



COLLECTIVE AGREEMENT

FOR THE "STAFF APPOINTED" BARGAINING UNIT

- BETWEEN -

THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO

- AND -

THE UNITED STEELWORKERS



Term of Agreement: July 1, 2005 to June 30, 2008

COLLECTIVE AGREEMENT ENTERED INTO at the City of Toronto, in the Province of Ontario, as of September 19, 2005.

- between -

THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO
(hereinafter called "the University")

- and -

THE UNITED STEELWORKERS
(hereinafter called "the Union")

ARTICLE 1: PURPOSE OF AGREEMENT

1:01 The general purpose of this Agreement is to secure the benefits of collective bargaining, a method of settling any difference between the parties arising from the interpretation, application, administration or alleged violation of this Agreement, and to set forth the terms and conditions of employment applicable to employees in the bargaining unit and matters to be observed by the University and the Union.

ARTICLE 2: RECOGNITION AND SCOPE

2:01 The University recognizes the Union as the sole and exclusive bargaining agent for all employees of the University save and except the following:

- (1) Persons who exercise managerial functions or are employed in a confidential capacity in matters relating to labour relations, attached as Appendix A hereto.
- (2) A. Academic staff including but not limited to:
 - (i) members of faculty at all professorial ranks;
 - (ii) academic administrators as defined on the date of application for certification in the 1995 "Policies for Academic Staff and Librarians" under the Policy on Appointment of Academic Administrators at code number 3.01.01;
 - (iii) librarians;
 - (iv) status only appointments;
 - (v) visiting academic appointments;
 - (vi) senior tutors;
 - (vii) tutors;
 - (viii) lecturers;
 - (ix) special lecturers;
 - (x) instructors;
 - (xi) scholars and fellows;
 - (xii) sessional appointments;
 - (xiii) persons hired to teach on stipend;
 - (xiv) clinicians.
- B. Research Associates.
- C. Athletic instructors and coaches.
- (3) Engineers, doctors, dentists, architects or lawyers entitled to practise in Ontario and who are employed in a professional capacity.
- (4) Persons who are non staff-appointed.

- (5) Persons for whom any other trade union held bargaining rights under the *Labour Relations Act* as of May 29, 1998.

2:02

- (a) Notwithstanding the provisions of Article 2:01 (4) above, the following type of non-staff appointed employees covered by the USW Local 1998 Casual collective agreement will, if they satisfy the criteria set out in (1) or (2) below, be deemed to be non-probationary staff appointed employees covered by the terms and conditions of this collective agreement. The parties agree that the following types of employees are a specific and closed group to which no other non-staff appointed employees could be added, other than by the express written agreement of the parties to amend this Article, and the parties do not intend that an arbitrator has the jurisdiction to expand the type of employees beyond that specifically set out below:
- (1) Persons who work in the same position with an appointment of forty (40) percent or more, or regularly work the equivalent or more in hours each week (i.e., fourteen and one-half (14.5) hours each week) in the same position for twenty-four (24) consecutive months will, at that time, become covered by the terms and conditions of this collective agreement.
 - (2) Persons who work in the same position with an appointment of sixty (60) percent or more, or regularly work the equivalent or more in hours each week (i.e., twenty-one and three quarters (21.75) hours each week) in the same position for eighteen (18) consecutive months will, at that time, become covered by the terms and conditions of this collective agreement.
 - (3) The following types of employees are not subject to Article 2:02 (1) and (2) above:
 - (a) Employees who are full-time University of Toronto students registered in a degree programme.
 - (4) For the purposes of (1) and (2) above, authorized leaves of absence of less than twenty (20) working days, vacations, holidays, sessional layoffs of sessional employees or other University closings shall be deemed hours regularly worked.
- (b) Seniority for a non-staff appointed employee converted to staff-appointed status as per Article 2:02(a) will be calculated based on the date the employee commenced casual employment qualifying under Article 2:02 (i.e., normally after eighteen (18) or twenty-four (24) months prior to conversion).

For the purposes of the calculations in (1) and (2) above, full-time weekly hours of work is equal to thirty-six and one-quarter (36¼) hours.

2:03 Subject to Articles 2:01 and 2:02 above, there are three (3) types of staff appointed employees covered by this collective agreement:

- (a) Continuing employees have no predetermined end date and hold positions that are considered by the employing unit as part of the staff complement of the unit.
- (b) Sessional employees hold continuing positions for which the University requires staffing only during an academic session or part thereof, which may be up to eleven (11) months in length. These employees are on sessional layoff for the balance of the academic year.
- (c) Term employees are hired for an initial appointment of at least six (6) months in length, the maximum period of consecutive term employment not to exceed twenty-four (24) months except in the case of full-time students. Each term appointment shall have a predetermined end date. In the case of term employees who are non-students, should the term(s) exceed a twenty-four (24) month period, then such employee shall become a "continuing" or "sessional" employee, as the case may be.

- (d) In the event a USW Local 1998 Casual bargaining unit position with regularly scheduled hours of work of at least fourteen and one-half (14½) hours or more per week exceeds twenty-four (24) consecutive months' duration, the position (other than those set out in 2:02(3)(a) above) will become a staff-appointed position covered by this collective agreement and shall be posted in accordance with Article 12:04, unless the incumbent qualifies for staff-appointed status as per Article 2:02(a)(1) and (2).

ARTICLE 3: RELATIONSHIP

No Discrimination

3:01

- (a) The University and the Union are committed to equal opportunity in employment for women, aboriginal people, people with disabilities, and people who because of their race, colour, sexual orientation or gender orientation have been traditionally disadvantaged in Canada.
- (b) The University and Union agree that there shall be no discrimination against employees with respect to terms and conditions of employment because of race, ancestry, place of origin, sex, gender orientation, religious belief, colour, ethnic origin, mother tongue, marital status, family status, political affiliation or belief, citizenship, sexual orientation, disability as defined in the Ontario Human Rights Code, or age as defined in the Ontario Human Rights Code, or record of offences unless the employee's record of offences is a reasonable and *bona fide* qualification because of the nature of the employment.

3:02 The University and the Union agree that there will be no intimidation, discrimination, interference, restraint or coercion exercised or practised by either of them or their representatives because of an employee's membership or non-membership in the Union, because of an employee's activity or lack of activity in the Union, or because of an employee filing or not filing a grievance pursuant to the provisions of this Agreement.

Sexual Harassment

3:03 Sexual harassment shall be considered discrimination under Article 3:01 of this Agreement. Harassment based on sex includes:

- (a) Unwanted sexual attention of a persistent or abusive nature, by a person who knows or ought reasonably to know that such attention is unwanted; or
- (b) A course of physical or verbal conduct, or other forms of communications occurring while a member is in the employ of the University or acting on behalf of the University, that is directed at one or more specific individual, that emphasizes the sex or sexual orientation of the individual or those individuals in a manner which the actor knows or ought reasonably to know creates for that individual or those individuals an intimidating, hostile, or offensive working environment and that exceeds the bounds of freedom of expression or academic freedom as they are understood in the University policies and accepted practices, including but not restricted to those explicitly adopted; or
- (c) Implied or expressed promise of reward for complying with a sexually oriented request; or
- (d) Implied or expressed threat or reprisal, in the form of either actual reprisal or the denial of opportunity, for refusal to comply with a sexually oriented request.

3:04 An employee may elect to submit a grievance alleging sexual harassment under the collective agreement or to file a complaint under the University's Sexual Harassment Policy:

- (i) An employee who elects to file a grievance under the collective agreement shall, if he or she wishes, have access to the mediation process in the University's Sexual Harassment

Policy prior to Step 1 of the grievance procedure and may be accompanied by a Union representative during the process, if he/she chooses. An employee may withdraw from the mediation process at any time and resume the grievance process. Where the person normally hearing the grievance is the alleged harasser, the grievance shall be automatically forwarded to the next step in the grievance procedure.

- (ii) Employees electing to proceed with a complaint under the University's Sexual Harassment Policy shall have the right to be accompanied by a Union representative at any stage of the process.
- (iii) The time limit for filing a complaint under the University's Sexual Harassment Policy or a grievance alleging sexual harassment under this collective agreement shall be no longer than six (6) months after the occurrence of the matter which is the subject of the complaint/grievance. Where the alleged harasser is the immediate supervisor of the complainant/grievor, the time limit to file a complaint or grievance shall extend to twelve (12) months.

The provisions of this clause may not be utilized by an employee where the subject matter of the complaint is or has been or becomes the subject of a complaint to the Human Rights Commission under the *Human Rights Code*.

Racial Discrimination

- 3:05 An employee who files a grievance under the collective agreement alleging that he or she has been discriminated against because of race contrary to Article 3:01 may, if he or she chooses, meet with the University's Race Relations Officer prior to Step 1 of the grievance procedure and may be accompanied by a Union representative if he or she so chooses. Thereafter an employee may resume the grievance process.

Labour/Management Committee

- 3:06 The parties agree that there will be a joint labour/management committee consisting of four (4) representatives from the University and four (4) representatives selected by the Union, one (1) of which shall be the Local Union President. The Staff Representative of the Union may also attend such meetings. Meetings will be held on a monthly basis and each party shall submit to the other, fourteen (14) calendar days before a meeting, a written summary of the topics to be discussed at the upcoming meeting. All agenda items must be mutually agreed to prior to being placed on the agenda or discussed at this meeting. Meetings will not be used to discuss matters which are the subject of a grievance, or to discuss any matters which are, at the time, the subject of collective bargaining nor can the committee alter, modify or amend any part of the collective agreement. A representative of each party shall be designated Co-Chairperson, and the two (2) persons so designated shall alternate presiding over meetings.

General Harassment

- 3:07 The parties agree that employees will neither engage in nor be subject to threats of physical abuse or physical harm.

Information - New Hires

- 3:08 On the date of hire, the University shall advise each new employee of the name of his/her Union Steward and the Local Union President/Chairperson and their phone number and campus mail address. New members shall be allowed to meet with the Union for two and one half (2 ½) regular working hours with no loss of pay, at the end of the workday. This two and one half (2 ½) hours referred to will also include travel time, if any, involved in attending such meeting. These meetings shall be arranged in the following manner:

- (1) The Union shall provide the University with a schedule of monthly meetings.

- (2) The University shall notify any new employee of the dates of the next scheduled meetings.
- (3) If requested by the new employee, the University shall allow him / her to attend the meeting within the first two (2) months from the date of employment.

3:09 The University shall, on a monthly basis, provide the Union with a list of all new hires, along with their job classification, rate of pay, status (full/part-time) and campus mail address.

ARTICLE 4: MANAGEMENT RIGHTS

4:01 The management of the University and direction of employees are fixed exclusively with the University and shall remain solely with the University, except as specifically limited by the provisions of this Agreement. Without restricting the generality of the foregoing, it is the exclusive function of the University to:

- (a) Maintain order, discipline, and efficiency.
- (b) Hire, assign, retire at age sixty-five (65), direct, promote, demote, classify, transfer, lay-off, recall, and suspend, discharge or otherwise discipline employees for just cause, subject to the right of an employee to grieve to the extent and manner provided herein if the provisions of the Agreement are violated in the exercise of these rights.
- (c) Determine the nature and kind of business conducted by the University, the kinds and locations of equipment used, materials used, the methods and techniques of work, the hours of work, work assignments, the schedules of work, the number of personnel to be employed, classifications and the qualifications for positions, duties and responsibilities of positions, and the extension, limitation, curtailment or cessation of operations.
- (d) Establish, enforce and alter from time to time reasonable rules and regulations to be observed by employees.

4:02 The University shall exercise its rights in a manner that is reasonable, in good faith and consistent with the terms of this collective agreement.

ARTICLE 5: NO STRIKE OR LOCKOUT

5:01 There shall be no strike or lockout during the term of this Agreement. The words "strike" and "lockout" shall be as defined in the *Labour Relations Act* for the Province of Ontario.

ARTICLE 6: UNION SECURITY

6:01 The University agrees to deduct from the pay of each employee in the bargaining unit, on a per pay basis, such union dues, fees and assessment as prescribed by the Constitution of the Union.

6:02 The University shall remit the amounts so deducted, prior to the fifteenth (15th) day of the month following, by cheque, as directed by the Toronto Area Office, payable to the International Treasurer of the Union.

6:03 The monthly remittance shall be accompanied by a statement listing: (i) the name of each employee from whose pay deductions have been made and the total amount deducted for the month; and (ii) the names of the bargaining unit employees from whom no deductions have been made and the reasons why. The monthly remittance will also include the Union's "Summary of Union Dues" form.

6:04 The Union agrees to indemnify and save the University harmless against all claims or other forms of liability that may arise out of, or by reasons of, deductions made or payments made in accordance with this Article.

6:05 The University agrees to record total Union dues deductions paid by each employee on his/her T4 Income Tax Receipt.

ARTICLE 7: UNION REPRESENTATION

7:01 The University acknowledges the right of the Union to appoint or otherwise select up to one (1) Union Steward, from among employees who have completed their probationary period, for each seventy-five (75) employees, with a minimum of two (2) per campus, for the purpose of representing employees in the handling of grievances.

7:02 The University agrees to recognize one (1) Chief Steward, appointed or otherwise selected by the Union, to represent employees in the handling of grievances in the following sectors:

- Arts & Science
- Faculty of Medicine
- Central Administrative Division
- OISE/UT
- Faculty of Dentistry
- University of Toronto Libraries
- University of Toronto at Mississauga
- Professional Faculties South
- Operations and Services
- University of Toronto at Scarborough
- Information Technologies
- Professional Faculties North
- Rotman School of Management

The parties will, by agreement, assign any area of the University not currently covered by the sectors listed above to one of the sectors listed above.

The parties agree that the sectors set out above are solely for the purpose of this clause and have no other meaning under the collective agreement.

7:03 The Union shall notify the University, in writing, of the names of the Union Stewards and Chief Stewards and the areas they are representing and will promptly notify the University, in writing, of any changes thereto.

7:04 The University agrees to recognize and deal with a Union Grievance Committee made up of a Grievance Committee Chairperson, the Chief Steward and a Steward for a committee of three (3), which would be comprised of two (2) of these three (3) positions.

7:05 Union Stewards and Chief Stewards have regular duties to perform on behalf of the University; therefore, they will not leave their duties for the purpose of handling grievances without obtaining the permission of his/her supervisor. Such permission shall not be unreasonably withheld.

7:06 The University agrees that Chairpersons, Stewards and members of the Grievance Committee shall not suffer any loss of regular straight-time pay for time necessarily spent in the handling of grievances.

7:07 The University will grant leave with pay to three (3) non-probationary employees, who have been elected or appointed by the Union in order that they may conduct business on behalf of the Local Union, one of which shall be the Local President.

The employee will return to his or her position at the end of the leave if the position still exists. Any training deemed required by the University, to fulfill the duties of the position on

such return, will be provided by the University. If the position is eliminated during the leave the employee will be subject to, and eligible for, the provisions of Articles 12:05 to 12:09.

- 7:08 The University will pay to the Union one thousand six hundred (\$1,600) dollars per month towards the rental of office space by the Union.

ARTICLE 8: NEGOTIATING COMMITTEE

- 8:01 The University agrees to recognize and deal with a Negotiating Committee of not more than twelve (12) bargaining unit employees, at least one (1) of which shall be selected by the employees working at the Mississauga campus and at least one (1) selected by the employees working at the Scarborough campus, who have completed their probationary period, selected by the Union, along with the Local Union President, and the International Union Representatives.
- 8:02 The Negotiating Committee is a separate entity from other committees and will deal only with such matters as are properly the subject matter of negotiations, including proposals for the renewal or modification of this Agreement.
- 8:03 Bargaining unit employees on the Negotiating Committee will suffer no loss of regular straight-time pay for time spent in negotiations with the University when they would otherwise have been at work.

ARTICLE 9: GRIEVANCE PROCEDURE

- 9:01 It is the mutual desire of the parties that complaints with respect to the application, interpretation, administration or alleged violation of this Agreement be addressed as quickly as possible and it is understood that an employee or group of employees shall first give the immediate supervisor an opportunity to adjust a complaint before any grievance may be filed. This step may also be satisfied by the Union raising the complaint with the immediate supervisor on behalf of the employee or group of employees, in which case the appropriate Human Resources Officer or designate will be given an opportunity to attend, or satisfied by the Union raising the complaint directly with the appropriate Human Resources Officer. Failing a satisfactory settlement within ten (10) working days, a complaint may be taken up as a grievance in the following manner:

At any step of the grievance procedure, the grievor may be present at the meeting(s) if requested by either party.

Step One

The grievance shall be submitted, in writing, to the designated Central Human Resources person, along with the name of the immediate supervisor, Department and Faculty, by the employee(s) or the Union. The nature of the grievance, the relevant provisions of the agreement, a general statement of relevant facts and the remedy sought shall be set out in the grievance. Within five (5) working days the Department Head or designate shall meet with the Union Grievance Committee (not to exceed two (2) in number) in an attempt to resolve the grievance. The Department Head may determine that the immediate supervisor shall also attend this meeting. The Department Head or designate shall, within a further five (5) working days, give his /her decision in writing to the Union.

Step Two

If the decision at Step One is not satisfactory, the written grievance may be advanced by notifying the local Human Resources person, who shall forward a copy to the Principal, Dean, Division Head, Director of Labour Relations or designate, or alternatively directly to Step Three (3) within five (5) working days after receiving the Step One decision in writing. The Principal,

Dean, Division Head, Director of Labour Relations or designate shall, within seven (7) working days, meet with the Union Grievance Committee (not to exceed two (2) in number) in a further attempt to resolve the grievance. The Principal, Dean, Division Head, Director of Labour Relations or designate shall, within a further seven (7) working days, give his/her decision in writing to the Union.

Step Three

If the grievance remains unsettled at the conclusion of Step Two, the written grievance may be advanced by notifying the local Human Resources person who shall forward a copy to the Vice-President Human Resources and Equity or designate within five (5) working days after receiving the Step Two decision in writing. The Vice-President Human Resources and Equity or designate shall, within seven (7) working days, hold a meeting with the Union Grievance Committee (not to exceed two (2) in number), the Local Union President, and a staff representative of the Union, or his/her designate, in a further attempt to resolve the grievance. The Vice-President-Human Resources and Equity or designate shall, within a further seven (7) working days, give his/her decision, in writing, to the Union.

- 9:02 At each step of the grievance process the University representative may have with him/her, at any grievance meeting, an equal number of University representatives to the number of Union representatives.
- 9:03 The University shall not be required to consider any grievance which is not submitted within fifteen (15) working days after the grievor, became aware or ought reasonably to have become aware of the circumstances giving rise to the grievance.
- 9:04 If settlement of the grievance is not reached at Step Three, then the grievance may be referred in writing by either party to arbitration as provided in Article 11: Arbitration, at any time within twenty (20) working days after the decision is received under Step Three. If no written request for arbitration is received within this time period, the grievance shall be deemed to have been withdrawn and not eligible for arbitration.
- 9:05 When two (2) or more employees with the same Department Head wish to file a grievance arising from the same alleged violation of this Agreement, such grievance may be handled as a group grievance and presented to the University beginning at Step One of the grievance procedure. When two (2) or more employees with different Department Heads but with the same Principal/Dean/Division Head wish to file a grievance arising from the same alleged violation of this Agreement, such grievance may be handled as a group grievance and presented to the University beginning at Step Two of the grievance procedure. In any other case where two (2) or more employees wish to file a grievance arising from the same alleged violation of this Agreement, such grievance may be handled as a group grievance and presented to the University at Step Three of the grievance procedure.
- 9:06 A grievance arising directly between the University and the Union (which could not be grieved by an individual employee) shall be initiated at Step Two. Any grievance by the University or the Union as provided herein shall be commenced within seven (7) working days after the Union became aware or ought reasonably to have become aware of the circumstances giving rise to the grievance. This clause may not be used by the Union to initiate a grievance which directly affects an employee where said employee(s) could themselves have initiated a grievance pursuant to the provisions of this Article.
- 9:07 The time limits provided in this Article may be extended by mutual agreement between the parties in writing.
- 9:08 Where no response to the grievance is given within the time limit specified in the grievance procedure (or any extension thereof), the grievance will be deemed to have been advanced to the next step of the grievance procedure.

- 9:09 Individual grievances alleging a violation of Article 12:04 (Job Posting) shall be submitted in accordance with the grievance procedure to the department of the posted position.

ARTICLE 10: DISCHARGE AND DISCIPLINARY ACTION

- 10:01 A claim by an employee that he/she has been discharged or suspended without just cause shall be a proper subject for a grievance if a written statement of such grievance is lodged at Step One of the grievance procedure within fifteen (15) working days after the employee receives notice of the discharge or suspension.
- 10:02 An employee who will be disciplined or discharged while at work will be notified of his/her right to have a Union Steward attend such a meeting in which such discipline or discharge will be issued. If the employee requests representation by a Union Steward, the supervisor will send for his/her Union Steward without undue delay and without further discussion of the matter with the employee concerned. If requested, the Union shall send a Steward or other authorized Union representative immediately and without undue delay.
- 10:03 Any notice of disciplinary action which is intended to form a part of an employee's employment record shall be given in writing with a copy to the Union. All such notices or records shall be permanently removed from the employee's file when thirty-six (36) months have elapsed since the date of issue, provided there has been no recurrence of a similar infraction.

