, after consultation with the Program or Department Chair.

### **8.3 Notice of Initial Appointment**

- 8.3.1 Initial appointment of a probationary or continuing member shall be by notice in writing from the Executive Officer and shall state the effective date and duration of the appointment and the member's annual salary rate.
- 8.3.2 Each letter of appointment shall be accompanied by a copy of the Collective Agreement and shall contain a statement that the appointment is subject to the terms and conditions of the Agreement.
- 8.3.3 The Association shall be sent a copy of the letter of appointment.

### **8.4 Transfer of Sessional Positions**

- 8.4.1 Where a Sessional member has been continuously employed for a period of three (3) consecutive years, a review shall be conducted to determine if the member can be transferred to Probationary or Continuing status. The decision shall be made by the Executive Officer on the recommendation of the Dean or Director and an Academic Staff Appointments Committee (A.S.A.C.) constituted for that purpose.

### **8.5 Transfer of Term Positions**

Where a Term Faculty member has worked a minimum of eight hundred ten (810) LSEHs over the previous two (2) consecutive years (July 1 to June 30), the member may request in writing to the Dean, by January 31 of the second year, that a review take place to determine whether or not a Sessional or Full-time position could be created. Upon receipt of the request, the Dean will inform the Faculty Association and appoint and convene an Academic Position Review Committee consisting of the Dean, a chair, a continuing faculty member and a representative from Human Resources, to consider and make recommendations on the request. The decision will be made by the Executive Vice President Academic on the recommendation of the Dean and the Academic Position Review Committee. Should it be determined by the College that a new Sessional or Full-time position exists, recruitment to the position will be carried out according to Article 9.3.1.

- 8.5.1 In making a recommendation regarding the viability of creating a Sessional or full-time continuing position, the Academic Position Review Committee will consider the potential, College wide:
  - 8.5.1.1 of a continuing workload,
  - 8.5.1.2 of continued funding for the position,
  - 8.5.1.3 of appropriate intersession workloads
- 8.5.2 The Faculty Association shall be advised of the decision of the Executive VP Academic.

### **8.6 Transfer from Full-Time Continuing to Part-Time Continuing**

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

### **8.7 Appeals on Salary Placement**

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

## **8.8 Emergency Appointments**

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

## **ARTICLE 9.0 ACADEMIC STAFF APPOINTMENT COMMITTEES**

### **9.1 Role of the Committee**

- 9.1.1 Each administrative unit or academic unit shall, in consultation with its members, establish Academic Staff Appointment Committees (A.S.A.C.) as required, whose function shall be to interview candidates and make recommendations regarding the appointment or change in appointment status of Faculty members.
- 9.1.2 In addition to making appointment and status change recommendations, the A.S.A.C. may make recommendations regarding position status changes as per 8.4 and 9.4.3.

### **9.2 Composition of the Committee**

- 9.2.1 Each Committee shall be composed of at least the following or their named alternates:
- 9.2.1.1 the Dean or Director or designee who shall act as non-voting Chair;
  - 9.2.1.2 the Program or Department Chair or equivalent faculty member in the Academic Resource area concerned;
  - 9.2.1.3 four (4) Faculty members, not more than three (3) of whom shall be from the Program, Department or Academic Resource area concerned. In the event there are no members employed in the Program, Department or Academic Resource area, the three (3) members should be from the Academic Unit concerned.
  - 9.2.1.4 at the discretion of the A.S.A.C., others may be added to the Committee to serve in a non-voting advisory capacity.
  - 9.2.1.5 Normally the Faculty members on the A.S.A.C. shall hold as a minimum, the appointment to which the A.S.A.C. is giving consideration.
- 9.2.2 In the event that the requisite number of persons are not appointed to the A.S.A.C. or in the event that the Committee is appointed but fails, neglects, or refuses to act within a reasonable time as required by this Agreement, then the Executive Officer may make the appointment providing five (5) working days' advance notice is given to the Committee Chair of intention to take such action.
- 9.2.3 In situations where the committee cannot be constituted as listed above due to the size or nature of the department, the Dean or Director will appoint the committee with appropriate Faculty members, maintaining the number of committee members listed in 9.2.1. and in accordance with 9.1.1.

### **9.3 Duties of the Academic Staff Appointment Committees**

- 9.3.1 The A.S.A.C. shall meet at the call of the Committee Chair:
- 9.3.1.1 to recruit to a vacant or new Sessional or Probationary position by considering the recruitment procedures and the criteria for the position to be filled:
    - 9.3.1.1.1 such positions shall be advertised both within the College and externally;
  - 9.3.1.2 to consider not less than two (2) months prior to the expiry of a member's probationary term awarding Continuing status.
  - 9.3.1.3 to consider a request from a Probationary member for transfer to Continuing status prior to the completion of the full probationary term.
  - 9.3.1.4 to consider a request from a Sessional member for transfer to Probationary or Continuing status.
  - 9.3.1.5 to consider the waiving or limiting of probation for a Sessional member who has been recommended for a probationary position.

9.3.1.6 to consider, not less than four (4) months prior to the end of a member's third consecutive Sessional appointment changing the member's status as per 8.4 and 9.4.3.

#### **9.4 A.S.A.C. Procedures for the Transfer of Probationary or Sessional Members**

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

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

9.4.2.1 the member's curriculum vitae or dossier.

9.4.2.2 the member's service to the College.

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

9.4.3 In making a recommendation regarding the viability of granting a Sessional member Probationary or Continuing status, the A.S.A.C. will consider:

9.4.3.1 the potential of a continuing workload,

9.4.3.2 the potential for continued funding for the position.

#### **9.5 A.S.A.C. Procedures for New or Vacant Probationary or Sessional Positions**

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

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

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

9.5.3.1 the candidate's curriculum vitae or dossier

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

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

#### **9.6 Recommendations Regarding Appointment Status**

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

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

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

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

9.6.2.1.1 the granting of probationary or continuing status to a member.

9.6.2.1.2 the withholding of probationary or continuing status from a member

9.6.2.1.3 the continuation or extension of probation for a member.

9.6.2.1.4 professional development which will enhance a member's eligibility for probationary or continuing status.

9.6.2.2 Pursuant to 8.4 and 9.5.3 if the Dean or Director and the A.S.A.C. do not recommend the granting of Probationary or Continuing status to the member but recommend and the Executive Officer approves the establishment of a Continuing position, the position shall be filled according to 9.3.1.

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

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

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

## **ARTICLE 10.0 RESIGNATIONS**

### **10.1 Proper Notice**

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

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

### **10.2 Failure to Give Proper Notice**

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

## **ARTICLE 11.0 ACADEMIC REORGANIZATION**

11.1 The Board and the Association acknowledge that in order to maintain the integrity and viability of its academic offerings, it may become necessary to revise, restructure or discontinue Programs or Departments which may result in the layoff of Continuing members.

11.2 Reorganization will normally occur in the context of institutional academic planning that considers the College's business plans.

11.3 Reorganization of academic programs will normally be achieved in a manner that will protect the employment of Continuing members.

11.4 No reorganization involving the reduction, deletion or transfer of a Program or Department which affects the employment security of Continuing members may occur without the opportunity for the Faculty Association to consider the matter and make recommendations to the appropriate Executive Officer.

11.5 The Association shall be notified in writing and consulted at the earliest stages of planning, shall have available to it the required supporting information and have up to one (1) month to make its recommendations.

### **11.6 Program/Department Deletion**

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

11.6.1 Affected members **may** apply for early release or continuation on staff for the length of time some or all of the Program or Department will continue.

11.6.2 The Dean or Director shall consider such applications subject to the qualifications of the members to teach the required courses and the needs of the College.

### **11.7 Program/Department Reduction**

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

11.7.1 name an Academic Staff Appointments Committee to recommend the curriculum and teaching requirements of the Program or Department which will continue, and

11.7.2 name an Implementation Committee to recommend to the Executive Officer, within the terms of this Collective Agreement, the employee reduction procedures to be used and the members to be laid off.

11.7.2.1 The Implementation Committee will consist of the Dean who shall act as Chair, three (3) Continuing members and a Dean or Director from the College at large.

11.7.2.2 The Committee shall consider academic qualifications and experience together with performance and length of service in arriving at its recommendations.

11.8 Layoffs shall only be effected if the number of positions subject to layoff is greater than the number of members teaching the same courses who will reach retirement age in the academic year in which the reorganization will take place.

11.9 Once the Executive Officer has approved the lay-off of a member, the College shall:

11.9.1 notify the member in writing.

11.9.2 make reasonable efforts to re-assign the member to an equivalent Faculty position that the member is qualified to perform as per 12.0 (Reassignment).

11.9.3 provide a reasonable opportunity for retraining of the member for the purpose of reassignment as per 12.0 (Reassignment). 792/I 103

11.9.4 provide a reasonable opportunity for the member to transfer to Part-time Probationary or Continuing status.

11.10 If a member can be re-assigned to an equivalent position and circumstance, but refuses to accept such reassignment, the severance provisions of 11.12 shall not apply.

11.11 In the event that a Full-time Probationary or Continuing member accepts reassignment to Part-time Probationary or Continuing status, the severance payable shall be reduced by one-half.

11.12 If a member cannot be re-assigned or refuses a retraining opportunity, the member may be laid off.

11.12.1 A Full-time Continuing member who is laid off in this fashion shall receive a severance payment equal to one (1) month's regular salary for each year of Continuing service to a maximum of twelve (12) months' salary. 10b4

11.12.2 A Part-time Continuing member who is laid off in this fashion shall receive a severance payment equal to one (1) month's regular salary for each year of Continuing service to a maximum of six (6) months' salary.

### 11.13 Recall

Should the same, or essentially the same, full or part-time Continuing position be reinstated within eighteen (18) months of the effective date of layoff, the member shall be so advised by the College and be given first consideration for reappointment.

11.13.1 If more members apply for reinstatement than the number of vacancies, the selection of members for reinstatement shall be recommended by an Academic Staff Appointments Committee

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

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

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

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

## **ARTICLE 12.0 REASSIGNMENT**

### **12.1 Reassignment Procedures**

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

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

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

### **12.2 Retraining**

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

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

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

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

### **12.4 Effect on Employment Rights**

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

## **ARTICLE 13.0 SUSPENSION AND DISMISSAL**

### **13.1 Conditions for Suspension or Dismissal**

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

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

### **13.2 Procedures for Suspension and Dismissal**

#### **13.2.1 Sessional, Probationary or Continuing**

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

13.2.1.2 Dismissal or other procedures to determine the propriety of such action shall be initiated in conjunction with the written notice as outlined in 13.2.1.1.

13.2.1.3 Salary and other benefits shall continue throughout the period of suspension,

- 13.2.1.4 When the Executive Officer is satisfied that there is just cause for dismissal, the Executive Officer shall forthwith notify the member, in writing, of the intended action to dismiss the member and shall invite the member to meet and discuss the matter.
- 13.2.1.5 In this and all further proceedings, the member shall be permitted to bring and be assisted by an advisor of his or her choice.
- 13.2.1.6 If the attempt to settle the matter fails or if it remains unsettled for more than ten (10) working days from the date of the Executive Officer's notice to the member according to 13.2.1.4, then the Executive Officer shall inform the member of the dismissal and shall provide in writing the particulars against the member in sufficient detail to enable the member to prepare an appeal.

### 13.2.2 **Term**

- 13.2.2.1 The Dean or Director may, by written notice for stated cause, relieve a Term Faculty member of some or all College duties, and a copy of such notice shall be forwarded to the College President, Human Resources Department, Executive Officer and the Faculty Association President.
- 13.2.2.2 Dismissal or other procedures to determine the propriety of such action shall be initiated in conjunction with the written notice as outlined in 13.2.2.1.
- 13.2.2.3 Salary and other benefits shall continue throughout the period of suspension.
- 13.2.2.4 When the Dean or Director is satisfied that there is just cause for dismissal, the Dean or Director shall forthwith notify the member, in writing, of the intended action to dismiss the member and shall invite the member to meet and discuss the matter.
- 13.2.2.5 In this and all further proceedings, the member shall be permitted to bring and be assisted by an advisor of the member's choice.
- 13.2.2.6 If the attempt to settle the matter fails or if it remains unsettled for more than ten (10) working days from the date of the Dean or Director's notice to the member according to 13.2.2.4, then the Dean or Director shall inform the member of the dismissal and shall provide in writing the particulars against the member in sufficient detail to enable the member to prepare an appeal.

### 13.3 **Appeals of Suspension or Dismissal**

- 13.3.1 If the Faculty member wishes to appeal individually or through the Association, he or she may initiate a grievance according to the provision of 4.2 (Faculty Grievances).
- 13.3.2 Where an arbitration board determines by its award that the suspension or dismissal is not warranted, the arbitration board may set such remedy or penalty as it deems just and reasonable under the circumstances, including the reinstatement of a Faculty member whom the arbitration board deems to have been wrongfully dismissed.
- 13.3.3 Where the arbitration board determines that a dismissal is for just cause, it may order the dismissed person to repay to the College any, or all, salary or benefits paid pursuant to 13.2.1.3 or 13.2.2.3.

## **ARTICLE 14.0 WORKLOAD:TERMINOLOGY AND EQUIVALENCES**

### 14.1 **Definitions**

- 14.1.1 "Instructional Academic Staff member" refers to Faculty members whose primary responsibilities are the instruction of students of the College.
- 14.1.2 "Instructional Assistant" refers to Faculty members who work under the supervision and direction of a Chair and provide support to the instructional academic staff members or professional resource staff members.



14.1.3 "Lecture/Seminar-Equivalent Hour" or "LSEH" refers to the standard unit of instruction to which all other forms of instruction are equated for the purpose of establishing instructional workloads.

## **14.2 Equivalencies**

14.2.1 One (1) hour of classroom (lecture/seminar) instruction is equivalent to one (1) Lecture/Seminar-Equivalent Hour.

14.2.2 Notwithstanding 14.2.1, where the Dean and a majority of the Probationary and Continuing members in the Program or Department agree, one (1) hour of classroom or other course delivery may be greater or less than one (1) Lecture/Seminar-Equivalent Hour.

## **14.3 Determination of Equivalencies**

14.3.1 Where a course is offered with fewer than the normal number of Lecture/Seminar Equivalent Hours, but retains the same academic credit, for purposes of workload determination, it shall be considered to have a normal number of Lecture/Seminar-Equivalent Hours.

14.3.2 The percentage that one (1) hour of teaching lab, clinical instruction, supervisory lab, field placement supervision or other forms of instruction is of one (1) Lecture/Seminar-Equivalent Hour will be set by agreement between the Dean and the majority of the Probationary and Continuing members in the Program or Department.

14.3.3 Normally an hour of teaching lab or clinical instruction shall not exceed 1.0 of a Lecture/Seminar-Equivalent Hour nor shall an hour of supervisory lab or field placement exceed 0.5 of a Lecture/Seminar-Equivalent Hour.

14.3.4 Notwithstanding 14.3.3, where the Dean and a majority of the Probationary and Continuing members in the Program or Department agree, one (1) hour of teaching lab or clinical instruction may be greater than 1.0 of a Lecture/Seminar-Equivalent Hour and an hour of supervisory lab or field placement may exceed 0.5 of a Lecture/Seminar-Equivalent Hour.

## **14.4 Appeals of Equivalency Determinations**

14.4.1 Failing agreement, a difference regarding the determination or application of an equivalency may be the subject of a grievance filed according to the provisions of 4.2 (Faculty Grievances).

## **ARTICLE 15.0 WORKLOAD: ACADEMIC RESPONSIBILITIES**

### **15.1 Periods of Instructional Assignment**

15.1.1 During any academic year, full-time workload shall include:

15.1.1.1 two (2) Terms (eight (8) months) or equivalent of teaching responsibility.

15.1.1.1.1 With the consent of the member concerned, teaching Terms may be two (2) of any three (3) consecutive Terms.

15.1.1.1.2 With the written consent of the member concerned, teaching responsibilities may be spread out over a ten (10) month period and, where it is possible averaged over two (2) consecutive years.

15.1.1.1.3 Averaging agreements must be managed so as not to interfere with intersessional responsibilities and the opportunity for professional development.

15.1.1.1.4 If, due to unforeseen circumstances, such as insufficient enrolments, the College is unable to assign a sufficient number of hours as provided in the averaging agreement, the resulting workload will be regarded as a normal workload, and the averaging provisions provided under this clause shall no longer

apply.

15.1.1.2 A two (2) month intersessional period.

15.1.1.3 Forty four (44) days of vacation.

## **15.2 Instructional Workload**

15.2.1 Instructional assignments during each of the two teaching terms shall be:

15.2.1.1 For Full-time Probationary, Continuing and Sessional members, normal workload shall be between one hundred eighty (180) and two hundred seventy (270) LSEHs in a term, not to exceed four hundred and fifty (450) LSEHs per academic year.

15.2.1.2 For Part-time Probationary and Continuing members, between ninety (90) and one hundred thirty-five (135) LSEHs with an annual maximum of two hundred and twenty five (225) LSEHs.

15.2.1.2.1 Additional teaching by a part-time member, to a maximum of two hundred and twenty five (225) lecture/ seminar equivalent hours per academic year, shall be paid at the member's normal salary rate and shall be accumulated for purposes of increments and vacation pay.

## **15.3 Assignment of Instructional Workloads**

15.3.1 Workload shall be determined by the Dean in consultation with the Chair and affected members.

15.3.2 Course assignments shall be determined within each Program or Department on the principle that Probationary and Continuing workload assignments shall be made first, and Sessional workload assignments shall be made prior to other contractually limited assignments.

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

15.3.3.1 A scheduled course is considered available when it is not required to make up a Probationary, Continuing or Sessional members workload.

15.3.3.2 First consideration shall mean the obligation to consider first, and in good faith, the application of any eligible Term member.

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

15.3.4 In determining workloads and release time, consideration shall be given to:

15.3.4.1 the amount of preparation and number of different course preparations required,

15.3.4.2 whether the course is new or has been previously taught,

15.3.4.3 the number of student enrollments,

15.3.4.4 course scheduling and location,

15.3.4.5 methods of instruction, including the use of new and innovative methodology,

15.3.4.6 differences in the scope and difficulty of courses,

15.3.4.7 method of student assessment and evaluation, and

15.3.4.8 the extent of other assigned Program or College activities.

15.3.5 When the Dean and the majority of the Probationary and Continuing members of the Program or Department agree on the application of the criteria in 15.3.4 to adjusting the LSEH value of a course or granting release time, it shall be recorded and become the

basis of standard practice for workload assignment.

- 15.3.5 It is acknowledged and accepted that a fair application of the principles in 15.3.4 may give rise to nominal differences in workload assignments for individuals and across Academic Units.
- 15.3.6 Nothing in this Agreement shall preclude the right of Deans to award increased LSEH values to a course or a section of a course or release time to individuals as the needs of programs require and circumstances warrant.
- 15.3.7 In exceptional circumstances, with the mutual agreement between the Dean and the Faculty member, the workload of the faculty member may be adjusted for that instructional period. This does not preclude the College from relieving a Faculty member from duties, as outlined in Article 13.0.

#### **15.4 Intersessional Period**

- 15.4.1 Intersessional responsibilities will contribute to the professional development of members and the needs of Programs and Departments. Members will devote their time to study, research, course and curriculum development, to administrative duties related to their positions and to other activities, which may improve professional or instructional capabilities.
- 15.4.2 Members shall file Intersessional plans within thirty (30) calendar days or receiving a request from the office of the Dean to do so. Program and Department Chairs shall provide an opportunity at a Program or Department meeting to discuss proposals for Intersessional plans and shall ensure that approved plans are circulated to members for information.
- 15.4.3 Should the Dean not approve the Intersessional plan, he or she shall advise the member within thirty (30) calendar days of receipt of the plan, and shall meet with the Chair and the affected member. Failing agreement, the Dean shall discuss the matter with the Chair and the Probationary and Continuing members of the Program or Department to effect resolution.
- 15.4.4 Within sixty (60) calendar days of the conclusion of the Intersessional period, each member shall submit a report to the Chair and the Dean outlining the Intersessional activities undertaken.

#### **15.5 Overload Teaching**

- 15.5.1 Overload occurs when a member teaches in excess of four hundred and fifty (450) LSEHs in an academic year.
- 15.5.2 **Payment of Overload**
  - 15.5.2.1 When a member teaches overload, it shall be paid at the applicable rate beginning on the first regular payday following the date on which it can be established that an overload exists and shall be paid over the balance of the Term.
  - 15.5.2.2 In the event that all overload has been worked as of the date on which it was established that an overload exists, then a lump sum payment for such overload shall be made on the first regular payday following that date.
- 15.5.3 Members who are assigned overload by the Dean shall be paid on an hourly basis at their current grid step placement on the salary table.

$$\text{Rate per LSEH} = \frac{\text{Annual salary}}{675}$$

- 15.5.4 Subject to satisfactory performance and the availability of a course that the member is qualified to teach, continuing track members may not be unreasonably denied the opportunity to teach during the intersession once in every two (2) years as overload over

and above their regularly approved interseasonal duties. These faculty members will be paid on an hourly basis at the midpoint of the appropriate grid category on the salary scale:

$$\text{Rate per LSEH} = \frac{\text{Grid midpoint}}{675}$$

**15.6 Out of Class Contact**

15.6.1 All Instructional members shall be available for out-of-class student contact for not less than one (1) hour per week for each three (3) LSEHs of teaching responsibility per week, to a maximum of five (5) hours out-of-class contact per week.

**15.7 Instructional Assistants**

15.7.1 The normal hours of work for Instructional Assistants shall be thirty-five (35) hours per week.

15.7.2 Duties shall be assigned to Instructional Assistants by the Dean after consultation with the appropriate Program or Department Chair(s) and the affected Instructional Assistant.

15.7.3 Where an Instructional Assistant is qualified to perform the duties of an Instructional Academic Staff member, and where the Instructional Assistant is requested and consents to perform such duties in addition to their non-instructional duties, he or she shall be paid for that instructional workload at instructional rates.

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35 hrs*

**15.8 Professional Resource Staff**

15.8.1 Professional Resource Staff members shall not be required to teach except with their consent.

15.8.2 The normal hours of work for Professional Resource Staff shall be thirty-five (35) hours per week.

**15.9 Appeals of Workload**

15.9.1 Any questions or disputes arising out of the determinations made under 15.3 may be grieved according to the provisions of 4.2 (Grievances).

**15.10 Instructional Workload Review Panel**

15.10.1 The purpose of the Workload Review Panel is to review, at a Faculty member's request and using the criteria identified in 15.3.4, workload in the Academic Unit, examine issues relating to workloads, and make recommendations to the Dean on workload issues.

15.10.2 The Instructional Workload Review Panel will be chaired by the Dean, and consist of at least two (2) Program Chairs from the Academic Unit and three (3) full-time instructional faculty members appointed by the Dean.

**ARTICLE 16.0 SALARY**

**16.1 Salary Tables**

16.1.1 Full-time Faculty members shall be paid in accordance with the attached salary tables. Members holding other than full-time appointments shall be paid, pro rata, in accordance with the rates established therein.

16.1.1.1 Instructional members paid on a LSEH basis shall be paid according to the following formula:

$$\text{Rate per LSEH} = \frac{\text{annual salary rate}}{675}$$

16.1.1.2 Non-instructional members paid on an hourly basis shall be paid according to the following formula:

$$\text{Hourly rate} = \frac{\text{annual salary rate}}{1827}$$

**16.2 Exceptions**

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

**16.3 Minimum Qualifications**

16.3.1 The minimum qualifications required for Faculty members shall be determined by the Dean or Director in consultation with the Program or Department Chair.

16.3.2 It is recognized that a member's qualifications must be assessed in the context of each individual case, as determined by their expertise and ability.

**16.4 Recognition of Relevant Experience**

16.4.1 In determining increments for post-secondary teaching or other relevant work experience, the maximum experience recognized for placement purposes shall be one (1) year in any twelve (12) month period.

16.4.2 Previous post-secondary teaching for instructional staff and/or relevant work experience for professional resource staff shall be recognized at a ratio of one (1) increment for each year of such experience.

16.4.3 Relevant work experience and relevant teaching experience, other than post-secondary, shall be recognized at a ratio of one (1) increment for each two (2) years of such experience.

**16.5 Initial Placement**

16.5.1 Subject to 16.2 (Exceptions), upon initial placement a Faculty member will not be placed higher than 8.5 on the salary scale.

16.5.2 Placement on the base of Category A of the Salary Table shall be contingent upon the attainment of fourteen (14) years of scholarship which will be considered to be achieved through:

16.5.2.1 the equivalent of a community college diploma, or

16.5.2.2 the completion of two (2) years of formal education at the post secondary level, or

16.5.2.3 the equivalent of four (4) years relevant work experience in the member's field.

16.5.3 Experience used for the purpose of placement at the base shall not be considered for incremental purposes.

**16.6 Professional Designation**

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

**16.7 Academic Qualifications**

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

16.7.2 After the initial appointment, where a Faculty member completes requirements for a higher Category, as specified in 16.7 (Academic Qualifications), the member shall have his or her salary adjusted effective the 1st of July or the 1st of January following validation of the additional qualifications.

**16.7.3 INSTRUCTIONAL ASSISTANTS**

(A) - a two (2) year diploma or equivalent from a recognized public institute or college.

(B) - a three (3) year bachelor's degree from the University of Alberta or equivalent.

