

AGREEMENT

between

**QUEEN'S UNIVERSITY
AT KINGSTON, ONTARIO,**

and

**KINGSTON TECHNICIANS'
UNION
C.U.P.E. LOCAL 254**

July 1st, 1999 - June 30th, 2002

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PREAMBLE

In recognition of our mutual interests this Agreement is entered into for the purpose of recording salaries, hours and working conditions and of establishing the means of settling amicably any differences or grievances which may possibly arise; and for the general purpose of facilitating and promoting the best operating and personal relationships of which we are jointly capable as members of the University community.

The parties are committed to the general principles of employment equity.

ARTICLE 1 DEFINITION

1.01 Members of the Bargaining Unit as defined by this Agreement are all employees of Queen's University working in a technical capacity in any teaching or research laboratory, a shop related to a laboratory, or other related areas or other mutually agreed areas (as listed in Schedule D); save and except:

- persons who are employed for 17.5 hours or less in a week;
- supervisors, and those above the rank of supervisor, who would be excluded under the Ontario Labour Relations Act;
- persons who are presently covered by other Collective Agreements;
- persons employed as secretarial, clerical and administrative staff;
- persons employed whose primary function is to teach credit courses;
- persons employed on academic/adjunct appointments;
- persons for whom the possession of a graduate degree in science or engineering is a pre-determined job specification;

- persons * who are employed to work on research programmes or projects in academic faculties under the direction of a Principal Investigator(s).

* It is understood by the University and the Union that persons employed to work on research projects or programmes may perform technical work for the University other than work of the research programmes or projects, though such work performed shall not become their primary work nor shall the work be permitted to violate the terms of the Collective Agreement. It is further understood that when a member of the bargaining unit performs work in support of a research programme or project, his/her position will not be removed from the bargaining unit.

Either party may ask for a review of any specific situation arising under this Article by the Union-Management Committee. If the matter is not resolved at this level it may be referred to the second stage of the grievance procedure. If the matter is not resolved through the grievance procedure it may be referred to a Board of Arbitration for decision.

Where the singular is used in the Agreement, it shall mean and include the plural where the context so implies. The parties to this Agreement state emphatically that all positions are available equally to male or female employees. This fact shall be stated clearly whenever a vacancy in these classifications is advertised.

1.02 *Term Appointments*

A term appointment is one in which the beginning and end dates of employment are clearly identified in the appointment letter.

It is agreed that employees employed on term

appointments (hereinafter referred to as term employees) are covered by the terms of this Collective Agreement except for those Articles and conditions set out below:

- 1) It is agreed that there is no guarantee or commitment of employment to an employee beyond that which is identified in his/her appointment letter.
- 2) Term appointments normally are from three (3) months to one (1) year in length, though such an appointment may be for a longer period under special circumstances such as, Long Term Disability replacement.
- 3) Prior to hiring or renewing an employee on a term appointment, Human Resources staff will evaluate a job description submitted by the Department Head/Designate and determine the appropriate salary range and hiring salary in accordance with the Salary Administration provision of this Agreement. If the original appointment letter indicates a period of employment of more than twelve (12) months, or if the employee's actual period of employment in the same position exceeds twelve (12) months, the position description will be submitted for evaluation by the Joint Technical Position Evaluation Committee at the beginning of the Thirteenth month of employment. If this evaluation results in a salary increase, the increase shall be made effective to the beginning of the thirteenth month of employment.
- 4) Notwithstanding Article 20.01, term appointments of three (3) to six (6) months duration shall not be posted; however, written notice will be sent to the Union.
- 5) For the purposes of seniority, term employees will not be considered as new employees if they are rehired within six (6) months of a previous termination. Their seniority will accumulate on the basis of actual time worked in the bargaining unit.

- 6) Notwithstanding Article 16, term employees shall be entitled to accumulate paid sick leave determined at the rate of two (2) days per calendar month of their appointment to a maximum of twenty-four (24) days.
- 7) Notwithstanding Article 11 (Layoff and Recall), in the event of a layoff the University will provide as much advance notice as possible to term employees. However, term employees shall not be entitled to recall rights.
- 8) Term employees shall not be covered by the following articles or clauses of the Collective Agreement:
Article 11.06, Article 11.07, Article 16.01, Article 16.02, Article 20.05, Article 25.03(d)
- 9) Term employees whose employment has been renewed beyond the original term appointment, and whose appointment will not be renewed again, will be given a minimum of two (2) weeks notice confirming the end date stated in their subsequent appointment letter.

1.03 *Definitions*

A *continuing appointment* is an appointment that is confirmed by a letter from Human Resources in which no termination date is stated.

A *continuing term appointment* is an appointment that is confirmed by a letter from Human Resources in which the appointment is for a recurring fixed period of time, for example, September 1 to May 31 annually.

A *term appointment* is one in which the beginning and end dates of employment are clearly identified in the appointment letter from Human Resources beyond which there is no guarantee or commitment of employment to an employee.

A *designate* is a non-union employee assigned by the Department Head to act on his/her behalf for the purposes of this Collective Agreement. The Employer shall advise the

Union of the names of the designates in each department from time to time in order to identify key contact persons for stewards.

ARTICLE 2

UNION RECOGNITION

2.01 The Employer recognizes the Canadian Union of Public Employees and its Local 254, as the exclusive bargaining agent defined in Article 1, in respect of salaries, hours of work and other working conditions.

2.02 No person shall hold meetings, collect Union dues, solicit membership or conduct any other such Union activities during working hours on the property of the Employer except such activity as is specifically permitted by this Agreement.

2.03 The Employer shall deduct monthly Union dues from all employees covered in Article 1. Such dues shall be deducted from the monthly pay and shall be remitted to the Secretary-Treasurer of Local 254 together with two lists of the employees on whose behalf such Union dues are remitted, whenever possible before the end of the month. Dues will be deducted for the first month of employment if the starting date is anytime during that month. Dues will also be deducted from the last month of employment, regardless of termination date. A statement of Union dues will be included on employee T-4 slips.

Union membership is required as a condition of employment as of the date of July 1, 1981. Employees who are not Union members on that date do not have to join. All employees who are Union members as of that date must continue their membership.

2.04 The Employer shall provide the Union with a copy of the appointment letter (including salary) of each new employee in the bargaining unit not later than one (1) week after the starting date.

The Employer agrees that on the last Friday of the first month of employment and the last Friday of the sixth month of employment, all new employees shall be required to attend a meeting with two (2) members of the Union Executive to explain the function of the Union for a period not to exceed one (1) hour from the normal work day. Such employees attending this meeting plus the two members of the Union executive in attendance shall suffer no loss in wages. It is understood by the Union that where there is more than one new employee, the Union shall hold a common meeting for all such employees.

2.05 The Employer shall provide the Union in advance with the names of employees or of positions that it intends to terminate from the bargaining unit and the date of such terminations. If the termination is brought about by the removal of a position from the bargaining unit, prior discussions a month in advance must take place between the University and the Union. During these discussions the University will outline the reasons for this action and receive alternative proposals, if any, from the Union.

ARTICLE 3 NO DISCRIMINATION

3.01 The Employer and the Union agree that neither they nor their agents shall discriminate against any employee, or intimidate, threaten, coerce or restrain him/her on the grounds of race, creed, colour, age, sex, marital or parental status, religion, nationality, place of residence, ancestry or place of origin, disability, union membership or non-membership or activity, family relationship, political affiliation or activities or sexual orientation.

3.02 *Sexual Harassment*
The University recognizes that no employee shall be subject to sexual harassment. In this spirit, it agrees to notify all members of the Local of its commitment to this principle. Reference to sexual harassment includes Section 7(2) of the

Human Rights Code, and Sections 7(3)(a) and (b) of the Human Rights Code. Harassment means engaging in a course of vexatious comment or conduct that is known, or ought reasonably to be known as unwelcome. In cases where sexual harassment may result in the transfer of a person, it shall be the harasser who is transferred, and the victim shall not be transferred against his/her will.

ARTICLE 4

THE EMPLOYER'S RIGHTS

4.01 The Union recognizes the right of the Employer to manage the business in which it is engaged, to maintain order and efficiency, to hire, promote, transfer and to increase and decrease working forces provided that in carrying out these rights it does not violate the specific provisions of this Collective Agreement. Furthermore, the Union recognizes the right of the Employer to demote, suspend, discharge or otherwise discipline employees for just cause subject to the right of the employee affected to lodge a grievance as provided for in Article 7.

