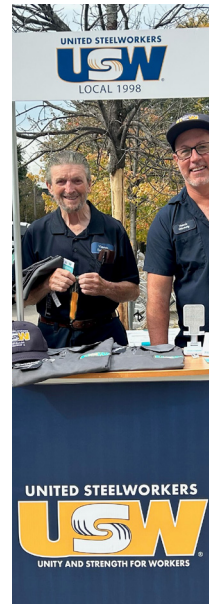


# Victoria University Unit

# Contract 2023-2026



## TENTATIVE AGREEMENT HIGHLIGHTS



**John Ankenman**  
USW Local 1998, Victoria  
University Unit President

### UNIT PRESIDENT'S MESSAGE

Dear Colleagues,

**Your negotiating team is unanimously recommending ratification of the tentative agreement that was recently negotiated with the Victoria University administration.** The tentative agreement

provides for a three-year contract with a start date of July 1, 2023 and an end date of June 30, 2026. If ratified, the tentative agreement will provide for across the board wage increases of 9% in the first year (retroactive to July 1, 2023), 2% in the second year and 1.8% in the third year. The tentative agreement also includes new provisions and improvements to existing contract provisions that address many of the priorities identified by members through their written survey submissions and their input at union townhall meetings.

Another result of bargaining was the rejection by the Union of a significant concession that the University proposed at the bargaining table. The University wanted to have language introduced into the collective agreement that would have all but eliminated overtime. They ended up withdrawing their proposal.

The success achieved in this round of bargaining was, in large part, the result of the hard work put in by Wanda Hughes, Adrian Rizzi and Colleen Burke as members of the negotiating team and Mark Austin, Mike Lau, Paul Robinson, Alex Thomson and Milly Weidhaas as members of the Strike Committee. Of course, the union solidarity demonstrated by the Unit's members, most notably by voting 96.6% in favour of a strike mandate, created strength that was crucial for our success.

In Solidarity,

John Ankenman  
USW Local 1998, Victoria University Unit President

### **Your Negotiating Team:**

John Ankenman, Wanda Hughes, Adrian Rizzi and Colleen Burke (USW Staff Representative)

# HIGHLIGHTS

TERMS OF THE AGREEMENT - 3 YEARS  
July 1, 2023 - June 30, 2026

## TERM OF AGREEMENT

Three years: July 1, 2023 – June 30, 2026

## WAGES – Front-loaded to get more money in your pocket sooner!

There will be across the board (ATB) wage increases as follows:

- 9% in the first year (retroactive to July 1, 2023)
- 2% in the second year
- 1.8% in the third year.

### DRAFT USW Wage Grid - Salaried Staff

July 1, 2023 - Wages increased by 9.0%

1-Jul-23	0	1	2	3	4	5	6	7	8
1	38,514.00	40,055.00	41,657.00	43,325.00	44,621.00	45,963.00	47,341.00	48,288.00	49,253.00
2	40,896.00	42,533.00	44,233.00	46,003.00	47,382.00	48,804.00	50,269.00	51,275.00	52,299.00
3	43,425.00	45,163.00	46,968.00	48,848.00	50,314.00	51,823.00	53,378.00	54,446.00	55,534.00
4	46,110.00	47,956.00	49,874.00	51,869.00	53,425.00	55,028.00	56,679.00	57,810.00	58,968.00
5	48,962.00	50,922.00	52,955.00	55,076.00	56,727.00	58,429.00	60,184.00	61,387.00	62,615.00
6	51,992.00	54,071.00	56,233.00	58,481.00	60,238.00	62,045.00	63,903.00	65,183.00	66,486.00
7	55,202.00	57,415.00	59,710.00	62,095.00	63,959.00	65,881.00	67,854.00	69,212.00	70,597.00
8	58,617.00	60,963.00	63,400.00	65,938.00	67,915.00	69,953.00	72,051.00	73,494.00	74,964.00
9	62,242.00	64,732.00	67,322.00	70,015.00	72,117.00	74,278.00	76,504.00	78,037.00	79,596.00
10	66,092.00	68,735.00	71,484.00	74,346.00	76,575.00	78,871.00	81,240.00	82,863.00	84,521.00
11	70,177.00	72,985.00	75,903.00	78,940.00	81,310.00	83,748.00	86,263.00	87,987.00	89,746.00
12	74,519.00	77,500.00	80,600.00	83,822.00	86,340.00	88,929.00	91,597.00	93,427.00	95,298.00
13	79,126.00	82,293.00	85,584.00	89,004.00	91,676.00	94,429.00	97,260.00	99,206.00	101,188.00
14	84,019.00	87,380.00	90,873.00	94,508.00	97,345.00	100,266.00	103,273.00	105,339.00	107,445.00
15	89,213.00	92,782.00	96,496.00	100,355.00	103,365.00	106,464.00	109,661.00	111,853.00	114,089.00
16	94,730.00	98,519.00	102,461.00	106,559.00	109,754.00	113,050.00	116,441.00	118,769.00	121,145.00
17	100,591.00	104,612.00	108,796.00	113,150.00	116,543.00	120,040.00	123,641.00	126,115.00	128,635.00
18	106,810.00	111,082.00	115,524.00	120,146.00	123,751.00	127,461.00	131,287.00	133,911.00	136,590.00
19	113,413.00	117,951.00	122,668.00	127,575.00	131,402.00	135,344.00	139,404.00	142,194.00	145,035.00
20	120,429.00	125,242.00	130,253.00	135,464.00	139,528.00	143,712.00	148,027.00	150,986.00	154,005.00

July 1, 2024 - Wages increased by 2.0%

1-Jul-24	0	1	2	3	4	5	6	7	8
1	39,284.00	40,856.00	42,490.00	44,192.00	45,513.00	46,882.00	48,288.00	49,254.00	50,238.00
2	41,714.00	43,384.00	45,118.00	46,923.00	48,330.00	49,780.00	51,274.00	52,301.00	53,345.00
3	44,294.00	46,066.00	47,907.00	49,825.00	51,320.00	52,859.00	54,446.00	55,535.00	56,645.00
4	47,032.00	48,915.00	50,871.00	52,906.00	54,494.00	56,129.00	57,813.00	58,966.00	60,147.00
5	49,941.00	51,940.00	54,014.00	56,178.00	57,862.00	59,598.00	61,388.00	62,615.00	63,867.00
6	53,032.00	55,152.00	57,358.00	59,651.00	61,443.00	63,286.00	65,181.00	66,487.00	67,816.00
7	56,306.00	58,563.00	60,904.00	63,337.00	65,238.00	67,199.00	69,211.00	70,596.00	72,009.00
8	59,789.00	62,182.00	64,668.00	67,257.00	69,273.00	71,352.00	73,492.00	74,964.00	76,463.00
9	63,487.00	66,027.00	68,668.00	71,415.00	73,559.00	75,764.00	78,034.00	79,598.00	81,188.00
10	67,414.00	70,110.00	72,914.00	75,833.00	78,107.00	80,448.00	82,865.00	84,520.00	86,211.00
11	71,581.00	74,445.00	77,421.00	80,519.00	82,936.00	85,423.00	87,988.00	89,747.00	91,541.00
12	76,009.00	79,050.00	82,212.00	85,498.00	88,067.00	90,708.00	93,429.00	95,296.00	97,204.00
13	80,709.00	83,939.00	87,296.00	90,784.00	93,510.00	96,318.00	99,205.00	101,190.00	103,212.00
14	85,699.00	89,128.00	92,690.00	96,398.00	99,292.00	102,271.00	105,338.00	107,446.00	109,594.00
15	90,997.00	94,638.00	98,426.00	102,362.00	105,432.00	108,593.00	111,854.00	114,090.00	116,371.00
16	96,625.00	100,489.00	104,510.00	108,690.00	111,949.00	115,311.00	118,770.00	121,144.00	123,568.00
17	102,603.00	106,704.00	110,972.00	115,413.00	118,874.00	122,441.00	126,114.00	128,637.00	131,208.00
18	108,946.00	113,304.00	117,834.00	122,549.00	126,226.00	130,010.00	133,913.00	136,589.00	139,322.00
19	115,681.00	120,310.00	125,121.00	130,127.00	134,030.00	138,051.00	142,192.00	145,038.00	147,936.00
20	122,838.00	127,747.00	132,858.00	138,173.00	142,319.00	146,586.00	150,988.00	154,006.00	157,085.00

July 1, 2025 - Wages increased by 1.8%

1-Jul-25	0	1	2	3	4	5	6	7	8
1	39,991.00	41,591.00	43,255.00	44,987.00	46,332.00	47,726.00	49,157.00	50,141.00	51,142.00
2	42,465.00	44,165.00	45,930.00	47,768.00	49,200.00	50,676.00	52,197.00	53,242.00	54,305.00
3	45,091.00	46,895.00	48,769.00	50,722.00	52,244.00	53,810.00	55,426.00	56,535.00	57,665.00
4	47,879.00	49,795.00	51,787.00	53,858.00	55,475.00	57,139.00	58,854.00	60,027.00	61,230.00
5	50,840.00	52,875.00	54,986.00	57,189.00	58,904.00	60,671.00	62,493.00	63,742.00	65,017.00
6	53,987.00	56,145.00	58,390.00	60,725.00	62,549.00	64,425.00	66,354.00	67,684.00	69,037.00
7	57,320.00	59,617.00	62,000.00	64,477.00	66,412.00	68,409.00	70,457.00	71,867.00	73,305.00
8	60,865.00	63,301.00	65,832.00	68,468.00	70,520.00	72,636.00	74,815.00	76,313.00	77,839.00
9	64,630.00	67,215.00	69,904.00	72,700.00	74,883.00	77,128.00	79,439.00	81,031.00	82,649.00
10	68,627.00	71,372.00	74,226.00	77,198.00	79,513.00	81,896.00	84,357.00	86,041.00	87,763.00
11	72,869.00	75,785.00	78,815.00	81,968.00	84,429.00	86,961.00	89,572.00	91,362.00	93,189.00
12	77,377.00	80,473.00	83,692.00	87,037.00	89,652.00	92,341.00	95,111.00	97,011.00	98,954.00
13	82,162.00	85,450.00	88,867.00	92,418.00	95,193.00	98,052.00	100,991.00	103,011.00	105,070.00
14	87,242.00	90,732.00	94,358.00	98,133.00	101,079.00	104,112.00	107,234.00	109,380.00	111,567.00
15	92,635.00	96,341.00	100,198.00	104,205.00	107,330.00	110,548.00	113,867.00	116,144.00	118,466.00
16	98,364.00	102,298.00	106,391.00	110,646.00	113,964.00	117,387.00	120,908.00	123,325.00	125,792.00
17	104,450.00	108,625.00	112,969.00	117,490.00	121,014.00	124,645.00	128,384.00	130,952.00	133,570.00
18	110,907.00	115,343.00	119,955.00	124,755.00	128,498.00	132,350.00	136,323.00	139,048.00	141,830.00
19	117,763.00	122,476.00	127,373.00	132,469.00	136,443.00	140,536.00	144,751.00	147,649.00	150,599.00
20	125,049.00	130,046.00	135,249.00	140,660.00	144,881.00	149,225.00	153,706.00	156,778.00	159,913.00