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## 16.7.4 INSTRUCTIONAL AND PROFESSIONAL RESOURCE STAFF

- (A) - a two (2) year diploma or equivalent from a recognized public institute or college.
- (B) - a three (3) year bachelor's degree from the University of Alberta or equivalent; or
  - a three (3) year diploma from a recognized public institute or college; or
  - C.M.A. (Certified Management Accountant); or
  - C.G.A. (Certified General Accountant); or
  - C.L.U. (Certified Life Underwriter); or
  - C.T.C. (Certified Travel Counsellor) or equivalent.
- (C) - a four (4) year bachelor's degree from the University of Alberta or equivalent; or
  - a four (4) year diploma from a recognized public institute or College; or
  - a three (3) year bachelor's degree from the University of Alberta or equivalent plus; an undergraduate diploma from a university or a *two* (2) year diploma from a recognized public institute or College.
- (D) - a four (4) year Bachelor's Degree from the University of Alberta or equivalent plus; a graduate diploma from a university or a *two* (2) year diploma from a recognized public institute or college; or
  - two (2) Bachelor's Degrees from the University of Alberta or equivalent.
- (E) - a four (4) year Bachelor's Degree from the University of Alberta or equivalent plus a C.G.A. or C.M.A.; or
  - a Master's Degree from the University of Alberta or equivalent; or
  - LLB. or C.A.
- (F) - two (2) Master's Degrees from the University of Alberta or equivalent; or
  - a Master's Degree from the University of Alberta or equivalent, plus completion of all academic qualifications except dissertation, (candidacy completed) toward an earned doctoral degree from the University of Alberta or equivalent.
- (G) - an earned degree at the doctoral level from the University of Alberta or equivalent.

## 16.8 Special Qualifications

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

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

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

## 16.9 Increments

16.9.1 Upon the satisfactory performance of a member's duties in an academic year:

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

16.9.1.2 subject to the provisions of 15.1.4.5, a part-time probationary or continuing member shall receive one-half (1/2) increment at the end of that year.

16.9.1.3 a probationary or continuing member who performs his or her duties for less

than the normal workload as defined in 14.1.3 or is employed by the College for less than two (2) instructional terms in an academic year, may have increments pro-rated to the term of the appointment.

- 16.9.2 A member who is advised that his or her increment is being withheld for reasons of less than satisfactory service shall have the right to grieve at Step 2 of 4.2 (Faculty Grievances).
- 16.9.3 The increment shall be added to a member's annual salary on the first (1st) day of July following the year of service for which the increment is granted.
- 16.9.4 In addition to recognition for satisfactory service, the College may grant an additional one-half or full increment for merit.
- 16.9.5 Increments may be granted in multiples of 0.5.
- 16.9.6 A Term member shall receive increments:
  - 16.9.6.1 for relevant work experience and teaching experience at the ratios of 2:1 and 1:1, respectively, up to 8.5 on the salary scale of the applicable salary category, and,
  - 16.9.6.2 beyond 8.5 on the salary scale only for relevant experience with Grant MacEwan College.
- 16.9.7 Increments shall be granted:
  - 16.9.7.1 to Sessional and Term members upon the completion of the equivalent of twelve (12) months full-time service (four hundred fifty (450) LSEHs) –one (1) increment. No member shall receive more than one (1) increment annually, except as per Article 16.9.4.
- 16.9.8 When a Term specific member becomes eligible for an increment, it shall be granted at the time of re-appointment.

## **16.10 Payments**

- 16.10.1 The College shall pay each Faculty member their salary entitlement no later than the twenty-fifth (25th) day of each month.
- 16.10.2 All payroll deductions that are tax-deductible, including the Association's annual membership fees and including charitable donations, shall be included on each Faculty member's T4 slip.
- 16.10.3 In the event that administrative errors or omissions occur in some or all of the payroll, necessary corrections or adjustments may be made immediately by the College.
  - 16.10.3.1 In the event that such errors exceed fifty dollars (\$50.00) and no mutually acceptable arrangement for repayment can be reached between the College and the affected member(s), then the period of time within which the necessary corrections or adjustments may be made shall equal the time during which the error or omission was accumulated; that is, the recovery of any overpayment shall be prorated over such period of time as is equal to the time during which such overpayment was accumulated.
- 16.10.4 The College shall administer the deduction and remittance of premiums or other payments required for any existing plans approved by the Association for the benefit of its members and, where mutually agreed, the administration of any new plans entered into after the execution of this Agreement.

## **ARTICLE 17.0 TRAVEL**

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

**ARTICLE 18.0 PROGRAM AND DEPARTMENT CHAIRS**

**18.1 Appointment**

- 18.1.1 The appointment and/or re-appointment of Program or Department Chairs will be made through a process of consultation between the Dean or Director and the faculty members in the Program or Department concerned, with the Dean or Director then making a recommendation to the appropriate Executive Officer, who shall make the final decision.
- 18.1.2 Appointments of Acting Chairs of a known duration of eight (8) months or more will be made through a process of consultation as defined in Article 2.3, Consultation.

**18.2 Honorarium**

- 18.2.1 For the period of July 1, 2004 to June 30, 2008 Program and Department Chairs will receive an honorarium at the rate of \$4,400 per annum.

**18.3 Release Time**

- 18.3.1 In addition to the honorarium provided for in 18.2 (Honorarium), the Dean, after consultation with the Program or Department Chair concerned, may grant a reduction in teaching or equivalent responsibilities appropriate to the Program or Department Chair's duties, but in any event not less than ninety (90) Lecture/Seminar-Equivalent Hours per annum.
- 18.3.2 If a Program or Department Chair is dissatisfied with the amount of reduction in teaching or equivalent responsibilities, he or she may appeal according to 18.4 (Appeals).

**18.4 Appeals**

- 18.4.1 The member shall first discuss the subject of the proposed appeal with their Dean or Director in an attempt to resolve the matter.
- 18.4.2 If the appellant and their Dean or Director are unable to resolve the problem within ten (10) working days of the date of the incident giving rise to the appeal, the appellant may apply in writing to the appropriate Executive Officer in an attempt to resolve the matter.
- 18.4.3 If the appellant and the Executive Officer are unable to solve the problem within ten (10) working days of the date that the matter was referred to the Executive Officer, the appellant may apply in writing to the College President in an attempt to resolve the matter.
- 18.4.4 In the event the College President does not render a decision with respect to a Program or Department Chair's appeal regarding release time within thirty (30) calendar days of receipt by the College President of such appeal, the College President's decision shall not be final, but rather such Program or Department Chair may initiate a grievance at Step 2 of 4.2 (Faculty Grievances).

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

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and such other holidays as may be declared from time to time by the Lieutenant Governor or



Governor General in Council to be observed by the citizens of the Province of Alberta.

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

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

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

## 19.2 Vacation Entitlement

19.2.1 Members on full-time appointments shall receive annually a vacation entitlement of forty-four (44) days excluding Saturdays, Sundays, and statutory holidays accrued at the rate of 3.67 days per calendar month.

19.2.2 Members on sessional appointments shall receive annually, pro rata, a vacation entitlement of forty-four (44) days excluding Saturdays, Sundays and statutory holidays.

19.2.3 Members on term appointments shall receive vacation pay at the rate of six percent (6%) of gross regular earnings on the first six hundred seventy-five (675) LSEHs, and eight percent (8%) thereafter. Entitlement at the eight percent (8%) level will become effective from the first day of the appointment in which the member exceeds six hundred seventy-five (675) LSEHs in total accumulated hours from the member's date of employment with the College. For the purposes of entitlement, the counting of accumulated hours will start July 1, 1998.

Effective July 1, 2005 members on term appointments shall receive vacation pay at the rate of seven point five percent (7.5%) of gross regular earnings on the first six hundred seventy-five (675) LSEHs, and nine point five percent (9.5%) thereafter. Entitlement at the nine point five percent (9.5%) level will become effective from the first day of the appointment in which the member exceeds six hundred seventy-five (675) LSEHs in total accumulated hours from the member's date of employment with the College. For the purposes of entitlement, the counting of accumulated hours will start July 1, 1998.

Effective July 1, 2006 members on term appointments shall receive vacation pay at the rate of eight percent (8.0%) of gross regular earnings on the first six hundred seventy-five (675) LSEHs, and ten percent (10.0%) thereafter. Entitlement at the ten percent (10.0%) level will become effective from the first day of the appointment in which the member exceeds six hundred seventy-five (675) LSEHs in total accumulated hours from the member's date of employment with the College. For the purposes of entitlement, the counting of accumulated hours will start July 1, 1998.

19.2.4 Subject to the provisions of 15.2.1.2.1, members on part-time appointments shall receive vacation entitlements at one half the rate of that for full-time members.

19.2.5 Notwithstanding 19.2.1 and 19.2.2, Full-time Instructional Assistants shall accrue vacation entitlements at the rate of twenty (20) days per year during the first five (5) years of service, twenty-five (25) days per year during the sixth through tenth years of service and thirty (30) days per year thereafter, excluding Saturdays, Sundays, and statutory holidays.

19.2.5.1 Instructional Assistants who currently enjoy vacation entitlements superior to those indicated in 19.2.5, shall maintain their entitlements at the current level until through service accumulation they become eligible for a higher level of entitlement.

19.2.5.2 Instructional Assistants on Sessional appointments shall receive, pro rata, vacation entitlements according to 19.2.5.

19.2.5.3 Instructional Assistants on Term appointments shall receive vacation pay at

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the rate of six percent (6%) of gross regular earnings.

- 19.2.5.4 Subject to the provisions of 15.2.1.2.1, Instructional Assistants holding part-time appointments shall receive, pro rata, vacation entitlement at one half the rates specified in 19.2.5.
- 19.2.6 A probationary member shall take annual vacation during the member's initial twelve (12) months of service, unless he or she has received prior written approval from his or her Dean or Director to take such vacation at another time.
- 19.2.7 A continuing member shall normally take vacation between the start and end of his or her Intersessional Term.
  - 19.2.7.1 Special arrangements for vacation at another time may be made, providing the member's Dean or Director approves, in writing, prior to the commencement of the intersessional term.

**19.3 Payment Adjustments**

- 19.3.1 The College will not make payment to a member in lieu of unused vacation entitlement, other than in the case of resignation with proper notice, unless prior arrangements are approved by an Executive Officer. 12c4
- 19.3.2 A Faculty member who takes vacation in advance, and then leaves the College, will refund to the College an amount of money equal to his or her pay for the unearned period of vacation.
- 19.3.3 If the College requires the services of a Faculty member during his or her vacation period, and if the member agrees to serve, then they may choose:
  - 19.3.3.1 to be paid 1/12 of their annual salary per month at the rate in effect at the time the entitlement was earned in addition to their regular salary for that period, forfeiting his or her vacation, or
  - 19.3.3.2 to have that portion of his or her vacation added to the following year's vacation, providing this will not conflict with the reasonable needs of the College.

**19.4 Vacation Carry-over**

- 19.4.1 Vacation leave accrued during each vacation year shall be utilized within twelve (12) months of the end of that vacation year unless the member receives written approval from their Dean or Director to carry forward vacation entitlement beyond that time. "Vacation year" is defined as the period July 1 to June 30 following. 12e5

**19.5 Vacation Call-back**

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

**ARTICLE 20.0 LEAVES OF ABSENCE: SICK LEAVE**

**20.1 Definitions**

- 12<sup>o</sup> 20.1.1 "Annual Sick Leave Allowance" means that allowance accrued by each eligible Faculty member during each academic year, such allowance entitling the member to full regular (including Program and Department Chair allowance) salary during absence from duties because of illness, according to the provisions of this Article.
- 20.1.2 "Accumulated Sick Leave Allowance" means that unused portion of a member's Annual Sick Leave Allowance that may be accumulated by the member, according to the provisions of this Article.

**20.2 Continuing and Probationary Members**

- 20.2.1 Each probationary or continuing member shall be entitled to an annual sick leave allowance of:

- 20.2.1.1 eighteen (18) full working days per academic year for full-time members, and
- 20.2.1.2 nine (9) full working days per academic year for part-time members. 149
- 20.2.1.3 Where a member is initially appointed on a date other than the beginning of the academic year (that is, other than the first (1st) day of July), their Annual Sick Leave Allowance shall be pro-rated accordingly for the first academic year in which he or she is employed.
- 20.2.2 Where all or part of a continuing or probationary member's Annual Sick Leave Allowance has not been used by the end of the academic year (that is, the thirtieth (30th) day of June), the unused Annual Sick Leave Allowance shall be transferred to the member's Accumulated Sick Leave Allowance, and shall be carried forward into the following and subsequent academic years.
- 20.2.3 Notwithstanding any other provision of this Article, a probationary or continuing member shall be entitled to full salary during absence from duties because of illness:
  - 20.2.3.1 for full-time members, a maximum of forty five (45) full working days in any one academic year, and
  - 20.2.3.2 for part-time members, a maximum of twenty five (25) full working days in any one academic year.
  - 20.2.3.3 in any one academic year, the combined total of annual sick leave allowance and accumulated sick leave allowance shall not exceed the limits specified in 20.2.3.1 and 20.2.3.2, as applicable.
- 20.2.4 A member may draw unearned sick leave to the extent required to qualify him or her for weekly indemnity benefits.
- 20.2.5 In the event that a member voluntarily terminates employment with the College, any utilized sick leave allowance which has been unearned may be recovered by charging it against the member's vacation entitlement.
- 20.2.6 A member who has been in receipt of long term disability benefits for a period of twenty four (24) consecutive months may have his or her employment terminated provided:
  - 20.2.6.1 the termination is recommended by their Dean or Director, Executive Officer and the Executive Director of Human Resources and approved by the College President.
  - 20.2.6.2 the termination will not prejudice the member's eligibility for long term disability benefits.
  - 20.2.6.3 medical and benefit underwriter prognosis is that the member will be unable to return to their own or an equivalent position in the College in the foreseeable future.
  - 20.2.6.4 subject to plan regulations and underwriter approval:
    - 20.2.6.4.1 with the exception of vacation and sick leave accrual and statutory holidays, the employee benefits the member was participating in at the time the member's disability commenced will continue at no cost to him or her during the member's weekly indemnity benefit period and until he or she has received long term disability benefits for twelve (12) months.
    - 20.2.6.4.2 long term disability benefits will continue until the earlier of; by plan definition the member is no longer entitled to such benefits, becomes age sixty five (65) or receives retirement benefits from the Local Authorities Pension Plan (or equivalent).
    - 20.2.6.4.3 the College will pay the employer and employee contributions to the Local Authorities Pension Plan (or equivalent) as long as the member remains eligible for long term disability benefits or

begins to receive pension plan benefits.

20.2.6.4.4 life insurance coverage at the rate in effect at the time the member became disabled will continue at no cost to the member as long as he or she remains eligible for long term disability benefits.

### **20.3 Sessional Members**

20.3.1 A member on a Sessional appointment is entitled, proportionate to the length of his or her appointment, to the benefits of this Article that are not expressly modified by this subclause.

20.3.2 Subject to the provisions of this Article, a member on a Sessional appointment shall be protected from loss of salary because of illness only where such illness occurs during the term of the appointment.

20.3.3 Where twelve (12) consecutive months or more elapse between appointments, a member on a sessional appointment may not carry forward previously accumulated sick leave allowance.

### **20.4 Payment in Lieu**

20.4.1 The College shall not make any payment in lieu of unused Annual or Accumulated Sick Leave Allowance.

### **20.5 Additional Sick Leave**

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

## **ARTICLE 21.0 LEAVES OF ABSENCE: PARENTAL LEAVE**

21.1 Probationary and continuing Faculty members shall be eligible for parental leave under the following conditions:

### **21.2 Maternity**

21.2.1 After one (1) year of employment, female members shall be entitled up to one (1) year's twelve (12) months maternity leave without salary which may be extended by the Executive Officer upon the recommendation of the Dean or Director.

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21.2.2 Notice of Leave

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21.2.2.1 A member who intends to take maternity leave shall give her Dean or Director at least four (4) months' notice, in writing, of the expected date of delivery of the child.

21.2.2.2 Where possible, the member shall give the Dean or Director at least two (2) weeks' notice in writing, of any changes to the original leave request referred to in 21.2.2.1.

21.2.3 Notice of Return from Leave

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

21.2.4 Resumption of Employment

21.2.4.1 The member shall, upon resumption of employment, be re-assigned to academic or equivalent duties, providing such member resumes duties within twelve (12) months of commencing such leave.

21.2.4.2 This period may be extended by the Executive Officer upon the recommendation of the Dean or Director.

21.2.5 Benefits While on Maternity Leave

21.2.5.1 A member may claim accumulated sick leave allowance while on maternity

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leave. Benefits will be paid at the salary rate in effect at the commencement of the leave.

- 21.2.5.2 The member shall be allowed the right to claim unused vacation entitlement while on maternity leave subject to the terms of 19.2 Vacation Entitlement. Benefits will be paid at the salary rate in effect at the commencement of the leave.

**21.3 Adoption Leave**

- 21.3.1 With the exception of 21.2.2 (Notice of Leave), and 21.2.5.1 (Sick Leave) the provisions of this Article **also** apply in cases of legal adoption.

**21.4 Paternity Leave**

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

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**21.5 Other Parental Leave**

- 21.5.1 The Parental Leave as described in this Article may be taken wholly or shared by either parent.
- 21.5.2 If the parents of the child are both employed by the College, the College is not required to grant parental leave to more than one (1) employee at a time.
- 21.5.3 All provisions of Article 21.0 (Leaves of Absence – Parental Leave) shall apply to this Sub-Article (Other Parental Leave) with the exception of 21.2.5.1 (Sick Leave).

**ARTICLE 22.0 OTHER LEAVES OF ABSENCE**

**22.1 Professional Service Leave**

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

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**22.2 Court Appearance Leave**

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

**22.3 Leave to seek Provincial or Federal Election**

- 22.3.1 Where a member stands for election to the Alberta Legislature or Canadian House of Commons, the College shall grant the member leave of absence without pay to campaign once an election is called.
- 22.3.2 If the member is elected, he or she shall be paid for unused vacation entitlement and may be granted a leave of absence according to 22.5.1.

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**22.4 Compassionate Leave**

- 22.4.1 In the event of the death of a spouse, parent, guardian, grandparent, child, foster child, brother or sister of a member or the member's spouse, or the death of a person permanently residing with the member, the member shall be entitled to leave with pay for a period of up to five (5) working days. If such days are not taken consecutively they shall be scheduled at a time mutually agreed to between the member and his or her Dean or

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Director.

22.4.2 Under special circumstances extensions to leave with pay or compassionate leaves other than that provided under 22.4.1 may be granted by the Dean or Director.

**22.5 Other Leave without Pay**

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

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**ARTICLE 23.0 BENEFITS FOR THOSE ON LEAVE**

23.1 Faculty members on leave without regular salary shall be entitled to those benefits which continue to be payable pursuant to the insurance agreements of the carrier, provided that the member pays the full premium thereon.

23.2 The accrual of vacation entitlement, sick leave benefits, and eligibility for statutory holiday benefits cease during a leave without pay.

**ARTICLE 24.0 BENEFITS**

**24.1 Benefit Plans**

The Board agrees to contribute the following toward employee Benefit Plan premiums for members participating in a College Group Plan.

24.1.1 Probationary and continuing members:

24.1.1.1 Alberta Health Care Plan - 75% of the single or family premium. 13h 2/80%

24.1.1.2 Supplementary Health Care Plan - 75% of the single or family premium. 13h 3/80%

24.1.1.3 Dental Care Plan - 75% of the single or family premium. 13h 5/80%

Effective July 1, 2006, probationary and continuing members:

24.1.1.4 Alberta Health Care Plan - 80% of the single or family premium.

24.1.1.5 Supplementary Health Care Plan - 80% of the single or family premium.

24.1.1.6 Dental Care Plan - 80% of the single or family premium.

24.1.2 Sessional members during the period of their appointment:

24.1.2.1 Alberta Health Care Plan - 75% of the single or family premium.

24.1.2.2 Supplementary Health Care Plan - 75% of the single or family premium.

24.1.2.3 Dental Care Plan - 75% of the single or family premium.

Effective July 1, 2006, sessional members during the period of their appointment:

24.1.2.4 Alberta Health Care Plan - 80% of the single or family premium.

24.1.2.5 Supplementary Health Care Plan - 80% of the single or family premium,

24.1.2.6 Dental Care Plan - 80% of the single or family premium.

24.1.3 Term members qualify for benefits when they are assigned to teach two hundred seventy (270) LSEHs in the current year.

24.1.3.1 Alberta Health Care Plan - 75% of the single or family premium.

24.1.3.2 Supplementary Health Care Plan - 75% of the single or family premium.

Effective July 1, 2006, term members qualify for benefits when they are assigned to teach two hundred seventy (270) LSEHs in the current year.

24.1.3.3 Alberta Health Care Plan - 80% of the single or family premium.

24.1.3.4 Supplementary Health Care Plan - 80% of the single or family premium.

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

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

## **ARTICLE 25.0 COPYRIGHT**

25.1 The Board and the Association agree that Board Policy #D7210, Copyright, shall apply to the parties to this Agreement.

## **ARTICLE 26.0 FACULTY PROFESSIONAL DEVELOPMENT**

### **26.1 Application of Faculty Development Policy**

26.1.1 The Board and the Association agree that Board Policy #D 2090, Faculty Development, shall apply to the parties to this Agreement.

### **26.2 Faculty Professional Development Funding**

26.2.1 The Board shall provide funding for faculty professional development activities and administrative support at the rate of 2.8% of total Continuing, Probationary and Sessional salaries for the current year, and 2.8% of the total Term salaries for the previous year.

26.2.2 Faculty development funds will be made available to the faculty development office on September 1.

26.2.3 Professional Development funding shall be allocated:

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

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

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

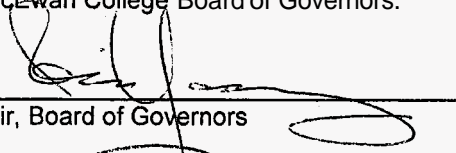
26.2.4 The College shall, on behalf of the College Faculty Development Committee, carry unused funds assigned for faculty professional development from one contract year to the next for the exclusive purpose of supporting faculty professional development activities.

26.2.5 Funding allocated for sabbatical leaves shall be utilized to financially assist faculty granted educational leaves of absence in accordance with the sabbatical leave provisions of Board Policy #D2090, Faculty Development. Such funding shall provide for at least the salaries, accrued paid leaves, and employer contributions to the College Employee Benefit Programs for the members on leave, but shall not include any costs related to replacement of the members on leave.

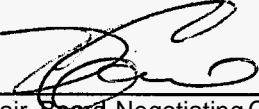
Agreed to this <sup>23<sup>rd</sup></sup> day of *Nov.*, 2005.

The Grant MacEwan College Board of Governors.

Per:

  
Chair, Board of Governors


  
President and CEO, Grant MacEwan College

  
Chair, Board Negotiating Committee

The Grant MacEwan College Faculty Association

Per:

  
President, Faculty Association

  
Chair, Faculty Association Negotiating Committee



LETTER OF UNDERSTANDING

Between

THE GRANT MACEWAN COLLEGE FACULTY ASSOCIATION

And

THE GRANT MACEWAN COLLEGE BOARD OF GOVERNORS


**Instructional Assistants**

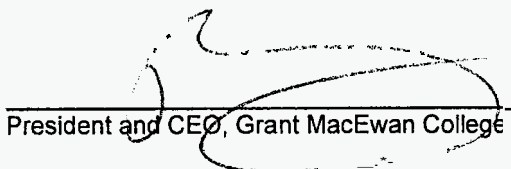
Issues have been identified with the Instructional Assistant positions within the context of Faculty Negotiations. Therefore, the Grant MacEwan College Faculty Association and the Grant MacEwan College Board of Governors agree to review the Instructional Assistant positions by taking the following actions:

- 6cd2
1. Collect existing job descriptions for all IA positions within the college.
  2. Review the duties, responsibilities, job requirements (including experiential and educational requirements) for each position.
  3. Review the compensation provided for each position based on both internal and external comparatives.
  4. The responsibility for this review will be assigned to the Human Resources Department of Grant MacEwan College (HRD), which will conduct the review after consultation with the Faculty Association.
    - a) The HRD will provide a copy of the report of this review to the College and the Faculty Association.
    - b) This review will be completed within two hundred and seventy (270) days after ratification of this collective agreement.
  5. Subsequent to the report, a Memorandum of Agreement may be negotiated by the parties.

November 23, 2005

Date

  
\_\_\_\_\_  
President, Grant MacEwan College Faculty Association

  
\_\_\_\_\_  
President and CEO, Grant MacEwan College

**LETTER OF UNDERSTANDING**

Between

**THE GRANT MACEWAN COLLEGE FACULTY ASSOCIATION**

And

**THE GRANT MACEWAN COLLEGE BOARD OF GOVERNORS**

**Pension Policy**

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

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1. That Grant MacEwan College is a member/employer of the Local Authorities Pension Plan, which is administered by Alberta Pensions Administration.
2. That all full-time continuing members are required to participate in the plan as described in the Local Authorities Pension Plan Act, as a condition of employment.
3. That enrolment of sessional instructors is on a voluntary basis. The parties agree that all sessional instructors will be informed of their eligibility. Sessional instructors who decline to participate will be required to sign a waiver of participation.
4. That the College agrees to draft a pension plan eligibility policy for approval by the Board of Governors.

This letter will expire when the Board of Governors approves the pension policy.

November 23, 2005

Date

  
\_\_\_\_\_  
President, Grant MacEwan College Faculty Association

  
\_\_\_\_\_  
President and CEO, Grant MacEwan College)

# LETTER OF UNDERSTANDING

Between

**THE GRANT MACEWAN COLLEGE FACULTY ASSOCIATION**

And

**THE GRANT MACEWAN COLLEGE BOARD OF GOVERNORS**

## **Early Retirement Bridge**

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

### **Year 1**

This is a full pensionable year of service. However, the College waives intersession or equivalent duties during this year. All other responsibilities remain in effect.

