



File: 2122-U0058-3

September 19, 2017

TO: ALL PSAC LOCAL 4004 MEMBERS: Teaching, Research and Student Assistants at the University of Saskatchewan

RE: RATIFICATION OF TENTATIVE AGREEMENT

The Bargaining Committees of the Union and the Employer have reached a tentative first Collective Agreement.

The following summarizes much of what is in the collective agreement, but the full language is also attached for anyone who wishes to read it.

WAGES AND ECONOMIC INCREASES

- Take home pay to increase by approximately 10% over the life of the agreement.
- Hourly rate after ratification would be \$19.64 as a result of wage increases of:
 - 2% retroactive to September 1, 2015
 - 2% retroactive to September 1, 2016
 - 2% retroactive to September 1, 2017
 - 2% on September 1, 2018
- Signing bonus of \$150 for any member who worked or will work between May 2017 and April 2018 (paid by June 2018)
- Vacation Pay to increase by approximately 2%. All members to be paid 7.69% vacation pay on every pay cheque.
- Language to ensure that members are paid in a timely manner after the beginning of their appointment

DURATION

- The agreement will expire on August 31, 2019

HOURS OF WORK AND LEAVES

- New process where members will meet with their supervisor at the start of any appointment to lay out the expected hours of work.
 - Additional processes to adjust the pay and/or tasks if the initial expectations were not reasonable so that no member is performing unpaid work
- Up to 4 days' paid sick leave per term

- Up to 2 days' paid personal leave per term
- Paid leaves for bereavement or court duty
- Unpaid leaves available for attending academic conferences

APPOINTMENTS AND DISCIPLINE

- Appointments language, which provides better security for members to continue receiving TA positions. Priority in hiring for TA positions shall be given in the following order:
 1. Students for whom a TA position forms part of their graduate program acceptance package
 2. Students of the department in which the TAship is offered and who have TAed before (or students in interdisciplinary programs who have TAed in that department)
 3. Students of the department in which the TAship is offered and who have not TAed before
 4. Students in a different department from the one where the TAship is being offered, but who have TAed before
 5. All others, with special consideration given to students with demonstrated financial need (less than \$16,000 in University funded or administered funds)
- A process for members to identify the classes that they would like to TA and for the employer to make efforts to accommodate those preferences
- Language to ensure that the university cannot increase the proportion of undergrad TAs hired
- List of hiring criteria set out for research assistant and student assistant appointments
- Clear language to ensure transparent job postings
- Protection from arbitrary or unfair discipline
- Language to promote employment equity in the bargaining unit

OTHER HIGHLIGHTS

- Guarantee of academic freedom in undertaking work
- Provision of office space for all members, when required
- Improved protection from discrimination and harassment
- Course release for some executive members to undertake the business of the union
- Language to ensure that any current practices which exceed what was negotiated will be kept in place for the duration of the member's appointment

Your bargaining team consisting of:

Seth Dueck
Ali Kiani
Laura Larsen
Isaac Pratt
Seth Sazant, PSAC Negotiator

unanimously recommends acceptance of this agreement. If members vote to accept this agreement, these changes will take effect on the date of ratification of the Collective Agreement, unless another date is specified.

Full details of this first agreement will be provided and reviewed at three ratification meetings. You may attend the meeting that is most convenient for you. They will be held at:

<p>GSA Commons Tuesday, October 3 12:00 PM, 4:00 PM and 6:30 PM. The meeting at noon will also be the Local's Annual General Meeting.</p>
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All members are encouraged to come and vote at one of those times.

In solidarity,



Marianne Hladun
Regional Executive Vice-President – Prairies

cc. National Board of Directors
 Seth Dueck, Local President
 Directors' Team
 Liam McCarthy, Coordinator, Negotiations Section
 Patricia Harewood, A/Coordinator, Representation Section
 Jonathan Choquette, A/Coordinator, Communications Section
 Essential Services & Exclusions
 David-Alexandre Leblanc, Senior Research Officer, Negotiations Section
 Seth Sazant, Negotiator, Negotiations Section
 Negotiations Section
 Daniel Fisher, A/Legal Officer
 Margaret Barry, Administrative Assistant to Legal Officer
 Tom Milne, A/Regional Coordinator
 Louise Mardell, Regional Representative
 Micheline Labelle, Supervisor, Membership Administration
 Dale Robinson, Strike Mobilization Project Officer
 Ratification Kit Binder (Negotiations Section)

Full Language Agreed Upon

Article 1 – Purpose

1.01 The purpose of this Agreement is to establish an orderly collective bargaining relationship between the University of Saskatchewan (hereafter referred to as the Employer) and its Employees represented under this Agreement by the Public Service Alliance of Canada (hereinafter referred to as the Union), to ensure the prompt and peaceful resolution of disputes and grievances, and to set forth an agreement covering rates of pay and other working conditions.

Article 2 – Scope and Recognition

2.01 The Employer recognizes the Union as the exclusive bargaining agent of the employees in the bargaining unit. The bargaining unit is, as described in the Certification Order issued by the Saskatchewan Labour Relations Board dated April 23, 2015.

Article 3 – Definitions

ACADEMIC TERM/TERM indicates a period of time defined in the Academic Calendar, during which a course for credit may be offered. Regular terms include Fall, Winter, Spring and Summer terms. Some colleges use irregular terms, with different start and/or end dates.

ACADEMIC YEAR means the twelve-month period commencing on July 1 of a given calendar year and ending on June 30 of the succeeding calendar year.

AGREEMENT means the Collective Agreement between the Employer and the Union contained herein.

BARGAINING UNIT is the bargaining unit defined in the Certification Order issued by the Saskatchewan Labour Relations Board on April 23, 2015.

COLLEGE means an academic unit of the University headed by a Dean or Executive Director of a School as established by the University Council and Senate

DAY means a weekday when the University is open for administrative business unless otherwise stated in this Collective Agreement.

DEAN means the Chief Executive of a College or School, or the Chief Executive's designate.