## DRAFT USW Wage Grid - Hourly-Paid Staff

July 1, 2023 - Wages increased by 9.0%

Pay Bands	Job Class	Hiring Rate Probationary Rate (1 to 60 working days)	Step 1 Confirmed Rate (after 60 active working days for full time or after 480 hours worked for part- time employees)	Step 2 After 1 year for of full- time employment, or equivalent hours for part- time employees (2080 hours including vacation & authorized leaves)
1	Dishwasher/Porter Mailroom Clerk	\$19.71	\$21.28	\$23.84
2	Food Service Production Housekeeper Cashier Cleaner-Food Services Cook Apprentice	\$21.08	\$22.78	\$25.52
3	Printer Groundskeeper	\$22.14	\$23.91	\$26.78
4	Cook/Baker Reception/Residence Front Desk Day/Evening	\$23.47	\$25.35	\$28.38
5	Maintenance Helper Building Services Technician Reception/Residence Front Desk Overnight	\$24.86	\$26.86	\$30.08
6	Handyperson Lead Hand Food Service Nightwatch AV Support- Mailroom Lead Hand Housekeeper	\$26.37	\$28.48	\$31.89
7	Building Operator	\$27.95	\$30.17	\$33.80
8	Lead Hand Nightwatch Lead Hand Residence Front Desk	\$29.63	\$31.98	\$35.83
9	Lead Hand Groundskeeper First Cook Locksmith	\$31.40	\$33.92	\$37.99
10	Sous Chef	\$33.29	\$35.94	\$40.28
11	Tradesperson (Electrician/HVAC/Plumber/ Carpenter)	\$35.28	\$38.11	\$42.67

Pay Bands	Job Class	Hiring Rate Probationary Rate (1 to 60 working days)	Step 1 Confirmed Rate (after 60 active working days for full time or after 480 hours worked for part- time employees)	Step 2 After 1 year for of full- time employment, or equivalent hours for part- time employees (2080 hours including vacation & authorized leaves)
12		\$37.41	\$40.40	\$45.24
13	Lead Hand Tradesperson	\$39.63	\$42.82	\$47.95
14		\$42.00	\$45.38	\$50.82
15		\$44.53	\$48.10	\$53.87
16		\$47.22	\$51.00	\$57.11
17		\$50.04	\$54.05	\$60.54
18		\$53.05	\$57.29	\$64.18
19		\$56.22	\$60.72	\$68.03
20		\$59.60	\$64.36	\$72.10

July 1, 2024 - Wages increased by 2.0%

Pay Bands	Job Class	Hiring Rate Probationary Rate (1 to 60 working days)	Step 1 Confirmed Rate (after 60 active working days for full time or after 480 hours worked for part- time employees)	Step 2 After 1 year for of full- time employment, or equivalent hours for part- time employees (2080 hours including vacation & authorized leaves)
1	Dishwasher/Porter Mailroom Clerk	\$20.10	\$21.71	\$24.32
2	Food Service Production Housekeeper Cashier Cleaner-Food Services Cook Apprentice	\$21.50	\$23.24	\$26.03
3	Printer Groundskeeper	\$22.58	\$24.39	\$27.32

# HIGHLIGHTS

TERMS OF THE AGREEMENT - 3 YEARS  
July 1, 2023 - June 30, 2026

Pay Bands	Job Class	Hiring Rate Probationary Rate (1 to 60 working days)	Step 1 Confirmed Rate (after 60 active working days for full time or after 480 hours worked for part- time employees)	Step 2 After 1 year for of full- time employment, or equivalent hours for part- time employees (2080 hours including vacation & authorized leaves)
4	Cook/Baker Reception/Residence Front Desk Day/Evening	\$23.94	\$25.86	\$28.95
5	Maintenance Helper Building Services Technician Reception/Residence Front Desk Overnight	\$25.36	\$27.40	\$30.68
6	Handyperson Lead Hand Food Service Nightwatch AV Support- Mailroom Lead Hand Housekeeper	\$26.90	\$29.05	\$32.53
7	Building Operator	\$28.51	\$30.77	\$34.48
8	Lead Hand Nightwatch Lead Hand Residence Front Desk	\$30.22	\$32.62	\$36.55
9	Lead Hand Groundskeeper First Cook Locksmith	\$32.03	\$34.60	\$38.75
10	Sous Chef	\$33.96	\$36.66	\$41.09
11	Tradesperson (Electrician/HVAC/Plumber/ Carpenter)	\$35.99	\$38.87	\$43.52
12		\$38.16	\$41.21	\$46.14
13	Lead Hand Tradesperson	\$40.42	\$43.68	\$48.91
14		\$42.84	\$46.29	\$51.84
15		\$45.42	\$49.06	\$54.95
16		\$48.16	\$52.02	\$58.25
17		\$51.04	\$55.13	\$61.75
18		\$54.11	\$58.44	\$65.46
19		\$57.34	\$61.93	\$69.39
20		\$60.79	\$65.65	\$73.54

July 1, 2025 - Wages increased by 1.8%

Pay Bands	Job Class	Hiring Rate Probationary Rate (1 to 60 working days)	Step 1 Confirmed Rate (after 60 active working days for full time or after 480 hours worked for part- time employees)	Step 2 After 1 year for of full- time employment, or equivalent hours for part- time employees (2080 hours including vacation & authorized leaves)
1	Dishwasher/Porter Mailroom Clerk	\$20.46	\$22.10	\$24.76
2	Food Service Production Housekeeper Cashier Cleaner-Food Services Cook Apprentice	\$21.89	\$23.66	\$26.50
3	Printer Groundskeeper	\$22.99	\$24.83	\$27.81
4	Cook/Baker Reception/Residence Front Desk Day/Evening	\$24.37	\$26.33	\$29.47
5	Maintenance Helper Building Services Technician Reception/Residence Front Desk Overnight	\$25.82	\$27.89	\$31.23
6	Handyperson Lead Hand Food Service Nightwatch AV Support- Mailroom Lead Hand Housekeeper	\$27.38	\$29.57	\$33.12
7	Building Operator	\$29.02	\$31.32	\$35.10
8	Lead Hand Nightwatch Lead Hand Residence Front Desk	\$30.76	\$33.21	\$37.21
9	Lead Hand Groundskeeper First Cook Locksmith	\$32.61	\$35.22	\$39.45
10	Sous Chef	\$34.57	\$37.32	\$41.83
11	Tradesperson (Electrician/HVAC/Plumber/ Carpenter)	\$36.64	\$39.57	\$44.30
12		\$38.85	\$41.95	\$46.97



# HIGHLIGHTS

TERMS OF THE AGREEMENT - 3 YEARS  
July 1, 2023 - June 30, 2026

Pay Bands	Job Class	Hiring Rate Probationary Rate (1 to 60 working days)	Step 1 Confirmed Rate (after 60 active working days for full time or after 480 hours worked for part- time employees)	Step 2 After 1 year for of full- time employment, or equivalent hours for part- time employees (2080 hours including vacation & authorized leaves)
13	Lead Hand Tradesperson	\$41.15	\$44.47	\$49.79
14		\$43.61	\$47.12	\$52.77
15		\$46.24	\$49.94	\$55.94
16		\$49.03	\$52.96	\$59.30
17		\$51.96	\$56.12	\$62.86
18		\$55.08	\$59.49	\$66.64
19		\$58.37	\$63.04	\$70.64
20		\$61.88	\$66.83	\$74.86

## HEALTH CARE BENEFIT IMPROVEMENTS

### PARAMEDICAL

- Effective December 1, 2023, the combined maximum amount for paramedical services (Chiropractor, Physiotherapist, Registered Massage Therapist, Naturopath, Osteopath, Acupuncturist, Homeopath and Occupational Therapist) will be increased by \$200 to \$1,300.

### VISION CARE

- Effective December 1, 2023, the combined maximum amount of coverage for laser eye surgery, prescription eyeglasses and contact lenses will be increased by \$50 to \$650 every 24 months.

### MENTAL HEALTH CARE

- Effective December 1, 2023 the combined maximum amount of coverage for mental health care provided by a Registered Psychologist, Master of Social Work or Psychotherapist will be increased by \$280 to \$2,680 per benefit year.
- Effective July 1, 2024 the combined maximum amount of coverage for mental health care provided by a Registered Psychologist, Master of Social Work or Psychotherapist will be increased by \$90 to \$2,770 per benefit year.



- Effective July 1, 2025, the combined maximum amount of coverage for mental health care provided by a Registered Psychologist, Master of Social Work or Psychotherapist will be increased by \$100 to \$2,870 per benefit year.

## **DENTAL CARE**

- Effective December 1, 2023, the maximum amount for major restorative dental care will be increased by \$100 to \$2,350 per benefit year.
- Effective December 1, 2023, implement 50% coverage for anaesthesia for basic dental services for dependent children under the age of 21, in accordance with the terms of the benefit plan.

## **HEARING**

- Effective December 1, 2023, the maximum amount for hearing aids, including cochlear implants, by \$300 to \$800 per ear every 36 months

## **DRUG**

- Effective December 1, 2023, the dispensing fee coverage for prescription drugs will be increased by \$1.00 to \$7.50.

## **OTHER IMPROVEMENTS**

### **INCREASE IN PERSONAL DAYS**

The number of personal days will be increased from three (3) full days or six (6) half days to four (4) full days or eight (8) half days.

### **PENSION BRIDGE BENEFIT**

The pension bridge benefit has been renewed and will be in effect upon ratification of the tentative agreement.

## **LIEU TIME HOURS FOR HOURLY-PAID EMPLOYEES AS A SUBSTITUTE FOR SUMMER HOURS**

The tentative agreement introduces sixteen (16) hours of lieu time for hourly-paid employees to use as paid time off work. This new provision is the result of the Union's persistence over several rounds of bargaining to try to address the long-standing exclusion, due to the nature of their work, of hourly-paid employees from the summer hours program. The number of lieu hours are prorated for time spent on temporary layoff and they are prorated for part-time employees based on the employee's percentage of full-time appointment.

## **BEREAVEMENT LEAVE**

The scope of bereavement leave will be expanded so that members are eligible to take three bereavement days when a person who is not a relative listed in the bereavement leave provision, but whose impact on the member is comparable to that of an immediate family member, dies. This change in language allows for a member to take bereavement leave when a close friend dies.

## **CASUAL B EMPLOYEES NO LONGER STUCK AT THE HIRING RATE**

Instead of being permanently stuck at the hiring rate of their job class, Casual Category B employees whose job is linked to a payband on a USW wage grid, will now move through the pay band steps up to the maximum wage rate.

## **PAID SICK SHIFTS FOR CASUAL EMPLOYEES**

The tentative agreement introduces paid sick shifts for casual employees. Our casual employee members will now have two (2) paid sick shifts per year.

## **EDUCATIONAL ASSISTANCE**

The Letter of Intent - Education Assistance has been amended so that the amount of the waiver for University of Toronto Master's, flex-time Ph.D. programs and part-time doctoral studies will be increased by \$700 to a maximum of \$3,200 per year.

The options for non-degree courses that are eligible for a tuition waiver will be expanded to all U of T divisions that offer the courses and the maximum tuition waiver for work or job related courses will increase by \$50 to \$800.

## **INCREASED ENHANCED SEVERANCE**

Starting at 11 years of service, the amount of enhanced severance owed to an employees who are laid off and decide to take termination on their layoff date will be increased.

## **ALTERNATIVE WORK ARRANGEMENTS**

The tentative agreement includes new language that compels management to consider the duties, tasks and overall functions of individual jobs when they are considering an alternative work arrangement (AWA) request.

There is new language that provides for a fifteen (15) working day deadline for a manager to respond in writing to an employee's AWA request and, except in emergencies, unforeseen circumstances and situations beyond the University's control, a minimum of six (6) weeks notice period will be in place for situations involving an employee receiving notification that their AWA is being altered or ended.

When a manager determines that an AWA request cannot be granted or needs to be adjusted, there is new language that compels them to provide a rationale for their decision.