### **Year 2**

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The faculty member works half-time (two hundred twenty-five (225) LSEHs) (seven hundred sixty (760) hours for non-instructional faculty) plus vacation, at half salary (full benefits minus pensions contributions), and collects pension. The College waives intersession duties or equivalent.

### **Year 3**

The same as year 2.

In exchange for this, the faculty member signs an irrevocable letter of resignation at the start of year 1, and must collect pension in years 2 and 3.

### Eligibility

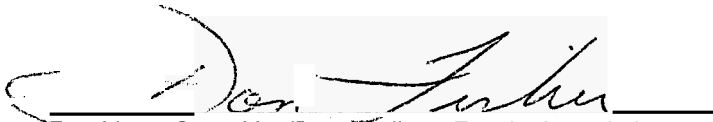
1. Faculty members must be fifty-five (55) years of age and have a minimum of ten (10) years of FT equivalent service with the College.
2. Faculty members must occupy full-time continuing positions on the date of their application.
3. The College will approve up to ten (10) participants in each of the two (2) years of the program, with no more than four (4) approved per Academic Unit or Department and no more than two (2) per program.
4. If more faculty members apply than there are positions available, then total years of full time equivalent service will determine eligibility.


5. Faculty members wishing to participate in the plan will make a written application to their Dean or Director, with a copy to Human Resources, no later than two (2) months prior to the commencement of intersession in the year of application. The Dean or Director will make a written recommendation to the Executive Vice President Academic or the Executive Director of Student Services, whose decision will be rendered within one (1) calendar month of the application. The decision of the Executive Vice President Academic and the Executive Director of Student Services regarding participation in the plan will be final. Requests beyond deadline dates will not be unreasonably denied.
6. Up to a total of five (5) faculty per year may opt to use the year in which they apply for the program to be the first year of the bridge. Their intersession will be waived in that year and they would commence half-time employment the following September.
7. Eligibility to apply for entry into the program will terminate February 1, 2008.
8. Once approved, faculty members must supply the College with an irrevocable letter of resignation from the College effective June 30 of the third year of their program.
9. Faculty members participating in the plan will be offered half-time continuing appointments from the start of the second year, and they must start to collect their pension at the start of this appointment.
10. Outstanding vacation will be paid out at the termination of the faculty members full-time appointment (August 31 of the first year of their participation)
11. Faculty participating in the program will not be offered, nor will they accept overload teaching during the second and third year of their program.

This letter ~~is~~ in effect to June 30, 2008, or until a new collective agreement is ratified, whichever ~~is~~ later.

ADMITTED 03.2005

Date

  
\_\_\_\_\_  
President, Grant MacEwan College Faculty Association

  
\_\_\_\_\_  
President and CEO, Grant MacEwan College

**LETTER OF UNDERSTANDING**

Between

**THE GRANT MACEWAN COLLEGE FACULTY ASSOCIATION**

And

**THE GRANT MACEWAN COLLEGE BOARD OF GOVERNORS**

**Employee Benefits Committee**


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

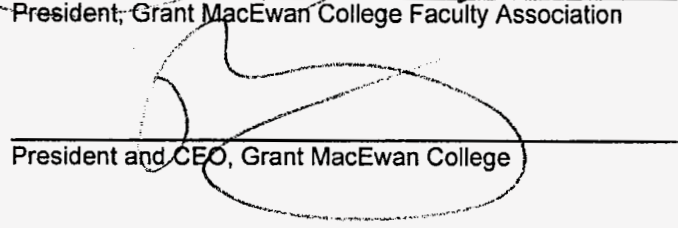
- bel*
1. To establish a College Standing Committee on Benefits to consider plan policy and design and to develop recommendations for disbursement of any funds referred to the committee. The Committee will be comprised of up to four (4) members of College administration, two (2) members of the Faculty Association and two (2) members of the MacEwan Staff Association.
  2. The first meeting of the Committee will be within one hundred and twenty (120) days of ratification of this agreement to discuss and agree on the terms of reference for the committee. Should any funds be referred to this committee before the terms of reference are agreed, the committee will proceed with developing recommendations for disbursement of those funds within sixty (60) days of funds being referred, without waiting for the terms of reference to be agreed.

If, during the term of this agreement (Date of Ratification to June 30, 2008), the provincial government reduces or eliminates the Alberta Health Care (AHC) premium, the funds that the College was contributing as premiums for AHC, will be referred to the Employee Benefits Committee for their consideration. This Committee will meet and recommend to their principles where best to allocate those funds.

*November 23, 2005*

Date

  
President, Grant MacEwan College Faculty Association

  
President and CEO, Grant MacEwan College

# LETTER OF UNDERSTANDING

Between

**THE GRANT MACEWAN COLLEGE FACULTY ASSOCIATION**

And

**THE GRANT MACEWAN COLLEGE BOARD OF GOVERNORS**

## **Academic Responsibilities**

Questions have been raised within the context of Faculty Negotiations about academic responsibilities, including workload. Therefore, the Grant MacEwan College Faculty Association and the Grant MacEwan College Board of Governors agree to review the academic responsibilities of faculty members by taking the following actions.

6 E 1-

1. An Academic Responsibilities Committee will be formed. It will be comprised of members of the Faculty Association and the College. The Executive Vice President Academic will appoint four (4) members, including the chair and the Faculty Association Executive will appoint four (4) members.
2. The work of the Committee will be to:
  - a) Document guiding principles and operational assumptions
  - b) Review relevant College planning documents, reports, policies and educational philosophy
  - c) Review accreditation requirements
  - d) Review relevant sections of the Collective Agreement, particularly those related to academic responsibilities and workload
  - e) Review approaches taken and models developed at comparable institutions offering similar programming
  - f) Consider similarities and differences between disciplines and types of programming at MacEwan
  - g) Consult with MacEwan administrators who are knowledgeable about academic responsibilities/workload management
  - h) Draft recommendations or proposals
3. Recommendations:
  - a) The Committee shall prepare a report (including documentation of guiding principles, record of the documents reviewed, consultations conducted, issues identified, and recommendations)
  - b) The recommendations are to be used to offer guidance and to provide information for negotiations in future

November 23, 2005

Date



---

President, Grant MacEwan College Faculty Association



---

President and CEO, Grant MacEwan College

**LETTER OF UNDERSTANDING**

Between

**THE GRANT MACEWAN COLLEGE FACULTY ASSOCIATION**

And

**THE GRANT MACEWAN COLLEGE BOARD OF GOVERNORS**

**Faculty Assessment**

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

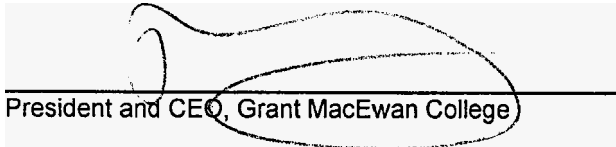
1. To jointly pursue the continuation of the development of a Faculty Assessment Policy, to be completed by June 30, 2006.
2. Until the Policy is approved, current practices shall remain in effect;

This letter is in effect until the policy is approved by the Board of Governors.

November 13, 2005

Date

  
\_\_\_\_\_  
President, Grant MacEwan College Faculty Association

  
\_\_\_\_\_  
President and CEO, Grant MacEwan College



LETTER OF UNDERSTANDING

Between

THE GRANT MACEWAN COLLEGE FACULTY ASSOCIATION

And

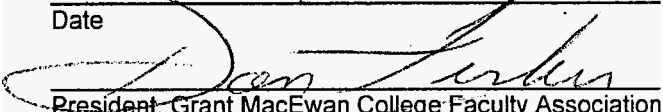
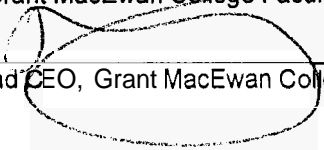
THE GRANT MACEWAN COLLEGE BOARD OF GOVERNORS

Term Appointments Review

The Grant MacEwan College Faculty Association and the Grant MacEwan College Board of Governors agree to review Term Appointments by taking the following actions:

see p 35

1. A Term Teaching Issues Committee will be formed. It will be comprised of members of the Faculty Association and the College. The Executive Vice President Academic will appoint three (3) members, including the chair and the Faculty Association Executive will appoint three (3) members. This committee shall meet within one hundred twenty (120) days of the ratification of this agreement.
2. The work of the Committee will be to:
  - a) Document guiding principles and operational assumptions;
  - b) Review relevant College planning documents, reports, policies and educational philosophy;
  - c) Review accreditation requirements;
  - d) Review relevant sections of the Collective Agreement;
  - e) Review approaches taken and models developed at comparable institutions offering similar programming
  - f) Consider similarities and differences between disciplines and types of programming at MacEwan
  - g) Consult with MacEwan administrators who are knowledgeable about term teaching issues, consequences and workload management at the college
  - h) Draft recommendations or proposals.
3. Recommendations:
  - a) The Committee shall deliver a progress report (including documentation of guiding principles, record of the documents reviewed, consultations conducted, and issues identified) within fifteen (15) months of the signing of this collective agreement.
  - b) Final recommendations are to be used to offer guidance and to provide information for negotiations in the future.

November 23 2005  
Date  
  
President, Grant MacEwan College Faculty Association  
  
President and CEO, Grant MacEwan College

LETTER OF UNDERSTANDING

Between

THE GRANT MACEWAN COLLEGE FACULTY ASSOCIATION

And

THE GRANT MACEWAN COLLEGE BOARD OF GOVERNORS

**Salary Re-opener**

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

For the July 1, 2007 to June 30, 2008 year of the Collective Agreement there will be a salary re-opener.

The parties agree the only item open for negotiation shall be the general increase to the salary grids contained in the Collective agreement.

The parties shall commence negotiations for a general salary increase no earlier than January 1, 2007 and no later than February 28, 2007. Should the parties fail to reach a settlement on the salary re-opener, the sole issue of salary increases will be referred to Impasse Resolution Article 3.2.

November 23, 2005

Date

  
President, Grant MacEwan College Faculty Association

  
President and CEO, Grant MacEwan College

**LETTER OF UNDERSTANDING**

Between

**THE GRANT MACEWAN COLLEGE FACULTY ASSOCIATION**

And

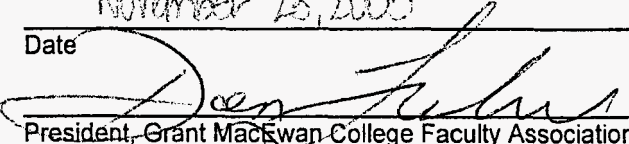
**THE GRANT MACEWAN COLLEGE BOARD OF GOVERNORS**

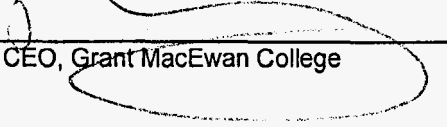
**Collective Bargaining – Re-negotiation**

The Grant MacEwan College Faculty Association and the Grant MacEwan College Board of Governors agree to exchange written bargaining proposals no later than November 1, 2007 to commence negotiations for the July 1, 2008 re-negotiations.

*November 23, 2005*

Date

  
\_\_\_\_\_  
President, Grant MacEwan College Faculty Association

  
\_\_\_\_\_  
President and CEO, Grant MacEwan College

**LETTER OF UNDERSTANDING**

Between

**THE GRANT MACEWAN COLLEGE FACULTY ASSOCIATION**

And

**THE GRANT MACEWAN COLLEGE BOARD OF GOVERNORS**

**Letters of Understanding Commitment**

The President of the Faculty Association and the President of Grant MacEwan College agree:

The new Collective Agreement which expires June 30, 2008 provides opportunities for both parties to achieve the objectives of the Letters of Understanding agreed to during negotiations. Both Parties commit to supporting their respective Committees work.

The Parties will meet to exchange their respective Committees nominees for all Letters of Understandings no later than December 23, 2005. All Committees will have an initial meeting no later than February 28, 2006.

All Committees where appropriate will provide interim reports to both Presidents by March 31, 2007. Where the Parties reach mutually agreeable solutions in their Committees these solutions may be implemented during the current collective agreement.

*November 23, 2005*

Date

*[Signature]*  
President, Grant MacEwan College Faculty Association

*[Signature]*  
President and CEO, Grant MacEwan College

JULY 1, 2004 (4.0% added)

ANNUAL

SALARY SCHEDULE

Increments	Instructional Assistants								
	I/A'S A	I/A'S B	A	B	C	D	E	F	G
1.0	34,172	36,051	41,705	42,669	44,596	47,489	50,384	53,275	56,093
1.5	34,827	36,706	42,813	43,777	45,703	48,597	51,492	54,383	57,201
2.0	35,482	37,361	43,920	44,885	46,811	49,705	52,600	55,490	58,308
2.5	36,137	38,016	45,028	45,992	47,919	50,812	53,707	56,598	59,416
3.0	36,792	38,671	46,136	47,100	49,026	51,920	54,815	57,706	60,524
3.5	37,447	39,326	47,243	48,208	50,134	53,028	55,922	58,813	61,631
4.0	38,101	39,980	48,351	49,315	51,242	54,135	57,030	59,921	62,739
4.5	38,756	40,635	49,459	50,423	52,349	55,243	58,138	61,029	63,846
5.0	39,411	41,290	50,566	51,531	53,457	56,351	59,245	62,136	64,954
5.5	40,066	41,945	51,674	52,638	54,564	57,458	60,353	63,244	66,061
6.0	40,721	42,600	52,781	53,746	55,672	58,566	61,461	64,352	67,169
6.5	41,376	43,255	53,889	54,854	56,780	59,673	62,568	65,459	68,276
7.0	42,031	43,910	54,997	55,961	57,887	60,781	63,676	66,567	69,384
7.5	42,686	44,565	56,104	57,069	58,995	61,889	64,784	67,675	70,491
8.0	43,341	45,220	57,212	58,176	60,103	62,996	65,891	68,782	71,599
8.5	43,996	45,875	58,319	59,284	61,210	64,104	66,999	69,890	72,706
9.0	44,651	46,530	59,427	60,392	62,318	65,212	68,107	70,998	73,814
9.5	45,306	47,185	60,535	61,499	63,426	66,319	69,214	72,105	74,921
10.0	45,960	47,840	61,642	62,607	64,533	67,427	70,322	73,213	76,029
10.5	46,615	48,495	62,750	63,715	65,641	68,534	71,429	74,321	77,136
11.0	47,270	49,149	63,858	64,822	66,749	69,642	72,537	75,428	78,244
11.5	47,925	49,804	64,965	65,930	67,856	70,750	73,645	76,536	79,351
12.0	48,580	50,459	66,073	67,038	68,964	71,857	74,752	77,644	80,459
12.5	49,235	51,114	67,180	68,145	70,071	72,965	75,860	78,751	81,566
13.0	49,890	51,769	68,288	69,253	71,179	74,073	76,968	79,859	82,674
13.5	50,545	52,424	69,396	70,361	72,287	75,180	78,075	80,967	83,781
14.0	51,200	53,079	70,503	71,468	73,394	76,288	79,183	82,074	84,889

JULY 1, 2004 (4.0% added)

SALARY SCHEDULE

Increments	I/A'S	I/A'S
	A	B
1.0	2,847.67	3,004.24
1.5	2,902.24	3,058.81
2.0	2,956.82	3,113.39
2.5	3,011.40	3,167.97
3.0	3,065.97	3,222.55
3.5	3,120.55	3,277.13
4.0	3,175.12	3,331.70
4.5	3,229.70	3,386.28
5.0	3,284.28	3,440.86
5.5	3,338.85	3,495.44
6.0	3,393.43	3,550.01
6.5	3,448.00	3,604.59
7.0	3,502.58	3,659.17
7.5	3,557.16	3,713.75
8.0	3,611.73	3,768.32
8.5	3,666.31	3,822.90
9.0	3,720.88	3,877.48
9.5	3,775.46	3,932.06
10.0	3,830.04	3,986.63
10.5	3,884.61	4,041.21
11.0	3,939.19	4,095.79
11.5	3,993.76	4,150.37
12.0	4,048.34	4,204.94
12.5	4,102.92	4,259.52
13.0	4,157.49	4,314.10
13.5	4,212.07	4,368.68
14.0	4,266.64	4,423.25

A	B	C	D	E	F	G
3,475.43	3,555.79	3,716.31	3,957.46	4,198.69	4,439.59	4,674.45
3,567.74	3,648.09	3,808.61	4,049.76	4,290.99	4,531.90	4,766.75
3,660.04	3,740.40	3,900.92	4,142.06	4,383.29	4,624.20	4,859.04
3,752.34	3,832.70	3,993.22	4,234.36	4,475.60	4,716.51	4,951.33
3,844.64	3,925.00	4,085.52	4,326.67	4,567.90	4,808.81	5,043.63
3,936.94	4,017.31	4,177.83	4,418.97	4,660.21	4,901.12	5,135.92
4,029.24	4,109.61	4,270.13	4,511.27	4,752.51	4,993.42	5,228.21
4,121.54	4,201.91	4,362.43	4,603.57	4,844.81	5,085.73	5,320.51
4,213.85	4,294.22	4,454.74	4,695.88	4,937.12	5,178.03	5,412.80
4,306.15	4,386.52	4,547.04	4,788.18	5,029.42	5,270.34	5,505.09
4,398.45	4,478.82	4,639.34	4,880.48	5,121.72	5,362.64	5,597.39
4,490.75	4,571.13	4,731.65	4,972.78	5,214.03	5,454.95	5,689.68
4,583.05	4,663.43	4,823.95	5,065.09	5,306.33	5,547.25	5,781.97
4,675.35	4,755.74	4,916.25	5,157.39	5,398.63	5,639.56	5,874.27
4,767.65	4,848.04	5,008.56	5,249.69	5,490.94	5,731.86	5,966.56
4,859.95	4,940.34	5,100.86	5,341.99	5,583.24	5,824.17	6,058.85
4,952.26	5,032.65	5,193.16	5,434.30	5,675.55	5,916.47	6,151.15
5,044.56	5,124.95	5,285.47	5,526.60	5,767.85	6,008.78	6,243.44
5,136.86	5,217.25	5,377.77	5,618.90	5,860.15	6,101.08	6,335.73
5,229.16	5,309.56	5,470.07	5,711.20	5,952.46	6,193.39	6,428.03
5,321.46	5,401.86	5,562.38	5,803.51	6,044.76	6,285.69	6,520.32
5,413.76	5,494.16	5,654.68	5,895.81	6,137.06	6,378.00	6,612.61
5,506.06	5,586.47	5,746.98	5,988.11	6,229.37	6,470.30	6,704.91
5,598.36	5,678.77	5,839.29	6,080.41	6,321.67	6,562.61	6,797.20
5,690.67	5,771.08	5,931.59	6,172.71	6,413.98	6,654.91	6,889.49
5,782.97	5,863.38	6,023.89	6,265.02	6,506.28	6,747.21	6,981.79
5,875.27	5,955.68	6,116.20	6,357.32	6,598.58	6,839.52	7,074.08

JULY 1, 2004 (4.0% added)

HOURLY PAID FACULTY (TERM/OVERLOAD)

Instructional Academic Staff

Increments	Instructional Assistants	
	A	B
1.0	18.70	19.73
1.5	19.06	20.09
2.0	19.42	20.45
2.5	19.78	20.81
3.0	20.14	21.17
3.5	20.50	21.52
4.0	20.85	21.88
4.5	21.21	22.24
5.0	21.57	22.60
5.5	21.93	22.96
6.0	22.29	23.32
6.5	22.65	23.68
7.0	23.01	24.03
7.5	23.36	24.39
8.0	23.72	24.75
8.5	24.08	25.11
9.0	24.44	25.47
9.5	24.80	25.83
10.0	25.16	26.18
10.5	25.51	26.54
11.0	25.87	26.90
11.5	26.23	27.26
12.0	26.59	27.62
12.5	26.95	27.98
13.0	27.31	28.34
13.5	27.67	28.69
14.0	28.02	29.05

A	B	C	D	E	F	G
61.79	63.21	66.07	70.35	74.64	78.93	83.10
63.43	64.85	67.71	72.00	76.28	80.57	84.74
65.07	66.50	69.35	73.64	77.93	82.21	86.38
66.71	68.14	70.99	75.28	79.57	83.85	88.02
68.35	69.78	72.63	76.92	81.21	85.49	89.66
69.99	71.42	74.27	78.56	82.85	87.13	91.31
71.63	73.06	75.91	80.20	84.49	88.77	92.95
73.27	74.70	77.55	81.84	86.13	90.41	94.59
74.91	76.34	79.20	83.48	87.77	92.05	96.23
76.55	77.98	80.84	85.12	89.41	93.69	97.87
78.19	79.62	82.48	86.76	91.05	95.34	99.51
79.84	81.26	84.12	88.41	92.69	96.98	101.15
81.48	82.91	85.76	90.05	94.33	98.62	102.79
83.12	84.55	87.40	91.69	95.98	100.26	104.43
84.76	86.19	89.04	93.33	97.62	101.90	106.07
86.40	87.83	90.68	94.97	99.26	103.54	107.71
88.04	89.47	92.32	96.61	100.90	105.18	109.35
89.68	91.11	93.96	98.25	102.54	106.82	110.99
91.32	92.75	95.60	99.89	104.18	108.46	112.64
92.96	94.39	97.25	101.53	105.82	110.10	114.28
94.60	96.03	98.89	103.17	107.46	111.75	115.92
96.24	97.67	100.53	104.81	109.10	113.39	117.56
97.89	99.31	102.17	106.46	110.74	115.03	119.20
99.53	100.96	103.81	108.10	112.39	116.67	120.84
101.17	102.60	105.45	109.74	114.03	118.31	122.48
102.81	104.24	107.09	111.38	115.67	119.95	124.12
104.45	105.88	108.73	113.02	117.31	121.59	125.76

HOURLY

JULY 1, 2004 (4.0% added)

SALARY SCHEDULE

Professional Resource Staff

Increments	Assistants	
	I/A'S	I/A'S
	A	B
1.0	18.70	19.73
1.5	19.06	20.09
2.0	19.42	20.45
2.5	19.78	20.81
3.0	20.14	21.17
3.5	20.50	21.52
4.0	20.85	21.88
4.5	21.21	22.24
5.0	21.57	22.60
5.5	21.93	22.96
6.0	22.29	23.32
6.5	22.65	23.68
7.0	23.01	24.03
7.5	23.36	24.39
8.0	23.72	24.75
8.5	24.08	25.11
9.0	24.44	25.47
9.5	24.80	25.83
10.0	25.16	26.18
10.5	25.51	26.54
11.0	25.87	26.90
11.5	26.23	27.26
12.0	26.59	27.62
12.5	26.95	27.98
13.0	27.31	28.34
13.5	27.67	28.69
14.0	28.02	29.05

A	B	C	D	E	F	G
22.83	23.35	24.41	25.99	27.58	29.16	30.70
23.43	23.96	25.02	26.60	28.18	29.77	31.31
24.04	24.57	25.62	27.21	28.79	30.37	31.91
24.65	25.17	26.23	27.81	29.40	30.98	32.52
25.25	25.78	26.83	28.42	30.00	31.58	33.13
25.86	26.39	27.44	29.02	30.61	32.19	33.73
26.46	26.99	28.05	29.63	31.22	32.80	34.34
27.07	27.60	28.65	30.24	31.82	33.40	34.95
27.68	28.21	29.26	30.84	32.43	34.01	35.55
28.28	28.81	29.87	31.45	33.03	34.62	36.16
28.89	29.42	30.47	32.06	33.64	35.22	36.76
29.50	30.02	31.08	32.66	34.25	35.83	37.37
30.10	30.63	31.68	33.27	34.85	36.44	37.98
30.71	31.24	32.29	33.87	35.46	37.04	38.58
31.31	31.84	32.90	34.48	36.07	37.65	39.19
31.92	32.45	33.50	35.09	36.67	38.25	39.80
32.53	33.06	34.11	35.69	37.28	38.86	40.40
33.13	33.66	34.72	36.30	37.88	39.47	41.01
33.74	34.27	35.32	36.91	38.49	40.07	41.61
34.35	34.87	35.93	37.51	39.10	40.68	42.22
34.95	35.48	36.53	38.12	39.70	41.29	42.83
35.56	36.09	37.14	38.72	40.31	41.89	43.43
36.16	36.69	37.75	39.33	40.92	42.50	44.04
36.77	37.30	38.35	39.94	41.52	43.10	44.64
37.38	37.91	38.96	40.54	42.13	43.71	45.25
37.98	38.51	39.57	41.15	42.73	44.32	45.86
38.59	39.12	40.17	41.76	43.34	44.92	46.46



ANNUAL

JULY 1, 2005 (4.0% added)

SALARY SCHEDULE

Increments	Instructional Assistants	
	A	B
1.0	35,539	37,493
1.5	36,220	38,174
2.0	36,901	38,855
2.5	37,582	39,536
3.0	38,263	40,217
3.5	38,944	40,899
4.0	39,626	41,580
4.5	40,307	42,261
5.0	40,988	42,942
5.5	41,669	43,623
6.0	42,350	44,304
6.5	43,031	44,985
7.0	43,712	45,666
7.5	44,393	46,348
8.0	45,074	47,029
8.5	45,756	47,710
9.0	46,437	48,391
9.5	47,118	49,072
10.0	47,799	49,753
10.5	48,480	50,434
11.0	49,161	51,115
11.5	49,842	51,797
12.0	50,523	52,478
12.5	51,204	53,159
13.0	51,885	53,840
13.5	52,567	54,521
14.0	53,248	55,202