DEPARTMENT means an administrative subdivision of a College, including a School within a departmentalized College, as established by the University Council and Senate.

DEPARTMENT HEAD means the head of a Department or the Director of a School within a departmentalized College.

EMPLOYEE means all registered graduate student employees included within the scope of the Certification Order of the Saskatchewan Labour Relations Board dated April 23, 2015.

EMPLOYER means the University of Saskatchewan in the same sense used in the Certification Order of the Saskatchewan Labour Relations Board dated April 23, 2015.

GENDER REFERENCES: *Where the masculine or feminine gender is used in this Collective Agreement, it shall be considered to be non-gender specific unless any provision of this Collective Agreement specifies otherwise.*

PLURAL REFERENCES: Plural references in this Agreement shall be considered to refer to any member of the bargaining unit where the context so requires.

REGULAR SESSION means the session that runs from September through April, consisting of two thirteen-week terms (Fall Term 1 and Winter Term 2).

SPRING AND SUMMER SESSION means the session that runs from May through August, consisting of two seven-week terms (Spring Term 1 and Summer Term 2).

UNION means the Public Service Alliance of Canada Local 40004.

UNIVERSITY means the University of Saskatchewan as defined in the *University of Saskatchewan Act, 1995*, as amended up to and including the date of the execution of this Agreement.

Article 4 - Union Membership

4.01 Every employee shall become a member of the Union. All new Employees shall become a member of the Union on date of hire.

4.02 The Employer shall advise employees in their Letter of Offer that they are included in the Bargaining Unit represented by the Union, and that their employment is on the terms and conditions set out in the Collective Agreement. The Letter shall also include the website address where the Collective Agreement may be accessed.

Dues check off

4.03 The Employer agrees to deduct on a monthly basis the dues and/or assessments of the Union from the salary of each Employee.

4.04 The Union shall advise the Employer in writing of the amount or rate of its monthly dues and/or assessments. The Employer shall remit the amount deducted to the Union by the 15th day of the month following the month in which deductions were made. A payroll remittance list will include employee ID number, employee name, and amount of dues deducted.

- 4.05 Where an Employee does not have sufficient earnings in respect of any month to cover deductions to be made under this Article, the Employer shall not be obligated to make such deduction from the Employee's salary.
- 4.06 The Employer shall provide a statement of the Union dues deducted for each calendar year on the Employee's T-4 statement.
- 4.07 The Union must provide at least sixty (60) Calendar Days' notice of any change in the monthly membership dues.

Article 5 – Management Rights

- 5.01 The parties recognize the right of the Employer to plan, coordinate and direct its resources, assign duties and manage the affairs of the university, except as limited by the provisions of this Agreement.

Article 6 – Correspondence and Information

- 6.01 All regular correspondence between the parties arising out of or incidental to this Collective Agreement, except where otherwise expressly provided, shall pass between the Local President of the Union (or designate), or the PSAC Regional Representative, and the officer designated by the Employer (or designate). Such correspondence may be either delivered directly, be forwarded through the University's internal postal service or be sent via email.
- 6.02 To better serve its members, the Union requires access to member information. Human Resources will provide the Union with access to member information via the human resources information system.
- 6.03 When a Collective Agreement has been signed, the Employer shall post the text of the Collective Agreement on its website.

Article 7 - Union Representatives and Activities

- 7.01 The Employer acknowledges the right of the Union to appoint or otherwise select Employees as representatives.
- 7.02 The Union shall determine the jurisdiction of each representative.
- 7.03 The Union shall notify the Employer of the name and jurisdiction of its representatives as well as any updates or changes to that list as they occur.
- 7.04 The Employer shall provide the Union, in writing, with the names and position titles of those responsible for liaison with the Union.
- 7.05 Whenever possible, a representative shall investigate Employee complaints or process a grievance or undertake any other Union business, outside of her/his Scheduled Work times.

If this is not possible, the representative will obtain permission of her/his Employment Supervisor prior to leaving work, and such requests shall not be unreasonably denied.

- 7.06 Duly authorized representatives of the Union shall be permitted to transact official business of the Union with members of the Union or with official representatives of the Employer on University property, provided such business shall not interfere with the normal operations of the University.
- 7.07 A Union representative shall be entitled to up to fifteen (15) minutes to provide an overview of the role of the Union at the University-wide orientation for graduate students. The Employer will notify the Union at least fifteen (15) Calendar Days in advance.

Article 8 - Union Rights and Privileges

- 8.01 The Employer agrees to provide the Union with reasonable office space on the premises.
- 8.02 Subject to availability, the Employer will allow the Union to use internal and external postal services of the university, printing facilities, computing facilities, and audio-visual equipment and other office equipment consistent with the rates charged to the university's other certified bargaining units.
- 8.03 Subject to availability and normal university regulations concerning use of space, the Employer agrees to provide the Union with suitable meeting rooms, upon request.
- 8.04 The Employer agrees to allow the Union the use of departmental bulletin boards to post notices of meetings and other such notices as may be of interest to the employees.

Article 9 - Picket Lines, No Strikes and No Lockouts

- 9.01 The Union agrees that there shall be no strike during the term of this Agreement.
- 9.02 The Employer agrees that there will be no lockout during the term of this Agreement.
- 9.03 Employees may refuse to cross a picket line arising out of a labour dispute. Employees shall not be subject to disciplinary action but will have pay deducted for the period of employment for which they refused to cross the picket line or failed to perform their assigned duties unless alternate arrangements are approved in advance by Employer. Employees will not be required to perform duties beyond their normal responsibilities as a result of a labour dispute.

Article 10 - No Discrimination and No Harassment

Discrimination

10.01 As per *The Saskatchewan Employment Act and/or The Saskatchewan Human Rights Code*, the Employer and the Union agree that there shall be no discrimination with respect to any employee by reason of:

- (i) religion;
- (ii) creed;
- (iii) marital status;
- (iv) family status;
- (v) sex;
- (vi) sexual orientation;
- (vii) disability;
- (viii) age;
- (ix) colour;
- (x) ancestry;
- (xi) nationality;
- (xii) place of origin;
- (xiii) race or perceived race;
- (xiv) receipt of public assistance;
- (xv) gender identity; or
- (xvi) membership or activity in the Union.

