

U of T Staff-Appointed Unit Contract 2026-2029



TENTATIVE AGREEMENT HIGHLIGHTS

WELCOME LETTER TO MEMBERS:

Dear Colleagues,

Your negotiating team is unanimously recommending ratification of the tentative agreement that was recently negotiated with the University of Toronto administration. The tentative agreement provides for a three-year contract with a start date of July 1, 2026 and an end date of June 30, 2029.

If ratified, the tentative agreement will provide for across the board wage increases of 4% in the first year (retroactive to July 1, 2026), 3.5% in the second year and 3% in the third year. We are pleased to note that the wage increases we negotiated are above what is being won by unions across the Ontario post secondary education sector. 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. There are improvements to many of our health care benefits, the child care benefit, job security, the accommodation process and harassment investigations.

Our Remote Work Proposals

Although we won an increase in the minimum number of months for which an alternate work arrangement (AWA) is granted, and an increase in the minimum number weeks of notice management must give a member before implementing an employer-initiated AWA, plus an agreement from the University that they will seek input from the Union before implementing any modification to the AWA guidelines, we did not win new language that would strengthen our fightback against the University's diminishing of remote work. The University steadfastly refused to agree to the Union's AWA related proposals that would have strengthened the existing language. In fact, the University made their wage increase counterproposal contingent on the Union agreeing to withdraw all of its remote work-related policy grievances and the withdrawal of all the remote work-related individual grievances members have filed. We made it clear to the University that we would not agree to withdraw any of those grievances.

We continued to press for significant changes to the contract's remote work language, and by doing so the University's final offer included better across the board wage increases and the withdrawal of their demand that the remote work-related grievances be withdrawn.

The Remote Work Fightback Continues

The fightback against the diminishing of remote work continues. The collective agreement language the remote work grievances rely on remains intact. We are committed to providing the resources required to have the best chance for success in the arbitration of those grievances.

Fighting Off Concessions

Collective bargaining is not just about winning improvements to contract language and monetary gains. Your bargaining team had to fend off the following concessions proposed by the University:

- a limit of five internal candidates would be interviewed for each USW job posting (the University did not propose a limit on the number of external candidates that they could interview)
- a significant reduction in the length of time the retirement bridge benefit would be in place during the life of the collective agreement (the University's original proposal would see the retirement bridge benefit be in place for only three months)
- a member would have to use a personal day or a vacation day to attend medical appointments that would likely keep them away from work for a considerable part of the workday
- secondments would only be permitted after a member had been in a continuing job for twelve months
- a reduction in the maximum number of overtime hours that can be banked from 150 to 54, with a manager being able to force their employee to use their lieu time at a time of the manager's choosing (currently, banked overtime is taken as lieu time at a time mutually agreed upon by the manager and the employee)
- discipline would stay in a member's personal file for 24 months of active employment which would mean every single holiday, sick day,

closure, vacation day, personal day, etc. would have added to the time the discipline stayed on file - we agreed to pause discipline timeframes only for when a member is away from the workplace for more than 15 weeks.

The success achieved in this round of bargaining was, in large part, the result of the dedication and hard work of the Local's Strike Committee and the Communication Action Team. The members who served on those two committees have earned our admiration and respect. Your Bargaining Committee worked many long days, and we thank them for all their effort on behalf of the membership and their dedication to improving the working conditions of members. We are grateful to our lead negotiators, Sharif Ali and Omero Landi, who found themselves in the challenging situation of having to join us well into the process of preparing for our table dates and having to quickly get up to speed. Thank you to our former staff representative, Colleen Burke, for her efforts to get us ready for bargaining before she left the Union.

Of course, the union solidarity demonstrated by the Staff Appointed Unit's members, most notably by voting 96% in favour of a strike mandate with 75.1% of the membership casting a ballot, created the strength that was crucial for our success. We asked you to mobilize and engage with the bargaining process and you answered. The Union's strength comes directly from membership engagement. **YOU ARE THE UNION!**

Your elected bargaining team is unanimously recommending ratification of the tentative agreement.

In Solidarity,

Tamara Vickery
Staff Appointed Unit President & USW Local 1998
Vice-President

John Ankenman
USW Local 1998 President

TERM OF AGREEMENT

Three years: July 1, 2026 – June 30, 2029

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

- July 1, 2026 4.0% Across the Board (ATB) increase
- July 1, 2027 3.5% Across the Board (ATB) increase
- July 1, 2028 3.0% Across the Board (ATB) increase

A TOTAL WAGE INCREASE OF 10.5% COMPOUNDED OVER THREE YEARS.

The July 1, 2026, increase will be retroactive only for those employees who are actively employed in the bargaining unit on the date of ratification. Step increases will continue as usual.

DRAFT USW Salary Grids

July 1, 2026 - Wages increased by 4.0%

PSG	HIRERATE	STEP01	STEP02	STEP03	STEP04	STEP05	STEP06	STEP07	STEP08
1	43707	45456	47275	49166	50640	52160	53721	54799	55893
2	46411	48268	50196	52207	53770	55386	57047	58186	59350
3	49281	51252	53298	55432	57097	58811	60573	61784	63024
4	52327	54423	56597	58862	60629	62446	64319	65604	66919
5	55563	57784	60098	62503	64377	66307	68297	69660	71056
6	59000	61360	63813	66366	68357	70407	72519	73972	75450
7	62646	65156	67758	70468	72586	74762	77003	78543	80116
8	66522	69182	71948	74828	77070	79386	81764	83403	85069
9	70633	73460	76396	79452	81839	84292	86819	88557	90329
10	75004	78003	81123	84370	86897	89506	92190	94035	95915
11	79640	82828	86138	89585	92272	95040	97890	99850	101845
12	84564	87946	91465	95123	97980	100917	103946	106023	108145
13	89794	93388	97124	101006	104037	107158	110372	112582	114832
14	95344	99162	103125	107248	110467	113781	117199	119541	121932
15	101242	105294	109504	113884	117300	120818	124444	126932	129471
16	107502	111803	116273	120926	124554	128290	132139	134779	137476
17	114151	118718	123467	128404	132256	136223	140312	143116	145980
18	121209	126056	131099	136345	140435	144648	148984	151965	155005
19	128706	133853	139207	144775	149118	153592	158200	161363	164586
20	136665	142128	147815	153729	158340	163089	167982	171343	174766

HIGHLIGHTS

TERMS OF THE AGREEMENT - 3 YEARS
July 1, 2026 - June 30, 2029

July 1, 2027 - Wages increased by 3.5%

PSG	HIRERATE	STEP01	STEP02	STEP03	STEP04	STEP05	STEP06	STEP07	STEP08
1	45237	47047	48930	50887	52412	53986	55601	56717	57849
2	48035	49957	51953	54034	55652	57325	59044	60223	61427
3	51006	53046	55163	57372	59095	60869	62693	63946	65230
4	54158	56328	58578	60922	62751	64632	66570	67900	69261
5	57508	59806	62201	64691	66630	68628	70687	72098	73543
6	61065	63508	66046	68689	70749	72871	75057	76561	78091
7	64839	67436	70130	72934	75127	77379	79698	81292	82920
8	68850	71603	74466	77447	79767	82165	84626	86322	88046
9	73105	76031	79070	82233	84703	87242	89858	91656	93491
10	77629	80733	83962	87323	89938	92639	95417	97326	99272
11	82427	85727	89153	92720	95502	98366	101316	103345	105410
12	87524	91024	94666	98452	101409	104449	107584	109734	111930
13	92937	96657	100523	104541	107678	110909	114235	116522	118851
14	98681	102633	106734	111002	114333	117763	121301	123725	126200
15	104785	108979	113337	117870	121406	125047	128800	131375	134002
16	111265	115716	120343	125158	128913	132780	136764	139496	142288
17	118146	122873	127788	132898	136885	140991	145223	148125	151089
18	125451	130468	135687	141117	145350	149711	154198	157284	160430
19	133211	138538	144079	149842	154337	158968	163737	167011	170347
20	141448	147102	152989	159110	163882	168797	173861	177340	180883

July 1, 2028 - Wages increased by 3.0%

PSG	HIRERATE	STEP01	STEP02	STEP03	STEP04	STEP05	STEP06	STEP07	STEP08
1	46594	48458	50398	52414	53984	55606	57269	58419	59584
2	49476	51456	53512	55655	57322	59045	60815	62030	63270
3	52536	54637	56818	59093	60868	62695	64574	65864	67187
4	55783	58018	60335	62750	64634	66571	68567	69937	71339
5	59233	61600	64067	66632	68629	70687	72808	74261	75749
6	62897	65413	68027	70750	72871	75057	77309	78858	80434
7	66784	69459	72234	75122	77381	79700	82089	83731	85408
8	70916	73751	76700	79770	82160	84630	87165	88912	90687
9	75298	78312	81442	84700	87244	89859	92554	94406	96296
10	79958	83155	86481	89943	92636	95418	98280	100246	102250
11	84900	88299	91828	95502	98367	101317	104355	106445	108572
12	90150	93755	97506	101406	104451	107582	110812	113026	115288
13	95725	99557	103539	107677	110908	114236	117662	120018	122417
14	101641	105712	109936	114332	117763	121296	124940	127437	129986
15	107929	112248	116737	121406	125048	128798	132664	135316	138022
16	114603	119187	123953	128913	132780	136763	140867	143681	146557
17	121690	126559	131622	136885	140992	145221	149580	152569	155622
18	129215	134382	139758	145351	149711	154202	158824	162003	165243
19	137207	142694	148401	154337	158967	163737	168649	172021	175457
20	145691	151515	157579	163883	168798	173861	179077	182660	186309

RETIREMENT BRIDGE BENEFIT

- The Union has ensured that the University will re-establish the Early Retirement Bridge Benefit (age 60/80 point provision) outside of the Pension Plan for the period of December 31, 2026 up to and including May 31, 2029.

HEALTH CARE BENEFIT IMPROVEMENTS

EFFECTIVE NOVEMBER 1, 2026:

VISION

- Increase in the maximum for prescription eyeglasses or contact lenses from \$650 to \$700 every 24 months.
- Increase in the maximum for optometric eye examinations from \$120 to \$140 every 24 months.
- Replace "prescription safety glasses" with "prescription safety eyewear" in Article 20:07.

MENTAL HEALTH CARE

- Increase in the combined maximum for Psychological, Master of Social Work or Psychotherapist from \$3,100 to \$3,300.
- Psychoeducational Assessments to be included in the overall combined maximum for Psychological, Master of Social Work or Psychotherapist.
- Psychoeducational Assessment limited to \$2,000 per claim. For clarity, Psychoeducational Assessments are performed over multiple appointments, the \$2,000 per claim limit is for all appointments combined not per appointment.

DENTAL

- Increase in Major Services from \$2,350 to \$2,500.

HEARING AIDS

- Increase the maximum for hearing aids from \$800 to \$1,000 per ear every 36 months.

DRUG

- Increase the maximum for Continuous Glucose Monitor (CGM) supplies from \$2,000 to \$2,100 every 12 months.
- Increase the maximum for Continuous Glucose Monitor (CGM) transmitter from \$1,000 to \$1,100 every 12 months.

GENDER AFFIRMING CARE

- Increase from \$10,000 to \$12,500.

EFFECTIVE JULY 1, 2027:

PARAMEDICAL

- Increase in the combined maximum for Massage, Physiotherapy, Chiropractic, Naturopath, Osteopath, Acupuncturist, Homeopath & Occupational Therapist from \$1,300 to \$1,400 per benefit year.

CHILD CARE BENEFIT

- Overall value of eligible claims will increase from \$1,100,000 to \$1,150,000 per year.
- Simplification of the application process for the Child Care Benefit Plan.
- Increase in the maximum eligible age from under 7 years of age to under 9 years of age.
- Where the current plan limits payment to only one parent when both parents are USW Staff Appointed members, the new plan language removes this limit. Thus, if both parents are employed as USW Staff Appointed members, both parents can receive a payment in respect of the same child.

PERSONAL DAYS

- Maintained 5 personal days between July 1st and June 30th of each year.
- Cultural observances added to examples of events in Article 13:12 for which personal leave can be used.

JOB SECURITY

- In cases of indefinite layoff that are not triggered by a reduction or elimination of research funding, an employee will be paid full wages during the final three weeks of their layoff notice period without being required to work. This will allow members who are in receipt of a notice of indefinite layoff to have more time to concentrate on their job search.
- The number of jobs a member with redeployment pool status can apply to with redeployment pool status will be significantly increased with a new provision that allows such an employee to use their redeployment pool status for posted USW jobs that are one pay band above the pay band of their job that was eliminated. Currently those members' redeployment pool status is limited to posted jobs in a pay band equal to or less than the pay band of their job that was eliminated.
- The circumstances in which the University must consider providing training to members is expanded to not only when new technology is introduced, but also when new processes and/or duties are introduced.
- There is a new element in the Letter of Intent: Institutional Training of Redeployment Pool Candidates that will see the University develop training modules for redeployment pool candidates to learn RIS, FIS, HRIS and ROSI.
- Members will have access to the Tuition Wavier for Dependents and the Educational Assistance Tuition Wavier while they have redeployment pool status and once they are in the redeployment pool following their layoff date – this new language confirms the position the Union has taken in a dispute with the University.
- Individual grievances alleging an improper organizational change will be initiated at Step Two of the Grievance Procedure. Currently improper organizational change grievances start at Step One. This change will cause the processing of these grievances to be more effective.
- A member who is hired into a vacancy who feels dissatisfied with the job may, within two (2) months of **active** employment after starting in the job, decide to return to the job they left to accept the position – the language in the current collective agreement causes the time a member is away from work, such as the annual holiday closure, to be counted towards the two months.
- The University will interview qualified candidates without undue delay and as expeditiously as practicable. Internal applicants who are not selected to be interviewed will be notified at the time interviews are scheduled and informed in writing why they were not selected.
- After the date of ratification, new external candidates hired into a term position will be eligible to apply for and be considered for another position after the completion of their probationary period or within the last two (2) months of their term.

AI PROTECTIONS

- A new Letter of Intent: Artificial Intelligence will be introduced to the collective agreement which sees the University recognizing the importance of 1) protecting employee data, 2) the need to ensure that human judgement is used to review and make final decisions related to employment, 3) making AI training and support available to employees and 4) assessing the impact of AI on administrative work, including monitoring AI for bias and accuracy
- A Human Resources representative will receive and review all job applications for job postings from internal applicants to ensure they are considered in accordance with the Collective Agreement.

WORK/LIFE BALANCE

REMOTE WORK

- An increase from 4 to 6 months in the minimum number of months for which an alternate work arrangement (AWA) is granted.
- An increase from 6 to 8 weeks in the minimum number weeks of notice management must give a member before implementing an employer-initiated AWA.
- An agreement from the University that they will seek input from the Union before implementing any modification to the AWA guidelines.
- Although we did not win new language that would strengthen our fightback against the University's diminishing of remote work, the current collective agreement language that supports the grievances filed against the University's diminishing of remote work is maintained.
- The Union successfully fought back against the University's demand that the Union withdraw all remote work-related grievances, including those filed by individual members. The University's demand was associated with a wage increase counterproposal they tabled.

The Union is committed to providing the resources required to have the best chance for success in the arbitration of remote work-related grievances.

WORKLOAD

The Letter of Intent: Workload Discussions will be revised so that:

- if a member needs to temporarily cover duties of an absent colleague, managers are required to discuss the prioritization of duties.

The current language that indicates managers are expected to discuss without undue delay workload concerns raised by an employee remains intact. If a manager refuses to have a workload discussion, that refusal can be grieved.

NEW OVERTIME TRACKING

- The University agreed to create a central system that will allow members to view and track their banked overtime.

IMPROVEMENTS TO THE ACCOMMODATION PROCESS

- The Letter of Intent: Employee Accommodation will be revised. The provision that will see the Union and the University meet within 60 days of the tentative agreement being ratified to discuss how the accommodation process can be improved by the minimizing of delays in the process, etc. has more possible topics for discussion. The design and content of the medical report, concerns about how permanent health conditions are handled within the accommodation process, and the design and implementation of the accommodation list have been added.
- The language in Article 20:06 has been strengthened with the addition of wording that commits the University to reviewing an employee's request for accommodation in a timely manner and to providing an employee with information about when the University anticipates being able to respond to the employee's request.

During collective bargaining the Union received an assurance from the University that they will be turning their mind to making improvements to the accommodation process. The University stated that they recognize the seriousness of the problems with the accommodation process that the Union has raised. The Union will hold the University accountable in this matter.

CAREER ADVANCEMENT

PROFESSIONAL DEVELOPMENT

- Professional Development days have been expanded beyond training, workshops and conferences to include courses, exams, mentorship programs and other structured learning programs that may be related to a member's current position or another position at the University.

CAREER DEVELOPMENT FUND

- There will be a continuation of the \$250,000 per year Career Development Fund dedicated to supporting the various training and career development needs of members.

EMPLOYMENT EQUITY

EMPLOYMENT EQUITY ADVISORY COMMITTEE

- The Letter of Intent: Employment Equity will be revised so that it indicates that the University is committed to providing aggregate data from their Speaking Out! Survey results broken down by focus areas and employment equity group.

NO DISCRIMINATION

- There will be new language that indicates that the University recognizes that an individual has the right to determine their own gender identity in addition to their own gender expression.
- There will be new language that indicates that there will be no discrimination against employees with respect to the terms and conditions of their employment because of caste.
- Members who file an individual grievance alleging racial discrimination will have their grievance start at Step Three of the grievance procedure. Currently, such grievances start at Step One.

NEW LETTER OF INTENT: INDIGENOUS CONFLICT RESOLUTION PRACTICES

- A party to an incivility, or harassment, or discrimination complaint who is Indigenous may propose engagement in Indigenous conflict resolution practices. This Letter of Intent will be subject to refinement or amendment by mutual agreement of the Union and the University and based on consultations with the University's Indigenous community.

IMPROVEMENTS TO THE COMPLAINTS INVESTIGATION PROCESS

- The Letter of Intent: Complaints Based on Alleged Breach of Civility Guideline etc., and the Letter of Intent: Workplace Investigations etc. will be combined to provide a coherent explanation of the complaint and investigation process. The new Letter of Intent will be titled Letter of Intent: Complaints – Workplace Harassment Program and Workplace Violence Program.
- The new Letter of Intent, titled Letter of Intent: Complaints – Workplace Harassment Program and Workplace Violence Program, contains new language that:
 - 1) allows a member to request the discontinuation of contact with the respondent of their complaint
 - 2) obligates the University to provide workplace restoration after an investigation has taken place

- 3) allows the complainant or the respondent of a complaint, or the Union, to raise an objection to the University's choice of an investigator, with the University obligated to giving the objection due consideration and to providing a written response
- 4) obligates the University to providing monthly updates to the complainant, the respondent and the Union, if it is involved in the case
- 5) expands the rights of members in civility and discrimination complaints processes so that they include the rights included in complaints based on workplace violence grounds.

IMPROVEMENTS TO THE GRIEVANCE PROCESS

- Individual grievances alleging unjust termination and unjust suspension will start at Step Two (currently the grievance procedure for these grievances starts at Step One).
- Individual grievances alleging racial discrimination will start at Step Three (currently the grievance procedure for these grievances starts at Step One).