There will be new language that compels managers to use, when operationally feasible, seniority to determine which employee's AWA request prevails when two requests are similar enough so that both cannot be granted

## **PROTECTION AGAINST THE AVOIDANCE OF OVERTIME PAY**

There is new language in the tentative agreement that gives members who are scheduled to work at a conference, event or function that falls outside of their regular work hours the option of adjusting their start and/or end time on the same day so that they do not work overtime. This option is only implemented if requested by the member. The new language clearly states that nothing in the article allows for the reduction of a member's overtime rights or for the reduction of their normal working hours. In other words, we now have contract language that more clearly indicates that managers who adjust their employees' start and/or end times to avoid paying overtime are in violation of the collective agreement. The legacy wording that indicates that the article does not apply to Food Services from May 1 to August 31 remains.

## **LETTER OF INTENT: SUMMER HOURS FOR SALARIED STAFF**

New language has been added to this Letter of Intent that compels a manager of salaried employees to provide a written rationale for why they have determined that the four-day condensed work week summer hours option is not practical.

## **LAYOFF PROVISIONS**

In a temporary layoff situation where a laid off employee chooses to displace a junior employee in an equally paid or lower paid job classification and such an opportunity exists within their home department, the laid off employee will exercise their displacement rights within their home department. If the laid off employee does not have the opportunity to displace a junior employee in an equally paid job classification within their home department and there is an opportunity to displace a junior employee in a lower paid job classification within their home department, they will do so and be paid their higher wage rate for all hours worked in the lower paid job. If there is no opportunity for a laid off employee to displace a junior employee in their home department, they can displace a junior employee in an equally paid or lower paid job classification outside of their home department. There are no changes to the displacement process in the case of an indefinite layoff.

There is an increase from five (5) days to eight (8) days of training and familiarization for members who are temporarily laid off and choose to displace a junior employee in another job class in the same or lower pay band.

There is an increase from five (5) days to ten (10) days of training and familiarization for members who are indefinitely laid off and choose to displace a junior employee in another job class in the same or lower pay band.

Language is included that ensures members on temporary layoff who are recalled to work early have the right to delay their return to work until their original recall date.

The Union negotiated a provision that will obligate the University to share a confidential written summary of forecasted business activity for the coming summer.

## **THE UNIVERSITY USE OF TEMP AGENCY & CONTRACTED WORKERS**

The Union has been active in pushing back on the University's overuse of temp agency and contracted out/in workers. In this round of bargaining, we were successful in negotiating language that acts as a restatement by the University that it is not their intention or expectation to use managers, temp agency, contracted out and contracted in workers to do bargaining unit work.

There is also new language that provides an opportunity for Food Services casual and part-time employee members to sign up to a roster from which management will, before they hire temp agency workers, recruit staff to fill scheduling needs that arise more than 24 hours ahead of the planned shift.

## **HIRING PRACTICES**

There is new language that acts as a restatement by the University that it is not their intention or expectation to use casual employees to circumvent the posting and filling of part-time and full-time bargaining unit jobs.

There is also language that acts as a statement by the University that it is not their intention or expectation to use part-time employees to circumvent the posting and filling of full-time bargaining unit jobs.

## **SCHEDULING A FULL DAY SHIFT VERSUS TWO PARTIAL SHIFTS**

New wording is included in the tentative agreement that will lead the University to schedule one full-day shift rather than two partial shifts when the partial shifts are in the same job class and are not overlapping.

## **EMPLOYMENT DEVELOPMENT AND FEEDBACK**

There is a new Letter of Intent: Employee Development and Feedback. The Union resisted the University's proposal for a performance review process for all employees in the bargaining unit. In the end, we agreed to a process that focuses on annual constructive feedback and career development for salaried employee members that is strictly verbal (with no written record), and we got language included in the letter that clearly states that the content of the verbal conversation between a manager and an employee will not be used for the purposes of performance improvement or discipline.

## UNION/MANAGEMENT WORKING COMMITTEE ON SCHEDULING IN FOOD SERVICES

There is a new Letter of Intent that provides for the creation of a union/management working committee that will address the scheduling of Food Services shifts on statutory holidays and the length of time between Food Services shifts.

## **Your Bargaining Committee unanimously recommends acceptance of this tentative collective agreement**

### TENTATIVE AGREEMENT & UPP RATIFICATION INFORMATION SESSIONS

#### LOCATIONS & TIMES:

- 1) Thursday, October 26 (three sessions)  
Old Vic Chapel (Room 213) for in-person attendance and on Zoom  
11:00 a.m. – 12:30 p.m.  
2:00 – 3:30 p.m.  
4:00 – 5:30 p.m.
- 2) Friday, October 27  
On Zoom  
2:30 – 4:00 p.m.
- 3) Saturday, October 28  
Old Vic Chapel (Room 213) for in-person attendance and on Zoom  
11:00 a.m. – 12:30 p.m.
- 4) Sunday, October 29  
Old Vic Basement lunchroom for in-person attendance  
10:00 - 11:30 p.m.

Due to the time of night this session is scheduled to start and the fact that the building will be fully locked, the session will be open to only the staff at work on campus at the time.

## **TENTATIVE AGREEMENT & UPP RATIFICATION VOTING DETAILS**

Two separate votes will be conducted. One will be for the ratification of the tentative agreement for a renewal contract. The other will be to determine whether the Union consents to have the Victoria University Pension Plan moved into the University Pension Plan (UPP).

All members can cast a ballot in the tentative agreement ratification vote.

### **THE TENTATIVE AGREEMENT RATIFICATION BALLOT WILL READ:**

**I vote to ACCEPT the tentative agreement as recommended by the Bargaining Committee.**

**I vote to REJECT the tentative agreement and authorize the Bargaining Committee to implement a strike if necessary.**

Only members who are currently in the Victoria University Pension Plan can cast a ballot in the pension plan vote.

### **THE PENSION RATIFICATION BALLOT WILL READ:**

**Do you support the October 24, 2023 Memorandum of Agreement between USW Local 1998 and the Board of Regents of Victoria University, and the conversion of the Victoria University Pension Plan into the University Pension Plan (UPP)?**

**YES**

**NO**

## **IN-PERSON, ON CAMPUS VOTING**

Please bring one piece of personal identification to the voting station.

### **Dates & Times:**

On Thursday, October 26, in person voting by hard copy ballot for both votes will start near the end of the first information session and will continue to 6:00 p.m.



On Saturday, October 28, in person voting by hard copy ballot for both votes will start near the end of the information session and will continue to 2:30 p.m.

On Sunday, October 29, in person voting by hard copy ballot for both votes will start near the end of the information session and will continue to 12:00 a.m. or until all members working that night have voted.

## **ONLINE VOTING**

Dates & Times: Monday, October 30 at 11:00 a.m. to Tuesday, October 31 at 11:59 p.m.

Members who do not cast a tentative agreement ratification ballot in person will be sent an email that includes a digital link for the online tentative agreement ratification vote.

Members who are eligible to cast a ballot in the pension ratification vote and who have not voted in person will be sent an email that includes a digital link for the online pension ratification vote. You must be currently enrolled in the Victoria University Pension Plan to be eligible to cast a ballot in the pension ratification vote.

Members who are eligible to cast a ballot in both votes will receive a separate email for each vote.

If you do not see the email in your inbox by 11:15 a.m. on October 11, please check your 'other' inbox and/or your 'junk mail' file. If you still cannot find the email, please send an email to [info@usw1998.ca](mailto:info@usw1998.ca)

***United We Bargain,  
Together We Win!***



**MEMORANDUM OF SETTLEMENT****BETWEEN****THE BOARD OF REGENTS OF VICTORIA UNIVERSITY**

(hereinafter referred to as "the University")

-and-

**UNITED STEEL, PAPER AND FORESTRY, RUBBER, MANUFACTURING, ENERGY,  
ALLIED INDUSTRIAL AND SERVICE WORKERS INTERNATIONAL UNION (UNITED****STEELWORKERS)**

(hereinafter called "the Union")

**MEMORANDUM OF AGREEMENT FOR A RENEWAL COLLECTIVE AGREEMENT**

1. The members of the parties' respective negotiating committees hereby agree to unanimously recommend to their principals for ratification a renewal collective agreement on the terms and conditions set out herein.
2. The term of the renewal collective agreement shall be from July 1, 2023 to June 30, 2026.
3. All matters previously settled and agreed to by the parties prior to the date hereof and attached hereto.
4. Wages and Salaries:
  - a. Across-the-Board (ATB) increases to be applied to Schedule A – Salary Grid
    - i. July 1, 2023 9% ATB increase to be applied to the June 30, 2023 base salary
    - ii. July 1, 2024 2% ATB increase to be applied to June 30, 2024 base salary
    - iii. July 1, 2025 1.8% ATB increase to be applied to June 30, 2025 base salary
4. Benefits:
  - a. Effective December 1, 2023 :
 

Paramedical

    - Increase in the combined maximum for Massage, Physiotherapy, Chiropractic, Naturopath, Osteopath, Acupuncturist, Homeopath & Occupational Therapist from **\$1,100 to \$1,300 per benefit year**

Vision

    - Increase in the maximum for prescription eyeglasses or contact lenses from **\$600 to \$650 every 24 months**
    - Eye exams remain at \$105 every 24 months

### Mental Health Care

- Increase in the combined maximum for Psychological, Master of Social Work or Psychotherapist from **\$2,400 to \$2,680 in Year 1, to \$2,770 in Year 2 and to \$2,870 in Year 3**

### Dental

- Increase in Major Services from **\$2,250 to \$2,350**
- Include **50% coverage** for anaesthesia for basic dental services for dependent children under the age of 21, in accordance with the terms of the benefit plan

### Hearing

- Increase the maximum for hearing aids from **\$500 to \$800 per ear every 36 months, including cochlear implants**

### Drug

- Increase in the dispensing fee coverage for prescription drugs from **\$6.50 to \$7.50**

### Educational Assistance

- ~~Those Non-degree credit~~ courses offered by the School of Continuing Studies and other University of Toronto divisions that are work or job related, up to a maximum of \$800 per course, and personal interest courses for which a taxable benefit is assessed up to a maximum of \$350 per course, with a combined maximum 4 courses per academic year.

### 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), up to a maximum of \$750 per course and a combined maximum of 4 courses per academic year. Such courses should be taken on the staff member's own time, after normal working hours and must be either:
- University of Toronto ~~or Ontario Institute for Studies in Education~~ degree course, up to and including ~~the Master's level~~, flex-time Ph.D. programs and part-time doctoral studies. For undergraduate courses, the maximum tuition waiver shall be limited to three (3) full courses during the Fall/Winter session, and two (2) full courses during the Summer session and reimbursement will be limited to the equivalent general Arts and Science course tuition fee. For Master's level programs, flex-time Ph.D. programs and part-time doctoral studies, the tuition waiver shall be limited to a maximum of ~~\$2,500~~ **\$3,200** per academic year. The University will also waive the balance of degree fee, to the lesser of the equivalent remaining program fee or ~~\$2,500~~ **\$3,200** per year, so long as the employee has already received a tuition waiver under this policy; or