The parties further agree that there shall be no discrimination, with respect to any employee by reason of gender expression.

Harassment

10.02 The Employer and the Union do not condone harassment and are committed to a respectful workplace.

10.03 "Harassment" shall be defined as per *The Saskatchewan Employment Act*.

10.04 The university has a discrimination and harassment prevention policy covering all members of the campus community. An employee who believes he or she has been harassed shall have access to the policy and the grievance procedure.

The employee making a complaint may choose to register it under the Employer's policy as well as via the grievance procedure. However, the policy process will proceed first where there will be an objective investigation including the nature and context of the incident(s).

In the event the policy process does not address the complaint to the employee's satisfaction, the complaint is grievable at Step 1. Both parties agree that all proceedings and the results thereof will be dealt with in the strictest confidence.

- 10.05 There shall be no reprisal or retaliation nor any threat of reprisal or retaliation against anyone for pursuing rights under this Article or for participating in proceedings under this Article. Any such alleged reprisal or retaliation or threat thereof shall be grounds for filing a grievance under this Article.
- 10.06 The parties agree that complaints of discrimination or harassment made in bad faith are prohibited. These complaints occur when a person purposefully misrepresents the facts or makes accusations maliciously, without regard for the truth. Intentionally false accusations do not include reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

Article 11 - Union-Management Committee

- 11.01 There shall be a Union-Management Committee consisting of representatives from the Union and representatives from the Employer, to review matters of mutual interest arising from the application of this Collective Agreement and to foster communications and co-operation between the Parties, but the Committee shall not have the power to deal with any matters which are properly the subject of a grievance or collective bargaining.
- 11.02 Meetings shall occur a minimum of one (1) time per term. In the event either party wishes to call a committee meeting, the meeting shall be held at a time and place fixed by mutual agreement. All items proposed by either party and consistent with the purposes of the Union-Management Committee shall be included in the agenda.
- 11.03 The Committee shall have Co-Chairpersons appointed by the respective Parties. Each Co-Chairperson will alternately be responsible for convening and chairing meetings of the Committee.

Article 12 – Working Conditions and Access to Facilities

- 12.01 The Employer shall provide all employees with appropriate office space, where required for the conduct of the assigned duties.
- 12.02 The Employer agrees to provide employees with access to and use of, available libraries, books, duplicating services, office supplies, computing equipment including software, audio-visual equipment, laboratory supplies, personal protective equipment, and any other University facilities, free of charge, when they are required in the performance of the employees' contractual duties and responsibilities.
- 12.03 Provided prior approval for has been given by the person designated by the Department or College, the Employer shall reimburse the employee for all reasonable travel or other expenses incurred for employment-related activities in accordance with university policies and travel expense guidelines, including departmental level expense guidelines.

Article 13 – Appointments

TA Appointments

- 13.01 A full TA appointment is considered to be no fewer than 130 hours in an academic term. Letters of appointment will specify the number of hours to be worked during the academic term. Where a Department or College predominantly offers pro-rated TA appointments, they shall provide the Union reasons in writing for doing so.
- 13.02 Teaching Assistantships may be included as part of a written commitment of hours for a defined duration over the course of the graduate student employee's program.
- 13.03 The Employer shall make the decision as to the number of graduate student appointments within the Bargaining Unit, and the qualifications required for each appointment.
- 13.04 Appointments shall be made using the order of preference as set out in Article 13.05 and are subject to the maximum number of hours of work per week as set out at Article 15, Hours of Work.
- 13.05 Appointments shall follow the five-level preference system outlined below. Vacant positions shall be offered to candidates in Group A before candidates in Group B may be considered for the appointments. Appointments shall be offered to candidates in Group C after qualified candidates in group B have been exhausted. Appointments shall be offered to candidates in Group D after qualified candidates in group C have been exhausted. Appointments may only be offered to candidates in Group E when there remain no qualified candidates in any other Group.

a) Group A – First Preference

Qualified graduate students registered as:

- i) students in a department or non-departmentalized college in which the appointment will be offered; or students in a self-standing inter-disciplinary program;

and for whom

- ii) the appointment has been committed as part of the funding offered by the Employer at the time of admission to the graduate program.

b) Group B – Second Preference

Qualified graduate students registered as:

- i) students within a department or non-departmentalized college in which the appointment will be offered;

and

- ii) for whom the appointment will not form part of the funding commitment offered by the Employer at the time of admission to the graduate program

and

- iii) have held a TA appointment in the bargaining unit for the Employer during their current program of study. If a past TA appointment occurred outside the graduate student's department or non-departmentalized college, the graduate student must bring this experience to the attention of the hiring manager.

OR

Interdisciplinary Students

Qualified graduate students registered as:

- i) students in a self-standing inter-disciplinary program who have expressed interest, in writing, within the last 12 months, that they wish to be considered by the department or non-departmentalized college;

and

- ii) for whom the appointment will not form part of the funding commitment offered by the Employer at the time of admission to the graduate program

and

- iii) have held a TA appointment in the department or non-departmentalized college in which the appointment will be offered;

c) Group C – Third Preference

Qualified graduate students registered as:

- i) students within a department or non-departmentalized college in which the appointment will be offered

and

- ii) for whom the appointment will not form part of the funding commitment offered by the Employer at the time of admission to the graduate program

d) Group D – Fourth Preference

Qualified graduate students that have held a TA appointment in the bargaining unit for the Employer during the current program of study.

e) Group E – Fifth Preference

Qualified graduate students that have not met the criteria set out in 13.05 a), b), c), or d). When offering appointments to candidates in Group E, the Employer will take into account demonstrated financial need and in particular, any students receiving less than \$16,000 as a funding commitment provided or administered by the Employer.