During collective bargaining, Labour Relations committed to making efforts to resolve grievances earlier in the grievance procedure. The Union will hold the University accountable to their commitment.



THE FIGHTBACK CONTINUES.



Your Negotiating Team - Left to Right: Tamara Vickery (U of T Staff-Appointed Unit President), John Ankenman (Local President), Rabia Nasir (rear), Ruxandra Pop (rear), Aziz El Mejdouby, Sharif Ali (USW Staff Representative), Justen Bennett (rear), Luke Wesley (rear), Debbie York (rear), Feyisami Adara, Zack Sholdra (rear), Mary-Marta Briones-Bird, Ryan Lahti(rear), Adonica Huggins, Omero Landi (USW Staff Representative) (rear), Richard Waters.

Your Bargaining Committee unanimously recommends acceptance of this tentative collective agreement

THE ELECTRONIC RATIFICATION BALLOT WILL READ:

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

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

**The electronic vote will be conducted
from Monday, September 14 at 5:30 pm
until Thursday, September 17 at 11:59 pm.**

You will receive your unique electronic ballot by email on Monday, September 14 at 5:30 pm.

TUESDAY, SEPTEMBER 8th @ 4:00 AM

MEMORANDUM OF AGREEMENT

BETWEEN

THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO
(hereinafter referred to as "the University")

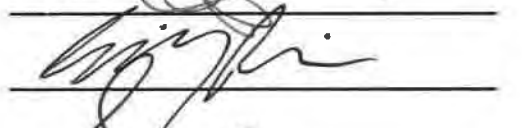
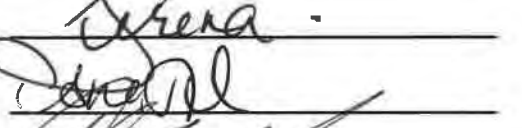
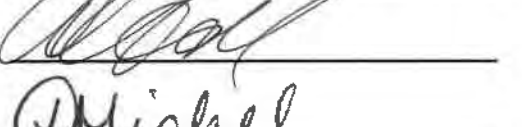
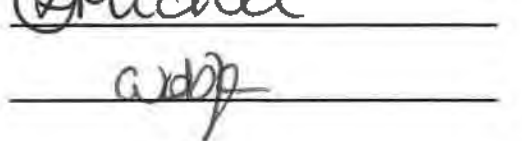
-and-

THE UNITED STEELWORKERS, LOCAL 1998 – STAFF-APPOINTED BARGAINING UNIT
(hereinafter called "the Union")

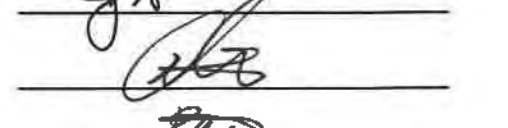
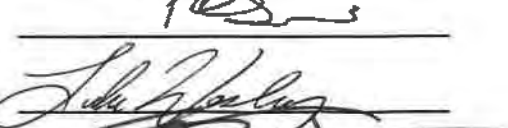
MEMORANDUM OF AGREEMENT FOR A RENEWAL COLLECTIVE AGREEMENT

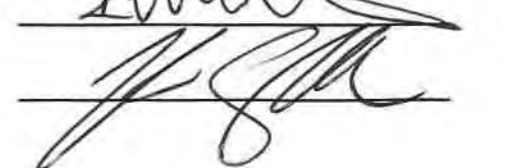
1. The members of the parties' respective negotiating committees hereby agree to unanimously recommend for ratification a renewal collective agreement on the terms and conditions set out herein.
2. The term of the renewal collective agreement shall be from July 1, 2026 to June 30, 2029.
3. All matters previously settled and agreed to by the parties prior to the date hereof and attached hereto.
4. The provisions of the collective agreement shall have no retroactive effect whatsoever prior to the date of ratification by both parties, save and except where retroactivity is expressly provided for.
5. All attached items numbered 1 to _____ are incorporated.

FOR THE UNIVERSITY

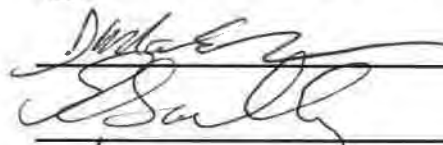






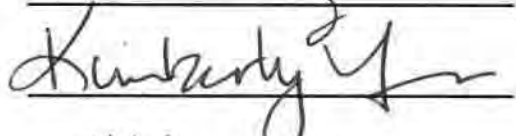
FOR THE UNION




Chris


Sally

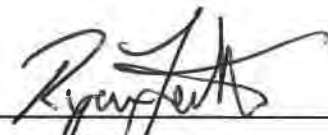

Kimberly

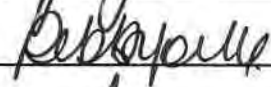

Mary

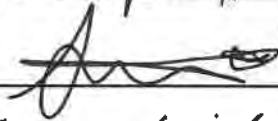

LouAnne

LouAnne Hill

DATED AT TORONTO THIS 8 DAY OF SEPTEMBER 2026


R. J. K.


Rebecca


Ann


Ann


Aziz

AZIZ ELMEJDOUBI


Aziz

University of Toronto Economic Proposal - CONFIDENTIAL – September 8, 2026

1) Across-the-Board (ATB) increases and adjustments to Schedule A: Salary Grid

July 1, 2026 **4.0%** ATB increase to be applied to June 30, 2026 base salary

July 1, 2027 **3.5%** ATB increase to be applied to June 30, 2027 base salary

July 1, 2028 **3%** ATB increase to be applied to June 30, 2028 base salary

- The July 1, 2026 increase will be retroactive only for those employees who are actively employed in the bargaining unit on the date of ratification.

2) Simplify the process for the Child Care Benefit Plan and increase the maximum eligible age from under 7 years of age to under 9 years of age (see Appendix C: Staff-Appointed Employee Child Care Benefit Plan as attached)

- Increase Child Care Benefit Plan from \$1,100,000 to \$1,150,000

3) Improved access for employees in the re-deployment pool to the Tuition Waiver for Dependents and Educational Assistance Provisions for up to fifteen (15) months from the date of layoff as outlined in Article 12:10 as attached

4) The University agrees to renew the provisions of the Early Retirement Bridge Benefit Outside of the Pension Plan for the following effective dates:

- For retirements on or after December 31, 2026 up to and including May 31, 2029.

The Early Retirement Bridge Benefit Outside of the Pension Plan shall not apply to any Pension Plan member receiving a voluntary retirement or exit/severance incentive under any other program.

5) Replace "prescription safety glasses" with "prescription safety eyewear" in Article 20:07 (c).

Benefits

Effective November 1, 2026:

- Increase the maximum for hearing aids from \$800 to \$1,000 per ear every 36 months
- Increase the maximum for dental major services from \$2,350 to \$2,500 per benefit year
- Increase the maximum for optometric eye examinations from \$120 to \$140 every 24 months
- Increase the maximum for prescription eyeglasses or contact lenses from \$650 to \$700 every 24 months
- Increase the combined maximum for Psychological, Master of Social Work or Psychotherapist from \$3,100 to \$3,300 per benefit year. Include "Psychoeducational Assessments" to the "Psychologist, Master of Social Work or Psychotherapist"

paramedical services benefit with Psychoeducational Assessments limited to \$2,000.00 per claim. For clarity, Psychoeducational Assessments are performed over multiple appointments, the \$2,000.00 per claim limit is for all appointments combined (not per appointment).

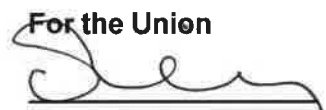
- Increase the maximum for gender affirmation coverage from \$10,000 to \$12,500 per lifetime.
- Increase the maximum for Continuous Glucose Monitor (CGM) supplies from \$2,000 to \$2,100 every 12 months and increase the maximum for CGM transmitters from \$1,000 to \$1,100 every 12 months.

Effective **July 1, 2027**:

- Increase the combined maximum for Chiropractor, Physiotherapist, Registered Massage Therapist, Naturopath, Osteopath, Acupuncturist, Homeopath, Occupational Therapist, Chiropodist, Podiatrist, Dietitian or Nutritionist from \$1,300 to **\$1,400** per benefit year.

For the University



For the Union




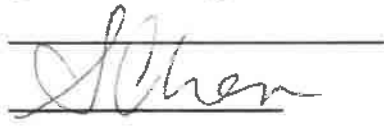
Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

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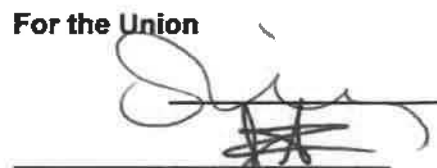
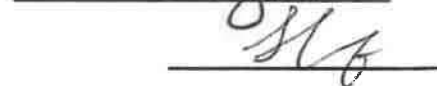
Land Acknowledgment

We wish to acknowledge this land on which the University of Toronto operates. For thousands of years it has been the traditional land of the ~~Huron~~-Wendat Nation, the Seneca, and the Mississaugas of the Credit. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.

For the University

For the Union

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ARTICLE 3: RELATIONSHIP

No Discrimination

3:01

- (a) The University and the Union are committed to equal opportunity in employment for women, Indigenous Peoples, people with disabilities, and people who because of their race, colour, sexual orientation or gender identity and expression have been historically, and continue to be, disadvantaged in Canada. The University and the Union recognize that an individual has the right to determine their own gender identity **and expression**. This includes the right to determine their own pronouns. The University and the Union are committed to employment equity and to achieving and maintaining a workforce representative of those pools of qualified individuals available for recruitment and promotion by the University.
- (b) The University and the Union agree to uphold the *Ontario Human Rights Code* and will not under any circumstances permit employment practices and procedures in contravention of it. The University and Union agree that there shall be no discrimination against employees with respect to terms and conditions of employment because of race, ancestry, place of origin, sex, gender orientation, gender identity, gender expression, religious belief, colour, **caste**, ethnic origin, mother tongue, marital status, family status, political affiliation or belief, citizenship, sexual orientation, disability, age, or record of offences, as those terms are defined in the *Ontario Human Rights Code* (if applicable), subject to the *Ontario Human Rights Code* provisions related to *bona fide* occupational qualification.

For the University



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For the Union



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Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

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Sexual Violence and Sexual Harassment

- 3:02 Sexual harassment shall be considered discrimination under Article 3:01 of this Agreement.
- 3:03 The University will provide an environment where employees are not subjected to sexual violence and sexual harassment. Employees will not engage in sexual violence and sexual harassment. In assessing whether sexual violence or sexual harassment may have occurred, the definitions and standards set out in the *Ontario Human Rights Code*, the *Occupational Health and Safety Act* and the University's Policy on Sexual Violence and Sexual Harassment, as they exist from time to time, although they do not form part of the Collective Agreement, shall be considered, including by an arbitrator in any arbitration pursuant to this section.

For clarity, the University's current Policy on Sexual Violence and Sexual Harassment defines "sexual violence" as meaning: "any sexual act or act targeting a person's sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent, and includes Sexual Assault, Sexual Harassment, stalking, indecent exposure, voyeurism, and sexual exploitation."

For clarity, the current *Ontario Human Rights Code* provides that "[e]very person who is an employee has a right to freedom from harassment in the workplace because of sex, sexual orientation, gender identity or gender expression by his or her employer or agent of the employer or by another employee." For further clarity, the current *Ontario Human Rights Code* defines harassment as "engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome". For further clarity, the University's current Policy on Sexual Violence and Sexual Harassment defines "sexual harassment" as including: "any sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome. Sexual harassment also includes a reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance, where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person."

- 3:04 Employees making a Report under the University's Policy on Sexual Violence and Sexual Harassment shall be advised they have the right to be accompanied by a Union Representative at any stage of the process.
- 3:05 A Report under the University's Policy on Sexual Violence and Sexual Harassment alleging sexual harassment may be filed at any time in accordance with the Policy on Sexual Violence and Sexual Harassment. For clarity, there is no time limit for filing a Report under the Policy.

An employee may file a grievance alleging sexual harassment or sexual violence if, after the University has exhausted available steps through the Policy, the employee is dissatisfied with the outcome; or if after sixty (60) working days from the date the written Report was finalized, signed by the employee, and submitted to the University's Sexual Violence Prevention and Support Centre, the University has not provided the employee with a response to the Report; or if the employee did not file a Report under the Policy.

If an employee files a grievance under Article 3:05, such grievance shall be filed at Step 3 of the grievance procedure. The time limits set out in Article 9:01 shall not apply to such grievances. The time limit for the University to issue a Step 3 response under Article 3:05 shall be sixty (60) working days.

- 3:06 No information relating to the grievor's personal background or lifestyle shall be admissible during the grievance or arbitration process.
- 3:07 An employee who makes a report of sexual violence or sexual harassment, may request, through the Union, to discontinue contact with the respondent. Every effort shall be made to separate the parties in their employment relationship, without the complainant suffering any penalty. The University and the Union agree to treat requests to discontinue contact as confidential to those directly involved.
- 3:08 Witnesses who give information and/or evidence in a complaint of sexual violence or harassment shall suffer no penalty or reprisal.
- 3:09 In the event the University decides to investigate a Report of sexual violence and/or sexual harassment under the Policy on Sexual Violence and Sexual Harassment, ~~where both the Complainant and the Respondent are USW members~~, both the Complainant and the Respondent and/or the Union shall be entitled to raise an objection to the University's choice of investigator on the basis of procedural fairness with respect to the choice of investigator, within six (6) working days of being notified of the choice of investigator. The Complainant or Respondent and/or the Union making such objection shall provide the reasons and grounds therefor. The University shall give due consideration to all such objections and respond in writing within four (4) working days of receiving the objection. In its response, the University shall either replace the investigator or provide the rationale for the University's decision not to replace the investigator. All objections and related correspondence and decisions will be retained for the record.

For the University



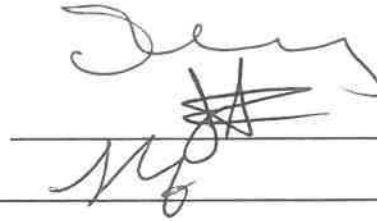
UofT & USW 1998 Staff-Appointed

For the Union



University of Toronto
August 20, 2026

WITHOUT PREJUDICE



Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

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Racial Discrimination

3:10 An employee may file a grievance alleging that they have been discriminated against on the basis of race if, after the University has exhausted available steps under the University's Guideline for Employees on Concerns and Complaints Regarding Prohibited Discrimination and Discriminatory Harassment, the employee is dissatisfied with the outcome; or if sixty (60) working days have elapsed from the date the written report was finalized, signed by the employee, and submitted to the University, and the University has not provided the employee with a response to the complaint; or if the employee did not file a complaint under the Guidelines.

If an employee files a grievance under Article 3:10, such grievance shall be filed at Step 3 of the grievance procedure.

For the University



For the Union



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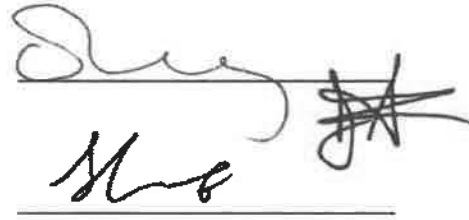
General Harassment Workplace Violence

3:11 The parties agree that employees will neither engage in nor be subject to threats of physical abuse or physical harm.

For the University



For the Union



Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

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ARTICLE 7: UNION REPRESENTATION

[...]

7:08 Where there is a right to Union representation, and where the employee exercises that right, the University will provide the Union with as much advance notice as is practicable and will indicate the nature of the meeting **and name(s) of the employee(s)** at the time of the request. The Union will keep the nature of the meeting confidential and will not disclose it to the employee in advance of the meeting.

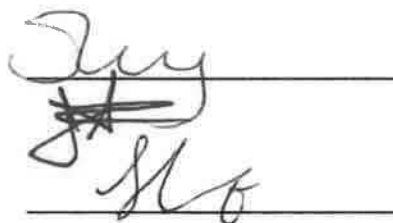
Where there is a right to Union representation, the employee will be notified and may exercise their right to Union representation.

The Union recognizes that there may be situations where a representative is requested after the commencement of a meeting and that advance notice will not always be practicable or possible. In such a case, the University shall notify the Union without delay that a representative is needed.

For the University



For the Union



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ARTICLE 9: GRIEVANCE PROCEDURE

[...]

9:09 Individual grievances regarding allegations of sexual harassment or sexual violence filed under Article 3:05 shall be filed at Step Three of the grievance procedure. The time limits set out in Article 9:01 shall not apply to such grievances. The time limit for the University to issue a Step Three response under Article 3:05 shall be sixty (60) working days.

9:10 Individual grievances regarding allegations of discrimination on the basis of race filed in accordance with Article 3:10 shall be filed at Step Three of the grievance procedure.

9:11 Individual grievances regarding allegations of a course of conduct amounting to workplace harassment filed in accordance with Article 3:12 will be filed at Step Three of the grievance procedure.

9:12 Individual grievances regarding allegations of reprisal or retaliation in accordance with Article 3:13 will commence at Step Two of the grievance procedure.

9:13 Individual grievances in accordance with Article 10:01 regarding a claim by an employee that they have been discharged or suspended without just cause shall be a proper subject for a grievance if a written statement of such grievance is lodged at Step Two of the grievance procedure within fifteen (15) working days after the employee receives notice of the discharge or suspension.

9:14 ~~9:09~~ Individual grievances alleging a violation of Article 12:04 (Job Posting) shall be submitted in accordance with the grievance procedure to the department of the posted position.

9:15 ~~9:10~~ Individual grievances alleging a violation of Article 12:05 (Organizational Change – Elimination of Positions or Involuntary Reduction in Appointment) or Article 12:06 (Organizational Change for Externally Funded Research Grant/Contract Positions) shall be initiated at Step Two of the grievance procedure.

A grievance arising directly between the University and the Union (which could not be grieved by an individual employee) alleging a violation of Article 12:05 (Organizational Change – Elimination of Positions or Involuntary Reduction in Appointment) or Article 12:06 (Organizational Change for Externally Funded Research Grant/Contract Positions) shall be initiated at Step Three. Any grievance by the University or the Union as provided herein shall be commenced within ~~five (5)~~ **ten (10)** working days after the Union became aware or ought reasonably to have become aware of the circumstances giving rise to the grievance. This clause may not be used by the Union to initiate a grievance which directly affects an

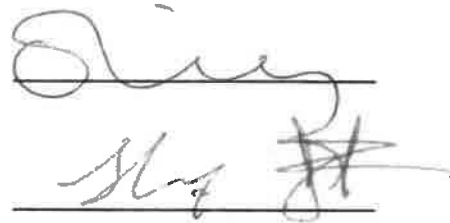
employee where said employee(s) could themselves have initiated a grievance pursuant to the provisions of this Article.

9:16 Individual grievances regarding accommodation and/or return to work disputes arising from the process set out in Article 20:06 Accommodation/Return to Work shall be subject to the grievance procedure beginning at Step Two.