ARTICLE 11: ARBITRATION / MEDIATION

- 11:01 When either party to this Agreement requests that a grievance be submitted for arbitration, they shall make such request, in writing, addressed to the other Party to this Agreement.
- 11:02 Prior to submitting a grievance for arbitration, the parties will discuss the possibility of mediation in the interest of resolving disputes at an early stage.
- 11:03 The Arbitration Procedure incorporated in this Agreement shall be based on the use of a single Arbitrator, selected on a rotating basis from a panel of four (4) Arbitrators set out below, or a Board of Arbitration as set out in Article 11:08 below:
- Rob Herman
Louisa Davie
Kevin Burkett
Martin Teplitsky
- 11:04 No matter may be submitted to arbitration which has not been properly carried through the grievance procedure.
- 11:05 The Arbitrator shall hear and determine the grievance as filed and his or her decision shall be final and binding on the parties hereto and the employees.
- 11:06 The Arbitrator shall not make any decision inconsistent with the provisions of this Agreement or deal with any matter not covered by this Agreement, nor alter, modify or amend any part of this Agreement.
- 11:07 The parties will jointly bear the fees and expenses of the Arbitrator on an equal basis. The parties will otherwise bear their own expense with respect to any arbitration proceedings.
- 11:08 The parties, by mutual agreement, may agree to establish a Board of Arbitration in respect of any grievance submitted for arbitration. In such a case the parties shall each appoint a nominee to the Board of Arbitration and the Chairperson of the Board of Arbitration will be one of the arbitrators set out in Article 11:03 above or such other Chairperson as the two (2) nominees appointed by the parties otherwise agree. The provisions of Articles 11:04, 11:05

and 11:06 apply to a Board of Arbitration. Further, the parties will jointly bear the fees and expenses of the Chairperson on an equal basis. The parties will otherwise bear their own expenses with respect to the arbitration proceedings, including the fees and expenses of the nominee appointed by them.

11:09 An arbitrator shall have the right to extend the time limits under Section 48 (16) of the Labour Relations Act.

ARTICLE 12: STAFFING RELATED ISSUES

12:01 The parties acknowledge the University's commitment to being an internationally significant research and teaching University with undergraduate, graduate and professional programmes of excellent quality and recognize the role of the staff in contributing to this excellence. The University agrees to provide employees whose work is directly affected by the introduction of new technology with the opportunity to receive appropriate training as determined by the University, if in the University's opinion such training is needed to perform the employee's duties in the current position.

Seniority

12:02

- (a) Seniority shall be based on an employee's length of continuous service with the University from the date the employee was most recently hired by the University, calculated as follows:
 - (i) For employees regularly scheduled to work thirty-six and one-quarter (36¼) hours per week or more on an annual basis, expressed in years, weeks, and days;
 - (ii) For all other employees, time actually worked expressed as years, weeks and days, based on seven and one-quarter (7¼) hour days, thirty-six and one-quarter (36¼) hour weeks, and fifty-two (52) weeks per year.
- (b) For clarity, non-probationary staff-appointed University employees from outside the bargaining unit who become covered by the collective agreement will have their seniority calculated on the basis of the employee's length of continuous service with the University from the date the employee was most recently covered by this collective agreement. Non staff-appointed University employees from outside the bargaining unit (except those in Steelworkers bargaining units) who become covered by the collective agreement (except for those employees converted to staff-appointed under Article 2:02) will, after completing the probationary period, have their seniority calculated on the basis of the employee's length of continuous service with the University from the date the employee was most recently appointed under this collective agreement.
- (c) For the purposes of Article 12:02(a), vacations and any authorized leave of absence permitted under this agreement will be deemed time actually worked.
- (d) The University shall post a seniority list semi-annually. A copy of the seniority list will also be forwarded to the Union, including in an electronic format. Employees shall have forty-five (45) days to challenge the accuracy of their seniority from the date of posting, in which case that employee's seniority will be subject to adjustment if established to be inaccurate. After any such adjustments, the list shall be deemed final for all purposes except in the case of clerical errors.

Probationary Period

12:03 An employee shall have no seniority and shall be considered as a probationary employee until he/she has completed six (6) months of active employment (i.e., days actually at work at the University in a staff-appointed position). For job classifications of 09N and above the

probationary period is nine (9) months of active employment. During the probationary period an employee may be terminated at any time for a lesser standard than "just cause". The parties agree that an arbitrator has no jurisdiction to relieve against the penalty of discharge or substitute or provide any other remedy in the case of the discharge of a probationary employee, unless the discharge was discriminatory, arbitrary or made in bad faith.

Posting

12:04

- (a) Where the University decides to fill a vacancy in the bargaining unit it will post a notice in this regard, including a posting on a web site. The notice will include the qualifications, classification, salary range, department and person to whom an application should be submitted. The notice will specify that the posting is restricted to employees in the bargaining unit. Notices will remain posted for a minimum of six working days. Employee applicants must submit a written application, including an up-to-date resume, within the period indicated on the posting. Human Resources will receive and review all job applications for job postings prior to forwarding them to the hiring department. Qualified internal applicants will be interviewed first. However, after completing any internal interviews the hiring Department retains the discretion to post externally and consider external applicants in the selection process, along with internal employee applicants who have already received interviews, in order to determine who is the most qualified candidate.

The University will select the qualified candidate, if any, who is demonstrably the most qualified candidate for the position taking into account factors such as qualifications, skill, ability and previous relevant experience. The University agrees that the onus lies with the employer to demonstrate that the successful candidate was the most qualified. Where these factors are relatively equal as between two (2) or more candidates, the candidate with more seniority will be selected.

The University shall provide applicants upon request copies of the job description. The University shall provide the Union and the bargaining unit applicants who received an interview within ten (10) working days of the awarding of the posting the name of the successful candidate.

- (b)(i) When requested to do so, the University will meet with an employee who was not selected for the position with a view to discussing how the employee might prepare for future job postings.
- (ii) Where an external applicant is selected, when requested to do so, the University will meet with the Union to elaborate upon its rationale for concluding that the applicant selected is demonstrably the most qualified.
- (iii) When an employee applies, is found to be qualified, but not given the position, the employee can ask for and will be given advice on how to improve his/her qualifications, and assistance in developing a career development plan and/or job search skills.
- (c) An employee selected by the University for a posted vacancy who feels dissatisfied with the job may, within one (1) month of starting in the job, decide to return to the job the employee left to accept the position. The University may, within one (1) month of an employee starting the job, return an employee to the job the employee left to accept the position if the employee shows an inability to perform the duties of the job. Thereafter, the posted vacancy shall be the employee's new position.

Organizational Change - Elimination of Positions or Involuntary Reduction in Appointment

- 12:05 Budget cuts, departmental reorganizations, the introduction of new technology or other factors may result in organizational change in a Department that results in the elimination of one (1)

or more positions, or the involuntary reduction of an employee's appointment by twenty (20) percent or more. In such cases:

- (a) A minimum of six (6) weeks notice will be given to all affected employees in the Department, prior to the implementation of the organizational change. A copy of such notice shall be provided to the Union at the same time.
- (b) The Department Head or designate will explain to the employees in the affected Department the reasons for and nature of the organizational change.
- (c) Where a position(s) to be eliminated or involuntarily reduced in the Department is one of a number of similar positions in a multi-incumbent job classification performing similar duties in the Department, the employee(s) in the position with the least seniority will be laid off.
- (d) Where one (1) or more employees is facing layoff and a new position(s) is established as a result of organizational change, before being posted under Article 12:04 the new position(s) and any subsequent vacancies created as a result of the filling of the position by an employee in the Department, will first be available to employee(s) in the Department who apply for the position(s). From among such applicants the University will select the qualified applicant, if any, who is the most qualified applicant for the position taking into account factors such as qualifications, skill, ability and previous relevant experience. Where these factors are relatively equal as between two (2) or more such employees, the employee with more seniority will be selected.
- (e) Affected employees shall be entitled to utilize the services of the University's career transition services for up to eighteen (18) weeks from the time notice is given under Article 12:05 (a). The services available include career counselling, computer skills, training support, resume preparation and external job search support.
- (f) Employees laid off as a result of organizational change shall be subject to the lay-off provisions.
- (g) Notwithstanding (a) to (f) above, in the event of an involuntary reduction in appointment, the new position shall first be offered to the affected employee before being made available to employees in the Department as per (d) above. If the affected employee accepts the reduced appointment, he/she shall not be eligible for the layoff provisions.

Layoff

12:06 (a) Temporary Lay-off

In the case of a temporary layoff (i.e., up to thirteen weeks (13) weeks' duration), employees will receive a minimum of one (1) week's notice in advance of the date of lay off or pay in lieu thereof, or a combination of both.

(b) Indefinite Lay-off

In the case of an indefinite lay off (i.e., more than thirteen (13) weeks' duration), the employee(s) affected shall be given a minimum of twelve (12) weeks' notice in writing in advance of the date of layoff or pay in lieu thereof, or a combination of both.

12:07 The Local Union President shall be notified in advance of the names of any employees slated for lay off and the expected duration of same.

12:08 Employees who are indefinitely laid off will have the following options:

- (a) Cease employment with the University and elect enhanced severance pay effective the date of lay-off as per the severance pay schedule attached as Schedule "J" hereto.
- (b) Enter and remain in a "re-deployment pool" for employees with ten (10) years or more of continuous service for up to twenty-four (24) months from the date of notice of lay off, and for other employees for up to eighteen (18) months from the date of notice of lay off. Employees in the re-deployment pool may apply for job vacancies as per Article 12:04, provided the position is at the same or a lower job classification than the employee's pre-lay off position (i.e., employees cannot obtain a promotion to a higher classification from the "re-deployment pool"). Human Resources will receive and review all applications and will forward qualified pool applicants to the hiring Department for first consideration. Applications from other applicants will only be forwarded to the hiring Department once it is established that there are no qualified pool applicants. From among such pool applicants the University will select the qualified candidate, if any, with the most seniority, taking into account factors such as qualifications, skill, ability, previous relevant experience, and provided that, with a one (1) month training and familiarization period, the employee can perform the duties of the job. Where these factors are relatively equal as between two (2) candidates, preference will be given to the candidate with more seniority. The University agrees to provide to the Union the names of any successful applicants from the redeployment pool, no later than ten (10) working days after the position has been filled.

An employee in the re-deployment pool, who accepts a term position of one (1) year or less at the University, will have his/her remaining time in the pool stopped while in the term position. At the end of the term, if the employee chooses to go back into the pool, they shall resume the remainder of their original pool time. If they choose to leave the University they will be paid severance pay as per Schedule "J".

An employee in the re-deployment pool who accepts a term position of greater than one (1) year at the University will receive a new notice of layoff and will be subject to the provisions of Article 12:08.

Employees in the re-deployment pool may continue coverage for one (1) or more of the benefits set out below (to the extent that the employee was enrolled in these benefits prior to the date of lay off) for a period of up to six (6) months from the date the lay off takes effect if the employee prepays monthly, the employee share of the premium or contribution cost of the benefits. The University will continue to pay the employer share of the premium cost of these benefits. After the initial six (6) months, an employee can continue coverage for one (1) or more of the benefits continued for up to nine (9) further months if the employee prepays monthly, the full premium or contribution cost (i.e., both the employee and the employer cost) of the benefits.

- Pension Plan
- Group Life and Survivor Income Plan
- Dental Care Plan
- Extended Health Care Plan
- Semi-Private Hospital Accommodation Plan
- Joint Membership Plan
- Vision Care Plan
- Fee Waiver for Dependents

No other benefits continue for employees in the re-deployment pool.

If an employee is not re-deployed within twenty-four (24) months from the date of lay off for employees with ten (10) years or more of continuous service or within eighteen (18) months from the date of lay off for other employees, the employee will cease employment with the University and will receive regular severance pay in accordance with the severance pay schedule set out as Schedule "J" attached hereto.

- (c) Employees may opt out of the "re-deployment pool" and cease employment with the University at any time during the re-deployment period and receive regular severance pay in accordance with the severance pay schedule set out as Schedule "J" attached hereto.
- (d) Employees on temporary layoff (thirteen (13) weeks or less) may continue coverage for one or more of the benefits set out below (to the extent that the employee was enrolled in these benefits prior to the date of lay off) for the period of the lay off if the employee prepays monthly, in advance, the employee share of the premium or contribution cost of the benefits. The University will continue to pay the employer share of the premium cost of the benefits.

Employees who cease employment with the University and elect severance pay effective the date of lay off as per Article 12.08(a) may continue coverage for one or more of the benefits set out below (to the extent that the employee was enrolled in these benefits prior to the date of lay off), but excluding the Pension Plan, for a period of up to three (3) months from the date the lay off takes effect if the employee prepays monthly, in advance, the full premium cost (i.e., both the employee and employer cost) of the benefits.

- Group Life and Survivor Income Plan
- Dental Care Plan
- Extended Health Care Plan
- Semi-Private Hospital Accommodation Plan
- Joint Membership Plan
- Vision Care Plan
- LTD (available only to employees on sessional /temporary layoff)

No other benefits continue during an indefinite layoff.

12:09 Employees who are laid off and who elect to cease employment shall be entitled to utilize the services of the University's career transition services for up to three (3) months following lay off. The employees who elect to be placed in the redeployment pool shall be entitled to utilize the services of the University's career transition services for up to six (6) months following lay off. The services available include career counselling, computer skills, training support, resume preparation and external job search support.

12:10 An employee shall be deemed terminated and shall lose his/her seniority standing and his/her name shall be removed from the seniority list for any one of the following reasons: if the employee:

- (a) Quits;
- (b) Is laid off for a period of more than twenty-four (24) months for employees with ten (10) or more years of continuous service or for a period of more than eighteen (18) months for other employees;
- (c) Is absent from work for three (3) consecutive working days without notifying the University within that period, unless the failure to notify is due to circumstances beyond the employee's control;
- (d) Fails to return to work upon the cessation of an authorized leave of absence without the consent of the University, unless the failure to return to work is due to circumstances beyond the employee's control;
- (e) Is in the re-deployment pool and declines a position offered in accordance with Article 12:08(b), following an application for the position;

- (f) Utilizes a leave of absence for purposes other than those for which the leave of absence was granted.
- 12:11 The University will provide the Union on a monthly basis (with a compatible electronic copy) a list that identifies employees' name, gender, status (full or part time), job classification, date first entered classification, current rate of pay, email address and latest campus mail address, new hires, quits, layoffs and those in the redeployment pool. On a quarterly basis the University will also provide a list of employees' home addresses.
- 12:12 The provisions of Articles 12:05 to 12:09 do not apply to term employees or sessional lay offs of sessional employees unless the term appointment or sessional appointment is terminated prior to the original term or sessional end date as stated in the employee's letter of offer (i.e., due to organizational change).
- 12:13 No employee who has successfully completed his or her probationary period shall be laid off as a direct result of contracting out.

ARTICLE 13: LEAVES OF ABSENCE

- 13:01 Unless explicitly stated otherwise, in this Article "year" shall mean a July to June year.

Pensionable service and benefits will continue during all paid leaves of absence and seniority will continue during all leaves of absence granted under the provisions of this agreement.

Leave of Absence Without Pay

13:02

- (a) The University may grant a leave of absence without pay and without loss of seniority for up to one (1) year if an employee requests it at least four (4) weeks in advance, in writing, and if the leave is for good reason and does not unduly interfere with operations. Such a leave of absence may be extended for up to six (6) additional calendar months if there is a good reason for the extension and the University and the Union agree. Any request for an extension of a leave must be made, in writing, prior to the expiration of the initial leave.
- (b) The President of the Union will be notified of all leaves granted under this Article.

- 13:03 Where an employee has been granted leave of absence without pay in accordance with the above Articles, the University will discontinue its share of contributions to the Pension Plan; Group Life and Survivor Income Plan; Long Term Disability Plan; Dental Care Plan; Extended Health Care Plan; Semi-Private Hospital Accommodation Plan; Vision Care Plan; and Joint Membership Plan. The employee can make provision for continuance of coverage of whatever benefits programmes the employee was enrolled in prior to the leave of absence being granted by making direct payment in advance to the supervisor of the monthly payroll. All premiums must be paid monthly in advance in accordance with the rules established by the Human Resources Department.

Union Convention or Conference Leave

- 13:04 Employees who are elected or appointed by the Union to attend Union conventions or conferences shall be granted a leave of absence without pay by the University provided the leave will not unduly interfere with operations. The Union will provide as much notice as possible for the leave, but in no event shall less than fourteen (14) calendar days' written notice of the names of employees in respect of whom leave is being requested be given. The written notice shall be sent to the Director of Human Resources or designate who shall notify the appropriate supervisors. Such leaves shall not exceed ten (10) days per year in total per elected or appointed employee to attend such conferences or conventions.

Employees on such leave of absence will continue to be paid by the University, but the Union shall reimburse the University for wages upon receipt of a statement of the amount owing.

Union Leave

13:05 Provided the leave will not unduly interfere with operations, the University will grant a leave of absence without pay for up to one (1) year for an employee to assume an official position with the International Union or within the Local Union. A request for such leave will be made in writing by the Union as far in advance as possible, but in any event at least two (2) months prior to the commencement of the requested leave. This leave shall be limited to not more than seven (7) employees from the bargaining unit at any time. For leaves to assume an official position within the Local Union, the University will grant year to year extensions with at least two (2) months written notice prior to the end of the year.

Employees on such leave of absence will continue to be paid by the University, but the Union shall reimburse the University for such wages and benefit payments upon receipt of a statement of the amount owing.

The employee will return to his or her position at the end of the leave if the position still exists. Any training deemed required by the University to fulfil the duties of the position on such return will be provided by the University. If the position is eliminated during the leave the employee will be subject to, and eligible for the provisions of, Articles 12:05 to 12:09.

Pregnancy Leave

13:06

- (a) Pregnancy leave of absence must be applied for and granted in writing. An employee who will have completed thirteen (13) weeks of service with the University prior to the probable date of delivery, and who presents to the Department or Division Head a doctor's certificate or certificate from a midwife stating that she is pregnant and the probable date of delivery, is entitled to a pregnancy leave of absence of seventeen (17) weeks.
- (b) For employees with one (1) year of service or more the University will pay ninety-five (95) percent of salary during the two (2) week waiting period for Employment Insurance benefits, and, for the next sixteen (16) weeks, will pay the difference between Employment Insurance benefits and ninety-five (95) percent of salary, provided that the employee applies for and receives Employment Insurance Benefits.
- (c) Pregnancy leave of absence shall commence at the employee's discretion, up to seventeen (17) weeks before the expected date of delivery, upon a minimum of two (2) weeks' notice being given to the University. If pregnancy-related complications force the employee to stop work before she has arranged her pregnancy leave, she has two (2) weeks from that date to give the University written notice of the date the pregnancy leave began (e.g., if the child has been born) or when the leave is to begin, with a medical certificate confirming the circumstances and the expected or actual date of birth. In such case the employee will be entitled to utilize sick leave in accordance with Article 27 until the actual birth of the baby, the expected date of delivery or the date she intended to start her pregnancy leave as stated in her written notice, whichever comes first. An employee must give two (2) weeks' notice of any change of the commencement of the pregnancy leave.
- (d) If the employee has been on her pregnancy leave for seventeen (17) weeks but the child has not yet been born, the pregnancy leave will end when the baby is born and the employee will be entitled to take a parental leave immediately after the birth. If an employee on pregnancy leave wishes to change the date of her return to work to an earlier date, she must give the University four (4) weeks' written notice of the date on which she intends to return. If the employee wishes to change the date of return to a later date (but subject to the rules

concerning the maximum length of leave), she must give the University four (4) weeks' written notice before the date the leave was to end.

- (e) In the case of an employee on a sessional appointment, or whose employment is limited to a defined term, any pregnancy leave will be limited to and not extend beyond the period of time remaining in the session or defined term.
- (f) Seniority, vacation, benefits, and pensionable service continue during the period of an employee's pregnancy leave.

Primary Caregiver Leave and Adoption Leave

13:07

- (a) Primary Caregiver Leave is available to a parent, other than a biological mother, who has the primary responsibility for the care of a child during the eighteen (18) weeks immediately following: (i) the birth of a child or; (ii) the coming of a child into the custody, care and control of a parent for the first time. Primary Caregiver Leave must be applied for and granted in writing with a minimum of two (2) weeks' notice and is available to an employee who will have completed thirteen (13) weeks of service prior to the date of application.
- (b) An employee making such an application must confirm in writing that the employee will in fact have the primary responsibility for the care of the child during the period of the leave applied for (e.g. for a father or same-sex parent, because the mother is unavailable or has returned to work; for an adoptive parent, because the parent will be the primary caregiver for some period of time after the child comes into the custody, care, and control of an adoptive parent for the first time).
- (c) In the case of an adoption, the Primary Caregiver Leave may be split between two parents.
- (d) For employees with one (1) year of service or more the University will pay ninety-five (95) percent of salary during the two (2) week waiting period for Employment Insurance benefits, and, for the next fifteen (15) weeks, will pay the difference between Employment Insurance benefits and ninety-five (95) percent of salary, provided that the employee applies for and receives Employment Insurance benefits. In the case of an adoption, the Primary Caregiver Leave shall not apply to adoptions which arise through the blending of families.
- (e) In the case of an employee on a sessional appointment, or whose employment is limited to a defined term, any Primary Caregiver Leave will be limited to and not extend beyond the period of time remaining in the session or defined term.
- (f) Seniority, vacation, benefits, and pensionable service continue during an employee's Primary Caregiver Leave, provided the employee fulfills any requirements for said continuation.