A	B	C	D	E	F	G
43,373	44,376	46,380	49,389	52,400	55,406	58,337
44,525	45,528	47,531	50,541	53,552	56,558	59,489
45,677	46,680	48,683	51,693	54,704	57,710	60,641
46,829	47,832	49,835	52,845	55,855	58,862	61,793
47,981	48,984	50,987	53,997	57,007	60,014	62,944
49,133	50,136	52,139	55,149	58,159	61,166	64,096
50,285	51,288	53,291	56,301	59,311	62,318	65,248
51,437	52,440	54,443	57,453	60,463	63,470	66,400
52,589	53,592	55,595	58,605	61,615	64,622	67,552
53,741	54,744	56,747	59,756	62,767	65,774	68,704
54,893	55,896	57,899	60,908	63,919	66,926	69,855
56,045	57,048	59,051	62,060	65,071	68,078	71,007
57,196	58,200	60,203	63,212	66,223	69,230	72,159
58,348	59,352	61,355	64,364	67,375	70,382	73,311
59,500	60,504	62,507	65,516	68,527	71,534	74,463
60,652	61,655	63,659	66,668	69,679	72,686	75,615
61,804	62,807	64,811	67,820	70,831	73,838	76,766
62,956	63,959	65,963	68,972	71,983	74,990	77,918
64,108	65,111	67,115	70,124	73,135	76,141	79,070
65,260	66,263	68,267	71,276	74,287	77,293	80,222
66,412	67,415	69,418	72,428	75,439	78,445	81,374
67,564	68,567	70,570	73,580	76,591	79,597	82,525
68,716	69,719	71,722	74,732	77,743	80,749	83,677
69,868	70,871	72,874	75,884	78,894	81,901	84,829
71,020	72,023	74,026	77,035	80,046	83,053	85,981
72,171	73,175	75,178	78,187	81,198	84,205	87,133
73,323	74,327	76,330	79,339	82,350	85,357	88,285

JULY 1, 2005 (4.0% added)

## SALARY SCHEDULE

Increments		
	A	B
1.0	2,961.57	3,124.41
1.5	3,018.33	3,181.17
2.0	3,075.09	3,237.93
2.5	3,131.85	3,294.69
3.0	3,188.61	3,351.45
3.5	3,245.37	3,408.21
4.0	3,302.13	3,464.97
4.5	3,358.89	3,521.73
5.0	3,415.65	3,578.49
5.5	3,472.41	3,635.25
6.0	3,529.16	3,692.01
6.5	3,585.92	3,748.77
7.0	3,642.68	3,805.53
7.5	3,699.44	3,862.30
8.0	3,756.20	3,919.06
8.5	3,812.96	3,975.82
9.0	3,869.72	4,032.58
9.5	3,926.48	4,089.34
10.0	3,983.24	4,146.10
10.5	4,040.00	4,202.86
11.0	4,096.76	4,259.62
11.5	4,153.51	4,316.38
12.0	4,210.27	4,373.14
12.5	4,267.03	4,429.90
13.0	4,323.79	4,486.66
13.5	4,380.55	4,543.42
14.0	4,437.31	4,600.18

A	B	C	D	E	F	G
3,614.45	3,698.02	3,864.96	4,115.76	4,366.63	4,617.18	4,861.43
3,710.45	3,794.02	3,960.96	4,211.75	4,462.63	4,713.18	4,957.42
3,806.44	3,890.01	4,056.95	4,307.74	4,558.63	4,809.17	5,053.40
3,902.43	3,986.01	4,152.95	4,403.74	4,654.62	4,905.17	5,149.39
3,998.43	4,082.00	4,248.94	4,499.73	4,750.62	5,001.17	5,245.37
4,094.42	4,178.00	4,344.94	4,595.73	4,846.61	5,097.16	5,341.36
4,190.41	4,273.99	4,440.93	4,691.72	4,942.61	5,193.16	5,437.34
4,286.41	4,369.99	4,536.93	4,787.72	5,038.60	5,289.16	5,533.33
4,382.40	4,465.99	4,632.93	4,883.71	5,134.60	5,385.15	5,629.31
4,478.39	4,561.98	4,728.92	4,979.71	5,230.60	5,481.15	5,725.30
4,574.39	4,657.98	4,824.92	5,075.70	5,326.59	5,577.15	5,821.28
4,670.38	4,753.97	4,920.91	5,171.69	5,422.59	5,673.15	5,917.27
4,766.37	4,849.97	5,016.91	5,267.69	5,518.58	5,769.14	6,013.25
4,862.37	4,945.96	5,112.90	5,363.68	5,614.58	5,865.14	6,109.24
4,958.36	5,041.96	5,208.90	5,459.68	5,710.58	5,961.14	6,205.22
5,054.35	5,137.96	5,304.89	5,555.67	5,806.57	6,057.13	6,301.21
5,150.35	5,233.95	5,400.89	5,651.67	5,902.57	6,153.13	6,397.19
5,246.34	5,329.95	5,496.88	5,747.66	5,998.56	6,249.13	6,493.18
5,342.33	5,425.94	5,592.88	5,843.66	6,094.56	6,345.12	6,589.16
5,438.33	5,521.94	5,688.88	5,939.65	6,190.56	6,441.12	6,685.15
5,534.32	5,617.94	5,784.87	6,035.65	6,286.55	6,537.12	6,781.13
5,630.31	5,713.93	5,880.87	6,131.64	6,382.55	6,633.12	6,877.12
5,726.31	5,809.93	5,976.86	6,227.63	6,478.54	6,729.11	6,973.10
5,822.30	5,905.92	6,072.86	6,323.63	6,574.54	6,825.11	7,069.09
5,918.29	6,001.92	6,168.85	6,419.62	6,670.53	6,921.11	7,165.07
6,014.29	6,097.91	6,264.85	6,515.62	6,766.53	7,017.10	7,261.06
6,110.28	6,193.91	6,360.84	6,611.61	6,862.53	7,113.10	7,357.04

HOURLY

JULY 1, 2005 (4.0% added)

HOURLY PAID FACULTY (TERM/OVERLOAD)

Instructional Academic Staff

Increments	Instructional Assistants	
	A	B
1.0	19.45	20.52
1.5	19.82	20.89
2.0	20.20	21.27
2.5	20.57	21.64
3.0	20.94	22.01
3.5	21.32	22.39
4.0	21.69	22.76
4.5	22.06	23.13
5.0	22.43	23.50
5.5	22.81	23.88
6.0	23.18	24.25
6.5	23.55	24.62
7.0	23.93	25.00
7.5	24.30	25.37
8.0	24.67	25.74
8.5	25.04	26.11
9.0	25.42	26.49
9.5	25.79	26.86
10.0	26.16	27.23
10.5	26.54	27.60
11.0	26.91	27.98
11.5	27.28	28.35
12.0	27.65	28.72
12.5	28.03	29.10
13.0	28.40	29.47
13.5	28.77	29.84
14.0	29.14	30.21

B						
64.26	65.74	68.71	73.17	77.63	82.08	86.43
65.96	67.45	70.42	74.88	79.34	83.79	88.13
67.67	69.16	72.12	76.58	81.04	85.50	89.84
69.38	70.86	73.83	78.29	82.75	87.20	91.54
71.08	72.57	75.54	80.00	84.46	88.91	93.25
72.79	74.28	77.24	81.70	86.16	90.62	94.96
74.50	75.98	78.95	83.41	87.87	92.32	96.66
76.20	77.69	80.66	85.11	89.58	94.03	98.37
77.91	79.40	82.36	86.82	91.28	95.74	100.08
79.62	81.10	84.07	88.53	92.99	97.44	101.78
81.32	82.81	85.78	90.23	94.69	99.15	103.49
83.03	84.52	87.48	91.94	96.40	100.86	105.20
84.74	86.22	89.19	93.65	98.11	102.56	106.90
86.44	87.93	90.90	95.35	99.81	104.27	108.61
88.15	89.63	92.60	97.06	101.52	105.98	110.32
89.86	91.34	94.31	98.77	103.23	107.68	112.02
91.56	93.05	96.02	100.47	104.93	109.39	113.73
93.27	94.75	97.72	102.18	106.64	111.10	115.43
94.97	96.46	99.43	103.89	108.35	112.80	117.14
96.68	98.17	101.14	105.59	110.05	114.51	118.85
98.39	99.87	102.84	107.30	111.76	116.22	120.55
100.09	101.58	104.55	109.01	113.47	117.92	122.26
101.80	103.29	106.26	110.71	115.17	119.63	123.97
103.51	104.99	107.96	112.42	116.88	121.34	125.67
105.21	106.70	109.67	114.13	118.59	123.04	127.38
106.92	108.41	111.38	115.83	120.29	124.75	129.09
108.63	110.11	113.08	117.54	122.00	126.46	130.79

HOURLY

JULY 1, 2005 (4.0% added)

SALARY SCHEDULE

Professional Resource Staff

Increments	Instructional Assistants	
	I/A'S	I/A'S
	A	B
1.0	19.45	20.52
1.5	19.82	20.89
2.0	20.20	21.27
2.5	20.57	21.64
3.0	20.94	22.01
3.5	21.32	22.39
4.0	21.69	22.76
4.5	22.06	23.13
5.0	22.43	23.50
5.5	22.81	23.88
6.0	23.18	24.25
6.5	23.55	24.62
7.0	23.93	25.00
7.5	24.30	25.37
8.0	24.67	25.74
8.5	25.04	26.11
9.0	25.42	26.49
9.5	25.79	26.86
10.0	26.16	27.23
10.5	26.54	27.60
11.0	26.91	27.98
11.5	27.28	28.35
12.0	27.65	28.72
12.5	28.03	29.10
13.0	28.40	29.47
13.5	28.77	29.84
14.0	29.14	30.21

23.74	24.29	25.39	27.03	28.68	30.33	31.93
24.37	24.92	26.02	27.66	29.31	30.96	32.56
25.00	25.55	26.65	28.29	29.94	31.59	33.19
25.63	26.18	27.28	28.92	30.57	32.22	33.82
26.26	26.81	27.91	29.55	31.20	32.85	34.45
26.89	27.44	28.54	30.19	31.83	33.48	35.08
27.52	28.07	29.17	30.82	32.46	34.11	35.71
28.15	28.70	29.80	31.45	33.09	34.74	36.34
28.78	29.33	30.43	32.08	33.72	35.37	36.97
29.41	29.96	31.06	32.71	34.36	36.00	37.60
30.05	30.59	31.69	33.34	34.99	36.63	38.24
30.68	31.22	32.32	33.97	35.62	37.26	38.87
31.31	31.86	32.95	34.60	36.25	37.89	39.50
31.94	32.49	33.58	35.23	36.88	38.52	40.13
32.57	33.12	34.21	35.86	37.51	39.15	40.76
33.20	33.75	34.84	36.49	38.14	39.78	41.39
33.83	34.38	35.47	37.12	38.77	40.41	42.02
34.46	35.01	36.10	37.75	39.40	41.05	42.65
35.09	35.64	36.73	38.38	40.03	41.68	43.28
35.72	36.27	37.37	39.01	40.66	42.31	43.91
36.35	36.90	38.00	39.64	41.29	42.94	44.54
36.98	37.53	38.63	40.27	41.92	43.57	45.17
37.61	38.16	39.26	40.90	42.55	44.20	45.80
38.24	38.79	39.89	41.53	43.18	44.83	46.43
38.87	39.42	40.52	42.17	43.81	45.46	47.06
39.50	40.05	41.15	42.80	44.44	46.09	47.69
40.13	40.68	41.78	43.43	45.07	46.72	48.32

JULY 1, 2006 (4.0% added)

## SALARY SCHEDULE

Increments	Instructional Assistants	
	I/A'S A	I/A'S B
1.0	36,960	38,993
1.5	37,669	39,701
2.0	38,377	40,409
2.5	39,086	41,118
3.0	39,794	41,826
3.5	40,502	42,534
4.0	41,211	43,243
4.5	41,919	43,951
5.0	42,627	44,660
5.5	43,336	45,368
6.0	44,044	46,076
6.5	44,752	46,785
7.0	45,461	47,493
7.5	46,169	48,201
8.0	46,877	48,910
8.5	47,586	49,618
9.0	48,294	50,327
9.5	49,002	51,035
10.0	49,711	51,743
10.5	50,419	52,452
11.0	51,128	53,160
11.5	51,836	53,868
12.0	52,544	54,577
12.5	53,253	55,285
13.0	53,961	55,994
13.5	54,669	56,702
14.0	55,378	57,410

A	B	C	D	E	F	G
45,108	46,151	48,235	51,365	54,496	57,622	60,671
46,306	47,349	49,433	52,563	55,694	58,820	61,869
47,504	48,547	50,631	53,761	56,892	60,018	63,066
48,702	49,745	51,829	54,959	58,090	61,217	64,264
49,900	50,943	53,027	56,157	59,288	62,415	65,462
51,098	52,141	54,225	57,355	60,486	63,613	66,660
52,296	53,339	55,423	58,553	61,684	64,811	67,858
53,494	54,537	56,621	59,751	62,882	66,009	69,056
54,692	55,736	57,819	60,949	64,080	67,207	70,254
55,890	56,934	59,017	62,147	65,278	68,405	71,452
57,088	58,132	60,215	63,345	66,476	69,603	72,650
58,286	59,330	61,413	64,543	67,674	70,801	73,848
59,484	60,528	62,611	65,741	68,872	71,999	75,045
60,682	61,726	63,809	66,939	70,070	73,197	76,243
61,880	62,924	65,007	68,137	71,268	74,395	77,441
63,078	64,122	66,205	69,335	72,466	75,593	78,639
64,276	65,320	67,403	70,533	73,664	76,791	79,837
65,474	66,518	68,601	71,731	74,862	77,989	81,035
66,672	67,716	69,799	72,929	76,060	79,187	82,233
67,870	68,914	70,997	74,127	77,258	80,385	83,431
69,068	70,112	72,195	75,325	78,456	81,583	84,629
70,266	71,310	73,393	76,523	79,654	82,781	85,826
71,464	72,508	74,591	77,721	80,852	83,979	87,024
72,662	73,706	75,789	78,919	82,050	85,177	88,222
73,860	74,904	76,987	80,117	83,248	86,375	89,420
75,058	76,102	78,185	81,315	84,446	87,573	90,618
76,256	77,300	79,383	82,513	85,644	88,771	91,816

JULY 1, 2006 (4.0% added)

SALARY SCHEDULE

Increments	Instructional Assistants	
	I/A'S A	I/A'S B
1.0	3,080.04	3,249.38
1.5	3,139.07	3,308.41
2.0	3,198.10	3,367.45
2.5	3,257.13	3,426.48
3.0	3,316.15	3,485.51
3.5	3,375.18	3,544.54
4.0	3,434.21	3,603.57
4.5	3,493.24	3,662.60
5.0	3,552.27	3,721.63
5.5	3,611.30	3,780.66
6.0	3,670.33	3,839.69
6.5	3,729.36	3,898.73
7.0	3,788.39	3,957.76
7.5	3,847.42	4,016.79
8.0	3,906.45	4,075.82
8.5	3,965.48	4,134.85
9.0	4,024.51	4,193.88
9.5	4,083.54	4,252.91
10.0	4,142.57	4,311.94
10.5	4,201.60	4,370.97
11.0	4,260.63	4,430.00
11.5	4,319.65	4,489.04
12.0	4,378.68	4,548.07
12.5	4,437.71	4,607.10
13.0	4,496.74	4,666.13
13.5	4,555.77	4,725.16
14.0	4,614.80	4,784.19

3,759.03	3,845.94	4,019.56	4,280.39	4,541.30	4,801.87	5,055.89
3,858.86	3,945.78	4,119.40	4,380.22	4,641.13	4,901.70	5,155.71
3,958.70	4,045.61	4,219.23	4,480.05	4,740.97	5,001.54	5,255.54
4,058.53	4,145.45	4,319.07	4,579.89	4,840.81	5,101.38	5,355.36
4,158.36	4,245.28	4,418.90	4,679.72	4,940.64	5,201.21	5,455.19
4,258.20	4,345.12	4,518.74	4,779.56	5,040.48	5,301.05	5,555.01
4,358.03	4,444.95	4,618.57	4,879.39	5,140.31	5,400.89	5,654.84
4,457.86	4,544.79	4,718.41	4,979.23	5,240.15	5,500.72	5,754.66
4,557.69	4,644.63	4,818.24	5,079.06	5,339.98	5,600.56	5,854.49
4,657.53	4,744.46	4,918.08	5,178.89	5,439.82	5,700.40	5,954.31
4,757.36	4,844.30	5,017.91	5,278.73	5,539.66	5,800.23	6,054.13
4,857.19	4,944.13	5,117.75	5,378.56	5,639.49	5,900.07	6,153.96
4,957.03	5,043.97	5,217.58	5,478.40	5,739.33	5,999.91	6,253.78
5,056.86	5,143.80	5,317.42	5,578.23	5,839.16	6,099.74	6,353.61
5,156.69	5,243.64	5,417.25	5,678.07	5,939.00	6,199.58	6,453.43
5,256.53	5,343.47	5,517.09	5,777.90	6,038.83	6,299.42	6,553.26
5,356.36	5,443.31	5,616.92	5,877.73	6,138.67	6,399.26	6,653.08
5,456.19	5,543.15	5,716.76	5,977.57	6,238.51	6,499.09	6,752.91
5,556.03	5,642.98	5,816.60	6,077.40	6,338.34	6,598.93	6,852.73
5,655.86	5,742.82	5,916.43	6,177.24	6,438.18	6,698.77	6,952.55
5,755.69	5,842.65	6,016.27	6,277.07	6,538.01	6,798.60	7,052.38
5,855.52	5,942.49	6,116.10	6,376.91	6,637.85	6,898.44	7,152.20
5,955.36	6,042.32	6,215.94	6,476.74	6,737.68	6,998.28	7,252.03
6,055.19	6,142.16	6,315.77	6,576.57	6,837.52	7,098.11	7,351.85
6,155.02	6,242.00	6,415.61	6,676.41	6,937.36	7,197.95	7,451.68
6,254.86	6,341.83	6,515.44	6,776.24	7,037.19	7,297.79	7,551.50
6,354.69	6,441.67	6,615.28	6,876.08	7,137.03	7,397.62	7,651.33

HOURLY

JULY ■ 2006 (4.0% added)

HOURLY PAID FACULTY (TERM/OVERLOAD)

Instructional Academic Staff

Increment!	Instructional Assistants								
	I/A'S A	I/A'S B	A	B	C	D	E	F	G
1.0	20.23	21.34	66.83	68.37	71.46	76.10	80.73	85.37	89.88
1.5	20.62	21.73	68.60	70.15	73.23	77.87	82.51	87.14	91.66
2.0	21.01	22.12	70.38	71.92	75.01	79.65	84.28	88.92	93.43
2.5	21.39	22.51	72.15	73.70	76.78	81.42	86.06	90.69	95.21
3.0	21.78	22.89	73.93	75.47	78.56	83.20	87.83	92.47	96.98
3.5	22.17	23.28	75.70	77.25	80.33	84.97	89.61	94.24	98.76
4.0	22.56	23.67	77.48	79.02	82.11	86.74	91.38	96.02	100.53
4.5	22.94	24.06	79.25	80.80	83.88	88.52	93.16	97.79	102.31
5.0	23.33	24.44	81.03	82.57	85.66	90.29	94.93	99.57	104.08
5.5	23.72	24.83	82.80	84.35	87.43	92.07	96.71	101.34	105.85
6.0	24.11	25.22	84.58	86.12	89.21	93.84	98.48	103.12	107.63
6.5	24.49	25.61	86.35	87.90	90.98	95.62	100.26	104.89	109.40
7.0	24.88	26.00	88.12	89.67	92.76	97.39	102.03	106.67	111.18
7.5	25.27	26.38	89.90	91.45	94.53	99.17	103.81	108.44	112.95
8.0	25.66	26.77	91.67	93.22	96.31	100.94	105.58	110.21	114.73
8.5	26.05	27.16	93.45	95.00	98.08	102.72	107.36	111.99	116.50
9.0	26.43	27.55	95.22	96.77	99.86	104.49	109.13	113.76	118.28
9.5	26.82	27.93	97.00	98.54	101.63	106.27	110.91	115.54	120.05
	27.21	28.32	98.77	100.32	103.41	108.04	112.68	117.31	121.83
	27.60	28.71	100.55	102.09	105.18	109.82	114.46	119.09	123.60
	27.98	29.10	102.32	103.87	106.96	111.59	116.23	120.86	125.38
	28.37	29.48	104.10	105.64	108.73	113.37	118.01	122.64	127.15
	28.76	29.87	105.87	107.42	110.51	115.14	119.78	124.41	128.92
	29.15	30.26	107.65	109.19	112.28	116.92	121.56	126.19	130.70
	29.54	30.65	109.42	110.97	114.06	118.69	123.33	127.96	132.47
	29.92	31.04	111.20	112.74	115.83	120.47	125.11	129.74	134.25
14.0	30.31	31.42	112.97	114.52	117.60	122.24	126.88	131.51	136.02

HOURLY

JULY 1, 2006 (4.0% added)

SALARY SCHEDULE

Professional Resource Staff

Increments	Instructional Assistants	
	I/A'S	I/A'S
	A	B
1.0	20.23	21.34
1.5	20.62	21.73
2.0	21.01	22.12
2.5	21.39	22.51
3.0	21.78	22.89
3.5	22.17	23.28
4.0	22.56	23.67
4.5	22.94	24.06
5.0	23.33	24.44
5.5	23.72	24.83
6.0	24.11	25.22
6.5	24.49	25.61
7.0	24.88	26.00
7.5	25.27	26.38
8.0	25.66	26.77
8.5	26.05	27.16
9.0	26.43	27.55
9.5	26.82	27.93
10.0	27.21	28.32
10.5	27.60	28.71
11.0	27.98	29.10
11.5	28.37	29.48
12.0	28.76	29.87
12.5	29.15	30.26
13.0	29.54	30.65
13.5	29.92	31.04
14.0	30.31	31.42

A	B	C	D	E	F	G
24.69	25.26	26.40	28.11	29.83	31.54	33.21
25.35	25.92	27.06	28.77	30.48	32.20	33.86
26.00	26.57	27.71	29.43	31.14	32.85	34.52
26.66	27.23	28.37	30.08	31.80	33.51	35.17
27.31	27.88	29.02	30.74	32.45	34.16	35.83
27.97	28.54	29.68	31.39	33.11	34.82	36.49
28.62	29.20	30.34	32.05	33.76	35.47	37.14
29.28	29.85	30.99	32.70	34.42	36.13	37.80
29.94	30.51	31.65	33.36	35.07	36.79	38.45
30.59	31.16	32.30	34.02	35.73	37.44	39.11
31.25	31.82	32.96	34.67	36.39	38.10	39.76
31.90	32.47	33.61	35.33	37.04	38.75	40.42
32.56	33.13	34.27	35.98	37.70	39.41	41.08
33.21	33.79	34.93	36.64	38.35	40.06	41.73
33.87	34.44	35.58	37.29	39.01	40.72	42.39
34.53	35.10	36.24	37.95	39.66	41.38	43.04
35.18	35.75	36.89	38.61	40.32	42.03	43.70
35.84	36.41	37.55	39.26	40.98	42.69	44.35
36.49	37.06	38.20	39.92	41.63	43.34	45.01
37.15	37.72	38.86	40.57	42.29	44.00	45.67
37.80	38.38	39.52	41.23	42.94	44.65	46.32
38.46	39.03	40.17	41.88	43.60	45.31	46.98
39.12	39.69	40.83	42.54	44.25	45.97	47.63
39.77	40.34	41.48	43.20	44.91	46.62	48.29
40.43	41.00	42.14	43.85	45.57	47.28	48.94
41.08	41.65	42.79	44.51	46.22	47.93	49.60
41.74	42.31	43.45	45.16	46.88	48.59	50.26

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Electronically Filed

FOLIO NUMBER  
100434

July 1, 2002 -  
June 30, 2004

## **Collective Agreement**

**Between**

**The Grant MacEwan College  
Board Of Governors**

**And**

**The Grant MacEwan College  
Faculty Association**

**July 1, 2002 - June 30, 2004**



**Grant MacEwan  
College**

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## **INTRODUCTION**

This Agreement is made, in accordance with Section 47 of the Colleges Act of Alberta,

BETWEEN

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

AND

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

### **ARTICLE 1.0 TERM OF AGREEMENT**

#### **1.1 Duration**

1.1.1 This Agreement, which shall include its appendices, shall be binding on all parties to it and shall take effect on the first (1st) day of July, A.D. 2002, and shall remain in full force and effect until and including the thirtieth (30th) day of June, A.D. 2004, and thereafter shall remain in full force and effect until an altered agreement is ratified.

1.1.2 Such altered agreement shall be made effective on the first (1st) day of July A.D. 2004, unless specifically agreed otherwise.

#### **1.2 Legislation**

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

### **ARTICLE 2.0 DEFINITIONS**

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

#### **2.1 Persons or Parties Bound by the Agreement**

2.1.1 "Administrator" for the purposes of this Agreement, refers to a position so designated by the College not covered by the provisions of this Agreement, and shall not include Program or Department Chairs.

2.1.2 "Association" or "Faculty Association" designates the Grant MacEwan College Faculty Association.

2.1.3 "Board" or "Board of Governors" designates the Board of Governors of Grant MacEwan College.

2.1.4 "College" designates Grant MacEwan College.