For the University



For the Union



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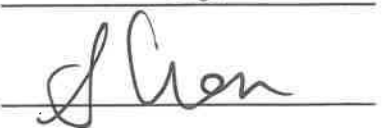
ARTICLE 10: DISCHARGE AND DISCIPLINARY ACTION

- 10:01 A claim by an employee that they have been discharged or suspended without just cause shall be a proper subject for a grievance if a written statement of such grievance is lodged at Step ~~One~~ **Two** of the grievance procedure within fifteen (15) working days after the employee receives notice of the discharge or suspension.
- 10:02 (a) An employee who will be disciplined or discharged while at work will be notified of their right to have a Union Steward attend such a meeting in which such discipline or discharge will be issued. If the employee requests representation by a Union Steward, the University will send for a Union Steward without undue delay and without further discussion of the matter with the employee concerned. If requested, the Union shall send a Steward or other authorized Union Representative immediately and without undue delay.
- (b) Where an employee is required by their manager to participate in a meeting to investigate a matter which will likely lead to disciplinary action the employee will be notified of their right to have a Union Steward attend such a meeting. If the employee requests representation by a Union Steward, the University will send for a Union Steward without undue delay and without further discussion of the matter with the employee concerned. If requested, the Union shall send a Steward or other authorized Union Representative immediately and without undue delay. The University will inform the employee of the day, time, location, and general purpose of the meeting.

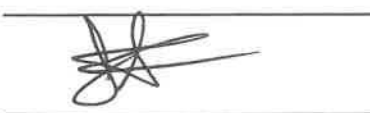
The University will provide information to the employee on accessing the Employee and Family Assistance Program.

- 10:03 Any notice of disciplinary action which is intended to form a part of an employee's employment record shall be given in writing with a copy to the Union. All such notices or records shall be permanently removed from the employee's file when twenty-four (24) months have elapsed since the date of issue, provided there has been no recurrence of a similar infraction. **Leaves of absence that exceed fifteen (15) weeks shall not be counted towards the time elapsed under this article.**
- 10:04 The University will inform the Union when an employee is placed on administrative leave.

For the University

For the Union




ARTICLE 11: ARBITRATION/MEDIATION

[...]

11:03 The Arbitration Procedure incorporated in this Agreement shall be based on the use of a single Arbitrator, selected on a rotating basis from a panel of four (4) Arbitrators set out below:

~~Rob Herman~~
~~Louisa Davie~~
~~Archana Mathew~~
~~Lindsay Lawrence~~
Kevin Burkett
~~Laura Trachuk~~ ~~Mark Wright~~

In the event that the next arbitrator in the rotation is not available within six (6) months of the date of referral to arbitration, the parties agree that the next arbitrator in the rotation will be contacted. In the event that none of the arbitrators on the panel are available within six (6) months, the parties will endeavour to agree on another arbitrator who is available within six (6) months of the date of referral to arbitration.

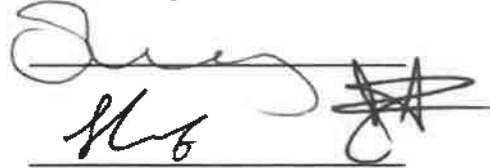
Notwithstanding the above, the parties may agree to one of the other arbitrators in the rotation or another arbitrator in circumstances where the parties agree that a grievance should be heard more expeditiously.

[...]

For the University

A handwritten signature in black ink, appearing to read 'J. Chen', written over a horizontal line.

For the Union

A handwritten signature in black ink, written over a horizontal line. The signature is stylized and appears to include a star-like symbol at the end.

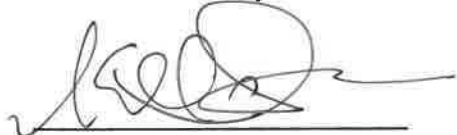
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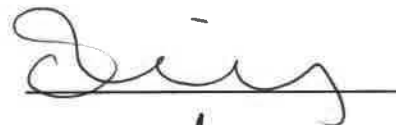
ARTICLE 12: STAFFING RELATED ISSUES

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

For the University



For the Union



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Probationary Period

12:03

- (a) An employee shall have no seniority and shall be considered as a probationary employee until they have completed six (6) months of active employment (i.e., days actually at work at the University in a staff-appointed position). For clarity, active employment does not include the University closure in December and January, unless the employee is required to work during that period.
- (b) In the case where a term position is re-posted as a continuing position and the same incumbent is hired for that position, time worked in the term position shall count towards the probationary period.
- (c) During the probationary period an employee may be terminated at any time for a lesser standard than "just cause". The parties agree that an arbitrator has no jurisdiction to relieve against the penalty of discharge or substitute or provide any other remedy in the case of the discharge of a probationary employee, unless the discharge was discriminatory, arbitrary or made in bad faith.
- (d) An employee must successfully complete their probationary period before they are eligible to apply and be considered for another position.

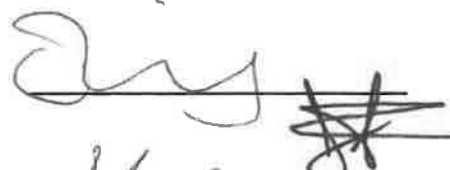
Notwithstanding the above, a probationary employee in a term position is eligible to apply for and be considered for another position after the completion of their probationary period or within the last two (2) months of their term, whichever is sooner.

- (e) The Union will be copied on letters of probationary termination.

For the University


S. Chen

For the Union


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Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

Posting

12:04

- (a) Where the University decides to fill a vacancy of more than six (6) months in the bargaining unit it will post a notice in this regard, including a posting on a web site and a copy to the Union will be provided upon request. Where a term position becomes a continuing position, such position shall be posted. The notice will include the core duties, responsibilities, qualifications, classification, position number, salary range, department, ~~and person to whom an application should be submitted~~ an email address to which inquiries may be directed, and a statement that a job description is available to internal applicants upon request. Notices will remain posted for a minimum of seven (7) working days.

Employee applicants must submit a written application, including an up-to-date resume, within the period indicated on the posting and receive acknowledgement of the receipt of their application. Employee applicants will not be required to provide the name of their current manager at the time of application. The University shall provide internal applicants upon request copies of the job description.

In the event that a posting is cancelled after any applications have been received from internal candidates, the internal candidates shall be notified of such cancellation in writing within five (5) working days, and the University shall advise the Union in writing of the reason(s) for such a cancellation.

A Human Resources representative will receive and review all job applications for job postings from internal applicants to ensure they are considered in accordance with the Collective Agreement prior to forwarding them to the hiring Department. In order to receive this consideration, internal applicants must apply through the process for internal candidates as set out on the University of Toronto Careers page.

Employees on the accommodation list shall receive first consideration for any appropriate job postings.

If the position is not filled by an accommodation list candidate, Human Resources will forward applications from qualified applicants with redeployment pool status applicants, pursuant to Article 12:10(b), to the hiring Department for consideration before any other applicants are considered.

If the position is not filled by a qualified applicant with redeployment pool status candidate, pursuant to Article 12:10(b), internal applicants who meet the minimum qualifications will be interviewed and granted time off work without loss of regular pay to participate in the interview. Selected internal applicants will be scheduled for an interview prior to external applicants where practicable, subject to the internal applicants' availability.

The hiring Department retains the discretion to post externally and consider and interview external applicants in the selection process, along with internal employee applicants, in order to determine who is the most qualified candidate.

The University will interview qualified candidates without undue delay and as expeditiously as practicable. Internal applicants who are not selected to be interviewed will be notified at the time interviews are scheduled and informed in writing why they were not selected. Upon request, internal applicants who are not selected to be interviewed will be provided feedback and advice on how to improve their qualifications and/or job search skills.

The University will select the qualified candidate, if any, who is demonstrably the most qualified candidate for the position taking into account factors such as qualifications, skill, ability and previous relevant experience, including University experience relevant to the position, as demonstrated in all aspects of the University's selection process. The University recognizes the distinct value of the knowledge, skills, and institutional experience that internal candidates bring to the University.

The University agrees that the onus lies with the Employer to demonstrate that the successful candidate was the most qualified. Where these factors are relatively equal as between two (2) or more candidates, the candidate with more seniority will be selected.

Candidates who are members of Indigenous, Black, racialized and 2SLGBTQ+ communities, persons with disabilities, and other equity deserving groups are encouraged to apply, and their lived experience shall be taken into consideration as applicable to the posted position.

If a candidate who has been interviewed requests an update from Human Resources on the status of their application, Human Resources will respond within five (5) working days.

The University shall notify all internal applicants of the outcome of the search prior to the successful candidate being publicly announced or starting in the position, and in any event no more than five (5) working days after the successful applicant has accepted the position. The University

shall provide the Union and the bargaining unit applicants who received an interview within ten (10) working days of the awarding of the posting the name of the successful candidate. Further, in addition to the name of the successful candidate, the University will indicate to the Union whether the successful candidate was selected from the accommodation list and/or redeployment pool and whether they are internal or external.

When requested by the Union, the University will further indicate the names of all internal applicants to the posted position, including their accommodation list or redeployment pool status, if any, and how many internal applicants received an interview. The University will also provide the number of external applicants for the posted position.

Notwithstanding the provisions of this Article, in the case of an employee who is being converted pursuant to Article 2:02 of this Collective Agreement, the position into which they convert shall not be subject to the posting provisions in this Article upon their conversion.

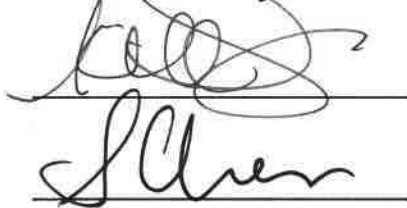
- (b) ~~(a)~~
- ~~(i) When an employee applies for a position which would result in a lateral move (i.e. to a position in the same multi-incumbent job class) and their application demonstrates that they meet the minimum qualifications for the position, they will be interviewed. Those not granted an interview will be offered advice on how to improve their qualifications and/or job search skills.~~
 - ~~(ii)(i)~~ Where an external applicant is selected, within ten (10) working days the University will provide the Union with a written rationale for its decision that the applicant selected is demonstrably the most qualified.
 - ~~(iii)(ii)~~ Where a manager has decided that an external applicant is the most qualified applicant for a posted position, prior to making an offer of employment, their decision will be reviewed by the Division Head or designate.
 - ~~(iv)(iii)~~ When requested to do so, the University will meet with an employee who was not selected for the position with a view to discussing how the employee might prepare for future job postings. The employee can ask for feedback and will be given advice on how to improve their qualifications, and assistance in developing a career development plan and/or job search skills. Such feedback will be provided in a timely manner.
 - ~~(v)~~ When an employee applies, is found to be qualified, but not given the position, the employee can ask for feedback and will be given advice on how to improve their qualifications, and assistance in developing a career development plan and/or job search skills. Such feedback will be provided in a timely manner.

- (C) ~~(B)~~ An employee selected by the University for a posted vacancy who feels dissatisfied with the job may, within two (2) months of **active employment starting** in the job, decide to return to the job the employee left to accept the position. The University may, within two (2) months of an employee's **active employment in starting** the job, return an employee to the job the employee left to accept the position if the employee shows an inability to perform the duties of the job. Thereafter, the posted vacancy shall be the employee's new position. **For clarity, active employment does not include the University closure in December and January, unless the employee is required to work during that period.**

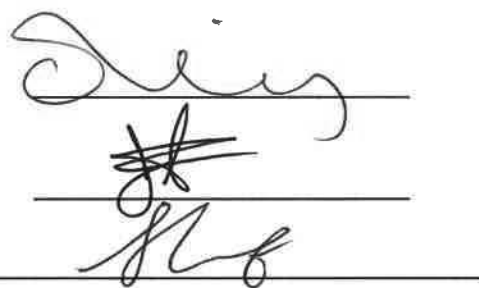
Where the University returns an employee to the job the employee left to accept the position, the Union shall be copied on the written notification to the employee.

On an annual basis the University will provide the Union with the percentage of successful internal and external candidates.

For the University



For the Union



Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

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Organizational Change – Elimination of Positions or Involuntary Reduction in Appointment

12:05 Budget cuts, departmental reorganizations, the introduction of new technology or other factors may result in organizational change in a Department that results in the elimination of one (1) or more positions, or the involuntary reduction of an employee's appointment by twenty (20) percent or more. The potential impact on current staff will be considered when organizational change proposals are being formulated as outlined in this article. In such cases:

- (a) The University shall meet with the Union to provide preliminary information in respect of the organizational change that will affect five (5) or more employees when in the University's view sufficient information is known and available regarding the general reasons, nature, anticipated organizational impact and approximate timing of the change. This meeting will be held a minimum of two (2) weeks prior to the meeting in 12:05 (b).
- (b) A minimum of six (6) weeks notice will be given to all affected employees in the Department, prior to the implementation of the organizational change. Management representative(s) will meet with each affected employee and, ~~where deemed appropriate~~, a Human Resources representative will be present. The University will provide information to the affected employee(s) on the Employee and Family Assistance Program. Notice shall be given to the affected employee(s) between Monday and Thursday inclusive. Employees who receive notice of organizational change during a period of pregnancy, primary caregiver/adoption or parental leave will, upon the completion of such leave, receive salary continuance for their full six (6) week notice of organizational change notice period. A copy of such notice shall be provided to the employee and the Union at the same time.

The employees who will be facing layoff will have redeployment pool status from the time they receive notice of organizational change. For clarity, this is in addition to the redeployment pool entitlement set out in Article 12:10 (b).

At least two (2) weeks prior to the affected employee(s) being notified, the University shall provide the Union with a list of all employee(s) affected by the organizational change. At that time, the University will meet with the Union to outline the rationale for its decision, as well as provide organizational charts, up-to-date **and dated** job descriptions, and the core duties, responsibilities, and qualifications of the positions being eliminated and **job descriptions and draft job postings for** the new positions being created, if any. The University will also provide information on current USW casual staffing in the department. The University will advise the Union of the time and place that the notice will be given to the affected employee(s) with as much notice as practicable but at minimum **five (5) two (2)** working days'

advance notice. The employee(s) will be provided with an opportunity to meet privately with a Union Representative following the issuance of the notice and will be provided with space to do so, if available.

- (c) The Department Head or designate will explain to the employees in the affected Department the reasons for and nature of the organizational change. For clarity, it is expected that the substance of this communication will have already been provided to the Union at an earlier step in the process, pursuant to (a) and/or (b) above.
- (d) Where a position(s) to be eliminated or involuntarily reduced in the Department is one of a number of similar positions in a multi-incumbent job classification performing similar duties in the Department, the employee(s) in the position with the least seniority will be laid off.
- (e) Where one (1) or more employees is facing layoff and a new position(s) is established as a result of organizational change, before being posted under Article 12:04 the new position(s) and any subsequent vacancies created as a result of the filling of the position by an employee in the Department, will first be available in the following manner to eligible employee(s) in the Department who apply for the position(s). The employee(s) will be informed in writing of the deadline, which shall be a minimum of seven (7) working days, to apply for the newly created position(s) and will be provided with the job description, organizational chart, core duties, responsibilities, and qualifications required for the position(s).
 - (i) Preference shall be given to employees in the department who are facing layoff for posted positions that are no more than one classification higher than the employee's pre-layoff position at the same or lower classification where the employees make application and are qualified. Preference will also be given to these employees for any subsequent vacancies in the Department created as a result of this organizational change that are no more than one classification higher than the employee's pre-layoff position that are at the same or lower classification. From among such applicants the University will select the qualified applicant. In circumstances where there is more than one qualified applicant for a position, the employee with the most seniority will be selected. Where none of the applicants is qualified, the position will be posted to the department and the selection process will be conducted per paragraph (ii) below.
 - (ii) All employees in the department shall be eligible to apply for any new positions in the Department that are not filled per paragraph (i) above and any subsequent vacancies in the Department created by the filling of new positions by an employee of the Department, or where paragraph (i) above is not applicable. From among such applicants

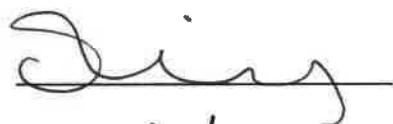
the University will select the qualified applicant, if any, who is the most qualified applicant for the position taking into account factors such as qualifications, skill, ability and previous relevant experience including University experience relevant to the position, as demonstrated in all aspects of the University's selection process. Where these factors are relatively equal as between two (2) or more such employees, the employee with more seniority will be selected.

- (iii) If there are no applicants or no applicants are selected, the position(s) will be posted in accordance with Article 12:04.
- (iv) ~~The employees who will be facing layoff will have redeployment pool status from the time they receive notice of organizational change. For clarity, this is in addition to the redeployment pool entitlement set out in Article 12:10 (b).~~
- (f) For up to eighteen (18) weeks from the time notice is given under Article 12:05 (b), affected employees shall be entitled to utilise the University's career transition services. Affected employees who elect to enter the redeployment pool following the date of layoff shall be entitled to an additional six (6) weeks of the University's career transition services. The services available include career counselling, computer skills, training support, resume preparation and external job search support. In addition, Human Resources will facilitate a skills assessment for an affected employee upon request.
- (g) Employees laid off as a result of organizational change shall be subject to the ~~lay-off~~ layoff provisions. During the layoff notice period, employees shall be permitted to take up to seven (7) days off work with pay for training and/or job search purposes. Scheduling shall be subject to operational requirements and prior approval by the employee's manager. In the event the manager is unable to approve the paid time off prior to the end of the notice period, then the employee shall receive pay in lieu of any such unapproved time up to a maximum of seven (7) days.
- (h) Notwithstanding (b) to (g) above, in the event of an involuntary reduction in appointment, the new position shall first be offered to the affected employee before being made available to employees in the Department as per (e) above. If the affected employee accepts the reduced appointment, they shall not be eligible for the layoff provisions.

For the University




For the Union




Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

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Organizational Change for Externally Funded Research Grant/Contract Positions

12:06 Organizational change as defined in Article 12:05 above does not apply in the case where there is a reduction or elimination of research funding that results in the reduced or eliminated core duties no longer being done by any member of the bargaining unit in the Principal Investigator's research program.

In cases where organizational change does apply, the following will occur:

- (a) The University shall meet with the Union to provide preliminary information in respect of the organizational change that will affect five (5) or more employees when in the University's view sufficient information is known and available regarding the general reasons, nature, anticipated organizational impact and approximate timing of the change. This meeting will be held a minimum of two (2) weeks prior to the meeting in 12:06(b).
- (b) A minimum of six (6) weeks' notice will be given to all affected employees in the research program, prior to the implementation of the organizational change. Management representative(s) will meet with each affected employee and, ~~where deemed appropriate~~, a Human Resources representative will be present. The University will provide information to the affected employee(s) on the Employee and Family Assistance Program. Notice shall be given to the affected employee(s) between Monday and Thursday inclusive. Employees who receive notice of organizational change during a period of pregnancy, primary caregiver/adoption or parental leave will, upon the completion of such leave, receive salary continuance for their full six (6) week notice of organizational change notice period. A copy of such notice shall be provided to the employee and the Union at the same time.

The employees who will be facing layoff will have redeployment pool status from the time they receive notice of organizational change. For clarity, this is in addition to the redeployment pool entitlement set out in Article 12:10 (b).

At least two (2) weeks prior to the affected employee(s) being notified, the University shall provide the Union with a list of all employee(s) affected by the organizational change. At that time, the University will meet with the Union to outline the rationale for its decision, as well as provide organizational charts, up-to-date **and dated** job descriptions, and the core duties, responsibilities, and qualifications of the positions being eliminated and **job descriptions and draft job postings for** the new positions being created, if any. The University will also provide information on current USW casual staffing in the department. The University will advise the Union of the time and place that the notice will be given to the affected employee(s) with as much notice as practicable but at minimum **five (5) two (2)** working days'

advance notice. The employee(s) will be provided with an opportunity to meet privately with a Union Representative following the issuance of the notice and will be provided with space to do so, if available.