Parental Leave

13:08

- (a) An employee who is a parent of a child and who has been employed with the University for thirteen (13) weeks is entitled to an eighteen (18) week unpaid parental leave following the birth of the child or the coming of the child into a parent's custody, care, and control for the first time. Both parents will be eligible to take a parental leave as follows:
 - up to thirty-five (35) weeks of parental leave for birth mothers;
 - up to thirty-seven (37) weeks of parental leave for all other new parents, such as birth fathers, adoptive parents and same-sex partners.

(b) For employees who take pregnancy leave, parental leave commences when her pregnancy leave ends or when the baby first comes into custody, care, and control of the birth mother. For other parents, parental leave must commence within fifty-two (52) weeks after the birth or after the child first comes into the custody, care, and control of a parent. This provision is not available to employees who have taken Primary Caregiver leave.

(c) An employee who is entitled to a parental leave is required to give the University two (2) weeks' written notice prior to the commencement of the leave. If he/she does not specify when the leave will end, it will be assumed that he/she wishes to take the maximum leave.

An employee who has given notice to begin a parental leave may change the notice to an earlier date by giving at least two (2) weeks' notice before the earlier date, or to a later date by giving two (2) weeks' notice before the leave was to begin.

(d) If the employee stops work because the child has arrived earlier than expected, the employee has two (2) weeks from that date to give the University written notice of his/her intent to take the parental leave.

(e) If an employee on parental leave wishes to change the date of his/her return to work to an earlier date, he/she must give the University four (4) weeks' written notice of the date on which he/she intends to return.

(f) If an employee wishes to change the date of return to work to a later date (of not later than the maximum length of leave), the employee must give the University four (4) weeks' written notice before the date the leave was to end.

(g) Seniority, vacation, benefits, and pensionable service continue during an employee's parental leave, provided the employee fulfills any requirements for said continuation.

Paternity Leave

13:09 Upon the birth or adoption of a child, a father or same-sex parent shall be granted up to five (5) days' paid leave of absence.

Application for such leave shall be submitted in writing to the employee's supervisor, at least five (5) days in advance. Paternity leave must be taken within the first month of the birth or an adoption.

Political Leave

13:10 Employees running for election shall be entitled to a leave of absence with pay upon the following basis:

(a) For election to the Parliament of Canada - one (1) month.

(b) For election to the Legislature of Ontario - one (1) month.

(c) For election to a municipal council or Board of Education - five (5) working days.

(d) For election to Mayor or Chairman of City/Town/Regional Council - ten (10) working days.

Such leave need not be taken on consecutive days.

Family/Floating Leave

Such leaves shall not be used to extend vacation or long weekends.

- 13:11 An employee may request in advance up to two (2) days or up to four (4) half-days of paid family leave in any year. Such requests shall not be unreasonably denied. Wherever possible, staff members shall make their need for family leave known to their supervisor at least five (5) days in advance. Reasons for family leave include, but are not limited to, care of family members, parent-teacher interviews, school trips or concerts, or stepping-in when the regular caregiver is away.
- 13:12 An employee may request in advance up to two (2) days or up to four (4) half-days of paid floating leave in any year. Such requests shall not be unreasonably denied. Whenever possible, staff members shall make their need for floating leave known to their supervisor at least five (5) days in advance. Reasons for requiring these floating days include, but are not limited to, the observance of religious holidays, professional appointments, court appearances, moving, supplementing a bereavement leave or family leave, writing examinations, and attending to emergency situations.
- 13:13 In arranging these leaves, both the best interests of the University as well as the interests of the employee shall be considered. It is anticipated that the employee will schedule leaves, where possible, so as to minimize the disruption to the operations of the employing department.

Health Care Appointments

- 13:14 Where an employee cannot schedule a health care appointment outside of the employee's regular working hours, the employee will give as much advance notice as possible, and will be given time off with pay necessary to attend the appointment. In such cases, the employee will attempt to schedule the appointment so as to minimize disruption to the employee's work day.

ARTICLE 14: BEREAVEMENT LEAVE

- 14:01 The University will grant up to five (5) days of paid leave in the event of the death of an employee's spouse or same-sex partner, children (including step-children), grandchildren, parents, parents-in-law, sibling (including step-brother, step-sister), brother-in-law, sister-in-law, and grandparents, or for the death of a person whose relationship is not defined above, the impact of which is comparable to that of the immediate family (e.g. a close friend).

ARTICLE 15: UNION REPRESENTATIVE

- 15:01 If an authorized representative of the Union wants to speak to a member of the bargaining unit about a grievance or other official business, he/she shall advise the Supervisor, or his/her designated representative, who shall then call the member to an appropriate place where they may confer privately. The union representative will make every effort to have any such meeting during the employee's non-working hours.

ARTICLE 16: BULLETIN BOARDS

- 16:01 The University will make available bulletin boards in areas accessible to employees in the workplace for the purpose of posting notices of Union meetings and official Union information. Notices will be signed and posted only by officers of the Union and will be in keeping with the spirit and intent of this Agreement.

ARTICLE 17: STANDBY AND CALL-IN-PAY

Standby Pay

- 17:01 The University's operational commitments are such that the incumbents in some positions will, as part of their regular duties and responsibilities, be scheduled by the employee's supervisor to be on standby. The following applies to such employees in respect of scheduled standby:
- (a) While on standby they must be available to attend at the work place within two (2) hours if such an attendance is required, or otherwise be available to take remedial action.
 - (b) The employee shall receive two (2) hours of regular straight time pay for each evening they are on standby during the week. For the purposes of this provision, "during the week" means other than during the "weekend" as defined in (c) below, and an "evening" begins at the end of the work day of the employee on standby and continues until the commencement of that employee's following work day.
 - (c) The employee shall receive three (3) hours of regular straight time pay for each unit on the weekend they are required to be on standby. For the purposes of this provision, the weekend is broken into two (2) units: Friday after the end of the work day of the employee on standby until Saturday at 12:00 midnight, and from 12:00 midnight Saturday until the beginning of the work day of the employee on standby on Monday morning.
 - (d) Employees required to come in to work while on standby will also be entitled to Call-in Pay as per Article 17:02 below.
 - (e) This Article shall also be applicable to employees who are required to be on stand by at times that are scheduled to be their days off other than Saturday and Sunday.

Call-in Pay

- 17:02 An employee called in for work by the employee's supervisor outside the employee's regular working hours will receive a minimum of four (4) hours' pay at the applicable overtime rate, or pay for all hours worked, whichever is greater. This provision does not apply if an employee is asked by the employee's supervisor to work immediately prior to or immediately following the employee's regular working hours.

Employees who work out of their homes or at places outside of University campuses who are called to work during their off hours, and not required to attend at University premises, will receive a minimum of two (2) hours pay at the applicable overtime rate, or pay for all hours worked, whichever is greater.

ARTICLE 18: PAYMENT FOR INJURED EMPLOYEES

- 18:01 In the event an employee is injured in the performance of his or her duties such that the employee is required to stop work and receive medical treatment the employee will receive his or her regular pay for that work day. If the injury is such that transportation immediately following the injury is required, the University will provide, or arrange for, suitable transportation to a hospital, the employee's home or other appropriate location.

ARTICLE 19: JURY AND WITNESS DUTY

- 19:01 An employee who is called for jury duty or subpoenaed as a witness (excluding arbitration) will receive, for all days on which the employee would otherwise have been working, an amount equal to the pay lost (calculated as the number of hours the employee would otherwise have worked, exclusive of overtime, multiplied by the employee's regular straight-time hourly rate), provided the employee furnishes the University with certification by proper authority of the dates and times served and of any and all payments received for such service, that the amounts received from the Court for jury duty or witness fees, exclusive of any expenses received, must be endorsed to the credit of the University, and the employee reports for work when not required for such duty and endeavours to keep up with the responsibilities of the job to the best of the employee's ability.

ARTICLE 20: HEALTH AND SAFETY

20:01 The University is committed to the prevention of illness and injury through the provision and maintenance of healthy and safe conditions on its premises. The University endeavours to provide a hazard free environment and minimize risks by adherence to all relevant legislation, and where appropriate, through development and implementation of additional internal standards, programmes and procedures.

The University requires that health and safety be a primary objective in every area of its operation and that all persons utilizing University premises comply with procedures, regulations and standards relating to health and safety.

The University shall acquaint its employees with such components of legislation, regulations, standards, practices and procedures as pertain to the elimination, control and management of hazards in their work and work environment. Employees shall work safely and comply with the requirements of legislation, internal regulations, standards and programmes and shall report hazards to their immediate supervisor or designate, in the interests of the health and safety of all members of the community.

The University recognizes the right of workers to be informed about hazards in the workplace, to be provided with appropriate training, to be consulted and have input, and the right to refuse unsafe work in accordance with the Occupational Health & Safety Act 2004 where there is an immediate danger to their health and safety or health and safety of others.

20:02

- (a) The Union shall elect or appoint at least one (1) bargaining unit employee as a worker member to all buildings where bargaining unit members are employed and that have a joint health and safety committee (which committees have the responsibilities of Joint Health and Safety Committees under the *Occupational Health and Safety Act*), or such further department or building joint health and safety committees if established in the future.
- (b) The University will continue to respect the functions and guidelines established for the Joint Health and Safety Committee. The University will endeavour to ensure that copies of minutes of Joint Health & Safety Committee meetings from all campuses will be forwarded to the Union office via electronic mail in a timely fashion.
- (c) The number of members appointed by the University to the above-noted Joint Health and Safety Committees shall not exceed the number of worker members on the committees.
- (d) A worker member appointed or elected by the Union to each of the above-noted Joint Health and Safety Committees may become a certified worker representative on the Committee if requested by the Union. The University agrees to pay the costs for the core certification programme provided by the Workers Health and Safety Centre.
- (e) The University and the Union will also establish a Central Health and Safety Committee made up of six (6) members, three (3) appointed by the Union and three (3) appointed by the University. Each party shall select from among its three (3) representatives a co-chair for the central committee. The role of the Central committee will be to monitor, assist and provide direction to the Joint Health and Safety Committees.
- (f) The Central Committee and the local President shall receive copies of all committee reports, and investigations reports from all the committees. The University shall endeavour to ensure that these materials are provided in a timely fashion.
- (g) Bargaining unit employees on both the Health and Safety Committees and Central Committee will suffer no loss of regular straight time pay for time required to carry out their

responsibilities. Bargaining unit employees on the Health and Safety Committees and Central Committee shall provide as much notice as possible to their supervisors in the event their responsibilities will require them to be away from their regular work.

Pregnancy

20:03 In assessing the health and safety of work, the University shall consider the special risks that may apply during pregnancy. Pregnant employees may request a workplace assessment by the Office of Environmental Health and Safety. Where risks or hazards are identified by EH&S through such an assessment the University will arrange reasonable accommodation, including but not limited to options such as reassignment or leave.

Whistleblower Protection

20:04 The University is responsible for notifying the appropriate authorities in accordance with the appropriate federal, provincial, and municipal environmental legislation if there is a release of a hazardous substance to the air, earth or water system.

Employees first have a duty to report such releases to the immediate supervisor or designate in accordance with the Occupational Health and Safety Act. In response, the supervisor has a responsibility to ensure the appropriate investigation; reporting and remedial actions are taken without delay, in conjunction with the Joint Health and Safety Committee.

No employee shall be discharged, penalized or disciplined in the event of good faith reporting to the appropriate regulatory authority of a release of a hazardous substance.

All provisions within the Occupational Health and Safety Act must first be exhausted.

Workplace Inspection

20:05 The University confirms that it shall ensure that workplace inspections are conducted as required by OHSA.

Accommodation / Return to Work

20:06 The University recognizes its duty to accommodate the disabilities of the bargaining unit members under the Ontario Human Rights Code.

- (a) The University agrees to recognize and, to the extent outlined in this article, to deal with the Union Accommodation Committee consisting of up to three (3) members. The University will pay for the members of this committee to receive up to three (3) (or more as agreed to between the parties) days of appropriate training in accommodation issues through a training programme that will be agreed to in advance by the Union and the University.
- (b) Where there is a dispute involving the accommodation and/or the return to work of an employee covered by this Agreement, the Union may assign a member of the Accommodation Committee to represent the employee. The University may also request that the Union appoint a member of the Accommodation Committee to participate in discussions regarding a particular case before a dispute arises. The University shall notify employees who require accommodation and/or are returning to work from a leave that was due to disability of their right to representation.
- (c) With the written consent of the employee, the member of the Accommodation Committee shall have access to any relevant medical information related to the accommodation and/or return to work of the employee.

Where the University proposes a particular measure of accommodation, or does not adopt a proposal by an employee / Union of a particular measure of accommodation, the

University shall provide the member of the Accommodation Committee with the reasons for the proposal or denial at the Union's request.

- (d) The members of the Accommodation Committee will suffer no loss of straight-time pay when meeting with the University on accommodation and/or return to work issues, or for time necessarily spent in the handling of grievances where the committee member is acting in place of a Union Steward.
- (e) Disputes regarding accommodation and/or return to work shall be subject to the grievance procedure beginning at Step Two.
- (f) The employee will be reimbursed for all medical reports related to accommodation that the University may request subsequent to the initially completed University of Toronto Return to Work Form. Reimbursement will be up to the amount as outlined in the Ontario Medical Association's Guidelines.

20:07

- (a) Employees will wear, and the University will supply, protective clothing and other devices which the University requires employees to use to protect employees from injuries arising from their employment.
- (b) The University agrees to contribute up to one hundred and fifty (150) dollars per employee per year towards the purchase of safety shoes or boots for employees who are required to wear them in the performance of their duties. Safety shoes and boots must be Canadian Standards Association approved, and be in serviceable condition as determined by the employee's supervisor.
- (c) The University agrees to contribute up to two hundred and fifty (250) dollars per employee once every two (2) years who requires prescription safety glasses for the performance of his/her duties and where, in the opinion of the University, protective face shields are not appropriate, towards the cost of prescription safety glasses (lenses and frames).

ARTICLE 21: HOLIDAYS

21:01 The University will observe the following holidays:

Day before New Year's Day	Labour Day
New Year's Day	Thanksgiving Day
Good Friday	Day before Christmas Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	

21:02 Employees shall be eligible for the above paid holidays provided:

- (a) The employee works his/her regular scheduled hours of work immediately preceding and immediately following the holiday. For employees working flex hours, it is agreed that the employee may not be required to work the hours of work immediately preceding and immediately following the holiday; and
- (b) The paid holiday involved occurs or is observed by the University during a period when the employee is not absent from work by reason of sickness, injury, authorized leave of absence, or by reason of being laid off for more than thirty (30) calendar days prior to the holiday.

- 21:03 Eligible employees shall receive pay for each holiday equal to the employee's regular hourly rate of pay multiplied by the number of hours the employee would be regularly scheduled to work on such day if it were not a holiday.
- 21:04 Any authorized work performed by an employee on any of the above-named holidays shall be paid at the rate of time and one-half (1 ½) in addition to holiday pay.
- 21:05 Presidential Day(s) as designated by the University will be a day off with pay equal to the employee's regular hourly rate of pay multiplied by the number of hours the employee would be regularly scheduled to work on such day if it were not a holiday. The eligibility provisions of Article 21.02 apply to Presidential Days. Any authorized work performed by an employee on a Presidential Day shall be paid at the employee's regular straight-time rate, and the employee will receive another day off with regular straight-time pay on a day mutually agreeable to the employee and the employee's supervisor.
- 21:06 The University shall designate the day of observance of the paid holidays set out in Article 21:01 above. Notice will be sent to the Union by the University within a reasonable time period prior to the date of observance of the paid holiday(s). Where a paid holiday falls on a Saturday or a Sunday, the University shall designate a weekday as the day of observance for that holiday. The days of observance for the Christmas/New Year's holidays set out in Article 21:01 will be as set out in Schedule "K" attached hereto and forming part of this collective agreement, for the period specified in Schedule "K".

ARTICLE 22: VACATION WITH PAY

22:01 Employees earn vacation time with pay (vacation credits) on the following basis:

<u>Accrual Period</u> <i>(months)</i>	<u>Monthly Accrual Rate</u> <i>(monthly)</i>
First 60 months	1.25 days per month
61 to 72 months	1.33 days per month
73 to 84 months	1.417 days per month
85 to 96 months	1.5 days per month
97 to 108 months	1.583 days per month
109 to 132 months	1.667 days per month
133 to 156 months	1.75 days per month
157 to 168 months	1.833 days per month
169 or more months	2.083 days per month

Vacation entitlement shall not be rounded up or down. Employees shall be entitled to take vacation credits earned to the nearest half (1/2) day. Vacation credits of less than half (1/2) a day shall be carried forward and shall continue to accrue.

For clarity, an employee who commenced work on April 30, 1994, and who had no outstanding vacation credits as of May 1, 1999, will accumulate eleven (11) days of paid vacation credits as of December 31, 1999 (sixty-eight (68) months' service, monthly accrual rate of 1.33 days per month). The period from May 1, 1999 to December 31, 1999 is eight (8) months, therefore vacation credit calculation is 8 x 1.33 = 10.64 days. The employee is entitled to take vacation to a maximum of 10.5 days as they are earned during this eight (8) month period. The remaining entitlement (0.14 day) shall be carried forward.

22:02 Vacation credits continue to be earned during all periods of leave with pay (including Union leave under Articles 13:04 and 13:05). Vacation credits are not earned during periods of unpaid leave, layoff, or while an employee is absent from work and in receipt of LTD benefits, or WSIB benefits in excess of fifteen (15) weeks. Employees shall continue to receive vacation credits during periods of unpaid leave for pregnancy, primary caregiver or parental leave.

22:03 Vacation scheduling is determined by Department or Division Heads. In determining vacation schedules and/or considering requests for vacation time Department or Division Heads will, subject to operational and service effectiveness, consider employees' preferences. When more employees are requesting vacations than the Department or Division Head will approve at one time, the Department or Division Head will give preference to the employee with the greater seniority.

The University shall not unilaterally schedule vacation of less than five (5) consecutive days without the consent of the employee.

22:04 Employees take vacation with pay (in full or half days only) using vacation credits earned. Employees cannot take vacation which exceeds the employees' vacation credits earned to the date of the commencement of the vacation.

22:05 For the purpose of this Article, a vacation year shall be based on an employee's employment anniversary date. Vacation credits are to be used on a year to year basis by employees to take vacation and are not normally to be accumulated beyond an employee's annual entitlement. Employees may carry forward vacation credits in excess of the employee's annual entitlement to a maximum of five (5) additional days without written approval of the Department or Division Head. Employees may carry forward a further five (5) days for a total of ten (10) days with the written approval of the Department or Division Head. "For example, an employee with less than sixty (60) months' continuous service earns fifteen (15) days of vacation credit. The employee may carry forward five vacation days from a previous vacation year for a total of twenty (20) vacation days or ten (10) vacation days with written approval for a total of twenty-five (25). Any other accumulated vacation days not carried forward to the next vacation year shall be paid out prior to the last pay period of each year."

22:06 While on vacation an employee will receive regular straight time pay.

22:07 If a Holiday under Article 21:01, or a Presidential Day, falls during an employee's vacation period, the employee will not be required to use any vacation credit to cover the holiday.

22:08 Employees who work on a sessional basis and who do not take vacation time but rather earn vacation pay on the basis set out below, and whose vacation pay accumulated in each pay period during the session shall be paid out any accumulated vacation pay at the pay period immediately preceding the employee's sessional layoff or any earlier pay period upon two pay periods' written notice.

Sessional employees shall accrue vacation pay entitlement on the following basis:

<u>Length of Service</u>	<u>Vacation Pay</u>
0 to 5 sessions	6.0% of gross pay period earnings
6 sessions	6.4% of gross pay period earnings
7 sessions	6.8% of gross pay period earnings
8 sessions	7.2% of gross pay period earnings
9 sessions	7.6% of gross pay period earnings
10 to 11 sessions	8.0% of gross pay period earnings
12 to 13 sessions	8.4% of gross pay period earnings
14 sessions	8.8% of gross pay period earnings
15 sessions plus	10.0% of gross pay period earnings

Sessional employees who are authorized to take vacation time during the session may only take vacation time which does not exceed the amount of the employee's vacation pay entitlement.

22:09 Upon termination of employment, unused vacation credits will be paid out to an employee.

ARTICLE 23: WAGES

23:01 Regular straight-time wages shall be as set out in Schedule "A" attached hereto.

Temporary Transfers

23:02 An employee who is temporarily transferred to another job to meet the University's needs in a classification which is lower than the employee's classification shall suffer no loss in pay during the temporary transfer. If such a transfer is to a job in a higher classification, the employee will be paid on the basis of the step in the higher classification that is the next higher salary step, whereby such step shall be at least equal to or greater than three (3) percent of the employee's current salary.

Temporary transfers of six (6) months or less shall not be required to be posted. All others shall be posted.

ARTICLE 24: HOURS OF WORK AND OVERTIME

24:01 It is the University's management right to determine hours of work as the University deems appropriate and the provisions of this Article are intended only to provide a basis for calculating time worked, and nothing in this Article shall be construed as providing any guarantees as to the hours of work per day or per week or when employees commence or end regular hours of work.