4.02 The Union further acknowledges that the Employer has the right to make and alter, from time to time, rules and regulations to be observed by employees, which rules and regulations shall not be inconsistent with the provisions of this Agreement.

4.03 Subject to the provisions of this Collective Agreement and in the interests of efficient operation, the Union agrees that the Employer may at any time, subject to reasonable notice to the Union, determine or change work schedules and assignments or methods. If there is a claim of discriminatory action by the Employer in this regard, the aggrieved employee may, if he/she so desires, make it the subject of a grievance in the manner hereinafter provided.

4.04 The Employer may engage students or other persons for summer and other temporary or special employment providing that such employment does not

contravene any Article of the current Collective Agreement. Any employees engaged under this clause will automatically come under the jurisdiction of the Union once the period of employment exceeds three (3) months (four months for summer students).

No job in the bargaining unit will be performed by non-bargaining unit personnel for more than three (3) months (four months for summer students) in any twelve (12) month period. However, any member of the bargaining unit who has been laid off and had recall rights under Article 10.053 would have priority in filling those positions within the same department where the duties were previously carried out by members of the bargaining unit.

ARTICLE 5

RETIREMENT AGE

5.01 The normal retirement age is the end of the month following the 65th birthday and employment after that age will be on a month-to-month basis.

5.02 The Employer will contact each employee approximately six (6) months prior to the employee's retirement to discuss and begin making the necessary arrangements for retirement. For purposes of information, the Union will receive notification of such impending retirements.

5.03 Should an employee retire early anytime after reaching the age of 55 and actually commences his or her pension and has at least ten (10) years of service, the University will continue to pay its share of the Queen's Supplementary Medical insurance premium until normal retirement date. Between age 55 and 60 the employee would pay his or her share of the above premium and between age 60 and normal retirement date the University would pay the employee's share of the cost.

ARTICLE 6

STRIKES AND LOCKOUTS

6.01 The Union agrees that there will be no strikes and the University agrees that there will be no lockouts as long as this Agreement continues to operate. The terms "strike" and "lockout" shall bear the meaning given them in the Ontario Labour Relations Act.

6.02 Should a strike or shutdown occur, the Union shall forthwith disclaim responsibility and shall, by means of a written notice, advise its members to carry out the terms of the Agreement.

ARTICLE 7

GRIEVANCES

7.01 The Union shall elect or otherwise appoint a Grievance Committee, which shall be recognized by the University for the purpose of grievance adjustment. The Union shall advise the University of the names of the Committee as well as such changes in its personnel as may occur from time to time.

7.02 Any employee having a complaint should discuss the matter with his or her immediate supervisor. An employee, upon his or her request, may be accompanied by a member of the Grievance Committee during such discussions.

7.03 Any employee may present his/her complaint personally or may be represented or assisted by a member of the Grievance Committee. Such employee shall be entitled to examine documents pertinent to his/her personal complaint.

7.04 (*Stage One*) Any complaint that has not been dealt with to the satisfaction of the employee concerned may be presented as a written grievance to the Department Head/Designate within fifteen (15) working days of the circumstances giving rise to the grievance.

The Department Head/Designate shall, upon receipt

of the grievance, schedule a meeting with the grievor and a representative of the Union to hear and discuss the grievance. This meeting shall be held within ten (10) working days after receipt of the grievance. Following the meeting, the Department Head/Designate will give a written decision within three (3) working days.

7.05 (*Stage Two*) If the grievance is not resolved at Stage One, it may be presented to the Manager, Staff Relations in Human Resources or his/her designate within ten (10) working days after the Stage One decision has been received.

Upon receipt of the grievance, the Manager, Staff Relations in Human Resources or his/her designate will meet with the Grievance Committee, and representative of the Canadian Union of Public Employees, to discuss the matter. This meeting shall be held within ten (10) working days after the receipt of the grievance. A written decision on the grievance will be given within five (5) working days after the meeting.

7.06 The time limits specified in 7.04 and 7.05 may be extended by mutual consent. The parties agree that employees should not harbour grievances; they should bring them to the attention of the Employer without delay. Accordingly, it is agreed that no grievance shall be considered unless submitted in writing within fifteen (15) working days or as soon as the circumstances giving rise to the grievance are known.

7.07 Any difference arising directly between the Union and the Employer involving the interpretation or alleged violation of this Agreement which cannot otherwise be dealt with under this Article because of the inability or refusal of an employee to submit a grievance, or where the grievance affects a group of employees, or a department, or the University as a whole, may be submitted by the Union in writing, at the second stage, and dealt with as a proper

grievance under the grievance procedure. Failing satisfactory solution within the time period spelled out in Article 7.06 such grievances may be referred to Arbitration.

Any such grievance, as described above, which refers to a matter involving only one department shall be submitted at Stage One to the Department Head/Designate of the department concerned.

ARTICLE 8

ARBITRATION

8.01 Where a difference arises between the parties relating to the interpretation, application or administration of this Agreement, including any question as to whether a matter is arbitrable, or where an allegation is made that this Agreement has been violated, either of the parties may within one (1) month of receiving the Stage Two written reply after exhausting the grievance procedure established by this Agreement, notify the other party in writing of its desire to submit the difference or allegation to arbitration and the notice shall contain the name of the first party's appointee to an arbitration board. The recipient of the notice shall, within five (5) days, advise the other party of the name of its appointee to the arbitration board. The two appointees so selected shall, within five (5) days of the appointment of the second of them, appoint a third person who shall act as chairperson. If the recipient of the notice fails to appoint an arbitrator, or if the two appointees fail to agree upon a chairperson within the time limit, the appointment shall be made by the Minister of Labour for Ontario upon request of either party. The arbitration board shall hear and determine the difference or allegation and shall issue a decision, and the decision shall be final and binding upon the parties and upon any employee affected by it. The decision of a majority shall be the decision of the arbitration board but if there is no majority the decision of the chairperson shall govern. Each party shall pay its own costs and the fees and expenses of the chairperson shall be shared equally by the parties.

Subject to the provisions of section 49 of the Ontario Labour Relations Act, 1995 either party may request that the Minister appoint a single arbitrator.

8.02 The Employer will pay the regular wages (not to extend beyond normal working hours) for up to four (4) Bargaining Unit members, including the grievor(s), Grievance Committee members or Bargaining Unit members called by the Union as witnesses, while they are at an arbitration hearing on behalf of C.U.P.E. Local 254, in matters between Queen's University and C.U.P.E. Local 254. A copy of all requests for leaves under this article shall be submitted to the Manager, Staff Relations in Human Resources as much in advance as possible.

ARTICLE 9 HOURS OF WORK

9.01 The normal hours of 35 hours per week for all employees shall be on the basis of 7 hours per day Monday to Friday.

Subject to operational considerations and a review at least annually, flexible hours may be arranged with the mutual consent of the employee and the Department Head/Designate. An employee who is granted flexible hours, shall, at the requirement of the Employer, return to normal hours.

9.02 The normal hours for a department shall be identified as from 9:00 a.m. to 5:00 p.m. during the Winter Period and from 8:30 a.m. to 4:30 p.m. during the Summer Period (which shall be from the first Monday in May until approximately mid-September). When circumstances are such that the above schedule cannot be strictly adhered to, or when it would appear to be inadvisable and/or inexpedient to adhere strictly to it, Department Heads/Designates shall be allowed to arrange a mutually satisfactory schedule in which the minimum weekly hours (35) are distributed over the working days specified above in a different manner. In no case shall such a schedule provide for a normal starting hour earlier than 7:00 a.m. or a normal leaving time later than 11:00 p.m. Deviations outside these hours will be only allowed as overtime.

9.03 Throughout the year, where the operational needs of a department will permit, individual employees may make application to their supervisors for slightly different starting and finishing times. Where conflict arises between two (2) or more qualified employees who are able to perform the required work, the choice of the senior employee shall be granted.

9.04 The lunch period will be one (1) hour scheduled between 11:00 a.m. and 2:00 p.m. (normally scheduled between 12:00 noon and 1:00 p.m.). During the summer period individual employees, with the approval of their department head, may choose a one-half hour lunch break.