- (c) The Principal Investigator or designate will explain to the employees in the affected research program the reasons for and nature of the organizational change.
- (d) Where a position(s) to be eliminated or involuntarily reduced in the research program is one of a number of similar positions in a multi-incumbent job classification performing substantially similar day-to-day functions in the same research program, the employee(s) in the position with the least seniority will be laid off, unless the University establishes that this will impede the progress or be detrimental to the quality and integrity of the research.
- (e) Where one (1) or more employees is facing layoff and a new position(s) is established as a result of organizational change in the research program, before being posted under Article 12:04 the new position(s) and any subsequent vacancies created as a result of the filling of the position by an employee in the research program, will first be available in the following manner to eligible employee(s) in the research program who apply for the position(s). The employee(s) will be informed in writing of the deadline, which shall be a minimum of seven (7) working days, to apply for the newly created position(s) and will be provided with the job description, organizational chart, core duties, responsibilities, and qualifications required for the position(s).
- (f) Preference shall be given to employees in the research program who are facing layoff for posted positions **that are no more than one classification higher than their pre-layoff position at the same or lower classification** where the employees make application and are qualified. Preference will also be given to these employees for any subsequent vacancies in the research program created as a result of this organizational change **that are no more than one classification higher than their pre-layoff position that are at the same or lower classification**. From among such applicants the University will select the qualified applicant. In circumstances where there is more than one qualified applicant for a position, the employee with the most seniority will be selected. Where none of the applicants is qualified, the position will be posted to the research program and the selection process will be conducted per paragraph (ii) below.
- (ii) All employees in the research program shall be eligible to apply for any new positions in the research program that are not filled per paragraph (i) above and any subsequent vacancies in the research

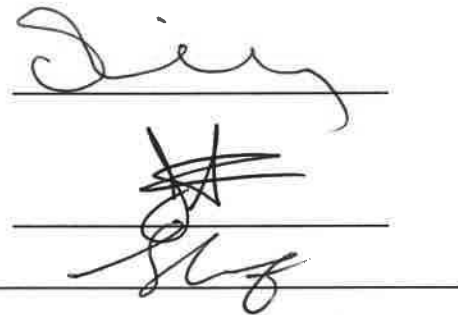
program created by the filling of new positions by an employee of the research program, or where paragraph (i) above is not applicable. From among such applicants the University will select the qualified applicant, if any, who is the most qualified applicant for the position taking into account factors such as qualifications, skill, ability and previous relevant experience including University experience relevant to the position, as demonstrated in all aspects of the University's selection process. Where these factors are relatively equal as between two (2) or more such employees, the employee with more seniority will be selected.

- (iii) If there are no applicants or no applicants are selected, the position(s) will be posted in accordance with Article 12:04.
- ~~(iv) The employees who will be facing lay-off layoff will have redeployment pool status from the time they receive notice of organizational change. For clarity, this is in addition to the redeployment pool entitlement set out in Article 12:10 (b).~~
- (f) For up to eighteen (18) weeks from the time notice is given under Article 12:06 (b), affected employees shall be entitled to utilise the University's career transition services. Affected employees who elect to enter the redeployment pool status following the date of layoff shall be entitled to an additional six (6) weeks of the University's career transition services. The services available include career counselling, computer skills, training support, resume preparation and external job search support. In addition, Human Resources will facilitate a skills assessment for an affected employee upon request.
- (g) Employees laid off as a result of organizational change shall be subject to the ~~lay-off~~ layoff provisions. During the layoff notice period, employees shall be permitted to take up to seven (7) days off work with pay for training and/or job search purposes. Scheduling shall be subject to operational requirements and prior approval by the employee's supervisor. In the event the supervisor is unable to approve the paid time off prior to the end of the notice period, then the employee shall receive pay in lieu of any such unapproved time up to a maximum of seven (7) days.
- (h) Notwithstanding (a) to (g) above, in the event of an involuntary reduction in appointment, the new position shall first be offered to the affected employee before being made available to employees in the research program as per (e) above. If the affected employee accepts the reduced appointment, they shall not be eligible for the layoff provisions.

For the University



For the Union



Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

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Layoff

12:07

(a) Temporary Lay-off-Layoff

In the case of a temporary layoff (i.e., up to thirteen weeks (13) weeks' duration), employees will receive a minimum of two (2) weeks' notice in advance of the date of lay-off layoff or pay in lieu thereof, or a combination of both.

Employees on temporary layoff (thirteen (13) weeks or less) may continue coverage for one or more of the benefits set out below (to the extent that the employee was enrolled in these benefits prior to the date of layoff) for the period of the layoff if the employee prepays monthly, in advance, the employee share of the premium or contribution cost of the benefits. The University will continue to pay the Employer share of the premium cost of the benefits.

Group Life and Survivor Income Plan
Dental Care Plan
Extended Health Care Plan
Joint Membership Plan
Vision Care Plan
LTD

(b) Indefinite Lay-off-Layoff

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

(i) Except as set out in subparagraph (ii) below, an employee in receipt of notice of indefinite layoff will not be required to work during the final three (3) weeks of the applicable notice period, unless otherwise agreed to in writing by the employee and their manager.

(ii) Subparagraph (i) above does not apply in cases where, as contemplated in the first paragraph of Article 12:06, the indefinite layoff is due to a reduction or elimination of research funding that results in the reduced or eliminated core duties no longer being done by any member of the bargaining unit in the Principal Investigator's research program.

12:08 Within two (2) weeks, upon request of an employee who has received notice of layoff, the Divisional Human Resources Office will provide a letter of employment stating the start date of employment with the University, and the job title and a summary of the duties of their most recently held position.

12:09 The Union shall be notified one (1) week in advance of the names of any employees slated for ~~lay-off~~ layoff and the expected duration of same. The University will advise the Union of the time and place that the notice will be given to the affected employee(s) when known.

The employee(s) will be provided with an opportunity to meet privately with a Union Representative following the issuance of the notice and will be provided with space to do so, if available. A copy of such layoff notice shall be provided to the employee and the Union at the same time.

An employee in receipt of indefinite layoff notice will have redeployment pool status from the date of notice of layoff.

12:10 Employees who are indefinitely laid off will have the following options:

- (a) Cease employment with the University and elect enhanced severance pay effective the date of ~~lay-off~~ layoff as per the severance pay schedule attached as Schedule "I" hereto.

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

Group Life and Survivor Income Plan

Dental Care Plan

Extended Health Care Plan

Joint Membership Plan

Vision Care Plan

No other benefits continue during an indefinite layoff.

- (b) Enter and remain in a "~~re-deployment~~ redemption pool" for up to twenty-four (24) months from the date of ~~notice of lay-off~~ layoff. Employees in the ~~re-deployment~~ redemption pool may apply for job vacancies as per Article 12:04. Employees in the re-deployment pool who apply for job vacancies have preference over other applicants for positions that are no more than one classification higher at the same

~~or lower job classification~~ than the employee's pre-layoff position ~~have preference over other applicants~~. Employees in the ~~re-deployment~~ redeployment pool who apply to positions ~~that are more than one at a higher job classification~~ higher than the employee's pre-layoff position do not have preference over other applicants. In all cases where employees in the ~~re-deployment~~ redeployment pool apply for job vacancies ~~for which they have preference in accordance with the above, at the same or lower classification~~ they such employees are required to note, as part of their application for the position, their ~~re-deployment~~ redeployment pool status. Human Resources will receive and review all applications and will forward qualified pool applicants to the hiring Department for first consideration. A representative from Human Resources will be present at any interviews the hiring Department conducts with any applicants having redeployment pool status for the vacancy in question. Upon request of the redeployment pool applicant, the Human Resources representative present at the interview will provide feedback to the applicant following the interview. Applications from other applicants will only be forwarded to the hiring Department once it is established that there are no qualified pool applicants. From among such pool applicants the University will select the qualified candidate, if any, with the most seniority, taking into account factors such as qualifications, skill, ability, previous relevant experience including University experience relevant to the position, as demonstrated in all aspects of the University's selection process, and provided that, with a two (2) month training and familiarization period, the employee can perform the duties of the job. Where these factors are relatively equal as between two (2) candidates, preference will be given to the candidate with more seniority. The University agrees to provide to the Union the names of any successful applicants from the redeployment pool, no later than ten (10) working days after the position has been filled.

A successful applicant from the ~~re-deployment~~ redeployment pool may decide to return to the ~~re-deployment~~ redeployment pool, or the University may return the successful applicant to the ~~re-deployment~~ redeployment pool in accordance with Article 12:04(c). The employee will resume the remainder of their original pool time.

An employee in the ~~re-deployment~~ redeployment pool, who accepts a term position of one (1) year or less at the University, will have their remaining time in the pool stopped while in the term position. Four (4) weeks before the end of the term position, the employee shall be entitled to apply for positions with ~~re-deployment~~ redeployment pool status. At the end of the term, if the employee chooses to go back into the pool, they shall resume the remainder of their original pool time. If the employee accepted this term position prior to the end of their twenty-four (24) weeks' access to career transition services, they may use any remaining weeks of access to career transition services upon their return to the pool. If they choose to leave the University they will be paid severance pay as per Schedule "I".

An employee in the ~~re-deployment~~ redeployment pool who accepts a term position of greater than one (1) year at the University will receive a new notice of layoff and will be subject to the provisions of Article 12:10. Upon returning to the ~~re-deployment~~ redeployment pool, the employee shall be placed at the higher of the two (2) pay bands, either the original position or term position where applicable.

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

University Pension Plan (the "UPP")
Group Life and Survivor Income Plan
Dental Care Plan
Extended Health Care Plan
Joint Membership Plan
Vision Care Plan
Fee Waiver for Dependents

Employees in the redeployment pool shall continue to be entitled to the Tuition Waiver for Dependents for up to fifteen (15) months from the date the layoff takes effect provided the employee maintains enrolment in the following benefits to the extent that the employee was enrolled in them prior to the date of layoff: Group Life and Survivor Income Plan and the Dental Care Plan and the Extended Health Care Plan and the Vision Care Plan.

Employees in the redeployment pool shall continue to be entitled to Educational Assistance Provisions 1. a), 1. b), 1. c), 1. d), 1. e) only for up to fifteen (15) months from the date the layoff takes effect regardless of (1) when the course begins and (2) whether or not they are enrolled in any of the benefits plans while in the redeployment pool. Note: Should a ~~re-deployment~~ redeployment pool candidate be successful in obtaining a position while they are registered and/or enrolled for a course, the hiring Department will endeavour to release the employee to attend

classes that are scheduled during working hours subject to operational requirements.

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

If an employee is not re-employed within twenty-four (24) months from the date of ~~lay-off~~ layoff, the employee will cease employment with the University and will receive regular severance pay in accordance with the severance pay schedule set out as Schedule "I" attached hereto.

- (c) Employees may opt out of the "~~re-deployment~~ redeployment pool" and cease employment with the University at any time and receive regular severance pay in accordance with the severance pay schedule set out as Schedule "I" attached hereto.

All benefits continued in accordance with Article 12:10 (b), if any, will cease at the end of the month in which the employee's employment ceases.

- ~~(d) Employees on temporary layoff (thirteen (13) weeks or less) may continue coverage for one or more of the benefits set out below (to the extent that the employee was enrolled in these benefits prior to the date of lay off) for the period of the lay off if the employee prepays monthly, in advance, the employee share of the premium or contribution cost of the benefits. The University will continue to pay the Employer share of the premium cost of the benefits.~~

~~Employees who cease employment with the University and elect severance pay effective the date of lay off as per Article 12.10 (a) may continue coverage for one or more of the benefits set out below (to the extent that the employee was enrolled in these benefits prior to the date of lay off), but excluding the Pension Plan, for a period of up to three (3) months from the date the lay-off takes effect if the employee prepays monthly, in advance, the full premium cost (i.e., both the employee and Employer cost) of the benefits.~~

~~Group Life and Survivor Income Plan~~

~~Dental Care Plan~~

~~Extended Health Care Plan~~

~~Joint Membership Plan~~

~~Vision Care Plan~~

~~LTD (available only to employees on sessional/temporary layoff)~~

~~No other benefits continue during an indefinite layoff.~~

- 12:11 Employees who are laid off and who elect to cease employment shall be entitled to utilize the services of the University's career transition services for up to three (3) months following ~~lay-off~~ layoff. The employees who elect to be placed in the redeployment pool shall be entitled to utilize the services of the University's career transition services for up to six (6) months following ~~lay-off~~ layoff. The services available include career counselling, computer skills, training support, resume preparation and external job search support.
- 12:12 An employee shall be deemed terminated and shall lose their seniority standing and their name shall be removed from the seniority list for any one of the following reasons: if the employee:
- (a) Quits;
 - (b) Is laid off for a period of more than twenty-four (24) months;
 - (c) Is absent from work for three (3) consecutive working days without notifying the University within that period, unless the failure to notify is due to circumstances beyond the employee's control;
 - (d) Fails to return to work upon the cessation of an authorized leave of absence without the consent of the University, unless the failure to return to work is due to circumstances beyond the employee's control;
 - (e) Is in the ~~re-deployment~~ redemption pool and declines a position offered in accordance with Article 12:10(b), following an application for the position;
 - (f) Utilizes a leave of absence for purposes other than those for which the leave of absence was granted.
- 12:13 The University will provide the Union on a monthly basis (with a compatible electronic copy) a list that identifies employees' legal name, personnel number, gender, pronouns and preferred name (if available), date of hire, status (full-time, part time, sessional, term), job classification, date first entered classification, faculty/division, home department, personal phone number, current rate of pay, email address, home address and latest campus mail address, new hires, quits, layoffs and those in the redeployment pool.
- The monthly files will be provided by the fifth (5th) working day of each month.
- The University will provide the Union on a semi-annual basis (with a compatible electronic copy) a list of all employees who retired during the previous six (6) months. The list will include the retired employee's name, home address and telephone number on record as at their last date of employment with the University.
- 12:14 The provisions of Articles 12:05 to 12:11 do not apply to term employees or sessional ~~lay-offs~~ layoff of sessional employees unless the term appointment or

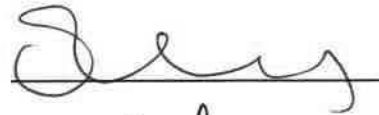
sessional appointment is terminated prior to the original term or sessional end date as stated in the employee's letter of offer (i.e., due to organizational change).

12:15 No employee who has successfully completed their probationary period shall be laid off as a direct result of contracting out.

For the University



For the Union



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Personal Leave

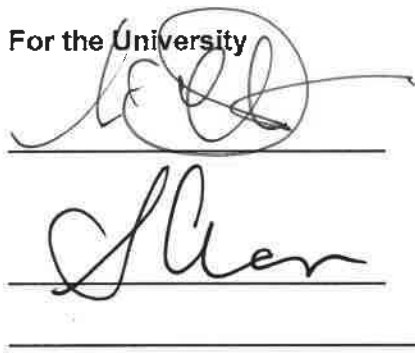
13:12 An employee may request in advance up to five (5) days or up to ten (10) half-days of paid personal leave in any year. Such requests shall not be unreasonably denied. Wherever possible, staff members shall make their need for personal leave known to their supervisor at least five (5) days in advance. Examples of personal leave include, but are not limited to, care of family members, parent-teacher interviews, school trips or concerts, or stepping-in when the regular caregiver is away, the observance of religious holidays, cultural observances, professional appointments, court appearances, moving, supplementing a bereavement leave, writing examinations, volunteer activities, and attending to emergency situations.

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

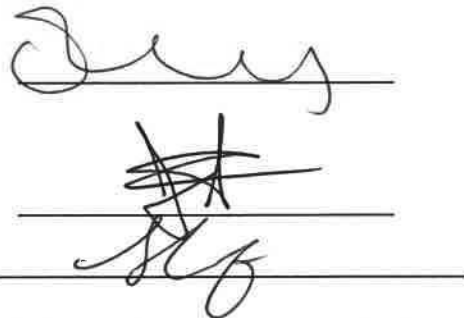
13:13 In arranging these leaves, both the best interests of the University as well as the interests of the employee shall be considered. It is anticipated that the employee will schedule leaves, where possible, so as to minimize the disruption to the operations of the employing department.

It is understood that employees will make every reasonable effort to schedule these leaves outside of instructional hours wherever possible.

For the University



For the Union



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Accommodation / Return to Work

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

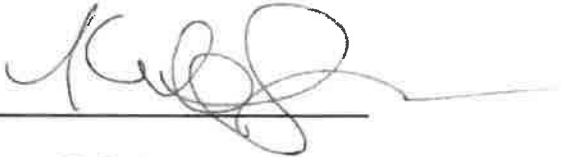
- a) The University agrees to recognize and, to the extent outlined in this article, to engage with the Union Accommodation Committee consisting of up to three (3) members. The University will pay for the members of this committee to receive up to three (3) (or more as agreed to between the parties)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

Where the University proposes a particular measure of accommodation, or does not adopt a proposal by an employee / Union of a particular measure of accommodation, the University shall provide the member of the Accommodation Committee with the reasons in writing for the proposal or denial at the Union's request.

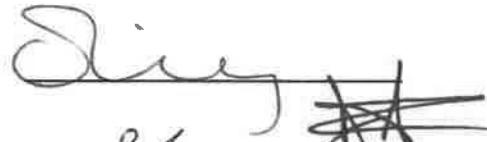
The parties agree that the duty to accommodate may require them to waive the posting requirements as set out in Article 12:04.

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

For the University




For the Union



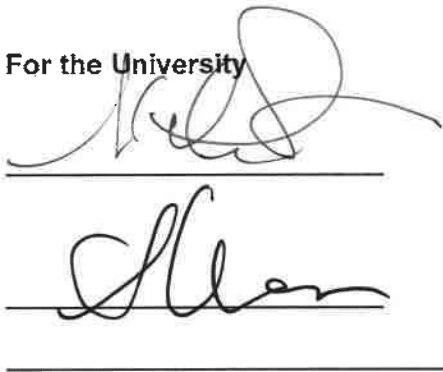

Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

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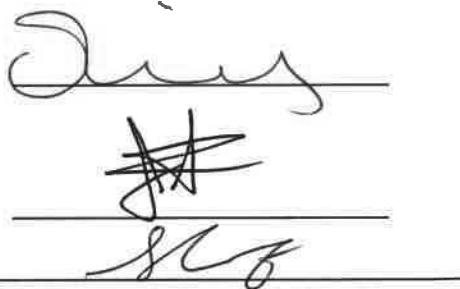
20:07

- (a) Employees will wear, and the University will supply, protective clothing and other devices which the University requires employees to use to protect employees from injuries arising from their employment.
- (b) The University agrees to contribute up to one hundred seventy-five (175) dollars per employee per year towards the purchase of safety shoes or boots for employees who are required to wear them in the performance of their duties. Reimbursement shall be processed upon production of the original receipt. Safety shoes and boots must be Canadian Standards Association approved, and be in serviceable condition as determined by the employee's supervisor.
- (c) The University agrees to contribute up to three hundred (300) dollars per employee once every two (2) years, upon production of original receipts who requires prescription safety **eyewear glasses** for the performance of their duties and where, in the opinion of the University, protective face shields are not appropriate, towards the cost of prescription safety **eyewear glasses** (lenses and frames).