24:02 Regular hours of work for full time employees are thirty-six and one-quarter ($36\frac{1}{4}$) hours per week (thirty-three and three-quarters ($33\frac{3}{4}$) hours per week during July and August).

The University will provide a minimum of one (1) month's notice of an impending change of an employee's regular hours of work (e.g., a change in starting time, etc.).

24:03 Where an hourly rate needs to be calculated (e.g. overtime pay), it will be calculated by dividing the employee's annual salary by one-thousand eight hundred and sixty three (1,863).

24:04 Employees are entitled to a one (1) hour lunch break without pay, approximately midway through a work day, and a fifteen (15) minute break at an appropriate time during the first and second half of a work day.

The one (1) hour lunch break may be adjusted to a thirty (30) minute lunch break without pay upon the mutual consent of the employee and their supervisor, provided that the start and finish times are adjusted accordingly. Part-time employees will receive a fifteen (15) minute paid break for every three (3) consecutive hours worked, except in cases where the employees work a full day, in which case they shall receive the same lunch and breaks as full-time staff appointed employees.

24:05 Provided it does not, in the opinion of the Division or Department head, adversely affect operational efficiency or service effectiveness, Division or Department heads will consider requests by employees for flexibility with respect to the employees' regular hours of work.

Overtime

24:06 Overtime must be authorized in writing in advance by an employee's immediate supervisor. Wherever practical, all overtime shall be distributed on a voluntary basis and as equitably as possible to the employees who normally perform the work.

24:07 Employees who perform work in excess of thirty-six and one-quarter ($36\frac{1}{4}$) hours in a work week will be paid at the rate of time and one-half the employee's regular rate of pay for authorized hours worked beyond thirty-six and one-quarter ($36\frac{1}{4}$), it being understood that

overtime pay will not apply unless or until the time worked is at least one-quarter (15 minutes) hour more than the employee's regular hours of work in a day.

Employees authorized to work overtime beyond 9:00 p.m. will be provided with a taxi chit or reimbursed for campus parking.

Banking Hours

- 24:08 (a) The University will maintain an "overtime bank" for each employee consisting of a record of periods of authorized overtime worked which an employee may take as lieu time off, which overtime bank may not at any time exceed two hundred (200) hours in total. Overtime will be credited as it is earned (e.g., at time and one-half the actual hours worked). By mutual agreement between the employee and the immediate supervisor, banked hours may be carried forward from year to year. It is agreed that for the purposes of this article a year shall be "calendar year."
- (b) Authorized overtime worked by an employee will be credited to his/her overtime bank (if there is sufficient room in the employee's overtime bank), unless the employee and the immediate supervisor mutually agree that the overtime be paid on the employee's next regular pay cheque.
- (c) Lieu time off in an employee's overtime bank will be taken at times mutually agreed to by the employee and the immediate supervisor.
- (d) Upon cessation of employment, any overtime in an employee's overtime bank will be paid out on the employee's final pay cheque.

Meal Allowance

- 24:09 Employees who are authorized to work and who work overtime for two (2) consecutive hours or more beyond their regular hours in a work day are entitled to a meal allowance in the amount of ten (10) dollars. Employees who are authorized to work and who work overtime for four (4) hours or more on a day outside their regular work week are entitled to a meal allowance in the amount of ten (10) dollars.

No Pyramiding

- 24:10 There shall be no pyramiding of any payments or benefits provided for in this collective agreement.

Part-Time Status for Family Care

- 24:11 Full-time employees who have continuous responsibilities for the care of their family may submit a request to their supervisor for a change to part-time status for a defined period, in order to devote more time to their family care responsibilities. In the event the request is granted, the percentage of time to be worked, and the duration of the part-time appointment, must be mutually agreed to between the employee and the department or division head, to whom the request should be addressed. Employees requesting a change in status on this basis should make their request as far in advance as possible but, in any event, no less than one month prior to the commencement of the requested change in status. Salary and benefits will be appropriately pro-rated according to the percentage time worked.

ARTICLE 25: GENERAL

- 25:01 Wherever the feminine gender is used throughout the Articles within this Agreement, it is agreed that the male gender is an acceptable substitute whenever and wherever the male gender is applicable.

- 25:02 Where the singular is used throughout the Articles within this Agreement, it is agreed that the plural is an acceptable substitute whenever and wherever the plurality is applicable.
- 25:03 Printing and distribution of this Agreement will be the University's responsibility. The University will supply a copy of the Agreement to all employees covered by the Agreement. The Employer will also supply the Union with four hundred (400) copies of the Agreement.
- 25:04 Employees must provide written confirmation to the University of their mailing address and telephone number and must notify the University in writing of any change in the employee's mailing address or telephone number. The University shall be entitled to rely upon the last address and telephone number furnished by the employee for all purposes.
- 25:05 All correspondence between the parties arising out of this Agreement or incidental thereto shall pass to and from the Director of Human Resources or his or her designate, University of Toronto, 215 Huron Street, 8th floor, Toronto, Ontario M5S 1A2, and the Staff Representative or his or her designate, United Steelworkers, 25 Cecil Street, Toronto, Ontario, M5T 1N1.

ARTICLE 26: PENSION AND BENEFITS

- 26:01 Employees are eligible to participate in the Pension Plan; Long Term Disability Plan; Group Life and Survivor Income Plan; Dental Care Plan; Extended Health Care Plan; Semi-Private Hospital Accommodation Plan; Joint Membership Plan; and Vision Care Plan, as summarized in Schedules "B" to "I" attached hereto.

ARTICLE 27: SICK LEAVE

- 27:01 Sick leave is defined as absence because of an employee's illness or injury, not incurred in the performance of regular duties, or absence because of quarantine through exposure to contagious disease, or because of an accident for which compensation under the *Workplace Safety and Insurance Act* is not payable. The purpose of sick leave is to provide against loss of earnings for employees who are prevented by sickness or accident from performing their duties.
- 27:02 Upon completion of their probationary period, employees are eligible for sick leave with pay for periods of up to fifteen (15) weeks during unavoidable absence due to illness or injury.
- 27:03 When an employee is unable to report to work due to sickness or injury, the supervisor must be notified promptly and informed as early as possible of the probable date when that employee is able to return to work.
- 27:04 An employee may, with prior warning, be required by the University to provide a doctor's certificate certifying that the employee is unable to carry out his/her normal duties due to illness.
- 27:05 An employee who is hospitalized or confined by order of a doctor during his/her vacation period will be allowed to draw sick leave with pay for the period of time for which he/she is hospitalized or confined providing that the employee furnishes proof of such hospitalization or confinement to his/her supervisor. The employee will be allowed to reschedule that portion of vacation during which he/she was hospitalized or confined at a later date mutually agreeable to the employee and the employee's supervisor.

ARTICLE 28: HUMANITY CHARITABLE FUND

- 28:01 The University agrees to deduct the amount of one cent (\$0.01) per hour from the wages of all employees in the bargaining unit for all hours worked and prior to the 15th day of the month following, to pay the amount so deducted to the "Humanity Fund" and to forward such payment to the United Steelworkers National Office, 234 Eglinton Avenue East, Toronto, Ontario M4P 1K7, and to advise in writing both the Humanity Fund at the aforementioned

address and the local union that such payment has been made, the amount of such payment and the names and addresses of all employees in the bargaining unit on whose behalf such payment has been made.

28:02 Employees may opt out of the Humanity Fund by providing written notice of their desire to do so to the Union, who shall advise the University of the request.

28:03 The Union shall provide the charitable receipt to employees.

ARTICLE 29: PART-TIME EMPLOYEES

29:01 Staff appointed employees who are regularly scheduled to work less than thirty-six and one-quarter (36¼) hours per week will be considered part-time employees for the purposes of this Article.

29:02 The provisions of this collective agreement apply to part-time employees subject to the modifications set out below:

Employees accrue vacation credits on the same basis as set out in Article 22: Vacation, but pro-rated according to the percentage of the employee's appointment. For example a fifty (50) percent appointment employee in the first sixty (60) months of employment will earn 1/12 of 7.5 days each month, or 0.625 days per month.

ARTICLE 30: THREE DAYS OFF WITH PAY

30:01 For each twelve (12) month period (July 1 to June 30 of any year) the University will designate three (3) days on which employees do not have to work and in respect of which employees will suffer no loss of regular-straight time pay.

Employees required to work by the University on one (1) or more of these days will be paid at straight time for the day and will be given another day off with no loss of regular straight-time pay at a time mutually agreed by the employee and his or her supervisor.

The University, in its sole discretion, shall designate the three (3) days in a given twelve (12) month period. Notice will be sent to the Union by the University within a reasonable time period prior to the designated dates of these days.

These days are not "Holidays" for any purpose under the collective agreement, including Article 21: Holidays or Schedule "K" - Holidays.

ARTICLE 31: UNIFORMS

31:01 The University agrees to provide uniforms to employees who are required to wear uniforms by the University (e.g. lab coats, dental/nursing uniforms, including shoes).

ARTICLE 32: PERSONNEL FILE

32:01 An employee may review his or her personnel file, provided that two (2) working days prior notice is given to the appropriate local Human Resources Office. The employee is entitled to be accompanied by a union representative for up to half (½) an hour to review the personnel file.

ARTICLE 33: PROFESSIONAL DEVELOPMENT

33:01 The University recognizes the important role that administrative staff have in contributing to the achievement of the University's teaching, learning and research mission. Therefore, the University is committed to creating an environment that facilitates and enhances the skills training and career development of administrative staff and fosters promotional opportunities.

To further this objective the University offers both internal staff development opportunities and an educational assistance programme.

Staff development activities should take place within the framework of a jointly agreed upon career development plan between the employee and his or her supervisor. Effective September 01, 2006 the University will grant, upon request by the employee a minimum of three (3) days professional development per year related to the employee's position or as part of an agreed upon career development plan. Requests for access to professional development will be granted subject to operational requirements of the unit, cost and the availability of Staff Development programmes. Such requests shall not be unreasonably withheld.

ARTICLE 34: TERMINATION

- 34:01 This Agreement shall be effective from July 1, 2005 and shall continue in effect up to and including the 30th day of June, 2008, and shall continue automatically thereafter for annual periods of one year, unless either party notifies the other in writing within a period of ninety (90) calendar days immediately prior to the expiration date that it desires to amend the Agreement.
- 34:02 If notice of intention to amend the Agreement is given by either party pursuant to the provisions of Article 34:01, such negotiations shall commence within fifteen (15) days thereafter or such other date as the parties may mutually agree.

IN WITNESS WHEREOF each of the parties hereto has caused this Agreement to be signed by its duly authorized representatives in the City of Toronto on September 19, 2005.

THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO BY:

Vice-President, Human Resources & Equity

Secretary of Governing Council

AND

UNITED STEELWORKERS

Staff Representative

Allison Dubarry

Robin Breon

Lynette Anderson

Christine Beckermann

Marjorie Bhola-Swami

Arthur Birkenbergs

Lee Jeffrey

Jim Kennedy

Charles Kernerman

Tom Mohr

Allan Revich

Linda Wilding

Ron Wener

SCHEDULE A: Salary

Effective July 1, 2005 a three (3) percent ATB increase to all salary scales.

Effective July 1, 2006 a two and one half (2 ½) percent ATB increase to all salary scales.

Effective January 1, 2007 point five (0.5) percent ATB increase to all salary scales.

Effective July 1, 2007, two and one half (2 ½) percent ATB increase to all salary scales.

Effective January 1, 2008, point five (0.5) percent ATB increase to all salary scales.

Notes to Salary Schedule

- (1) Employees shall move up a minimum of one step on the grid every twelve (12) months of their employment in the job classification to maximum of the highest step on the grid for the classification.

Any employee currently making above the highest step on the grid shall continue to be red circled until such time that the grid for the classification meets or exceeds the employee's salary. Until such time the employee will receive a lump sum payment equal to the negotiated ATB.

- (2) An employee whose salary immediately prior to March 1, 2000 is above the highest step on the grid for the classification will, so long as the employee is in that classification or another classification where the employees' salary is above the highest step on the grid for that classification, have his or her salary red-circled until the salary on the grid for the classification meets or exceeds the employee's salary. The parties agree to discuss and review, if necessary, any anomalies that do not result from "errors", previous red-circling or the like.
- (3) Where an employee is appointed to a classification in a higher salary grade, the employee's salary will be increased to the next higher salary step, whereby such step shall be at least equal to or greater than three (3) percent of the employee's current salary. Where an employee is appointed to a classification in a lower salary grade, the employee's salary will be decreased to the salary step in the lower salary grade closest to, but less than, the employee's salary in the higher grade. For clarity, the hiring rate of a salary grade is considered a step on the grid.
- (4) Newly hired or appointed employees will be paid no less than the starting rate for the salary grade of the classification, but the University, can in its sole discretion, place newly hired or promoted employees at any step on the grid above the starting rate (subject to the minimum grid placement for promoted employees as per paragraph 3 above).
- (5) The University can, in its sole discretion, move employees through the grid at an accelerated rate.
- (6) For the purposes of retention, recruitment, skills shortage, or to recognize an employee's extraordinary effort and/or contribution, the University may, in its sole discretion, make lump sum payments to employees in addition to an employee's base salary. Any such payments will not form part of and will not increase the base salary of those employees who receive them and will not form part of an employee's compensation or remuneration for any purposes under the collective agreement, benefit, or pension plans.
- (7) University decisions with respect to paragraphs 4, 5 or 6 above are within the sole discretion of the University and in no case shall an arbitrator or board of arbitration have the jurisdiction to make or order any movement or placement on the grid as per paragraphs 4 or 5 or any payments as per paragraph 6.
- (8) The University will, on a quarterly basis, advise the Union in writing of any grid placements as per paragraphs 4 or 5 above or any payments as per paragraph 6 above.

USW Salary Grid (effective July 1, 2005)

3.0% ATB

Pay Scale		Hiring	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Group		Rate								
02S	A	82,327	85,794	89,261	92,728	95,327	97,924	100,528	102,258	103,992
	M	6,860.58	7,149.50	7,438.42	7,727.33	7,943.92	8,160.33	8,377.33	8,521.50	8,666.00
01S	A	76,250	79,462	82,674	85,884	88,294	90,701	93,108	94,714	96,318
	M	6,354.17	6,621.83	6,889.50	7,157.00	7,357.83	7,558.42	7,759.00	7,892.83	8,026.50
08B	A	66,867	69,838	72,811	75,781	78,010	80,240	82,468	83,954	85,440
	M	5,572.25	5,819.83	6,067.58	6,315.08	6,500.83	6,686.67	6,872.33	6,996.17	7,120.00
12N	A	63,278	66,090	68,903	71,716	73,825	75,934	78,043	79,449	80,855
	M	5,273.17	5,507.50	5,741.92	5,976.33	6,152.08	6,327.83	6,503.58	6,620.75	6,737.92
07B	A	60,112	62,783	65,457	68,128	70,131	72,135	74,136	75,475	76,811
	M	5,009.33	5,231.92	5,454.75	5,677.33	5,844.25	6,011.25	6,178.00	6,289.58	6,400.92
11N	A	56,963	59,494	62,026	64,558	66,457	68,357	70,254	71,519	72,786
	M	4,746.92	4,957.83	5,168.83	5,379.83	5,538.08	5,696.42	5,854.50	5,959.92	6,065.50
06B	A	54,127	56,531	58,937	61,341	63,146	64,949	66,753	67,956	69,159
	M	4,510.58	4,710.92	4,911.42	5,111.75	5,262.17	5,412.42	5,562.75	5,663.00	5,763.25
10N	A	51,343	53,623	55,905	58,186	59,902	61,609	63,321	64,463	65,604
	M	4,278.58	4,468.58	4,658.75	4,848.83	4,991.83	5,134.08	5,276.75	5,371.92	5,467.00
05B	A	48,818	50,987	53,155	55,327	56,955	58,581	60,210	61,294	62,379
	M	4,068.17	4,248.92	4,429.58	4,610.58	4,746.25	4,881.75	5,017.50	5,107.83	5,198.25
09N	A	46,199	48,254	50,308	52,362	53,902	55,441	56,980	58,008	59,034
	M	3,849.92	4,021.17	4,192.33	4,363.50	4,491.83	4,620.08	4,748.33	4,834.00	4,919.50
04B	A	44,016	45,971	47,929	49,885	51,353	52,819	54,285	55,265	56,242
	M	3,668.00	3,830.92	3,994.08	4,157.08	4,279.42	4,401.58	4,523.75	4,605.42	4,686.83
08N	A	41,672	43,524	45,376	47,230	48,618	50,007	51,395	52,322	53,248
	M	3,472.67	3,627.00	3,781.33	3,935.83	4,051.50	4,167.25	4,282.92	4,360.17	4,437.33
03B	A	39,746	41,514	43,280	45,047	46,372	47,696	49,022	49,902	50,787
	M	3,312.17	3,459.50	3,606.67	3,753.92	3,864.33	3,974.67	4,085.17	4,158.50	4,232.25
07N	A	37,764	39,441	41,120	42,797	44,056	45,314	46,575	47,414	48,252
	M	3,147.00	3,286.75	3,426.67	3,566.42	3,671.33	3,776.17	3,881.25	3,951.17	4,021.00
02B	A	36,091	37,694	39,298	40,902	42,105	43,310	44,511	45,313	46,117
	M	3,007.58	3,141.17	3,274.83	3,408.50	3,508.75	3,609.17	3,709.25	3,776.08	3,843.08
06N	A	34,523	36,057	37,594	39,127	40,279	41,427	42,579	43,347	44,113
	M	2,876.92	3,004.75	3,132.83	3,260.58	3,356.58	3,452.25	3,548.25	3,612.25	3,676.08
01B	A	32,945	34,408	35,872	37,336	38,437	39,532	40,632	41,364	42,095
	M	2,745.42	2,867.33	2,989.33	3,111.33	3,203.08	3,294.33	3,386.00	3,447.00	3,507.92
05N	A	31,355	32,747	34,139	35,535	36,578	37,624	38,670	39,366	40,063
	M	2,612.92	2,728.92	2,844.92	2,961.25	3,048.17	3,135.33	3,222.50	3,280.50	3,338.58
04N	A	28,962	30,247	31,537	32,822	33,788	34,752	35,718	36,361	37,005
	M	2,413.50	2,520.58	2,628.08	2,735.17	2,815.67	2,896.00	2,976.50	3,030.08	3,083.75
03N	A	26,810	28,001	29,193	30,384	31,278	32,170	33,065	33,661	34,256
	M	2,234.17	2,333.42	2,432.75	2,532.00	2,606.50	2,680.83	2,755.42	2,805.08	2,854.67
02N	A	24,894	25,999	27,104	28,213	29,041	29,871	30,701	31,253	31,808
	M	2,074.50	2,166.58	2,258.67	2,351.08	2,420.08	2,489.25	2,558.42	2,604.42	2,650.67

USW Salary Grid (effective July 1, 2006)