9.05 It must be emphasized that, while Queen's University wishes to provide wherever possible some flexibility in working hours for the convenience of its employees, its first responsibility is to fulfil its functions as an academic institution. Each department must be open and adequately staffed during the basic working period and in some cases this may mean that individuals cannot be assigned the hours which they prefer.

9.06 The minimum weekly hours (35) shall be reduced by the appropriate number of hours in those weeks in which the paid holidays specified in Article 13 occur.

9.07 Where a department is required to work on a seven day schedule, the posted schedule will provide for not less than two weekends off during each three week period. However, because of the operational needs of Departments, such schedules may have to be revised occasionally and in order to consider the wishes of the employees, such changes will be made in consultation with a Union representative.

9.08 All scheduled hours of work on Saturday and Sunday shall be paid for at one and one-half (1½) times the employee's normal rate.

9.09 Computer Operators in Information Technology Services shall be scheduled on the basis of an average of

thirty-five (35) hours per week. The precise details of the schedule shall be worked out between Management and the affected employees. The schedule shall cover the twenty-four (24) hour operation of the Unit.

Computer Operators shall be paid a shift premium of forty-five (45) cents per hour for all scheduled hours worked on the afternoon shift between 4:00 p.m. and 11:59 p.m. (midnight).

Computer Operators shall be paid a shift premium of fifty (50) cents per hour for all scheduled hours worked on the night shift between 12:00 a.m. (midnight) and 8:00 a.m.

The parties agree that such premiums described above shall be annualized, based on the projected annual schedule and paid out on a monthly basis using the following formula:

Annualized Premium ÷ 12 = monthly shift premium lump sum amount.

It is understood that Computer Operators may trade shifts from their respective rotations. Such trade-offs shall not result in a recalculation of the shift premiums.

Based on the current shift schedules for the employees, three (3) hours out of the rotation is used for standby* on weekends. If an employee is called into work however, they shall be compensated in accordance with Article 12.01 of the Collective Agreement.

The schedule arrangement for the Computer Operators will be reviewed annually by the Union/Management Committee.

Computer Operators are specifically excluded from Article 9.01, 9.02, 9.03 and 9.04.

* For the purposes of clarity, it is understood by the parties that standby means that an employee may be paged while off duty to respond to work-related questions by telephone. This includes the understanding that the employee may be required to carry a pager.

ARTICLE 10

SENIORITY

10.01 For the purpose of calculating staff benefits, including vacations, service shall mean the employee's total length of unbroken service in the employ of the Employer.

10.02 For the purpose of transfer, promotion, demotion, layoff, or recall, service shall mean the employee's total length of service as a member of the bargaining unit whilst in the unbroken employ of the Employer.

10.03 Seniority shall mean the employee's length of service as defined in Article 10.02.

10.04 If there is a break or breaks in an employee's service, his/her seniority shall be based on his/her length of unbroken service which shall have accumulated since his/her last rehiring by the Employer.

10.05 A break in an employee's service with the Employer shall be deemed to have occurred:

10.051 If he/she leaves the employ of the Employer;

10.052 If he/she is discharged for cause;

10.053 If he/she is laid off because of lack of work and is not recalled within twenty-four (24) months;

10.054 If an employee voluntarily leaves the bargaining unit to take another position within the University and subsequently returns to the bargaining unit after six (6) months or more, he or she will be regarded as a new employee without seniority;

If an employee agrees to be placed in a term University position outside the bargaining unit, he/she shall have the right to return to the bargaining unit for a period of one (1) year, or such period beyond one (1) year which may be agreed upon between the Union and the Employer.

10.055 If in any other manner he/she ceases to be employed by the Employer.

10.06 A new employee shall be regarded as a probationary employee until he/she has completed three (3) consecutive months service. A probation may be extended for an additional three (3) months by mutual agreement of the Employer and the Union. An employee will be officially notified in writing by his/her Department Head/Designate when he/she has successfully completed the probation period. A copy of this notification will be sent to the Union. For the purpose of staff benefits the employee's service shall be from the date of hiring. A probationary employee shall have all the rights under the provisions of this agreement except that he or she may be discharged by the Employer with or without assigned cause and such discharge shall be open to review under the grievance procedure as set out in Article 7, but will not be open to review under the arbitration procedure in Article 8.

10.07 Where a University employee who is a member of C.U.P.E. Local 229 or 1302 is the successful applicant to a vacancy in this bargaining unit, that employee shall transfer his/her full seniority and service into the bargaining unit.

10.08 Any employee returning to the bargaining unit after a University-granted, special non-recurring leave of absence in excess of three (3) months will accumulate seniority based on the total time worked both before and after the leave of absence. If the leave referred to herein is of less than three (3) months, seniority continues to accumulate in the normal manner.

10.09 The Employer will provide the Union with a current seniority list of the employees in the bargaining unit, twice each year, on October 1st and April 1st. This list will be in mutually agreed-upon format and will show service date, as well as seniority date.

10.10 A transfer shall be defined as a movement to a new work assignment or new classification within the bargaining unit. A transfer will not result in a decrease in any individual's salary. If a transfer is declined by an individual, the provisions of Article 11.07 will be applied, and any resulting termination will be considered to be a lay-off.

ARTICLE 11

LAY-OFF AND RECALL

11.01 In layoffs because of lack of work and recalls, preference shall be given to those employees with the longest service (as in 10.02) providing always that such employee or employees are competent to perform available work following a reasonable period of in house and on the job training.

11.02 There shall be no layoff from the bargaining unit until a reasonable attempt has been made to make the necessary reduction in the work force through attrition.

11.03 When it has been determined that lay-offs or involuntary transfers of staff are to take place the University and the Union shall meet to discuss the identification of the individual employee(s) involved.

11.04 In the event of a layoff, the Employer shall notify the Union of such layoff fourteen (14) days in advance of the required notice to employees.

The parties will then convene a special meeting of the Union/Management Committee to discuss the effect of the layoff on the bargaining unit.

11.05 All employees hired under the provisions of Article 4.04 would be the first to be laid off in the event that there is a need for reduction in the number of employees due to lack of funds or work.

11.06 The Employer shall provide written notice of layoff to employees affected at least three (3) months prior to the effective date of the layoff, or pay in lieu thereof. In the event of a disaster, the above notice or pay in lieu thereof shall be restricted to ten (10) days.

11.07 When an employee leaves the employ of the University as a result of this permanent lay-off, he/she will receive payment at his/her regular rate at the time of lay-off as is provided for in Appendix B - "Weeks of Severance Pay Allowance".

ARTICLE 12

CALL-IN PAY AND OVERTIME

12.01 (*Call-in*) When an employee is called during his/her off-time to report immediately for a work assignment outside of his/her standard daily or weekly work schedule, it shall be called a call-in.

An employee responding to a call-in shall receive four (4) hours pay at straight time or the actual hours worked at time and one-half (double time if the call-in is on a Sunday or a Statutory holiday), whichever is greater.

The Employer will attempt to distribute call-ins among those employees on the call-in list who would normally perform the work.

12.02 (*Overtime*) All hours worked in excess of those referred to in Article 9.01 will be paid for at one and one-half times (1½) the employee's normal hourly rate except for overtime hours of work on Sunday and Statutory Holidays

which will be paid at double time the employee's normal hourly rate.

Provided that three (3) working days advance notice is given that overtime work is required which is not an extension of normal daily hours, the minimum payment shall be three (3) hours at straight pay or the actual hours at time and one-half, whichever is the greater. Minimum payments

will not apply if it is agreed by the employee(s) at the time that it becomes apparent that overtime is necessary that he/she would prefer to leave for a period before work recommences.

12.03 At the employee's option, provided that it is not in conflict with government legislation, time off may be taken, in lieu of payment, under Article 12, on the basis of the number of hours worked times the rate factor at a time mutually convenient to the employee and the Department Head/Designate. In scheduled situations, the employee must notify their supervisor, in advance, of their preference regarding pay or time off in lieu.

12.04 Compensable overtime must be in excess of thirty (30) minutes at any one time and have the prior authority of the Head of the Department or his/her designate.

12.05 Where possible, attempts will be made to distribute overtime among those employees who normally perform the work.

12.06 The Employer will not hire temporary help for short term work outside normal daily or weekly hours if this work

can be accomplished efficiently by employees who are willing to work overtime for that purpose.