For the University



For the Union



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

If an employee has more unused vacation days in their vacation bank than their annual entitlement, the University will reduce the payout of vacation days to the employee when they cease employment. Effective July 1, 2015, the University will reduce the payment that is provided to employees who, when they cease employment, have accumulated (that is, earned but not taken) approved vacation.

The reduction will be as follows:

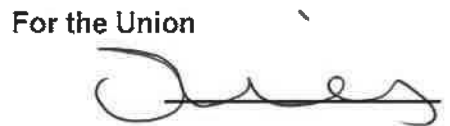
- Employees with 15 days annual vacation entitlement, a payout reduction for those with 3 weeks annual vacation entitlement, a reduction in the payment upon cessation of employment of 4 days;
- Employees with 20 days annual vacation entitlement, a payout reduction of for those with 4 weeks annual vacation entitlement, a reduction of 5 days; and,
- Employees with 25 days annual vacation entitlement, a payout reduction for those with 5 weeks annual vacation entitlement, a reduction of 6 days.

This does not preclude employees taking their outstanding vacation as time off work before they leave the University. This provision shall only apply to vacation payouts to employees leaving the University.

For the University




For the Union




Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

Temporary Transfers

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

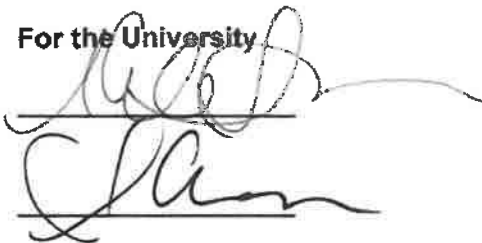
Where an employee believes there are significant special circumstances, the employee may submit a written request to their manager not to be temporarily transferred, setting out the reasons for the request, and the University agrees to give due consideration to such request.

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

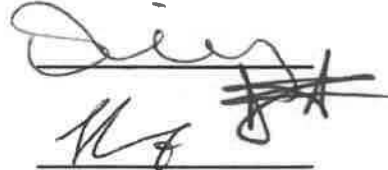
Temporary transfer may be extended by up to six (6) additional months by mutual agreement between the University and the Union. **The University shall make the request five (5) working days prior to the end of the temporary transfer, wherever practicable.**

Employees not covered by this Collective Agreement will not be temporarily transferred into the bargaining unit under this provision unless otherwise agreed by the parties.

For the University



For the Union



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ARTICLE 24: HOURS OF WORK AND OVERTIME

24:05 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 flexible hours, a compressed work week, remote work setting, 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 reduction in FTE.

The 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 the individual 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. It is further understood that such arrangements shall be approved or denied in a manner 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~~**six** (**46**) months, 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~~**eight** (**68**) weeks notice will be provided to the employee(s), except in emergencies, unforeseen circumstances, and situations beyond the University's control.

In the event of an employer-initiated requirement for an alternative work arrangement, a minimum of ~~six~~**eight** (**68**) weeks notice will be provided to the employee(s), except in emergencies, unforeseen circumstances, and situations beyond the University's control. For clarity, renewals of existing employer-initiated alternative work arrangements will not require a minimum of ~~six~~**eight** (**68**) weeks notice, however as much advance notice as practicable will be provided.

The University's guidelines for alternative work arrangements as they may exist and change from time to time will be utilized in the implementation and administration of alternative work arrangements.

University of Toronto
July 7, 2026

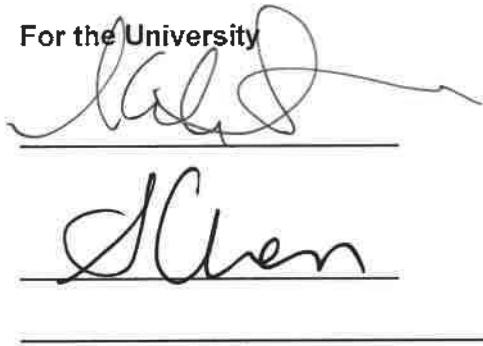
WITHOUT PREJUDICE

The University reserves the right to add, delete or modify its proposals at any time during collective bargaining negotiations. Any agenda items or proposals are without prejudice or precedent to the University's position on any issues regarding the interpretation of the Collective Agreement, including with respect to any current or future grievances.

Other than for operational reasons, an employee whose alternative work arrangement includes days worked remotely will not be required to work onsite on a day that the employee ordinarily works remotely in exchange for a day that the employee ordinarily works onsite but did not work due to holidays, Presidential Days, or leaves approved in advance. For clarity, an employee will not be required to work onsite on an ordinarily remote day solely for the purpose of making up for an onsite day missed for one of the aforementioned reasons.

The University agrees to notifyseek input from 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



Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

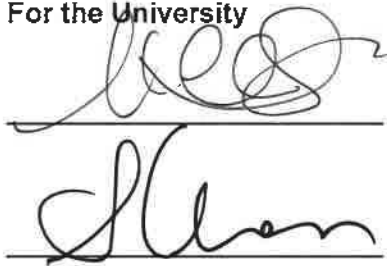
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Banking Hours

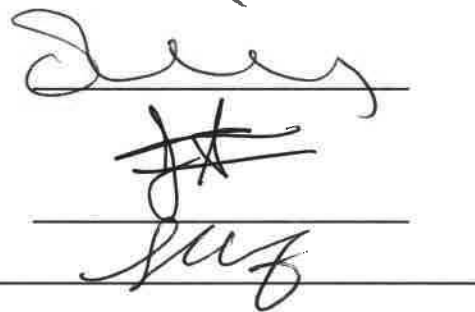
24:08

- (a) The University will maintain an "overtime bank" for each employee consisting of a record of periods of authorized overtime worked which an employee may take as lieu time off, which overtime bank may not at any time exceed one hundred and fifty (150) hours in total. For clarity, one hundred (100) hours of overtime worked equals one hundred and fifty (150) hours which an employee may take as lieu time off. Overtime will be credited as it is earned (e.g., at time and one-half the actual hours worked). By mutual agreement between the employee and the immediate supervisor, banked hours may be carried forward from year to year. It is agreed that for the purposes of this article a year shall be "calendar year."
- (b) Authorized overtime worked by an employee will be credited to the employee's overtime bank (if there is sufficient room in the employee's overtime bank), unless the employee and the immediate supervisor mutually agree that the overtime be paid on the employee's next regular pay cheque. **Each Department shall establish and communicate a process to allow employees to view their overtime bank.**
- (c) Lieu time off in an employee's overtime bank will be taken at times mutually agreed to by the employee and the immediate supervisor.
- (d) Upon cessation of employment, any overtime in an employee's overtime bank will be paid out on the employee's final pay cheque.

For the University



For the Union



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ARTICLE 33: PROFESSIONAL DEVELOPMENT

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

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

Staff development activities should take place within the framework of a jointly agreed upon career development plan between the employee and their supervisor. Further, such activities should be related to the employee's current position and/or to another position at the University. The University will grant, upon request by the employee a minimum of four (4) days professional development per year related to the employee's current position and/or to another position at the University as part of an agreed upon career development plan. Requests for access to professional development will be granted subject to operational requirements of the unit, cost, the availability of Centre for Learning, Leadership & Culture programmes, and other related activities that may include but are not limited to, training, workshops, and conferences, courses, exams, mentorship programs and other structured learning programs related to the employee's role and career development plan. Responses to such requests will be provided in writing within fifteen (15) working days. Such requests shall not be unreasonably withheld.

For the University



For the Union



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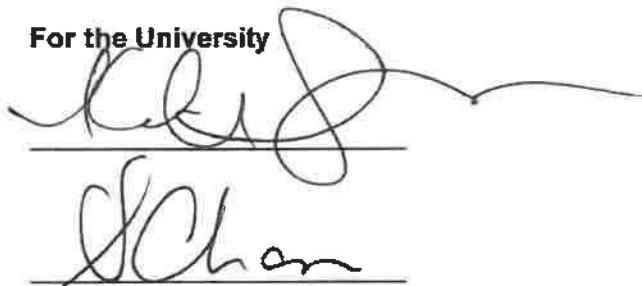
ARTICLE 34: COACHING LETTERS

34:01 The University and the Union recognize that coaching letters are a non-disciplinary method of addressing concerns with an employee. For clarity, coaching letters shall not form a step in the progressive discipline process and shall not be relied upon to increase the severity of discipline imposed.

Coaching letters shall **note within the letter that they shall** be removed from the employee's file when either twelve (12) months of active employment (i.e., days actually at work at the University in a staff-appointed position) have elapsed since the date of issue or when the employee's manager deems the concern to be resolved, whichever is earlier. For clarity, a new coaching letter may be issued at any time.

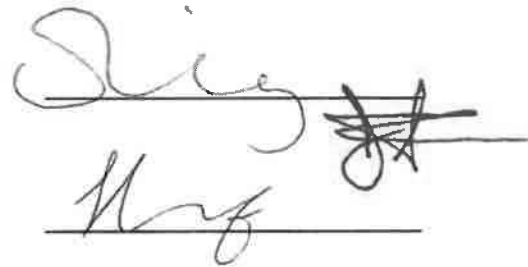
All coaching letters shall be clearly identified as such in the subject line of the letter.

For the University



S. Chan

For the Union



S. Chan

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ARTICLE 35: TERMINATION

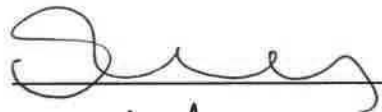
35:01 This Agreement shall be effective from July 1, 202~~36~~³⁶ and shall continue in effect up to and including the 30th day of June, 202~~69~~⁶⁹, and shall continue automatically thereafter for annual periods of one year, unless either party notifies the other in writing within a period of ninety (90) calendar days immediately prior to the expiration date that it desires to amend the Agreement.

35:02 If notice of intention to amend the Agreement is given by either party pursuant to the provisions of Article 35:01, such negotiations shall commence within fifteen (15) days thereafter or such other date as the parties may mutually agree.

For the University



For the Union



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EARLY RETIREMENT BRIDGE BENEFIT OUTSIDE OF THE PENSION PLAN

Available to members who retire with an Unreduced Early Retirement Pension under the 60/80 provision of the Plan

Effective for retirements on or after **November 30, 2023** **December 31, 2026** up to and including, **May 31, 2026** **May 31, 2029**.

Member can elect, prior to retirement, to take the Bridge Benefit in the form of:

- A monthly payment on the 28th of each month from the date of Early Retirement up to and including the month prior to the member's 65th birthday; OR
- A lump sum retiring allowance at the date of early retirement, tax sheltered to the extent possible under the provisions of the *Income Tax Act*

Option 1: Monthly Annuity

Completed Years of Continuous Service	Annual Amount	Monthly Amount
Amount per year of continuous employment service	\$220	\$18
16	\$3,520	\$293
17	\$3,740	\$312
18	\$3,960	\$330
19	\$4,180	\$348
20	\$4,400	\$367
21	\$4,620	\$385
22	\$4,840	\$403
23	\$5,060	\$422
24	\$5,280	\$440
25	\$5,500	\$458
26	\$5,720	\$477
27	\$5,940	\$495
28	\$6,160	\$513
29	\$6,380	\$532
30	\$6,600	\$550
30+	\$6,600	\$550

A monthly payment on the 28th of each month from date of Early Retirement up to and including the month prior to your 65th birthday.

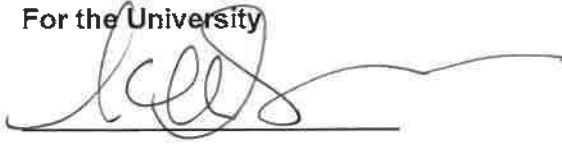
Option 2: Lump Sum (Available at Early Retirement Date)

1	2	3	4	5
Complete years of payments to age 65 *				
\$3,451				
\$3,667	\$7,050			
\$3,882	\$7,465	\$10,771	\$13,810	
\$4,098	\$7,879	\$11,369	\$14,577	\$17,519
\$4,314	\$8,294	\$11,967	\$15,344	\$18,441
\$4,529	\$8,709	\$12,566	\$16,112	\$19,363
\$4,745	\$9,123	\$13,164	\$16,879	\$20,285
\$4,961	\$9,538	\$13,762	\$17,646	\$21,207
\$5,176	\$9,953	\$14,361	\$18,413	\$22,129
\$5,392	\$10,368	\$14,959	\$19,180	\$23,051
\$5,608	\$10,782	\$15,558	\$19,948	\$23,973
\$5,824	\$11,197	\$16,156	\$20,715	\$24,895
\$6,039	\$11,612	\$16,754	\$21,482	\$25,817
\$6,255	\$12,026	\$17,353	\$22,249	\$26,739
\$6,471	\$12,441	\$17,951	\$23,017	\$27,661
\$6,471	\$12,441	\$17,951	\$23,017	\$27,661

* Lump Sum Amount will be interpolated for partial years. A lump sum retiring allowance at the date of early retirement, tax sheltered to the extent possible under the provisions of the *Income Tax Act*.

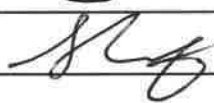
The Early Retirement Bridge Benefit Outside of the Pension Plan shall not apply to any Pension Plan member receiving a voluntary retirement or exit/severance incentive under any other program.

For the University




For the Union





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The University and the Union agree to RENEW, AMEND or DELETE as specified below the following Letters of Agreement/Understanding/Intent for the term of the renewal Collective Agreement:

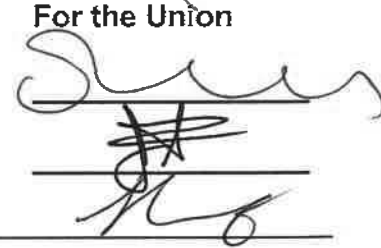
- Letter of Agreement – RENEW
- Letter of Understanding: Schedule A (Salary) – RENEW
- Letter of Understanding: E-Mail Addresses – RENEW
- Letter of Understanding: Participation in University Committees and Other Collegial Activities – RENEW
- Letter of Understanding: Union Meetings – RENEW
- Letter of Understanding: Employment Equity – **AMEND**
- Letter of Understanding: Meeting Space at UTM and UTSC – RENEW
- Letter of Intent: Tuition Waiver for Dependents – RENEW
- Letter of Intent: Educational Assistance – RENEW
- Letter of Intent: OISE and Former Group “C” Vacation Entitlement – RENEW
- Letter of Intent: Sessional Layoffs Faculty of Dentistry – RENEW
- Letter of Intent: Employment of Students in Casual Positions – RENEW
- Letter of Intent: Trades and Utilities Health & Safety Committee – RENEW
- Letter of Intent: Uniforms, Faculty of Dentistry – RENEW
- Letter of Intent: Flag Protocol & International Day of Mourning – RENEW
- Letter of Intent: Health and Safety Release Time – RENEW
- Letter of Intent: Public Transit Subsidy – **AMEND**
- Letter of Intent: Self-Funded Leave Plan – RENEW
- Letter of Intent: Campus Mail – Communications – RENEW
- Letter of Intent: Use of Temporary Office Staffing Agencies – RENEW
- Letter of Intent: Re: Biometrics – RENEW
- Letter of Intent: Career Development & Talent Retention – RENEW
- Letter of Intent: Complaints Based Upon Alleged Breach of Civility Guidelines, and/or Guidelines on Discrimination and Discriminatory Harassment – **REPLACE**
- Letter of Intent: Multi-Site Joint Health and Safety Committee Structure – RENEW
- Letter of Intent: Workers’ Health and Safety Webpage – **DELETE (obligation has been met)**
- Letter of Intent: Non-Conforming Hours of Work – RENEW
- Letter of Intent: Internship Positions – RENEW
- Letter of Intent: Sustainability Committee – RENEW
- Letter of Understanding – Domestic Violence – RENEW
- Letter of Agreement: Impact of Employment Insurance Legislative Changes – RENEW
- Letter of Intent: Gender Identity & Gender Expression - RENEW
- Letter of Intent: Residence Life – Working Group - **AMEND**
- Letter of Intent: Vacation Payout at Cessation of Employment - RENEW
- Letter of Intent: Disconnecting from Work – **AMEND**
- Letter of Intent: Employee Accommodation - **AMEND**

- Letter of Intent: Workplace Investigations – Shared Values, Preventative Efforts and Workplace Restoration – Civility Guideline and Discrimination Guideline - **REPLACE**
- Letter of Intent: Crisis Identification and Referral Training – RENEW
- Letter of Intent: Retirement Information – **AMEND**
- Letter of Intent: Requests for Graduated Return to Work From Pregnancy, Parental, Primary Caregiver and/or Adoption Leave – RENEW
- Letter of Intent: Workload Discussions– **AMEND**
- Letter of Understanding: Union Meetings (Appendix X) – RENEW
- Letter of Intent: Teaching Assignments and Schedules for ESL Instructors in ELP/SCS (Appendix X) – RENEW
- Letter of Intent: Health and Safety Release Time (Appendix X) – RENEW
- Letter of Understanding: Leave of Absence Without Pay (Appendix X) – RENEW
- Letter of Understanding: Reduction to Partial Workload (Appendix X) – RENEW

For the University



For the Union



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LETTER OF INTENT: INDIGENOUS CONFLICT RESOLUTION PRACTICES

DATE

Sharif Ali
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario M5T 1N1

Dear Mr. Ali,

The University and the Union recognize the importance of Indigenous conflict resolution practices for Indigenous employees when resolving concerns and complaints of workplace incivility, harassment and/or discrimination.

A party to a complaint who is Indigenous may propose to engage in Indigenous conflict resolution practices, subject to the mutual agreement of the parties. For example, resolution practices may be guided by Nation-specific Ways of Knowing and Being, such as the 7 Grandparent Teachings and/or the Great Law of Peace.

Additional resources to support the process may include, but not are limited to, Elders, talking circles, and traditional medicines.

This Letter of Intent is agreed to by the University and the Union on a provisional basis and is subject to refinement or amendment by the parties, upon mutual agreement, based on consultations to be conducted with the Indigenous community at the University within six (6) months of ratification.

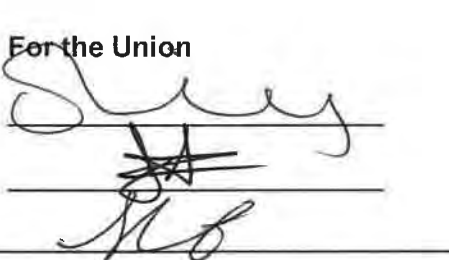
Yours truly,

Kenneth Corts
Vice-President, People, Finance & Digital Services
University of Toronto

For the University



For the Union



LETTER OF INTENT: ARTIFICIAL INTELLIGENCE

DATE

Sharif Ali
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario M5T 1N1

Dear Mr. Ali,

During the 2026 round of collective bargaining, the Union had a number of questions and concerns with respect to the University's plans for the implementation of Artificial Intelligence (AI) tools to support its workforce.

