

**Collective Agreement**

**Between**

**The Grant MacEwan College  
Board of Governors**

**And**

**The Grant MacEwan College  
Faculty Association**

**July 1, 2008 – June 30, 2011**

**MAC EWAN**

**13536 (03)**

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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, 2011.
- 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 "Instructional Hour" (refer to 14.1.3).
- 2.2.5 If the context requires, the singular means or includes the plural, and vice versa.

## **2.3 Consultation**

- 2.3.1 Where consultation is required under 15.1.2, 15.4.2, 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 February 1, 2011, with respect to the said re-negotiation.
- 3.1.2 Promptly thereafter, the parties shall meet and in good faith endeavour to resolve all differences between them with respect to those bargaining proposals. Such proposals may be in the form of a request to open discussion on specific issue(s).

#### **3.2 Mediation**

- 3.2.1 If by May 31 the Association and the Board have been unable to agree upon the terms of a new Agreement, either party may request mediation and if the other party agrees, ask the Director of Mediation Services of the Province of Alberta to appoint a person to act as a mediator ("Mediator").
- 3.2.2 No person shall be appointed as a Mediator who:
  - ( i ) is directly affected by the dispute, or
  - ( ii ) has been involved in an attempt to negotiate or settle the dispute; or
  - ( iii ) is not a resident of Alberta.
- 3.2.3 Upon the appointment of a Mediator, the Director of Mediation Services shall notify the Board and Association accordingly.
- 3.2.4 In the event a Mediator is appointed, the parties shall promptly meet with the Mediator in an attempt to resolve any outstanding differences.
- 3.2.5 A Mediator shall, upon appointment, in any manner that he or she thinks fit, inquire into the dispute and endeavour to effect a settlement.
- 3.2.6 The Mediator shall make a report on or before June 30 and such report (the "Report") shall recommend the terms of settlement to the parties.

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Association of  
Alberta

- 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 not been resolved through informal discussion, an attempt to settle the grievance should be made by discussion between the grievor and the Associate Dean, Director or designee as follows:
  - (a) 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 Associate Dean, Dean, Director or designee with a view to resolving the difference.
  - (b) 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 submit the complaint to the Faculty Association. If the Association decides to proceed with a grievance, they shall file the grievance in writing with the appropriate Dean or Director, with a copy to the Executive Director of Human Resources and the grievor, 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 ten (10) working days of the expiration of Step 3, the Association may file the grievance in writing with the appropriate Executive Officer.
- 4.2.4.2 Within ten (10) working days of the grievance, the Executive Officer 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.
- 4.2.4.3 Where the resolution of the grievance is not accomplished with the expiration of Step 4, the Association may elect to resolve the dispute through grievance arbitration, as set forth in 5.0 (Grievance Arbitration).

### **4.3 Board Grievances**

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

### **4.4 Failure of 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 Association 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, or Executive Officer, as applicable to the step of the grievance procedure in question, on behalf of the College, and

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

## **ARTICLE 5.0 GRIEVANCE ARBITRATION**

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

### **5.1 Notice**

- 5.1.1 Within ten (10) working days of the expiry of the time limits set forth in 4.2 (Faculty Grievances) or 4.3 (Board Grievances), the Association shall notify the other party or parties to the grievance, in writing, of its desire to submit the grievance to arbitration.
- 5.1.2 Such notice shall contain a statement outlining the nature of the grievance and the redress sought, and shall name the first party's nominee to the arbitration board.

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

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

### **5.3 Arbitration Hearing**

- 5.3.1 After the arbitration board has been duly formed, it shall meet as soon as possible after the appointment of the chair and hear such evidence as the parties to the grievance may desire to present in order to assure a full and fair hearing.
- 5.3.2 The arbitration board shall render its decision in writing to the parties as quickly as possible after the completion of the hearing.
- 5.3.3 The decision of the majority is the award of the arbitration board and is final and binding upon the parties and any persons bound by this



agreement. If there is no majority, the decision of the chair governs and shall be deemed to be the award of the arbitration board.

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

5.4.1 The arbitration board has the authority to:

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

5.4.1.2 request the attendance of any witness it deems necessary;

5.4.1.3 keep a record of the proceedings;

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

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

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

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

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

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

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

#### **5.6 Waiver of 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 Executive Officer, on behalf of the College; and

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

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

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

### **7.2 Release Time**

- 7.2.1 The Board shall annually provide to the Faculty Association, without compensation from the Faculty Association, three hundred fifteen (315) Instructional Hours of release for members to perform executive duties, or other duties as assigned by the association executive.
- 7.2.2 The Board shall further allow the Faculty Association to purchase up to four hundred ninety five (495) Instructional Hours of for members to perform executive duties, or other duties as assigned by the association executive. Such instructional release shall be purchased at the rate determined at step 9 of the Term Instructor Hourly Salary Table Category F, plus associated Term Benefit Costs. The Board shall not normally refuse the Faculty Association the right to purchase additional instructional release (beyond 495 Hours) for members to perform association duties, at the rate as set out above.
- 7.2.3 In the event the Faculty Association requests to purchase further release in excess of four-hundred and ninety-five hours (495) at the rate prescribed in Article 7.2.3, the request shall be made by the Faculty Association President to the Provost and Executive Vice President Academic, who shall review the request and in situations where further release for a particular member is not granted shall provide written reasons to the Faculty Association.

- 7.2.4 Instructional release time requests will be made in writing by the Faculty Association to the Provost and Executive Vice President Academic, with a copy to the Executive Director of Human Resources, not less than two (2) months prior to the effective date of the release, or with such notice as is otherwise agreed.
- 7.2.5 The Faculty Association recognizes that all instructional release requests may not be granted when a member has unique instructional responsibilities that are particularly difficult to replace.
- 7.2.6 Where an association member requesting release is other than an instructional faculty member release shall be pro-rated.

### **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 Association Office, a current record of the deductions and remittances of all members made in accordance with 7.3.1.
- 7.3.3 The Association shall from time to time advise the Human Resources Department of the amount of the annual membership fees.

### **7.4 Membership Information**

- 7.4.1 The Human Resources Department shall, on a tri-annual basis (November 1, March 1 and June 15), submit to the Faculty Association, in an agreed electronic format, a current list of Faculty members, including their appointment category, college email address, salary and/or leave status.

## **ARTICLE 8.0 APPOINTMENTS AND TRANSFERS**

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

- 8.1.1 Faculty members appointed in accordance with the terms of this Agreement shall be in one of the following categories:
  - 8.1.1.1 Continuing Appointments (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 three (3) years and who shall, on satisfactory completion of that probationary period, become a continuing member.
- 8.2.2.2 A probationary period may be extended by the length of time that the member is not in receipt of regular salary.
- 8.2.2.3 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

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

### 8.2.3.2 Term Appointments'

- (a) Members hired as Terms are appointed for a limited or fixed period.
- (b) Term appointments are not a precursor to Sessional, Probationary or Continuing appointments.
- (c) Term appointments shall be effected by:
  - (i) 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.
  - (ii) 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 two (2) 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**

8.5.1 Where a Term Faculty member has worked a minimum of four hundred five (405) Instructional Hours in each of the previous three (3) consecutive years (July 1 to June 30), the member may request in writing to the Dean, by January 31 of the third year, that a review take place to determine whether or not a Sessional or Full-time Instructor or Lecturer 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 Instructor or Lecturer position exists, recruitment to the position will be carried out according to Article 9.3.1.

8.5.2 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:

8.5.2.1 of a continuing workload,

8.5.2.2 of continued funding for the position,

8.5.3 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:

(a) such positions shall be advertised both within the College and externally;

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

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

9.3.1.4 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 second 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:
    - (a) the granting of probationary or continuing status to a member.
    - (b) the withholding of probationary or continuing status from a member.
    - (c) the continuation or extension of probation for a member.
    - (d) professional development which will enhance a member's eligibility for probationary or continuing status.
  - 9.6.2.2 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).

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 (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 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 responsibilities are the instruction of Students and service, and, when appropriate and necessary; scholarly activity.
- 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 "Instructional Hour" refers to the standard unit of instruction to which all other forms of instruction are equated for the purpose of establishing instructional workloads.

### **14.2 Equivalencies**

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

### **14.3 Determination of Equivalencies**

- 14.3.1 Where a course is offered with fewer than the normal number of Instructional Hours, but retains the same academic credit, for purposes

of workload determination, it shall be considered to have a normal number of Instructional Hours.

- 14.3.2 The percentage that one (1) hour of teaching lab, clinical instruction, supervisory lab, field placement supervision or other forms of instruction is of one (1) Instructional Hour will be set by agreement between the Dean and the majority of the Probationary and Continuing members in the Program or Department.
- 14.3.3 Normally an hour of teaching lab or clinical instruction shall not exceed 1.0 of a Instructional Hour nor shall an hour of supervisory lab or field placement exceed 0.5 of an Instructional Hour.
- 14.3.4 Notwithstanding 14.3.3, where the Dean and a majority of the Probationary and Continuing members in the Program or Department agree, one (1) hour of teaching lab or clinical instruction may be greater than 1.0 of an Instructional Hour and an hour of supervisory lab or field placement may exceed 0.5 of an Instructional Hour.