12.07 Employees working on other than Monday to Friday schedules will be paid at the rate of time and one-half for all hours worked on the first day of rest and double time on the second day of rest. Similarly, overtime on a third day of rest will be at time and one-half and double time on a fourth day of rest. However, should any overtime be worked on a Sunday it shall automatically be at double time.

Note All hours worked in excess of forty-four (44) hours per week must be paid for at least time and one-half in accordance with Provincial legislation with no

option for time off in lieu thereof.

ARTICLE 13

PAID HOLIDAYS

13.01 Each employee shall be paid at his/her regular rate of pay for time lost by him/her as a result of the Employer's observance of each of the following paid holidays:

New Year's Day Labour Day
Good Friday Thanksgiving Day
Victoria Day Christmas Day
Canada Day Boxing Day
Civic Holiday Monday of Reading Week (or
Heritage Day as designated by the Employer)

plus any other day as designated by the Employer for non-academic staff.

13.02 Should the day of observance of any of the holidays enumerated above fall within the period when an employee is absent on a paid vacation, the employee affected shall receive an extra day's vacation with pay in lieu of payment for the paid holiday.

13.03 An employee who is required to work on any of the ten (10) paid holidays enumerated above shall, provided he/she is eligible to receive payment for such a holiday, be paid in addition for the time worked at two (2) times his/her regular hourly rate with a minimum of four (4) hours pay at straight time.

13.04 The University will allow employees the full time off between Christmas and New Year's Day inclusive. Employees will continue to receive their regular pay for those shifts which they would have been scheduled to work. Should an employee be scheduled to work on any of the days they normally would have worked (other than Christmas

Day, Boxing Day, or New Year's Day), he/she will be paid in addition to his/her regular pay, time and one-half for the hours worked. Should an employee be scheduled to work on one of his/her regular off days during this shut-down period, they will receive overtime rates as outlined in Article 12.02. Alternatively, where operational requirements permit, an employee may choose to be compensated by taking the time and one-half as lieu time, at a mutually convenient time to the Employer and the employee.

13.05 When Christmas Eve falls on a normal working day, regularly scheduled hours will cease at noon that day. However, should Christmas Eve fall on a Monday the full day off will be granted. Furthermore, when New Year's Day falls on a Thursday, Friday January 2nd will be granted as an additional day off.

13.06 Should a holiday as designated in Article 13.01 fall on a Saturday or a Sunday an alternative day shall be designated by the Employer (except for Christmas Day, Boxing Day or New Year's Day where no alternative day will be designated unless it is New Year's Day falling on a Sunday in which case it will be observed on Monday, January 2nd).

ARTICLE 14

VACATIONS

14.01 Annual vacations with pay shall be granted in accordance with the following specific regulation:

14.02 Vacations with pay shall be computed on the basis of length of continuous service with the Employer as of June 30th in each year.

14.03 Vacation allowances are determined in accordance with the following table:

<i>Years of Continuous Service as at June 30th</i>	<i>Vacation Entitlement</i>
less than 1 year	1 day for each completed
month of service up to a maximum of 10 days	
more than 1 year	15 days (3 weeks)
more than 3 years	16 days
more than 4 years	17 days
more than 5 years	18 days
more than 6 years	19 days
more than 7 years	20 days (4 weeks)
more than 10 years	21 days
more than 12 years	22 days
more than 14 years	23 days
more than 16 years	24 days
more than 18 years	25 days
more than 19 years	26 days
more than 20 years	27 days
more than 22 years	28 days
more than 24 years	29 days
more than 25 years	30 days

The above table shall apply to full-time employees. However, continuing part-time employees, continuing term employees or reduced responsibility employees shall have their vacation entitlement pro-rated.

14.04 If, during the twelve (12) months immediately preceding June 30th, an employee has been absent for a period or periods exceeding one (1) month, in each instance, his/her vacation shall be pro-rated for the period or periods worked since the preceding June 30th. However, for purposes of this paragraph, sick leave as defined in Article 16 shall not be treated as a period or periods of absence.

14.05 With the approval of the Department Head/Designate employees will be allowed to carry over unused vacation from one year to another provided that the request is made in writing prior to December 1 and it

indicates the specific reason for the carry over.

14.06 The Employer shall make a sincere effort to grant vacations at times requested by the employee. Where all requests cannot be granted, preference will be given in order of seniority. However, the Employer shall not be required to grant a vacation at a time which would adversely affect the operation of the department. Vacation requests should be submitted before the time designated by the appropriate Department Head/Designate.

14.07 It is not the University's policy to pay employees in lieu of taking vacation time.

ARTICLE 15 STAFF BENEFITS

15.01 The University maintains the master contracts or plan texts. Any employee may examine, borrow or photocopy these documents at any time by contacting Human Resources.

The Employer shall continue to make available to the employees the plans as outlined below in accordance with the policies and regulations for and regarding such plans as laid down by the Employer. Should it become necessary to amend or change any of the said plans, the Employer will discuss such amendments or changes with the Union. Furthermore, if there should occur any increase in the share of cost of these plans paid by the University, as outlined below, for any other group in the University, such changes would automatically apply to the employees covered by this Collective Agreement.

- a) Revised Pension Plan of Queen's University: the basic employee contribution (4.5% of normal basic earnings up to the Canada Pension Plan ceiling and 6% of normal earnings in excess of the CPP ceiling) will be matched by the University. The University's contribution to the Minimum Guarantee Fund shall be as determined by a

valuation prepared by the Plan's actuaries. Such contribution shall be in accordance with the requirements of the Pension Benefits Act of Ontario and also shall not exceed the maximum amount that is permitted under the Income Tax Act.

Note: Annual University Contributions to the Minimum Guarantee Fund will be made from the surplus.

- b) Long Term Disability Income Plan (100% paid by employee).
- c) Group Life Insurance (55% paid by Employer and 45% paid by the employee).
- d) Queen's Supplementary Medical Plan (70% paid by Employer and 30% by the employee).
- e) Semi-Private Hospital coverage (100% paid by employee).

The University will supply each member with a copy of the Pension and Group Insurance Plans booklets.

15.02 The Employer will continue to make available on a compulsory basis to all eligible employees and dependents not covered by an alternate plan, a basic dental plan as described in Appendix E. The Employer agrees to pay 75% of the premium at current ODA rates minus one year.

Effective July 1, 2000 the Employer will make available on a compulsory basis to all eligible employees and dependents not covered by an alternate plan, an enhanced dental plan to the basic plan above, which will include major restorative coverage at 50% co-insurance, with the new basic/major plan having an annual maximum of \$3,000 per person. The Employer agrees to continue to pay 75% of the premium at current ODA rates minus one year.

15.03 Any new full-time continuing employees of C.U.P.E. Local 254 will be required, unless otherwise adequately covered, to enrol in the Long Term Disability

Insurance Plan.

15.04 Employees will not be required to remain enrolled in the Long Term Disability Plan six (6) months prior to their normal retirement age as defined in Article 5.01.

Leave of Absence with Pay

15.05 *General*

Apart from sickness it is recognized that important or unusual circumstances may make it necessary for a staff member to be absent from work for short periods of time. An emergency illness in the staff member's household, a father being present for the birth of his/her child, a medical or dental appointment or other such infrequent occurrence normally will not result in loss of salary.

15.06 *Death in the Family*

In the event of a death in an employee's immediate family, leave at full pay will be granted for a period of up to five (5) working days (this includes time for travel, attending the funeral and involvement in funeral arrangements and affairs).

15.07 *Moving*

With the approval of the Department Head/Designate, up to one day may be allowed off with pay for an employee who is moving from one residence to another and who is remaining in the employ of the University.

15.08 *Jury or Witness Duty*

Employees shall suffer no loss in wages while serving as subpoenaed witnesses or for jury duty during regular working hours. The Employer shall not deduct any payments that might be received for carrying out such duties. In the case of serving as a subpoenaed witness, the employee is expected to report for work if there are three or more hours remaining on his/her shift.

15.09 *Maternity Leave*

An employee who becomes pregnant may apply for maternity leave of absence. Unpaid leave shall be granted, regardless of length of service, upon written request. Paid maternity leave however, shall be granted upon written request if the employee has one (1) year or more of service and presently holds a current appointment of a year's duration or longer. The total maximum period of the maternity leave both before and after the termination of the pregnancy shall be twenty (20) weeks. With at least three (3) weeks prior notice of a desire to return to work from maternity leave, the employee will be re-instated in her previous position or a comparable one with no loss of salary. During the last three (3) weeks prior to the employee's return to work, she shall be eligible to apply for any job posted during the three (3) week period.