2.1.5 "Dean" or "Director" designates the administrative head of a division within whose jurisdiction there are employees who are subject to the terms and conditions of this collective agreement.

2.1.6 "Executive Officer" refers to members of the College President's Executive Committee who have faculty reporting to them.

2.1.7 "Faculty" or "Faculty member" or "member" means any person who is employed by the College as an academic staff member pursuant to the Colleges Act, and for the Term of this Agreement includes at least the following:

2.1.7.1 Instructors (referred to elsewhere in this Agreement as "Instructional Academic Staff members"); see Article 14.1.1.

2.1.7.2 Instructional Assistants (see Article 14.1.2.)

2.1.7.3 Professional Resource Staff members (Counsellors, Librarians and Learning Skills Specialists).

2.1.7.4 Faculty Development Coordinator

2.1.8 "President" or "College President" designates the President of Grant MacEwan College.

## **2.2 Interpretation**

2.2.1 "Act" or "Colleges Act" means The Colleges Act, being Chapter C-18 of the Revised Statutes of Alberta 1980, as amended.

2.2.2 "Term" refers to one of four periods of instruction into which the College's academic year is divided, namely:

2.2.2.1 Fall Term, normally September through December;

2.2.2.2 Winter Term, normally January through April;

2.2.2.3 Spring Term; normally May through June;

2.2.2.4 Summer Term, normally July through August.

2.2.3 A "working day" is a day during which normal College operations occur, and does not include Saturday, Sunday, Statutory Holidays or other Holidays declared by the College from time to time.

2.2.4 "Lecture/Seminar Equivalent Hour" or "LSEH" (refer to 14.1.3).

2.2.5 If the context requires, the singular means or includes the plural, and vice versa.

## **2.3 Consultation**

2.3.1 Where consultation is required under 15.3.1, 15.7.2, 18.1.1, 18.1.2 and 18.3.1 of this agreement, such consultation shall be deemed to have occurred after the following actions have been taken:

2.3.1.1 The administrator shall advise the affected member or members of the issue or issues involved, and

2.3.1.2 The administrator shall hear and discuss the concerns of the member or members prior to reaching a decision or making a recommendation on the matter, and

2.3.1.3 The member or members shall be notified of the administrator's decision or recommendation without undue delay. Such notification shall be given to the member in writing, if the member so requests.

## **ARTICLE 3.0 NEGOTIATIONS: PROCEDURES AND IMPASSE RESOLUTION**

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

### **3.1 Collective Bargaining**

3.1.1 The Board and the Association shall exchange written bargaining proposals on or before the first (1st) day of February, A.D., 2004, with respect to the said re-negotiation.

3.1.2 Promptly thereafter, the parties shall meet and in good faith endeavour to resolve all differences between them with respect to those bargaining proposals. Such proposals may be in the form of a request to open discussion on specific issue(s).



### **3.2 Mediation**

- 3.2.1 If by May 31 the Association and the Board have been unable to agree upon the terms of a new Agreement, either party may request mediation and if the other party agrees, ask the Chair of the Labour Relations Board of the Province of Alberta to appoint a person to act as a mediator ("Mediator").
- 3.2.2 No person shall be appointed as a Mediator who:
- ( i) is directly affected by the dispute, or
  - ( ii) has been involved in an attempt to negotiate or settle the dispute; or
  - (iii) is not a resident of Alberta.
- 3.2.3 Upon the appointment of a Mediator, the Chair of Mediation Services shall notify the Board and Association accordingly.
- 3.2.4 In the event a Mediator is appointed, the parties shall promptly meet with the Mediator in an attempt to resolve any outstanding differences.
- 3.2.5 A Mediator shall, upon appointment, in any manner that he or she thinks fit, inquire into the dispute and endeavour to effect a settlement.
- 3.2.6 The Mediator shall make a report on or before June 30 and such report (the "Report") shall recommend the terms of settlement to the parties.
- 3.2.7 Within ten (10) working days of receiving the Report, the Board and the Association shall accept or reject the Mediator's Report.
- 3.2.8 If both parties accept a Mediator's Report, they shall promptly conclude negotiations and execute an agreement pursuant to the Report.
- 3.2.9 If either party rejects the Mediator's Report, or if mediation is not agreed upon, either party may initiate binding arbitration pursuant to 3.3 by giving written notice of its desire to proceed to binding arbitration to the other party and setting out therein the items remaining in dispute.
- 3.2.10 The parties shall bear equally the expenses of the mediation process.

### **3.3 Arbitration**

- 3.3.1 Each party within ten (10) working days of the dispute being referred to binding arbitration pursuant to 3.2.9 shall appoint a person to act as a member of the arbitration board, and shall forthwith notify the other party of such appointment.
- 3.3.2 The two persons appointed to act as members of an arbitration board shall attempt to mutually agree upon a third person to act as Chair of the arbitration board within ten (10) working days of the date the second person is appointed.
- 3.3.3 No person shall be appointed to an arbitration board who:
- ( i) is directly affected by the dispute, or
  - ( ii) has been involved in an attempt to negotiate or settle the dispute, or
  - (iii) has not resided in the Province of Alberta for one (1) year immediately preceding the date of the appointment.
- 3.3.4 The arbitration board has the power to determine its own procedure but shall give full opportunity to the Board and the Association to be heard, and without limiting the generality of the foregoing, the arbitration board may:
- ( i) receive as evidence the Report of the Mediator referred to in 3.2.6, and
  - (ii) receive as evidence the current status and amount of the grants and assistance provided to the College by the Minister of Alberta Learning and the cost of living increases existing in the Edmonton area for the twelve (12) months preceding the contract negotiations, but the arbitration board shall not be bound by the said information or any rules relating to same.

- 3.3.5 If without reasonable cause shown, either party to the proceedings before the arbitration board fails to attend or be represented, the arbitration board may proceed as if the party had duly attended or been represented.
- 3.3.6 If the Board or the Association fails to appoint a person as a member of an arbitration board, the Chair of the Labour Relations Board may, at the request of either party, appoint a person to act as a member on its or their behalf.
- 3.3.7 When the two persons appointed as members of an arbitration board fail to appoint a person to act as Chair, the Chair of the Labour Relations Board shall, at the request of either party, appoint a person to act as Chair of the Arbitration Board.
- 3.3.8 Where a vacancy occurs in the membership of an arbitration board, it shall be filled in the same manner as provided for in the original appointment of the member or Chair.
- 3.3.9 Where an arbitration board is established, each party shall forthwith deliver a statement in writing to the Chair stating the items which remain in dispute.
- 3.3.10 Within forty (40) calendar days from the date of its appointment, the arbitration board shall conduct its inquiry, make an award, and in its award deal with each arbitrable item in dispute.
- 3.3.11 An arbitrable award may be retroactive in whole or in part.
- 3.3.12 The arbitration board's award shall be signed by such members as concur therein and shall be transmitted in writing to the Association and the Board as soon as possible.
- 3.3.13 An award of an arbitration board is binding upon the Association and on every member on whose behalf it was bargaining collectively and upon the Board. The Board and the Association shall forthwith give effect to it.
- 3.3.14 The terms of the awards relating to, entering into, renewing or revising a collective agreement shall be included in a collective agreement and promptly executed by the parties.
- 3.3.15 A decision of the majority of the members of an arbitration board is the decision of the arbitration board, but if there is no majority, the decision of the Chair governs and the decision shall be deemed to be the award of the arbitration board.
- 3.3.16 Each party to the dispute shall bear the expense of its representative appointed to the arbitration board and the two (2) parties shall share equally the expense of the Chair of the arbitration board.

#### **3.4 Preparation of the Agreement**

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

3.4.5 A collective agreement referred to in 3.4.4 is binding upon the Association and every member on whose behalf it was bargaining collectively, and the Board.

### **3.5 Single Arbitrator**

3.5.1 Where the Board and the Association agree that a single arbitrator is appropriate, then they may establish an individual as an arbitration board in accordance with this dispute settlement procedure.

3.5.2 A single arbitrator shall be appointed in the same manner and shall have the same powers and be subject to the same limitations as a three (3) member arbitration board referred to in this procedure.

### **3.6 Time Limits**

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

3.6.1 the President, on behalf of the Board, together with

3.6.2 the President of the Faculty Association on behalf of the Association.

## **ARTICLE 4.0 DISPUTES AND GRIEVANCES**

### **4.1 Disputes**

To promote the earliest possible resolution of disputes arising out of this collective agreement, issues should be brought forward for discussion with the appropriate parties with the intent of informal dispute resolution.

Parties to the disagreement may agree to select a mutually acceptable facilitator in order to assist in these discussions. Where differences have not been resolved through informal discussion, the following outlines the acceptable grievance procedure.

### **4.2 Faculty Grievances**

If any difference concerning the interpretation, application, operation, or alleged violation of this Agreement, or any question as to whether any difference is arbitrable, arises between the parties or the persons bound by this Collective Agreement, such difference shall be deemed a grievance and shall be resolved in the following manner:

#### **4.2.1 Step 1**

4.2.1.1 In the case of an individual Faculty member's grievance, an attempt to settle the grievance shall be made by discussion between the grievor and the member's Dean or Director as follows:

4.2.1.1.1 Within thirty (30) working days of the difference arising, regardless of the cause or source of the difference, the grievor shall file their grievance in writing with the appropriate Dean or Director, with a copy to the Director of Human Resources, outlining the nature of the difference and the resolution sought.

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

4.2.1.1.3 In all steps of the grievance procedure the Faculty member may, at his or her option, be accompanied in all discussions by one other Faculty member of his or her choice.

4.2.1.2 Step 1 shall not apply to group, Association, or policy grievances. Group, Association, or policy grievances shall be initiated at Step 2.

#### 4.2.2 Step2

4.2.2.1 Within fifteen (15) working days of the expiration of Step 1, in the case of an individual Faculty member's grievance, or within thirty (30) working days of the grievance arising in the case of a group, Association, or policy grievance, the grievor may file his or her grievance in writing with the appropriate Executive Officer.

4.2.2.2 Within ten (10) working days of the receipt of the grievance, the Executive Officer and the grievor shall meet and attempt to resolve the grievance. This step shall not continue beyond ten (10) working days from the date of the first meeting.

#### 4.2.3 Step 3

4.2.3.1 Within ten (10) working days of the expiration of Step 2, the grievor may file their grievance in writing with the College President.

4.2.3.2 Within ten (10) working days of the receipt of the grievance, the College President and the grievor shall meet and attempt to resolve the grievance. This step shall not continue beyond ten (10) working days from the date of the first meeting.

4.2.3.3 Where the resolution of the grievance is not accomplished with the expiration of step 3, the grievor may elect to resolve the dispute through grievance arbitration, as set forth in 5.0 (Grievance Arbitration).

#### 4.3 **Board Grievances**

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

#### 4.4 **Failure of Respondent or Non-grieving Parties to Process**

4.4.1 Where there is a failure to meet the time limits set out in this Article, either by a respondent to a grievance, or by any party or parties responsible for seeking a resolution of the grievance, then, upon expiry of such time limits, the grievor may advance the grievance to the next step.

#### 4.5 **Failure of Grievor to Process**

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

#### 4.6 **Grievance Time Limits**

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

4.6.1.1 The Dean or Director, Executive Officer or College President, as applicable to the step of the grievance procedure in question, on behalf of the College, together with one of the following:

4.6.1.2 In the case of an individual grievance, the grievor on his or her own behalf, or,

4.6.1.3 In the case of an Association grievance, or a grievance carried by the Association on a member's behalf, the Association President on behalf of the Association or the member.

### **ARTICLE 5.0 GRIEVANCE ARBITRATION**

5.0 Provided that the grievor has complied with the terms of 4.0 (GRIEVANCES), a grievor may elect to advance the grievance to arbitration according to the terms of this Article.

#### 5.1 **Notice**

5.1.1 Within ten (10) working days of the expiry of the time limits set forth in 4.2 (Faculty Grievances) or 4.3 (Board Grievances), the grievor shall notify the other party or parties to the grievance, in writing, of his or her desire to submit the grievance to arbitration.

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

## **5.2 Convening the Arbitration Board**

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

## **5.3 Arbitration Hearing**

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

## **5.4 Powers of the Arbitration Board**

- 5.4.1 The arbitration board has the authority to:
  - 5.4.1.1 allow for clerical errors or clerical omissions in the framing of the grievance;
  - 5.4.1.2 request the attendance of any witness it deems necessary;
  - 5.4.1.3 keep a record of the proceedings;
  - 5.4.1.4 request access to any documents or other materials relating to the dispute;
  - 5.4.1.5 correct any typographical error or omission in the Agreement or any previous award.
- 5.4.2 The arbitration board, by its decision, shall not alter, amend, or change the terms of this Agreement nor shall it render any decision inconsistent with the terms of the Agreement.
- 5.4.3 Where in ruling on a grievance, an arbitration board determines that this Agreement has been violated but finds no redress specified in the Agreement, the board shall determine a fair and adequate remedy.
- 5.4.4 Notwithstanding any other provision of this Agreement, and provided that the arbitration board determines that no substantial wrong or substantial prejudice has occurred, a grievance shall not, at any stage in the process, be defeated because of any defect in form or because of a failure to adhere to timelines.

## **5.5 Expenses of Arbitration Board**

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

## **5.6 Waiver of College Responsibilities**

- 5.6.1 The grievors and all necessary witnesses shall have their College responsibilities waived during the period of time they are required to attend grievance arbitration hearings.

## **5.7 Grievance Arbitration Time Limits**

- 5.7.1 Notwithstanding the time limits referred to in this Article, any of them may be extended at any time upon the mutual written agreement of the parties to the grievance. For the purposes of this Subclause, the time limits may be extended by:
  - 5.7.1.1 the President, on behalf of the College, together with one of the following:
  - 5.7.1.2 in the case of an individual grievance, the grievor on their own behalf, or,
  - 5.7.1.3 in the case of an Association grievance, or a grievance carried by the Association on a member's behalf, the Association President on behalf of the Association or the member.

## **ARTICLE 6.0 AGREEMENT INTERPRETATION AND AMENDMENT RECOMMENDATION PROCEDURES**

### **6.1 Composition of the JRC**

- 6.1.1 When a matter arises between the parties regarding an interpretation of the Collective Agreement or its Appendices, except for those parts that pertain directly to salary and benefits, it may be referred to a Joint Review Committee (JRC), composed of representatives of the parties within the College.
  - 6.1.1.1 A JRC shall consist of three (3) members appointed by the VP Academic and three (3) members appointed by the President of the Faculty Association. The Administration and the Faculty may vary members from time to time and for particular matters under consideration. There may be more than one JRC operating at the same time. Each party shall inform the other in writing of the names of its appointed members and changes thereto.
  - 6.1.1.2 The JRC may use the services of such consultants and resource people as they see fit and such persons may be invited to attend meetings of the JRC.

### **6.2 Role of the JRC**

- 6.2.1 The JRC shall:
  - 6.2.1.1 consider and work toward agreement regarding the implementation, interpretation, or operation of the provisions of this Agreement, and
  - 6.2.1.2 serve as a joint reference body to consider matters affecting members terms and conditions of employment.
- 6.2.2 A JRC is not intended to limit access to grievance, nor the rights of members to grieve as set out in this Agreement; however, the JRC shall not hear matters that have been formally grieved or submitted to grievance arbitration. Moreover, the JRC is not a substitute for negotiations and does not have the power to approve amendments to the Collective Agreement.

### **6.3 Procedures of the JRC**

- 6.3.1 Matters referred to a JRC under 6.2 may be brought forward by the VP Academic or by the President of the Association.
- 6.3.2 Where five of the six voting members of the JRC are able to reach an agreement on an issue of interpretation which has been referred to them, their decision will be set out in a Letter of Agreement and referred to the President and the Association for ratification. Upon ratification by both parties or upon a date specified in the ratification, the Letter of Agreement shall be included as an attachment to the Collective Agreement and the resulting decision shall apply to all members.
- 6.3.3 In the event that either the President or the Association fails to ratify the Letter of Agreement, either party may request that the JRC be reconvened to attempt to resolve the matter.

6.4 Where a JRC by majority vote as set out in 6.3.2 determines that the resolution of the contract matter referred to it can only be accomplished by amending the collective agreement, they shall so recommend to the College President and the President of the Faculty Association. Thereafter, the parties agree to meet and attempt to settle the matter through negotiations. Where the parties are unable to agree on a proposed amendment, the status quo shall prevail. A proposed amendment is subject to ratification by the Board and the Association.

## **ARTICLE 7.0 BOARD/ASSOCIATION RELATIONS**

### **7.1 The Bargaining Unit**

- 7.1.1 The Board recognizes the Faculty Association as the sole and exclusive bargaining agent for all members designated as academic staff as set forth in this Agreement.
- 7.1.2 All members designated as academic staff in this Agreement shall be members of the Faculty Association.

### **7.2 Recognition**

- 7.2.1 The College agrees to provide up to sixty percent (60%) instructional release time, or equivalent non-instructional release, of the President of the Faculty Association, and share equally in the replacement cost of that workload release with the Association.
- 7.2.2 The College agrees to provide for up to 180 LSEHs instructional release time or equivalent non-instructional release time per negotiating year(s) for the Chair of the Faculty Association Negotiating Committee, for which the Association will compensate the College at the replacement cost.
- 7.2.3 The College agrees to provide for up to 360 LSEHs instructional release time, or equivalent non-instructional release, to be used by the members of the Association Executive, assigned at the discretion of the Executive of the Faculty Association. The College and the Association agree to share equally the replacement cost of providing this release.
- 7.2.4 Release time requests will be made in writing by the Faculty Association to the Executive Officer, with a copy to the Director of Human Resources not less than two months prior to the effective date of the release, or with such notice as is otherwise agreed.
- 7.2.5 For the purposes of Article 7.2, replacement cost shall mean hourly rate, plus the Term benefit costs, at step 9.0 of the Category in which the member released has been placed.
- 7.2.6 The Board recognizes the Faculty Association Grievance Committee, duly constituted according to the Constitution and By-Laws of the Association, as the official representative of the Association and of any member who asks for its assistance in processing a grievance in any or all stages of resolution or attempted resolution.

### **7.3 Association Fees**

- 7.3.1 The College shall deduct monthly an amount equivalent to 1/12 of each Faculty member's annual membership fees, and shall remit such fees monthly to the Association.
- 7.3.2 The Human Resources Department shall, on a monthly basis, submit to the Secretary Treasurer of the Association, a current record of the deductions and remittances of all members made in accordance with 7.3.1.
- 7.3.3 The Association shall from time to time advise the Human Resources Department of the amount of the annual membership fees.

### **7.4 Membership Information**

- 7.4.1 The Human Resources Department shall, on a monthly basis, submit to the Secretary Treasurer of the Association a current list of Faculty members, including their appointment and/or leave status.

## **ARTICLE 8.0 APPOINTMENTS**

### **8.1 Categories of Faculty Members**

- 8.1.1 Faculty members appointed in accordance with the terms of this Agreement shall be in one of the following categories:
  - 8.1.1.1 Continuing Appointments (Full-time or Part-time)
  - 8.1.1.2 Probationary appointments (Full-time or Part-time)
  - 8.1.1.3 Contractually limited appointments (Sessional or Term)

### **8.2 Continuing Appointments**

- 8.2.1 "Continuing member" means a Faculty member whose appointment is continuous from year to year, subject to the right of the Board to dismiss for just and proper cause in accordance with 13.0 (Suspension and Dismissal) and subject to the provisions of 11.0 (Academic Reorganization).

### **8.3 Probationary Appointments**

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

### **8.4 Sessional Appointments**

- 8.4.1 Members hired as Sessionals are appointed for a period of twelve (12) consecutive months on a year to year basis.
- 8.4.2 Sessional members hired as instructors, Professional Resource Staff and Instructional Assistants shall carry a full-time workload as determined in 15.0 (Workload – Academic Responsibilities).
- 8.4.3 Sessional members shall be hired using the same appointment procedures as set out for Probationary and Continuing appointments.
- 8.4.4 Where a Sessional member has been continuously employed for a period of three (3) consecutive years, a review shall be conducted to determine if the member can be transferred to Probationary or Continuing status. The decision shall be made by the Executive Officer on the recommendation of the Dean or Director and an Academic Staff Appointments Committee (A.S.A.C.) constituted for that purpose.
  - 8.4.4.1 In making a recommendation regarding the viability of granting a member Probationary or Continuing status, the A.S.A.C. will consider:
    - 8.4.4.1.1 the potential of a continuing workload,
    - 8.4.4.1.2 the potential for continued funding for the position,
- 8.4.5 Pursuant to 8.4.4, if the Dean or Director and the A.S.A.C. do not recommend the granting of Probationary or Continuing status to the member but recommend and the Executive Officer approves the establishment of a Continuing position, the position shall be filled according to 8.6.

### **8.5 Term Appointments**

- 8.5.1 Term appointments are not a precursor to Sessional, Probationary or Continuing appointments.
- 8.5.2 Term appointments shall be effected by:



**8.5.2.1** On initial appointment, the Dean or Director, after consultation with the Program or Department Chair and a continuing Faculty member in the discipline. In the event there are no continuing members employed in the discipline, the member shall be from the division concerned.

**8.5.2.2** On reappointment, the Dean or Director, after consultation with the Program or Department Chair.

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

**8.5.3.1** A scheduled course is considered available when it is not required to make up a Probationary, Continuing or Sessional members workload.

**8.5.3.2** First consideration shall mean the obligation to consider first, and in good faith, the application of any eligible Term member.

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

**8.5.4** Where a Term Faculty member has worked a minimum of **810** LSEHs over the previous two consecutive years (July 1 to June **30**), the member may request in writing to the Dean, by January **31** of the second year, that a review take place to determine whether or not a Sessional or Full-time position could be created. Upon receipt of the request, the Dean will inform the Faculty Association and appoint and convene a Divisional Position Review Committee consisting of the Dean, a chair, a continuing faculty member and a representative from Human Resources, to consider and make recommendations on the request. The decision will be made by the Vice President Academic on the recommendation of the Dean and the Divisional Position Review Committee. Should it be determined by the College that a new Sessional or Full-time position exists, recruitment to the position will be carried out according with Article **8**, Appointments.

**8.5.4.1** In making a recommendation regarding the viability of creating a Sessional or full-time continuing position, the Position Review Committee will consider the potential, College wide:

**8.5.4.1.1** of a continuing workload,

**8.5.4.1.2** of continued funding for the position,

**8.5.4.1.3** of appropriate intersession workloads

## **8.6** Procedures for Academic Staff Appointments

**8.6.1** When a Probationary or Sessional position is available, it shall be advertised both within the College and externally.

**8.6.2** When recruitment is to commence, an A.S.A.C. will be struck to consider the recruitment procedures and the criteria for the position to be filled.

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

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

**8.6.4** The transfer of a member from full-time to part-time status shall be effected by the Executive Officer.

**8.6.4.1** Applications for transfer shall be in written form and forwarded to the Dean not later than December **31st**, for consideration for the following academic year.

8.6.4.2 The Dean or Director shall forward the application with the Dean and the Chair's recommendations to the Executive Officer not later than the 15th day of February following the application.

8.6.4.3 The Executive Officer shall advise the member, the Dean and Chair of the decision not later than the 31st day of March following the application.

## **8.7 Notice of Initial Appointment**

8.7.1 Initial appointment of a probationary or continuing member shall be by notice in writing from the Executive Officer and shall state the effective date and duration of the appointment and the member's annual salary rate.

8.7.2 Each letter of appointment shall be accompanied by a copy of the Collective Agreement and shall contain a statement that the appointment is subject to the terms and conditions of the Agreement.

8.7.3 The Association shall be sent a copy of the letter of appointment.

## **8.8 Appeals on Salary Placement**

8.8.1 There shall be no grievance under 4.0 (GRIEVANCES) regarding salary placement, except for omissions or errors in interpretation.

## **8.9 Emergency Appointments**

8.9.1 In emergency situations, the Executive Officer may appoint a Faculty member on a temporary acting basis.

## **ARTICLE 9.0 ACADEMIC STAFF APPOINTMENT COMMITTEES**

### **9.1 Role of the Committee**

9.1.1 Each administrative unit or division shall, in consultation with its members, establish Academic Staff Appointment Committees (A.S.A.C.) as required, whose function shall be to interview candidates and make recommendations regarding the appointment or change in appointment status of Faculty members.

9.1.2 In addition to making appointment and status change recommendations, the A.S.A.C. may make recommendations regarding position status changes as per 8.4.4.

### **9.2 Composition of the Committee**

9.2.1 Each Committee shall be composed of at least the following or their named alternates:

9.2.1.1 the Dean or Director or designee who shall act as non-voting Chair;

9.2.1.2 the Program or Department Chair or equivalent faculty member in the Academic Resource area concerned;

9.2.1.3 three (3) Faculty members, only two (2) of whom shall be from the Program, Department or Academic Resource area concerned. In the event there are no members employed in the Program, Department or Academic Resource area, both members should be from the Division concerned.

9.2.1.4 at the discretion of the A.S.A.C., others may be added to the Committee to serve in a non-voting advisory capacity.

9.2.2 In the event that the requisite number of persons are not appointed to the A.S.A.C. or in the event that the Committee is appointed but fails, neglects, or refuses to act within a reasonable time as required by this Agreement, then the Executive Officer may make the appointment providing five (5) working days' advance notice is given to the Committee Chair of intention to take such action.

9.2.3 In situations where the committee cannot be constituted as listed above due to the size or nature of the department, the Dean or Director will appoint the committee with appropriate Faculty members, maintaining the number of committee members listed in 9.2.1. and in accordance with 9.1.1.