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

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

### **ARTICLE /5.0 WORKLOAD ASSIGNMENT**

#### **15.1 Workload Assignments - General**

- 15.1.1 The process of assigning workload to individual faculty members takes place within a context which must account for the diverse range of programming at the college and the importance of flexibility for the management of the program.
- 15.1.2 The workload assignment of all categories of faculty members shall be determined by the Dean or Director in consultation with the Chair and affected members.
- 15.1.3 Workload assignment procedures for faculty members will be specific to the category of employment of the faculty member.
- 15.1.4 Workload will be assigned for the following categories of Continuing, Probationary and Sessional faculty members:
  - 15.1.4.1 Instructional Faculty
  - 15.1.4.2 Lecturer
  - 15.1.4.3 Instructional Assistants
  - 15.1.4.4 Professional Resource Faculty,
  - 15.1.4.5 Science Lab Supervisor
  - 15.1.4.6 Science Lab Instructor
- 15.1.5 Course assignments shall be determined within each Program or Department on the principle that Probationary and Continuing workload



assignments shall be made first, and Sessional workload assignments shall be made prior to other contractually limited assignments as described in Article 15.10.

## **15.2 Instructional Faculty Workload Assignment**

### **15.2.1 Components of an Instructional Faculty Workload**

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

### **15.2.2 Assignment Procedure - General**

15.2.2.1 Workload shall, normally, be preliminarily constructed by the Chair and the faculty member. This workload discussion shall consider each workload component in the following order:

1. Service
2. Scholarly Activity
3. Instruction

15.2.3 Preliminary discussions between the Chair and the faculty member regarding the levels of service, scholarly and instructional activity for the upcoming year and the initial assignment of workload shall be complete by the end of April.

15.2.4 Upon completion of the preliminary assignment of annual workload, the Chair shall review the faculty workloads for their area with the Dean and finalize workloads for the area.

15.2.5 Should adjustments to the preliminary assignment be required the Dean, Chair and faculty member will meet to discuss the reasons for the adjustment. Following this discussion the workload will be finalized by the dean and this workload shall represent the faculty member's finalized workload for the upcoming year. The Dean will normally provide finalized workloads to the member by June 15.

15.2.6 Should the faculty member not accept their finalized workload they may request a Workload Review Panel in accordance with Article 15.8.

### **15.2.7 Workload Component Assignment - Specific**

#### **15.2.7.1 Service**

- (a) Service represents activities that foster and further the regular operation of the department, faculty, and college. The degree of participation in service responsibilities may vary from staff member to staff member and from time to time. A staff member shall be actively engaged in service to the college and shall participate in the collegial responsibilities of the department, faculty and college.

The degree of participation in service responsibilities may vary from staff member to staff member and from time to time. While service may normally be distributed over the year across a small number of tasks, occasionally service may require considerable commitment for a shorter period of time.

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

#### 15.2.7.2 Application Process for Major Service

- (a) Notice of interest to undertake a major service activity is to be made by the faculty member through the chair to the dean.
- (b) In consultation with the chair and the faculty member, the dean will approve, or not, the application.
- (c) A major service activity involving a commitment beyond one academic year is possible, subject to satisfactory contribution and subject to the instructional requirements of the department or program.

#### 15.2.7.3 Scholarly Activity

- (a) The responsibilities of a faculty member may include active participation in scholarly activity. Scholarly activity fosters knowledge in, and engagement with and profile in a faculty member's discipline or field. The degree of participation in scholarly activity responsibilities may vary from staff member to staff member and from time to time.
- (b) A member's scholarly activity will vary between 0% and 35% of an annual full workload.
- (c) Major forms of scholarly activity require special consideration.

#### 15.2.7.4 Application Process for Major Scholarly Activity

- (a) Application to undertake a major scholarly activity is to be made by the faculty member through the chair to the dean.
- (b) The dean will appoint an advisory committee of at least four faculty members with expertise and credibility in scholarly activity.

- (c) In consultation with the advisory committee the dean will approve, or not approve, the application.
- (d) If the major scholarly activity involves a commitment beyond one academic year, approval is possible, subject to satisfactory contribution and subject to the instructional requirements of the department or program.

15.2.7.5 Instruction

- (a) A member's instructional component will vary between 60% and 90% of a full workload.
  - (i) All instructional faculty members shall have a minimum of 60% instructional workload per academic year.
  - (ii) The Dean may grant exceptions to this minimum in Article 15.2.7.5 (a) (i).
- (b) For Part-time Probationary and Continuing members, normal instructional workload shall not exceed 50% of a full time instructional faculty teaching workload averaged over two academic years.
  - (i) Additional teaching by a part-time member shall be paid at the member's normal salary rate and shall be accumulated for purposes of increments and vacation pay to a maximum of 100% of a full time continuing instructional member.
- (c) All Instructional members shall be available for out-of-class student contact for not less than one (1) hour per week for each three (3) hours of in-class contact per week.

15.2.7.6 Assignment of Instructional Workloads

- (a) The initial assignment of instructional workload by the Chair will follow the preliminary determination of the faculty member's workload associated with service and scholarly activity.
- (b) In determining instructional workloads consideration shall be given to:
  - (i) the amount of preparation and number of different course preparations required,
  - (ii) probationary instructional faculty in the first year of their employment
  - (iii) whether the course is new or has been previously taught,
  - (iv) the number of student enrolments,

- (v) course scheduling and location,
- (vi) methods of instruction, including the use of new and innovative methodology,
- (vii) the level of professional development activities
- (viii) differences in the scope and difficulty of courses,
- (ix) the number of honours and independent studies students supervised, and,
- (x) method of student assessment and evaluation

15.2.7.7 It is acknowledged and accepted that a fair application of the principles in 15.2.7.6 (b) may give rise to nominal differences in instructional workload assignments for individuals and across Academic Units.

15.2.7.8 All instructional faculty are expected to maintain currency in their respective area or discipline. To maintain currency, members participate in professional development activities as agreed to during their annual workload assignment.

15.2.7.9 When the dean and the majority of the Probationary and Continuing Instructional members of the Program or Department agree on an application of the criteria in 15.2.7.6 (b) to determine instructional workloads, it shall be recorded and become the basis of standard practice for workload assignment.

15.2.7.10 Annual Reports

- (a) Instructional faculty members are required to file an annual report with the Dean's office on or before the last week of September.
- (b) The report shall be in the format required by the member's program/department and shall detail the member's annual activities and plans in the areas of Service, Scholarly Activity and Instruction.
- (c) The College recognizes that some members engage in remunerated professional activities. Remunerated professional activities such as working for other educational institutions, healthcare organizations or consulting must not conflict with a member's responsibilities to the college. Member's engaged in remunerated professional activities shall describe and report these activities in the member's annual report.

15.2.7.11 Adjustments to Annual Workload and Course Cancellation

- (a) Adjustments to the member's annual workload after it is finalized must be agreed to by the member.

- (b) If due to unforeseen circumstances, such as insufficient enrolments, the College is unable to assign a sufficient number of instructional hours as provided in the agreed to annual workload, the Chair and member will meet to determine an alternate service or scholarly activity that is equivalent to the reduction in instructional hours.
- (c) In the event no equitable service or scholarly activity can be determined, the resulting workload will be regarded as meeting that year's workload assignment.

### **15.3 Lecturer Workload Assignment**

- 15.3.1 The workloads for continuing, probationary and sessional lecturers will be assigned after the assignment of workloads to the continuing, probationary and sessional instructional faculty.
- 15.3.2 The workload of a lecturer shall normally consist of four hundred and fifty (450) Instructional Hours taught over a twelve (12) month period.
- 15.3.3 All lecturers shall be available for out-of-class student contact of five (5) hours out-of-class contact per week.
- 15.3.4 All lecturers are expected to maintain currency in their respective area or discipline.
- 15.3.5 During periods in which the lecturer is not engaged in instruction or out-of-class contact or vacation they are not required to be at the college.
- 15.3.6 Lecturer duties shall be assigned by the Dean in consultation with the Chair and affected members.
- 15.3.7 A component of a lecturer duties encompassed under instructional responsibilities includes orientation and department meetings.
- 15.3.8 Should the faculty member not accept their finalized workload they may request a Workload Review Panel in accordance with Article 15.8.