During the paid maternity leave the following salary and benefits provisions will apply on the understanding that the employee is committed to return to work at the end of the maternity leave.

- a) Maternity leave allowance as follows:
 - (i) (Weeks 1 & 2)
100% of the employee's normal basic earnings for the first two (2) weeks of the maternity leave;
 - (ii) (Weeks 3 to 17)
for the next fifteen (15) weeks of the maternity leave, the employee will receive from the University a salary payment equal to the difference between 100% of the employee's normal basic earnings and the amount of Employment Insurance maternity benefit the employee is expected to receive if she qualifies for EI benefits;
 - (iii) (Weeks 18 to 20)
100% of the employee's normal basic

earnings for the remaining three (3) weeks of the maternity leave.

b) Any period of leave beyond this twenty (20) weeks shall be without pay.

c) During the full period of maternity leave both the employee and the University shall continue to pay their respective shares of the costs of the benefit plans in which the employee is enrolled.

d) Eligible employees will receive the salary and benefits provisions specified above on the understanding that the employee is expected to work for the University for at least six (6) months following the date of her return from her paid maternity leave (including any additional leave such as parental leave or unpaid leave of absence).

e) Vacation credits will continue to accrue while a person is on maternity leave.

f) All payments under this policy must be in accordance with the Sub-Plan agreement that is filed by Queen's University with Human Resources Development Canada pursuant to Employment Insurance Regulations and the provisions of this Collective Agreement.

15.10 Parental Leave

Upon written request no later than one (1) month in advance of the date that the leave is scheduled to commence, an employee who has at least thirteen (13) weeks service shall be granted eighteen (18) weeks leave without pay. In cases where parental leave is an extension of maternity leave, the leave must commence at the point that the maternity leave ends. For fathers and adoptive parents, parental leave must commence within thirty-five (35) weeks after the child is born, or comes into the custody, care and control of the parent for the first time. The University shall continue to pay

its portion of group benefits premiums and pension where the employee continues to pay his/her share.

15.11 Adoption Leave with Pay

An employee who adopts a child(ren) will be subject to the same rights and obligations as those specified for maternity leave with the following exceptions:

- a) the leave shall commence when the child comes into the custody, care and control of the employee;
- b) the duration of the leave shall be a maximum of fifteen (15) weeks; the University will pay an adoption leave allowance as follows:
 - (i) (Weeks 1 & 2)
100% of the normal basic earnings for the first two (2) weeks of the adoption leave;
 - (ii) (Weeks 3 to 12)
for the next ten (10) weeks of the adoption leave, the employee will receive from the University a salary payment equal to the difference between 100% of the employee's normal basic earnings and the amount of Employment Insurance benefit the employee is expected to receive if he/she qualifies for EI benefits;
 - (iii) (Weeks 13 to 15)
100% of the normal basic earnings for the remaining three (3) weeks of the adoption leave.
- c) Any period of adoption leave beyond the above falls under the provisions of Parental Leave and Leave of Absence Without Pay. The total maximum leave for adoption shall be six (6) months.
- d) Where both parents are employees of Queen's

University, and an adoption takes place, only one paid leave will be granted under this policy. The parents may choose which one will apply for a paid leave of absence, but the leave time may be divided between them.

15.12 *Leave of Absence Without Pay*

Permission for a special leave of absence without pay may be granted after discussion between the Department Head/Designate and Human Resources, taking into account not only the merits of the individual's case but also the operational needs of the organization. When such leave is granted there is no accumulation of credit for vacation entitlement. In certain cases arrangements can be made for continuation of some staff benefit plans.

15.13 *Death of an Employee*

In the event of the death of an employee the University will arrange to pay the deceased's estate a lump sum equivalent to six (6) weeks of salary.

15.14 *Moving Allowances*

When the University hires a new employee from outside the Kingston area, where a person with such capabilities cannot be found within the University or in the local market, with prior approval, standard moving expenses will be provided as follows:

- a) Full cost of transporting self and family to Kingston plus reasonable cost for meals and lodging en route - if by private car at the prevailing University rate of 27 cents per kilometre or 43 cents per mile (unusual circumstances will be reviewed by Financial Services).
- b) Two-thirds of the reasonable costs of packing, unpacking, insurance and shipping of furniture and household effects.
- c) The maximum allowance from any geographic location is \$1,500. Claims for reimbursement are made through the employee's Department Head/Designate.

15.15 *Travel Expenses*

With prior approval, employees who are required to travel as

part of their normal University job responsibilities will be reimbursed for reasonable expenses incurred under the procedures outlined in the University's Travel Policy.

15.16 Self-Funded Leave

As per Appendix D.

15.17 Paternity Leave with Pay

Paternity leave is applicable to a father of an infant child who assumes at least 50% of the responsibility for the care of the child during the first fifteen (15) weeks after the date of birth of the child or its release home from the hospital. An employee who wishes to apply for this leave must have one (1) year or more of service and must hold a current appointment of a year's duration or longer.

Maternity leave and paternity leave can only run concurrently in special circumstances such as multiple birth situations (three or more), special needs children, health implications, or unforeseen changes in family circumstances.

Employees applying for this leave will be subject to the same rights and obligations as those specified for maternity leave with the following amendments:

- a) Paternity leave allowance as follows:
 - (i) (Weeks 1 & 2)
100% of the normal basic earnings for the first two (2) weeks of the paternity leave;
 - (ii) (Weeks 3 to 12)
for the next ten (10) weeks of the paternity leave, the employee will receive from the University a salary payment equal to the difference between 100% of the employee's normal basic earnings and the amount of Employment Insurance Parental Leave benefit the employee is expected to receive if he/she qualifies for EI benefits;

- (iii) (Weeks 13 to 15)
100% of the normal basic earnings for the remaining three (3) weeks of the paternity leave.
- b) Under the Employment Standards Act, paternity leave falls under the provisions of Parental Leave and therefore a further three (3) weeks of leave without pay is available. Any period of leave beyond that falls under the provisions of leave of absence without pay.
- c) Paternity leave must be completed within fifteen (15) weeks after the infant child is born or released home from the hospital.
- d) Paternity leave may not be substituted for adoption leave.
- e) It is the responsibility of the employee applying for paternity leave to demonstrate to his department head that his request meets the criteria for the leave as set out above.

ARTICLE 16

SICK LEAVE

16.01 Employees covered by this Collective Agreement are covered by the University's Sick Leave Plan which provides leave with regular pay for any bona fide absence due to illness or injury and regardless of length of service. The maximum period covered will be six months of continuous absence. Records of absence will be kept by the Employer.

16.02 An employee who falls sick prior to an announced date of layoff will be paid only up to such day of layoff. If a person is sick at the time of recall from layoff, sick leave will only be paid if the illness is the same continuing one that existed at the time of the layoff.

16.03 Sick Leave is defined as absence from work and performance of regular duties because of the employee's bona

vide illness, injury, or quarantine through exposure to contagious disease.

16.04 An employee may, with prior warning, be required to provide a doctor's certificate certifying that the employee is medically unable to carry out normal duties due to illness.

It is understood that a dentist will be considered a doctor for the provisions of this Article.

16.05 An employee shall notify his/her non-union supervisor or designate as soon as possible on the first day of his/her absence due to illness. In the case of longer absences, progress toward recovery and expected date of return to work shall be reported to the non-union supervisor or designate at reasonable intervals.

16.06 Employees are expected to notify their non-union supervisor or designate as early as possible of their expected date of return to work.

16.07 Employees may be requested to provide the Employer with a doctor's note certifying that the employee has been in the care of a doctor and:

i) that the employee is able to return to work on a full time basis without restriction;

or

ii) that the employee is able to return to work, with the nature and duration of any work restrictions described.

16.08 If during an employee's vacation, there should occur a serious illness or accident requiring hospitalization or confinement to bed for a period of five (5) days or more, and which is verified by a medical certificate, then sick leave may be substituted for vacation. Similarly, if the employee provided acceptable proof of entitlement to leave under Article 15.06, leave for Death in the Family, such leave may also be substituted for vacation. The resulting unused vacation would then be rescheduled at a mutually convenient later date.