2.5%ATB

Pay Scale

Group		Hiring Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
02S	A	84,385	87,939	91,493	95,046	97,710	100,372	103,041	104,814	106,592
	M	7,032.08	7,328.25	7,624.42	7,920.50	8,142.50	8,364.33	8,586.75	8,734.50	8,882.67
01S	A	78,156	81,449	84,741	88,031	90,501	92,969	95,436	97,082	98,726
	M	6,513.00	6,787.42	7,061.75	7,335.92	7,541.75	7,747.42	7,953.00	8,090.17	8,227.17
08B	A	68,539	71,584	74,631	77,676	79,960	82,246	84,530	86,053	87,576
	M	5711.58	5965.33	6219.25	6473.00	6663.33	6853.83	7044.17	7171.08	7298.00
12N	A	64,860	67,742	70,626	73,509	75,671	77,832	79,994	81,435	82,876
	M	5,405.00	5,645.17	5,885.50	6,125.75	6,305.92	6,486.00	6,666.17	6,786.25	6,906.33
07B	A	61,615	64,353	67,093	69,831	71,884	73,938	75,989	77,362	78,731
	M	5,134.58	5,362.75	5,591.08	5,819.25	5,990.33	6,161.50	6,332.42	6,446.83	6,560.92
11N	A	58,387	60,981	63,577	66,172	68,118	70,066	72,010	73,307	74,606
	M	4,865.58	5,081.75	5,298.08	5,514.33	5,676.50	5,838.83	6,000.83	6,108.92	6,217.17
06B	A	55,480	57,944	60,410	62,875	64,725	66,573	68,422	69,655	70,888
	M	4,623.33	4,828.67	5,034.17	5,239.58	5,393.75	5,547.75	5,701.83	5,804.58	5,907.33
10N	A	52,627	54,964	57,303	59,641	61,400	63,149	64,904	66,075	67,244
	M	4,385.58	4,580.33	4,775.25	4,970.08	5,116.67	5,262.42	5,408.67	5,506.25	5,603.67
05B	A	50,038	52,262	54,484	56,710	58,379	60,046	61,715	62,826	63,938
	M	4,169.83	4,355.17	4,540.33	4,725.83	4,864.92	5,003.83	5,142.92	5,235.50	5,328.17
09N	A	47,354	49,460	51,566	53,671	55,250	56,827	58,405	59,458	60,510
	M	3,946.17	4,121.67	4,297.17	4,472.58	4,604.17	4,735.58	4,867.08	4,954.83	5,042.50
04B	A	45,116	47,120	49,127	51,132	52,637	54,139	55,642	56,647	57,648
	M	3,759.67	3,926.67	4,093.92	4,261.00	4,386.42	4,511.58	4,636.83	4,720.58	4,804.00
08N	A	42,714	44,612	46,510	48,411	49,833	51,257	52,680	53,630	54,579
	M	3,559.50	3,717.67	3,875.83	4,034.25	4,152.75	4,271.42	4,390.00	4,469.17	4,548.25
03B	A	40,740	42,552	44,362	46,173	47,531	48,888	50,248	51,150	52,057
	M	3,395.00	3,546.00	3,696.83	3,847.75	3,960.92	4,074.00	4,187.33	4,262.50	4,338.08
07N	A	38,708	40,427	42,148	43,867	45,157	46,447	47,739	48,599	49,458
	M	3,225.67	3,368.92	3,512.33	3,655.58	3,763.08	3,870.58	3,978.25	4,049.92	4,121.50
02B	A	36,993	38,636	40,280	41,925	43,158	44,393	45,624	46,446	47,270
	M	3,082.75	3,219.67	3,356.67	3,493.75	3,596.50	3,699.42	3,802.00	3,870.50	3,939.17
06N	A	35,386	36,958	38,534	40,105	41,286	42,463	43,643	44,431	45,216
	M	2,948.83	3,079.83	3,211.17	3,342.08	3,440.50	3,538.58	3,636.92	3,702.58	3,768.00
01B	A	33,769	35,268	36,769	38,269	39,398	40,520	41,648	42,398	43,147
	M	2,814.08	2,939.00	3,064.08	3,189.08	3,283.17	3,376.67	3,470.67	3,533.17	3,595.58
05N	A	32,139	33,566	34,992	36,423	37,492	38,565	39,637	40,350	41,065
	M	2,678.25	2,797.17	2,916.00	3,035.25	3,124.33	3,213.75	3,303.08	3,362.50	3,422.08
04N	A	29,686	31,003	32,325	33,643	34,633	35,621	36,611	37,270	37,930
	M	2,473.83	2,583.58	2,693.75	2,803.58	2,886.08	2,968.42	3,050.92	3,105.83	3,160.83
03N	A	27,480	28,701	29,923	31,144	32,060	32,974	33,892	34,503	35,112
	M	2,290.00	2,391.75	2,493.58	2,595.33	2,671.67	2,747.83	2,824.33	2,875.25	2,926.00
02N	A	25,516	26,649	27,782	28,918	29,767	30,618	31,469	32,034	32,603
	M	2,126.33	2,220.75	2,315.17	2,409.83	2,480.58	2,551.50	2,622.42	2,669.50	2,716.92

USW Salary Grid (effective January 1, 2007)
0.5%ATB

Pay Scale		Hiring Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
02S	A	84,807	88,379	91,950	95,521	98,199	100,874	103,556	105,338	107,125
	M	7,067.25	7,364.92	7,662.50	7,960.08	8,183.25	8,406.17	8,629.67	8,778.17	8,927.08
01S	A	78,547	81,856	85,165	88,471	90,954	93,434	95,913	97,567	99,220
	M	6,545.58	6,821.33	7,097.08	7,372.58	7,579.50	7,786.17	7,992.75	8,130.58	8,268.33
08B	A	68,882	71,942	75,004	78,064	80,360	82,657	84,953	86,483	88,014
	M	5,740.17	5,995.17	6,250.33	6,505.33	6,696.67	6,888.08	7,079.42	7,206.92	7,334.50
12N	A	65,184	68,081	70,979	73,877	76,049	78,221	80,394	81,842	83,290
	M	5,432.00	5,673.42	5,914.92	6,156.42	6,337.42	6,518.42	6,699.50	6,820.17	6,940.83
07B	A	61,923	64,675	67,428	70,180	72,243	74,308	76,369	77,749	79,125
	M	5,160.25	5,389.58	5,619.00	5,848.33	6,020.25	6,192.33	6,364.08	6,479.08	6,593.75
11N	A	58,679	61,286	63,895	66,503	68,459	70,416	72,370	73,674	74,979
	M	4,889.92	5,107.17	5,324.58	5,541.92	5,704.92	5,868.00	6,030.83	6,139.50	6,248.25
06B	A	55,757	58,234	60,712	63,189	65,049	66,906	68,764	70,003	71,242
	M	4,646.42	4,852.83	5,059.33	5,265.75	5,420.75	5,575.50	5,730.33	5,833.58	5,936.83
10N	A	52,890	55,239	57,590	59,939	61,707	63,465	65,229	66,405	67,580
	M	4,407.50	4,603.25	4,799.17	4,994.92	5,142.25	5,288.75	5,435.75	5,533.75	5,631.67
05B	A	50,288	52,523	54,756	56,994	58,671	60,346	62,024	63,140	64,258
	M	4,190.67	4,376.92	4,563.00	4,749.50	4,889.25	5,028.83	5,168.67	5,261.67	5,354.83
09N	A	47,591	49,707	51,824	53,939	55,526	57,111	58,697	59,755	60,813
	M	3,965.92	4,142.25	4,318.67	4,494.92	4,627.17	4,759.25	4,891.42	4,979.58	5,067.75
04B	A	45,342	47,356	49,373	51,388	52,900	54,410	55,920	56,930	57,936
	M	3,778.50	3,946.33	4,114.42	4,282.33	4,408.33	4,534.17	4,660.00	4,744.17	4,828.00
08N	A	42,928	44,835	46,743	48,653	50,082	51,513	52,943	53,898	54,852
	M	3,577.33	3,736.25	3,895.25	4,054.42	4,173.50	4,292.75	4,411.92	4,491.50	4,571.00
03B	A	40,944	42,765	44,584	46,404	47,769	49,132	50,499	51,406	52,317
	M	3,412.00	3,563.75	3,715.33	3,867.00	3,980.75	4,094.33	4,208.25	4,283.83	4,359.75
07N	A	38,902	40,629	42,359	44,086	45,383	46,679	47,978	48,842	49,705
	M	3,241.83	3,385.75	3,529.92	3,673.83	3,781.92	3,889.92	3,998.17	4,070.17	4,142.08
02B	A	37,178	38,829	40,481	42,135	43,374	44,615	45,852	46,678	47,506
	M	3,098.17	3,235.75	3,373.42	3,511.25	3,614.50	3,717.92	3,821.00	3,889.83	3,958.83
06N	A	35,563	37,143	38,727	40,306	41,492	42,675	43,861	44,653	45,442
	M	2,963.58	3,095.25	3,227.25	3,358.83	3,457.67	3,556.25	3,655.08	3,721.08	3,786.83
01B	A	33,938	35,444	36,953	38,460	39,595	40,723	41,856	42,610	43,363
	M	2,828.17	2,953.67	3,079.42	3,205.00	3,299.58	3,393.58	3,488.00	3,550.83	3,613.58
05N	A	32,300	33,734	35,167	36,605	37,679	38,758	39,835	40,552	41,270
	M	2,691.67	2,811.17	2,930.58	3,050.42	3,139.92	3,229.83	3,319.58	3,379.33	3,439.17
04N	A	29,834	31,158	32,487	33,811	34,806	35,799	36,794	37,456	38,120
	M	2,486.17	2,596.50	2,707.25	2,817.58	2,900.50	2,983.25	3,066.17	3,121.33	3,176.67
03N	A	27,617	28,845	30,073	31,300	32,220	33,139	34,061	34,676	35,288
	M	2,301.42	2,403.75	2,506.08	2,608.33	2,685.00	2,761.58	2,838.42	2,889.67	2,940.67
02N	A	25,644	26,782	27,921	29,063	29,916	30,771	31,626	32,194	32,766
	M	2,137.00	2,231.83	2,326.75	2,421.92	2,493.00	2,564.25	2,635.50	2,682.83	2,730.50

USW Salary Grid (effective July 1, 2007)

2.5%ATB

Pay Scale		Hiring Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
02S	A	86,927	90,588	94,249	97,909	100,654	103,396	106,145	107,971	109,803
	M	7,243.92	7,549.00	7,854.08	8,159.08	8,387.83	8,616.33	8,845.42	8,997.58	9,150.25
01S	A	80,511	83,902	87,294	90,683	93,228	95,770	98,311	100,006	101,701
	M	6,709.25	6,991.83	7,274.50	7,556.92	7,769.00	7,980.83	8,192.58	8,333.83	8,475.08
08B	A	70,604	73,741	76,879	80,016	82,369	84,723	87,077	88,645	90,214
	M	5,883.67	6,145.08	6,406.58	6,668.00	6,864.08	7,060.25	7,256.42	7,387.08	7,517.83
12N	A	66,814	69,783	72,753	75,724	77,950	80,177	82,404	83,888	85,372
	M	5,567.83	5,815.25	6,062.75	6,310.33	6,495.83	6,681.42	6,867.00	6,990.67	7,114.33
07B	A	63,471	66,292	69,114	71,935	74,049	76,166	78,278	79,693	81,103
	M	5,289.25	5,524.33	5,759.50	5,994.58	6,170.75	6,347.17	6,523.17	6,641.08	6,758.58
11N	A	60,146	62,818	65,492	68,166	70,170	72,176	74,179	75,516	76,853
	M	5,012.17	5,234.83	5,457.67	5,680.50	5,847.50	6,014.67	6,181.58	6,293.00	6,404.42
06B	A	57,151	59,690	62,230	64,769	66,675	68,579	70,483	71,753	73,023
	M	4,762.58	4,974.17	5,185.83	5,397.42	5,556.25	5,714.92	5,873.58	5,979.42	6,085.25
10N	A	54,212	56,620	59,030	61,437	63,250	65,052	66,860	68,065	69,270
	M	4,517.67	4,718.33	4,919.17	5,119.75	5,270.83	5,421.00	5,571.67	5,672.08	5,772.50
05B	A	51,545	53,836	56,125	58,419	60,138	61,855	63,575	64,719	65,864
	M	4,295.42	4,486.33	4,677.08	4,868.25	5,011.50	5,154.58	5,297.92	5,393.25	5,488.67
09N	A	48,781	50,950	53,120	55,287	56,914	58,539	60,164	61,249	62,333
	M	4,065.08	4,245.83	4,426.67	4,607.25	4,742.83	4,878.25	5,013.67	5,104.08	5,194.42
04B	A	46,476	48,540	50,607	52,673	54,223	55,770	57,318	58,353	59,384
	M	3,873.00	4,045.00	4,217.25	4,389.42	4,518.58	4,647.50	4,776.50	4,862.75	4,948.67
08N	A	44,001	45,956	47,912	49,869	51,334	52,801	54,267	55,245	56,223
	M	3,666.75	3,829.67	3,992.67	4,155.75	4,277.83	4,400.08	4,522.25	4,603.75	4,685.25
03B	A	41,968	43,834	45,699	47,564	48,963	50,360	51,761	52,691	53,625
	M	3,497.33	3,652.83	3,808.25	3,963.67	4,080.25	4,196.67	4,313.42	4,390.92	4,468.75
07N	A	39,875	41,645	43,418	45,188	46,518	47,846	49,177	50,063	50,948
	M	3,322.92	3,470.42	3,618.17	3,765.67	3,876.50	3,987.17	4,098.08	4,171.92	4,245.67
02B	A	38,107	39,800	41,493	43,188	44,458	45,730	46,998	47,845	48,694
	M	3,175.58	3,316.67	3,457.75	3,599.00	3,704.83	3,810.83	3,916.50	3,987.08	4,057.83
06N	A	36,452	38,072	39,695	41,314	42,529	43,742	44,958	45,769	46,578
	M	3,037.67	3,172.67	3,307.92	3,442.83	3,544.08	3,645.17	3,746.50	3,814.08	3,881.50
01B	A	34,786	36,330	37,877	39,422	40,585	41,741	42,902	43,675	44,447
	M	2,898.83	3,027.50	3,156.42	3,285.17	3,382.08	3,478.42	3,575.17	3,639.58	3,703.92
05N	A	33,108	34,577	36,046	37,520	38,621	39,727	40,831	41,566	42,302
	M	2,759.00	2,881.42	3,003.83	3,126.67	3,218.42	3,310.58	3,402.58	3,463.83	3,525.17
04N	A	30,580	31,937	33,299	34,656	35,676	36,694	37,714	38,392	39,073
	M	2,548.33	2,661.42	2,774.92	2,888.00	2,973.00	3,057.83	3,142.83	3,199.33	3,256.08
03N	A	28,307	29,566	30,825	32,083	33,026	33,967	34,913	35,543	36,170
	M	2,358.92	2,463.83	2,568.75	2,673.58	2,752.17	2,830.58	2,909.42	2,961.92	3,014.17
02N	A	26,285	27,452	28,619	29,790	30,664	31,540	32,417	32,999	33,585
	M	2,190.42	2,287.67	2,384.92	2,482.50	2,555.33	2,628.33	2,701.42	2,749.92	2,798.75

USW Salary Grid (effective January 1, 2008)

0.5%ATB

Pay Scale

Group		Hiring Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
02S	A	87,362	91,041	94,720	98,399	101,157	103,913	106,676	108,511	110,352
	M	7,280.17	7,586.75	7,893.33	8,199.92	8,429.75	8,659.42	8,889.67	9,042.58	9,196.00
01S	A	80,914	84,322	87,730	91,136	93,694	96,249	98,803	100,506	102,210
	M	6,742.83	7,026.83	7,310.83	7,594.67	7,807.83	8,020.75	8,233.58	8,375.50	8,517.50
08B	A	70,957	74,110	77,263	80,416	82,781	85,147	87,512	89,088	90,665
	M	5,913.08	6,175.83	6,438.58	6,701.33	6,898.42	7,095.58	7,292.67	7,424.00	7,555.42
12N	A	67,148	70,132	73,117	76,103	78,340	80,578	82,816	84,307	85,799
	M	5,595.67	5,844.33	6,093.08	6,341.92	6,528.33	6,714.83	6,901.33	7,025.58	7,149.92
07B	A	63,788	66,623	69,460	72,295	74,419	76,547	78,669	80,091	81,509
	M	5,315.67	5,551.92	5,788.33	6,024.58	6,201.58	6,378.92	6,555.75	6,674.25	6,792.42
11N	A	60,447	63,132	65,819	68,507	70,521	72,537	74,550	75,894	77,237
	M	5,037.25	5,261.00	5,484.92	5,708.92	5,876.75	6,044.75	6,212.50	6,324.50	6,436.42
06B	A	57,437	59,988	62,541	65,093	67,008	68,922	70,835	72,112	73,388
	M	4,786.42	4,999.00	5,211.75	5,424.42	5,584.00	5,743.50	5,902.92	6,009.33	6,115.67
10N	A	54,483	56,903	59,325	61,744	63,566	65,377	67,194	68,405	69,616
	M	4,540.25	4,741.92	4,943.75	5,145.33	5,297.17	5,448.08	5,599.50	5,700.42	5,801.33
05B	A	51,803	54,105	56,406	58,711	60,439	62,164	63,893	65,043	66,193
	M	4,316.92	4,508.75	4,700.50	4,892.58	5,036.58	5,180.33	5,324.42	5,420.25	5,516.08
09N	A	49,025	51,205	53,386	55,563	57,199	58,832	60,465	61,555	62,645
	M	4,085.42	4,267.08	4,448.83	4,630.25	4,766.58	4,902.67	5,038.75	5,129.58	5,220.42
04B	A	46,708	48,783	50,860	52,936	54,494	56,049	57,605	58,645	59,681
	M	3,892.33	4,065.25	4,238.33	4,411.33	4,541.17	4,670.75	4,800.42	4,887.08	4,973.42
08N	A	44,221	46,186	48,152	50,118	51,591	53,065	54,538	55,521	56,504
	M	3,685.08	3,848.83	4,012.67	4,176.50	4,299.25	4,422.08	4,544.83	4,626.75	4,708.67
03B	A	42,178	44,053	45,927	47,802	49,208	50,612	52,020	52,954	53,893
	M	3,514.83	3,671.08	3,827.25	3,983.50	4,100.67	4,217.67	4,335.00	4,412.83	4,491.08
07N	A	40,074	41,853	43,635	45,414	46,751	48,085	49,423	50,313	51,203
	M	3,339.50	3,487.75	3,636.25	3,784.50	3,895.92	4,007.08	4,118.58	4,192.75	4,266.92
02B	A	38,298	39,999	41,700	43,404	44,680	45,959	47,233	48,084	48,937
	M	3,191.50	3,333.25	3,475.00	3,617.00	3,723.33	3,829.92	3,936.08	4,007.00	4,078.08
06N	A	36,634	38,262	39,893	41,521	42,742	43,961	45,183	45,998	46,811
	M	3,052.83	3,188.50	3,324.42	3,460.08	3,561.83	3,663.42	3,765.25	3,833.17	3,900.92
01B	A	34,960	36,512	38,066	39,619	40,788	41,950	43,117	43,893	44,669
	M	2,913.33	3,042.67	3,172.17	3,301.58	3,399.00	3,495.83	3,593.08	3,657.75	3,722.42
05N	A	33,274	34,750	36,226	37,708	38,814	39,926	41,035	41,774	42,514
	M	2,772.83	2,895.83	3,018.83	3,142.33	3,234.50	3,327.17	3,419.58	3,481.17	3,542.83
04N	A	30,733	32,097	33,465	34,829	35,854	36,877	37,903	38,584	39,268
	M	2,561.08	2,674.75	2,788.75	2,902.42	2,987.83	3,073.08	3,158.58	3,215.33	3,272.33
03N	A	28,449	29,714	30,979	32,243	33,191	34,137	35,088	35,721	36,351
	M	2,370.75	2,476.17	2,581.58	2,686.92	2,765.92	2,844.75	2,924.00	2,976.75	3,029.25
02N	A	26,416	27,589	28,762	29,939	30,817	31,698	32,579	33,164	33,753
	M	2,201.33	2,299.08	2,396.83	2,494.92	2,568.08	2,641.50	2,714.92	2,763.67	2,812.75

SCHEDULE B: Pension Plan

Eligible employees can participate in the University of Toronto Pension Plan or, if applicable, the University of Toronto Pension Plan for OISE/UT Employees. The University will administer the Plans in accordance with the terms and conditions of the Plans.

SCHEDULE C: Long-Term Disability Plan

The University agrees to contribute eighty (80) percent of the billed rates of premiums for employees participating in the University of Toronto Long-Term Disability Plan for Members of the Academic and Administrative Staff in effect on January 24, 2000 in accordance with the provisions and regulations of the said plan during the term of this Agreement. Participation in the said Long-Term Disability Plan is required as a condition of employment.

SCHEDULE D: Group Life and Survivor Income Plan

The University shall continue to contribute one hundred (100) percent of the billed rates of premiums for employees for Basic Coverage at no cost to the employee, in accordance with the provisions and regulations of the University of Toronto Group Life and Survivor Income Plan for Members of the Academic and Administrative Staff in effect on January 24, 2000 during the term of this Agreement. Employees may elect to take additional coverage in accordance with the provisions and regulations governing optional coverage as specified in the Group Life and Survivor Income Plan.

SCHEDULE E: Dental Care Plan

The University agrees to contribute eighty (80) percent of the billed rates of premiums for employees participating in the University of Toronto Dental Care Plan in effect on January 24, 2000.

Participation in the Dental Care Plan is a condition of employment. Only employees who have dental insurance coverage through their spouse will be exempted from participation. The University will not be required to make any payment in lieu of premiums to any employee who is exempt from participation in the Dental Care Plan in effect on the date of ratification.

SCHEDULE F: Extended Health Care Plan

The University agrees to contribute seventy-five (75) percent of the billed rates of premiums for employees participating in the University of Toronto Extended Health Care Plan in effect on January 24, 2000.

SCHEDULE G: Semi-Private Hospital Accommodation Plan

The University agrees to contribute seventy-five (75) percent of the billed rates of premiums for employees participating in the University of Toronto Semi-Private Hospital Accommodation Plan in effect on January 24, 2000.

SCHEDULE H: Joint Membership Plan

The University agrees that employees are eligible for membership in the Joint Membership Plan for staff of the University of Toronto in effect on January 24, 2000 subject to the provisions established with respect to such membership.

SCHEDULE I: Vision Care Plan

The University agrees to contribute fifty (50) percent of the billed rates of premiums for employees participating in the University of Toronto Vision Care Plan in effect on January 24, 2000.

Participation in the Vision Care Plan is a condition of employment. Only employees who have Vision Care coverage through their spouse will be exempted from participation in the Vision Care Plan. Participating members who cancel coverage will not be allowed to rejoin the plan.

CHANGE IN BENEFIT PLANS/CARRIER

The Union agrees that the University can change the benefit plans and/or carriers for the benefits in Schedule "C" to "I" on prior notice to and discussion with the Union and provided the level of benefits coverage is not diminished.