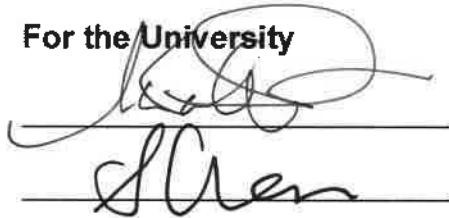
The University recognizes the importance of the following:

- **Protecting institutional data, including employee data, and intellectual property by following all relevant Policies and guidelines.**
- **Ensuring that while AI may be used to help inform some decision-making, human judgement is used to review and make final administrative decisions related to employment.**
- **Making AI training and support for AI literacy available to U of T employees. This training and literacy should be developed within a University-wide framework for AI competencies that reflects and communicates consistent institutional values on AI.**
- **Assessing the impact of AI and AI initiatives on administrative work, including monitoring AI output for bias, accuracy, and other variables.**

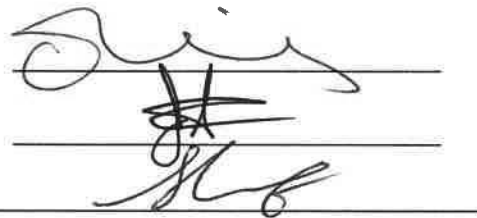
Yours truly,

Kenneth Corts
Vice-President, People, Finance & Digital Services
University of Toronto

For the University

Handwritten signature of a University representative, consisting of a large, stylized 'S' followed by 'Aren', written over two horizontal lines.

For the Union

Handwritten signature of a Union representative, consisting of a large, stylized 'S' followed by 'Aren', written over two horizontal lines.

Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

The University reserves the right to add, delete or modify its proposals at any time during collective bargaining negotiations. Any agenda items or proposals are without prejudice or precedent to the University's position on any issues regarding the interpretation of the Collective Agreement, including with respect to any current or future grievances.

**LETTER OF INTENT: INSTITUTIONAL TRAINING OF REDEPLOYMENT
CANDIDATES**

DATE

Sharif Ali
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario M5T 1N1

Dear Mr. Ali,

The University is committed to providing redeployment candidates (i.e., those with redeployment pool status and those in the redeployment pool past their layoff date) with opportunities to upgrade their institution-specific skills.

As such, the University will develop training modules for redeployment pool candidates on the following core enterprise systems:

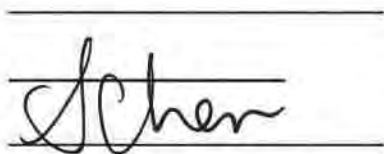
- **Research Information System (RIS)**
- **Financial Information System (FIS)**
- **Human Resource Information System (HRIS)**
- **Repository of Student Information (ROSI)**

For clarity, these training modules are intended to provide the redeployment pool candidates with hands-on learning in the use of these core enterprise systems to support their candidacy for internal job vacancies at the University.

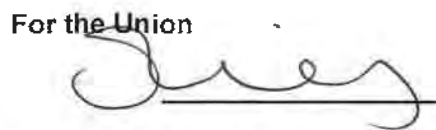
Yours truly,

Kenneth Corts
Vice-President, People, Finance & Digital Services
University of Toronto

For the University



For the Union



LETTER OF INTENT: OVERTIME TRACKING AND OVERTIME BANKS

DATE

Sharif Ali
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario M5T 1N1

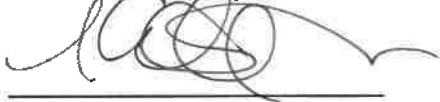
Dear Mr. Ali,

Over the life of this Collective Agreement, the University will develop a system for tracking authorized overtime worked and any resulting employee overtime banks in accordance with Article 24.08.

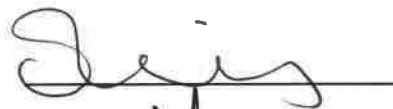
Yours truly,

Kenneth Corts
Vice-President, People, Finance & Digital Services
University of Toronto

For the University



For the Union



Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

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LETTER OF INTENT: PAYROLL SCHEDULE

DATE

Sharif Ali
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario M5T 1N1

Dear Mr. Ali,

During the 2026 round of collective bargaining, the University advised the Union of its intention to explore a semi-monthly payroll schedule. The University will notify the Union and employees no less than six (6) months prior to implementing a change in the payroll schedule for employees in the bargaining unit.

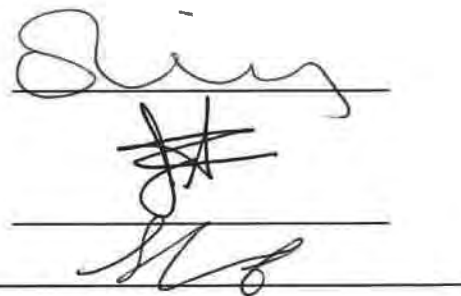
Yours truly,

Kenneth Corts
Vice-President, People, Finance & Digital Services
University of Toronto

For the University



For the Union



Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

The University reserves the right to add, delete or modify its proposals at any time during collective bargaining negotiations. Any agenda items or proposals are without prejudice or precedent to the University's position on any issues regarding the interpretation of the Collective Agreement, including with respect to any current or future grievances.

LETTER OF INTENT: PUBLIC TRANSIT

August 11, 2020

Last Revised: ~~September 9, 2023~~ DATE

~~Colleen Burke~~ Sharif Ali
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario M5T 1N1

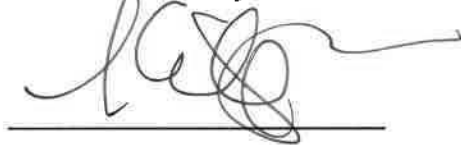
Dear ~~Ms. Burke~~ Mr. Ali,

During the term of the ~~2023-2026~~ 2026-2029 Collective Agreement the University will explore programs, opportunities, and partnerships with public transit agencies serving the Greater Toronto Area (GTA).

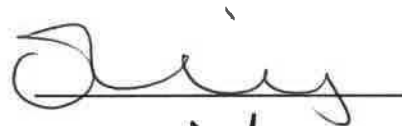
Yours truly,

~~Kelly Hannah-Moffat~~ Kenneth Corts
Vice-President, People, Finance & Digital Services ~~Strategy, Equity & Culture~~
University of Toronto

For the University



For the Union



Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

The University reserves the right to add, delete or modify its proposals at any time during collective bargaining negotiations. Any agenda items or proposals are without prejudice or precedent to the University's position on any issues regarding the interpretation of the Collective Agreement, including with respect to any current or future grievances.

LETTER OF INTENT: RESIDENCE LIFE – WORKING GROUP

August 11, 2020

Last Revised: ~~September 8, 2023~~ DATE

~~Colleen Burke~~ Sharif Ali
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario M5T 1N1

Dear ~~Ms. Burke~~ Mr. Ali,

~~Within ninety (90) days of ratification of the~~ In negotiations for the 2023-2026 Collective Agreement, the University and the Union agree to continue a Working Group comprised of four (4) representatives from the University and four (4) representatives from the Union to discuss operational issues in respect of Residence Life staff who are required to live on campus.

The mandate of this Working Group ~~will be~~ was to discuss and negotiate a Memorandum of Agreement covering operational issues associated with such concepts as the distribution of call-in/standby/on-call requirements, flexibility in hours of work and overtime, and other issues not related to the compensation of this unique group of employees.

At the time of ratification of the 2026-2029 Collective Agreement, the parties were involved in a mediation process with mediator Scott Thompson to help resolve these issues. The parties commit to continuing this process to resolution and will make best efforts to do so within forty-five (45) days of the ratification.

~~In the event that the Working Group does not reach agreement before June 30, 2024, or as may be extended by mutual agreement, the parties agree to mediation with Eli Gedalof, or another mediator to which both the University and the Union mutually agree.~~

~~The Union agrees not to pursue any individual, group, or policy grievance(s) (i.e., neither existing nor new grievances) until June 30, 2024 or until a Memorandum of Agreement is negotiated, whichever comes first, or as may be extended by mutual agreement, in respect of Article 17: Standby and Call-In Pay as it applies to Residence Life staff who are required to live on campus.~~

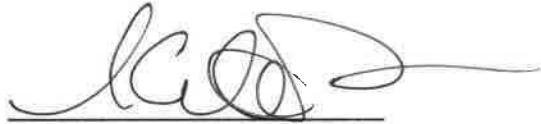
Yours truly,

University of Toronto
September 7, 2026

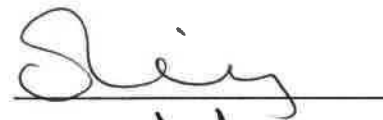
WITHOUT PREJUDICE

~~Kelly Hannah-Moffat~~ Kenneth Corts
Vice-President, ~~People Strategy, Equity & Culture~~ People, Finance & Digital
Services
University of Toronto

For the University



For the Union



Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

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LETTER OF INTENT: WORKLOAD DISCUSSIONS

September 9, 2023

Last Revised: DATE

~~Colleen Burke~~ Sharif Ali

Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario M5T 1N1

Dear Mr. Ali ~~Ms. Burke~~,

~~During the 2023 round of collective bargaining, the parties discussed the process for an employee to raise a concern with their manager in respect of their workload. The parties recognize the value of regular, open communication about workload as part of maintaining a productive work environment that supports employee well-being. When needed, employees are encouraged to discuss workload with their manager.~~

Where an employee is concerned that they may not be able to complete their assigned tasks and/or meet their manager's expectations about their work obligations due to workload, the employee may request a workload discussion. ~~raise such concerns with their manager in the normal course of their day-to-day employment.~~ Managers are expected to discuss such concerns with the employee without undue delay.

It is understood that workload related issues may be complex to assess and resolve, and that fluctuations in workload may occur. However, managers ~~may be encouraged to~~ consider potential remedial measures where feasible, and to discuss with the employee in a timely manner. Such measures include including but are not limited to prioritization of assigned duties or tasks, adjustment of timelines, additional training, or technological and/or process improvements.

If an employee is temporarily assigned some of the duties of an absent employee, prioritization of duties will be discussed by the manager and employee.

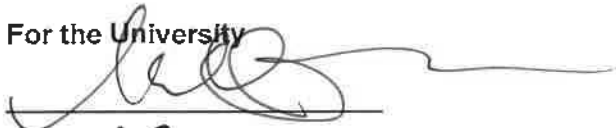
~~The discussions about workload pursuant to this Letter, or any The~~ outcomes of discussions contemplated in this letter, ~~those discussions~~ including any remedial measures or lack thereof, shall not be subject to the grievance procedure.

Yours truly,

~~Kelly Hannah-Moffat~~ Kenneth Corts

Vice-President, ~~Human Resources & Equity~~ People, Finance & Digital Services
University of Toronto

For the University




For the Union




Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

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LETTER OF INTENT: EMPLOYMENT EQUITY

August 11, 2020

Last Revised: ~~September 9, 2023~~ DATE

Colleen Burke Sharif Ali
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario M5T 1N1

Dear ~~Ms. Burke~~ Mr. Ali,

To act on its commitment to employment equity under the University's Employment Equity Policy the University agrees to continue the joint Employment Equity Advisory Committee with the Union. The Committee will meet within sixty (60) days of the date of ratification of this Collective Agreement, and quarterly thereafter. The Committee is composed of four (4) representatives each of the Union and the University. The Committee's mandate shall be to make recommendations to the Vice President, People Strategy, Equity & Culture regarding the continuing achievement of employment equity within the bargaining unit. Such recommendations may include changes to policies and/or practices or the implementation of special programs and/or any other recommendations that the Committee agrees to bring forward within its mandate of helping to advance Employment Equity.

In support of the Committee's commitment to Employment Equity, the Committee will engage in meaningful discussions in respect of the Employment Equity Survey, including feedback on survey content and structure, review and analysis of report(s) of employment equity data, and strategies for fostering greater participation in the Survey.

Discussions of the Committee will include identification of employment equity barriers and potential avenues to address such barriers, including the possibility of creating training and mentoring opportunities.

Data and information will be made available to the Committee at an aggregate level such that identification of any individual employee is not possible. The University will provide the same data for the USW Staff-Appointed bargaining unit as contained in the Employment Equity Annual Report, subject to the availability of the data and all applicable confidentiality restrictions. Updated data will be extracted annually, and provided to the Committee.

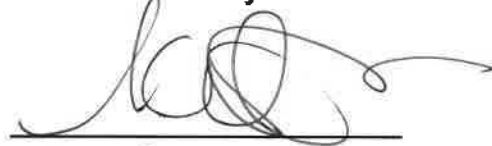
The University will provide aggregate Speaking Out! data broken down by focus areas and Employment Equity group provided that the sample size of the response(s) does not fall below ten (10).

Yours truly,

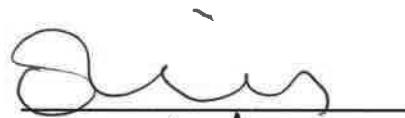
Kelly Hannah-Moffat Kenneth Corts

Vice-President, People, Finance & Digital Services Strategy, Equity & Culture
University of Toronto

For the University



For the Union



Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

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APPENDIX C: STAFF-APPOINTED EMPLOYEE CHILD-CARE BENEFIT PLAN

What the Plan Provides

The Child Care Benefit Plan provides an amount of money to assist with the daily living expenses (which include food, clothing, shelter, day care, etc.) of raising an eligible child. An "eligible child" means, as of December 31 in the calendar year for which the payment is made (subject to all of the information below) a natural/biological child, adopted child or stepchild, of a USW Staff-Appointed employee (an "employee") who is both dependent on the USW Staff-Appointed employee for support and is under 9 years of age.

For example:

- If their child turned 9 in a given year with a birthdate of July 18, the employee is eligible for a pro-rated payment for the period January 1 – July 17, inclusive, for that particular year since their child turned 9 on July 18.
- If their child was born on March 13 in a given year, the employee is eligible for a pro-rated payment for the period March 13 – December 31, inclusive, since their child was under 9 in the year they were born.

Amount of Payment

The annual maximum payment per calendar year is \$2,000 for each child (pro-rated based on their age as outlined above) subject to the following:

- If the employee is employed on a reduced full-time equivalent (FTE), their maximum payment will be prorated to their percentage FTE as of October 31 of the year in which payment is made. For example, if they are employed at 50% FTE, their maximum payment for that year is prorated to \$1,000.
- If the employee works less than the full year, their maximum payment will be prorated. For example, if the employee commences employment with the University of Toronto as a USW Staff Appointed employee on July 1, their maximum payment for that year is prorated to \$1,000.
- These preceding two reductions to the maximum payment amount are not mutually exclusive. For example, if the USW Staff Appointed employee commences their employment on July 1, and has a 50% FTE on October 31, their maximum payment that year is prorated to \$500.
- The maximum amount that can be paid out for all USW Staff Appointed employees is \$1,150,000. If the total eligible payments exceed \$1,150,000, the payments will be proportionately decreased (i.e., all payments are reduced by the same percentage), so the \$1,150,000 maximum is not exceeded. If the total eligible payments are less than \$1,150,000, the

payments will be proportionately increased (i.e., all payments are increased by the same percentage) so the entire \$1,150,000 is spent.

Receiving Payment

No application is required for the employee to receive a payment. For clarity, the employees do not need to be enrolled in the extended health or dental benefit plans to be eligible for payment. The University will advise the employees of the necessary steps to review and add their dependent's information, if missing, to HRIS by October 31 of each year.

All payments will be made to the employees who are actively employed on the October 31 of each calendar year. For clarity, if an employee is hired after October 31 of the year in which a payment is being made and the employee has an otherwise eligible child, the employee is not eligible for a payment for that year.

All payments will be issued in the December pay of each calendar year based on their dependent child information reflected in the University Human Resource source database (HRIS) on November 15 of the respective calendar year. For clarity, if an employee's child is born on or after November 15 of the year in which a payment is being made, the employee is not eligible for a payment that year as dependent child information cannot be entered into HRIS prior to their date of birth.

No payments will be made to an employee if the required eligible child information has not been provided to the University by the deadline that is communicated to them by the University.

No payment will be made to an employee who is receiving Long-Term Disability (LTD) benefits at the time the payment is issued, as the payment would offset the employee's LTD benefits.

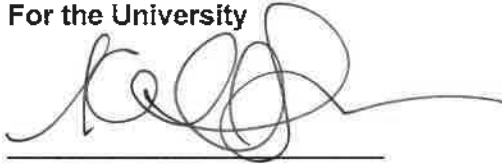
All payments are subject to applicable legislative deductions, including income tax, Canada Pension Plan and Employment Insurance.

- ~~1. Members with a dependant eligible child under the age of seven will be eligible for reimbursement of child-care expenses as follows:~~
 - ~~a. The maximum half-day reimbursement will be \$10.00 per day. A half-day is defined as less than six (6) hours of care, or where the parent is being charged a half-day rate by the child care provider.~~
 - ~~b. The maximum full-day reimbursement will be \$20.00 per day. A full-day rate is defined as six (6) or more hours of care, or where the parent is being charged a full-day rate.~~

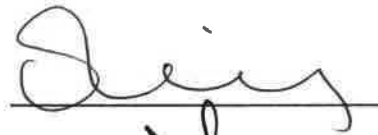
- ~~c. Reimbursement is limited to fifty percent (50%) of the lesser of (i) the amount actually paid; and (ii) the usual and customary amount charged by the service provider for the same child care services. Between January 1 and February 1 2010, and between January 1 and February 1 of subsequent calendar years, Members must provide to the University, in a single package, detailed receipts substantiating the child care expenses in respect of which reimbursement is sought for the previous calendar year along with proof of payment (e.g., credit card receipt, front and back of cancelled cheque, or a validated receipt). Reimbursement in respect of a calendar year shall be made in one lump sum cash payment, less applicable withholdings, if any.~~
- ~~d. Reimbursement will be made only for child care expenses (as defined in the ITA) incurred by the Member. The University make no representations as to whether a deduction from income is available under the ITA in respect of any amounts paid or payable under this plan.~~
- ~~e. If both parents are eligible for reimbursement under this plan, only one shall be entitled to claim reimbursement under this plan in a calendar year.~~
- ~~f. The plan maximum of \$2,000 per child will be provided annually, based on a calendar year. The amount will be pro-rated for less than full-time equivalent employment. A Member who has been appointed for less than the full calendar year shall be entitled to a pro rata amount for that year. There are no carryover provisions if the full \$2,000 is not used in any given year. Effective January 1, 2015, the \$2,000 maximum per child will be increased or decreased each year in accordance with 1. (h) below.~~
- ~~g. The terms "child care expense" and "eligible child" in this plan shall have the meanings given to them in subsection 63(3) of the ITA. The term "child" shall have the extended meaning given to that term in subsection 252(1) of the ITA such that, where used in this plan, the term "child" shall include a natural, step, common-law or adopted child or ward under the age of seven.~~
- ~~h. Payments to be made by the University under this plan shall be paid solely out of the general operating monies of the University. The University shall not be required to contribute or set aside any amounts to a separate fund or account to satisfy its obligations under this plan, or otherwise secure its obligations under this plan. The value of the annual eligible claims under this plan shall not exceed \$1,100,000. If, in a given year, the value of the eligible claims under this plan is greater than \$1,100,000, all claims will be reimbursed on a pro-rated basis. If, in a given year, the total value of the eligible claims under~~

~~this plan is less than \$1,100,000, the maximum amount available per child (\$2,000) will be proportionately increased to spend the entire \$1,100,000 pool.~~

For the University



For the Union



Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

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LETTER OF INTENT: DISCONNECTING FROM WORK

August 11, 2020

Last Revised: ~~September 9, 2023~~ DATE

~~Colleen Burke~~ Sharif Ali

Staff Representative

United Steelworkers

25 Cecil Street

Toronto, Ontario M5T 1N1

Dear ~~Ms. Burke~~ Mr. Ali,

~~Within ninety (90) days of the ratification of the renewal Collective Agreement, t~~
The University and the Union agree to meet at a Labour Management Committee meeting to discuss how the University's Policy on Disconnecting From Work is being implemented and communicated to employees in the bargaining unit.