### **15.4 Instructional Assistant Workload Assignments**

- 15.4.1 The normal hours of work for Instructional Assistants shall be thirty-five (35) hours per week.
- 15.4.2 Duties shall be assigned annually to Instructional Assistants by the Dean after consultation with the appropriate Program or Department Chair(s) and the affected Instructional Assistant.
- 15.4.3 Where an Instructional Assistant is qualified to perform the duties of a term Instructional faculty 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 the appropriate term instructional rates.
- 15.4.4 Should the faculty member not accept their finalized workload they may request a Workload Review Panel in accordance with Article 15.8.

## **15.5 Professional Resource Faculty Workload Assignments**

- 15.5.1 Professional Resource Faculty members shall not be required to teach except with their consent.
- 15.5.2 The normal hours of work for Professional Resource Faculty shall be thirty-five (35) hours per week.
- 15.5.3 Workload shall be determined by the Dean or Director in consultation with the Chair and affected members.
- 15.5.4 Should the faculty member not accept their finalized workload they may request a Workload Review Panel in accordance with Article 15.8.

## **15.6 Science Lab Supervisor Workload Assignment**

- 15.6.1 The normal hours of work for a Science Lab Supervisor shall be thirty five (35) hours per week.
- 15.6.2 As part of their regular duties a Science Lab Supervisor may teach up to three (3) labs per term.
- 15.6.3 Workload shall be determined by the Dean in consultation with the Chair and the affected members.
- 15.6.4 Should the faculty member not accept their finalized workload they may request a Workload Review Panel in accordance with Article 15.8.

## **15.7 Science Lab Instructor Workload Assignment**

- 15.7.1 Lab instructors will support the work of the Department through lab teaching assignments and related duties during non-teaching times.
- 15.7.2 The instructional workload of a lab instructor shall normally consist of four hundred and fifty (450) Instructional hours and two (2) months of related lab duties over a twelve (12) month period.
- 15.7.3 All lab instructors shall be available for out-of-class student contact of five (5) hours out-of-class contact per week.
- 15.7.4 Duties will be assigned by the Dean in consultation with the Chair, Lab Supervisor and affected members.
- 15.7.5 All lab instructors are expected to maintain currency in their respective area of discipline.
- 15.7.6 Should the faculty member not accept their finalized workload they may request a Workload Review Panel in accordance with Article 15.8.

## **15.8 Workload Review Panel**

- 15.8.1 Any faculty member dissatisfied with her/his finalized workload may file a written Notice of Review with the Dean or Director and send a copy to the President of the Association. The member will file a Notice of Review within five (5) working days of receipt of their finalized workload.
- 15.8.2 Each Workload Review Panel shall be composed of at least the following or their named alternatives:

- 15.8.2.1 the Dean or Director or designee who shall act as non-voting Chair;
- 15.8.2.2 the Program or Department Chair or the individual responsible for the preliminary workload assigned to the affected member.
- 15.8.2.3 three (3) Academic or Resource area faculty members.
  - (a) The faculty members will pre-select seven (7) faculty members from the appropriate employment category. The dean will ensure a democratic process of pre-selection occurs by the end of January each year.
  - (b) When a request for review is filed, the Dean will canvas the seven (7) pre-selected members, of whom three will serve on the panel.
- 15.8.3 In making its determinations on the merits of the appeal, the Workload Review Panel shall review the workload procedures in the appropriate employment category to determine if all the workload assignment procedures have been considered and applied. The Workload Review Panel members and the faculty member requesting the review may request the dean to provide access to the assigned workloads and workload criteria considerations for the appropriate and relevant faculty members in the area.
  - 15.8.3.1 Instructional Faculty – Article 15.2
  - 15.8.3.2 Lecturer – Article 15.3
  - 15.8.3.3 Instructional Assistants – Article 15.4
  - 15.8.3.4 Professional Resource Faculty – article 15.5
  - 15.8.3.5 Science Lab Supervisor – Article 15.6
  - 15.8.3.6 Science Lab Instructor – Article 15.7
- 15.8.4 Within fifteen (15) working days of the date of the member's review request, The Workload Review Panel will make a recommendation to the Dean on whether a workload adjustment is warranted.
- 15.8.5 The Dean or Director shall, without delay, refer the recommendation of the Workload Review Panel, including dissenting comments, to the Executive Officer whose decision shall be final.
- 15.8.6 The Executive Officer will communicate the final decision in writing to the academic faculty member within ten (10) working days of receipt of the recommendation. If the appeal is denied, the Executive Officer will provide a written explanation. A copy of the decision will be forwarded to the Faculty Association.
- 15.8.7 The financial management for successful appeals will be the responsibility of the Dean of the Faculty or School.

## **15.9 Overload**

- 15.9.1 Overload is for exceptional circumstances and the College and Faculty Association acknowledge that excessive amounts of overload may negatively affect an instructional member's performance.
- 15.9.2 Overload occurs when a member teaches or provides service in excess of the faculty member's assigned annual workload in a year.
- 15.9.3 The Dean must provide written authorization to the chair prior to final confirmation of an overload assignment with the member.
- 15.9.4 The Dean will authorize overload remuneration as salary in the current academic year or as future workload adjustment for the following academic year.
- 15.9.5 Payment of Overload
  - 15.9.5.1 If a member works overload, it shall be paid at the applicable rate beginning on the first regular payday following the date on which it can be established that an overload exists and shall be paid over the balance of the Term.
  - 15.9.5.2 In the event that all overload has been worked as of the date on which it was established that an overload exists, then a lump sum payment for such overload shall be made on the first regular payday following that date.
- 15.9.6 Members who are assigned overload by the Dean shall be paid on an appropriate Instructional Hour rate at their current grid step placement on the term salary table.
- 15.9.7 If an Instructional Assistant works hours in excess of thirty five (35) hours per week then these hours shall be considered overload. All overload must be authorized by the appropriate Officer or Administrator or designee, in advance of such time being worked. Overload shall either be paid at the appropriate hourly rate or taken as time in lieu.

## **15.10 Term Instructional Faculty**

- 15.10.1 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.
- 15.10.2 A scheduled course is considered available when it is not required to make up a Probationary, Continuing or Sessional members workload.
- 15.10.3 First consideration shall mean the obligation to consider first, and in good faith, the application of any eligible Term member.
- 15.10.4 First consideration does not mean that the College is under an obligation to actually appoint or re-appoint any member.



- 15.10.5 In the event that the Dean cancels a course for which a term faculty member has been scheduled, within five (5) working days of the start of the course, the faculty member shall be paid a stipend of \$300.00.

## **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.
- 16.1.2 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 an Instructional Hour basis shall be paid according to the term instructional faculty rate.
- 16.1.1.2 Non-instructional members paid on an hourly basis shall be paid according to the Professional Resource faculty hourly rate.

### **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 bachelor's degree from the University of Alberta or equivalent.

### **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  
LL.B. 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 15.2.7.5 (b) (i), 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 to:
  - 16.9.7.1 Term members upon the completion of four hundred fifty (450) Instructional Hours –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, or the preceding last banking day. If the College proposes to change this date, the College shall provide the Faculty Association with a minimum of six (6) months' notice of the change.

- 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 A Program or department Chair will receive an honorarium in accordance with the attached salary tables.

### **18.3 Chair Workload**

- 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, will determine the chair workload and the appropriate mix of instructional, service and scholarly activity. Maximum instruction for a chair will not exceed three hundred fifteen (315) instructional hours.

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).

**ARTICLE 19.0 STATUTORY HOLIDAYS AND VACATION ENTITLEMENT**

**19.1 Statutory Holidays**

19. .1 All Faculty members shall have the following statutory holidays:

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

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

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 eight percent (8%) of gross regular earnings on the first six hundred seventy-five (675) Instructional Hours, and ten percent (10%) thereafter. Entitlement at the ten percent (10%) level will become effective from the first day of the appointment in which the member exceeds six hundred seventy-five (675) Instructional Hours 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 15.2.7.5 (b) (i), 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 the rate of eight percent (8%) of gross regular earnings.

19.2.5.4 Subject to the provisions of 15.2.7.5 (b) (i), 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 May and August.
- 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 May to August period.

### **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.
- 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 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:
  - (a) with the exception of vacation and sick leave accrual and statutory holidays, the employee benefits the member was participating in at the time the member's disability commenced will continue at no cost to him or her during the member's weekly indemnity benefit period and until he or she has received long term disability benefits for twelve (12) months.
  - (b) long term disability benefits will continue until the earlier of; by plan definition the member is no longer entitled to such benefits, becomes age sixty five (65) or receives retirement benefits from the Local Authorities Pension Plan (or equivalent).
  - (c) the 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.
  - (d) life insurance coverage at the rate in effect at the time the member became disabled will continue at no cost to the member as long as he or she remains eligible for long term disability benefits.

### **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 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**

21.3.1 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.

## **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.

### **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, an Executive Officer 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 – 80% of the single or family premium.

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

24.1.1.3 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 – 80% of the single or family premium.

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

24.1.2.3 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) Instructional Hours in the current year.