©

- Administration of new benefits:
  - Effective dates of implementation:
    - Year 1: December 1, 2023 to June 30, 2024
    - Year 2: July 1, 2024 to June 30, 2025
    - Year 3: July 1, 2025 to June 30, 2026
- 5. The parties herein agree that the said collective agreement shall include the terms of the previous collective agreement which expired on June 30, 2023, provided the attached previously agreed-upon items (total number of pages: 45) are incorporated.
- 6. The provisions of the renewal collective agreement shall have no retroactive effect whatsoever prior to the date of ratification by both parties, except as specifically stated regarding wages.
- 7. The Union agrees to withdraw Grievances 23-2, 23-3, 23-4, 23-5, 21-12
- 8. The University and the Union agree to Renew, Amend or Delete the following Letters of Agreement/Understanding/Intent for the term of the renewal Collective Agreement:
  - Letter of Understanding - Union Meetings – RENEW
  - Letter of Intent - Educational Assistance – AMEND
  - Letter of Intent - Tuition for Dependents – RENEW
  - Letter of Intent - Hours of Work – RENEW
  - Letter of Agreement - Shift Schedules – RENEW
  - Letter of Intent - Pension Bridge Benefit – RENEW
  - Letter of Agreement - Part-time Working Twenty-Four (24) Hours or Less Per Week – RENEW
  - Letter of Understanding - Staff Representation on the Board of Regents – RENEW
  - Letter of Understanding - Career Transition Services for Employees on Indefinite Layoff – RENEW
  - Letter of Understanding - Residence Life and Campus Life Staff – RENEW
  - Letter of Understanding - Residence Life and Campus Life Taxable Benefit – RENEW
  - Letter of Understanding – Residence Life and Campus Life Live-In Staff Discussion to Review - AMEND
  - Letter of Intent - Licensing Fees – RENEW
  - Letter of Intent – Victoria University Operations – RENEW
  - Letter of Intent - Complaints Based on Alleged Breach of the University's Statement on Harassment and Violence in the Workplace – RENEW
  - Letter of Intent - Workplace Investigations, Shared Values, Preventative Efforts and Workplace Restoration - Human Resources Guideline on Civil Conduct - RENEW
  - Letter of Intent - Coaching Letters - RENEW
  - Letter of Intent - Equity Language on Job Postings – AMEND
  - Letter of Understanding - Domestic Violence - RENEW
  - Letter of Agreement - Impact of Employment Insurance Legislative Changes – RENEW
  - Letter of Intent - Summer Hours for Salaried Staff – AMEND
  - Letter of Intent – Summer Hours for Hourly Staff - NEW

- Letter of Intent – Food Services Scheduling - NEW

FOR THE UNIVERSITY

*J. Wans*  
*Zeele an'*  
*[Signature]*

FOR THE UNION

*[Signature]*  
*Obin*  
*McHugh*

DATE: Oct. 19, 2023.

Victoria University

USW

The parties agree to amend:

**ARTICLE 2 – RECOGNITION & SCOPE**

2.01 The University recognizes the United Steelworkers as the sole and exclusive bargaining agent for all employees of the University save and except supervisors, persons above the rank of supervisors, members of academic staff, professional librarians, students employed during the school vacation, teaching assistants, research associates, tour guides, students enrolled in undergraduate or graduate studies at the University, persons for whom any trade union held bargaining rights on April 26, 2011, persons who are engineers, doctors, dentists, architects or lawyers entitled to practice in Ontario and who are employed in a professional capacity, and persons who exercise managerial functions or are employed in a confidential capacity in matters relating to labour relations within the meaning of section 13 (b) of the Ontario Labour Relations Act, 1995, and members of the Professional/Managerial and Confidential employee group, see Appendix D).

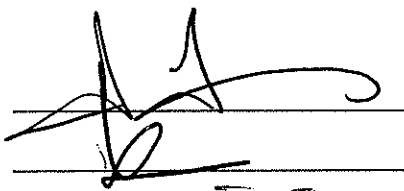
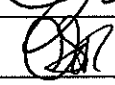
Academic staff include but are not limited to:

- (i) members of faculty;
- (ii) status only appointments;
- (iii) visiting academic appointments;
- (iv) tutors;
- (v) senior tutors;
- (vi) lecturers;
- (vii) special lecturers;
- (viii) librarians;
- (ix) instructors;
- (x) scholars and fellows;
- (xi) sessional appointments; or,
- (xii) persons hired to teach on a stipend

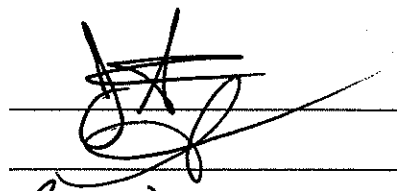
For clarity with regards to the word "supervisors" above, the following four positions are in the bargaining unit:

- the Supervisor/Lead Hand Grounds
- the Supervisor, Residence Services
- the Circulations Supervisor and the Library Systems Specialist, and
- the Circulations Supervisor, Reader Services Department

FOR THE UNIVERSITY

  
Zoltan P. Wans  


FOR THE UNION

  
Blair  
Walt

DATE: Oct. 18, 2023.



Victoria University

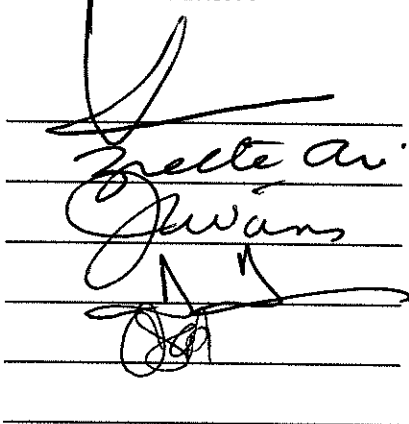
USW

The parties agree to amend:

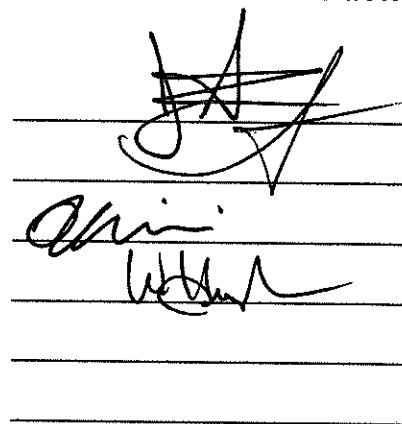
**ARTICLE 2 – RECOGNITION & SCOPE**

- 2.02 Persons employed by the University, who are not members of the bargaining unit will not perform work which is normally performed by employees in the bargaining unit, if the performance of such work results in the layoff of an employee or employees. Nor will they perform work which is normally performed by employees in the bargaining unit, if an employee is on layoff and is qualified to perform the work, or for assignments of thirty (30) days or greater, would be qualified after an eight (8) ~~five (5)~~ day training and familiarization period and is willing to perform the work. For purposes of clarity "layoff" means that the employee is "on the street" and is no longer working for the employer.
- 2.03 The employer will not contract out work which is normally performed by employees in the bargaining unit, if such contracting out directly results in the layoff of an employee or employees. Where short-term staffing shortages (e.g., sick leave/LTD, leaves of absence) in the bargaining unit result in the employer bringing in a contractor, the employer will inform the Union and indicate the anticipated duration. The employer will not contract out work which is normally performed by an employee who is on temporary layoff, if that employee is qualified and able to perform the work, or for assignments of thirty (30) days or greater, would be qualified after an eight (8) ~~five (5)~~ day familiarization period.

FOR THE UNIVERSITY

  
Zetta Ari Juwan

FOR THE UNION

  
Alvin

DATE: Oct. 19, 2023

Victoria University

USW

The parties agree to amend:



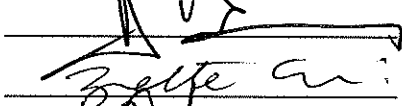

- 3.04 The University will inform each new employee in the bargaining unit of the name of the Local Union President/Chairperson with their phone number and campus mail address. ~~In addition, the University shall provide the Union, on a monthly basis, with a list of all newly-hired employees in the bargaining unit, with their employee number, job classification, rate of pay, campus mail address, campus email address and home address, with newly-hired employees identified. On a quarterly basis, the University shall provide the union with a list of all the employees in the bargaining unit with their job classification, rate of pay, home address, campus mail address and campus email address.~~

New members shall be allowed to meet with the Union for two and one half (2 ½ regular working hours at the end of the work day with no loss of pay. This two and one half (2 ½ hours referred to will also include travel time, if any, involved in attending such meeting.

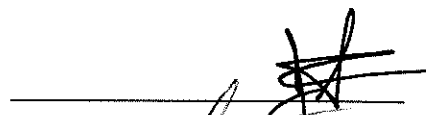
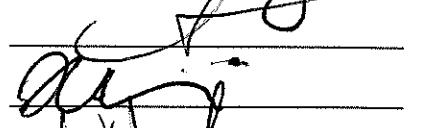
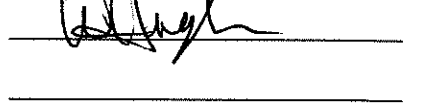

These meetings shall be arranged in the following manner:

- 1) The Union shall provide the University with a schedule of monthly meetings;
- (2) The University shall notify any new employees of the dates of the next scheduled meetings. If requested by the new employee, the University shall allow the employee to attend the meeting within the first two (2) months from the date of employment.

FOR THE UNIVERSITY

FOR THE UNION

DATE: Oct 18, 23


Victoria University

USW

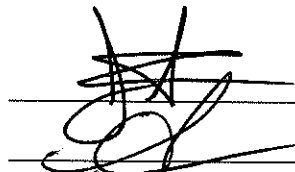
The parties agree to amend:

7.07 The parties agree that there will be a joint Labour/Management Committee consisting of up to three (3) representatives selected by the University and three (3) representatives selected by the Union, one (1) of whom shall be the Unit President. The Union may request an additional member to attend a meeting based on the topics on the agenda as long as their attendance will not interfere unduly with operations. The University will not unreasonably decline this request. Meetings will be held at least six (6) times a calendar year and more frequently if mutually agreeable. The Committee will not discuss matters that are the subject of collective bargaining or alter, modify, or amend the collective bargaining agreement.

FOR THE UNIVERSITY

  
Brett C.  
Williams

FOR THE UNION

  
Alan  
Wadsworth

DATE: Oct. 18, 2023.

Victoria University

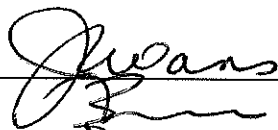


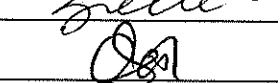

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The parties agree to amend:

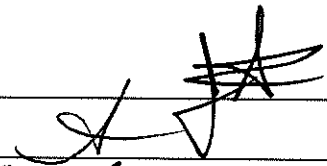
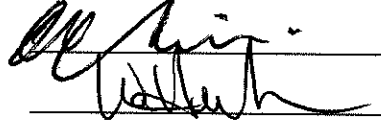
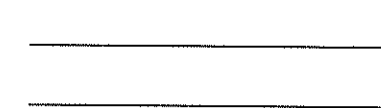
Article 8 – Negotiating Committee

- 8.01 The University agrees to recognize and deal with a Negotiating Committee of not more than four (4) ~~three (3)~~ bargaining unit employees who have completed their probationary period, on the following basis: one selected by the full-time hourly- paid employees, one selected by the full- time salaried employees and one selected by the part-time and casual employees along with a representative of the International Union. One of the aforementioned employees shall be the Unit President.
- 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. 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.

FOR THE UNIVERSITY

FOR THE UNION

DATE:

Oct 18 '23

Victoria University

USW

The parties agree to amend:

Article 9 – Grievance Procedure

- 9.04 The University shall not be required to consider any grievance which is not submitted within ~~twenty one (21)~~ thirty (30) working days after the grievor became aware or ought reasonably to have become aware of the circumstances giving rise to the grievance.

FOR THE UNIVERSITY

*DeWans*  
*Burns*  
*Ch*  
*Ad*  
*Breake in*  
*Qad*

FOR THE UNION

*[Signature]*  
*Alvin*  
*Wetlygh*

DATE: Oct 18 . 23

Victoria University

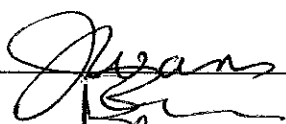

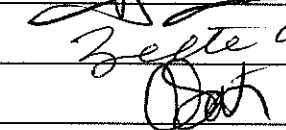
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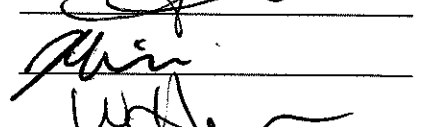
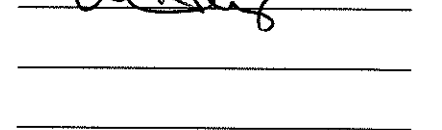
**ARTICLE 11 - ARBITRATION**

11.02 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. The Arbitrators shall be selected in the order they are set out below to hear grievances as they are referred to arbitration. That is, the first grievance shall be referred to the first name and so on in rotating order. In the event that an Arbitrator is not available to hear a grievance, then the next Arbitrator on the list shall be selected. Mark Wright ~~Louisa Davie~~, Robert Herman, Kevin Burkett, Laura Trachuk.