13.06 The Employer will invite students to express their preferences for assignments. Students applying for posted positions may indicate preferences at the time of application. The Employer will make reasonable efforts to accommodate such requests consistent with the student's skills, abilities and experience.

13.07 The current practice concerning the use of undergraduate TAs shall be maintained. The Employer shall prioritize hiring of graduate students as TAs, and undergraduate TAs shall not be used to undermine the bargaining unit.

Research Assistant and Student Assistant Appointments

13.08 This article applies to graduate students employed as Research Assistants and Student Assistants as defined in the definitions section of this agreement.

13.09 Employment as a Research Assistant (RA) can be offered by a student's Faculty Supervisor or a member of their Supervisory Committee without posting.

13.10 Research Assistant and Student Assistant positions which are not offered under the provisions of Clause 13.09 shall be awarded to a suitable candidate, as determined by the hiring faculty member or department, taking into account the following considerations:

(i) the qualifications and ability of the candidate(s) based on academic merit and/or related experience;

(ii) other sources of graduate student financial support being received, with particular consideration given to students receiving less than \$16,000 as a funding commitment provided or administered by the Employer.

(iii) the career and/or pedagogical value that the experience in a particular position will provide the student.

Article 14 – Job Postings

14.01 a) Teaching Assistants (TAs)

i) Where there are more TA positions available in a Department or College than there are eligible graduate students under 13.05 a) and b) in that Department or College, the University will post notice of the availability of all TA position(s) in the Department or College for no less than seven (7) days.

ii) The Employer shall make every reasonable effort to post all TA positions in a Department or College at the same time. Where identical positions are available, a single posting indicating the number of identical positions is sufficient. Positions shall be posted as early as possible in the academic term prior to the term of employment, but in no case shall the postings be later than 21 days before the beginning of the academic term. Exceptions to this shall follow the provisions outlined in Article 14.05.

b) Research Assistants (RAs) and Student Assistants (SAs)

i) RA positions offered by a student's academic supervisor or any member of the student's advisory committee are not required to be posted.

ii) A RA or SA assignment totaling twenty (20) hours or less needs not be posted, but Article 14.06 and 14.07 shall apply.

iii) All other RA and SA positions shall be posted for at least seven (7) days.

iv) Where identical positions are available, a single posting indicating the number of identical positions is sufficient.

14.02 All postings shall be made on the University employment opportunities website. Each department or college may display its own postings on its own bulletin boards or in another place designated for that purpose. The Employer shall provide a weekly report to the Union on all job postings for positions in the bargaining unit.

14.03 The posting shall contain a brief description of the duties, the supervisor (if known), the skills and abilities required, the rate of pay, the required number of hours, the duration of the employment and to whom the application must be submitted.

14.04 a) All postings where registration in a graduate program is a requirement for appointment, shall indicate the position will be in-scope of PSAC.

b) All other postings shall note: *"Where a graduate student is appointed to this position, it will be in-scope of PSAC"*

14.05 The Employer shall make every reasonable effort to meet the posting timeline as per 14.01. Where, for urgent or other bona fide reasons, it is not possible respect the timelines identified in clause 14.01, every reasonable effort shall be made to post the position(s) for a shortened period. Where a shortened posting process is not possible, the posting period shall be waived. In either circumstance above, the Employer shall inform the Union of the

rationale for the shortened period or the waiver. The Employer may fill such positions without posting but will make reasonable efforts to follow the appointment procedure.

- 14.06 Candidates who decline an offer of appointment shall not prejudice an employee's future appointment opportunities in any way.

Letters of Offer

- 14.07 All successful candidates shall receive a letter of offer that shall contain, as a minimum, the following information: course (if applicable), general location of work, duration of employment including total hours of employment, name of Supervisor (if known), rate of pay, average hours of work per day and/or week and a general outline of duties and responsibilities.

Article 15 – Hours of Work

- 15.01 The maximum number of hours of TA work for any employee, regardless of the number of appointments held, is no more than an average of twelve (12) hours per week. Notwithstanding the preceding, such hours of work may be exceeded due to an amended contract pursuant to 15.08.
- 15.02 In no case shall the employee work more than twenty (20) hours in any given week, unless mutually agreed, or if unusual, or emergency circumstances arise. Unusual circumstances that are reasonably foreseeable must be set out in the Description of Duties and Allocation of Hours form (Appendix B).
- 15.03 Employees shall not be required to work more hours than the total stipulated in their letter of offer without their consent. Any additional hours agreed to shall be recorded as per Article 15.08.
- 15.04 All assigned duties of an employee shall be included in the calculation of time involved in an assignment.
- 15.05 All Employer-required training or job-specific training which the Employer both agrees that the Employee requires and that the Employee shall be compensated for, shall be paid at the employee's regular rate of pay. Time for such paid training must be within the employee's allotted hours.
- 15.06 After the employee has accepted an appointment and been assigned to his or her employment Supervisor, the Supervisor or designate shall meet with the employee, and shall review the letter of offer and assigned duties and complete the appropriate Description of Duties and Allocation of Hours form (Appendix B).
- 15.07 If at any time the employee has concerns that he or she will not be able to complete the assigned duties within the allocated hours, the employee is encouraged to discuss these concerns with the supervisor. Additionally, the employee may submit a request, in writing,

to amend his/her Description of Duties and Allocation of Hours form (Appendix B) to the supervisor.

- 15.08 When a written request is received under 15.07, the supervisor shall provide a response to the employee, in writing, with a copy provided to the department head or dean. This response shall be provided within five (5) working days of receiving such request, other than in exceptional circumstances.

In cases where it is necessary to amend the number of hours or assigned duties of the appointment, the employee and employer shall amend Appendix B.

An employee may be accompanied by a representative of the Union at any meeting convened to discuss the employee's request to amend Appendix B.

- 15.09 If additional hours are agreed to pursuant to Article 15.08, the hours shall be compensated at the employee's hourly rate of pay
- 15.10 The University agrees that no employee who has signed his/her letter of offer for a position will have her total number of hours reduced during the duration of that appointment.