24.1.3.1 Alberta Health Care Plan – 80% of the single or family premium.

24.1.3.2 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 #D2090, Faculty Development, and #D2080, Sabbatical Leaves shall apply to the parties to this Agreement.

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

26.2.1 The Board shall provide funding for faculty professional development activities and administrative support at the rate of 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 #D2080 Sabbatical Leaves. 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    day of    , 2008.

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**

**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.

The parties further agree that within sixty (60) days after ratification, they will meet to develop and document a process that both captures the spirit and intent of the previous Letter of Understanding and aligns to current retirement policies and related legislation.

This letter is in effect to June 30, 2011, or until a new collective agreement is ratified, whichever is later.

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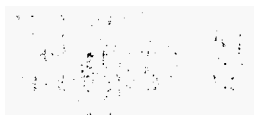
Date

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President, Grant MacEwan College Faculty Association

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President and CEO, Grant MacEwan College





## LETTER OF UNDERSTANDING

between

**THE GRANT MACEWAN COLLEGE FACULTY ASSOCIATION**

and

**THE GRANT MACEWAN COLLEGE BOARD OF GOVERNORS**

### **Transition from a LSEH-based to a %-based Format for Determining Workload**

For many years, Grant MacEwan College has used an LSEH (Lecture/Seminar- Equivalent Hour)-based format for determining instructional workload. As the College moves to a definition of workload that includes three areas of responsibility for Instructional Faculty – instruction, scholarly activity and service – the LSEH model is no longer representative of an instructional faculty member's workload.

Faculty should be aware that, in the transition from the LSEH-based to the %-based model for determining workload, the intent is neither to increase nor to decrease workload. Rather, the intention is to recognize and distribute, more appropriately, a member's efforts across the three components of workload. To accomplish this, workloads will now be described in terms of percentage of work devoted to the three components: instruction, service and, when appropriate and necessary, scholarly activity. For example, one member may have a workload that consists of a 5% service component, a 35% scholarly activity component and a 60% instructional component while another member may have a workload that is comprised of a 20% service component, a 0% scholarly activity component and an 80% instructional component. The weighting of each component will be determined through discussions between the chair and the faculty member at the outset of the workload assignment procedure (Article 15.2.2). This discussion will be informed by the listing of the relevant factors found in article 15.2.7. During this transitional year, it is important for faculty members, Chairs and Deans to discuss these relevant factors in relationship to the new workload model. Each department or program will hold such a meeting before March 31, 2009. The Dean continues to be responsible for approving the finalized workloads.

Instructional workload will normally consist of a minimum of 270 instructional hours and a maximum of 405 instructional hours. It should be noted that faculty members who have been instructing 450 LSEHs in the past, without release for any instructional or other considerations, will now see a maximum instructional workload component of the equivalent of 405 LSEHs. This adjustment is being made in order to provide further recognition of the scope of a member's responsibilities.

For the new position of Lecturer, and for Term Instructors, workload will be based solely on instruction (there will be no service or scholarly activity requirements or expectations). The new collective agreement language will simply replace LSEH with "Instructional Hour". A Lecturer shall teach 450 Instructional Hours per year, or the equivalent of a 450 LSEH workload. Term Instructors will now be assigned instructional hours rather than LSEHs.

The College and the Faculty Association recognize that the new Article 15.0 Workload Assignment is a significant change at Grant MacEwan College. The parties agree that a full implementation of Article 15.0 Workload Assignment will occur during the distribution of workload and the finalization of workloads in the 2009/10 academic year. The dean of the area is responsible for the resource management of this change in workload distribution.

Provided a ratified collective agreement is reached by September 30, 2008, the College will review all members' instructional workloads for the 08/09 academic year and ensure the maximum instructional workload for an instructor does not exceed 405 instructional hours. When a replacement instructor can not be assigned the member will receive an overload payment for the course.

The parties agree that in accordance with Article 6.0 Agreement Interpretation and Amendment Recommendations a Joint Review Committee will be convened and shall meet in February 2010 to discuss the application of Article 15.0 Workload Assignment. The respective committee will:

- be responsible for identifying issues and concerns regarding the full implementation of Article 15.0 Workload Review.
- review these issues and concerns and, where possible, provide recommendations for change.

Where the parties reach a majority decision on recommendations for change, as described in Article 6.3.2., then the parties will implement the changes in accordance with Article 6.3.2., Article 6.3.3 and Article 6.3.4.

This Letter of Understanding shall expire June 30, 2011.

Signed:

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Date

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President, Grant MacEwan College Faculty Association

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President and CEO, Grant MacEwan College

## LETTER OF UNDERSTANDING

Between

**THE GRANT MACEWAN COLLEGE FACULTY ASSOCIATION**

And

**THE GRANT MACEWAN COLLEGE BOARD OF GOVERNORS**

### Nurse Educator

The respective parties agree to the creation of a new role in the School of Nursing (including the Psychiatric Nursing Program):

#### 1. Potential Workload Configuration

- The primary focus of this position is to integrate theory and practice within laboratory and clinical instruction. Sample of workloads constructed are shown in Appendix 1.
- Instructional workload includes orientation (e.g. college, clinical site) committee and course related meeting attendance and professional development activities.
- During the core months (mid-August to mid-May or last week of August to last week of May), when an Educator is not engaged in instruction they shall be at the college performing other duties (including: attending theory classes, simulations, lab evaluations, proctor exams, assist with projects, covering for illnesses, workshops, etc.).
- Nurse Educators in the Psychiatric Nursing Program may be required to work in the spring session to complete their annual workload (see Appendix 1 examples).
- Outside of core months, an Educator shall not be required to be at the college, inclusive of any vacation.

#### 2. Service Commitment

- Members are required to attend orientation at the start of the academic year and year end activities at the close of the academic year.
- Based on the needs of the School of Nursing members may be required to provide service throughout the Academic year.
- Members are not required to provide service during non-core months.

#### 3. Duration of Position

- Educator positions are for durations of 12, 24 or 36 months, of which the core 9 months are preparation instruction and other related duties.

#### 4. Selection Process

- The selection committee shall consist of the Dean, Health and Community Studies or Director of the Nursing Program, Chair of the Nursing Program or Chair of the Psychiatric Nursing Program and one continuing faculty member. The final decision to hire rests with the Dean, Health and Community Studies or Director of the Nursing Program.

#### 5. Renewal Process

- Nurse Educators will undergo peer review every year for the first 3 years. Student feedback will be obtained every year from a representative course.
- The Dean, Health and Community Studies or Director of the Nursing Program will inform the incumbent on whether the position has been renewed prior to the conclusion of the appointment.

#### 6. Vacation Entitlement

- Vacation entitlement is equivalent to thirty-three (33) days. Vacation days will normally be taken in the mid-May to mid-August timeframe.

#### 7. Benefit Entitlement

- Benefit entitlement is equivalent to a Sessional member as identified in Article 20.0 Leaves Of Absence: Sick Leave and Article 24.0 Benefits
- For Nurse Educators enrollment in the Local Authorities Pension Plan is voluntary. For the purposes of eligibility requirements in the College Pension Policy D1500, Article 2.2.4, the Nurse Educator shall be considered a sessional faculty member.

#### 8. Faculty Professional Development

- Professional development funding for this position will be in accordance with Article 26. The rate for calculating the professional development amount will be equivalent to a sessional member.

#### 9. Increments

- Increments will be granted to Nurse Educator members upon the completion of twelve (12) months service one (1) increment. No member shall receive more than one (1) increment annually.

#### 10. Salary Schedules

- Salaries are identified in Appendix 2

The parties agree to review the terms and conditions developed in this letter of understanding at the expiry of the Collective agreement. At the expiry of the Collective Agreement either party may serve notice of their intention to discontinue this position or their desire to continue this role.

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Date

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President, Grant MacEwan College Faculty Association

\_\_\_\_\_  
Date

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President and CEO, Grant MacEwan College



## APPENDIX I

School of Nursing Program (including Psychiatric Nursing Program)

Sample Workload Scenarios – 2008/2009

Fall	Winter	Total IH
6 labs @ 30 IH (180)	3 clinical @ 94.5 IH (283.5)	463.5
4 labs @ 45 IH (180)	3 clinical @ 94.5 IH (283.5)	463.5
3 labs @ 30 IH 2 labs @ 45 IH (180)	3 clinical @ 94.5 IH (283.5)	463.5
2 clinical @ 49.5 IH 3 labs @ 30 IH (179)	3 clinical @ 94.5 IH (283.5)	462.5

Fall	Winter	Spring	Total
3 labs @ 30 IH Partial preceptor group @ 50 IH (140)	1 clinical @ 94.5 IH 2 clinical @ 79.5 IH (253.5)	1 clinical @ 79.5 IH(79.5)	473.5
2 lecture courses @ 45 IH 2 labs @ 45 IH (219)	2 clinical @94.5 IH 4 labs at 30 IH (253.5)	1 lecture course @ 45 IH 1 clinical @ 26.5 IH (71.5)	470.5

NOTE: As of fall 2009, clinical workload will also be available in the fall term.