FOR THE UNIVERSITY

  
  
  
Robert Herman  
Kevin Burkett

FOR THE UNION

  
  
  
Mark Wright  
Louisa Davie  
Robert Herman

DATE: Oct 18.23

Victoria University

USW

The parties agree to amend:

12.02 Seniority

(c) An employee shall lose their seniority standing and their name shall be removed from all seniority lists and the employee shall be deemed to be terminated for just cause for any one of the following reasons:

i) if the employee voluntarily quits;

ii) if the employee retires;


iii) if the employee is discharged and is not reinstated in accordance with the provisions of this Agreement;

iv) if the employee is laid off and fails to return to work within seven (7) five (5) calendar days after the employee has been notified to do so by the University, by a courier service in which a signature is required, to the employee's last known address (a copy of such notice shall be sent to the Union); For clarity in the case of early recall from temporary layoff, an employee has the option of returning on the original return to work date designated by the University.

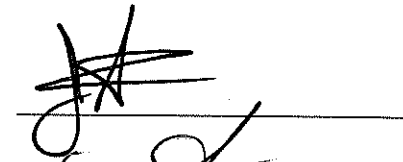
v) if the employee is laid off for a period in excess of their seniority at the time of layoff, up to a maximum of twentyfour (24) months. This provision does not apply to temporary layoffs;

(vi) if the employee 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; (vii) if the employee utilizes a leave for any purpose other than that for which it was granted.

FOR THE UNIVERSITY

  
Zelle An  
Jwans  
Ch  
JH

FOR THE UNION

  
Union  
W. H. H.

DATE: Oct. 18, 2023.



Victoria University

USW

The parties agree to amend:

**ARTICLE 12 – PROBATIONARY EMPLOYEES, SENIORITY, JOB VACANCIES, TERM EMPLOYEES, REDUCTION IN THE WORKFORCE AND LAYOFF**

12.02 (g) Part-time employees will be credited with seniority equal to actual hours worked as a percentage of full-time salaried or hourly paid employees. For example, seniority for hourly employees regularly working twenty - four (24) hours or less, will be prorated based on the rate of one (1) year's credit for every two thousand and eighty (2,080) hours worked. *CS*

For example, seniority for salaried employees regularly working twenty-four (24) hours or less will be prorated based on the rate of one (1) year's credit for every one thousand seven hundred and sixty (1,760) hours worked.

12.02 (h) A casual employee does not accrue seniority during the period of their casual employment but should they subsequently be hired as a part-time, Full-Time Category B or Full-Time Category A employee, all hours worked during the period as an hourly casual employee shall be considered as accrued seniority on the basis of one (1) year's seniority for every two thousand and eighty (2,080) hours worked, and all hours worked during the period as a salaried casual employee shall be considered as accrued seniority on the basis of one (1) year's seniority for every one thousand seven hundred and sixty (1,760) hours worked.

FOR THE UNIVERSITY

*[Signature]*  
*[Signature]*  
*[Signature]*  
*[Signature]*  
*[Signature]*

FOR THE UNION

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DATE: Oct 18.23

Victoria University


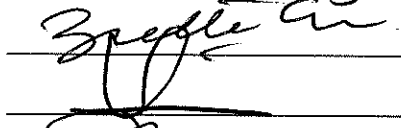
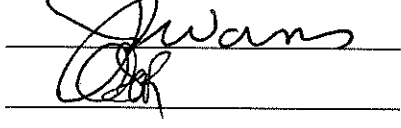
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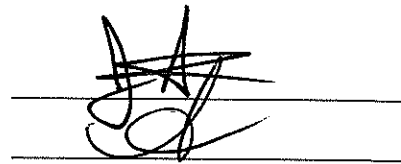
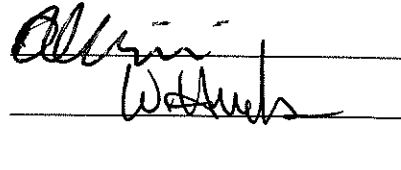
12.04 (f)

Employees from temporary agencies who are not employees of the University but who are filling bargaining unit positions will not be subject to the terms of the collective agreement. Such employees may only be hired for terms of six (6) months or less, and will be paid the greater of the probationary rate/salaried hiring rate, or the rate paid to them by the agency. It is agreed that the total length of time a temporary vacancy is filled in this manner cannot be more than six (6) months. The University will inform the Union of each temporary agency worker it hires ~~and the rate of pay, job title, and start date, and anticipated end date, if reasonably known.~~ In addition, the University will send written confirmation to the Union that they have confirmed with the Agency that the temporary agency worker's rate of pay is not below the probationary/salaried hiring rate for the job level.

FOR THE UNIVERSITY

  
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FOR THE UNION

  
  
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DATE: Oct. 18, 2023.

Victoria University


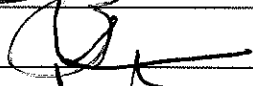

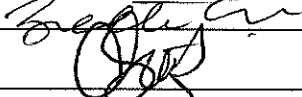
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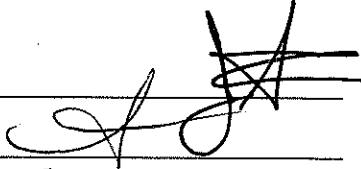

**ARTICLE 12 – PROBATIONARY EMPLOYEES, SENIORITY, JOB VACANCIES, TERM EMPLOYEES, REDUCTION IN THE WORKFORCE AND LAYOFF**

12.05 (a) In the event of a layoff, part-time bargaining unit members (regularly working twenty-four (24) hours a week or less) would be laid off first, followed by bargaining unit members regularly working more than twenty-four (24) hours a week. Layoffs will be implemented according to seniority within the aforementioned groups. Part-time bargaining unit members regularly working twenty-four (24) hours or less cannot displace bargaining unit members regularly working more than twenty-four (24) hours a week. The employee with the least seniority in a classification in the department will be laid off, provided that the remaining employees within the classification have the qualifications and ability to do the required work. However, an employee may request, in writing, to waive their rights under this article and accept a layoff instead of a coworker in the same department with less seniority. The University shall meet with the Union ahead of an indefinite layoff being issued and share with the Union the reasons for the layoff. The Local Union shall be notified of the names of any employees affected by a decision to reduce the workforce one (1) week in advance of notice being given to employees. A copy of each layoff letter will be given to the Union when the letters are delivered to the employees.

FOR THE UNIVERSITY

FOR THE UNION

DATE:

Oct 18 '23

Victoria University

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The parties agree to amend:

**Article 12.05 - Layoff**

(c) Employees who are laid off will have the following options:

**i. Temporary Layoff**

In the event of a temporary layoff that exceeds fourteen (14) calendar days, the laid off employee will have the option of:

- ceasing employment with the University and electing enhanced severance pay effective the date of layoff as per the severance pay schedule attached as Appendix A hereto; or
- accepting the layoff; or
- displacing the most junior employee in an equal or lower paying classification within the Department University, unless no such displacement option is available within the Department. Where only lower classification positions are available in the Department, an employee can displace the junior employee in those classifications and they shall maintain their higher rate of pay.

If no such displacement option is available within the department, the laid off employee may displace a junior employee in an equal or lower paying classification within the University.

In all cases, the displacement of the most junior employee in an equal or lower paying classification is dependent on the laid off employee being ~~provided the employee is~~ capable of performing the duties of the job with an eight (8) ~~five (5)~~ day training and familiarization period.

The employee displaced as a result of the above displacement procedure shall have the option of:

- Ceasing employment with the University and electing enhanced severance pay effective the date of layoff as per the severance pay schedule attached as Appendix A hereto; or
- accepting the layoff; or
- displacing the most junior employee in an equal or lower paying classification within the Department University, unless no such displacement option is available within the Department. Where only lower classification positions are available in the Department, an employee can displace the junior employee in those classifications and they shall maintain their higher rate of pay.

If no such displacement option is available within the department, the laid off employee may displace a junior employee in an equal or lower paying classification within the University.

In all cases, the displacement of the most junior employee in an equal or lower paying classification is dependent on the laid off employee being ~~provided the employee is~~ capable of performing the duties of the job with an eight (8) ~~five (5)~~ day training and familiarization period.

The employee displaced as a result of the third displacement shall not have the option of displacing another employee, but shall have the option of:

- Ceasing employment with the University and electing enhanced severance pay effective the date of layoff as per the severance pay schedule attached as Appendix A hereto; or
- accepting the layoff.

ii. **Indefinite Layoff**

The laid off employee will have the option of:

- Ceasing employment with the University and electing enhanced severance pay effective the date of layoff as per the severance pay schedule attached as Appendix A hereto; or
- accepting the layoff; or
- displacing the most junior employee in an equal or lower paying classification within the University, provided the employee is capable of performing the duties of the job with a ~~five~~ ten (10) day training and familiarization period.

The employee displaced as a result of the above displacement procedure shall have the option of:

- Ceasing employment with the University and electing enhanced severance pay effective the date of layoff as per the severance pay schedule attached as Appendix A hereto; or
- accepting the layoff; or
- displacing the most junior employee in an equal or lower paying classification within the University, provided the employee is capable of performing the duties of the job with a ten (10) ~~five (5)~~ day training and familiarization period.

The employee displaced as a result of the third displacement shall not have the option of displacing another employee, but shall have the option of:

- Ceasing employment with the University and electing enhanced severance pay effective the date of layoff as per the severance pay schedule attached as Appendix A hereto; or
- accepting the layoff.

FOR THE UNIVERSITY

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FOR THE UNION

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DATE: Oct. 19, 2023.

Victoria University

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The parties agree to amend:

**ARTICLE 13 – LEAVES OF ABSENCE**

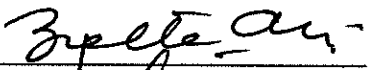
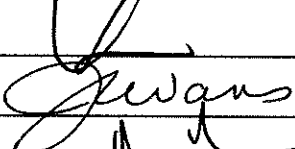
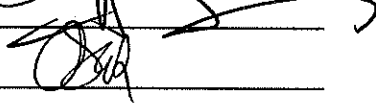
Personal Leave



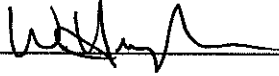
13.12 Personal leave is available to employees who must be away from work because of family or personal commitments. The Union and the University agree that personal leave days are not additional vacation days and should not be treated as such, and that they shall not be used to extend vacation or long weekends.

(a) An employee may request in advance up to four (4) ~~three (3)~~ days or eight (8) ~~six (6)~~ half days of paid personal leave in any year. For part-time employees working twenty-four (24) hours or less, personal leave is provided on a prorated basis, based on hours. Such requests shall not be unreasonably denied. Whenever possible employees shall make their need for personal leave known to their supervisor at least five (5) days in advance. Reasons for personal leave include, but are not limited to care of family members, parent- teacher interviews, school trips or concerts, stepping-in when a regular caregiver is away. Personal days include, but are not limited to, the observance of religious holidays, professional appointments, court appearances, supplementing a bereavement or family leave, writing examinations, and attending to emergency situations.

FOR THE UNIVERSITY

FOR THE UNION

DATE: Oct. 19, 2023.