Article 16 – Job Classification

- 16.01 The positions of all employees shall be classified under the classification names specified in Schedule A.
- 16.02 a) Teaching Assistant: A graduate student employed to provide support for teaching a course. This includes employees classified as Graduate Teaching Fellows.

Duties associated with being a Teaching Assistant or Graduate Teaching Fellow may include but are not limited to: preparation, delivering and/or attending lectures; demonstrating, marking, student consultation, invigilating, holding office hours, setting up experiments, supervision of field trips and conferring with the Supervisor in charge as required by the assignment.

b) Research Assistant:

A graduate student employed for a defined period, on an hourly basis, to perform duties assigned by a faculty member that contribute to a faculty member's research program and that are not required as part of the student's academic program.

Duties associated with being a Research Assistant may include but are not limited to: research, preparing reports, writing papers, laboratory support, literature/library research, administrative tasks and provision of other research support and assistance.

c) Student Assistant: A graduate student employed to carry out duties which support the academic mission of the University, but which do not primarily fall into the categories of Teaching Assistant or Research Assistant, as listed above.

Article 17 – Evaluation

- 17.01 The Parties agree that the purposes of evaluations are to assist Employees in improving the quality of their work; assess the performance of Employees; and to document the work performed by the Employee.
- 17.02 The Employer may conduct an evaluation during the period of appointment.
- 17.03 An employee may request an evaluation be conducted by the Employer during the period of appointment.
- 17.04 The results of any evaluation shall be shared with the Employee and discussed between the employee and her/his supervisor.
- 17.05 An Employee shall be entitled to append his or her comments to any evaluation.
- 17.06 No discipline shall be imposed solely as a result of feedback received from anonymous student evaluations.
- 17.07 An employee shall be given a minimum of one (1) weeks' notice of the performance evaluation. This does not preclude the Employer from providing day to day feedback

Article 18 – Training

- 18.01 Each department will provide training for all employees appropriate to the duties required. Attendance at required training sessions shall be deemed time worked.

Article 19 – Discipline

- 19.01 As a matter of practice and general principle, the Employer endorses the concept of progressive discipline.
- 19.02 The Employer shall not discipline or dismiss any employee except for just cause.
- 19.03 The disciplinary actions that may be taken by the Employer include, but are not limited to, letter(s) of warning or reprimand, suspension(s) with or without pay, and dismissal. Such disciplinary action shall be in accordance with the principles of progressive discipline, and be reasonable and commensurate with the seriousness of the violation.
- 19.04 Employees are entitled to union representation at any disciplinary meeting or any meeting that has a reasonable prospect for becoming disciplinary. Employees will be provided with reasonable notice of any such meeting and shall be advised that they are entitled to union representation at this meeting.
- 19.05 In exceptional circumstances, based on the severity of an infraction, it is understood that the Employer may impose immediate disciplinary action.

- 19.06 The employee shall be notified in writing of the nature of any disciplinary action(s) taken and the reasons for such action(s) within five (5) days of the discipline, and a copy of the letter shall be forwarded to the Union at that time.
- 19.07 No employee shall be disciplined or be subject to reprisals of any kind for refusing to undertake non-bargaining unit work.
- 19.08 Where no further disciplinary action against an employee has been taken for the shorter of three (3) worked academic terms or twenty four (24) months, all records of discipline shall be removed from the employee's file.

Article 20 – Official Employee File

20.01 The employee's official file will be maintained by Human Resources. Upon request, an employee, and/or a representative of the Union authorized by the employee, shall have the right to consult the employee's official file in the presence of a representative of the Employer. Such requests will be granted within a reasonable time frame. An employee shall have the right to respond in writing to any documents placed in the employee's file and such response shall be included in the official employee file.

Article 21 – Grievance Procedure

- 21.01 For the purpose of this Agreement, a grievance shall be defined as any difference arising out of the interpretation, application, administration or alleged violation of the Collective Agreement, including any question as to whether a matter is arbitrable.
- 21.02 The parties confirm their mutual desire that every grievance shall be resolved promptly with the object of arriving at a fair and proper settlement.
- 21.03 The following types of grievances are recognized:
- i) Individual Grievance: The complaint of an individual employee
 - ii) Group Grievance: The complaint of two or more employees who are grieving the same alleged violation.
 - iii) Policy Grievance: The complaint of the Union or the Employer which may involve a question of general application or interpretation of the Collective Agreement.
- 21.04 The Union shall have the right to originate an individual, group or policy grievance. A statement of grievance must be filed within thirty (30) calendar days of when the grievor or Union knew or reasonably ought to have known of the alleged infraction. A Union policy grievance or a grievance involving suspension or termination of employment shall be submitted at Step 2.

21.05 The parties encourage disputes to be resolved by informal, timely discussion. It is the right of employees, with the assistance of a Union representative if they so wish, to seek to resolve disputes through informal discussion with the Employer, provided that such informal discussion shall not in any way prejudice any dispute resolution procedures set out in this Agreement, unless a resolution has been reached.

21.06 A grievance proceeding is initiated by a statement in writing to the Associate Vice-President, Human Resources, which sets out the substance of the grievance and indicates the provisions of the Agreement that are alleged to have been improperly interpreted, wrongly applied, or violated.

21.07 Stage 1

Written grievances shall be heard by the Dean/ administrative unit head (or designate) within thirty (30) calendar days of receiving the grievance. The Dean/ administrative unit head (or designate) will render a written decision within fourteen (14) calendar days of the date of hearing.

In a case where there is an unresolved dispute between an employee and a dean, a grievance may be submitted at Stage 1 and heard by an alternate dean or designate.

21.08 Stage 2

If a satisfactory decision is not rendered within the time limits of Stage 1, the Union may, within thirty (30) days of receipt of the Stage 1 decision or forty-four (44) days from the date of the Stage 1 hearing if a decision has not been provided, refer the written grievance to the Associate Vice-President, Human Resources, or designate.