2 clinical @ 94.5 IH (189)	3 clinical @ 94.5 IH (283.5)	472.5
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**ANNUAL**

**July 1, 2008**

<b>Steps</b>	<b>Baccalaureate</b>	<b>Masters</b>
1	\$ 59,502	\$ 62,056
2	\$ 61,456	\$ 64,010
3	\$ 63,411	\$ 65,966
4	\$ 65,367	\$ 67,925
5	\$ 67,321	\$ 69,876

**ANNUAL**

**July 1, 2009**

<b>Steps</b>	<b>Baccalaureate</b>	<b>Masters</b>
1	\$ 62,180	\$ 64,849
2	\$ 64,222	\$ 66,891
3	\$ 66,264	\$ 68,934
4	\$ 68,308	\$ 70,982
5	\$ 70,350	\$ 73,020



**LETTER OF UNDERSTANDING**

Between

**THE GRANT MACEWAN COLLEGE FACULTY ASSOCIATION**

And

**THE GRANT MACEWAN COLLEGE BOARD OF GOVERNORS**

**Academic Title**

**Purpose:**

Academic title is an important component of MacEwan's on-going development as an academic institution.

Rather than dealing with this topic at the negotiating table, it can better be handled through a joint committee charged with the task of investigating and making recommendations concerning the implementation of academic titles at MacEwan.

**Composition and formation:**

The Committee will be comprised of four faculty members and four Deans or Associate Deans.

The four faculty members will be comprised of one faculty member chosen by and representing each of the four Faculties or Schools. The Dean will be responsible for organizing a process of nomination and election for their respective Faculty or School.

The Deans and associate Deans will be appointed by the Executive Vice-president Academic, one of whom will chair.

**Guidelines and parameters:**

The committee will be guided by MacEwan's mandate, mission and strategic plans. It will be mindful of MacEwan's identity and experience.

The system of academic title must be academically credible and it must serve to enhance the reputation of MacEwan.

The system must contain the conditions of title and the process of granting title. The following comments elaborate these two topics.



### Conditions of Title

Generally academic title is based on evaluation of individual achievement, a rigorous institutional standard and experience as an academic member of the community. Often academic or professional qualifications in the first instance and rank attained at another institution can determine the initial rank of appointment. Ongoing evaluation of a particular rank is normally based on criteria established by the institution. Traditional levels of title which often include three levels are normally defined by three separate sets of criteria based in the three tenets of the academy: teaching, scholarly activity and service.

### Granting of Title

The process for granting title needs known principles and clear guidelines to ensure rigour and to communicate to peers at other institutions and other external audiences. Elements such as classification of qualification, a system of continuous evaluation and a process of peer review are standard.

Some institutions have adopted bipartite expectations in title often classified using "lecturer" language with lecturer and senior lecturer ranks. The faculty lecturer designations coincide with the teaching and service expectations, although scholarship is an expectation to maintain currency in the discipline. Faculty members with the tripartite responsibilities are classified in the traditional "professorial language," the assistant, associate and full professor ranks. The professorial designation coincides with the tripartite expectation of teaching, scholarship and service.

### **Reporting:**

The committee will report its recommendations to the Executive Vice-president Academic and Provost and to the President of the Faculty Association.

### **Timelines:**

The committee recommendations will be filed with the above parties on or before March 31, 2009.

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Date

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President, Grant MacEwan College Faculty Association

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President and CEO, Grant MacEwan College

## LETTER OF UNDERSTANDING

between

**THE Grant MacEwan College Faculty Association**

and

**THE Grant MacEwan College Board of Governors**

### Supplementary Employment Insurance Benefits (SEIB) Plan

The parties agree to develop and implement a maternity leave SEIB plan that provides for ten (10) weeks coverage at 95% of salary less Employment Insurance benefits.

In consultation with the college's external benefits consultant, and prior to January 1, 2009, two representatives of the Faculty Association and two representatives of the College, will meet to address the following;

- 1) Determine the impact of a SEIB plan on existing benefits plans, both statutory and non-statutory,
- 2) Develop the SEIB plan,
- 3) Address any other factors and details that may be required regarding implementation of the SEIB plan, and
- 4) Prepare a communication for employees on the new SEIB plan

The implementation date of the Maternity SEIB Plan will be July 1, 2009. The parties further agree that upon the implementation of said SEIB Plan, Article 21.2.5 will become null and void, and will be deleted from the next collective agreement.

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Date



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President, Grant MacEwan College Faculty Association

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President and CEO, Grant MacEwan College

# LETTER OF UNDERSTANDING

between

**THE Grant MacEwan College Faculty Association**

and

**THE Grant MacEwan College Board Of Governors**

## Health Spending Account

The parties agree that, following the elimination of Alberta Health Care premiums on January 1, 2009, the contribution formerly made by the College to those premiums will be used to create a Health Spending Account (HSA) for all eligible Faculty Association members.

Prior to January 1, 2009, two representatives of the Faculty Association and two representatives of the College will meet to determine eligibility for the HSA, the amount of funds available per eligible member, enrollment year and other issues related to the implementation of the HSA. The parties will determine if additional resources or expertise for this task are required.

The amount of the funds will be based on College contribution to Alberta Health Care for faculty members receiving this benefit on December 2008 payroll. This monthly amount will be multiplied by twelve (12) to determine the total funds available.

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Date

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President, Grant MacEwan College Faculty Association

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President and CEO, Grant MacEwan College

**LETTER OF UNDERSTANDING**

between

**THE Grant MacEwan College Faculty Association**

and

**THE Grant MacEwan College Board Of Governors**

**Science Lab Instructor Grandparentinn Agreement**

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

Term instructors who were assigned science labs for the Fall Term of 2008 will be grandparented and reappointed at the same grid step for future lab teaching assignments. This grandparenting status will expire on June 30, 2011.

Effective January 1, 2009, all science lab instructors who are not grandparented will be appointed in accordance with the new collective agreement language.

Effective July 1, 2011, all term science lab instructors will be appointed in accordance with the existing current agreement.

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Date

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President, Grant MacEwan College Faculty Association

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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 parties agree that, for the July 1, 2010 to June 30, 2011 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, 2010 and no later than February 28, 2010. 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.

\_\_\_\_\_

Date

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President, Grant MacEwan College Faculty Association

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President and CEO, Grant MacEwan College

JULY 1, 2008 (4.5% added)

## SALARY SCHEDULE

Full Time, Part Time and Sessional Faculty

Increments	Instructional Assistants	
	I/A'S	I/A'S
	A	B
1.0	40,207	42,842
1.5	40,978	43,620
2.0	41,748	44,399
2.5	42,519	45,177
3.0	43,290	45,955
3.5	44,060	46,734
4.0	44,831	47,512
4.5	45,601	48,290
5.0	46,372	49,069
5.5	47,142	49,847
6.0	47,913	50,625
6.5	48,684	51,403
7.0	49,454	52,182
7.5	50,225	52,960
8.0	50,995	53,738
8.5	51,766	54,517
9.0	52,536	55,295
9.5	53,307	56,073
10.0	54,078	56,852
10.5	54,848	57,630
11.0	55,619	58,408
11.5	56,389	59,187
12.0	57,160	59,965
12.5	57,931	60,743
13.0	58,701	61,521
13.5	59,472	62,300
14.0	60,242	63,078

Instructional Academic Staff Categories 'A' through 'G'						
A	B	C	D	E	F	G
49,071	50,205	52,472	55,877	59,283	62,684	66,000
50,374	51,509	53,775	57,180	60,586	63,988	67,303
51,677	52,812	55,078	58,483	61,889	65,291	68,607
52,981	54,115	56,382	59,787	63,193	66,594	69,910
54,284	55,419	57,685	61,090	64,496	67,897	71,213
55,587	56,722	58,988	62,393	65,799	69,201	72,516
56,890	58,025	60,291	63,696	67,102	70,504	73,819
58,194	59,328	61,595	65,000	68,406	71,807	75,122
59,497	60,632	62,898	66,303	69,709	73,111	76,425
60,800	61,935	64,201	67,606	71,012	74,414	77,728
62,103	63,238	65,505	68,909	72,315	75,717	79,032
63,406	64,541	66,808	70,213	73,619	77,020	80,335
64,710	65,845	68,111	71,516	74,922	78,324	81,638
66,013	67,148	69,414	72,819	76,225	79,627	82,941
67,316	68,451	70,718	74,122	77,529	80,930	84,244
68,619	69,754	72,021	75,426	78,832	82,233	85,547
69,923	71,058	73,324	76,729	80,135	83,537	86,850
71,226	72,361	74,627	78,032	81,438	84,840	88,153
72,529	73,664	75,931	79,335	82,742	86,143	89,456
73,832	74,968	77,234	80,639	84,045	87,447	90,760
75,136	76,271	78,537	81,942	85,348	88,750	92,063
76,439	77,574	79,840	83,245	86,651	90,053	93,366
77,742	78,877	81,144	84,548	87,955	91,356	94,669
79,045	80,181	82,447	85,852	89,258	92,660	95,972
80,349	81,484	83,750	87,155	90,561	93,963	97,275
81,652	82,787	85,053	88,458	91,864	95,266	98,578
82,955	84,090	86,357	89,761	93,168	96,570	99,881

Program and Department Chairs will receive an honorarium at the rate of \$5455 per annum.