Victoria University

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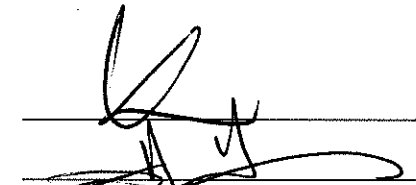
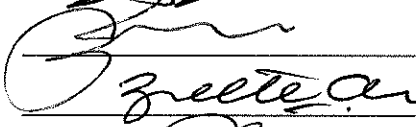
The parties agree to amend:

**ARTICLE 14 – SICK LEAVE**

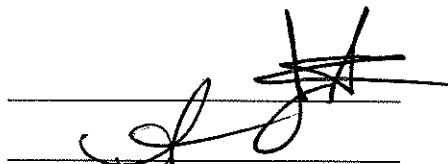
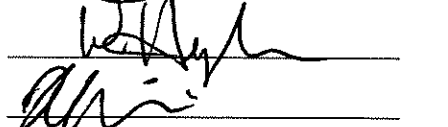
14.09 The banked sick days each employee has on the date of ratification of ~~this~~ the last renewal collective agreement that expired on June 30, 2023 will be available for employees to use in situations where there is a delay in the approval of LTD, or an LTD appeal is pending. If an employee uses one or more of their banked sick days and then later is deemed to be retroactively eligible for LTD, the banked sick days they used will be credited back to their sick day bank and the employee is responsible for repaying the University.

~~14.10 The University will notify each employee in writing, no later than June 30, 2022, of the number of banked sick days they accrued prior to the date of ratification of this renewal collective agreement. For clarity, upon ratification of this renewal collective agreement, employees will not accrue individual sick days~~

FOR THE UNIVERSITY

  
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DATE: Oct 18, 23

Victoria University

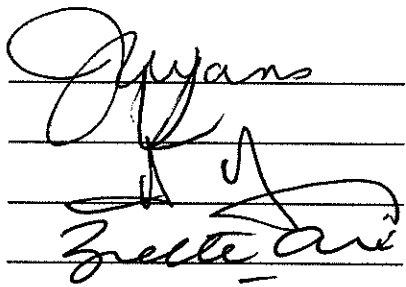
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The parties agree to amend:

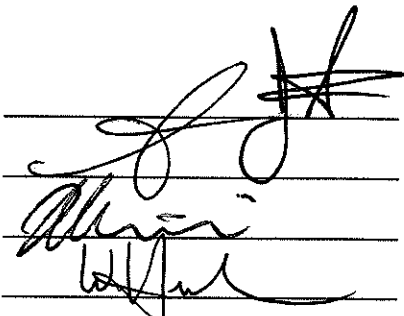
ARTICLE 15 – BEREAVEMENT LEAVE

15.01 The University will grant up to five (5) working days paid leave in the event of the death of an employee's spouse or same-sex partner or child (including step-child), grandchild, parent, parent in-law, sibling (including step-brother, stepsister), brother-in-law, sister-in-law, aunt, uncle, and grandparent. The University will grant up to three (3) working days paid leave in the event of 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). ~~an employee's aunt or uncle.~~ Bereavement leave for employees working twenty-four (24) hours or less per week will be prorated based on their FTE; up to a maximum of three (3) days.

FOR THE UNIVERSITY

  
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DATE: Oct. 19, 2023.



The parties agree to amend:

## ARTICLE 21 – SAFETY AND HEALTH

### 21.01

(a) The University is committed to the prevention of illness through the provision and maintenance of healthy and safe conditions on its premises. The University endeavors 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, programs 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 where there is an immediate danger to their health and safety or health and safety of others in accordance with the Occupational Health and Safety Act. ~~in accordance with the Occupational Health and Safety Statute Law Amendment Act 2011, c.11, ss.1-18. Enacted June 1, 2011, where there is an immediate danger or where there is reason to believe that there is danger to their health and safety or the health and safety of others.~~

The University will provide the Union with all copies of Workplace and Safety Insurance Board's (WSIB) Form 7 Employer's Report of Injury/Illness for members injured on the job. The University shall notify the Union and the Joint Health and Safety Committee of all Health and Safety testing and assessments and provide reports of findings. Further, the University will provide the Union with the results of a report respecting health and safety that has been provided to the JHSC pursuant to OHSA.

The University will continue to respect the functions and guidelines established for the Joint Health and Safety Committee (JHSC) under the Occupational Health and Safety Act. All copies of minutes of JHSC meetings will be forwarded to the union office via electronic mail in a timely fashion after their approval.

(b) The University and the Union shall maintain a Joint Occupational Health and Safety Committee consisting of equal numbers. The Union shall elect or appoint its representatives to this committee and the University shall appoint its representatives to this committee.

The structure of the Joint Occupational Health and Safety Committee shall be made up of a committee of twelve (12) members, four (4) appointed by the Union, one (1) appointed by CUPE 3902, Unit 2, and one (1) appointed by the Victoria University Chapter of the University of Toronto Faculty Association, and six (6) appointed by the University. Where a vote is to be taken, the employer and the employee

representatives will have an equal number of votes, regardless of the number of attendees at the meeting.


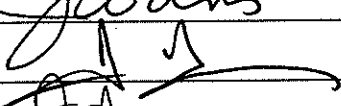

21.02

The general duties of the Joint Occupational Health Safety Committee shall be:

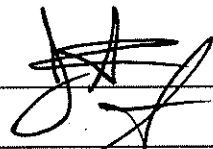
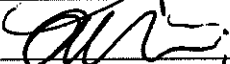

(a) To make a monthly inspection of a part of the work place for the purpose of determining hazardous conditions, to check unsafe practices and to receive complaints and recommendations with respect to these matters.

(b) The University will inform the Union of all Ministry of Labour visits (prior to or upon arrival where the Ministry of Labour requests the presence of a JHSC worker member) to any work site where any bargaining unit employees are regularly employed. The Union Joint Chairperson of the Committee or their designate shall have the right to accompany all Ministry of Labour Safety and any other occupational health and safety inspectors as prescribed by the Occupational Health and Safety Act on tours of the University and shall receive copies of any reports sent to the University pertaining to such inspections.

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DATE: Oct. 18, 2023.

Victoria University

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The parties agree to amend:

**ARTICLE 23 – VACATION WITH PAY**

23.01 The vacation year is July 1 to June 30.

23.02 The length of service referred to below is the length of service of the employee as of July 1 of each vacation year. Employees shall be entitled to take vacation credits as they are earned.

a) Annual vacation entitlement for all employees:

Length of Service	Vacation Entitlement	Rate of Vacation Pay
Less than 1 year	11/4 days/month of service	6%
1 to 5 years	15 days	6%
6 years	16 days	6.4%
7 years	17 days	6.8%
8 years	18 days	7.2%
9 years	19 days	7.6%
10-11 years	20 days	8%
12-13 years	21 days	8.4%
14 years	22 days	8.8%
15 years or more	25 days	10%

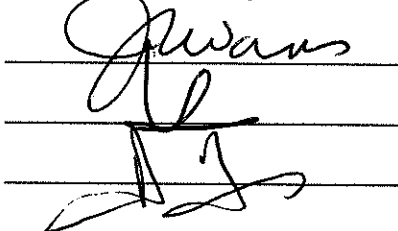
b) Part-time employees shall receive a pro-rated number of vacation days based on the number of days per week that they regularly work with the same vacation pay as set out above.

~~Part-time employees who regularly work twenty-four (24) hours or less shall be entitled to vacation pay as follows:~~

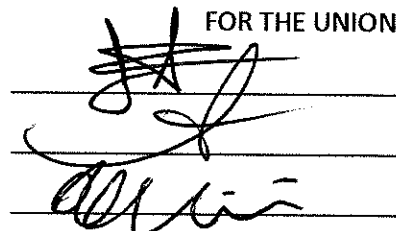
- ~~• Less than 2 years, 4% of annual earnings;~~
- ~~• 2 years to 6 full years, 6% of annual earnings;~~
- ~~• 7 years or more, 8% of annual earnings.~~

c) The rate of vacation pay is the percentage of the gross annual earnings that the employee is entitled to be paid when vacation is taken. In the case of employees who are on pregnancy leave, primary caregiver/adoption leave or parental leave, vacation pay for the period of leave shall be calculated as though the employee was in receipt of their normal base wages during that period.

FOR THE UNIVERSITY



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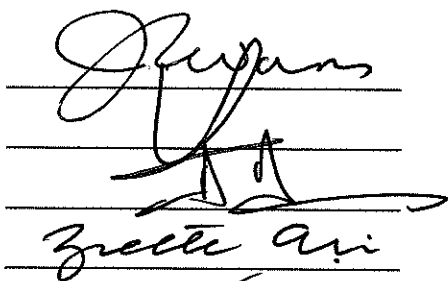
The parties agree to amend:

25.02 (c) Where possible, the University will provide a minimum of one (1) months' notice of a change in an employee's regular hours of work. This notice will not be possible where schedules must be modified in response to the University's business requirements, for example conferences, events, functions and authorized leave coverage. This provision, related to notice, article shall not apply to employees in Housekeeping and Food Services from May 1st to August 31st inclusive.

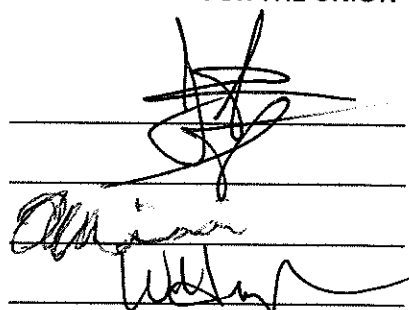
**Both the University and the Union recognize that working more hours than an employee's regular work day may impact the employee's healthy work life balance and well being. With this in mind, an employee may choose to not work overtime and instead flex their start and/or end time on the day of a conference, event, or function that would otherwise cause the employee to work outside of their regular hours of work. This flex hours provision is to be in keeping with the University's business requirements.**

**For clarity, this article does not allow for the reduction of an employee's entitlement to overtime under article 25.03 or to reduce an employee's normal working hours.**

FOR THE UNIVERSITY

  
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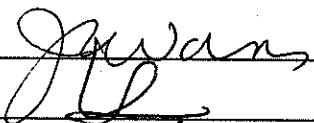

Victoria University

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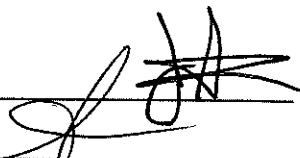
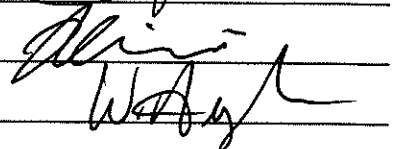
The parties agree to amend:

- 27.01 The University agrees to pay the premiums for the benefits set out in Schedule B attached hereto for continuing employees. **Term employees are entitled to the provisions in Schedule B, with the exception of Long Term Disability (LTD) benefits.** The University is responsible only for paying its share of the premiums for the benefit plans and shall not have any liability for the actual benefits. The policies issued by the insurance company are the governing documents in any question of interpretation or application.

FOR THE UNIVERSITY

  
  
J. Evans

FOR THE UNION

  
  
J. Evans

DATE: Oct. 19, 2023.

Victoria University

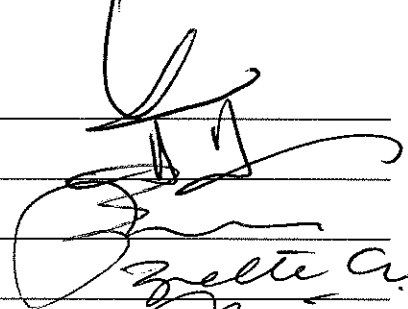
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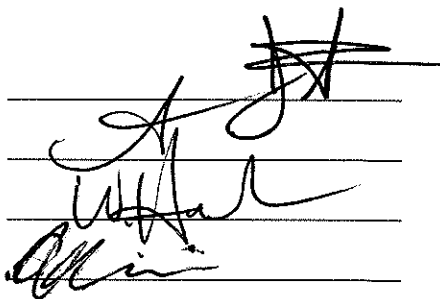
**ARTICLE 29 – TERMINATION**

29.01 This Agreement shall become effective on July 1, 2023~~1~~ and shall continue in effect up to and including the 30th day of June, 2026~~3~~ 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 renew or amend the Agreement.