SCHEDULE J: Severance Pay

Schedule of Severance Pay on Layoff

Continuous Years Of Service At Date of Layoff (years)	Severance Pay (weeks)	Enhanced Severance Pay Effective Date of Layoff (weeks)
0	0	0
1	0	0
2	0	2
3	1	4
4	2	6
5	6	10
6	7	12
7	8	14
8	9	16
9	10	18
10	11	24
11	12	26
12	13	28
13	15	30
14	17	32
15	19	35
16	21	38
17	23	42
18	25	44
19	27	48
20	29	52
21	31	52
22	33	52
23	35	52
24	37	52
25	39	52
26	41	52
27	43	52
28	45	52
29	47	52
30	52	52
31	52	52

SCHEDULE K: Holidays

The parties agree to the following days of observance for the stated holidays:

December 2005/January 2006

- Thursday, December 22 Day of Closure
- Friday, December 23 Day of Closure
- Monday, December 26 Boxing Day Holiday
- Tuesday, December 27 Day before Christmas Day
- Wednesday, December 28 Christmas Day Holiday
- Thursday, December 29 Presidential Holiday
- Friday, December 30 Day before New Year's Day
- Monday, January 2 New Year's Day Holiday
- Tuesday, January 3 Day of Closure

December 2006/January 2007

- Friday, December 22 Day before Christmas Day
- Monday, December 25 Christmas Day Holiday
- Tuesday, December 26 Boxing Day Holiday
- Wednesday, December 27 Presidential Holiday
- Thursday, December 28 Day of Closure
- Friday, December 29 Day before New Year's Day
- Monday, January 1 New Year's Day Holiday
- Tuesday, January 2 Day of Closure
- Wednesday, January 3 Day of Closure

December 2007/January 2008

- Monday, December 24 Day Before Christmas
- Tuesday, December 25 Christmas Day Holiday
- Wednesday, December 26 Boxing Day Holiday
- Thursday, December 27 Presidential Holiday
- Friday, December 28 Presidential Holiday
- Monday, December 31 Day before New Year's Day
- Tuesday, January 1 New Year's Day Holiday
- Wednesday, January 2 Day of Closure
- Thursday, January 3 Day of Closure
- Friday, January 4 Day of Closure

MEMORANDUM OF AGREEMENT: Pensions

Early Retirement Window

The University agrees to extend the early retirement window to June 30, 2008.

A "bridge benefit" will be payable under the early retirement window equal to: 0.4 percent of Highest Average Earnings up to the Average CPP Maximum Salary

Times

Pensionable Service

Reduced by

Three (3) percent for each year (prorated for partial years) that the early retirement date precedes the first of the month following age sixty (60).

The bridge benefit is payable until the earlier of the first of the month in which the participant reaches age sixty-five (65) or the first of the month in which the participant dies.

The bridge benefit is subject to cost-of-living adjustments ("indexation").

Additional Lifetime Pension for Pensioners Who Retired up to and Including June 30, 1996

For eligible pensioners under the University of Toronto Pension Plan who retired from the University up to and including June 30, 1996, pension benefits will be recalculated by using a benefit rate of 1.3 percent on highest average salary up to the average CPP maximum salary, instead of the 1.0 percent used in the original calculation. For those pensioners with part-time service before July 1, 1987, the pension earned for this service, which was calculated under a different formula, will be increased by thirty (30) percent. The additional pension resulting from the recalculations will be payable starting July 1, 2002.

Purchased Annuities In Connection With Break-In-Service

For those eligible pensioners under the University of Toronto Pension Plan who at one time terminated employment with the University and then subsequently returned and for whom an annuity was purchased in respect of pension benefits earned during the initial period of employment, the purchased annuity, which has not been previously indexed, will now be indexed from the date of termination to July 1, 2002 and thereafter. The additional pension resulting from the indexation up to July 1, 2002 will be payable starting July 1, 2002.

LETTER OF AGREEMENT

September 19, 2005

Mr. Omero Landi
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Landi,

The Governing Council of the University of Toronto and the United Steelworkers hereby agree that all signed and written agreements between the Union and the University including Minutes of Settlement and Letters of Understanding executed by the parties prior to the date hereof shall be honoured in accordance with their terms.

Dated at Toronto this 19th day of September 2005

Christina Sass-Kortsak, University of Toronto

Omero Landi, United Steelworkers

LETTER OF UNDERSTANDING: Schedule A (Salary)

September 19, 2005

Mr. Omero Landi
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Landi,

For the purpose of clarity, the Governing Council of the University of Toronto and the United Steelworkers agree that the term "appointed" includes any change in classification by an employee, and/or any movement of an employee pursuant to Note 4 of Schedule A of the collective agreement.

Dated at Toronto this 19th day of September 2005

Christina Sass-Kortsak, University of Toronto

Omero Landi, United Steelworkers

LETTER OF UNDERSTANDING: E-mail Addresses

September 19, 2005

Mr. Omero Landi
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Landi,

The Governing Council of the University of Toronto and the United Steelworkers agree that during the life of the collective agreement the University may require USW members to have active University of Toronto e-mail addresses that are compatible with Employee Self Serve. It is not the University's intention to rely on e-mail as the sole means of communication with the employees during the term of this collective agreement. The University recognizes that at this time not all employees either own or have access to equipment that would allow them to utilize e-mail addresses.

Dated at Toronto this 19th day of September 2005

Christina Sass-Kortsak, University of Toronto

Omero landi, United Steelworkers

LETTER OF UNDERSTANDING: Participation in University Committees and other Collegial Activities

September 19, 2005

Mr. Omero Landi
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Landi,

The University has varied and numerous committees and/or collegial bodies on which members of the bargaining unit may be involved in to greater or lesser degrees.

It is understood that bargaining unit members who participate in such activities are doing so as individuals unless both the University and the Union explicitly agree that a bargaining unit member is a designated representative of the Union and recognized as such in the process.

It is further understood that University committees and other collegial bodies have no authority or ability to alter, modify or amend any part of the collective agreement.

Yours truly,

Christina Sass-Kortsak
Assistant Vice-President, Human Resources

LETTER OF UNDERSTANDING: Union Meetings

September 19, 2005

Mr. Omero Landi
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Landi,

Employees will be given time off (not to exceed two (2) hours), with no loss of regular straight time pay, up to three (3) times per year to attend General Membership Meetings of the Local Union. Employees at suburban campuses will be entitled to an additional forty-five (45) minutes to travel to the meeting. The Union may use a University meeting room at no cost for this purpose. Wherever practical, the Union will advise the University of the date of the meeting no later than six (6) weeks prior to the meeting. However, in the event the University is not provided with six (6) weeks notice, release of employees to attend such meetings shall be subject to operational and safety considerations.

Yours truly,

Christina Sass-Kortsak
Assistant Vice-President, Human Resources

LETTER OF INTENT: Tuition Waiver for Dependants

September 19, 2005

Mr. Omero Landi
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Landi,

The University agrees that dependants of employees in the bargaining unit shall be entitled to the benefits of the Tuition Waiver for Dependants Policy attached hereto.

Yours truly,

Christina Sass-Kortsak
Assistant Vice-President, Human Resources

INTRODUCTION

In order to assist staff members who have dependants or a spouse who, wish to pursue University studies, towards their first undergraduate degree or certificate, the University will extend to the dependants of such staff members a waiver of the academic tuition fee for specific University of Toronto programmes. The terms and conditions of this staff benefit are described below.

TERMS OF REFERENCE

An eligible spouse or dependant must have met the admission requirements for the qualifying programme and have followed the normal procedures regarding application for admission and registration before application is made for tuition waiver.

For the purposes of this policy:

“Dependant” shall include the natural, legally adopted, step or foster child the employee or employee’s spouse, who is dependent on the employee or spouse for financial support;

Spouse shall mean spouse as defined in the Ontario Human Rights Code as amended by the Spousal Relationship Statute Law Amendment Act, 2005.

“Academic tuition fee” by definition excludes application, registration, service, examination and other incidental fees.

ELIGIBILITY

This benefit is available to:

Staff members of the University, who are full-time or part-time of twenty-five percent (25%) or more, or sessionals. In the case of part-time staff members, the benefit will be pro-rated in accordance with the part-time appointment.

Staff members on approved leave of absence, who are maintaining enrolment in benefit programmes.

Dependants, or spouse, proceeding towards a first degree or certificate in a qualifying programme (not special students). Qualifying programmes are described under PROVISIONS (below).

PROVISIONS

Eligible dependants will have their academic tuition fee waived for each academic year of the programme until the degree or certificate is awarded.

The academic tuition fee waiver is applicable to programmes which lead to a first undergraduate degree or certificate and which do not require prior undergraduate preparation since admission is normally gained directly from high school. In cases where the programme requires undergraduate preparation, only the undergraduate courses taken as part of the preparation are eligible.

For clarity, the fee waiver is applicable to the Transitional Year Programme and the Academic Bridging Programme.

Programmes in the following areas are also not eligible:

- Royal Conservatory of Music
- School of Continuing Studies
- Woodsworth College Diplomas

Where a student receives a scholarship which provides for the payment of fees, the terms of the scholarship will apply prior to any waiver of tuition under this policy.

Questions concerning this policy should be directed to the appropriate local Human Resources Department. The value of the tuition waiver under this provision is a taxable benefit to the employee.

LETTER OF INTENT: Educational Assistance

September 19, 2005

Mr. Omero Landi
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Landi,

The University agrees that employees in the bargaining unit shall be entitled to the benefits of the Educational Assistance Policy attached hereto.

Yours truly,

Christina Sass-Kortsak
Assistant Vice-President, Human Resources

INTRODUCTION

In keeping with its policy objective to provide staff members with opportunities for personal development and establish a working environment that will encourage them to develop their abilities, the University has designed this practice on Educational Assistance. Its provisions define the extent to which the University will financially assist staff to further their formal education.

TERMS OF REFERENCE

Qualifying staff members referred to below are those staff who are eligible in terms of University service (described under ELIGIBILITY) and have academic acceptability by the Faculty, School, Centre, etc., from whom the course is to be taken and the approval of the Department Head before beginning the course as described under PROCEDURES.

ELIGIBILITY

Bargaining unit employees holding administrative staff appointments whether full-time, part-time of twenty-five (25) percent or more, or sessional are eligible. In the case of part-time staff members, for the first three (3) years' continuous service, the funding is pro-rated in accordance with the part-time appointment.

PROVISIONS

1. One hundred (100) percent Tuition Waived

Tuition fees are waived for a qualifying staff member taking:

- 1) A University of Toronto degree course, up to and including the Master's level. For undergraduate courses, the maximum tuition waiver shall be limited to three (3) full courses during the Fall/Winter session, and one (1) full course during the Summer session and reimbursement will be limited to the equivalent general Arts & Science course tuition fee. For Master's level programmes the tuition waiver shall be limited to the part-time programme fee or two thousand five hundred (\$2,500) dollars per academic year, whichever is less. The University will also waive the balance of degree fee, to the lesser of the equivalent remaining programme fee or two thousand, five hundred (\$2,500) dollars per year, so long as the employee has already received a tuition waiver under this policy; or
- 2) a University of Toronto course taken as part of the "academic bridging" programme; or
- 3) a University of Toronto course taken as a "special student"; or
- 4) a diploma or certificate programme offered through Woodsworth College or other University of Toronto academic divisions, for which students are registered as University of Toronto students and receive diploma at Convocation in accordance with the University Policy on Diploma and Certificate Programmes. The maximum tuition waiver shall be limited to three (3) full courses during the Fall/Winter session, and one (1) full course during the summer session and reimbursement will be limited to the equivalent general Arts & Science course tuition fee.
- (5) courses offered by the School of Continuing Studies that are work or job related, up to a maximum of five hundred (\$500) dollars per course, and personal interest courses for which a taxable benefit is assessed up to a maximum of two hundred and fifty (\$250) dollars per course, with a combined maximum six (6) courses per academic year.

Courses should be taken outside of normal working hours. However, if the course is not otherwise available, one such course at a time may be taken during normal working hours provided the approval of the Department Head is obtained and alternative work arrangements are made.

2. Fifty (50) percent Tuition Reimbursed

Fifty (50) percent of tuition fees will be reimbursed to a qualifying staff member who shows successful completion of a job-related course given at a recognized educational institution (other than those in 1. above). Such courses should be taken on the staff member's own time, after normal working hours and must be either:

- 1) Individual skill improvement courses which are related to the staff member's present job or to jobs in the same field to which the staff member might logically aspire.
- 2) Courses of study leading to undergraduate certificates, diplomas or degrees offered at recognized educational institutions. Such courses must either be an asset to the staff member in the performance of his/her present job or directly related to his/her potential career. Individual courses, even though unrelated, will qualify provided they are a part of an eligible certificate, diploma or degree programmes.

LETTER OF INTENT: OISE and Former Group "C" Vacation Entitlement

September 19, 2005

Mr. Omero Landi
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Landi,

Notwithstanding Article 22:01:

- (i) Employees who transferred from the Ontario Institute for Studies in Education to the University of Toronto on July 1, 1996, under the terms of the integration agreement and whose vacation entitlement was red-circled at the level provided under the previous collective agreements with OISE, shall continue to have their vacation entitlement red-circled as per the earlier agreements, signed on March 27, 1997 (General Support Staff Association, CUPE local 3831), and September 23, 1997 (Professional Staff Association).
- (ii) Former Group "C" employees with less than ten (10) years' service effective the date of ratification whose vacation entitlement exceeds that set out in Article 22.01 (a list of whom is attached as Appendix B) will have their vacation entitlement red-circled at the existing level until they have ten (10) years' service, at which point vacation entitlement will be as per Article 22.01. This is a closed group of employees that will diminish to zero over time.

Yours truly,

Christina Sass-Kortsak
Assistant Vice-President, Human Resources

LETTER OF INTENT: Sessional Layoffs Faculty of Dentistry

September 19, 2005

Mr. Omero Landi
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Landi,

The University agrees that employees on sessional layoff in the Faculty of Dentistry may be afforded a one-month opportunity of employment if the following conditions are met: there is a need in the Faculty; the employees meet the technical demands of the position; the employees are qualified; and, the scheduling of the employees permit. If the above criteria are met, such opportunities shall be distributed on the basis of seniority.

Yours truly,

Christina Sass-Kortsak
Assistant Vice-President, Human Resources

LETTER OF INTENT: Employment of Students in Casual Positions

September 19, 2005

Mr. Omero Landi
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Landi

In excluding full-time students employed in casual positions from eligibility for transition to the staff-appointed bargaining unit under Article 2 of the staff-appointed agreement, the University does not intend to and will not increase the share of students in casual positions or the share of casual employees in total employment at the University within the combined scope of the two (2) bargaining units.

The University agrees that this matter may be reviewed at the Labour Management Committee. The University further agrees to give the Union access to data, on request, to enable it to evaluate employment practices in relation to this Letter.

Yours truly,

Christina Sass-Kortsak
Assistant Vice-President, Human Resources

LETTER OF INTENT: Trades and Utilities Health & Safety Committee

September 19, 2005

Mr. Omero Landi
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Landi,

The University agrees that the Union may elect or appoint one (1) bargaining unit member and one (1) alternate to the "Trades and Utilities Health & Safety Committee," as long as those members are physically located in the trades area.

Yours truly,

Christina Sass-Kortsak
Assistant Vice-President, Human Resources

LETTER OF INTENT: Uniforms, Faculty of Dentistry

September 19, 2005

Mr. Omero Landi
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Landi,

The parties agree that this letter of intent shall apply to clinical employees at the Faculty of Dentistry who are required to wear uniforms as part of their employment. The Faculty of Dentistry shall issue cheques no later than June 30th of each year of the collective agreement, in the amount of three hundred (300) dollars per employee to cover the cost of uniforms and shoes.

Yours truly,

Christina Sass-Kortsak
Assistant Vice-President, Human Resources

LETTER OF INTENT: Flag Protocol & International Day of Mourning

September 19, 2005

Mr. Omero Landi
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Landi,

The University will continue its practice of allowing the lowering of all flags flown at the workplace to half mast in honour and in recognition of the Day of Mourning. The University will continue to issue communication to the University of Toronto community acknowledging the International Day of Mourning, April 28 for workers killed or injured on the job.

Yours truly,

Christina Sass-Kortsak
Assistant Vice-President, Human Resources

LETTER OF INTENT: Health and Safety Release Time

September 19, 2005

Mr. Omero Landi
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Landi,

The University agrees to provide four (4) hours per year of paid release time for all Union elected or appointed JHSC members to attend a joint-sponsored meeting to discuss issues of mutual concern related to health and safety.

Yours truly,

Christina Sass-Kortsak
Assistant Vice-President, Human Resources

LETTER OF INTENT: Policy for VDT Operators

September 19, 2005

Mr. Omero Landi
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Landi,

The Parties agree to abide by the "Policy For VDT Operators" issued December 15, 1985, for employees concerned about exposure to VDTs.

Yours truly,

Christina Sass-Kortsak
Assistant Vice-President, Human Resources

LETTER OF INTENT: Public Transit Subsidy

September 19, 2005

Mr. Omero Landi
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Landi,

The University will continue to administer volume discounts on TTC passes as long as the TTC continues to provide the University of Toronto with volume discounts in the purchase of transit passes for the employees in the bargaining unit. The University and the Union agree to jointly approach the Mississauga Transit and Go Transit to discuss volume discounts in the purchase of transit passes for employees in the Bargaining Unit.

Yours truly,

Christina Sass-Kortsak
Assistant Vice-President, Human Resources

LETTER OF INTENT: Self-Funded Leave Plan

September 19, 2005

Mr. Omero Landi
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Landi,

Purpose

Eligible staff members may apply for a leave of absence of a minimum of three (3) consecutive months to a maximum of twelve (12) consecutive months, providing that such use does not contravene *Income Tax Act* Regulations.

Eligibility

Any full- or part-time employee with at least three (3) years of staff-appointed service at the University is eligible to apply for a self-funded leave. No employee may take a leave in the twelve months prior to his/her retirement. The employee must return to regular employment for a period that is not less than the leave of absence.

Application

Eligible staff members who wish to take a self-funded leave shall apply in writing to their Department Head with a copy to the appropriate local Human Resources Office at least six (6) months prior to the proposed commencement date of the salary deferral. The Department Head shall make his/her decision based on the operational requirements of the work unit.

Terms and Conditions

The percentage of salary deferred depends on the income required during the period of salary deferral and the income required during the leave. The maximum time a salary can be deferred is four (4) years, the minimum is one (1) year. The maximum amount of salary that an employee can defer in a taxation year is one third (33.3%) of annual salary and the amount of salary deferred must be equally distributed across the deferral years.

During the deferral year, the actual salary paid will be treated as employment income for the purpose of the *Income Tax Act*. All payments are subject to legislated deductions.

The leave must commence at the conclusion of the deferral period.

Payment of the Deferred Salary

The deferred salary will be paid in equal instalments on the regular pay dates for the duration of the leave.

Return from Leave

The University will hold the employee's position for the duration of the leave or if the position no longer exists, layoff provisions of the collective agreement shall apply. Seniority will continue to accrue during the employee's leave. During the leave, vacation will not accumulate and the employee will not be eligible for paid sick leave. In determining the salary level applicable following the employee's return, the period of leave shall not qualify for salary grid movement.

Benefits Continuation

Staff members interested in a self-funded leave should contact their local Human Resources Office for information on benefits continuation. Staff members may opt out of the benefits programme during the leave period.

Withdrawal

Withdrawal from the plan or postponement of the leave for reasons other than termination of employment, death, or disability requires the approval of the Vice-President—Human Resources & Equity in writing prior to the scheduled leave whether the withdrawal or postponement is initiated by the University or the individual. Upon withdrawal, the deferred salary will become payable in a lump sum and treated as such for tax, CPP and EI purposes.

This Plan is subject to Canada Revenue Agency approval.

Yours truly,

Christina Sass-Kortsak
Assistant Vice-President, Human Resources

LETTER OF INTENT: Campus Mail - Communications

September 19, 2005

Mr. Omero Landi
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Landi,

The University agrees to provide the Union with a campus mail address and access to and use of the campus mail system to send and receive communications with bargaining unit members.

Yours truly,

Christina Sass-Kortsak
Assistant Vice-President, Human Resources

LETTER OF INTENT: Job Evaluation Committee

September 19, 2005

Mr. Omero Landi
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Landi,

The Parties agree that each has invested significant resources and economics into the Job Evaluation Process to date.

The Parties agree that it is important to continue with the Job Evaluation Process during the life of this Collective Agreement with the view that the next round of Collective Bargaining will be the appropriate venue to negotiate the economic impact of Job Evaluation and that salary adjustments arising out of the job evaluation process will commence July 1, 2008 unless agreed otherwise.

The Parties agree that time-lines are significant to the on-going success of the Job Evaluation Process.

The Parties agree that the Job Evaluation Process will be completed no later than six (6) months prior to the expiry of this Collective Agreement.

The Parties agree that their commitment of time and resources as described in this letter are essential to completing the Job Evaluation Process within the specific time-line mentioned above.

The parties agree that they will reach agreement on the factor language and its application to the benchmark jobs, and that all benchmark jobs will be completed and agreed upon no later than December 21, 2005.

The University will provide the union with all completed outstanding job descriptions no later than December 21, 2005.

The Union's Job Evaluation Committee will be comprised of nine (9) members, selected by the Union who will serve on the committee for the life of this Collective Agreement. The University will provide such committee members with a leave of absence from their regular work in accordance with Article 13.05 of the Collective Agreement.

The University will pay the full costs of four (4) of the Union's committee members while on leave of absence and the Union will reimburse the University for release time for five (5) committee members.

The University will pay to the Local Union the amount of eight hundred (\$800) dollars per month during the life of this Collective Agreement for office space and equipment for the Union's Job Evaluation Committee.