MONTHLY

JULY 1, 2008 (4.5% added)

SALARY SCHEDULE

Full Time, Part Time and Sessional Faculty

Increments	Instructional Assistants	
	I/A'S	I/A'S
	A	B
1.0	3,350.60	3,570.17
1.5	3,414.82	3,635.03
2.0	3,479.03	3,699.89
2.5	3,543.25	3,764.75
3.0	3,607.46	3,829.61
3.5	3,671.68	3,894.47
4.0	3,735.89	3,959.33
4.5	3,800.11	4,024.19
5.0	3,864.32	4,089.04
5.5	3,928.54	4,153.90
6.0	3,992.75	4,218.76
6.5	4,056.97	4,283.62
7.0	4,121.18	4,348.48
7.5	4,185.40	4,413.34
8.0	4,249.61	4,478.20
8.5	4,313.83	4,543.06
9.0	4,378.04	4,607.91
9.5	4,442.26	4,672.77
10.0	4,506.47	4,737.63
10.5	4,570.69	4,802.49
11.0	4,634.90	4,867.35
11.5	4,699.11	4,932.21
12.0	4,763.33	4,997.07
12.5	4,827.54	5,061.93
13.0	4,891.76	5,126.79
13.5	4,955.97	5,191.64
14.0	5,020.19	5,256.50

A	B	C	D	E	F	G
4,089.24	4,183.79	4,372.66	4,656.40	4,940.23	5,223.69	5,500.02
4,197.85	4,292.39	4,481.26	4,765.00	5,048.84	5,332.29	5,608.62
4,306.45	4,401.00	4,589.87	4,873.60	5,157.44	5,440.90	5,717.21
4,415.05	4,509.60	4,698.48	4,982.21	5,266.05	5,549.51	5,825.81
4,523.65	4,618.21	4,807.08	5,090.81	5,374.65	5,658.11	5,934.40
4,632.26	4,726.82	4,915.69	5,199.42	5,483.26	5,766.72	6,042.99
4,740.86	4,835.42	5,024.29	5,308.02	5,591.86	5,875.33	6,151.59
4,849.46	4,944.03	5,132.90	5,416.63	5,700.47	5,983.93	6,260.18
4,958.07	5,052.63	5,241.50	5,525.23	5,809.08	6,092.54	6,368.77
5,066.67	5,161.24	5,350.11	5,633.83	5,917.68	6,201.15	6,477.37
5,175.27	5,269.84	5,458.71	5,742.44	6,026.29	6,309.76	6,585.96
5,283.87	5,378.45	5,567.32	5,851.04	6,134.89	6,418.36	6,694.55
5,392.48	5,487.06	5,675.92	5,959.65	6,243.50	6,526.97	6,803.15
5,501.08	5,595.66	5,784.53	6,068.25	6,352.10	6,635.58	6,911.74
5,609.68	5,704.27	5,893.13	6,176.86	6,460.71	6,744.18	7,020.33
5,718.29	5,812.87	6,001.74	6,285.46	6,569.32	6,852.79	7,128.93
5,826.89	5,921.48	6,110.34	6,394.06	6,677.92	6,961.40	7,237.52
5,935.49	6,030.08	6,218.95	6,502.67	6,786.53	7,070.01	7,346.11
6,044.09	6,138.69	6,327.55	6,611.27	6,895.13	7,178.61	7,454.71
6,152.70	6,247.29	6,436.16	6,719.88	7,003.74	7,287.22	7,563.30
6,261.30	6,355.90	6,544.76	6,828.48	7,112.35	7,395.83	7,671.90
6,369.90	6,464.51	6,653.37	6,937.08	7,220.95	7,504.43	7,780.49
6,478.51	6,573.11	6,761.98	7,045.69	7,329.56	7,613.04	7,889.08
6,587.11	6,681.72	6,870.58	7,154.29	7,438.16	7,721.65	7,997.68
6,695.71	6,790.32	6,979.19	7,262.90	7,546.77	7,830.25	8,106.27
6,804.31	6,898.93	7,087.79	7,371.50	7,655.37	7,938.86	8,214.86
6,912.92	7,007.53	7,196.40	7,480.11	7,763.98	8,047.47	8,323.46

HOURLY

JULY 1, 2008 (4.5% added)

HOURLY PAID FACULTY (TERM/OVERLOAD)

Instructional Academic Staff

Increments	Instructional Assistants								
	I/A'S A	I/A'S B	A	B	C	D	E	F	G
1.0	22.01	23.45	72.70	74.38	77.74	82.78	87.83	92.87	97.78
1.5	22.43	23.88	74.63	76.31	79.67	84.71	89.76	94.80	99.71
2.0	22.85	24.30	76.56	78.24	81.60	86.64	91.69	96.73	101.64
2.5	23.27	24.73	78.49	80.17	83.53	88.57	93.62	98.66	103.57
3.0	23.69	25.15	80.42	82.10	85.46	90.50	95.55	100.59	105.50
3.5	24.12	25.58	82.35	84.03	87.39	92.43	97.48	102.52	107.43
4.0	24.54	26.01	84.28	85.96	89.32	94.36	99.41	104.45	109.36
4.5	24.96	26.43	86.21	87.89	91.25	96.30	101.34	106.38	111.29
5.0	25.38	26.86	88.14	89.82	93.18	98.23	103.27	108.31	113.22
5.5	25.80	27.28	90.07	91.76	95.11	100.16	105.20	110.24	115.15
6.0	26.22	27.71	92.00	93.69	97.04	102.09	107.13	112.17	117.08
6.5	26.65	28.14	93.94	95.62	98.97	104.02	109.06	114.10	119.01
7.0	27.07	28.56	95.87	97.55	100.91	105.95	111.00	116.04	120.94
7.5	27.49	28.99	97.80	99.48	102.84	107.88	112.93	117.97	122.88
8.0	27.91	29.41	99.73	101.41	104.77	109.81	114.86	119.90	124.81
8.5	28.33	29.84	101.66	103.34	106.70	111.74	116.79	121.83	126.74
9.0	28.76	30.27	103.59	105.27	108.63	113.67	118.72	123.76	128.67
9.5	29.18	30.69	105.52	107.20	110.56	115.60	120.65	125.69	130.60
10.0	29.60	31.12	107.45	109.13	112.49	117.53	122.58	127.62	132.53
10.5	30.02	31.54	109.38	111.06	114.42	119.46	124.51	129.55	134.46
11.0	30.44	31.97	111.31	112.99	116.35	121.40	126.44	131.48	136.39
11.5	30.86	32.40	113.24	114.92	118.28	123.33	128.37	133.41	138.32
12.0	31.29	32.82	115.17	116.86	120.21	125.26	130.30	135.34	140.25
12.5	31.71	33.25	117.10	118.79	122.14	127.19	132.23	137.27	142.18
13.0	32.13	33.67	119.03	120.72	124.07	129.12	134.16	139.20	144.11
13.5	32.55	34.10	120.97	122.65	126.01	131.05	136.10	141.14	146.04
14.0	32.97	34.53	122.90	124.58	127.94	132.98	138.03	143.07	147.97



HOURLY

JULY 1, 2008 (4.5% added)

SALARY SCHEDULE

Professional Resource Staff

Increments	Instructional Assistants	
	I/A'S A	I/A'S B
1.0	22.01	23.45
1.5	22.43	23.88
2.0	22.85	24.30
2.5	23.27	24.73
3.0	23.69	25.15
3.5	24.12	25.58
4.0	24.54	26.01
4.5	24.96	26.43
5.0	25.38	26.86
5.5	25.80	27.28
6.0	26.22	27.71
6.5	26.65	28.14
7.0	27.07	28.56
7.5	27.49	28.99
8.0	27.91	29.41
8.5	28.33	29.84
9.0	28.76	30.27
9.5	29.18	30.69
10.0	29.60	31.12
10.5	30.02	31.54
11.0	30.44	31.97
11.5	30.86	32.40
12.0	31.29	32.82
12.5	31.71	33.25
13.0	32.13	33.67
13.5	32.55	34.10
14.0	32.97	34.53