FOR THE UNIVERSITY

  
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2023

FOR THE UNION

  
Union Representative

DATE: Oct 18, 23

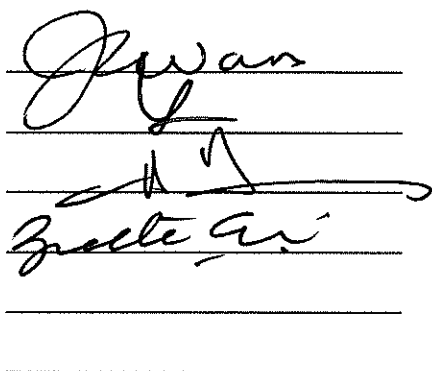
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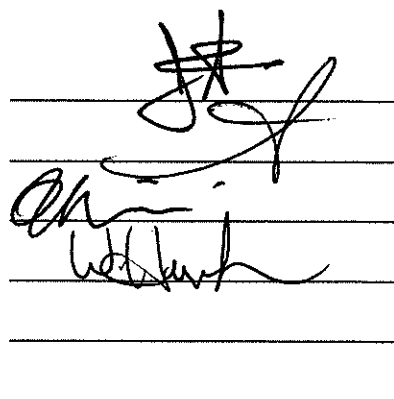
**NEW ARTICLE: EMPLOYEE DEVELOPMENT AND FEEDBACK**

**The Manager may conduct an objectives and career development conversation with a full-time salaried employee on an annual basis. The purpose of this dialogue is to communicate performance expectations, assess progress, recognize achievements, and provide the employee with guidance, constructive feedback and opportunities for career development. The employee will be given the opportunity to provide input into the conversation. The conversation will be conducted verbally, with no written documentation and the content of the conversation will not be used for the purposes of performance improvement or discipline.**

FOR THE UNIVERSITY

  
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DATE: Oct. 18, 2023.

**Victoria University**

**USW**

The parties agree to amend:

**SCHEDULE D-CASUALS**

Agreed as follows:

All terms and articles detailed in the Collective Agreement do not apply to employees hired as Casuals, save and except for:

Article 1 - Purpose of Agreement

Article 2.01- Recognition and Scope

Article 2.04 - Employee Categories-Casual Employees Article 3 - Relationship

Article 4 - Management Rights

Article 5 - No Strike or Lock outs

Article 6 - Union Security

Article 7 - Union Representative

Article 9 - Grievance Procedure

Article 10 - Discharge and Discipline

Article 11 - Arbitration

Article 12 - Probationary Employees, Seniority, Job Vacancies, Term Employee, Reduction in the Workforce and Layoff, 12.01 and 12.02 (h) only

Article 12.03 – Job Vacancies (postings) Article 12.04 – Term Vacancies

Article 13:03, 13:04

Article 16- Union Representation

Article 19 - Payment for Injured Workers

Article 21 - Safety and Health

Article 24.03 – Payment by Direct Deposit

Article 25.02 (a) – Hours of Work and Overtime

Article 25.03

Article 25.04 – No Pyramiding

Article 25.05

Article 25:07

Article 25:08

Article 26.01 – Use of singular/plural

Article 29 – Termination of Agreement

Article 32- Emergency Closures

Article 33 – Campus Mail

Article 34- Collective Agreement Distribution

Letter of Intent – Complaints Based on Alleged Breach of the University's Statement on Harassment and Violence in the Workplace

Letter of Intent – Coaching Letters

Letter of Intent – Domestic Violence

Letter of Intent – Workplace Investigations – Shared Values, Preventative Efforts and Workplace Restoration – Human Resources Guideline on Civil Conduct

Letter of Intent – Equity Language for Job Postings

Letter of Intent – Alternative Work Arrangements

Letter of Intent – Victoria University Operations

Letter of Intent – Access to Work and Scheduling

Letter of Intent: Victoria University Operations

Postings for Job Vacancies

Casual positions are not required to be posted.

Vacation Pay for Casual Employees

Casual Employees will receive vacation pay of four (4%) percent of gross earning as vacation pay regularly on a bi- weekly basis.

Public Holidays

Casual employees shall, if they qualify, be paid holiday pay based on the holidays listed in the Employment Standards Act of Ontario in effect at the time of the holiday.

Wages

Where the employee is assigned by the University to perform a significant portion of the duties of a full-time or part-time position, the casual will be paid at the hiring rate of the wage grid for that position. A casual Category B employee shall move through the steps of the pay band to which they are assigned based on the hours actually worked from their start date. For clarity, casual Category B employees assigned to a pay band in the hourly-paid wage grid would move from the hiring rate to Step 1 after 480 hours of work and to Step 2 after 2080 hours of work. Hours of service accrued prior to ratification of

this renewal collective agreement shall be counted for the purposes of placing a Casual Category B employee to a step in the pay band.

**Casuals will be paid no less than:**

The minimum wage provided for by the Employment Standards Act.

Sick leave

Casual employees are entitled to a maximum of two shifts of paid sick time each year in cases where they have been prescheduled by the University to work these shifts (July 1 to June 30).

FOR THE UNIVERSITY

Brett G.  
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FOR THE UNION

[Signature]  
[Signature]  
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[Signature]

DATE: Oct. 19, 2023.

Victoria University

USW

The parties agree to amend:

**APPENDIX A – SEVERANCE PAY**

Employees who are laid off in excess of fourteen (14) calendar days may choose termination and loss of all seniority rights, in which case the employee will receive the enhanced severance pay set out below or at the expiration of the employee's seniority due to layoff, the employee will receive the severance pay set out below.

Continuous Years of Service at Date of Layoff	Severance Pay on Expiration of Seniority rights (in weeks)	Enhanced Severance Pay Effective the Date of Layoff (in weeks)
0	0	0
1	0	2
2	0	4
3	1	6
4	2	8
5	6	12
6	7	14
7	8	16
8	9	18
9	10	20
10	11	22
11	12	24-26
12	13	26-28
13	15	28-30
14	17	30-32
15	19	32-34
16	21	34-38
17	23	36-40
18	25	38-42
19	27	40-44
20	29	42-46
21	31	44-50
22	33	46-52
23	35	48-54
24	37	50-56
25	39	52-58
26	41	54-62
27	43	54-62
28	45	54-62
29	47	54-62



30	52	54 62
31+	52	54 64

FOR THE UNIVERSITY

*Speltz, Jr.*  
*[Signature]*  
*J. Wans*

FOR THE UNION

*[Signature]*  
*[Signature]*  
*[Signature]*

DATE: Oct. 19, 2023.

Victoria University

USW


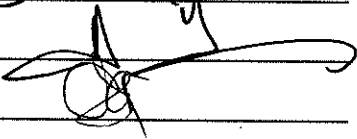
The parties agree to amend:

**LETTER OF UNDERSTANDING – RESIDENCE LIFE AND CAMPUS LIFE LIVE-IN STAFF DISCUSSION TO REVIEW**

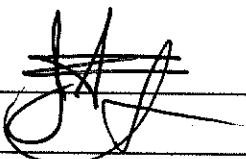
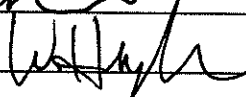
Within one hundred and twenty (120) ~~sixty (60)~~ days of ratification of the ~~2023-2026~~ 2021-2023 Collective Agreement, the University and the Union agree to discuss issues associated with the existing Letter of Understanding – Residence Life and Campus Life Staff including on-call and call-in remuneration and overtime. If the parties reach agreement on any amendments to the existing Letter, an amended Letter of Understanding will replace the previous one.

In the interim, the current Letter of Understanding – Residence Life and Campus Life Staff remains in place.

FOR THE UNIVERSITY

  
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Zuelke  
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\_\_\_\_\_

FOR THE UNION

  
\_\_\_\_\_  
Chris  
\_\_\_\_\_  
  
\_\_\_\_\_  
\_\_\_\_\_

DATE: Oct. 19, 2023.

LETTER OF INTENT: SUMMER HOURS FOR SALARIED STAFF

~~This article does not apply to part time employees working twenty-four (24) hours or less.~~

For part-time employees working twenty-four (24) hours or less, their hours of work will be prorated based on the percentage of their FTE.

The conditions under which the University offers a reduction in working hours in the summer are as follows:

1. Normal business hours and levels of service are to be maintained.
2. The Department Head/Manager has the discretion to determine whether a 4-day, condensed work week is practical for the work unit. If the Manager determines that the 4-day week is not practical, a 5-day work week will continue with reduced hours. (For details see #6 below.) Management shall exercise its discretion in a reasonable manner that is not arbitrary, discriminatory or in bad faith. If the Manager determines that the 4-day week is not practical, they will provide a written rationale for that decision.

The Department Head/Manager of each Office/Unit will advise their staff as to which summer hours program the office will follow by providing notification by March 31st. Salaried administrative staff will then work in accordance with the rules for the program that their office is following. The two systems (i.e. "condensed 4-day week" and "regular hours, "5-day week program") may not be combined by an employee.

3. Employees and managers are jointly responsible for monitoring and recording hours worked.
4. The Condensed, 4-Day Work Week
  - (a) The four-day work week schedule will begin on the Tuesday following the Victoria Day long weekend, and will end on the Friday prior to the Labour Day weekend.
  - (b) Each week in this period, including weeks containing Statutory Holidays, will have four working days.
  - (c) The average working day during this period will be 7-3/4 hours, and the average work week will be 31 hours.
  - (d) Staff are to begin their hours of work between 8:00 a.m. and 9:00 a.m. and are to end their daily work between 4:00 p.m. and 6:00 p.m.
  - (e) All staff will take a lunch period of one hour each day.
  - (f) Staff will work 4 full days each week. Staff members and their Managers will discuss requests for flex days in advance of the week in which the day off is to be taken. The manager will advise each staff member of their day off once they know of each staff member's request and has considered these requests in relation to the anticipated workload of the office. Staff will not be permitted to take less than a full day as a flex day.

5. When a Condensed, 4-Day Week is not Practical

When a condensed, 4-day work week is determined by the Department Head to be impractical, staff will work from 9:00 a.m. to 5:00 p.m. on a 5-day per week basis from the Tuesday after Victoria Day to June 30, and from 9:00 a.m. – 4:00 p.m. on a 5-day per week basis from July 1 to the Friday before Labour Day. The regular schedule will resume on the Tuesday after Labour Day.

#### 6. Hours Of Service

Although some operations may not be personally attended at all times, public service (i.e., reception, telephone answering and response to public enquiry) must be maintained throughout each day in accordance with regular departmental practice.

#### 7. Time Recording

Since both hours worked per day and the specific days worked will be flexible to some extent under this system, it is the responsibility of individual staff members and their supervisors to maintain an accurate record of time worked. All employees who participate in the 4-day summer work week must record hours accumulated each day.

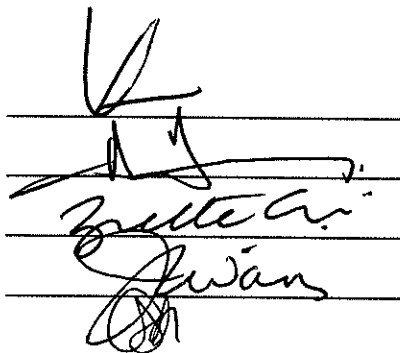
Hours will be accounted for at the end of each month. At this time a summary of hours worked will be updated for each staff member.