Yours truly,

~~Kelly Hannah-Moffat~~ Kenneth Corts

Vice-President, People, Finance & Digital Services Strategy, Equity & Culture

University of Toronto

For the University



For the Union



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LETTER OF INTENT: EMPLOYEE ACCOMMODATION

August 11, 2020

Last Revised: ~~September 9, 2023~~ DATE

Colleen-Burke Sharif Ali

Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario M5T 1N1

Dear ~~Ms. Burke~~ Mr. Ali,

The University's values as expressed in its Statement of Commitment Regarding Persons with Disability include the following:

"It is the University's goal to create a community that is inclusive of all persons and treats all members of the community in an equitable manner. In creating such a community, the University aims to foster a climate of understanding and mutual respect for the dignity and worth of all persons."

In the Statement, the University makes the following commitments:

"The University will work to eliminate or minimize the adverse effects of barriers, including physical, environmental, attitudinal, communication and technological barriers, that may prevent the full participation of individuals with disabilities in the University community. The University will meet the accessibility needs of members of the University community with disabilities in a timely manner. The University will provide the members of its community with opportunities for education and access to information regarding disability and the University's policies on disability."

Within sixty (60) days of ratifying the collective agreement, the University will meet with the Union to explore ways to better accomplish the above goals and ways of improving the experience of employees who require accommodation. For example, the University will examine and consider ways of minimizing undue delays in the accommodation process, and improving career support services available to employees on the accommodation list. Further topics for discussion may include the design and content of the Medical Report form, concerns related to permanent health conditions and the accommodation process, and the design and implementation of the accommodation list.

Yours truly,

University of Toronto
August 31, 2026

WITHOUT PREJUDICE

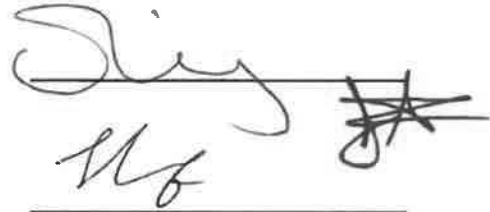
~~Kelly Hannah-Moffat~~ Kenneth Corts

Vice-President, People, Finance & Digital Services ~~Strategy, Equity & Culture~~
University of Toronto

For the University



For the Union



Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

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LETTER OF INTENT: RETIREMENT INFORMATION

September 9, 2023

Last Revised: DATE

~~Colleen Burke Sharif Ali~~

Staff Representative

United Steelworkers

25 Cecil Street

Toronto, Ontario M5T 1N1

Dear ~~Mr. Ali Ms. Burke~~,

~~Within ninety (90) days of ratification of the renewal Collective Agreement, the University and the Union will form a joint working group comprised of three (3) representatives of the University and three (3) representatives of the Union to review existing retirement planning resources, and discuss means of communicating and promoting these resources to employees in the bargaining unit. Such resources may include on-line and/or asynchronous information modules that may include, but not be limited to, subjects such as:~~

- ~~• The process to retire~~
- ~~• Income sources such as Canada Pension Plan and Old Age Security~~
- ~~• Overview of pension options and where to access pension information~~

During the life of the 2023-26 collective agreement, the University and the Union met to discuss existing retirement planning resources, and discuss means of communicating and promoting these resources to employees in the bargaining unit. As a result of these discussions, the University created revised on-line and/or asynchronous information modules and corresponding resources, which have been made available to employees in the bargaining unit. The parties will meet as needed during the life of the 2026-29 collective agreement to discuss any concerns with the implementation and/or effectiveness of the new modules and resources.

Yours truly,

~~Kelly Hannah-Moffat~~ Kenneth Corts

Vice-President, ~~Human Resources & Equity~~ People, Finance & Digital Services

University of Toronto

University of Toronto
August 31, 2026

WITHOUT PREJUDICE

For the University

Handwritten signature of J. Chen in black ink, written over a horizontal line.

For the Union

Handwritten signature of the Union representative in black ink, written over a horizontal line.

Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

The University reserves the right to add, delete or modify its proposals at any time during collective bargaining negotiations. Any agenda items or proposals are without prejudice or precedent to the University's position on any issues regarding the interpretation of the Collective Agreement, including with respect to any current or future grievances.

~~LETTER OF INTENT: WORKERS' HEALTH AND SAFETY WEBPAGE~~

~~August 11, 2020~~

~~Last Revised: September 8, 2023~~

**~~Colleen Burke Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario M5T 1N1~~**

~~Dear Ms. Burke,~~

~~The parties agree that the Central Health and Safety Committee, as provided for under Article 20:02, will meet for the purpose of making recommendations to the Vice-President, People Strategy, Equity & Culture, in respect of establishing a webpage focusing on workers' health and safety intended to provide workers with access to relevant health and safety legislation and information within six (6) months of ratification of this renewal Collective Agreement.~~

~~Yours truly,~~

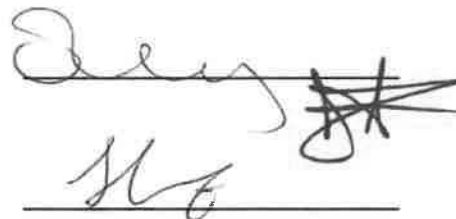
**~~Kelly Hannah Moffat Kenneth Corte
Vice-President, People, Strategy, Equity & Culture~~**

~~University of Toronto~~

For the University



For the Union



Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

The University reserves the right to add, delete or modify its proposals at any time during collective bargaining negotiations. Any agenda items or proposals are without prejudice or precedent to the University's position on any issues regarding the interpretation of the Collective Agreement, including with respect to any current or future grievances.

NOTE: THIS LETTER REPLACES AND SUPERSEDES THE PROVISIONS OF THE FOLLOWING LETTERS OF INTENT AS SET OUT IN The 2023-26 COLLECTIVE AGREEMENT BETWEEN THE PARTIES: "LETTER OF INTENT: WORKPLACE INVESTIGATIONS - SHARED VALUES, PREVENTATIVE EFFORTS AND WORKPLACE RESTORATION - CIVILITY GUIDELINE AND DISCRIMINATION GUIDELINE" AND "LETTER OF INTENT: COMPLAINTS BASED UPON ALLEGED BREACH OF CIVILITY GUIDELINES, AND/OR GUIDELINES ON DISCRIMINATION AND DISCRIMINATORY HARASSMENT"

NEW – LETTER OF INTENT: COMPLAINTS – WORKPLACE HARASSMENT PROGRAM AND WORKPLACE VIOLENCE PROGRAM

Last Revised: **DATE**

Mary-Lou Scott Sharif Ali

Staff Representative

United Steelworkers

25 Cecil Street Toronto, Ontario M5T 1N1

Dear **Ms. Scott Mr. Ali**,

The University and the Union share a commitment to fostering an inclusive workplace environment where all members of our community feel they belong, are respected, and can thrive. Workplace harassment and discrimination, **and workplace violence** in any form are unacceptable and unwelcome at the University.

Shared Values – Workplace Harassment Program

The University understands the importance of identifying and addressing issues in a timely and transparent manner, increasing access and reducing barriers to raising concerns and complaints, and ensuring that there are no reprisals for raising a concern or a complaint. The University and the Union agree that early and/or informal resolution of concerns and complaints of workplace incivility, harassment and/or discrimination can be beneficial to the parties and may be explored by the University where appropriate in its sole discretion. The University acknowledges that respecting the wishes of complainants is a relevant factor in determining whether early and/or informal resolution is appropriate in the circumstances.

The Union and/or employees may raise general concerns regarding a department to help facilitate early identification of issues in respect of workplace incivility, harassment and/or discrimination, and explore options for early intervention where practicable and appropriate. Such options may include recommendations for education and training, mediation, facilitated discussions and/or restorative practices, exit interviews, and departmental reviews.

An employee who has been involved in an early and/or informal resolution process that was unsuccessful may file or pursue a formal complaint pursuant to applicable policies

and guidelines. The University understands the importance of mental health supports for parties involved in a complaint process and makes them available as applicable.

The University ~~explores~~ will make available workplace restoration after an investigation has taken place, where appropriate, in order to assist the parties to an investigation and their department(s) in fostering a return to a healthy, respectful, and productive workplace.

The University and Union agree that access to Union representation can be important to employees engaged in these processes. -

~~The University wishes to maintain a collegial work environment in which all employees behave in a civil manner and treat each other with respect and civility regardless of position or status in the organization. In view of the goals of the Guidelines, both parties are committed to informal resolution wherever practicable that involves consultation with relevant individuals including (where there is a USW/USW complaint) with the Union as set out below.~~

PROCEDURAL CONSIDERATIONS

USW/USW INVESTIGATIONS- CIVILITY GUIDELINES ONLY

In situations of a formal complaint that in the University's view requires investigation under the Civility Guidelines and where both the Complainant and the Respondent are USW members, and where no members of any other employee group is either a Complainant or a Respondent (a USW/USW investigation), the investigation will be jointly conducted by the Union and the University to the extent set out below:

- Within 20 working days of receiving a formal written complaint identifying conduct alleged to constitute a breach of the Civility Guidelines, the University will develop the mandate for an investigation and provide it to the Union.
- The Union* and the University will each appoint an investigator as soon as they receive the mandate, and notify each other of the name of the investigator.
- The Union and University investigators will meet as soon as practicable after being given the mandate and will agree on an investigation process. If there is no agreement, the University process shall be followed with due regard for USW input.
- The Union and University investigators will jointly meet with and interview the Complainant, the Respondent, and any witnesses who are USW members.
- Either party may assign one other individual to attend interviews with its investigator, which in the case of the Union may be another Union Representative if representation is requested by the employee.

- The University investigator will meet with and interview non-USW member witnesses, and will provide the Union investigator with a summary of the material evidence provided by the non-USW member witnesses.
- The Union and University investigators will meet when the investigation is complete and attempt to reach a joint conclusion on the allegations.
- If the mandate for the investigation included the production of a written report, the University investigator will write the report within 20 working days, which will be reviewed by the Union investigator. Where the investigators are not in agreement on the content of the report, the Union investigator may provide a separate report.

If, during the course of the investigation, the University and/or Union investigators discover related or unrelated allegations that are not against a USW member, the University investigator will advise the University of the allegations without delay. The University and Union investigators will continue the USW/USW investigation in accordance with the existing mandate. The other allegations will be investigated as appropriate by the University. In some cases the Union and the University may agree that the USW/USW investigation should end and those allegations become part of a broader investigation by the University.

* The Union will be responsible for training its investigators; a representative of the University will be entitled to meet with investigators chosen by the Union as part of the Union investigators' training.

~~Civility Guidelines, Guidelines on Discrimination and Discriminatory Harassment~~

INVESTIGATIONS UNDER THE WORKPLACE HARASSMENT PROGRAM AND WORKPLACE VIOLENCE PROGRAM

Interim Arrangements

Employees may request interim arrangements while a complaint is being addressed, which the University will consider in accordance with relevant policies and the Collective Agreement. **An employee who has filed a complaint may request to discontinue contact with the respondent. The University will consider such a request in accordance with the relevant policies and the Collective Agreement. The University and the Union agree to treat the request as confidential to those directly involved.**

Investigators

The University will create a list of investigators from among Professional/Managerial employees and Academic Administrators at the University and will provide those investigators with an initial training program in conducting investigations including

requirements for procedural fairness. The Union will be provided with up to one hour during the initial investigator training program to meet with investigators, including presenting any training material developed by the Union, and will be provided with an opportunity thereafter to meet with and present to any newly appointed investigator. The University reserves the right to have a management representative present at such meetings.

The University will provide the Union with the list of trained investigators on an annual basis. The University reserves the right to amend the list from time to time and will advise the Union when changes to the list are made and will provide training as appropriate to newly appointed investigators. The University retains the right to determine when an investigator from this list will be appointed to conduct an investigation and which investigator will be appointed.

Further, the University reserves the right to engage an external investigator to conduct any investigation, including USW/USW investigations, notwithstanding the process set out above. In determining whether to engage an external investigator, as well as in selecting the external investigator, the University will give due consideration to input provided by the Union, if any. For clarity, the final decisions in respect of engaging and selecting an external investigator rest with the University. The Union will be informed and provided with an opportunity to meet with the external investigator prior to the commencement of the investigation. The University reserves the right to have a management representative present at this meeting.

In the event the University decides to investigate a complaint, a USW Complainant, USW Respondent and/or the Union may raise an objection, in writing, to the University's choice of investigator on the basis of procedural fairness within six (6) working days of being provided with the Notice of Investigation, including the reasons and grounds therefor. The University shall give due consideration to the objection and provide a response in writing.

Pre-Investigation Meeting

In non-USW/USW investigations, one representative of the Union will be given an opportunity to meet with the investigator at the beginning of an investigation into allegations by and/or against a member of the USW bargaining unit in order for the investigator to advise the Union of the process they intend to follow, and in order for the Union to provide input into the process, including who the Union believes should be interviewed. Unless there is a reasonable explanation for not doing so, the investigator will interview witnesses identified by the **USW Complainant, USW Respondent, or the Union** as likely to be able to provide material evidence. The University reserves the right to have a management representative present at this meeting. The investigator will have final authority to determine the process they will follow in the investigation and will inform the parties accordingly.

Updates during the investigation

The parties value open communications regarding the process of addressing workplace complaints. To that end, ~~the University will endeavour to keep~~ the Complainant, the Respondent, and the Union if it is involved in the matter, will receive monthly updates updated as to the status of the complaint and in particular will endeavour to advise the foregoing of any material delays that may take place during the process of dealing with the complaint.

Investigation Outcome

At the conclusion of an investigation into a complaint by and/or against a member of the USW bargaining unit, the University shall inform any Complainant and any Respondent who are members of the USW bargaining unit of the results of an investigation in writing, which shall include the following: what allegations were investigated; what allegations (if any) were not investigated and the reason(s) why; names of witnesses interviewed during the investigation (unless there are specific reasons not to name one or more witnesses in a particular case); a summary of the evidence on each allegation; the investigator's finding on each allegation; and the basis of the finding and steps to prevent reoccurrence, in compliance with applicable legislation and University policy.

In non-USW/USW investigations, one representative of the Union will be given an opportunity to meet with the investigator at the conclusion of the investigation in order to discuss the outcome of the investigation. The University reserves the right to have a management representative present at this meeting. The parties will endeavour to meet before the outcome is provided to the Complainant and Respondent; however, the University reserves the right to convey the outcome to the Complainant and the Respondent before meeting with the Union. The Union shall be provided with an advance copy of any letters provided to USW members informing them of the outcome of the investigation.

The University in all cases reserves the sole right to determine what measures will be put in place following an investigation, including but not limited to the appropriate penalty for any misconduct that is found during an investigation.

NOTE: This Letter of Intent is not applicable to allegations or complaints of Sexual Harassment under the Collective Agreement or the University's Policy on Sexual Violence and Sexual Harassment.

Yours truly,

Kelly Hannah-Moffat Kenneth Corts

Vice-President, ~~People Strategy, Equity & Culture~~ People, Finance & Digital

University of Toronto
September 1, 2026

WITHOUT PREJUDICE

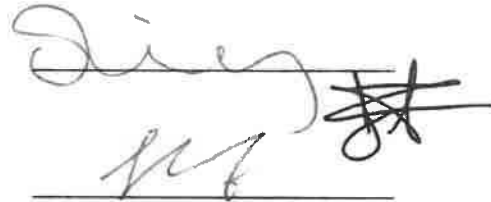
Services

University of Toronto

For the University



For the Union



Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

The University reserves the right to add, delete or modify its proposals at any time during collective bargaining negotiations. Any agenda items or proposals are without prejudice or precedent to the University's position on any issues regarding the interpretation of the Collective Agreement, including with respect to any current or future grievances.

NOTE - All of the provisions of the Staff Appointed Collective Agreement apply to the full time continuing staff appointed ESL instructors employed at the School of Continuing Studies, English Language Program, except as specifically set out herein.

APPENDIX X: SCHOOL OF CONTINUING STUDIES – ENGLISH LANGUAGE PROGRAM

COLLECTIVE AGREEMENT

For the “School of Continuing Studies – English Language Program” Bargaining Unit

- BETWEEN -

The Governing Council of the University of Toronto

- AND -

THE UNITED STEELWORKERS

Term of Agreement: July 1, 202~~6~~3 to June 30, 202~~9~~6

COLLECTIVE AGREEMENT ENTERED INTO at the City of Toronto, in the Province of Ontario, as of DATE September 9, 2023.

All of the provisions of the Collective Agreement apply to the full time continuing staff appointed ESL instructors employed at the School of Continuing Studies, English Language Program except for the following articles:

Article 2:04

Article 3:14

Article 12:14 Layoff

Article 17: Standby and Call-In Pay

Article 22:08 (Vacation – Sessional Employees)

Article 31: Uniforms

Letter of Agreement

Letter of Understanding: Meeting Space at UTM and UTSC

Letter of Intent: OISE and Former Group “C” Vacation Entitlement

Letter of Intent: Sessional Layoffs, Faculty of Dentistry

Letter of Intent: Employment of Students in Casual Positions

Letter of Intent: Trades and Utilities Health & Safety Committee

Letter of Intent: Uniforms, Faculty of Dentistry

Letter of Intent: Use of Temporary Office Staffing Agencies

Letter of Intent: Career Development & Talent Retention

Letter of Intent: Residence Life – Working Group

Appendix B: Employees From Former Group “C” With Fewer Than Ten Years’ Service

The following articles of the Collective Agreement apply to the full time continuing staff appointed ESL instructors employed at the School of Continuing Studies, English Language Program as amended:

ARTICLE 2: RECOGNITION AND SCOPE

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

- (1) Persons who exercise managerial functions or are employed in a confidential capacity in matters relating to labour relations, attached as Appendix A hereto.
- (2) A. Academic staff including but not limited to:
 - (i) members of faculty at all professorial ranks;
 - (ii) academic administrators as defined on the date of application for certification in the 1995 "Policies for Academic Staff and Librarians" under the Policy on Appointment of Academic Administrators at code number 3.01.01;
 - (iii) librarians;
 - (iv) status only appointments;
 - (v) visiting academic appointments;
 - (vi) senior tutors;
 - (vii) tutors;
 - (viii) lecturers;
 - (ix) special lecturers;
 - (x) instructors, save and except full time staff appointed ESL instructors employed at the School of Continuing Studies English Language Program who are represented by the Union by virtue of the certificate issued by the Ontario Labour Relations Board on October 2, 2008;
 - (xi) scholars and fellows;
 - (xii) sessional appointments;
 - (xiii) persons hired to teach on stipend;
 - (xiv) clinicians.
- B. Research Associates.
- C. Athletic instructors and coaches.
- (3) Engineers, doctors, dentists, architects or lawyers entitled to practise in Ontario and who are employed in a professional capacity.
- (4) Persons who are non staff-appointed.
- (5) Persons for whom any other trade union held bargaining rights under the *Labour Relations Act* as of May 29, 1998.