ARTICLE 17

UNION LEAVE

17.01 Leave of absence without pay will be granted to employees elected or appointed to represent the Union at Union conventions and seminars. Such time shall not exceed fifteen (15) working days for any one individual or forty (40) working days for the bargaining unit in any one calendar year. Only one person out of any one department will be granted such leave at any one time. In addition two (2) employees will be granted leave of absence with pay for five (5) working days each to attend the biennial National Convention of the Canadian Union of Public Employees.

Notice of leave under this clause will be directed through Human Resources Department. The Union will endeavour to request such leave with as much advance notice as is practicable, normally at least ten (10) working days in advance.

17.02 The Employer recognizes the role of elected Union officials in labour management relations and shall not discriminate against them.

The Union recognizes that elected Union officials have duties to perform for the Employer and that the Union officials will not absent themselves from such duties unreasonably to attend to Union duties as outlined by the terms of this agreement. Union officials shall provide a minimum of three (3) days written notice, where possible, to their non-union supervisor when requesting leave to attend to such Union duties.

In consideration of this acknowledgement and undertaking, the Employer agrees that Union officers will not suffer a loss in pay for time spent in carrying out their normal functions as outlined in this agreement, as well as the following:

17.021 The Employer agrees to recognize and deal with a Union Grievance Committee of not more than three (3)

employees including the
Local Union President.

17.022 The Employer acknowledges the right of the Union

to elect or otherwise appoint seven (7) Union Stewards,

including the Chief Steward, for the purpose of assisting employees in the presenting of grievances to the Employer as set forth in this agreement.

17.023 It is understood and agreed that a Steward or a Grievance Committee member has his/her duties to perform for the Employer and that if it is necessary to investigate a grievance or attend a grievance hearing during working hours, he/she shall not leave his/her work without first requesting leave from his/her non-union supervisor or designate, which shall not be unreasonably withheld. The Steward or Grievance Committee member shall report back to their non-union supervisor or designate upon returning to work.

17.024 Any Union Steward or Grievance Committee member dealing with a grievance arising out of this Agreement, and not in his/her own department, shall request permission from the non-union supervisor or designate in that department before contacting any employee therein regarding a complaint or grievance. Such permission shall not be unreasonable denied.

17.025 Union officials asked to serve on University committees or asked to attend meetings with University administration, not otherwise covered by this Collective Agreement, will normally be granted, subject to operational demands, leave with report back to their non-union supervisor or designate when the committee meeting is ended.

17.026 All requests for paid leave shall be submitted to the Employer as much in advance as possible.

17.027 No individual employee or group of employees shall undertake to represent the Union at meetings with the University without the proper authorization of the Union. In order that this may be facilitated, the Union shall keep the University informed at all times as to the names of its officials, and stewards and members who may be appointed or elected from time to time, to any committee or to the position of a local Union representative.

17.028 Leave with pay granted under this Article shall not extend beyond normal working hours.

17.029 The Employer agrees to recognize a Bargaining Committee consisting of not more than four (4) elected members, including the Local Union President, of the employees covered by this Agreement, for the purposes of the negotiation of this Agreement. The aforementioned committee shall be given two (2) days each of time off with pay to prepare the Union's proposals for collective bargaining.

17.03 An employee who is elected or selected for a full-time position with the Union or anybody with which the Union is affiliated, shall be granted leave of absence without pay and without loss of seniority for up to a period of one (1) year in the case of selection and up to two (2) years in the case of election. Such leave shall be without loss of benefits provided that the University is reimbursed for the full premium of each benefit to be maintained. An employee will not be granted more than one such leave per year.

ARTICLE 18

BULLETIN BOARDS

18.01 The Union shall be permitted the use of Departmental bulletin boards for the posting of notices concerning meetings of the Union and other Union business.

18.02 The Union agrees that it will not distribute or post

any pamphlets, advertising or political matter, or any other kind of literature on the Employer's property, except as provided above.

ARTICLE 19

COFFEE BREAKS

19.01 All employees will be allowed a fifteen (15) minute break in the morning and in the afternoon.

19.02 Each department will attempt to provide a suitable lunch or coffee break room or designate where such breaks may be taken.

ARTICLE 20

JOB POSTING

20.01 Should a vacancy occur in a position covered by the terms of this Collective Agreement, the Employer will post a notice of such vacancy in the Gazette so that members of the bargaining unit will know of it, will be able to make written application, and will be given first consideration in filling such vacancies. Should a decision be made to revise the description of a posted position before hiring, the job will be reposted. Original applications will still stand unless an applicant withdraws. Each notice shall contain the following job description information: nature of the position, qualifications related to the needs of the job, required knowledge and education, ability and skills, hours of work and tentative hiring range.

Bargaining Unit members shall be given first consideration to a posted vacancy in the following order:

- 1) Employees whose positions have been declared redundant as outlined in Article 26.05;

- 2) Employees who hold continuing appointments;
- 3) Employees who hold term appointments.*

* It is agreed that bargaining unit members who hold term appointments commencing on or before April 27, 1993 shall maintain the same posting rights as employees who hold continuing appointments. Any new term employee after that date shall be subject to the job posting provisions described above.

20.02 When selecting an employee to fill a non-supervisory bargaining unit position, all available information will be used in order to determine which employee is qualified to fill the vacancy. The Employer will consider his/her qualifications and education (including those cases where courses are nearly completed but not as yet specifically attained) knowledge, ability to perform the normal requirements of the job satisfactorily and seniority. Where the Employer considers that these qualifications are relatively equal between two or more applicants, seniority shall be the governing factor.

20.03 When selecting an employee to fill a position in the bargaining unit where supervisor responsibilities are an integral part of the job, seniority will be considered, but primary consideration will be given not only to job skills but also to personal qualities such as leadership, reliability, judgement, ability to organize and instruct and an understanding and display of the practice of good human relations.

20.04 An employee who holds a continuing appointment and who is the successful candidate for a posted term vacancy within the bargaining unit will require the approval of their Department Head/Designate in order to transfer to that term position. If approval is granted, that employee's continuing appointment will be held for him/her for the duration of the term appointment. At the end of the term

appointment, the employee shall revert to his/her regular position.

If the ensuing term vacancy created by the above described transfer is voluntarily filled by a bargaining unit member, he/she shall not have the right of reversion to his/her regular position.

20.05 The successful applicant shall be placed on trial for a period of six (6) months from the time the new duties are assumed. Conditional on satisfactory performance during such a trial, promotion shall be confirmed after the six (6) month period. However, should there be indications that the employee may not be satisfactory in his/her new position, the employee will receive a written progress report at least one (1) month prior to the end of the trial period. Failure to provide such notification will mean that the employee is automatically confirmed in his/her new position. Should the successful applicant prove to be unsatisfactory during the aforementioned familiarization and training period, or if the employee wishes to revert after a minimum period of one (1) month or if the Employer, the Union and the employee agree that the employee should revert, he/she shall be returned to his/her former or equivalent position without loss of seniority and at his/her former rate. Any employee, promoted or transferred because of the re-arrangement of positions, shall also be returned to his/her former or equivalent position without loss of seniority, and at his/her former salary rate. If an employee affected by such reversion has no former position to return to because of being a new hire then this employee will be treated in accordance with the terms of Articles 11.06 and 11.07.

20.06 An employee who has been transferred to a new position must serve at least six (6) months in that position. Nevertheless during this time period he/she may make application for job postings which offer him/her a promotional opportunity and, if he/she is the successful applicant, may be granted an exemption from the six-month restriction by mutual consent of his/her Department

Head/Designate and the Union.

20.07 Prior to any public announcement in the Gazette each unsuccessful applicant to a posted position will be notified in writing.

20.08 During the probationary or trial period a new employee shall be given the necessary instruction to become familiarized with the job content and their new work environment.

ARTICLE 21

HEALTH AND SAFETY

21.01 It is agreed that both parties hereto will participate and cooperate to the fullest possible extent in the prevention of accidents and the promotion of safety and health at the University.

21.02 The University is governed by The Occupational Health and Safety Act, 1990, Statutes of Ontario, 1990, Chapter 0.1 and Ontario Regulation 851/90 as amended by O. Reg. 516/92; 630/94; 230/95; 450/97. The Union will provide a representative on the Safety and Health Committees formed under Section 9 of the Act. This representative shall not suffer a loss in pay for time spent attending meetings of the Committee and carrying out duties as a worker representative.