Each staff member is responsible for the recording of their hours on the Attendance Record form and the Department Head for recording them on the Monthly Hours Summary Sheet.

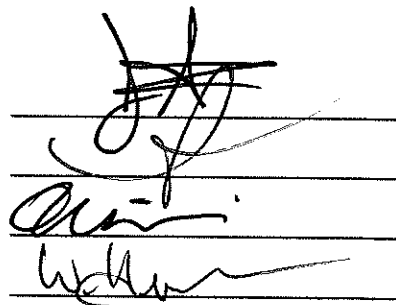
#### 8. Vacation Time

A four-day work week on the flex-hours schedule will be equivalent to a regular five-day work week for vacation purposes. On a daily basis, one day of summer four-day week time is equivalent to one and one-quarter days of regular five-day week work time.

FOR THE UNIVERSITY

  
 Juan

FOR THE UNION

  
 Union Representative

DATE: Oct. 19, 2023.


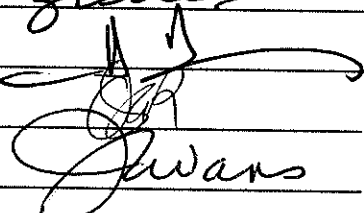
Victoria University

USW


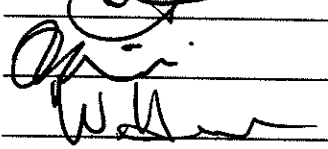
LETTER OF INTENT – CREATION OF A ONETIME ONLY EDUCATION AWARDS FUND

In the 2022 round of collective bargaining, the University will remit remitted \$7,695 before June 30, 2022 to the Union for the establishment of a one-time only education awards fund. The fund will be used for the benefit of dependents of bargaining unit members attending postsecondary institutions (not limited to U of T). Terms, conditions and disbursement to be determined by the Union

FOR THE UNIVERSITY

  
Zelle  
  
Juarez

FOR THE UNION

  
  
[illegible]

DATE: Oct. 19, 2023.

Victoria University

USW

The parties agree to amend:




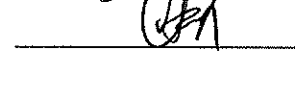
**LETTER OF INTENT – EQUITY LANGUAGE FOR JOB POSTINGS**

When Victoria University posts a job that is in the USW bargaining unit, the following language is included on every posting:


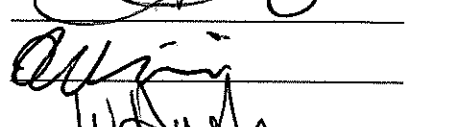
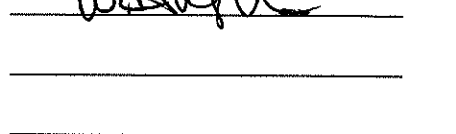
“Victoria University is committed to equity in access to employment and a diverse and inclusive workplace. The University encourages applications from racialized persons/persons of colour, women, Indigenous peoples, persons with disabilities, 2SLGBTQI+ ~~LGBTQ~~ persons, and others who may contribute to the further diversification of ideas.”

The University is committed to this practice, and to the principles of equity, diversity and inclusiveness that it communicates, and will continue to include this language when posting positions in the USW bargaining unit.

FOR THE UNIVERSITY

FOR THE UNION

DATE: Oct 18 '23

Victoria University

USW

The parties agree to amend:

#### LETTER OF INTENT – ALTERNATIVE WORK ARRANGEMENTS

~~Victoria University will develop guidelines and procedures for alternative work arrangements, to be adopted no later than July 31, 2022 and implemented no later than August 31, 2022. Following the implementation of these guidelines, Employees may submit requests for alternative work arrangements under the University's guidelines for alternative work arrangements as they may exist and change from time to time. **Such requests may include hybrid-remote work setting or altered work hours (e.g. earlier or later start).** It is understood that such arrangements, in and of themselves, do not trigger overtime or a change in FTE.~~

~~Once the University has completed their guidelines (to be done no later than July 31, 2022), the parties shall meet so that the Union has an opportunity to give feedback to the University on the guidelines document and to discuss the details of the implementation of the Alternative Work Arrangements Program.~~

The University's decision to grant or deny a request for alternative work arrangements shall be based on reasons of departmental operational efficiency, service effectiveness, and the University's guidelines for alternative work arrangements, **including but not limited to individual job duties, tasks and overall functions of the work.** It is understood that such arrangements may not be suitable operationally in some work units and/or for certain positions, and that the design and approval of all arrangements is a matter for University discretion. **Where two or more employees in the same Department request the same alternative work arrangement schedule and the University cannot grant both requests, the approval of the alternative work arrangement request will be based on seniority, unless the implementation of seniority is not feasible operationally.** It is further understood that such arrangements shall be approved or denied in a manner such that is not arbitrary, discriminatory or in bad faith.

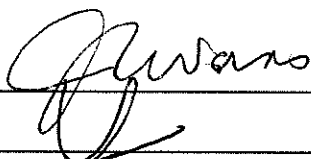


**The response to requests for alternative work arrangements shall be provided within fifteen (15) working days. Such requests shall be approved, approved as adjusted or denied in a written response to the employee. Responses to requests that have been approved as adjusted or denied, will include the rationale for the decision.**

**Alternative work arrangements will normally be approved for a minimum of four (4) months (aligned with the academic term), and not more than twelve (12) months. Alternative work arrangements will be reviewed in accordance with the University's guidelines for alternative work arrangements.**



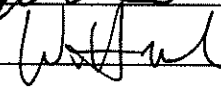
**If the University alters the ongoing terms of, or ends, the alternative work arrangement(s) prior to the planned end date, then a minimum of six (6) weeks' notice will be provided to the employee(s), except in emergencies, unforeseen circumstances, and situations beyond the University's control.**

**The University agrees to notify the Union in advance of the implementation of any modifications to the University's guidelines for Alternative Work Arrangements.**

FOR THE UNIVERSITY

FOR THE UNION

DATE: Oct. 19, 2023



**LETTER OF INTENT – ACCESS TO WORK AND SCHEDULING**

During 2023 collective bargaining discussions, the Union raised several concerns regarding the general use of temp agency and/or contracted labour, particularly in Food Services and Groundskeeping, and access to available work by casual and part-time Food Services employees.

Without limiting the University's rights under Article 2 Scope & Recognition, the University recognizes the Union's concerns and wishes to reinforce that it is not the University's intent to utilize persons employed by the University who are not members of the bargaining unit or hire temporary agency staff, contracted-out or contracted-in positions. Likewise, it is not the University's intention or expectation to use casuals to circumvent the posting provisions and the filling of part-time and full-time bargaining unit positions. Further, it is not the University's intention or expectation to post part-time positions to reduce full-time opportunities within the bargaining unit, or to circumvent the posting of full-time bargaining unit positions.

No later than the first week of April each year, the University will provide the Union a confidential written summary on forecasted summer business activity, because it may impact access to work for employees in the Food Services and Housekeeping. The summary will be based on the best information available at the time.

In addition, the parties agree that the University will provide the Food Services weekly schedules to the Union via email.

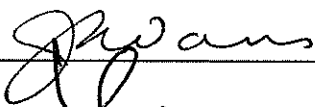
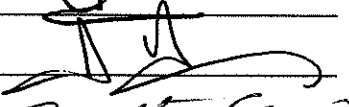
Where there is an opportunity to schedule a single hourly-paid employee to a continuous, full-day shift rather than scheduling two employees to each work consecutive shifts to cover the full-day shift, the University will endeavor to do so. Where there is a legitimate requirement to schedule two (2) separate shifts to cover the full day shift due to unique circumstances of the event(s), or the availability of the workforce, the University reserves the right to schedule two (2) separate shorter shifts on that day.

As it relates specifically to the Union's concerns regarding the use of temporary agency workers in Food Services, the parties agree to implement the following scheduling procedures applicable to casual and part-time employees within Food Services within 120 days of ratification:

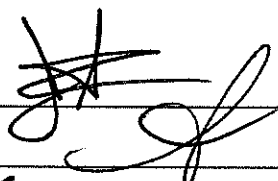
- After the posting of weekly work scheduled in Food Services, Casual and Part-time employees will indicate their availability for work and will be added to an 'On-Call Roster' for the purpose of last-minute scheduling. For absences with notice of 24 hours or greater, provided that a casual/part-time employee has indicated their availability and is reachable by phone or text they will be canvassed and have the immediate right of first refusal, before the University resorts to the use of temporary agency workers. For same day absences with less than 24 hours' notice, or where no casual/part-time employee is available to fill the same day absence, the University reserves the right to hire temporary staff.

The Parties further agree to assess and discuss the applicability of the above scheduling procedures to other areas of operation within the University in the next round of bargaining or earlier if requested by either party.

FOR THE UNIVERSITY

  
  
Zutter  
GM

FOR THE UNION

  
Union  
Walter

DATE: \_\_\_\_\_

Victoria University

USW

LETTER OF INTENT – FOOD SERVICES SCHEDULING

During the 2023 negotiations, the Union raised concerns regarding scheduling in Food Services. Within 120 days of the ratification of the collective agreement, the University and the Union will establish a joint management and union working committee to explore options for scheduling work for Food Services staff on statutory holidays and a minimum number of hours between shifts. The Union and the University shall each appoint up to four members to take part in the committee during work hours and the union members shall not suffer any loss of regular straight time pay.

FOR THE UNIVERSITY

*Brette Ann*  
*Jewans*  
*[Signature]*  
*[Signature]*

FOR THE UNION

*[Signature]*  
*[Signature]*  
*[Signature]*

DATE: Oct. 19, 2023.

Victoria University

USW

NEW LETTER OF INTENT – SUMMER HOURS FOR HOURLY-PAID STAFF

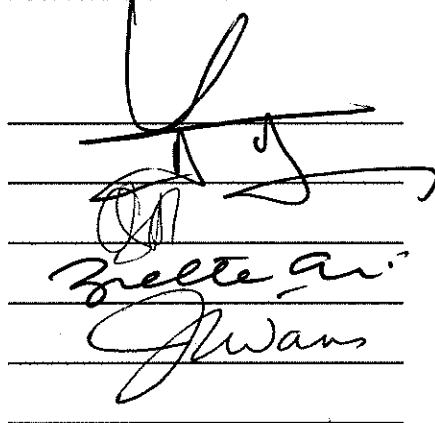
The conditions under which the University offers a reduction in working hours for hourly paid employees in the summer are as follows:

Hourly paid employees will receive a sixteen (16) hours work reduction without loss of pay in each calendar year. Time off work using summer hours must be scheduled by mutual agreement between the employee and the supervisor. Nothing in this letter shall be construed as a guarantee of hours of work per day or per week.

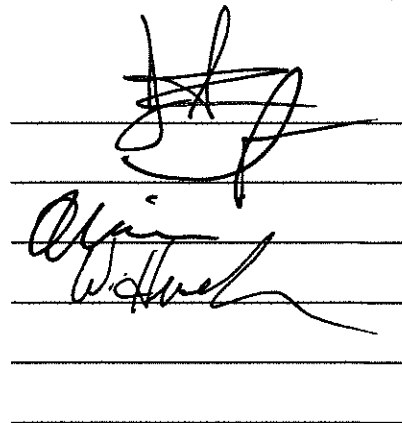
These hours will be pro-rated for each employee based on the number of days on temporary lay-off from July 1 to Labour Day in the previous year.

These hours will be pro-rated for each part-time employee based on the percentage of their FTE.

FOR THE UNIVERSITY

  
Zellee Ari Juwan

FOR THE UNION

  
Oliver Wilhelm

DATE: Oct. 19, 2023.