The grievance shall be heard at Stage 2 within thirty (30) days. A written decision shall be rendered within fourteen (14) days of the meeting.

21.09 No grievance shall be defeated or denied solely as a result of any technical objection occasioned by a clerical, typographical or similar technical error or by inadvertent omission of a step in the grievance procedure.

21.10 No employee shall be subject to reprisal for exercising his or her grievance rights under this Collective Agreement.

21.11 The grievor shall be permitted the required time off to attend grievance meetings with the Employer without loss of pay or benefits.

21.12 The time limits specified in the foregoing provisions may be amended by the parties upon agreement.

Article 22 – Arbitration

- 22.01 If a satisfactory decision is not rendered within the time limits of Stage 2, either party may, within thirty (30) days of the Stage 2 grievance decision or forty-four (44) days of the Stage 2 hearing if a decision has not been provided, refer the written grievance to Arbitration.
- 22.02 Within thirty (30) days of the receipt of the written notice of intent to submit the grievance to arbitration, the Parties shall appoint a sole arbitrator to hear the grievance. Where the Parties fail to agree upon a sole arbitrator within the preceding time frame, the Minister of Labour shall, on the request of either Party, appoint a sole arbitrator to hear the grievance.
- 22.03 The arbitrator shall hear the evidence of both parties and render a written decision within 30 days from the completion of taking evidence. The decision of the arbitrator on the matter at issue shall be final and binding on both parties, but the arbitrator shall not be empowered to add to, subtract from, alter or amend the Collective Agreement in any way.
- 22.04 Any arbitrator shall have the power to hear any arguments as to whether, in order to avoid consideration of substantive issues, time limits set forth in the grievance procedure have been unreasonably enforced.
The arbitrator may decide to deal with the case placed before him/her, where the time deficiency is minor.
- 22.05 The arbitrator shall have the power to dispose of any grievance involving dismissal or disciplinary action by any arrangement which it deems just and equitable.
- 22.06 The fees and expenses of the arbitrator shall be shared equally between the parties.
- 22.07 The time limits imposed in this Article by the foregoing provisions may be amended by the parties upon agreement.
- 22.08 Arbitrations shall be held at a location outside the Employer's premises, unless the parties mutually agree to hold the hearings on the Employer's premises in which case the Employer shall provide appropriate space for the hearing and each of the parties.

Article 23 – Academic Freedom

- 23.01 All employees enjoy equal rights to academic freedom.
- 23.02 The University of Saskatchewan community believes in the principle of academic freedom and is committed to acting in accordance with fairness and equitable treatment.
- 23.03 When the objectives, content and assigned duties are prescribed by the supervisor in the work assignment, the student employee shall fulfill such assignment responsibly and fully. When work assignments permit employees to have a wider degree of latitude than is possible in more fully prescribed assignments, the employee has the freedom to develop and deliver such assignment provided the content and structure have been approved by the Supervisor.

Article 24 - Occupational Health and Safety

- 24.01 The Employer shall ensure, insofar as is reasonably practicable, the health, safety and welfare at work of all of the employer's workers.
- 24.02 All employees either working with or in close proximity to any hazardous product or dangerous material will be supplied with adequate and sufficient training, education, tools, and safety equipment so as not to be exposed to unacceptable risks of the hazardous product or dangerous material. The training, tools, and equipment to be used will be determined by a representative of the Safety Resources in consultation with the relevant Occupational Health and Safety Committee consistent with pertinent legislation and accepted protocols.
- 24.03 The Union will have one representative on the campus-wide Joint Occupational Health and Safety Committee.

Article 25 - Technological Change

- 25.01 From time to time the university may decide there is a need to deliver a course through another employer or through another bargaining unit. In some circumstances this may fall within the definition of technological change or organizational change as set out in *The Saskatchewan Employment Act*. If that is the case, the Employer is bound by provisions of *The Saskatchewan Employment Act* to meet with the Union for the purpose of bargaining collectively with respect to a workplace adjustment plan.
- 25.02 In the interest of providing as much advance notice as possible to the Union about any developing situations and to minimize the adverse impact of this type of change on members of the bargaining unit, the parties agree to take the following steps:
1. Colleges will be encouraged to report to the Union-Management Committee future developments or initiatives that might have a significant impact on members of the bargaining unit. Colleges that employ bargaining unit members will be invited to attend meetings of the committee or to file reports outlining possible developments that could affect members of the bargaining unit.
 2. If it is determined that the situation constitutes a technological change or organizational change and that it is likely to affect the terms and conditions of employment of a significant number of employees as per *The Saskatchewan Employment Act*, the parties agree to discuss ways that the impact can be minimized for employees in the bargaining unit. Two areas that should be explored in these cases would be asking the new organization to consider appointments of the existing employees or, where appropriate, looking for alternate appointments in cognate disciplines.
 3. Other situations involving a transfer of work out of the bargaining unit shall be discussed at the Union -Management Committee at the request of either party. The purpose of these discussions will be to explore ways to minimize the impact for the members of the

bargaining unit who are affected. Where existing employees are impacted by the transfer of work, the parties agree to look for alternate appointments.

Article 26 – University Holidays

26.01 Employees shall not be required to work, but shall suffer no loss of pay or benefits, on any of the following University holidays:

- (a) New Year's Day
- (b) Family Day
- (c) Good Friday
- (d) Victoria Day
- (e) Canada Day
- (f) Saskatchewan Day
- (g) Labour Day
- (h) Thanksgiving Day
- (i) Remembrance Day
- (j) Christmas Day
- (k) Boxing Day

26.02 Should any of these holidays fall on a Saturday or Sunday, the University shall declare an alternative day as the holiday. This will normally be the Friday preceding or the Monday following the holiday.

26.03 When an Employee is required by the employer to perform work on the holiday, the Employee shall receive one and one half (1.5) times her/his hourly rate for actual hours worked on any of these days.

26.04 Employees shall receive four decimal two percent (4.2%) of salary as statutory holiday pay. This amount is not included in the hourly rate of pay and shall be identified on the pay statement.