### **9.3 Procedures of the Academic Staff Appointments Committee**

- 9.3.1 The A.S.A.C. shall meet at the call of the Committee Chair:
  - 9.3.1.1 not less than two (2) months prior to the expiry of a member's probationary term to consider awarding Continuing status.
  - 9.3.1.2 to consider a request from a Probationary member for transfer to Continuing status prior to the completion of the full probationary term.
  - 9.3.1.3 to consider a request from a Sessional member for transfer to Probationary or Continuing status.
  - 9.3.1.4 to consider the waiving of probation for a Sessional member.
  - 9.3.1.5 not **less** than four (4) months prior to the end of a member's third consecutive Sessional appointment to consider changing the member's status as per 8.4.4.
  - 9.3.1.6 not less than ten (10) working days prior to an A.S.A.C. interview, the Dean shall inform the candidate, in writing, of the time and date of an A.S.A.C. interview and the documentation required.

#### **9.3.2 Decisions Regarding Appointment Status**

- 9.3.2.1 The A.S.A.C. shall review the appointment status of members referred to it and shall consider at least the following:
  - 9.3.2.1.1 the member's curriculum vitae or dossier.
  - 9.3.2.1.2 the member's service to the College.
  - 9.3.2.1.3 other documentation that may be provided by the member and considered by the A.S.A.C. to be relevant to its deliberations.
- 9.3.2.2 The A.S.A.C. may recommend one or more of the following:
  - 9.3.2.2.1 the granting of probationary or continuing status to a member.
  - 9.3.2.2.2 the withholding of probationary or continuing status from a member.
  - 9.3.2.2.3 the continuation or extension of probation for a member.
  - 9.3.2.2.4 professional development which will enhance a member's eligibility for probationary or continuing status.

#### **9.3.3 Recommendations Regarding Appointment Status**

- 9.3.3.1 The A.S.A.C. shall, within two weeks of a meeting called to consider a member's appointment status, make a recommendation to the Dean or Director regarding such status.
- 9.3.3.2 Within three (3) weeks of receiving a recommendation from the A.S.A.C. the Dean or Director shall refer it, along with the Dean or Director's recommendation, to the Executive Officer.
- 9.3.3.3 Within three (3) weeks of receiving the recommendations the written decision of the Executive Officer shall be forwarded to the member, the Dean or Director and the Program or Department Chair.
- 9.3.4 Recommendations of the A.S.A.C. shall not prejudice a member's rights under any other part of this Agreement.

### **ARTICLE 10.0 RESIGNATIONS**

#### **10.1 Proper Notice**

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

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

10.2 **Failure to Give Proper Notice**

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

**ARTICLE 11.0 ACADEMIC REORGANIZATION**

11.1 The Board and the Association acknowledge that in order to maintain the integrity and viability of its academic offerings, it may become necessary to revise, restructure or discontinue Programs or Departments which may result in the layoff of Continuing members.

11.2 Reorganization will normally occur in the context of institutional academic planning that considers the College's business plans.

11.3 Reorganization of academic programs will normally be achieved in a manner that will protect the employment of Continuing members.

11.4 No reorganization involving the reduction, deletion or transfer of a Program or Department which affects the employment security of Continuing members may occur without the opportunity for the Faculty Association to consider the matter and make recommendations to the appropriate Executive Officer.

11.5 The Association shall be notified in writing and consulted at the earliest stages of planning, shall have available to it the required supporting information and have up to one (1) month to make its recommendations.

11.6 **Program/Department Deletion:**

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

11.6.1 Affected members may apply for early release or continuation on staff for the length of time some or all of the Program or Department will continue.

11.6.2 The Dean or Director shall consider such applications subject to the qualifications of the members to teach the required courses and the needs of the College.

11.7 **Program/Department Reduction:**

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

11.7.1 name an Academic Staff Appointments Committee to recommend the curriculum and teaching requirements of the Program or Department which will continue, and

11.7.2 name an Implementation Committee to recommend to the Executive Officer, within the terms of this Collective Agreement, the employee reduction procedures to be used and the members to be laid off.

11.7.2.1 The Implementation Committee will consist of the Dean who shall act as Chair, three Continuing members and a Dean or Director from the College at large.

11.7.2.2 The Committee shall consider academic qualifications and experience together with performance and length of service in arriving at its recommendations.

11.8 Layoffs shall only be effected if the number of positions subject to layoff is greater than the number of members teaching the same courses who will reach retirement age in the academic year in which the reorganization will take place.

- 11.9 Once the Executive Officer has approved the lay-off of a member, the College shall:
- 11.9.1 notify the member in writing.
  - 11.9.2 make reasonable efforts to re-assign the member to an equivalent Faculty position that the member is qualified to perform as per 12.0 (Reassignment).
  - 11.9.3 provide a reasonable opportunity for retraining of the member for the purpose of reassignment as per 12.0 (Reassignment).
  - 11.9.4 provide a reasonable opportunity for the member to transfer to Part-time Probationary or Continuing status.
- 11.10 If a member can be re-assigned to an equivalent position and circumstance, but refuses to accept such reassignment, the severance provisions of 11.12 shall not apply.
- 11.11 In the event that a Full-time Probationary or Continuing member accepts reassignment to Part-time Probationary or Continuing status, the severance payable shall be reduced by one-half.
- 11.12 If a member cannot be re-assigned or refuses a retraining opportunity, the member may be laid Off.
- 11.12.1 **A** Full-time Continuing member who is laid off in this fashion shall receive a severance payment equal to one (1) month's regular salary for each year of Continuing service to a maximum of twelve (12) months' salary.
  - 11.12.2 **A** Part-time Continuing member who is laid off in this fashion shall receive a severance payment equal to one (1) month's regular salary for each year of Continuing service to a maximum of six (6) months' salary.
- 11.13 **Recall:**
- Should the same, or essentially the same, full or part-time Continuing position be reinstated within eighteen (18) months of the effective date of layoff, the member shall be so advised by the College and be given first consideration for reappointment.
- 11.13.1 If more members apply for reinstatement than the number of vacancies, the selection of members for reinstatement shall be recommended by an Academic Staff Appointments Committee
  - 11.13.2 Salary on reappointment shall be at the same rate as at layoff, subject to any general Faculty salary adjustments in the interim.
  - 11.13.3 Should reappointment occur within one year of the layoff date, the severance payment shall be repaid proportionately.
  - 11.13.4 Should reappointment occur within one year of the effective date of layoff, for the purpose of the Local Authorities Pension Plan, and subject to plan regulations, the period between the layoff date and the reappointment date shall be considered a period of leave without pay.
- 11.14 Layoff under this Article shall not be considered nor represented as dismissal for cause.

## **ARTICLE 12.0 REASSIGNMENT**

### **12.1 Reassignment Procedures**

- 12.1.1 The Board acknowledges that while members are assigned to Divisions, they are also College employees and reasonable effort must be made to reassign members affected by reorganization to other positions they are qualified to fill.
- 12.1.2 **A** member adversely affected by reorganization (as described in Article 11.0) may advise the Executive Officer, in writing, of an interest in being assigned to a position in another area of the College for which the member is qualified.

- 12.1.2.1 Following consultation with the Dean or Director of the identified Division or administrative unit, and an Academic Staff Appointments Committee if the position is a faculty position, the Executive Officer shall decide on the proposed reassignment and, in writing, so advise the affected member.

## 12.2 **Retraining**

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

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

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

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

## 12.4 **Effect on Employment Rights**

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

## **ARTICLE 13.0 SUSPENSION AND DISMISSAL**

### 13.1 **Conditions for Suspension or Dismissal**

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

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

### 13.2 **Procedures for Suspension and Dismissal**

#### 13.2.1 **Sessional, Probationary or Continuing**

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

13.2.1.2 Dismissal or other procedures to determine the propriety of such action shall be initiated in conjunction with the written notice as outlined in 13.2.1.1.

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

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

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

- 13.2.1.6 If the attempt to settle the matter fails or if it remains unsettled for more than ten (10) working days from the date of the Executive Officer's notice to the member according to 13.2.1.4, then the Executive Officer shall inform the member of the dismissal and shall provide in writing the particulars against the member in sufficient detail to enable the member to prepare an appeal.

### 13.2.2 **Term**

- 13.2.2.1 The Dean or Director may, by written notice for stated cause, relieve a Term Faculty member of some or all College duties, and a copy of such notice shall be forwarded to the College President, Human Resources Department, Executive Officer and the Faculty Association President.
- 13.2.2.2 Dismissal or other procedures to determine the propriety of such action shall be initiated in conjunction with the written notice as outlined in 13.2.2.1.
- 13.2.2.3 Salary and other benefits shall continue throughout the period of suspension.
- 13.2.2.4 When the Dean or Director is satisfied that there is just cause for dismissal, the Dean or Director shall forthwith notify the member, in writing, of the intended action to dismiss the member and shall invite the member to meet and discuss the matter.
- 13.2.2.5 In this and all further proceedings, the member shall be permitted to bring and be assisted by an advisor of the member's choice.
- 13.2.2.6 If the attempt to settle the matter fails or if it remains unsettled for more than ten (10) working days from the date of the Dean or Director's notice to the member according to 13.2.2.4, then the Dean or Director shall inform the member of the dismissal and shall provide in writing the particulars against the member in sufficient detail to enable the member to prepare an appeal.

### 13.3 **Appeals of Suspension or Dismissal**

- 13.3.1 If the Faculty member wishes to appeal individually or through the Association, he or she may initiate a grievance according to the provision of 4.2 (Faculty Grievances).
- 13.3.2 Where an arbitration board determines by its award that the suspension or dismissal is not warranted, the arbitration board may set such remedy or penalty as it deems just and reasonable under the circumstances, including the reinstatement of a Faculty member whom the Arbitration Board deems to have been wrongfully dismissed.
- 13.3.3 Where the Arbitration Board determines that a dismissal is for just cause, it may order the dismissed person to repay to the College any, or all, salary or benefits paid pursuant to 13.2.1.3 or 13.2.2.3.

## **ARTICLE 14.0 WORKLOAD:TERMINOLOGY AND EQUIVALENCES**

### 14.1 **Definitions**

- 14.1.1 "Instructional Academic Staff member" refers to Faculty members whose primary responsibilities are the instruction of students of the College.
- 14.1.2 "Instructional Assistant" refers to Faculty members who work under the supervision and direction of a Chair and provide support to the instructional academic staff members or professional resource staff members.
- 14.1.3 "Lecture/Seminar-Equivalent Hour" or "LSEH" refers to the standard unit of instruction to which all other forms of instruction are equated for the purpose of establishing instructional workloads.

### 14.2 **Equivalencies**

- 14.2.1 One (1) hour of classroom (lecture/seminar) instruction is equivalent to one Lecture/Seminar-Equivalent Hour.

14.2.2 Notwithstanding 14.2.1, where the Dean and a majority of the Probationary and Continuing members in the Program or Department agree, one (1) hour of classroom or other course delivery may be greater or less than one (1) Lecture/Seminar-Equivalent Hour.

#### 14.3 **Determination of Equivalencies**

14.3.1 Where a course is offered with fewer than the normal number of Lecture/Seminar Equivalent Hours, but retains the same academic credit, for purposes of workload determination, it shall be considered to have a normal number of Lecture/Seminar-Equivalent Hours.

14.3.2 The percentage that one (1) hour of teaching lab, clinical instruction, supervisory lab, field placement supervision or other forms of instruction is of one (1) Lecture/Seminar-Equivalent Hour will be set by agreement between the Dean and the majority of the Probationary and Continuing members in the Program or Department.

14.3.3 Normally an hour of teaching lab or clinical instruction shall not exceed 1.0 of a Lecture/Seminar-Equivalent Hour nor shall an hour of supervisory lab or field placement exceed 0.5 of a Lecture/Seminar-Equivalent Hour.

14.3.4 Notwithstanding 14.3.3, where the Dean and a majority of the Probationary and Continuing members in the Program or Department agree, one (1) hour of teaching lab or clinical instruction may be greater than 1.0 of a Lecture/Seminar-Equivalent Hour and an hour of supervisory lab or field placement may exceed 0.5 of a Lecture/Seminar-Equivalent Hour.

#### 14.4 **Appeals of Equivalency Determinations**

14.4.1 Failing agreement, a difference regarding the determination or application of an equivalency may be the subject of a grievance filed according to the provisions of 4.1 (Faculty Grievances).

### **ARTICLE 15.0 WORKLOAD: ACADEMIC RESPONSIBILITIES**

#### 15.1 **Periods of Instructional Assignment**

15.1.1 During any academic year, full-time workload shall include:

15.1.1.1 two (2) Terms (8 months) or equivalent of teaching responsibility.

15.1.1.1.1 With the consent of the member concerned, teaching Terms may be two (2) of any three (3) consecutive Terms.

15.1.1.1.2 With the written consent of the member concerned, teaching responsibilities may be spread out over a ten (10) month period and, where it is possible averaged over two consecutive years.

15.1.1.1.3 Averaging agreements must be managed so as not to interfere with intersessional responsibilities and the opportunity for professional development.

15.1.1.1.4 If, due to unforeseen circumstances, such as insufficient enrolments, the College is unable to assign a sufficient number of hours as provided in the averaging agreement, the resulting workload will be regarded as a normal workload, and the averaging provisions provided under this clause shall no longer apply.

15.1.1.2 A two (2) month intersessional period.

15.1.1.3 Forty four (44) days of vacation.

#### 15.2 **Instructional Workload**

15.2.1 Instructional assignments during each of the two teaching terms shall be:



- 15.2.1.1 For Full-time Probationary, Continuing and Sessional members, normal workload shall be between 180 and 270 LSEHs in a term, not to exceed four hundred and fifty (450) LSEHs per academic year.
- 15.2.1.2 For Part-time Probationary and Continuing members, between 90 and 135 LSEHs with an annual maximum of two hundred and twenty five (225) LSEHs.
  - 15.2.1.2.1 Additional teaching by a part-time member, to a maximum of *two* hundred and twenty five (225) lecture / seminar equivalent hours per academic year, shall be paid at the member's normal salary rate and shall be accumulated for purposes of increments and vacation pay.

15.3 **Assignment of Instructional Workloads**

- 15.3.1 Workload shall be determined by the Dean in consultation with the Chair and affected members.
- 15.3.2 Course assignments shall be determined within each Program or Department on the principle that Probationary and Continuing workload assignments shall be made first, and Sessional workload assignments shall be made prior to other contractually limited assignments.
- 15.3.3 In determining workloads and release time, consideration shall be given to:
  - 15.3.3.1 the amount of preparation and number of different course preparations required,
  - 15.3.3.2 whether the course is new or has been previously taught,
  - 15.3.3.3 the number of student enrollments,
  - 15.3.3.4 course scheduling and location,
  - 15.3.3.5 methods of instruction, including the use of new and innovative methodology, and
  - 15.3.3.6 differences in the scope and difficulty of courses.
  - 15.3.3.7 method of student assessment and evaluation
  - 15.3.3.8 the extent of other assigned Program or College activities
- 15.3.4 When the Dean and the majority of the Probationary and Continuing members of the Program or Department agree on the application of the criteria in 15.3.3 to adjusting the LSEH value of a course or granting release time, it shall be recorded and become the basis of standard practice for workload assignment.
- 15.3.5 It is acknowledged and accepted that a fair application of the principles in 15.3.3 may give rise to nominal differences in workload assignments for individuals and across Divisions.
- 15.3.6 Nothing in this Agreement shall preclude the right of Deans to award increased LSEH values to a course or a section of a course or release time to individuals as the needs of programs require and circumstances warrant.
- 15.3.7 In exceptional circumstances, with the mutual agreement between the Dean and the Faculty member, the workload of the faculty member may be adjusted for that instructional period. This does not preclude the College from relieving a Faculty member from duties, as outlined in Article 13.0.

15.4 **Intersessional Period**

- 15.4.1 Intersessional responsibilities will contribute to the professional development of members and the needs of Programs and Departments. Members will devote their time to study, research, course and curriculum development, to administrative duties related to their positions and to other activities which may improve professional or instructional capabilities.
- 15.4.2 Members shall file Intersessional plans within thirty (30) calendar days or receiving a request from the office of the Dean to do so. Program and Department Chairs shall provide an opportunity at a Program or Department meeting to discuss proposals for Intersessional plans and shall ensure that approved plans are circulated to members for information.
- 15.4.3 Should the Dean not approve the Intersessional plan, he or she shall advise the member within thirty (30) calendar days of receipt of the plan, and shall meet with the Chair and the affected member. Failing agreement, the Dean shall discuss the matter with the Chair and the Probationary and Continuing members of the Program or Department to effect resolution.
- 15.4.4 Within sixty (60) calendar days of the conclusion of the Intersessional period, each member shall submit a report to the Chair and the Dean outlining the Intersessional activities undertaken.

15.5 **Overload Teaching**

15.5.1 Overload occurs when a member teaches in excess of four hundred and fifty (450) LSEHs in an academic year.

15.5.2 **Payment of Overload**

15.5.2.1 When a member teaches overload, it shall be paid at the applicable rate beginning on the first regular payday following the date on which it can be established that an overload exists and shall be paid over the balance of the Term.

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

15.5.3 Members who are assigned overload by the Dean shall be paid on an hourly basis at their current grid step placement on the salary table.

$$\text{Rate per LSEH} = \frac{\text{Annual salary}}{675}$$

15.5.4 Subject to satisfactory performance and the availability of a course that the member is qualified to teach, continuing track members may not be unreasonably denied the opportunity to teach during the intersession once in every two years as overload over and above their regularly approved intersessional duties. These faculty members will be paid on an hourly basis at the midpoint of the appropriate grid category on the salary scale:

$$\text{Rate per LSEH} = \frac{\text{Grid midpoint}}{675}$$

15.6 **Out of Class Contact**

15.6.1 All Instructional members shall be available for out-of-class student contact for not less than one (1) hour per week for each three (3) LSEHs of teaching responsibility per week, to a maximum of five (5) hours out-of-class contact per week.

15.7 **Instructional Assistants**

15.7.1 The normal hours of work for Instructional Assistants shall be thirty-five (35) hours per week.

15.7.2 Duties shall be assigned to Instructional Assistants by the Dean after consultation with the appropriate Program or Department Chair(s) and the affected Instructional Assistant.

15.7.3 Where an Instructional Assistant is qualified to perform the duties of an Instructional Academic Staff member, and where the Instructional Assistant is requested and consents to perform such duties in addition to their non-instructional duties, he or she shall be paid for that instructional workload at instructional rates.

15.8 **Professional Resource Staff**

15.8.1 Professional Resource Staff members shall not be required to teach except with their consent.

15.8.2 The normal hours of work for Professional Resource Staff shall be thirty-five (35) hours per week.

15.9 **Appeals of Workload**

15.9.1 Any questions or disputes arising out of the determinations made under 15.3 may be grieved according to the provisions of 4.2 (Grievances).

15.10 **Instructional Workload Review Panel**

15.10.1 Each Division shall have at least one (1) Instructional Workload Review Panel that will meet at least one (1) time per year.

15.10.2 The Instructional Workload Review Panel will be chaired by the Dean, and consist of at least two (2) Program Chairs from the Division and three (3) full-time instructional faculty members appointed by the Dean.

15.10.3 The purpose of the Workload Review Panel is to review, at a Faculty member's request and using the criteria identified in 15.3.3., workload in the Division, examine issues relating to workloads, and make recommendations to the Dean on workload issues.

**ARTICLE 16.0 SALARY**

16.1 **Salary Tables**

16.1.1 Full-time Faculty members shall be paid in accordance with the attached salary tables. Members holding other than full-time appointments shall be paid, pro rata, in accordance with the rates established therein.

16.1.1.1 Instructional members paid on a LSEH basis shall be paid according to the following formula:

$$\text{Rate per LSEH} = \frac{\text{annual salary rate}}{675}$$

16.1.1.2 Non-instructional members paid on an hourly basis shall be paid according to the following formula:

$$\text{Hourly rate} = \frac{\text{annual salary rate}}{1827}$$

- 16.2 **Exceptions**
- 16.2.1 The College reserves the right to pay in excess of the ranges and increments set forth herein in the case of appointment of members with unique or special skills.
- 16.3 **Minimum Qualifications**
- 16.3.1 The minimum qualifications required for Faculty members shall be determined by the Dean or Director in consultation with the Program or Department Chair.
- 16.3.2 It is recognized that a member's qualifications must be assessed in the context of each individual case, as determined by their expertise and ability.
- 16.4 **Recognition of Relevant Experience**
- 16.4.1 In determining increments for post-secondary teaching or other relevant work experience, the maximum experience recognized for placement purposes shall be one (1) year in any twelve (12) month period.
- 16.4.2 Previous post-secondary teaching for instructional staff and/or relevant work experience for professional resource staff shall be recognized at a ratio of one (1) increment for each year of such experience.
- 16.4.3 Relevant work experience and relevant teaching experience, other than post-secondary, shall be recognized at a ratio of one (1) increment for each two (2) years of such experience.
- 16.5 **Initial Placement**
- 16.5.1 Effective June 30, 2003, subject to 16.2 (Exceptions), upon initial placement a Faculty member will not be placed higher than 7.5 on the salary range.  
Effective June 30, 2004, subject to 16.2 (Exceptions), upon initial placement a Faculty member will not be placed higher than 8.5 on the salary scale.
- 16.5.2 Placement on the base of Category A of the Salary Table shall be contingent upon the attainment of fourteen (14) years of scholarship which will be considered to be achieved through:
- 16.5.2.1 the equivalent of a community college diploma, or
- 16.5.2.2 the completion of two (2) years of formal education at the post secondary level, or
- 16.5.2.3 the equivalent of four (4) years relevant work experience in the member's field.
- 16.5.3 Experience used for the purpose of placement at the base shall not be considered for incremental purposes.
- 16.6 **Professional Designation**
- 16.6.1 A Faculty member holding a professional designation as a condition of employment in the College shall maintain such designation in good standing.
- 16.7 **Academic Qualifications**
- 16.7.1 The placement of a member's salary in a particular salary grid shall be determined in recognition of the academic qualifications held by the member that are relevant to the member's area of service.
- 16.7.2 After the initial appointment, where a Faculty member completes requirements for a higher Category, as specified in 16.7 (Academic Qualifications), the member shall have his or her salary adjusted effective the 1st of July or the 1st of January following validation of the additional qualifications.

### 16.7.3 INSTRUCTIONAL ASSISTANTS

- (A) - a two year diploma or equivalent from a recognized public institute or college.
- (B) - a three year bachelor's degree from the University of Alberta or equivalent.

### 16.7.4 INSTRUCTIONAL AND PROFESSIONAL RESOURCE STAFF

- (A) - a two year diploma or equivalent from a recognized public institute or college.
- (B) - a three year bachelor's degree from the University of Alberta or equivalent; or
  - a three year diploma from a recognized public institute or college; or
  - C.M.A. (Certified Management Accountant); or
  - C.G.A. (Certified General Accountant); or
  - C.L.U. (Certified Life Underwriter); or
  - C.T.C. (Certified Travel Counsellor) or equivalent.
- (C) - a four year bachelor's degree from the University of Alberta or equivalent: or
  - a four year diploma from a recognized public institute or College; or
  - a three year bachelor's degree from the University of Alberta or equivalent plus; an undergraduate diploma from a university or a two year diploma from a recognized public institute or College.
- (D) - a four year Bachelor's Degree from the University of Alberta or equivalent plus; a graduate diploma from a university or a two year diploma from a recognized public institute or college; or
  - two Bachelor's Degrees from the University of Alberta or equivalent.
- (E) - a four year Bachelor's Degree from the University of Alberta or equivalent plus a C.G.A. or C.M.A.; or
  - a Master's Degree from the University of Alberta or equivalent: or
  - LLB. or C.A.
- (F) - *two* Master's Degrees from the University of Alberta or equivalent; or
  - a Master's Degree from the University of Alberta or equivalent, plus completion of all academic qualifications except dissertation, (candidacy completed) toward an earned doctoral degree from the University of Alberta or equivalent.
- (G) - an earned degree at the doctoral level from the University of Alberta or equivalent.

### 16.8 Special Qualifications

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

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

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

### 16.9 Increments

16.9.1 Upon the satisfactory performance of a member's duties in an academic year:

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

- 16.9.1.2 subject to the provisions of 15.1.4.5, a part-time probationary or continuing member shall receive one-half (1/2) increment at the end of that year.
- 16.9.1.3 a probationary or continuing member who performs his or her duties for less than the normal workload as defined in 14.1.3 or is employed by the College for less than two instructional terms in an academic year, may have increments pro-rated to the term of the appointment.
- 16.9.2 A member who is advised that his or her increment is being withheld for reasons of less than satisfactory service shall have the right to grieve at Step 1 of 4.2 (Faculty Grievances).
- 16.9.3 The increment shall be added to a member's annual salary on the first (1st) day of July following the year of service for which the increment is granted.
- 16.9.4 In addition to recognition for satisfactory service, the College may grant an additional one-half or full increment for merit.
- 16.9.5 Increments may be granted in multiples of 0.5.
- 16.9.6 A Term member shall receive increments:
  - 16.9.6.1 for relevant work experience and teaching experience at the ratios of 2:1 and 1:1, respectively, up to the mid-point of the applicable salary category, and,
  - 16.9.6.2 beyond the mid point only for relevant experience with Grant MacEwan College.
- 16.9.7 Increments shall be granted:
  - 16.9.7.1 to Sessional and Term members upon the completion of the equivalent of twelve months full-time service (450 LSEHs) -one increment.
- 16.9.8 When a Term specific member becomes eligible for an increment, it shall be granted at the time of re-appointment.