ARTICLE 22

UNIFORMS AND PROTECTIVE EQUIPMENT

22.01 Where a Department requires an employee to wear a uniform or laboratory coat it shall be the University's responsibility to supply and launder such clothing. The University shall also supply such protective equipment as it deems necessary.

22.02 The University will provide a subsidy of twenty-five dollars (\$25) toward the cost of purchasing safety

footwear up to a maximum of two (2) pairs of shoes or boots per year. Employees who have been instructed to wear safety footwear while performing their normal work will receive a subsidy of seventy-five dollars (\$75) in the month of September for the purchase of one (1) pair of safety shoes or boots per year. If a second pair is purchased during the year, the employee will receive a twenty-five dollar (\$25) subsidy for such a purchase.

The University also agrees to pay twenty dollars (\$20) to an employee who buys safety lenses in his/her prescription glasses.

22.03 Printing Services employees will receive three (3) sets of work clothing (shirts and trousers) each contract year.

ARTICLE 23

UNION MANAGEMENT COMMITTEE

23.01 It is agreed that a joint committee will be established with four (4) designated representatives from each of Union and Management. This Committee shall meet as required at a mutually convenient time and date. This Committee shall discuss matters of mutual concern, which matters may not necessarily be covered specifically by the terms of the Collective Agreement. In general, the purpose of the committee is to promote and improve the performance of operations in which the parties are engaged. This committee shall not have the power to add, amend, delete or change any part of the Collective Agreement.

Both parties will have the right to invite guests to meetings as required who can contribute constructively to items on the agenda.

Agendas of matters for discussion will be exchanged by the Union and the Employer at least five (5) working days prior to the meeting.

The Employer agrees to encourage the participation of Department Heads or designates whenever possible.

ARTICLE 24

DISCIPLINE

24.01 Prior to attending a meeting with the Department Head/Designate at which discipline related to performance or misconduct and involving a written warning or suspension may be imposed, an employee is entitled to be notified of the nature of the problem which may result in such action and that he/she must be accompanied by a Union representative at that meeting. In the matter of a discharge, the employee shall be accompanied by a Union representative and the Union shall be notified of the time and date of such a meeting by the Department Head/Designate. A copy of any written warning, or notice of suspension or discharge shall be forwarded to the Union.

24.02 Should the employee wish to respond in writing to any written warning, such response shall become part of his/her record.

A disciplinary notation from an employee's record shall not be used against this person more than two (2) years after the date of issue.

Disciplinary measures should be appropriate to the infraction and the principles of progressive discipline.

24.03 Each employee has the right to review his/her personnel file in the Human Resources Department.

ARTICLE 25

POSITION DESCRIPTIONS, POSITION EVALUATIONS AND SALARY ADMINISTRATION

25.01 A description of each position under the jurisdiction of the Union will be prepared and maintained by each department and submitted for evaluation as required.

25.02 Position descriptions will be typed on the standard form (see Appendix A). Individuals in the positions will be encouraged to participate in the preparation of the descriptions. Each description will be reviewed and signed by the employee, the immediate supervisor and the

Department Head/Designate. The supervisor and the Department Head/Designate in approving the description agree that the position has been adequately described. The employee may agree or disagree that the description is accurate, but must sign the description to indicate that he/she has read it. The description must be sent to Human Resources within seven (7) days of the last signature being added to it. Copies of approved position descriptions will be sent to the Union Office by Human Resources at the time that they are being distributed to the members of the Joint Technical Position Evaluation Committee.

25.03 Position descriptions will be submitted to the Human Resources Department for evaluation by the Joint Technical Position Evaluation Committee:

- a) when the duties of a position change substantially as referred to in Article 4.03. Questions concerning the need for this action should be addressed by the Department Head/Designate, supervisor or employee to the Chairperson of the Joint Technical Position Evaluation Committee.
- b) when a newly-created or substantially changed position is being posted for hiring. In this case a tentative position description will be submitted to the Chairperson of the Joint Technical Position Evaluation Committee who will determine an appropriate tentative salary range for hiring.
- c) when a Department Head/Designate requests a re-evaluation on his/her own behalf or on that of a supervisor or employee on the grounds of a conviction that an earlier evaluation was inappropriate.
- d) in between six (6) and nine (9) months after the start date of any appointment to a position in the bargaining unit or after a position comes within the

jurisdiction of the bargaining unit.

Human Resources will notify the Department Head/Designate, the incumbent and the Union upon the evaluation of a job becoming five (5) years old and ask that the description be reviewed to see if it is still accurate and that it be updated and submitted for evaluation if it is not.

25.04 Effective January 1, 1985, in the case of a routine re-evaluation which results in a salary increase, the increase will be made effective as of the first of the month in which the last required signature was added to the job description. In the case where the evaluation was one required to be carried out by Article 25.03 (d), any resulting salary increase will be made retroactive to the date of the event which caused the evaluation. In the case where duties are formally changed as of a certain date, any salary increase resulting from the subsequent evaluation of the changed position will be made effective as of the date the duties were changed. Such changes are those which would require notification under Article 25. In the case where the rating of a position was based on a tentative evaluation and the committee's evaluation was lower than the incumbent's salary will not be reduced.

25.05 The fact that a position is described as including certain duties and responsibilities does not restrict the Department Head/Designate or supervisor from changing those duties and responsibilities. In cases where an employee feels that the current description of his or her job is out of date, is being prepared for evaluation but is incomplete or inaccurate, that duties are being changed but not reflected in an updated job description or that unreasonable delay is being encountered in having a description forwarded for evaluation, the employee will notify the Union executive. A member of the Union executive and a member of Human Resources will meet with the employee and the Department Head or his/her designate to resolve the problem.

Position Evaluation

25.06 Position descriptions will be evaluated by the Joint Technical Position Evaluation Committee. The Committee will include three (3) members elected or appointed by the Union, two (2) members appointed by the University and a representative from the Human Resources Department who shall be Chairperson.

25.07 The length of service on the Committee by a Union member will be three (3) years, with one (1) member being replaced at an interval of not less than every one (1) year.

25.08 Union members of the Committee will participate without loss of pay and the cost of any training will be borne by the University.

25.09 Upon completion of the evaluation of a position, the Committee will assign a point rating to the position using the Queen's University Modified Hay Guide Chart System as in effect at the date of ratification of this agreement. This rating will be used in determining the appropriate salary ranges for the position. Results of position evaluations will be made available immediately to Department Heads/Designates and individuals in the affected positions.

Salary Administration

25.10 The Department of Human Resources will determine a minimum rate for each Union position using the position rating produced by the Joint Technical Evaluation Committee.

25.11 Within the term of this agreement the salary range for each position will be from a minimum to a maximum as follows:

Year One: 118% of the minimum

Year Two: 118% of the minimum

Year Three: 119% of the minimum.

No employee's salary will be lower than the minimum for

his/her position, nor shall any employee whose salary is currently below the maximum be progressed beyond the maximum.

25.12 Steps will continue to be 3% of the minimum salary rate.

25.13 Experience credit for new employees or for those being transferred or promoted to new positions will be determined by the Human Resources Department, in consultation with the Department Head/Designate. Evidence of previous employment may be requested from job applicants or present employees.

25.14 At the time of hiring into a position in the bargaining unit, new employees will be given salary credit for previous experience at the rate of a one-half (½) step per year of relevant experience outside Queen's (to a maximum of one (1) step) and minimum of one (1) step per year of relevant experience at Queen's.

Upon promotion to a higher-rated position, when re-evaluation of a position results in a higher rating, or in the case of an employee voluntarily accepting a lower-rated position, the new salary will be set at the same compa-ratio in the new salary range as it was in the former salary range, so long as this is in accordance with Article 25.15.

25.15 No salary adjustment will take place to any point beyond the maximum of the range. This Article is not intended to limit annual scale increases.

25.16 Each employee will be informed of the salary range for his/her job and the number of points assigned to the job by the Joint Technical Position Evaluation Committee. Such information shall also be supplied to the Union.

25.17 General information about salary ranges including minimum and maximum for a specific job may be published by either party to this agreement. Each member of

management will receive detailed salary information concerning members of the bargaining unit for whom he/she is responsible and a general summary of salary information of the whole bargaining unit.

Full salary information concerning all members of the bargaining unit will be available to the Union.