Article 27 – Sick Leave

27.01 SICK LEAVE

Employees shall be granted up to one (1) working day of paid sick leave per month, for up to four (4) days per term. Such sick leave will only apply to regularly scheduled hours. To qualify for sick leave, the employee must notify the person designated by the Faculty or Department where the employee works as to the expected duration of the illness or injury. The Employer may require a medical certificate from the employee for extended absences. Any unused sick leave will expire at the end of the appointment and shall not be carried forward.

The Employer shall grant a leave of absence without pay for longer-term illnesses provided medical evidence of such need is submitted to the person designated by the Faculty or Department, in consultation with Wellness Resources.

Article 28 – Other Leaves of Absence

28.01 GENERAL

In addition to the leaves provided for under *The Saskatchewan Employment Act* and outlined in this Article, the Employer may, in its sole discretion, grant leaves of absence with or without pay to employees for legitimate reasons. Requests for such leave shall not be unreasonably denied.

With the exception of bereavement leave, any leave of absence granted with pay will only apply to regularly scheduled hours.

None of the leaves of absence under this section shall extend the end date of the term of employment.

28.02 ACADEMIC CONFERENCE LEAVE

Subject to the approval of the person designated by the Faculty or Department where the employee works, supported by a copy of the invitation to participate at an academic conference relevant to the Employee's discipline, an Employee shall be granted Academic Conference Leave without pay which is normally no more than five (5) days between September 1 and the following August 31. At least two (2) weeks' notice must be provided to the person designated within the Faculty or Department where the employee works. Additional leave without pay for this purpose shall not be unreasonably denied.

28.03 PERSONAL LEAVE

An employee may be absent without loss of pay for up to two (2) days per term for personal reasons. The employee shall provide reasonable notice of such leave to the person designated by the Faculty or Department where the employee works.

28.04 BEREAVEMENT LEAVE

An employee may request, and shall be granted, bereavement leave in the event of the death of the employee's spouse, common-law spouse, parent (including step-parent or foster parent), child (including step-child and foster child); sibling (including step-sibling or foster sibling), grandparent, grandchild, mother-in-law, father-in-law, or any relative permanently residing in the same home as the employee, for up to five (5) consecutive days three of which will be without loss of pay.

An employee may request, and shall be granted, bereavement in the event of the death of the employee's aunt, uncle, cousin, niece, nephew, brother-in-law or sister-in-law, one (1) day without loss of pay.

It is recognized by the parties that the circumstances which call for leave in respect of bereavement are based on individual circumstances. On request, the Employer may, after considering the particular circumstances involved, grant leave with or without pay for a

period greater than and/or in a manner different than that provided above. In particular, the employer may consider granting reasonable travel time in addition to the leave granted under this Article.

28.05 COMPASSIONATE CARE LEAVE

An employee may be eligible for compassionate care leave in accordance with the terms of *The Saskatchewan Employment Act* to provide care or support to a member of the employee's family who has a serious medical condition with a significant risk of death.

28.06 COURT LEAVE

When employees are summoned for jury duty or as court witnesses, they shall not suffer any loss of salary or wages while so serving, except in situations where they are testifying on their own behalf.

28.07 EXCHANGE OF DUTIES

Upon written request to the person designated by the Faculty or Department where the employee works, an employee may arrange for leave without affecting the leave allowances afforded in this agreement by way of exchanging duties with another qualified employee, for periods not to exceed two (2) weeks at a time. Such mutual arrangement will not result in additional cost to the Employer. Permission for such exchanges shall be requested as far in advance as possible. Exchanges must be approved by the Supervisor and shall not be unreasonably denied.

28.08 MATERNITY AND PARENTAL LEAVE

- i) An employee who is pregnant, or who is the primary caregiving parent for an adopted child, shall upon request be granted leave without pay for a period of up to fifty-two (52) weeks ending not later than fifty-two (52) weeks after the date of birth or custody of the child. The employee shall provide the Employer notice in writing at least four (4) weeks in advance of the anticipated commencement of the leave. In the case of an adoption, the employee shall make every reasonable effort to provide such advance notice.
- ii) An employee who is not the birth mother, or who is not the primary caregiving parent to a newly adopted child, shall upon request be granted leave without pay of up to thirty-seven (37) weeks. The employee shall provide the Employer notice in writing at least four (4) weeks in advance of the anticipated commencement of the leave.

28.09 RELEASE OF DUTIES FOR UNION BUSINESS

Effective September 1, 2017, the Employer will provide annually to the Union an amount equivalent to 624 hours at the applicable hourly rate to compensate members of the union for conducting executive business.

The Employer agrees to allow members to attend to union business, including conferences, conventions training and collective bargaining, including preparatory meetings therefor, without pay during regular hours of work, subject to the normal operating requirements of the department. Time off to attend to union business will not be unreasonably denied.

Article 29 – Wages and Pay Administration

29.01 Rates of pay are expressed as hourly rates of pay and are as established in Schedule A.

29.02 Employees shall receive seven decimal six nine percent (7.69%) of salary as vacation pay. This amount is not included in the hourly rate of pay and shall be identified on the pay statement.

29.03 Employees shall be informed of the day of the month in which they shall be paid. Employees shall be paid in the pay period in which they commence their duties unless the date of pay is within one week from the commencement of duties.

29.04 Payments shall be made in equal monthly installments during the period of the appointment and shall be by direct deposit in the account of the employee at the institution of his or her choice. Each payment shall be accompanied by an electronic pay statement that includes a breakdown by position, if relevant, as well as an itemized list of all deductions made from the employee's pay.

Effective January 1, 2018, employees will receive payments on a semi-monthly basis.

29.05 No deductions, except those required by law, shall be made from an employee's pay with or without his or her written authorization. In the event an error is made by the University that results in an overpayment to an employee, the University and the employee shall meet to agree upon a reasonable repayment schedule.