Yours truly,

Christina Sass-Kortsak
Assistant Vice-President, Human Resources

Appendix A: Excluded Positions

(This is not a fixed list and will be updated periodically through the BURC, and any disputes regarding this list will be bound by the process as outlined in the BURC Minutes of Settlement)

<u>Department Name</u>	<u>Position</u>	
<u>FACULTY OF ARTS & SCIENCE</u>		
Commerce Career Development	Director, Commerce Career Services	28588
Office of the Dean	Director, Office of the Dean & Executive Assistant to the Dean	1259
	HR Generalist	1279
	Co-ordinator, Academic HR	1344
	Director of Communications	2340
	Manager, Administrative HR	6108
	Associate Director-Development & Alumni	7086
	Executive Director of Advancement	9970
	Chief Financial Officer	10922
	Director, Development & Alumni	11259
	Assistant Dean & Director, Planning & Infrastructure	12231
	Associate Director, Development Communications & Editor Ideas	12935
	Assistant Dean and Director of HR	13849
	Divisional Financial Officer	14312
	Senior Planner	18915
	AMS Development Officer-Senior Business Officer	22178
	Research & Planning Officer	29428
	Employment/Immigration & Academic HR Officer	27639
	Administrative Assistant	28034
	Secretary to the Dean	6580
	Assistant to the Vice Deans	8450
	Benefits Officer & HR Generalist	20195
	Faculty HR Assistant	23857
	HR Generalist	28877
Department of Astronomy and Astrophysics	Department Manager	3146
	Associate Director, DDO	18902
Department of Botany	Department Manager	6567
Department of Chemistry	Manager - IT & Electronics	631
	Supervisor, Machine & Glass Shop	4722
	Financial Officer	6764
	Supervisor, Chemical Stores	7960
	Administrative Manager	9355
Department of Computer Science	Director, Information Technology	12432
	Financial Officer	23858
	Administrative Officer	28622
Department of English	Department Manager	6591
Department of French	Financial Officer	13693
Department of Geography	Business Officer	1517
Department of Geology	Technical Services Coordinator	3392
	Business Officer	9294
Department of Germanic Language	Financial Officer	10261
Department of History	Business Officer	11625
Department of Mathematics	Department Manager	5188
Department of Near & Middle East	Financial Officer	529
Department of Philosophy	Business Officer	12728
Department of Physics	Atlas Project Engineer	675
	Financial Officer	823

	PCS Manager	5397
	Manager, Technical Service	10426
	Administrative Manager	14051
Department of Political Science	Department Manager	8082
Department of Psychology	Department Manager	11589
Department of Sociology	Business Officer	120
Department of Spanish & Portuguese	Business Officer	13588
Department of Statistics	Administrative Co-Ordinator	10839
	Specialist Financial Officer	19220
Department of Zoology	Manager, Technical Services	980
	Administrative Manager	10193
	Supervisor, Animal Facility	7516
Faculty Registrar	Associate Faculty Registrar-Registration Enrolment	1071
	Assistant Dean, Faculty Registrar & Secretary	7827
	Associate Faculty Registrar & Director, Student Affairs	13273
	Associate Registrar, Student Records Supervisor & Assoc. Director UTTC	13710
Department of Economics	Department Manager	3030
Commerce Programs	Associate Director, Commerce Programs	7180
Computing in the Humanities & Social Sciences	Director, CHASS	9816
Center for Medieval Studies	Business Officer	6536
Institute for History & Philosophy of Science & Technology	Business Manager & Executive Assistant to Director	4809
Munk Centre for International Studies	Executive Director	4498
	Executive Manager, Conference & Building Services	21547

DIVISION OF VICE-PRESIDENT & PROVOST

Early Learning Centre	Business Manager	28073
	Director, Early Learning Centre	28079
Transitional Year Program	Registrar and Computing Manager	20280
Office of Vice President & Provost	Assistant Provost	4258
	Office Manager	6019
	Assistant VP, Space & Facilities Planning	29700
	Director, International Research & Development	29825
	Director, Faculty Renewal	12630
	Assistant Vice-Provost	13135
	Special Projects Officer	28286
	Director, Strategic Computing	28386
	Director, Policy and Planning	28578
	Assistant Vice-Provost	13429
	Secretary to Vice Provost	1936
	Secretary to Vice-Provost	8366
	Executive Secretary	11248
	Secretary	21091
	Secretary to Assistant Provost & Provost	24395
	Secretary to Assistant Vice Provost	24565
	Senior Assistant to the Senior Employment Relations Legal Council	28529
Computing & Networking Service	Supervisor of Office Systems	117
	IBM System Supervisor	1811
	Director, UTCNS	2014
	Unix System Supervisor	2066
	Manager, WTS	2205
	Administrative Coordinator	2564
	Supervisor, Network Implementation	4097

	Manager, Security Administration	7566
	Supervisor Network Facilities Management & Development	8601
	Manager, Computer & Network Operations Support	9761
	Manager, Systems Support	9794
	Supervisor, Central Admin Support Team	23755
Accessibility Services	Manager, Accessibility Services for Students	1088
Office of Student Affairs	Business Manager, Student Affairs	8086
	Assistant Director, Student Affairs	10143
	LGBTQ Coordinator	20943
	Director of Student Affairs	21658
Career Centre	Manager, Information Systems	7805
	Associate Director/Marketing Manager	19528
	Director, Career Centre	28632
Housing Service	Director, Housing Service	2575
	Manager of Family Housing	12379
Counseling & Learn Skills Service	Director, Counseling & Learning Skills	6508
International Student Centre	Director, International Student Centre	18988
Health Service	Physician-in-Chief	156
	Staff Physician	7129
Psychiatric Service	Staff Psychiatrist	2371
	Staff Psychiatrist	7906
	Staff Psychiatrist	12508
	Staff Psychiatrist	12924
	Psychiatrist-in-Chief	19165
Aboriginal Student Service	Director, Office of Aboriginal Programs & Services	6145
UTC - Telecom & Financial	Manager, Financial Services	13518
	Director, UTC/Telecommunication & Financial Service	13792
Office of Vice-Provost, Planning	Assistant Vice-Provost	622
	Senior Planning & Budget Officer	30133
	Senior Planning & Budget Officer	30134
	Planning & Budget Officer	1645
	Assistant Planning and Budget Officer	1991
	Manager, Budget Coordination	4378
	Senior Planning & Budget Officer	4694
	Senior Planning & Budget Officer	4828
	Director, Budget Analysis & Management	5717
	Senior Planning & Budget Officer	7976
	Network Administrator	8822
	Business Officer & Senior Secretary	29870
	Senior Planning & Budget Officer	11532
	Intermediate Planning & Budget Officer	13599
	Director, Enrolment, Planning & Statistics	14309
	Senior Planning & Budget Officer, Enrolment Planning & Statistics	14781
	Senior Planning & Budget Officer	24223
	Intermediate Planning & Budget Officer	25716
	Intermediate Planning & Budget Officer	25721
	Senior Planning & Budget Officer	25825
	Staff Assistant	11279
Admissions and Awards	Assistant University Registrar- Awards	124
	Manager, Support Services	1027
	Financial Aid Manager	1536
	University Registrar & Director Admissions & Awards	2089
	Associate Director	3914

	Assistant University Registrar	7278
	Senior Admissions Policy Advisor & Manager, CES	10904
	Manager, Admissions Services	12848
	Assistant University Registrar- Admissions	13004
	Coordinator of University Awards	13709
Office of Space Management	Director, Space Management	727
	Manager, Office of Space Management	28928
Student Information Systems	Manager, Administrative Services	1911
	Manager Associated ROSI Systems	1937
	Director Student Info Systems	4967
	Manager, Operations & Technical Services	5561
	Manager, Client Services	8976
	Manager, Development	10406
International Student Exchange	Director, International Student Exchange Office	24359
Office of Student Services	Director, Student Services	1130
	Executive Assistant to Director, Student Services	5307
Office of Teaching Advancement	Associate Director	26034
Space & Facilities Planning	Director, Campus Facilities & Planning	3490
	Planning & Budget Officer, Space Inventory Analysis	9220
	Senior Planning & Budget Officer, Space Inventory Analysis	13213
	Planning & Budget Officer-Space Inventory Analysis	13665
	Planning & Budget Officer, Facilities Planner	20228
	Planning & Budget Officer	21674
	Senior Facility Planner & Special Project Coordinator	22630
	Planning & Budget Officer (Facilities Planner)	24681

DIVISION OF VICE-PRESIDENT DEVELOPMENT AND UNIVERSITY RELATIONS

DUA-Advancement Services	Manager, Document Systems	1454
	Associate Director, Donations Management, Restricted Funds Accounting	7133
	Associate Director, Records & DIS Management	7497
	Divisional Controller	25656
	Associate Director, Donation Management, Pledge & Gift Processing	26631
Department of Development	Senior Development Officer, Corporations & Foundations	258
	Associate Director Individual Giving	975
	Associate Director, International Advancement	2320
	Associate Director, Gift Planning	3387
	Senior Development Officer, Innis College	3836
	Senior Advisor, Foundations & Corporations	4341
	Manager, Office of the AVP Alumni & Development	5344
	Manager, Advancement Research	6649
	Executive Director, Major Gifts	7595
	Senior Development Officer	8322
	Senior Development Officer, Estates & Securities	9273
	Senior Development Officer	12890
	Manager, Annual Fund Programs	20281
	Director, Marketing Programs	22685
	Associate Director Alumni & Development	24146
	Manager of Telefund	28677
Department of Public Affairs	Editor & Manager, UofT Magazine	6114
	Associate Director, News Services	7126
	Editor, The Bulletin	12240
	Executive Assistant to the Director, Public Affairs	9766
Office of Vice President	Director, Public Affairs	1252

	Assistant VP University Advancement	5152
	Executive Secretary to the Vice President	12505
Alumni Affairs Department	Manager, Strategic Research & Data Analysis	1630
	Assistant Director, Alumni Affairs	6470
	Manager, UTAA & Special Events	9542
	Manager Electronic Communications	25898
	Director, Alumni Advancement	26605
Division of University Advancement - Central Admin. Campaign Office	Director, Operations	8110
	Associate Director, Donor Stewardship & Recognition	1984
	Associate Director Advancement Communications	6167
	Senior Development Officer, Cross Divisional Initiatives	9675
	Senior Develop Officer	11822
	Campaign Director	13387
	Senior Advisor to the VP/CAO	14029
	Manager, Special Events	14576

DIVISION OF VICE-PRESIDENT HUMAN RESOURCES

Office of VP-Human Resources	Assistant Vice President Human Resources	2347
	Special Assistant to the Vice President	6489
	Business Manager	13361
	Employment Equity & Ontario with Disability Act Officer	23848
	Legal Counsel to the Office VP&Provost & VPHR& Equity	25783
	Director, Family Care Office	26033
	Employment Relations Legal Counsel	26951
	Legal Counsel to Office of VP & Pro & VP HR & Equity	29141
	Legal Associate	29183
	Secretary	2435
	Assistant to Anti-Racism Officer	29206
	Anti-Racism and Cultural Diversity Officer	4779
	Sexual Harassment Officer	9742
	Status of Woman Officer	24114
	Administrative Assistant	2887
	Senior Secretary	8948
	Receptionist / Assistant to the Director	13469
	University Events Coordinator	21376
	Administrative Assistant - Status of Women Office	21623
Human Resources	Labour Relations Officer	1522
	Labour Relations Officer	30190
	Business Coordinator	3942
	Senior Labour Relations Officer	4256
	Occupational Health Nurse	4275
	Senior HR Generalist	6518
	Manager, Central Administrative HR	6788
	Disability Claim Consultant	6858
	WSIB Administrator	7204
	HR Generalist	7683
	Coordinator, Leadership Development	9022
	HR Research and Reporting Specialist	11286
	Director, Labour Relations	12265
	Senior HR Projects and Policy Specialist	31244
	Manager, Compensation	12448
	Coordinator, Career Services	12449
	Director, Benefits, Pension and Information Reporting	13283

	Director, Organizational and Staff Development	14585
	Network Administrator & Computer Support Specialist	14839
	Labour Relations Officer	18890
	Pensions Specialist	19012
	Manager, Payroll Services	19013
	Benefits Specialist	19011
	Human Resources Generalist	20591
	Manager, Labour Relations	23865
	Payroll Supervisor	24558
	Manager, Health and Well-Being	26647
	Disability Claim Consultant	28589
	Compensation and Data Specialist	29095
	Compensation and HR Analyst	29096
	Job Evaluation/Compensation Officer	29158
	HR Advisor	29723
	Counselor	5855
	HR Assistant	8610
	Management Assistant & Coordinator of Special Events	12961
	Secretary	29425
	Payroll and Benefits Representative	19007
	Payroll and Benefits Representative	19009
	Labour Relations Assistant	19018
	Payroll & Benefits Representative	19657
	Payroll and Benefits Representative	19659
	Payroll and Benefits Representative	20870
	Payroll & Benefits Representative	20916
	Pensions Assistant	24667
	Payroll Benefits Inquiry Representative	24778
	Benefits Representative	28843
	Manager Radiation Protection Services	2957
Environmental Health & Safety	Occupational Hygienist & Safety Specialist	4056
	Manager, Occupational Hygiene & Safety	5847
	Occupational Hygienist & Safety Specialist	7763
	Occupational Hygienist & Safety Specialist	25662
	Director, Environmental Health & Safety	28642
	Administrative Assistant	4548
	Administrative Assistant	7410

DIVISION OF VICE-PRESIDENT, RESEARCH

Office of Vice President, Research	Business Manager	3015
	Associate Director, Business Development, BUL	7883
	Director of Operations	11413
	AVP, Technology Transfer	14303
	Special Assistant to the AVP, Technology Transfer	19458
	Director Strategic Communications	19459
	Secretary	4138
	Executive Assistant to the VP, RAP	23856
	Secretary	29405
Research Services	University Veterinarian	6008
	Director, Research Grants & Accounting	12716
	Intellectual Property & Contract Counsel	19891
	Manager, Research Contracts	28534
	Manager, Ethics Review Unit	28598

International Liaison	Manager, Research Information Analysis	28736
Office of the VP-Government & Institutional Relations	Business Development Officer	21989
	Director, GRIP and Connaught Fund	8207

GOVERNING COUNCIL OFFICE

Office of Governing Council	Assistant Secretary of the Governing Council	5829
	Deputy Secretary of the Governing Council	8567
	Secretary of the Governing Council	9623
	Administrative Manager	10835
	Unclassified	23085
	Assistant Secretary of the Governing Council	23622
	Assistant Secretary of the Governing Council	23621
	Judicial Affairs Officer	24137
	Manager of Convocation & Governance Committee Secretary	26607
	Special Projects Officer	28316
	Secretary	1055
	Duplicating Center Supervisor/Web Officer	7023
	Administrative Assistant	11627
	Secretary	12010
	Meeting Coordinator	23655
Office of the Ombudsperson	Ombudsperson	167
	Secretary To Ombudsperson	12340

INNIS COLLEGE

Innis College	Dean of Residence	4859
	Assistant Principal (Students) & Registrar	28311
	Chief Administrative Officer	28699
	Assistant to the Principal	9448

NEW COLLEGE

New College	Registrar & Assistant Principal	6611
	Dean Of Students	12183
	Director of Business Services	19515
	Director, Business Development & International Programs	28997

OFFICE OF VICE-PRESIDENT, BUSINESS AFFAIRS

The Temporary Source	Manager, Temporary Source	26359
Financial Services Department	Business Analyst	707
	Business Analyst	6694
	Business Analyst	8294
	Business Analyst	8792
	Manager, FAST	10822
	Assistant Manager, FAST	13284
	Secretary	6255
	Business Officer	10848
	Chief Financial Officer	211
	Financial Accounting Analyst	1172
	Manager, Accounting Services	7187
	Manager, Systems & Financial Analysis	29559
	Manager, Accounting Services	10304
	Controller & Director Financial Services	10383
	Manager, Accounting Services	11752
	Senior Financial Analyst	19014

	Financial Analyst	22349
	Supervisor Accounting Services	26081
Student Accounts	Manager, Student Accounts	7145
Procurement Services	Director, Procurement Services	5698
	Strategic Purchasing Consultant	21437
	Associate Director	28684
Insurance & Risk Management	Director, Risk Management and Insurance	11841
Office of VP-Business Affairs	Finance & Development Counsel	4877
	Assistant VP Facilities & Services	6907
	Chief Capital Projects Officer	25826
	Special Assistant to the VP, Business Affairs	739
	Executive Secretary	9976
Capital Projects Department	Director, Real Estate	6765
Capital Accounting	Supervisor Capital Accounting	4753
<u>OFFICE VICE PROVOST & AVP (PLANNING & BUDGET)</u>		
Office of Student Recruitment	Assistant Director, Recruitment	2650
	Director, University Student Recruitment	18824
Classroom Technology Support	Manager, Classroom Technology Support	12236
<u>OFFICE OF THE PRESIDENT</u>		
Office of the President	Special Advisor to the President	5233
	Executive Secretary to the President	8745
	Special Assistant to the President	29701
	Business Officer & Senior Secretary	9865
	Associate Director and Assistant to the Chancellor	9911
	Director, Office of the President & University Events	12790
	University Events Manager	20440
	Correspondence Coordinator	30206
Internal Audit	Senior Auditor	2993
	Senior Auditor	8749
	Director, Internal Audit	10344
	Senior Auditor	10724
	Audit Manager	11738
	Audit Manager, Information Systems	12831
	Senior Auditor	19396
	Senior Auditor-Investments	26163
	Administrative Assistant	4317
Office of VP-Government Relations	Director of Operations	23850
	Director of Government Liaison	28612
	Policy and Research Officer	28989
<u>SCHOOL OF CONTINUING STUDIES</u>		
School of Continuing Studies	Executive Assistant, Directors' Office	1300
	Assistant Director & Registrar	2363
	Chief Financial Officer & Assistant Director	3413
	Director Continuing Studies	5502
	Director, IESL Program	26433
<u>UNIVERSITY COLLEGE</u>		
Office of the Principal	Dean Of Students	4269
	Alumni and Development Officer	4871
	Director of Alumni & Development	20584

Office of the Registrar	Executive Secretary to the Principal	5789
College Administration	Registrar	3344
University College: Art Centre	Chief Admin Officer	8279
	Director, University Art Centre	25638

UNIVERSITY OF TORONTO HART HOUSE

Hart House	Director, Finance and Information Technology	1075
	Facility Manager	9956
	Warden	12952
	Director, Athletics and Membership Services	13991
	Director of Program	18768
	Director of Catering and Events	20764
	Managing Director, Hart House Theatre	24136
	Executive Director, Advancement, Alumni Relations and Communications	26361
	Administrative Assistant to the Warden	14632

WOODSWORTH COLLEGE

Woodsworth College	Programme Director	5114
	Director Professional & International Programmes	13357
	Registrar	14229
	Chief Administrative Officer	22213
	Executive Director, Advancement Alumni & Communications	27354
	Dean of Students	27551
	Secretary to the Principal and Administration	5858

FACULTY OF DENTISTRY

Faculty of Dentistry	Manager, Human Resources	2908
	Assistant Dean, Development & Cont Dentistry Education	3145
	Manager, Computer Services	4733
	Director of Clinics	8364
	Assistant Dean, Administration	10869
	Coordinator, Safety, Policy & Procedures	13723
	Manager, Procurement & Building Services	14105
	Manager, Graduate Clinics	14826
	Manager, Undergraduate Clinics	24387
	Executive Director, Development & Alumni Relations	28240
	Manager, Financial Services	29033
	Dean's Secretary	297
	HR Administrator	10674
	Manager, Dental Technical Services	24204
	Secretary to the Director of Clinics	24523

UNIVERSITY OF TORONTO LIBRARY

Office of Chief Librarian	Administrative Assistant to the Chief Librarian	4855
	Assistant Director Public Affairs & Patron Relations	6755
	Associate Director, Advancement	7826
Thomas Fisher Rare Book Library	Supervisor, Bindery	1445
Access & Information Services	Evening/Sunday Supervisor	339
	Information Services Supervisor	3823
	Loan Services Supervisor	4470
	Extended Hours Supervisor	24669
	Supervisor of Storage Management	28458
Gerstein Science Information Centre	Supervisor, Access & Info., STL and ALTs	5343

Finance and Administration	Chief Administrative Officer	4124
	Assistant Director, Finance	6742
	Manager, Facilities, Security, Fire and Health & Safety	10203
	Manager Human Resources	11602
	Business Manager	11873
	HR Generalist	23922
	TCard Manager	24635
	HR Assistant	440
	HR Assistant	5450
Materials Processing	Head, Expedited Cataloguing Unit	14136
East Asian Library	Supervisor, Access & Collection Services	2747
Engineering Library	Supervisor-Circulation (Eng&CompSciLib)	477
Information Technology Service	Systems Administrator	5700
Information Commons	Director Information Commons	1820
	Manager, Digital Studio	5902
	Manager LAN & Workstation Technology Service	9469
Resource Centre for Academic Technology	Director, Resource Centre for Academic Technology	28647