A	B	C	D	E	F	G
26.86	27.48	28.72	30.58	32.45	34.31	36.12
27.57	28.19	29.43	31.30	33.16	35.02	36.84
28.29	28.91	30.15	32.01	33.87	35.74	37.55
29.00	29.62	30.86	32.72	34.59	36.45	38.26
29.71	30.33	31.57	33.44	35.30	37.16	38.98
30.43	31.05	32.29	34.15	36.01	37.88	39.69
31.14	31.76	33.00	34.86	36.73	38.59	40.40
31.85	32.47	33.71	35.58	37.44	39.30	41.12
32.57	33.19	34.43	36.29	38.15	40.02	41.83
33.28	33.90	35.14	37.00	38.87	40.73	42.54
33.99	34.61	35.85	37.72	39.58	41.44	43.26
34.71	35.33	36.57	38.43	40.29	42.16	43.97
35.42	36.04	37.28	39.14	41.01	42.87	44.68
36.13	36.75	37.99	39.86	41.72	43.58	45.40
36.85	37.47	38.71	40.57	42.43	44.30	46.11
37.56	38.18	39.42	41.28	43.15	45.01	46.82
38.27	38.89	40.13	42.00	43.86	45.72	47.54
38.99	39.61	40.85	42.71	44.57	46.44	48.25
39.70	40.32	41.56	43.42	45.29	47.15	48.96
40.41	41.03	42.27	44.14	46.00	47.86	49.68
41.13	41.75	42.99	44.85	46.71	48.58	50.39
41.84	42.46	43.70	45.56	47.43	49.29	51.10
42.55	43.17	44.41	46.28	48.14	50.00	51.82
43.27	43.89	45.13	46.99	48.85	50.72	52.53
43.98	44.60	45.84	47.70	49.57	51.43	53.24
44.69	45.31	46.55	48.42	50.28	52.14	53.96
45.41	46.03	47.27	49.13	50.99	52.86	54.67

July 01, 2008

## SALARY SCHEDULE

Full Time Lecturer

Steps	Non PhD	PhD
1	\$44,400	\$51,500
2	\$45,700	\$53,050
3	\$47,100	\$54,650
4	\$48,500	\$56,300
5	\$49,950	\$58,000
6	\$51,450	\$59,750
7	\$53,000	\$61,550

**ANNUAL**

**July 01, 2008**

**SALARY SCHEDULE**

**Full Time Lab Instructor**

<b>Steps</b>		
1.0		44,400.00
2.0		45,700.00
3.0		47,100.00
4.0		48,500.00
5.0		49,950.00
6.0		51,450.00

**HOURLY**

**July 01, 2008**

**SALARY SCHEDULE**

**Hourly Lab Instructor**

<b>Step</b>	<b>BSc</b>	<b>MSc</b>	<b>PhD</b>
1.0	63.00	75.00	84.00
2.0	65.00	77.00	86.50
3.0	67.00	79.50	89.00
4.0	69.00	82.00	92.00
5.0	71.00	84.50	94.50
6.0	73.00	87.00	97.00
7.0	75.00	89.50	100.00

**July 01, 2008**

**SALARY SCHEDULE**

**Science Lab Supervisor**

61,100		
2.0		62,950
3.0		64,850
4.0		66,800
5.0		68,800
6.0		70,900
7.0		73,000



JULY 1, 2009 (4.5% added)

## SALARY SCHEDULE

Full Time, Part Time and Sessional Faculty

		Instructional Assistants	
		I/A'S	I/A'S
Increments		A	B
1.0		42,017	44,770
1.5		42,822	45,583
2.0		43,627	46,397
2.5		44,432	47,210
3.0		45,238	48,023
3.5		46,043	48,837
4.0		46,848	49,650
4.5		47,653	50,463
5.0		48,459	51,277
5.5		49,264	52,090
6.0		50,069	52,903
6.5		50,874	53,717
7.0		51,680	54,530
7.5		52,485	55,343
8.0		53,290	56,157
8.5		54,095	56,970
9.0		54,901	57,783
9.5		55,706	58,597
10.0		56,511	59,410
10.5		57,316	60,223
11.0		58,122	61,037
11.5		58,927	61,850
12.0		59,732	62,663
12.5		60,537	63,477
13.0		61,343	64,290
13.5		62,148	65,103
14.0		62,953	65,917

Instructional Academic Staff Categories 'A' through 'G'						
A	B	C	D	E	F	G
51,279	52,465	54,833	58,391	61,950	65,505	68,970
52,641	53,827	56,195	59,753	63,312	66,867	70,332
54,003	55,189	57,557	61,115	64,674	68,229	71,694
55,365	56,550	58,919	62,477	66,036	69,591	73,056
56,727	57,912	60,281	63,839	67,398	70,953	74,417
58,089	59,274	61,643	65,201	68,760	72,315	75,779
59,450	60,636	63,005	66,563	70,122	73,677	77,141
60,812	61,998	64,367	67,924	71,484	75,039	78,503
62,174	63,360	65,728	69,286	72,846	76,400	79,864
63,536	64,722	67,090	70,648	74,208	77,762	81,226
64,898	66,084	68,452	72,010	75,570	79,124	82,588
66,260	67,446	69,814	73,372	76,932	80,486	83,950
67,622	68,808	71,176	74,734	78,293	81,848	85,311
68,984	70,170	72,538	76,096	79,655	83,210	86,673
70,345	71,532	73,900	77,458	81,017	84,572	88,035
71,707	72,893	75,262	78,820	82,379	85,934	89,397
73,069	74,255	76,624	80,182	83,741	87,296	90,759
74,431	75,617	77,986	81,543	85,103	88,658	92,120
75,793	76,979	79,348	82,905	86,465	90,020	93,482
77,155	78,341	80,709	84,267	87,827	91,382	94,844
78,517	79,703	82,071	85,629	89,189	92,744	96,206
79,879	81,065	83,433	86,991	90,551	94,106	97,567
81,240	82,427	84,795	88,353	91,913	95,468	98,929
82,602	83,789	86,157	89,715	93,275	96,829	100,291
83,964	85,151	87,519	91,077	94,636	98,191	101,653
85,326	86,513	88,881	92,439	95,998	99,553	103,014
86,688	87,874	90,243	93,801	97,360	100,915	104,376

Program and Department Chairs will receive an honorarium at the rate of \$5700 per annum.

MONTHLY

JULY 1, 2009 (4.5% added)

SALARY SCHEDULE

Full Time, Part Time and Sessional Faculty

Increments	Instructional Assistants	
	I/A'S	I/A'S
	A	B
1.0	3,501.38	3,730.83
1.5	3,568.48	3,798.61
2.0	3,635.59	3,866.39
2.5	3,702.69	3,934.16
3.0	3,769.80	4,001.94
3.5	3,836.90	4,069.72
4.0	3,904.01	4,137.50
4.5	3,971.11	4,205.27
5.0	4,038.22	4,273.05
5.5	4,105.32	4,340.83
6.0	4,172.43	4,408.61
6.5	4,239.53	4,476.38
7.0	4,306.63	4,544.16
7.5	4,373.74	4,611.94
8.0	4,440.84	4,679.72
8.5	4,507.95	4,747.49
9.0	4,575.05	4,815.27
9.5	4,642.16	4,883.05
10.0	4,709.26	4,950.83
10.5	4,776.37	5,018.60
11.0	4,843.47	5,086.38
11.5	4,910.58	5,154.16
12.0	4,977.68	5,221.94
12.5	5,044.78	5,289.71
13.0	5,111.89	5,357.49
13.5	5,178.99	5,425.27
14.0	5,246.10	5,493.05