2:02 Conversion

- (a) Notwithstanding the provisions of 2:01(4), non-staff appointed employees covered by the USW Local 1998 Casual Collective Agreement Appendix for ESL Instructors within the English Language Program, School of Continuing Studies (Appendix X in the Casual Collective Agreement) will, if they satisfy the criteria set out in Article 2(1) of Appendix X in the Casual Collective Agreement, be deemed (i.e., "converted") to be non-probationary staff appointed employees covered by the applicable terms and conditions of this Appendix. The parties agree that only employees will convert; positions will not convert. The parties agree that ESL Instructors within the English Language Program, School of Continuing Studies, are a closed group to which no other non-staff appointed employees could be added, other than by the express written agreement of the parties to amend this Article, and the parties do not intend that an arbitrator has the jurisdiction to expand the type of employees beyond those specified in Article 2(1) of Appendix X in the Casual Collective Agreement.

The Union will be copied on letters of conversion.

- (b) Seniority for a non-staff appointed employee converted to staff-appointed status as per Article 2(1) of Appendix X in the Casual Collective Agreement will be calculated based on the date the employee commenced casual employment qualifying under Article 2(1) of Appendix in the Casual Collective Agreement.

- 2:03 Subject to Article 2:02 above there is one (1) type of staff appointed employee covered by this Appendix:

Continuing employees have no predetermined end date and hold positions that are considered by the employing unit as part of the staff complement of the unit.

ARTICLE 3: RELATIONSHIP

Information – New Hires

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

- (1) The Union shall provide the University with a schedule of monthly meetings.
- (2) The University shall notify any new employee of the dates of the next scheduled meetings.

- (3) If requested by the new employee, the University shall allow the employee to attend the meeting within the first ~~two (2)~~ six (6) months from the date of employment.
- 3:10 The University shall, on a monthly basis **(with a compatible electronic copy)**, provide the Union with a list of all new hires, along with their **home telephone number, work email address**, job classification, rate of pay, status (full/part-time) and campus mail address.
- 3:11 The Employer shall prepare and conduct an orientation training program for all new staff-appointed ESL Instructors. Attendance at such training sessions shall be mandatory, and shall be deemed to be time worked.

ARTICLE 7: UNION REPRESENTATION

- 7:01 The University acknowledges the right of the Union to appoint or otherwise select up to one (1) Union Steward, from among employees who have completed their probationary period, for each seventy-five (75) employees, with a minimum of two (2) per campus, for the purpose of representing employees in the handling of grievances.
- 7:02 The University agrees to recognize one (1) Chief Steward, appointed or otherwise selected by the Union, to represent employees in the handling of grievances in the following sectors:
- Faculty of Arts & Science
 - Faculty of Medicine
 - Central Administration HR Services (CAHRS)
 - OISE Faculty of Dentistry
 - University of Toronto Libraries
 - University of Toronto Mississauga
 - University Operations
 - University of Toronto Scarborough
 - Rotman School of Management
 - English Language Program at the School of Continuing Studies
 - Faculty of Kinesiology and Physical Education
 - Faculty of Applied Science and Engineering
 - Professional Faculties

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

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

The parties agree that, in addition to a Unit Chairperson/Chief Steward, two (2) Stewards will be appointed from the bargaining unit members in the English Language

Program at the School of Continuing Studies and these three (3) employees will address issues for both the USW staff appointed and casual Collective Agreements in the English Language Program at the School of Continuing Studies.

- 7:03 The Union shall notify the University, in writing, of the names of the Union Stewards and Chief Stewards and the areas they are representing and will promptly notify the University, in writing, of any changes thereto.
- 7:04 The University agrees to recognize and deal with a Union Grievance Committee made up of a Grievance Committee Chairperson, the Chief Steward and a Steward for a committee of three (3), which would be comprised of two (2) of these three (3) positions.
- 7:05 Union Stewards, ~~and~~ Chief Stewards, and civility co-investigators have regular duties to perform on behalf of the University; therefore, they will not leave their duties for the purpose of handling grievances and/or complaints under the Workplace Harassment Program, or attending disciplinary and other meetings as required by the University, and any other proceedings where there is a right to Union representation under this Collective Agreement, without obtaining the permission of their supervisor. Such permission shall not be unreasonably withheld. These duties will be conducted during non-instructional hours.
- 7:06 The University agrees that Chairpersons, Stewards, ~~and~~ members of the Grievance Committee, and civility co-investigators shall not suffer any loss of regular straight-time pay for time necessarily spent in the handling of grievances and or complaints under the Workplace Harassment Program, or attending disciplinary and other meetings as required by the University, and any other proceedings where there is a right to Union representation under this Collective Agreement. For clarification, performing Union duties during non-instructional hours does not trigger overtime.

ARTICLE 12: STAFFING RELATED ISSUES

Probationary Period

- 12:03 An employee shall have no seniority and shall be considered as a probationary employee until they have completed thirty-six (36) weeks of active employment (i.e., days actually at work at the University in a staff-appointed position). For clarity, active employment does not include the University closure in December and January or any other closures at the School of Continuing Studies, unless the employee is required to work during that period. During the probationary period an employee may be terminated at any time for a lesser standard than "just cause". The parties agree that an arbitrator has no jurisdiction to relieve against the penalty of discharge or substitute or provide any other remedy in the case of the discharge of a probationary employee, unless the discharge was discriminatory, arbitrary or made in bad faith.

In the event the University decides to post a full-time staff appointed ESL instructor position under article 12:04, and a casual ESL instructor at SCS applies and is the successful candidate for the position, where the successful candidate has been employed as a casual ESL instructor at SCS for thirty-six (36) or more consecutive weeks, the probationary period will be reduced to twelve (12) weeks.

During the probationary period, an employee shall be informed in writing of their progress at the end of each term in which the employee was employed. A copy of the written feedback shall be given to the employee.

Organizational Change

12:05 & 12:07

The provisions of reorganization apply when the School of Continuing Studies decides to restructure the ELP. In such cases, employees will receive six (6) weeks' notice of organizational change, plus twelve (12) weeks' notice of layoff.

Notwithstanding the above, where, due to enrolment levels and/or market conditions employees need to be given notice of layoff, reorganization does not apply, and affected employees will receive a minimum of four (4) weeks' notice of layoff.

12:15 Where one (1) or more employee(s) is facing reorganization and/or layoff, the employee(s) with the least seniority will be laid off. Where the employee facing reorganization and/or layoff is the only employee qualified to teach a course or courses, and the layoff would prevent the course(s) from being offered, the employee with the next lowest seniority will be laid off.

ARTICLE 13: LEAVES OF ABSENCE

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

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

The parties agree that leaves should be scheduled so as not to disrupt instructional hours.

Leave of Absence Without Pay

13:02

- (a) The University may grant a leave of absence without pay and without loss of seniority for up to one (1) year if an employee requests it at least four (4) weeks in advance, in writing, and if the leave is for good reason and does not unduly interfere with operations. Such a leave of absence may be extended for up to ~~six (6)~~ **twelve (12)** additional calendar months if there is a good reason for the extension and the University and the Union agree. Any request for an extension of a leave must be made, in writing, prior to the expiration of the initial leave.

For clarity, a good reason for a leave of absence without pay as set out above shall not include taking up alternate employment, including self-employment, outside the University. Therefore, a leave of absence without pay will not normally be approved for such reasons. However, on an exceptional without prejudice and without precedent basis, such requests may be considered where the University determines in its sole discretion that the alternate employment is demonstrably beneficial to the University, as well as the employee's professional development, and the employee's return to the University can be assured to the University's satisfaction.

Leaves of absence requested under this article will coincide with the beginning and end of teaching schedules.

- (b) The President of the Union will be notified of all leaves granted under this Article.

Union Convention or Conference Leave

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

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

Leaves of absence requested under this article will coincide with the beginning and end of teaching schedules. It is understood there may be situations where this leave will occur in the middle of a teaching course.

Union Leave

13:05 Provided the leave will not unduly interfere with operations, the University will grant a leave of absence without pay for up to one (1) year for an employee to assume an official position with the International Union or within the Local Union. A request for such leave will be made in writing by the Union as far in advance as possible, but in any event at least two (2) months prior to the commencement of the requested leave. This leave shall be limited to not more than ~~seven (7)~~ **fourteen (14)** employees from the bargaining unit at any time. For leaves to assume an official position within the International Union or Local Union, the University will grant year to year extensions with at least two (2) months written notice prior to the end of the year.

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

The employee will return to their position at the end of the leave if the position still exists. Any training deemed required by the University to fulfil the duties of the position on such return will be provided by the University. If the position is eliminated during the leave the employee will be subject to, and eligible for the provisions of, Articles 12:05 to 12:11.

Leaves of absence requested under this article will coincide with the beginning and end of teaching schedules.

Where the University decides to post a term vacancy to replace the position of an employee while on Union Leave, should the Union Leave be in excess of 12 months, the term vacancy may be extended up to the end of the Union Leave.

Personal Leave

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

13:12 An employee may request in advance up to ~~four (4)~~ **five (5)** days or up to ~~eight (8)~~ **ten (10)** half-days of paid personal leave in any year. Such requests shall not be unreasonably denied. Wherever possible, staff members shall make their need for personal leave known to their supervisor at least five (5) days in advance. Examples of personal leave include, but are not limited to, care of family members, parent-teacher interviews, school trips or concerts, or stepping-in when the regular caregiver is away, the observance of religious holidays, professional appointments, court appearances, moving, supplementing a bereavement leave, writing examinations, volunteer activities, and attending to emergency situations.

Such leaves shall not be used for the sole purpose of extending vacation or long weekends.

13:13 In arranging these leaves, both the best interests of the University as well as the interests of the employee shall be considered. It is anticipated that the employee will schedule leaves, where possible, so as to minimize the disruption to the operations of the employing department.

It is understood that employees will make every reasonable effort to schedule these leaves outside of instructional hours wherever possible.

Health Care Appointments

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

A request by an employee to attend regularly occurring health care appointments, such as an ongoing treatment regimen, which cannot be scheduled outside the employee's regular working hours, may be treated by the University as a request for accommodation within the meaning of Article 20:06 and treated accordingly, as appropriate.

For clarification it is understood that employees will make every reasonable effort to schedule these appointments outside of instructional hours wherever possible.

ARTICLE 15: UNION REPRESENTATIVE

15:01 If an authorized representative of the Union wants to speak to a member of the bargaining unit about a grievance or other official business, they shall advise the Supervisor, or their designated representative, who shall then call the member to an appropriate place where they may confer privately. Neither the Union Representative nor the employee shall meet during instructional hours.

ARTICLE 21: HOLIDAYS

21:04 Any authorized work performed by an employee on any of the above-named holidays shall be paid at the rate of time and one-half (1 ½) in addition to holiday pay.

Employees electing to perform non-instructional hour work and/or unauthorized work on any of the above-named holidays will not be remunerated nor will lieu time be provided.

ARTICLE 22: VACATION WITH PAY

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

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

~~Legacied employees (see Letter of Intent: Vacation Entitlement for Legacied ESL Instructors at SCS) shall not accrue vacation at the rates above, and shall receive six (6) weeks' vacation per year.~~

~~Staff appointed ESL Instructors teaching in the Full-Time ELP program, who reduce to a partial work load in accordance with the 'Letter of Understanding: Reduction to Partial Workload' shall have their vacation entitlement pro-rated according to the percentage of the employee's appointment. For clarity, the pro-ration of vacation entitlement also applies to employees covered by the 'Letter of Intent: Vacation Entitlement for Legacied ESL Instructors at SCS'.~~

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

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

22:04 ~~Employees take vacation with pay in full week blocks based on operational effectiveness using vacation credits earned. Employees cannot take~~

~~vacation which exceeds the employees' vacation credits earned to the date of the commencement of the vacation.~~

~~22:05 For the purpose of this Article, a vacation year shall be based on an employee's employment anniversary date. Vacation credits are to be used on a year to year basis by employees to take vacation and are not normally to be accumulated beyond an employee's annual entitlement.~~

~~Any extra days accumulated over and above a three (3) week block will carry forward until the employee has accumulated another three (3) week block of vacation time. Notwithstanding the above, any additional days which exceed the three (3) week block may be taken at a time mutually agreed upon between the individual and the Employer, taking into account operational and service effectiveness. Where such agreement cannot be reached, the additional vacation days will be paid out to the employee.~~

ARTICLE 24: HOURS OF WORK AND OVERTIME

Part-Time Status for Family Care

24:11 Full-time employees who have continuous responsibilities for the care of their family may submit a request to their supervisor for a change to part-time status for a defined period, in order to devote more time to their family care responsibilities. In the event the request is granted, the percentage of time to be worked, and the duration of the part-time appointment, must be mutually agreed to between the employee and the department or division head, to whom the request should be addressed. Employees requesting a change in status on this basis should make their request as far in advance as possible but, in any event, no less than ~~one month~~ **six (6) weeks** prior to the commencement of the requested change in status. Salary and benefits will be appropriately pro-rated according to the percentage time worked.

The Division or Department Head shall respond to such requests within fifteen (15) working days from the date the written request is received. Such requests shall be approved or denied in a written response to the employee.

It is understood that employees approved for a reduction to part-time status under this article, will continue to be covered by the terms and conditions of this Collective Agreement for as long as the arrangement remains in effect. Where possible, the beginning and end of such leaves will coincide with the start and end of a session.

ARTICLE 25: GENERAL

25:02 The parties agree to finalize the renewal Collective Agreement within six (6) months of the date of its ratification. Printing and distribution of this Appendix will be the University's responsibility. The Employer will also supply the Union with

twenty-five (25) copies of the Appendix. In the interest of environmental conservation, the Collective Agreement will be posted on the University's Human Resources and Equity website and the USW Local 1998 website and the link to said website will be provided to all employees in the bargaining unit. Upon request, printed copies of the Appendix shall be made available to employees at the divisional Human Resources Offices.

ARTICLE 32: PERSONNEL FILE

32:01 An employee may review their personnel file, provided that two (2) working days prior notice is given to the ELP office of the School of Continuing Studies. The employee is entitled to be accompanied by a Union Representative for up to one (1) an hour to review the personnel file during non-instructional hours.

The employee or the Union may inquire as to the presence of any document in their personnel file and request that said document be removed. If the University and the Union agree that the document is not relevant, the University shall confirm in writing that the document has been removed.

ARTICLE 33: PROFESSIONAL DEVELOPMENT

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

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

Staff development activities should take place within the framework of a jointly agreed upon career development plan between the employee and their supervisor. **Further, such activities should be related to the employee's current position and/or another position at the University.** The University will grant, upon request by the employee a minimum of four (4) days professional development per year related to the employee's position or as part of an agreed upon career development plan. Requests for access to professional development will be granted subject to operational requirements of the unit, cost and the availability of Organizational Development and Learning Centre programmes, **and other related activities that may include but are not limited to, training, workshops, conferences, courses, exams, mentorship programs and other structured learning programs related to the employee's role and career development plan.** Responses to such requests will be provided **in writing** within fifteen (15) working days. Such requests shall not be unreasonably withheld.

Wherever possible requests for access to professional development shall be such that professional development can be scheduled during non-instructional hours.

ARTICLE 35: OFFICE FACILITIES

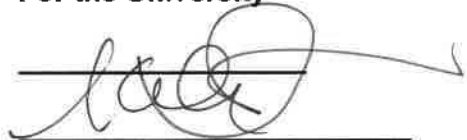
35:01 The School of Continuing Studies shall ensure that insofar as possible, consistent with the physical facilities available to the School, employees shall continue to have access to computers (including Internet access), where such access is required for the performance of assigned duties. The Employer shall ensure that employees have appropriate storage space for the storage of course materials.

Employees shall continue to have the right to use photocopy equipment as required for the performance of their assigned duties.

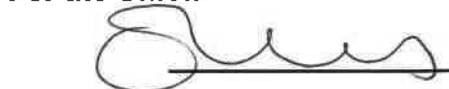
Each employee shall have access to an individual mailbox. The Employer agrees to allow each individual to maintain either a mailbox or a file folder for mail, depending upon the physical facilities available, for the duration of their appointment.

The Employer will provide employees with such books and the use of such materials as are deemed by the supervisor to be necessary for the performance of their duties. These books and materials shall remain the property of the Employer.

For the University



For the Union



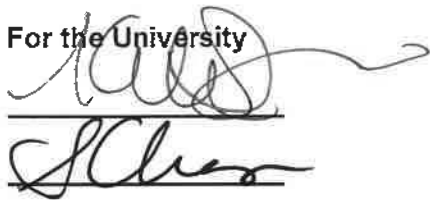
Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

The University reserves the right to add, delete or modify its proposals at any time during collective bargaining negotiations. Any agenda items or proposals are without prejudice or precedent to the University's position on any issues regarding the interpretation of the Collective Agreement, including with respect to any current or future grievances.

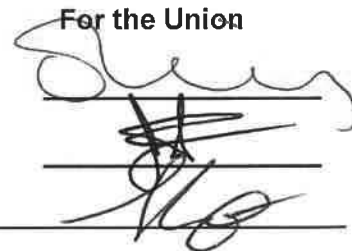
Housekeeping Items

- Change all references contained in the Collective Agreement from "People Strategy, Equity & Culture" to "People, Finance & Digital Services"
- Change all references contained in the Collective Agreement from "Senior Executive Director, Labour Relations" to "Executive Director, Labour Relations"
- Change all references contained in the Collective Agreement from "215 Huron Street, 8th floor, Toronto, Ontario M5S 1A2" to "439 University Avenue, Toronto, Ontario, M5G 1Y8"
- Change all references contained in the Collective Agreement from LGBTQS+ to 2SLGBTQ+

For the University



For the Union



Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

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LETTER OF INTENT: BULLETIN BOARDS

DATE

Sharif Ali
Staff Representative
United Steelworkers
25 Cecil Street
Toronto, Ontario M5T 1N1

Dear Mr. Ali,

Within 90 days of ratification of the 2026-2029 Collective Agreement, the University will complete a one-time inventory of the bulletin board locations available under Article 16: Bulletin Boards. Upon completion of such review, the University will make an updated list of such bulletin board locations available to the Union. Thereafter, the University will make an updated list available to the Union 90 days prior to the expiration of the Collective Agreement.

Yours truly,

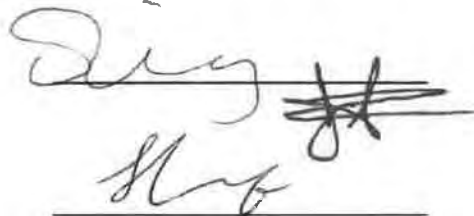
Kenneth Corts
Vice-President, People, Finance & Digital Services
University of Toronto

For the University



Two handwritten signatures are shown, one above the other, both written in black ink on a white background.

For the Union



Two handwritten signatures are shown, one above the other, both written in black ink on a white background.

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