FACULTY OF MEDICINE

R. Samuel McLaughlin Center for Molecular Medicine	Manager of Operations	27621
Medicine: Office of the Dean	Business Officer	360
	Coordinator Client Services & HR Generalist	641
	HR Advisor	2177
	Coordinator Occupational Health Safety & Security	2433
	Manager, Faculty Budget & Accounting	4127
	Manager, Donor Relations	5721
	Faculty Comptroller & CFO	5921
	Assistant Dean and Counsel	6549
	HR & Clinical Faculty Coordinator	7290
	Executive Director	8069
	Chief Administrative Officer	8754
	Director Human Resources	9227
	Associate Director	19409
	Coordinator Client Services & HR Generalist	21171
	Manager, Business Information Systems & Faculty Projects	26464
	Human Resources Advisor	28078
	Secretary to the Dean	21193
	Client Service Representative	22303
	Human Resources Secretary	25103
Office of Vice-Dean Research	Coordinator Research Administration	11585
Division of Comparative Medicine	Director, Division of Comparative Medicine	4513
	Facility Manager	13079
	Clinical Veterinarian	21605
Centre for Research in Education	Director Standardized Patient Program	26213
Computing Support Division	Manager	5634
Playfair Neurosciences Unit	Administrative Assistant	5388
Division of Teaching Labs	Business Officer	6109
	Technical Services Coordinator	6700
Banting & Best Department Medical Research	Business Officer	1566
	Temporary unclassified	22148
Department of Medical Genetics	Business Manager	29002
Department of Nutritional Science	Business Officer	3305
Department of Physiology	Business Officer	2632

Department of Anesthesia	Business Officer	7610
Department of Family & Community	Administrative Officer	11088
Department of Medicine	Business Manager	12636
Department of Obstetrics & Gynecology	Business Officer	12403
Department of Ophthalmology	Eyebank Manager	11482
Department of Laboratory Medicine & Pathobiology	Administrative Manager	5691
	Administrative Assistant	22273
Department of Psychiatry	Business Manager	13811
Department of Medical Imaging	Administrative Assistant	13549
Department of Occupational Therapy	Business Manager	12827
Department of Surgery	Business Manager	6353
Department of Health Policy, Management & Evaluation	Business Manager	12584
	Graduate Program Assistant	22044
Department of Public Health Science	Business Manager	3386
Department of Speech-Language Pathology	Business Officer	5774
Continuing Education, Medicine	Administrative Coordinator	6760
	Manager of Operations	26649
Admissions & Student Affairs	Administrative Coordinator, Student Affairs	9369
Postgrad Medical Education	Manager	4045
	Postgraduate Programs Administrator	7188
Department of Immunology	Business Officer	2914
	Administrative Graduate Assistant	8684
Joint Centre for Bioethics	Business Officer	24984
Banting & Best Diabetes Centre	Business Officer	2903
Undergrad Medical Education	Administrative Assistant to the Associate Dean	3741
	Administrative Manger	29600
	Registrar	24536
Centre for Research in Neurodegenerative Diseases	Business Officer	13322
International Medical Graduates-Ontario	Manager, Administrative Services	29699
	Executive Director	28383
	Director of Testing & Evaluation	29190
Department of Physical Therapy	Business Manager	22236
MedStore	Manager	3785
Centre for Research in Women's Health	Business Officer	4914
Institute of Aboriginal People	Assistant Director	2160
Institute of Population and Health	Assistant Director, CIHR-IPPH	804
Institute of Human Development, Child and Youth Health	Assistant Director	21506
Division of Educational Computing	Business Officer	25149
	Director, Academic Computing	29400
Rehabilitation Sector	Executive Assistant	25858
Centre for Cellular & Biomolecular	Business Manager	29204
Structural Genomics Consortium	Business Manager	27980
	Database and Instrumentation Engineer	28757
	Biotechnology Engineer	28758
	Biotechnology Engineer	28824
	Database and Instrumentation Engineer	28825
	Laboratory Manager - Core Services	28936
Medicine: Office of the Dean	HR Analyst	30295
	Director, Administrative Computing	30275

FACULTY OF MANAGEMENT

Joseph L. Rotman School	Assistant Dean, Administration & CAO	884
	Exec. Director Advancement Event/Strategy	2042

	Director, Development	4547
	Director, Financial Services	4085
	Director, Information Technology Services	8776
	Director, Building Operations & Services	422
	Assistant Dean, Advancement	12226
	Administrative Coordinator, IIB	12300
	Director, MBA Program Services	14740
	Director, Alumni & Community Relations	18916
	Manager, Human Resources Services	22392
	Assistant Dean, External Relations & Chief of Staff	23852
	Senior Financial Officer	24350
	Assistant Dean & Executive Director MBA	26186
	Director, Marketing & Communications	26288
	Planning & Special Projects Coordinator, Office of the CAO	26578
	Associate Director, Annual Giving	26977
	Administrative Coordinator, CIT	28450
	Administrative Coordinator, CCBE	28765
	Assistant to the Dean	3113
	HR Service Coordinator, Administrative	23772
	HR Service Coordinator, Academic	26287
Executive Programs & Development	Assistant Dean, Executive Development Programs	29467
	Managing Director, Executive Development Programs	19133

FACULTY OF INFORMATION STUDIES

Faculty of Information Studies	Service Coordinator	19215
	Director, Professional Learning Centre	29345
	Finance and Personnel Officer	1687
	Assistant Dean, Academic and Program	29365

FACULTY OF LAW

Faculty of Law	Assistant Dean, External Relations	4993
	Collection Service Coordinator	3347
	Assistant Dean, Students	14389
	Financial Officer	5148
	Chief Administrative Officer	12237
	Director, Special Projects	21488
	Director, Pro Bono Students Canada	25848
	Assistant Dean, Career Services	23426
	Assistant Dean, Graduate Studies	25849
	Assistant Dean, Alumni & Development	24433
	Executive Director, Centre for Innovation	21803
	Executive Director, Downtown Legal Services	24086
	Director, International Human Rights Program	23112
	Administrative Assistant / Secretary To Dean	9507
	Director, Career Development Programs	2285
	Executive Director, Capital Markets	24888

FACULTY OF MUSIC

Faculty of Music	Director, Development & Alumni Relations	4561
	Assistant Dean, Administration	19701

FACULTY OF SOCIAL WORK

Faculty of Social Work	Chief Administrative Officer	4916
	Campaign Director	22265

OISE/UT

Human Resource Services	Manager, Human Resources	6405
Registrar's Office	Registrar	869
Education Commons	Director, Academic Technology	2944
Dean's Office	Executive Assistant to the Dean	1543
	Chief Information Officer	29313
Finance	Faculty Comptroller	1433
	Finance Officer	23919
Education Commons	Director, Computing, Network & Media Services	23654
Student Services	Financial Aid Officer	20561
Operations & Services	Manager, Building Operations & Services	646
Human Resource Services	Human Resources Generalist	13207
	Payroll Assistant	24110
	Coordinator, Payroll and Benefits	18986
Finance	Chief Administrative Officer	11794
	Assistant to CAO	6055
Department of Curriculum, Teaching	Departmental Financial Administrator	8365
	Manager, Administrative Services	22063
Human Resource Services	Human Resources Generalist	11001
	HR Coordinator Special Projects	18838
Student Services	Director of Student Services	27053
ICS - M.A. Program	Campaign Director	27640
Dean's Office	Secretary to Dean	28746
	Senior Administrative Officer	793
	Senior Finance Officer 2	3290
	Executive Director, Development	3619
Continuing Education	Director, Continuing Education	19189
Centre for Urban Studies	Executive Director	30702

SCHOOL OF GRADUATE STUDIES

SGS General Administration	Director, Quality Assessment & Governance	5536
	Director, Support Services	7813
	Director, Information Systems	20770
	Business Service Officer	11040
Graduate House	Assistant Dean & Manager, Graduate House	20130
Canadian Institute for Theoretical Astrophysics	Executive Assistant	1
SGS General Administration	Director, Student Services	8654
	Executive Director of Development	12041

OFFICE OF VICE PRESIDENT BUSINESS AFFAIRS

Administrative Management	Information Technology Analyst	582
	Information Technology Analyst	751
	Manager, HRIS	918
	Information Technology Analyst	1263
	Information Technology Analyst	1979
	Manager, Business Intelligence & Web Service	3335
	Associate Director, AMS	5514
	Information Technology Analyst	6901
	Information Technology Analyst	11245
	Information Technology Specialist	12631

	Information Technology Analyst	13420
	Manager, FIS/RIS	13562
	HRIS Business Analyst	19084
	Information Technology Specialist	20239
	Manager, Technical Services	21259
	Senior Planning and Budget Officer	25782
Office of V-P Business Affairs	Director, AMS	14658
	Director, Ancillary Services	4976
Assistant V-P Facilities & Services	Director, Financial Services	9416
	Director, Utilities & Building Operations	6879
	Director, Building Services, Grounds & Trades	26614
	Manager, Property Management	3813
	Manager, Human Resources	9743
	Administrative Assistant	3418
Ancillary Services	Manager, Ancillary Services	11925
	Beverage Manager	28013
Building Services, Grounds & Trades	Manager, Campus Mail Services	7822
Administration: Financial Services	Manager, Payroll Services	265
	Manager, Systems Operations & Development	1927
	Manager, Financial Services	10500
Administration: HR	HR Generalist	24671
	Secretary, HR & Financial Services	612
Capital Projects: Construction	Senior Project Manager	4499
	Manager, Project Planning	12893
	Senior Project Manager	21218
	Senior Project Manager	23821
	Director, Capital Projects	23951
	Senior Project Manager	24199
	Senior Project Manager	24200
	Development Manager	26543
	Development Manager	26586
	Manager, Construction	28223
	Business Manager	28705
	Senior Project Manager	29102
	Administrative Assistant	11531
	Senior Project Manager	11610
Capital Projects: Design	Intermediate Electrical Engineer	4495
	Senior Architect	7125
	Senior Electrical Draftsman	10746
	Professional Engineer Officer	12118
	Senior Mechanical Engineer	13151
	Mechanical Engineer	23820
	Manager, Design & Engineering	8192
Utilities & Building Operations	Electrical Systems Engineer	1906
	Manager, Elevator Mechanics	2000
	Manager, Mechanical Operations & Maintenance	5349
	Chief Engineer, Central SteamPlant	1869
	Manager, Mechanical Operations & Maintenance	8224
	Manager, Mechanical Operations & Maintenance	9528
	Manager-Central Mechanical Services	11797
	Manager Building Mechanical Services	12746
	Manager, Electrical Systems	12803
	CCMS Supervisor	13556

	Manager Mechanical Operations & Maintenance	25003
	Manager, Environmental Hazards & Safety	27596
	Administrative Assistant	9174
F&S Police Services	Manager, Security Systems and Services	29523
	Sergeant	553
	Manager, Police Services	6944
	Sergeant	9759
	Sergeant	10023
	Sergeant	11086
	Staff Sergeant	21514
	Sergeant	25593
	Sergeant	29185
	Administrative Assistant	1351
	Community Safety Coordinator	6301
	Community Safety Worker	24301
Building Services, Grounds & Trades	Area Manager	3005
	Manager, Caretaking Services	4657
	Assistant Manager, Mechanical Trades	4778
	Manager, Fire Prevention Services	5044
	Assistant Manager, Trades Logistics	6981
	Manager, Grounds Services	7077
	Area Manager	10525
	Area Manager	12580
	Manager, Trade Services	14357
	Supervisor, Grounds Services	20187
Ancillary Services: Parking	Manager, Parking Services	2452
	Operations Manager	5113
Capital Projects: Real Estate	Director, Real Estate	6765
 <u>NURSING</u>		
Faculty of Nursing	Executive Assistant to the Dean	2896
	Registrar & Director of Student & Information Services	8929
	Assistant Dean, Administration	19105
	Director, Development & Alumni Relations	21949
	Business Manager	24371
 <u>PHARMACY</u>		
Faculty of Pharmacy	Director, Professional Development Center	30277
	Faculty Registrar	4025
	Finance Officer	5242
	Assistant Dean, Resources & Operations	29588
	Assistant Dean, Advancement	23902
 <u>FORESTRY</u>		
Faculty of Forestry	Financial Officer	14356
 <u>ARCHITECTURE, LANDSCAPE & DESIGN</u>		
Faculty of Architecture, Landscape & Design	Executive Assistant to the Dean	5879
	Assistant Dean, Administration	6965
	Director, Advancement	10661
 <u>PHYSICAL EDUCATION & HEALTH</u>		
Faculty of Physical Education & Health	Orthopedic Consultant	353

Facility Manager, Arena/Stadium	400
Clinic Manager	2540
Development Officer	2959
Facilities Manager	4475
Physician	4922
Director, Community Relations & Marketing	6224
Facility Manager, Pool	6371
Alumni Development Officer	6702
Director, Financial Services & Information Technology	7167
Head Sport Physician	7876
Assistant Dean, Administrative Services & Equity	8904
Assistant Dean, Co-Curricular Education	10603
Manager, Info Services	13872
Executive Assistant to the Dean	19186
Head Therapist	22667
Director, Campaign and Development	24002
Facilities Manager	24925
Executive Assistant to Assistant Dean - Admin.	19225
Executive Assistant to Assistant Dean - CCE	28861

APPLIED SCIENCE & ENGINEERING

APSC: Office of the Dean

Director, Human Resources	87
Human Resources Generalist	7540
Executive Director, Advancement	8467
Faculty Registrar	8941
Associate Director, Research & Graduate	19158
Chief Administrative Officer	20115
Finance Officer	20745
Director, Alumni Relations	22432
Human Resources Generalist	23001
Director, Office of the Dean	25733
Human Resources Administrator	26377
Director of Research & Innovation	27001
Director Engineering Student Recruit & Outreach Office	29043
Secretary To The Dean	8415
Professional Engineering Officer	8775
Manager, Space Flight Laboratory	19597
Spacecraft Computer Engineer	20064
Research Engineer	29558
Research Engineer	29855
Manager of Operations	21550
Division Administrator	13745
Business Officer, Administrative Services Coordinator	70
Manager of Administration	24394
Area Manager	10296
Office Manager	20100
Director, Strategic Research Systems	24129
Director, Operations and Planning	28886
Director of Advancement and Research	28887
Manager, Administrative Services	775
Administrative Officer	6651
Computer Systems Coordinator	6717
Lab Manager	13351

Institute for Aerospace Studies

Institute Biomaterials & Biomedical Engineering

Division of Engineering Science

Department of Chemical Engineering & Applied Chemistry

Department of Civil Engineering

Department of Electrical & Computer Engineering

Department of Mechanical & Industrial Engineering	Director, Administration and Finance	29542
	Engine Lab Manager	13455
Department of Materials Science	Laboratory Support Engineer	21416
	Manager, Administrative & Executive Assistant to the Chair	14324
APSC Administrative Units	Associate Registrar	7874
	Associate Registrar & Director, Admissions	8457
Engineering Computing Faculty	Director, Engineering Computing Facility	2873
Joint Program In Transportation	Business Officer	7769
	Transportation Analyst	13234
	Senior Transportation Analyst	22790
Professional Experience Year	Director, Engineering Career Centre	6172
Professional Development	Director, Professional Development Centre	14750
	Business Manager	24338

UNIVERSITY OF TORONTO AT MISSISSAUGA

UTM: Office of the Principal	Secretary to Council	1849
	Assistant to the Vice-President & Principal	9611
	Chief Administrative Officer	11246
	Assistant to the Chief Administrative Officer	19722
	Secretary	27326
Business Services	Director, Business Services	8483
	Accounting Supervisor	14723
	Assistant Director, Business Services	26932
	Budget & Planning Manager	29137
Registrarial Services	Registrar & Director of Enrolment Management	14258
	Executive Officer	27955
	Associate Registrar, Recruit, Admissions, Event	28204
	Associate Registrar	28674
UTM: Office of Advancement	Director, Advancement	4223
	Director, Marketing and Communications	28772
UTM: Facility Resources	Director, Infrastructure Facilities	6121
	Maintenance Engineering Supervisor	18836
	Director, Utilities and Grounds	26105
Athletics & Recreation	Director, Athletics and Recreation	8158
UTM: Residences	Director of Residence	2660
Campus Police	Manager, Police Services	14769
Computer Services	Manager, Computing Services	9314
Human Resource Services	Manager, Human Resource Services	932
	Human Resource Generalist	13803
	Salary & Benefits Administrator	13029
	Human Resource Generalist	28143
	Human Resource Assistant	6730
	Human Resource Generalist	29556
	Payroll Administrator	12671
	Human Resource/Payroll Administrator	18822
	Director, Career Centre UTM	9695
Micro Electronics	Manager, Micro Electronics	4690
Student Services	Assistant Principal Student Services/Dean of Student Affairs	4141
	Assistant to the Dean of Student Affairs	14089
Office of VP-Research	Director BIOTECC Operations	28599
UTM: Office of the Dean	Assistant Dean, Planning	29482
	Assistant Dean	27276
	Executive Assistant to the Office of the Dean	27630

OFFICE OF VICE PRESIDENT BUSINESS AFFAIRS

89 Chestnut Residence	Dean of Residence	27552
	Rooms Manager	27654
	Manager, Human Resources	27658
	Manager, Building Operations & Services	27659
	Manager, Food & Beverage Operations	27660
	Banquet Manager	27662
	Executive Chef	27661
	Manager, 89 Chestnut Residence	28014
	Human Resources/Payroll Administrator	27655
	Sous Chef	27657
	Sous Chef	28346

UNIVERSITY OF TORONTO AT SCARBOROUGH

SCAR:Office of the Principal	Assistant Principal & Director, Office of VP & Principal	29030
	Executive Secretary	9908
	Executive Assistant to Vice-President/Principal	28074
Office of Business Administrator	Assistant Principal (Business Affairs) & CAO	7439
	Institutional Research & Planning Office	10814
	Assistant to Associate Principal & Chief Administrative Officer	12689
Office of the Registrar	Registrar	3121
Facilities Management	Director- Facilities Management	4356
	Manager Engineering Operations & Maintenance	11772
	Manager Building Operations Division	25097
	Financial Officer	28702
	Director - Project Management	29153
	Supervisor, Caretaking Service	8318
Health & Wellness Centre	Director, Health & Wellness Centre	2973
	Health & Wellness Center, Physician	29214
Physical Education & Athletics	Director, Physical Education	7317
Department of Humanities	Administrative Assistant	12229
Department of Social Sciences	Administrative Assistant	9150
Department of Life Sciences	Financial Officer	11983
Department of Physical & Environment	Administrative Assistant	3245
Academic Advising & Career Centre	Director Academic Advising & Career Center	2090
Computing & Networking Services	Manager, Computer & Networking Services	3134
Human Resource Services	Assistant Human Resource Services	1973
	Manager, Personnel & Payroll Services	3100
	Human Resources Generalist	21830
	Human Resource Generalist	28644
	Human Resources Payroll Administrator	7837
	Payroll Assistant	12684
	Human Resources Assistant	27963
Financial Services	Financial Officer	12462
	Director, Financial Services	13160
	Financial Officer	13488
	Financial Officer- Business Operations	19776
	Budget & Accounting Analyst	28052
	Budget & Accounting Analyst	28053
Student Housing & Residence Life	Director, Student Housing & Residence Life	5008
Department of Management	Administrative Assistant	11746
University Police & Parking	Manager, Police Services	8185
	Assistant Manager, Police Services	27962

Office of Associate Principal - Facilities Rental & Conference	Assistant Principal & Executive Director of Advancement Manager, Facilities, Rental & Conference Services	13572 1525
Office of Student Affairs & Student Services	Assistant Principal (Students) & Executive Director of Student Affairs	3166
	Business Officer & Assistant to Executive Director of Student Affairs	18905
Department of Computing & Mathematics	Business Officer/Administration Assistant	26263

Positions Challenged By The Union As Of May 01, 2006

Office of the Vice President and Provost	Manager, Web Services Project Office	29470
Office of the Governing Council	Financial Assistant	29535
Financial Services Department	Supervisor, Trust Accounting Business Affairs	30680
Office of the Dean, UTM	Program and Planning Officer	30350
Knowledge Media Design Institute	Executive Director	30435
Department of Radiation Oncology	Administrative Manager	29602
Facilities & Services, Police Services	Community Safety Worker	30958

Appendix B: Employees from Former Group "C" with Fewer Than Ten Years' Service

<u>Surname</u>	<u>Initials</u>	<u>Job Title</u>	<u>Department Name</u>
ASTOORIAN	D	Systs Software Prog 3	Dept of Computer Science
AUGUSTIN	D	Appl Prog/Analyst 4	Student Information System
BASSANI	J	Appl Prog/Analyst 4	Student Information System
BOAL	J	One Level-01S	Administrative Management
BOSHOFF	J	Appl Prog/Analyst 4	Student Information System
DERKACH	DF	Systs Software Prog 3	Computing in the Humanities and Social Sciences
LAI	N	Appl Prog/Analyst 4	Student Information System
PORROVECCHIO	J	Systs Software Prog 3	Computing in the Humanities and Social Sciences
POWELL	B	Appl Prog/Analyst 5	Administrative Management
RYALL	M	Appl Prog/Analyst 4	Student Information System
SANDHU	B	Appl Prog/Analyst 4	Mathematical Finance Office
SCHEUHAMMER	J	One Level - 01S	Resource Centre for Academic Technology
VAN HUYSTEEN	L S	Appl Prog/Analyst 4	Student Information System

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