**16.10 Payments**

- 16.10.1 The College shall pay each Faculty member their salary entitlement no later than the twenty-fifth (25th) day of each month.
- 16.10.2 All payroll deductions that are tax-deductible, including the Association's annual membership fees and including charitable donations, shall be included on each Faculty member's T4 slip.
- 16.10.3 In the event that administrative errors or omissions occur in some or all of the payroll, necessary corrections or adjustments may be made immediately by the College.
  - 16.10.3.1 In the event that such errors exceed fifty dollars (\$50.00) and no mutually acceptable arrangement for repayment can be reached between the College and the affected member(s), then the period of time within which the necessary corrections or adjustments may be made shall equal the time during which the error or omission was accumulated; that is, the recovery of any overpayment shall be prorated over such period of time as is equal to the time during which such overpayment was accumulated.
- 16.10.4 The College shall administer the deduction and remittance of premiums or other payments required for any existing plans approved by the Association for the benefit of its members and, where mutually agreed, the administration of any new plans entered into after the execution of this Agreement.

**ARTICLE 17.0 TRAVEL**

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

**ARTICLE 18.0 PROGRAM AND DEPARTMENT CHAIRS**

**18.1 Appointment**

18.1.1 The appointment and/or re-appointment of Program or Department Chairs will be made through a process of consultation between the Dean or Director and the faculty members in the Program or Department concerned, with the Dean or Director then making a recommendation to the appropriate Executive Officer, who shall make the final decision.

18.1.2 Appointments of Acting Chairs of a known duration of eight (8) months or more will be made through a process of consultation as defined in Article 2.3, Consultation.

**18.2 Honorarium**

18.2.1 For the period of July 1, 2002 to June 30, 2003, Program and Department Chairs will receive an honorarium at the rate of \$4,200 per annum.

For the period of July 1, 2003 to June 30, 2004, Program and Department Chairs will receive an honorarium at the rate of \$4,400 per annum.

**18.3 Release Time**

18.3.1 In addition to the honorarium provided for in 18.2 (Honorarium), the Dean, after consultation with the Program or Department Chair concerned, may grant a reduction in teaching or equivalent responsibilities appropriate to the Program or Department Chair's duties, but in any event not less than ninety (90) Lecture/Seminar-Equivalent Hours per annum.

18.3.2 If a Program or Department Chair is dissatisfied with the amount of reduction in teaching or equivalent responsibilities, he or she may appeal according to 18.4, Appeals.

**18.4 Appeals**

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

18.4.2 If the appellant and their Dean or Director are unable to resolve the problem within ten (10) working days of the date of the incident giving rise to the appeal, the appellant may apply in writing to the appropriate Executive Officer in an attempt to resolve the matter.

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

18.4.4 In the event the President does not render a decision with respect to a Program or Department Chair's appeal regarding release time within thirty (30) calendar days of receipt by the President of such appeal, the President's decision shall not be final, but rather such Program or Department Chair may initiate a grievance at Step 1 of 4.2 (Faculty Grievances).

**ARTICLE 19.0 STATUTORY HOLIDAYS AND VACATION ENTITLEMENT**

**19.1 Statutory Holidays**

19.1.1 All Faculty members shall have the following statutory holidays:

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

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

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

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

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

## 19.2 **Vacation Entitlement**

19.2.1 Members on full-time appointments shall receive annually a vacation entitlement of forty-four (44) days excluding Saturdays, Sundays, and statutory holidays accrued at the rate of 3.67 days per calendar month.

19.2.2 Members on sessional appointments shall receive annually, pro rata, a vacation entitlement of forty-four (44) days excluding Saturdays, Sundays and statutory holidays.

19.2.3 Members on term appointments shall receive vacation pay at the rate of six percent (6%) of gross regular earnings on the first 675 LSEHs, and eight percent (8%) thereafter. Entitlement at the eight percent (8%) level will become effective from the first day of the appointment in which the member exceeds 675 LSEHs in total accumulated hours from the member's date of employment with the College. For the purposes of entitlement, the counting of accumulated hours will start July 1, 1998.

19.2.4 Subject to the provisions of 15.2.1.2.1, members on part-time appointments shall receive vacation entitlements at one half the rate of that for full-time members.

19.2.5 Notwithstanding 19.2.1 and 19.2.2, Full-time Instructional Assistants shall accrue vacation entitlements at the rate of twenty (20) days per year during the first five years of service, twenty-five (25) days per year during the sixth through tenth years of service and thirty (30) days per year thereafter, excluding Saturdays, Sundays, and statutory holidays.

19.2.5.1 Instructional Assistants who currently enjoy vacation entitlements superior to those indicated in 19.2.5, shall maintain their entitlements at the current level until through service accumulation they become eligible for a higher level of entitlement.

19.2.5.2 Instructional Assistants on Sessional appointments shall receive, pro rata, vacation entitlements according to 19.2.5.

19.2.5.3 Instructional Assistants on Term appointments shall receive vacation pay at the rate of six percent (6%) of gross regular earnings.

19.2.5.4 Subject to the provisions of 15.2.1.2.1, Instructional Assistants holding part-time appointments shall receive, pro rata, vacation entitlement at one half the rates specified in 19.2.5.

19.2.6 A probationary member shall take annual vacation during the member's initial twelve (12) months of service, unless he or she has received prior written approval from his or her Dean or Director to take such vacation at another time.

19.2.7 A continuing member shall normally take vacation between the start and end of his or her Intersessional Term.



- 19.2.7.1 Special arrangements for vacation at another time may be made, providing the member's Dean or Director approves, in writing, prior to the commencement of the intersessional term.

### 19.3 **Payment Adjustments**

- 19.3.1 The College will not make payment to a member in lieu of unused vacation entitlement, other than in the case of resignation with proper notice, unless prior arrangements are approved by the President.
- 19.3.2 A Faculty member who takes vacation in advance, and then leaves the College, will refund to the College an amount of money equal to his or her pay for the unearned period of vacation.
- 19.3.3 If the College requires the services of a Faculty member during his or her vacation period, and if the member agrees to serve, then they may choose:
- 19.3.3.1 to be paid 1/12 of their annual salary per month at the rate in effect at the time the entitlement was earned in addition to their regular salary for that period, forfeiting his or her vacation, or
- 19.3.3.2 to have that portion of his or her vacation added to the following year's vacation, providing this will not conflict with the reasonable needs of the College.

### 19.4 **Vacation Carry-over**

- 19.4.1 Vacation leave accrued during each vacation year shall be utilized within twelve (12) months of the end of that vacation year unless the member receives written approval from their Dean or Director to carry forward vacation entitlement beyond that time. "Vacation year" is defined as the period July 1 to June 30 following.

### 19.5 **Vacation Call-back**

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

## **ARTICLE 20.0 LEAVES OF ABSENCE: SICK LEAVE**

### 20.1 **Definitions**

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

### 20.2 **Continuing and Probationary Members**

- 20.2.1 Each probationary or continuing member shall be entitled to an annual sick leave allowance of:
- 20.2.1.1 eighteen (18) full working days per academic year for full-time members, and
- 20.2.1.2 nine (9) full working days per academic year for part-time members.
- 20.2.1.3 Where a member is initially appointed on a date other than the beginning of the academic year (that is, other than the first (1st) day of July), their Annual Sick Leave Allowance shall be pro-rated accordingly for the first academic year in which he or she is employed.

- 20.2.2 Where all or part of a continuing or probationary member's Annual Sick Leave Allowance has not been used by the end of the academic year (that is, the thirtieth (30th) day of June), the unused Annual Sick Leave Allowance shall be transferred to the member's Accumulated Sick Leave Allowance, and shall be carried forward into the following and subsequent academic years.
- 20.2.3 Notwithstanding any other provision of this Article, a probationary or continuing member shall be entitled to full salary during absence from duties because of illness:
- 20.2.3.1 for full-time members, a maximum of forty five (45) full working days in any one academic year, and
  - 20.2.3.2 for part-time members, a maximum of twenty five (25) full working days in any one academic year.
  - 20.2.3.3 in any one academic year, the combined total of annual sick leave allowance and accumulated sick leave allowance shall not exceed the limits specified in 20.2.3.1 and 20.2.3.2, as applicable.
- 20.2.4 A member may draw unearned sick leave to the extent required to qualify him or her for weekly indemnity benefits.
- 20.2.5 In the event that a member voluntarily terminates employment with the College, any utilized sick leave allowance which has been unearned may be recovered by charging it against the member's vacation entitlement.
- 20.2.6 A member who has been in receipt of long term disability benefits for a period of twenty four (24) consecutive months may have his or her employment terminated provided:
- 20.2.6.1 the termination is recommended by their Dean or Director, Executive Officer and the Director of Human Resources and approved by the President.
  - 20.2.6.2 the termination will not prejudice the member's eligibility for long term disability benefits.
  - 20.2.6.3 medical and benefit underwriter prognosis is that the member will be unable to return to their own or an equivalent position in the College in the foreseeable future.
  - 20.2.6.4 subject to plan regulations and underwriter approval:
    - 20.2.6.4.1 with the exception of vacation and sick leave accrual and statutory holidays, the employee benefits the member was participating in at the time the member's disability commenced will continue at no cost to him or her during the member's weekly indemnity benefit period and until he or she has received long term disability benefits for twelve (12) months.
    - 20.2.6.4.2 long term disability benefits will continue until the earlier of; by plan definition the member is no longer entitled to such benefits, becomes age sixty five (65) or receives retirement benefits from the Local Authorities Pension Plan (or equivalent).
    - 20.2.6.4.3 the College will pay the employer and employee contributions to the Local Authorities Pension Plan (or equivalent) as long as the member remains eligible for long term disability benefits or begins to receive pension plan benefits.
    - 20.2.6.4.4 life insurance coverage at the rate in effect at the time the member became disabled will continue at no cost to the member as long as he or she remains eligible for long term disability benefits.

20.3 **Sessional Members**

- 20.3.1 A member on a Sessional appointment is entitled, proportionate to the length of his or her appointment, to the benefits of this Article that are not expressly modified by this Subclause.
- 20.3.2 Subject to the provisions of this Article, a member on a Sessional appointment shall be protected from loss of salary because of illness only where such illness occurs during the term of the appointment.
- 20.3.3 Where twelve (12) consecutive months or more elapse between appointments, a member on a sessional appointment may not carry forward previously accumulated sick leave allowance.

20.4 **Payment in Lieu**

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

20.5 **Additional Sick Leave**

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

**ARTICLE 21.0 LEAVES OF ABSENCE: PARENTAL LEAVE**

- 21.1 Probationary and continuing Faculty members shall be eligible for parental leave under the following conditions:

21.2 **Maternity**

- 21.2.1 After one year of employment, female members shall be entitled up to one year's twelve (12) months maternity leave without salary which may be extended by the Executive Officer upon the recommendation of the Dean or Director.

21.2.2 **Notice of Leave**

- 21.2.2.1 A member who intends to take maternity leave shall give her Dean or Director at least four (4) months' notice, in writing, of the expected date of delivery of the child.
- 21.2.2.2 Where possible, the member shall give the Dean or Director at least two (2) weeks' notice in writing, of any changes to the original leave request referred to in 21.2.2.1.

21.2.3 **Notice of Return from Leave**

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

21.2.4 **Resumption of Employment**

- 21.2.4.1 The member shall, upon resumption of employment, be re-assigned to academic or equivalent duties, providing such member resumes duties within twelve (12) months of commencing such leave.
- 21.2.4.2 This period may be extended by the Executive Officer upon the recommendation of the Dean or Director.

21.2.5 **Benefits While on Maternity Leave**

- 21.2.5.1 A member may claim accumulated sick leave allowance while on maternity leave. Benefits will be paid at the salary rate in effect at the commencement of the leave.
- 21.2.5.2 The member shall be allowed the right to claim unused vacation entitlement while on maternity leave subject to the terms of 19.2 Vacation Entitlement. Benefits will be paid at the salary rate in effect at the commencement of the leave.

### 21.3 **Adoption Leave**

21.1.3 With the exception of 21.1 (Notice of Leave), and 21.4.1 (Sick Leave) the provisions of this Article also apply in cases of legal adoption.

### 21.4 **Paternity Leave**

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

### 21.5 **Other Parental Leave**

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

21.5.2 If the parents of the child are both employed by the College, the College is not required to grant parental leave to more than one employee at a time.

21.5.3 All provisions of Article 21.0 (Leaves of Absence – Parental Leave) shall apply to this Sub-Article (Other Parental Leave) with the exception of 21.5.1 (Sick Leave).

## **ARTICLE 22.0 OTHER LEAVES OF ABSENCE**

### 22.1 **Professional Service Leave**

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

### 22.2 **Court Appearance Leave**

22.2.1 The College shall grant leave with pay to a member for jury duty or when summoned as a Crown Witness.

22.2.2 Where a member is released from his or her normal duties for the express purpose of serving as a juror or a Crown Witness, such member shall reimburse the College all monies paid by the Court, except for travelling, accommodation, and meal allowance not paid to the member by the College.

22.2.3 In other cases where a member is required to appear in Court as a party or witness, a leave of absence without pay shall be granted for a period of time reasonably required by such court appearance.

### 22.3 **Leave to seek Provincial or Federal Election**

22.3.1 Where a member stands for election to the Alberta Legislature or Canadian House of Commons, the College shall grant the member leave of absence without pay to campaign once an election is called.

22.3.2 If the member is elected, he or she shall be paid for unused vacation entitlement and may be granted a leave of absence according to 22.5.1.

### 22.4 **Compassionate Leave**

22.4.1 In the event of the death of a spouse, parent, guardian, grandparent, child, foster child, brother or sister of a member or the member's spouse, or the death of a person permanently residing with the member, the member shall be entitled to leave with pay for a period of up to five (5) working days. If such days are not taken consecutively they shall be scheduled at a time mutually agreed to between the member and his or her Dean or Director.

22.4.2 Under special circumstances extensions to leave with pay or compassionate leaves other than that provided under 22.4.1 may be granted by the Dean or Director.

### 22.5 **Other Leave without Pay**

22.5.1 Upon the request of a continuing or probationary member, the President may grant such other leaves of absence without pay as is considered appropriate in the circumstances.

## **ARTICLE 23.0 BENEFITS FOR THOSE ON LEAVE**

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

## **ARTICLE 24.0 BENEFITS**

### **24.1 Benefit Plans**

The Board agrees to contribute the following toward employee Benefit Plan premiums for members participating in a College Group Plan.

#### 24.1.1 Probationary and continuing members:

- 24.1.1.1 Alberta Health Care Plan - 75% of the single or family premium.
- 24.1.1.2 Supplementary Health Care Plan - 75% of the single or family premium.
- 24.1.1.3 Dental Care Plan - 75% of the single or family premium.

#### 24.1.2 Sessional members during the period of their appointment:

- 24.1.2.1 Alberta Health Care Plan - 75% of the single or family premium.
- 24.1.2.2 Supplementary Health Care Plan - 75% of the single or family premium.
- 24.1.2.3 Dental Care Plan - 75% of the single or family premium.

#### 24.1.3 Term members qualify for benefits when they are assigned to teach 270 LSEHs in the current year.

- 24.1.3.1 Alberta Health Care Plan – 75% of the single or family premium.
- 24.1.3.2 Supplementary Health Care Plan – 75% of the single or family premium.

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

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

## **ARTICLE 25.0 COPYRIGHT**

- 25.1 The Board and the Association agree that Board Policy #D7210, Copyright, shall apply to the parties to this Agreement.

## **ARTICLE 26.0 FACULTY PROFESSIONAL DEVELOPMENT**

### **26.1 Application of Faculty Development Policy**

- 26.1.1 The Board and the Association agree that Board Policy #D 2090, Faculty Development, shall apply to the parties to this Agreement.

### **26.2 Faculty Professional Development Funding**

- 26.2.1 The Board shall provide funding for faculty professional development activities and administrative support at the rate of 2.8% of total Continuing, Probationary and Sessional salaries for the current year, and 2.8% of the total Term salaries for the previous year.

- 26.2.2 Faculty development funds will be made available to the faculty development office on September 1.

#### 26.2.3 Professional Development funding shall be allocated:

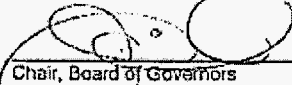
- 26.2.3.1 To expenditures for the administration of the Faculty Development Office including employee salaries and benefits, and


- 26.2.3.2 Not less than thirty-five (35) percent to faculty development, exclusive of Sabbatical Leaves, and
- 26.2.3.3 Not less than thirty-five (35) percent to Sabbatical Leaves.
- 26.2.4 The College shall, on behalf of the College Faculty Development Committee, carry unused funds assigned for faculty professional development from one contract year to the next for the exclusive purpose of supporting faculty professional development activities.
- 26.2.5 Funding allocated for sabbatical leaves shall be utilized to financially assist faculty granted educational leaves of absence in accordance with the sabbatical leave provisions of Board Policy #D2090, Faculty Development. Such funding shall provide for at least the salaries, accrued paid leaves, and employer contributions to the College Employee Benefit Programs for the members on leave, but shall not include any costs related to replacement of the members on leave.

Agreed to this 15 day of May, 2003.

The Grant MacEwan College Board of Governors.

Per:

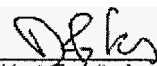
  
Chair, Board of Governors


  
President, Grant MacEwan College

  
Chair, Board Negotiating Committee

The Grant MacEwan College Faculty Association

Per:

  
President, Faculty Association

  
Chair, Faculty Association Negotiating Committee

**LETTER OF UNDERSTANDING**

Between

**THE GRANT MACEWAN COLLEGE FACULTY ASSOCIATION**

And

**THE GRANT MACEWAN COLLEGE BOARD OF GOVERNORS**

**Pension Policy**

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

1. That Grant MacEwan College is a member of the Local Authorities Pension Plan, which is administered by Alberta Pensions Administration.
2. That all full-time continuing members are required to participate in the plan as described in the Local Authorities Pension Plan Act, as a condition of employment.
3. That enrolment of sessional instructors is on a voluntary basis. The parties agree that all sessional instructors will be informed of their eligibility. Sessional instructors who decline to participate will be required to sign a waiver of participation.
4. That the College agrees to draft a pension plan policy for approval by the Board of Governors, including eligibility criteria, no longer than six (6) months after ratification of this Collective Agreement.

This letter will expire on September 30, 2003, or when the Board of Governors approves the pension policy, whichever is later.

\_\_\_\_\_ *May 15 2003* \_\_\_\_\_  
Date

\_\_\_\_\_ *[Signature]* \_\_\_\_\_  
President, Grant MacEwan College Faculty Association

\_\_\_\_\_ *[Signature]* \_\_\_\_\_  
President, Grant MacEwan College



# LETTER OF UNDERSTANDING

Between

**THE GRANT MACEWAN COLLEGE FACULTY ASSOCIATION**

And

**THE GRANT MACEWAN COLLEGE BOARD OF GOVERNORS**

## **Early Retirement Bridge**

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

### **Year 1**

This is a full pensionable year of service. However, the College waives intersession or equivalent duties during this year. All other responsibilities remain in effect.

### **Year 2**

The faculty member works half-time (225 LSEHs) (760 hours for non-instructional faculty) plus vacation, at half salary (full benefits minus pensions contributions), and collects pension. The College waives intersession duties or equivalent.

### **Year 3**

The same as year 2.


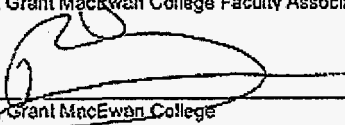
In exchange for this, the faculty member signs an irrevocable letter of resignation at the start of year 1, and must collect pension in years 2 and 3.

### Eligibility

1. Faculty members must be 55 years of age and have a minimum of ten years of FT equivalent service with the College.
2. Faculty members must occupy full-time continuing positions on the date of their application.
3. The College will approve up to ten participants in each of the two years of the program, with no more than four approved per Division or Department and no more than two per program.
4. If more faculty members apply than there are positions available, then total years of full time equivalent service will determine eligibility.

5. Faculty members wishing to participate in the plan will make a written application to their Dean or Director, with a copy to Human Resources, no later than two (2) months prior to the commencement of intersession in the year of application. The Dean or Director will make a written recommendation to the Vice President Academic or the Executive Director of Student Services, whose decision will be rendered within one calendar month of the application. The decision of the Vice President Academic and the Executive Director of Student Services regarding participation in the plan will be final. Requests beyond deadline dates will not be unreasonably denied.
6. Up to a total of five faculty per year may opt to use the year in which they apply for the program to be the first year of the bridge. Their intersession will be waived in that year and they would commence half-time employment the following September.
7. Eligibility to apply for entry into the program will terminate February 1, 2004.
8. Once approved, faculty members must supply the College with an irrevocable letter of resignation from the College effective June 30 of the third year of their program.
9. Faculty members participating in the plan will be offered half-time continuing appointments from the start of the second year, and they must start to collect their pension at the start of this appointment.
10. Outstanding vacation will be paid out at the termination of the faculty members full-time appointment (August 31 of the first year of their participation)
11. Faculty participating in the program will not be offered, nor will they accept overload teaching during the second and third year of their program.

This letter is in effect to June 30, 2004, or until a new collective agreement is ratified, whichever is later.

May 15 2003  
Date  
  
President, Grant MacEwan College Faculty Association  
  
President, Grant MacEwan College

**LETTER OF UNDERSTANDING**

Between

**THE GRANT MACEWAN COLLEGE FACULTY ASSOCIATION**

And

**THE GRANT MACEWAN COLLEGE BOARD OF GOVERNORS**

**Employee Benefits Committee**

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

1. To establish a College Standing Committee on Benefits to consider plan policy and design. The Committee will be comprised of College administration, members of the Faculty Association and members of the MacEwan Staff Association.
2. The parties agree to meet within one hundred and twenty (120) days of ratification of this agreement to discuss the terms of reference of this committee.

\_\_\_\_\_ May 15, 2003 \_\_\_\_\_  
Date

\_\_\_\_\_ [Signature] \_\_\_\_\_  
President, Grant MacEwan College Faculty Association

\_\_\_\_\_ [Signature] \_\_\_\_\_  
President, Grant MacEwan College

**LETTER OF UNDERSTANDING**

Between

**THE GRANT MACEWAN COLLEGE FACULTY ASSOCIATION**

And

**THE GRANT MACEWAN COLLEGE BOARD OF GOVERNORS**

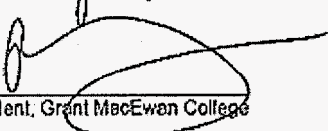
**Faculty Assessment**


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

1. To jointly pursue the continuation of the development of a Faculty Assessment Policy, to be completed by June 30, 2004. The Vice President, Academic, the President of the Faculty Association, and the Executive Director, Human Resources will meet within three (3) months to establish the terms of reference.
2. Until the Policy is approved, current practices shall remain in effect;

This letter is in effect until June 30, 2004.

May 15, 2003  
Date

  
President, Grant MacEwan College

  
President, Grant MacEwan College Faculty Association

LETTER OF UNDERSTANDING

Between

THE GRANT MACEWAN COLLEGE FACULTY ASSOCIATION

And

THE GRANT MACEWAN COLLEGE BOARD OF GOVERNORS

**Leaves of Absence: Sick Leave**

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

The College and the Faculty Association agree to collaborate to design a sick leave program that harmonizes annual sick allowance, weekly indemnity and long term disability plans.

The College and the Association agree that if there is no mutually agreed change to the aforementioned plans by June 30, 2004, the College will pay an amount equal to the Weekly Indemnity (WI) premiums (as at June 30, 2004 for faculty who are participating in WI) directly to salary. This payment would be effective October 31, 2003.

The College and the Faculty Association acknowledge that the payment to salary noted previously may impact the tax-free status of the WI benefit.

Date May 15, 2003  
\_\_\_\_\_  
President, Grant MacEwan College

\_\_\_\_\_  
President, Grant MacEwan College Faculty Association

Date: May 22, 2003

**HUMAN RESOURCES DEPARTMENT**

**Phone: (780) 497-5431**

**Fax: (780) 497-5430**

To: **Dolf Ryks, President**  
**Grant MacEwan College Faculty**  
**Association**

Centre for the Arts Campus  
Room 430, 10045 - 156 Street  
Edmonton, AB T5P 2P7

From: Darryl Currie, Executive Director,  
Human Resources

**Re: Grant MacEwan College Sport & Wellness**  
**Centre**

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As per our recent discussion, please be advised that the College is prepared to meet with the Faculty Association and other stakeholders regarding accessibility issues of the Centre for Sport & Wellness. A meeting will be convened prior to June 30, 2003.

This issue was discussed during the most recent round of negotiations of the College and the Faculty Association.