Instructional Academic Staff Categories 'A' through 'G'						
A	B	C	D	E	F	G
4,273.26	4,372.06	4,569.43	4,865.93	5,162.54	5,458.75	5,747.53
4,386.75	4,485.55	4,682.92	4,979.43	5,276.03	5,572.25	5,861.01
4,500.24	4,599.04	4,796.41	5,092.92	5,389.53	5,685.74	5,974.49
4,613.73	4,712.54	4,909.91	5,206.41	5,503.02	5,799.23	6,087.97
4,727.22	4,826.03	5,023.40	5,319.90	5,616.51	5,912.73	6,201.45
4,840.71	4,939.52	5,136.89	5,433.39	5,730.01	6,026.22	6,314.93
4,954.20	5,053.01	5,250.38	5,546.88	5,843.50	6,139.72	6,428.41
5,067.69	5,166.51	5,363.88	5,660.37	5,956.99	6,253.21	6,541.89
5,181.18	5,280.00	5,477.37	5,773.87	6,070.48	6,366.71	6,655.37
5,294.67	5,393.49	5,590.86	5,887.36	6,183.98	6,480.20	6,768.85
5,408.16	5,506.99	5,704.35	6,000.85	6,297.47	6,593.69	6,882.33
5,521.65	5,620.48	5,817.85	6,114.34	6,410.96	6,707.19	6,995.81
5,635.14	5,733.97	5,931.34	6,227.83	6,524.46	6,820.68	7,109.29
5,748.63	5,847.47	6,044.83	6,341.32	6,637.95	6,934.18	7,222.77
5,862.12	5,960.96	6,158.32	6,454.81	6,751.44	7,047.67	7,336.25
5,975.61	6,074.45	6,271.82	6,568.30	6,864.94	7,161.17	7,449.73
6,089.10	6,187.94	6,385.31	6,681.80	6,978.43	7,274.66	7,563.21
6,202.59	6,301.44	6,498.80	6,795.29	7,091.92	7,388.16	7,676.69
6,316.08	6,414.93	6,612.29	6,908.78	7,205.41	7,501.65	7,790.17
6,429.57	6,528.42	6,725.79	7,022.27	7,318.91	7,615.14	7,903.65
6,543.06	6,641.92	6,839.28	7,135.76	7,432.40	7,728.64	8,017.13
6,656.55	6,755.41	6,952.77	7,249.25	7,545.89	7,842.13	8,130.61
6,770.04	6,868.90	7,066.26	7,362.74	7,659.39	7,955.63	8,244.09
6,883.53	6,982.40	7,179.76	7,476.24	7,772.88	8,069.12	8,357.57
6,997.02	7,095.89	7,293.25	7,589.73	7,886.37	8,182.62	8,471.05
7,110.51	7,209.38	7,406.74	7,703.22	7,999.87	8,296.11	8,584.53
7,224.00	7,322.87	7,520.23	7,816.71	8,113.36	8,409.60	8,698.01

HOURLY

JULY 1, 2009 (4.5% added)

HOURLY PAID FACULTY (TERM/OVERLOAD)

Instructional Academic Staff

Increments	Instructional Assistants	
	A	B
1.0	23.00	24.50
1.5	23.44	24.95
2.0	23.88	25.39
2.5	24.32	25.84
3.0	24.76	26.29
3.5	25.20	26.73
4.0	25.64	27.18
4.5	26.08	27.62
5.0	26.52	28.07
5.5	26.96	28.51
6.0	27.41	28.96
6.5	27.85	29.40
7.0	28.29	29.85
7.5	28.73	30.29
8.0	29.17	30.74
8.5	29.61	31.18
9.0	30.05	31.63
9.5	30.49	32.07
10.0	30.93	32.52
10.5	31.37	32.96
11.0	31.81	33.41
11.5	32.25	33.85
12.0	32.69	34.30
12.5	33.13	34.74
13.0	33.58	35.19
13.5	34.02	35.63
14.0	34.46	36.08

A	B	C	D	E	F	G
75.97	77.73	81.23	86.51	91.78	97.04	102.18
77.99	79.74	83.25	88.52	93.80	99.06	104.20
80.00	81.76	85.27	90.54	95.81	101.08	106.21
82.02	83.78	87.29	92.56	97.83	103.10	108.23
84.04	85.80	89.30	94.58	99.85	105.12	110.25
86.06	87.81	91.32	96.59	101.87	107.13	112.27
88.07	89.83	93.34	98.61	103.88	109.15	114.28
90.09	91.85	95.36	100.63	105.90	111.17	116.30
92.11	93.87	97.38	102.65	107.92	113.19	118.32
94.13	95.88	99.39	104.66	109.94	115.20	120.34
96.15	97.90	101.41	106.68	111.96	117.22	122.35
98.16	99.92	103.43	108.70	113.97	119.24	124.37
100.18	101.94	105.45	110.72	115.99	121.26	126.39
102.20	103.95	107.46	112.73	118.01	123.27	128.40
104.22	105.97	109.48	114.75	120.03	125.29	130.42
106.23	107.99	111.50	116.77	122.04	127.31	132.44
108.25	110.01	113.52	118.79	124.06	129.33	134.46
110.27	112.03	115.53	120.81	126.08	131.34	136.47
112.29	114.04	117.55	122.82	128.10	133.36	138.49
114.30	116.06	119.57	124.84	130.11	135.38	140.51
116.32	118.08	121.59	126.86	132.13	137.40	142.53
118.34	120.10	123.60	128.88	134.15	139.42	144.54
120.36	122.11	125.62	130.89	136.17	141.43	146.56
122.37	124.13	127.64	132.91	138.18	143.45	148.58
124.39	126.15	129.66	134.93	140.20	145.47	150.60
126.41	128.17	131.68	136.95	142.22	147.49	152.61
128.43	130.18	133.69	138.96	144.24	149.50	154.63

HOURLY

JULY 1, 2009 (4.5% added)

SALARY SCHEDULE

Professional Resource Staff

Increments	Instructional Assistants	
	I/A'S	I/A'S
	A	B
1.0	23.00	24.50
1.5	23.44	24.95
2.0	23.88	25.39
2.5	24.32	25.84
3.0	24.76	26.29
3.5	25.20	26.73
4.0	25.64	27.18
4.5	26.08	27.62
5.0	26.52	28.07
5.5	26.96	28.51
6.0	27.41	28.96
6.5	27.85	29.40
7.0	28.29	29.85
7.5	28.73	30.29
8.0	29.17	30.74
8.5	29.61	31.18
9.0	30.05	31.63
9.5	30.49	32.07
10.0	30.93	32.52
10.5	31.37	32.96
11.0	31.81	33.41
11.5	32.25	33.85
12.0	32.69	34.30
12.5	33.13	34.74
13.0	33.58	35.19
13.5	34.02	35.63
14.0	34.46	36.08

A	B	C	D	E	F	G
28.07	28.72	30.01	31.96	33.91	35.85	37.75
28.81	29.46	30.76	32.71	34.65	36.60	38.50
29.56	30.21	31.50	33.45	35.40	37.34	39.24
30.30	30.95	32.25	34.20	36.14	38.09	39.99
31.05	31.70	32.99	34.94	36.89	38.84	40.73
31.79	32.44	33.74	35.69	37.64	39.58	41.48
32.54	33.19	34.49	36.43	38.38	40.33	42.22
33.29	33.93	35.23	37.18	39.13	41.07	42.97
34.03	34.68	35.98	37.92	39.87	41.82	43.71
34.78	35.43	36.72	38.67	40.62	42.56	44.46
35.52	36.17	37.47	39.41	41.36	43.31	45.20
36.27	36.92	38.21	40.16	42.11	44.05	45.95
37.01	37.66	38.96	40.91	42.85	44.80	46.69
37.76	38.41	39.70	41.65	43.60	45.54	47.44
38.50	39.15	40.45	42.40	44.34	46.29	48.19
39.25	39.90	41.19	43.14	45.09	47.04	48.93
39.99	40.64	41.94	43.89	45.84	47.78	49.68
40.74	41.39	42.69	44.63	46.58	48.53	50.42
41.48	42.13	43.43	45.38	47.33	49.27	51.17
42.23	42.88	44.18	46.12	48.07	50.02	51.91
42.98	43.63	44.92	46.87	48.82	50.76	52.66
43.72	44.37	45.67	47.61	49.56	51.51	53.40
44.47	45.12	46.41	48.36	50.31	52.25	54.15
45.21	45.86	47.16	49.11	51.05	53.00	54.89
45.96	46.61	47.90	49.85	51.80	53.74	55.64
46.70	47.35	48.65	50.60	52.54	54.49	56.38
47.45	48.10	49.39	51.34	53.29	55.24	57.13



ANNUAL

July 01, 2009

**SALARY SCHEDULE**

**Full Time Lecturer**

<b>Steps</b>	<b>Non PhD</b>	<b>PhD</b>
1	\$ 46,398	\$ 53,818
2	\$ 47,757	\$ 55,437
3	\$ 49,220	\$ 57,109
4	\$ 50,683	\$ 58,834
5	\$ 52,198	\$ 60,610
6	\$ 53,765	\$ 62,439
7	\$ 55,385	\$ 64,320



**ANNUAL**

**July 01, 2009**

**SALARY SCHEDULE**

**Full Time Lab Instructor**

46 398.00

2.0		47,756.50
3.0		49,219.50
4.0		50,682.50
5.0		52,197.75
6.0		53,765.25
7.0		55,385.00

**HOURLY**

**July 01, 2009**

**SALARY SCHEDULE**

**Hourly Lab Instructor**

	<b>BSc</b>		<b>MSc</b>		<b>PhD</b>
<b>Step</b>					
1.0	65.84		78.38		87.78
2.0	67.93		80.47		90.39
3.0	70.02		83.08		93.01
4.0	72.11		85.69		96.14
5.0	74.20		88.30		98.75
6.0	76.29		90.92		101.37

July 01, 2009

SALARY SCHEDULE

Science Lab Supervisor

		63,850
2.0		65,783
3.0		67,768
4.0		69,806
		71,896
5.0		
6.0		74,091
7.0		76,285