Article 30 – Duration

30.01 This Agreement shall be effective from April 23, 2015 and shall remain in force and effect up to August 31, 2019, and from year to year thereafter. Either party may, not less than sixty (60) days nor more than one hundred and twenty (120) days prior to the termination date hereof, give notice in writing to the other party to terminate this Agreement or to negotiate a revision thereof. This agreement may be amended by mutual consent.

30.02 If any provision of this Agreement is found to be contrary to the provisions of any law, now or hereafter enacted, this Agreement will not be abrogated, but it is subject to such amendments as may be necessary to bring it into conformity with the law.

30.03 No employee(s) shall be required or permitted to make a written or verbal agreement with the Employer or the Employer's representatives which may conflict with the terms of this Collective Agreement.

The following shall be part of the implementation MOA:

At the time of ratification, of the first collective agreement, any provisions which are more favorable to an employee than those contained in this Agreement shall remain in effect for the duration of the employee's existing appointment. Such provisions shall also be offered for any renewal or extension of the same appointment.

Schedule A: Rates of Pay

Sept 1, 2015: 2% increase to all rates

Sept 1, 2016: 2% increase to all rates

Sept 1, 2017: 2% increase to all rates

Sept 1, 2018: 2% increase to all rates

Effective Sept 1, 2015	\$	18.88
Effective Sept 1, 2016	\$	19.26
Effective Sept 1, 2017	\$	19.64
Effective Sept 1, 2018	\$	20.04

The employer shall pay a \$150 signing bonus to each member who has worked at any point between May 2017 and April 2018. This amount shall be paid no later than June 2018.

Pay Notes

Where there is any increase payable to an employee who has received a commitment of any form of compensation which contains components of non-employment income and employment income (e.g. scholarship with service or a Graduate Teaching Fellowship), any additional compensation pursuant to this agreement shall be paid in addition to the current compensation package. For further clarity, the employer shall not reallocate any additional employment compensation paid pursuant to this agreement to the detriment of non-employment compensation.

APPENDIX B – Description of Duties and Allocation of Hours – TAs

The Supervisor (or designate) and the Employee are referred to Article 15 - Hours of Work for full details for completing this form. Article 15.06 requires that the Supervisor (or designate) and Employee meet at the commencement of the appointment to discuss the work to be done, including the assigned duties and estimated hours of work each will involve.

If either the Employer or the Employee has reason to believe that the duties of the position cannot be performed within the hours specified, they shall follow the process as per 15.07 and/or 15.08 of the collective agreement. In cases where it is necessary to amend the number of hours or assigned duties of the appointment, the employee and employer shall amend this form.

As per 15.01, employees may work a maximum of 12 hours per week on average as a TA or GTF. An employee who is offered more than this amount of work as a TA or GTF must inform the individual presenting the offer of employment that they have exceeded this maximum.

Academic term(s) _____ Start Date (if not beginning of term) _____
 Dept. of Employment: _____ Course Name & Number: _____
 Employee name: _____ E-Mail Address: _____
 Employment Supervisor: _____ E-Mail Address: _____

Duties	Approx. Hours Per Week	Details
1. Preparation (e.g. reading, lab meetings)		
2. In class (e.g. tutorials, lectures, labs)		
3. Marking and Invigilation		
4. Student Consultation (e.g. office hours, e-mail)		
5. Supervision of Field Work		
6. Other (as discussed on this date)		
Total Hours/Term		

NB: The categories listed above are intended as examples. All of the categories may not apply to a given appointment.

Supervisor's Signature _____ Date _____
 Dean/Dept. Head _____ Date _____
 Employee _____ Date _____

APPENDIX B – Description of Duties and Allocation of Hours – RAs

The Supervisor (or designate) and the Employee are referred to Article 15 - Hours of Work for full details for completing this form. Article 15.06 requires that the Supervisor (or designate) and Employee meet at the commencement of the appointment to discuss the work to be done, including the assigned duties and estimated hours of work each will involve.

If either the Employer or the Employee has reason to believe that the duties of the position cannot be performed within the hours specified, they shall follow the process as per 15.07 and/or 15.08 of the collective agreement. In cases where it is necessary to amend the number of hours or assigned duties of the appointment, the employee and employer shall amend this form.

Academic term(s) _____ Start Date (if not beginning of term) _____

Dept of Employment: _____ Course Name & Number: _____

Employee name: _____ E-Mail Address: _____

Employment Supervisor: _____ E-Mail Address: _____

Duties	Approx. Hours Per Week	Details
Total Hours		

Supervisor’s Signature _____ Date _____

Dean/Dept. Head _____ Date _____

Employee _____ Date _____

Memorandum of Agreement: Employment Equity

The University of Saskatchewan and the Public Service Alliance of Canada have a joint interest in achieving equity in the workplace so that all employees are treated with dignity and respect and are provided the opportunity to achieve their full potential.

The University of Saskatchewan is committed to achieving and maintaining a fair and representative work force through the design and implementation of an Employment Equity Plan which is consistent with provisions of The Saskatchewan Human Rights Code.

Employment equity is a process designed to improve the representation of systemically disadvantaged groups, especially aboriginal peoples, persons with disabilities, visible minorities and women at the University of Saskatchewan. The University and the Union *value diversity* recognize the importance of providing opportunities in this bargaining unit for these target groups.

Memorandum of Understanding: Release of Duties for Union Business

Subject to the terms of clause 28.09, the Employer shall provide pay services and shall remit payment to Union members as per the Local Union's direction in the amount stipulated by the Local Union. The Local Union shall provide advance notice, including the member to be paid and his/her weekly hours no later than one month in advance. Any unused, remaining amount shall be forwarded to the Local Union by August 31 of each year.

The University will not charge the Union for providing this service, however, the University may invoice the Union for any statutory deductions, such as CPP and EI.

With one month's notice, the Union may terminate this MOU, at which point all remaining amounts for the academic year shall be forwarded to the Union. For each subsequent year, the Employer shall forward the full amount as per 28.09 to the Local Union on September 1 every year.