Darryl Currie

JULY 1, 2002 (5% added)

HOURLY PAID FACULTY (TERM/OVERLOAD)

Instructional Academic Staff

Increments	Instructional Assistants	
	I/A'S	I/A'S
	A	B
0.0	16.55	17.50
0.5	16.88	17.83
1.0	17.21	18.16
1.5	17.54	18.49
2.0	17.87	18.82
2.5	18.20	19.15
3.0	18.53	19.48
3.5	18.86	19.81
4.0	19.19	20.14
4.5	19.52	20.47
5.0	19.85	20.80
5.5	20.18	21.12
6.0	20.51	21.45
6.5	20.84	21.78
7.0	21.17	22.11
7.5	21.50	22.44
8.0	21.83	22.77
8.5	22.16	23.10
9.0	22.49	23.43
9.5	22.82	23.76
10.0	23.15	24.09
10.5	23.48	24.42
11.0	23.81	24.75
11.5	24.14	25.08
12.0	24.47	25.41
12.5	24.80	25.74
13.0	25.13	26.07

Instructional Academic Staff Categories 'A' through 'G'						
A	B	C	D	E	F	G
53.83	55.15	57.77	61.72	65.66	69.60	73.44
55.34	56.66	59.28	63.23	67.17	71.11	74.95
56.85	58.17	60.79	64.74	68.68	72.62	76.46
58.36	59.68	62.30	66.25	70.19	74.13	77.97
59.87	61.19	63.81	67.76	71.70	75.64	79.48
61.38	62.69	65.32	69.27	73.21	77.15	80.99
62.89	64.20	66.83	70.78	74.72	78.66	82.50
64.40	65.71	68.34	72.29	76.23	80.17	84.01
65.91	67.22	69.85	73.79	77.74	81.68	85.52
67.42	68.73	71.36	75.30	79.25	83.19	87.03
68.93	70.24	72.87	76.81	80.76	84.70	88.54
70.44	71.75	74.38	78.32	82.27	86.21	90.05
71.95	73.26	75.89	79.83	83.78	87.72	91.56
73.46	74.77	77.40	81.34	85.29	89.23	93.07
74.97	76.28	78.91	82.85	86.80	90.74	94.58
76.48	77.79	80.42	84.36	88.31	92.25	96.09
77.99	79.30	81.93	85.87	89.82	93.76	97.60
79.50	80.81	83.44	87.38	91.33	95.27	99.11
81.01	82.32	84.95	88.89	92.84	96.78	100.62
82.52	83.83	86.46	90.40	94.35	98.29	102.13
84.03	85.34	87.97	91.91	95.86	99.80	103.64
85.54	86.85	89.48	93.42	97.37	101.31	105.15
87.05	88.36	90.99	94.93	98.88	102.82	106.66
88.56	89.87	92.50	96.44	100.39	104.33	108.17
90.07	91.38	94.01	97.95	101.90	105.84	109.68
91.58	92.89	95.52	99.46	103.41	107.35	111.19
93.09	94.40	97.03	100.97	104.92	108.86	112.70

JULY 1, 2002 (5% added)

SALARY SCHEDULE

Full Time, Part Time and Sessional Faculty

instructional Academic Staff  
 Professional Resource Staff  
 Including Counsellors,  
 Librarians, etc.–  
 Categories " A through "G"

Increments	Instructional Assistants	
	I/A'S A	I/A'S B
0.0	2,519.80	2,663.86
0.5	2,570.01	2,714.08
1.0	2,620.23	2,764.30
1.5	2,670.45	2,814.51
2.0	2,720.67	2,864.73
2.5	2,770.88	2,914.95
3.0	2,821.10	2,965.17
3.5	2,871.32	3,015.39
4.0	2,921.53	3,065.61
4.5	2,971.75	3,115.83
5.0	3,021.97	3,166.05
5.5	3,072.19	3,216.26
6.0	3,122.40	3,266.48
6.5	3,172.62	3,316.70
7.0	3,222.84	3,366.92
7.5	3,273.05	3,417.14
8.0	3,323.27	3,467.36
8.5	3,373.49	3,517.58
9.0	3,423.71	3,567.79
9.5	3,473.92	3,618.01
10.0	3,524.14	3,668.23
10.5	3,574.36	3,718.45
11.0	3,624.57	3,768.67
11.5	3,674.79	3,818.89
12.0	3,725.01	3,869.11
12.5	3,775.23	3,919.32
13.0	3,825.44	3,969.54

Instructional Academic Staff Categories 'A' through 'G'						
A	B	C	D	E	F	G
3,028.00	3,101.93	3,249.64	3,471.52	3,693.48	3,915.15	4,131.27
3,112.93	3,186.86	3,334.57	3,556.45	3,778.42	4,000.08	4,216.20
3,197.86	3,271.80	3,419.50	3,641.38	3,863.35	4,085.02	4,301.12
3,282.79	3,356.73	3,504.43	3,726.32	3,948.28	4,169.95	4,386.04
3,367.72	3,441.66	3,589.36	3,811.25	4,033.21	4,254.88	4,470.96
3,452.65	3,526.59	3,674.29	3,896.18	4,118.14	4,339.81	4,555.88
3,537.58	3,611.52	3,759.22	3,981.11	4,203.07	4,424.75	4,640.81
3,622.51	3,696.45	3,844.15	4,066.04	4,288.01	4,509.68	4,725.73
3,707.44	3,781.39	3,929.09	4,150.97	4,372.94	4,594.61	4,810.65
3,792.37	3,866.32	4,014.02	4,235.90	4,457.87	4,679.54	4,895.57
3,877.30	3,951.25	4,098.95	4,320.83	4,542.80	4,764.48	4,980.49
3,962.23	4,036.18	4,183.88	4,405.76	4,627.73	4,849.41	5,065.42
4,047.15	4,121.11	4,268.81	4,490.69	4,712.66	4,934.34	5,150.34
4,132.08	4,206.04	4,353.74	4,575.62	4,797.60	5,019.27	5,235.26
4,217.01	4,290.98	4,438.67	4,660.55	4,882.53	5,104.21	5,320.18
4,301.94	4,375.91	4,523.60	4,745.48	4,967.46	5,189.14	5,405.10
4,386.87	4,460.84	4,608.54	4,830.41	5,052.39	5,274.07	5,490.03
4,471.80	4,545.77	4,693.47	4,915.34	5,137.32	5,359.01	5,574.95
4,556.73	4,630.70	4,778.40	5,000.27	5,222.25	5,443.94	5,659.87
4,641.66	4,715.63	4,863.33	5,085.20	5,307.19	5,528.87	5,744.79
4,726.59	4,800.56	4,948.26	5,170.13	5,392.12	5,613.80	5,829.71
4,811.52	4,885.50	5,033.19	5,255.06	5,477.05	5,698.74	5,914.64
4,896.45	4,970.43	5,118.12	5,339.99	5,561.98	5,783.67	5,999.56
4,981.38	5,055.36	5,203.05	5,424.92	5,646.91	5,868.60	6,084.48
5,066.31	5,140.29	5,287.99	5,509.85	5,731.84	5,953.53	6,169.40
5,151.24	5,225.22	5,372.92	5,594.79	5,816.78	6,038.47	6,254.33
5,236.17	5,310.15	5,457.85	5,679.72	5,901.71	6,123.40	6,339.25



JULY 1, 2002 (5% added)

SALARY SCHEDULE

Full Time, Part Time and Sessional Faculty

Instructional Academic Staff  
 Professional Resource Staff  
 Including Counsellors,  
 Librarians, etc. –  
 Categories " A through "G"

Increments	Instructional Assistants	
	I/A'S	I/A'S
0.0	30,238	31,966
0.5	30,840	32,569
1.0	31,443	33,172
1.5	32,045	33,774
2.0	32,648	34,377
2.5	33,251	34,979
3.0	33,853	35,582
3.5	34,456	36,185
4.0	35,058	36,787
4.5	35,661	37,390
5.0	36,264	37,993
5.5	36,866	38,595
6.0	37,469	39,198
6.5	38,071	39,800
7.0	38,674	40,403
7.5	39,277	41,006
8.0	39,879	41,608
8.5	40,482	42,211
9.0	41,084	42,814
9.5	41,687	43,416
10.0	42,290	44,019
10.5	42,892	44,621
11.0	43,495	45,224
11.5	44,098	45,827
12.0	44,700	46,429
12.5	45,303	47,032
13.0	45,905	47,635

Instructional Academic Staff Categories 'A' through 'G'						
A	B	C	D	E	F	G
36,336	37,223	38,996	41,658	44,322	46,982	49,575
37,355	38,242	40,015	42,677	45,341	48,001	50,594
38,374	39,262	41,034	43,697	46,360	49,020	51,613
39,393	40,281	42,053	44,716	47,379	50,039	52,632
40,413	41,300	43,072	45,735	48,399	51,059	53,652
41,432	42,319	44,091	46,754	49,418	52,078	54,671
42,451	43,338	45,111	47,773	50,437	53,097	55,690
43,470	44,357	46,130	48,792	51,456	54,116	56,709
44,489	45,377	47,149	49,812	52,475	55,135	57,728
45,508	46,396	48,168	50,831	53,494	56,155	58,747
46,528	47,415	49,187	51,850	54,514	57,174	59,766
47,547	48,434	50,207	52,869	55,533	58,193	60,785
48,566	49,453	51,226	53,888	56,552	59,212	61,804
49,585	50,473	52,245	54,907	57,571	60,231	62,823
50,604	51,492	53,264	55,927	58,590	61,250	63,842
51,623	52,511	54,283	56,946	59,610	62,270	64,861
52,642	53,530	55,302	57,965	60,629	63,289	65,880
53,662	54,549	56,322	58,984	61,648	64,308	66,899
54,681	55,568	57,341	60,003	62,667	65,327	67,918
55,700	56,588	58,360	61,022	63,686	66,346	68,938
56,719	57,607	59,379	62,042	64,705	67,366	69,957
57,738	58,626	60,398	63,061	65,725	68,385	70,976
58,757	59,645	61,417	64,080	66,744	69,404	71,995
59,777	60,664	62,437	65,099	67,763	70,423	73,014
60,796	61,683	63,456	66,118	68,782	71,442	74,033
61,815	62,703	64,475	67,137	69,801	72,462	75,052
62,834	63,722	65,494	68,157	70,820	73,481	76,071

JULY 1, 2002 (5% added)

SALARY SCHEDULE

Full Time, Part Time and Sessional Faculty

Instructional Academic Staff  
 Professional Resource Staff  
 Including Counsellors,  
 Librarians, etc. –  
 Categories "A" through "G"

Increments	Instructional Assistants	
	I/A'S A	I/A'S B
0.0	16.55	17.50
0.5	16.88	17.83
1.0	17.21	18.16
1.5	17.54	18.49
2.0	17.87	18.82
2.5	18.20	19.15
3.0	18.53	19.48
3.5	18.86	19.81
4.0	19.19	20.14
4.5	19.52	20.47
5.0	19.85	20.80
5.5	20.18	21.12
6.0	20.51	21.45
6.5	20.84	21.78
7.0	21.17	22.11
7.5	21.50	22.44
8.0	21.83	22.77
8.5	22.16	23.10
9.0	22.49	23.43
9.5	22.82	23.76
10.0	23.15	24.09
10.5	23.48	24.42
11.0	23.81	24.75
11.5	24.14	25.08
12.0	24.47	25.41
12.5	24.80	25.74
13.0	25.13	26.07

Instructional Academic Staff Categories 'A' through 'G'						
A	B	C	D	E	F	G
19.89	20.37	21.34	22.80	24.26	25.72	27.13
20.45	20.93	21.90	23.36	24.82	26.27	27.69
21.00	21.49	22.46	23.92	25.38	26.83	28.25
21.56	22.05	23.02	24.47	25.93	27.39	28.81
22.12	22.61	23.58	25.03	26.49	27.95	29.37
22.68	23.16	24.13	25.59	27.05	28.50	29.92
23.24	23.72	24.69	26.15	27.61	29.06	30.48
23.79	24.28	25.25	26.71	28.16	29.62	31.04
24.35	24.84	25.81	27.26	28.72	30.18	31.60
24.91	25.39	26.36	27.82	29.28	30.74	32.15
25.47	25.95	26.92	28.38	29.84	31.29	32.71
26.02	26.51	27.48	28.94	30.40	31.85	33.27
26.58	27.07	28.04	29.50	30.95	32.41	33.83
27.14	27.63	28.60	30.05	31.51	32.97	34.39
27.70	28.18	29.15	30.61	32.07	33.53	34.94
28.26	28.74	29.71	31.17	32.63	34.08	35.50
28.81	29.30	30.27	31.73	33.18	34.64	36.06
29.37	29.86	30.83	32.28	33.74	35.20	36.62
29.93	30.42	31.39	32.84	34.30	35.76	37.17
30.49	30.97	31.94	33.40	34.86	36.31	37.73
31.04	31.53	32.50	33.96	35.42	36.87	38.29
31.60	32.09	33.06	34.52	35.97	37.43	38.85
32.16	32.65	33.62	35.07	36.53	37.99	39.41
32.72	33.20	34.17	35.63	37.09	38.55	39.96
33.28	33.76	34.73	36.19	37.65	39.10	40.52
33.83	34.32	35.29	36.75	38.21	39.66	41.08
34.39	34.88	35.85	37.31	38.76	40.22	41.64

HOURLY

JULY 1, 2003 (4.5% added)

HOURLY PAID FACULTY (TERM/OVERLOAD)

Instructional Academic Staff

Increments	Instructional Assistants	
	I/A'S A	I/A'S B
1.0	17.98	18.97
1.5	18.33	19.32
2.0	18.67	19.66
2.5	19.02	20.01
3.0	19.36	20.35
3.5	19.71	20.70
4.0	20.05	21.04
4.5	20.40	21.39
5.0	20.74	21.73
5.5	21.09	22.08
6.0	21.43	22.42
6.5	21.78	22.76
7.0	22.12	23.11
7.5	22.47	23.45
8.0	22.81	23.80
8.5	23.15	24.14
9.0	23.50	24.49
9.5	23.84	24.83
10.0	24.19	25.18
10.5	24.53	25.52
11.0	24.88	25.87
11.5	25.22	26.21
12.0	25.57	26.56
12.5	25.91	26.90
13.0	26.26	27.25
13.5	26.60	27.59
14.0	26.95	27.94

Instructional Academic Staff Categories 'A' through 'G'						
A	B	C	D	E	F	G
59.41	60.78	63.53	67.65	71.77	75.89	79.91
60.99	62.36	65.10	69.23	73.35	77.47	81.48
62.56	63.94	66.68	70.80	74.93	79.05	83.06
64.14	65.52	68.26	72.38	76.51	80.62	84.64
65.72	67.09	69.84	73.96	78.08	82.20	86.22
67.30	68.67	71.42	75.54	79.66	83.78	87.79
68.88	70.25	72.99	77.12	81.24	85.36	89.37
70.45	71.83	74.57	78.69	82.82	86.94	90.95
72.03	73.41	76.15	80.27	84.40	88.51	92.53
73.61	74.98	77.73	81.85	85.97	90.09	94.10
75.19	76.56	79.31	83.43	87.55	91.67	95.68
76.76	78.14	80.88	85.00	89.13	93.25	97.26
78.34	79.72	82.46	86.58	90.71	94.82	98.84
79.92	81.29	84.04	88.16	92.28	96.40	100.41
81.50	82.87	85.62	89.74	93.86	97.98	101.99
83.08	84.45	87.19	91.32	95.44	99.56	103.57
84.65	86.03	88.77	92.89	97.02	101.14	105.15
86.23	87.61	90.35	94.47	98.60	102.71	106.73
87.81	89.18	91.93	96.05	100.17	104.29	108.30
89.39	90.76	93.51	97.63	101.75	105.87	109.88
90.97	92.34	95.08	99.21	103.33	107.45	111.46
92.54	93.92	96.66	100.78	104.91	109.03	113.04
94.12	95.50	98.24	102.36	106.48	110.60	114.61
95.70	97.07	99.82	103.94	108.06	112.18	116.19
97.28	98.65	101.39	105.52	109.64	113.76	117.77
98.85	100.23	102.97	107.09	111.22	115.34	119.35
100.43	101.81	104.55	108.67	112.80	116.91	120.92

JULY 1, 2003 (4.5% added)

**SALARY SCHEDULE**

Full Time, Part Time and Sessional Faculty

Instructional Academic Staff  
 Professional Resource Staff  
 Including Counsellors,  
 Librarians, etc.—  
 Categories "A" through "G"

Increments	Instructional Assistants	
	I/A'S	I/A'S
1.0	2,738.14	2,888.69
1.5	2,790.62	2,941.17
2.0	2,843.10	2,993.65
2.5	2,895.57	3,046.12
3.0	2,948.05	3,098.60
3.5	3,000.53	3,151.08
4.0	3,053.00	3,203.56
4.5	3,105.48	3,256.04
5.0	3,157.96	3,308.52
5.5	3,210.43	3,361.00
6.0	3,262.91	3,413.47
6.5	3,315.39	3,465.95
7.0	3,367.87	3,518.43
7.5	3,420.34	3,570.91
8.0	3,472.82	3,623.39
8.5	3,525.30	3,675.87
9.0	3,577.77	3,728.34
9.5	3,630.25	3,780.82
10.0	3,682.73	3,833.30
10.5	3,735.20	3,885.78
11.0	3,787.68	3,938.26
11.5	3,840.16	3,990.74
12.0	3,892.63	4,043.22
12.5	3,945.11	4,095.69
13.0	3,997.59	4,148.17
13.5	4,050.07	4,200.65
14.0	4,102.54	4,253.13

Instructional Academic Staff Categories 'A' through 'G'						
A	B	C	D	E	F	G
3,341.76	3,419.03	3,573.38	3,805.25	4,037.20	4,268.84	4,494.67
3,430.52	3,507.78	3,662.13	3,894.00	4,125.95	4,357.60	4,583.41
3,519.27	3,596.53	3,750.88	3,982.75	4,214.71	4,446.35	4,672.16
3,608.02	3,685.29	3,839.63	4,071.50	4,303.46	4,535.10	4,760.90
3,696.77	3,774.04	3,928.39	4,160.26			
3,785.52	3,862.79	4,017.14	4,249.01			
3,874.27	3,951.55	4,105.89	4,337.76	4,569.72	4,801.37	5,027.13
3,963.02	4,040.30	4,194.65	4,426.51	4,658.47	4,890.12	5,115.87
4,051.77	4,129.05	4,283.40	4,515.27	4,747.23	4,978.88	5,204.62
4,140.53	4,217.81	4,372.15	4,604.02	4,835.98	5,067.63	5,293.36
4,229.28	4,306.56	4,460.91	4,692.77	4,924.73	5,156.39	5,382.10
4,318.03	4,395.32	4,549.66	4,781.52	5,013.49	5,245.14	5,470.85
4,406.78	4,484.07	4,638.41	4,870.27	5,102.24	5,333.90	5,559.59
4,495.53	4,572.82	4,727.17	4,959.03	5,191.00	5,422.65	5,648.33
4,584.28	4,661.58	4,815.92	5,047.78	5,279.75	5,511.41	5,737.08
4,673.03	4,750.33	4,904.67	5,136.53	5,368.50	5,600.16	5,825.82
4,761.78	4,839.08	4,993.43	5,225.28	5,457.26	5,688.91	5,914.56
4,850.54	4,927.84	5,082.18	5,314.04	5,546.01	5,777.67	6,003.31
4,939.29	5,016.59	5,170.93	5,402.79	5,634.76	5,866.42	6,092.05
5,028.04	5,105.34	5,259.69	5,491.54	5,723.52	5,955.18	6,180.80
5,116.79	5,194.10	5,348.44	5,580.29	5,812.27	6,043.93	6,269.54
5,205.54	5,282.85	5,437.19	5,669.05	5,901.02	6,132.69	6,358.28
5,294.29	5,371.60	5,525.94	5,757.80	5,989.78	6,221.44	6,447.03
5,383.04	5,460.36	5,614.70	5,846.55	6,078.53	6,310.20	6,535.77
5,471.79	5,549.11	5,703.45	5,935.30	6,167.28	6,398.95	6,624.51
5,560.55	5,637.86	5,792.20	6,024.05	6,256.04	6,487.71	6,713.26
5,649.30	5,726.62	5,880.96	6,112.81	6,344.79	6,576.46	6,802.00

JULY 1, 2003 (4.5% added)

## SALARY SCHEDULE

Full Time, Part Time and Sessional Faculty

Instructional Academic Staff  
 Professional Resource Staff  
 Including Counsellors,  
 Librarians, etc. –  
 Categories "A" through "G"

Increments	Instructional Assistants	
	I/A'S A	I/A'S B
1.0	32,858	34,664
1.5	33,487	35,294
2.0	34,117	35,924
2.5	34,747	36,553
3.0	35,377	37,183
3.5	36,006	37,813
4.0	36,636	38,443
4.5	37,266	39,072
5.0	37,895	39,702
5.5	38,525	40,332
6.0	39,155	40,962
6.5	39,785	41,591
7.0	40,414	42,221
7.5	41,044	42,851
8.0	41,674	43,481
8.5	42,304	44,110
9.0	42,933	44,740
9.5	43,563	45,370
10.0	44,193	46,000
10.5	44,822	46,629
11.0	45,452	47,259
11.5	46,082	47,889
12.0	46,712	48,519
12.5	47,341	49,148
13.0	47,971	49,778
13.5	48,601	50,408
14.0	49,231	51,038

Instructional Academic Staff Categories 'A' through 'G'							
A	B	C	D	E	F	G	
40,101	41,028	42,881	45,663	48,446	51,226	53,936	
41,166	42,093	43,946	46,728	49,511	52,291	55,001	
42,231	43,158	45,011	47,793	50,576	53,356	56,066	
43,296	44,223	46,076	48,858	51,642	54,421	57,131	
44,361	45,288	47,141	49,923	52,707	55,486	58,196	
45,426	46,354	48,206	50,988	53,772	56,551	59,261	
46,491	47,419	49,271	52,053	54,837	57,616	60,326	
47,556	48,484	50,336	53,118	55,902	58,681	61,390	
48,621	49,549	51,401	54,183	56,967	59,747	62,455	
49,686	50,614	52,466	55,248	58,032	60,812	63,520	
50,751	51,679	53,531	56,313	59,097	61,877	64,585	
51,816	52,744	54,596	57,378	60,162	62,942	65,650	
52,881	53,809	55,661	58,443	61,227	64,007	66,715	
53,946	54,874	56,726	59,508	62,292	65,072	67,780	
55,011	55,939	57,791	60,573	63,357	66,137	68,845	
56,076	57,004	58,856	61,638	64,422	67,202	69,910	
57,141	58,069	59,921	62,703	65,487	68,267	70,975	
58,206	59,134	60,986	63,768	66,552	69,332	72,040	
59,271	60,199	62,051	64,833	67,617	70,397	73,105	
60,336	61,264	63,116	65,898	68,682	71,462	74,170	
61,401	62,329	64,181	66,964	69,747	72,527	75,234	
62,466	63,394	65,246	68,029	70,812	73,592	76,299	
63,531	64,459	66,311	69,094	71,877	74,657	77,364	
64,597	65,524	67,376	70,159	72,942	75,722	78,429	
65,662	66,589	68,441	71,224	74,007	76,787	79,494	
66,727	67,654	69,506	72,289	75,072	77,852	80,559	
67,792	68,719	70,571	73,354	76,137	78,918	81,624	

**SALARY SCHEDULE**

**Full Time, Part Time and Sessional Faculty**

Instructional Academic Staff  
 Professional Resource Staff  
 Including Counsellors,  
 Librarians, etc.—  
 Categories "A" through "G"

Instructional Assistants		
	I/A'S	I/A'S
1.0	17.98	18.97
1.5	18.33	19.32
2.0	18.67	19.66
2.5	19.02	20.01
3.0	19.36	20.35
3.5	19.71	20.70
4.0	20.05	21.04
4.5	20.40	21.39
5.0	20.74	21.73
5.5	21.09	22.08
6.0	21.43	22.42
6.5	21.78	22.76
7.0	22.12	23.11
7.5	22.47	23.45
8.0	22.81	23.80
8.5	23.15	24.14
9.0	23.50	24.49
9.5	23.84	24.83
10.0	24.19	25.18
10.5	24.53	25.52
11.0	24.88	25.87
11.5	25.22	26.21
12.0	25.57	26.56
12.5	25.91	26.90
13.0	26.26	27.25
13.5	26.60	27.59
14.0	26.95	27.94

Instructional Academic Staff Categories 'A' through 'G'						
A	B	C	D	E	F	G
21.95	22.46	23.47	24.99	26.52	28.04	29.52
22.53	23.04	24.05	25.58	27.10	28.62	30.10
23.12	23.62	24.64	26.16	27.68	29.20	30.69
23.70	24.21	25.22	26.74	28.27	29.79	31.27
24.28	24.79	25.80	27.33	28.85	30.37	31.85
24.86	25.37	26.39	27.91	29.43	30.95	32.44
25.45	25.95	26.97	28.49	30.01	31.54	33.02
26.03	26.54	27.55	29.07	30.60	32.12	33.60
26.61	27.12	28.13	29.66	31.18	32.70	34.18
27.20	27.70	28.72	30.24	31.76	33.28	34.77
27.78	28.29	29.30	30.82	32.35	33.87	35.35
28.36	28.87	29.88	31.41	32.93	34.45	35.93
28.94	29.45	30.47	31.99	33.51	35.03	36.52
29.53	30.03	31.05	32.57	34.10	35.62	37.10
30.11	30.62	31.63	33.15	34.68	36.20	37.68
30.69	31.20	32.21	33.74	35.26	36.78	38.26
31.28	31.78	32.80	34.32	35.84	37.37	38.85
31.86	32.37	33.38	34.90	36.43	37.95	39.43
32.44	32.95	33.96	35.49	37.01	38.53	40.01
33.02	33.53	34.55	36.07	37.59	39.11	40.60
33.61	34.12	35.13	36.65	38.18	39.70	41.18
34.19	34.70	35.71	37.24	38.76	40.28	41.76
34.77	35.28	36.30	37.82	39.34	40.86	42.35
35.36	35.86	36.88	38.40	39.92	41.45	42.93
35.94	36.45	37.46	38.98	40.51	42.03	43.51
36.52	37.03	38.04	39.57	41.09	42.61	44.09
37.11	37.61	38.63	40.15	41.67	43.20	44.68