25.18 The range steps for each job shall be set out in Schedule "A", "B" and "C" of this Agreement. Negotiated salary increases and increments shall be effective July 1 of each year or as otherwise specified in the Memorandum of Agreement.

25.19 a) Effective July 1, 1999, each individual whose salary is below the maximum for his/her position will receive a step increase equal to 3.0% of the minimum or to the maximum for his/her position whichever is less.

b) Effective July 1, 1999, each individual will receive a scale increase of 1.1% of his/her salary.

c) Salaries which are above the range maxima are red-circled and frozen until those salaries are in line with the range maxima.

25.20 a) Effective July 1, 2000, each individual whose salary is below the maximum for his/her position will receive a step increase equal to 3.0% of the minimum or to the maximum for the position, whichever is less.

b) Effective July 1, 2000, each individual will receive a scale increase of 1.3% of his/her salary.

c) Salaries which are above the range maxima are red-circled and frozen until those salaries are in line with the range maxima.

25.21 a) Effective July 1, 2001, each individual whose salary is below the maximum for his/her position will receive

a step increase equal to 3.0% of the minimum or to the maximum for the position, whichever is less.

b) Effective July 1, 2001, each individual will receive a scale increase of 1.5% of his/her salary.

c) Salaries which are above the range maxima are red-circled and frozen until those salaries are in line with the range maxima.

25.22 Increase in the Minimum

a) Effective July 1, 1999, after adjustments are made as described in Article 25.19, subsection (b), the minimums and maximums will be increased by 1.1%. The formula for calculating the minimums is to be : Evaluation points x \$56.51 + \$19,221.

b) Effective July 1, 2000, after adjustments are made as described in Article 25.20 subsection (b), the minimums and maximums will be increased by 1.3%. The formula for calculating the minimums is to be : Evaluation points x \$57.24 + \$19,471.

c) Effective July 1, 2001, after adjustments are made as described in Article 25.21 subsection (b), the minimums and maximums will be increased by 1.5%. The formula for calculating the minimums is to be : Evaluation points x \$58.10 + \$19,763.

25.23 Acting pay is additional salary paid to employees who are temporarily assigned, by their supervisors, duties of a higher evaluated position which if included in the employee's job description would raise its evaluation.

When the assignment of these additional duties is for a period of less than two (2) months, the employee will be paid acting pay for each day in which the additional duties are performed, such pay to be at a rate equivalent to three (3)

percent of their normal salary. Where it is foreseen that these duties will be performed by the individual for two (2) months or more a description of the individual's job, including these new duties, will be written and sent to the Chairperson of the Joint Technical Position Evaluation Committee for a tentative evaluation. In this case, the salary rate will be calculated as in Article 25.14.

Payment of additional funds will cease once the department no longer requires the individual to perform these additional duties.

ARTICLE 26

TECHNOLOGICAL OR OTHER CHANGES

26.01 The Employer agrees that before the University would ever contract out work currently performed by members of this bargaining unit the matter would be discussed at least sixty (60) days in advance with the Union to provide it with adequate opportunity for discussion, input and suggestion.

26.02 The Employer will notify the Union at least six (6) months before the introduction of any major technological change which will change the duties and the evaluation of the position held by any employee.

The Employer will report to the Union/Management committee as soon as possible, but not later than three (3) months after the notice being given, on the specific steps which will be taken to protect the employee concerned.

26.03 The Employer will notify the Union at least three (3) months before the introduction of any organizational or operational change which will change the duties and the evaluation of the position held by any employee.

The Employer will report to the Union/Management Committee the specific steps which will be taken to protect the employees concerned from any

adverse affects of the changes at least two (2) months prior to any of the changes being incorporated.

26.04 Should technological, organizational or operational change make it necessary for an employee to acquire additional or greater skills to perform the duties of his/her position or a new position created by the changes covered in Article 26.02 and 26.03, the affected employee will receive the required on-the-job training or, if the Employer deems necessary, training elsewhere up to one week in length at the expense of the Employer.

26.05 An employee who is displaced from his/her regular position because of technological, organizational or operational change will suffer no reduction in his/her normal earnings and will remain employed in a position covered by this Collective Agreement. The employee who is displaced will be considered automatically before posting any vacancy if the employee has the minimum required qualifications. The employee shall have the right to refuse to accept the first position offered under this Article. However, following one such refusal, the employee must accept the next vacant position for which he/she is qualified.

ARTICLE 27

EDUCATION AND TRAINING

27.01 *Tuition Assistance Program*
Continuing employees covered by this Collective Agreement are covered by the University's Tuition Assistance Program as described in Appendix F.

27.02 Where training is to be offered to an individual within the department, and where the Employer believes that two or more employees will have equal opportunity to apply such training in their regular duties, then the training will be offered to the appropriate employees in order of their seniority.

ARTICLE 28

TERMINATION

28.01 This Agreement shall remain in full force and effect from July 1, 1999 to June 30, 2002. Either party to this Agreement, may, not more than ninety (90) days and not less than thirty (30) days prior to June 30, 2002 present to the other party in writing, proposed terms of a new or further agreement and/or amendments to this Agreement, and a conference shall be held within twenty (20) days at which time the parties will commence negotiations on the proposed amendments and/or terms of a new Agreement. Failing agreement by June 30, 2002 this Agreement and all its terms with the exception of Article 6 will continue in force and effect until a new agreement is reached.

APPENDIX A

Queen's University Technicians Position Description Questionnaire

Field of Work: Name:
(electronics, machinist, etc.)

Department: Date:

Immediate Supervisor:

1. Give a short summary of the duties and responsibilities of your job.
2. To fulfil your duties what knowledge, skills and specialized techniques are required? How would each normally be acquired? How long would it take to become proficient in each of the areas of your work?
3. Is it necessary in this position to oversee the work or to instruct other staff? If so, what does this involve?
4. What other people must you deal with in this job and why (i.e., is there direct contact with students, teaching staff, other departments, people outside the university community)?
5. How is your work assigned to you and how closely is your work checked by someone else?
6. a) Are the sorts of problems encountered in this job usually covered by established procedures or do you frequently have to develop or invent solutions to problems yourself?

b) Are you involved in establishing standard procedures (give examples)?
7. a) What is the size of your department (i.e., no. of classes for which you are involved with labs, no. of students, no. of staff you might come in contact with, no. of technicians in department)?
b) What kind of equipment or material are you responsible for? Are you solely responsible for and

- what is its approximate value?
8. Give details of any unusual factors affecting this job, i.e. hazards, unusual working conditions, requirement for a high degree of manual dexterity, etc.
 9. Do you have any general comments about this position which may not be covered by the preceding questions?
 10. Does the information provided on this questionnaire accurately describe the duties and responsibilities of your position?

Yes _____ No _____

Incumbent's Signature Date

Supervisor's Signature Date

Head of Department's Signature Date

This form must be sent to Human Resources within seven (7) days of the last signature being added to it.

APPENDIX B

WEEKS OF SEVERANCE PAY ALLOWANCE

APPENDIX C

EMPLOYEE ASSISTANCE PROGRAM

C.U.P.E. Local 254 shall elect or appoint its representative to the joint E.A.P. administrative committee, established by the University, for the purposes of implementing and monitoring an Employee Assistance Program.

APPENDIX D

SELF-FUNDED LEAVE PLAN

General

1. Recent amendments to the Income Tax Act have allowed Queen's to establish a plan which will provide tax relief to Employees who wish to self-fund a leave of absence.
2. This document describes the general terms, and administration of a self-funded leave plan. The precise terms and conditions governing the plan are set out in a formal agreement which the Employee will be required to sign prior to joining the plan. In the event that the self-funded leave plan, as described in this document or in the formal agreement with the Employee, conflicts with the Income Tax Act or any other legislation, that legislation shall take precedence.
3. The plan is solely a means to fund a leave of absence. The provisions of the plan do not alter existing policies set out in the *Staff Policy Manual* for Support Staff, or the Collective Agreements between the University and its Bargaining Units.
4. Under this plan, a part of an Employee's salary entitlement for a specified period would not be paid to the Employee, but would be put into an interest-bearing trust fund. At the end of the specified period, the Employee would go on leave of absence and be paid the amount set aside in the interest-bearing trust. For example, under this plan, an Employee may work full-time for three years, but receive (and pay tax on) only 75% of his/her normal salary. The remaining 25% would be held in an interest-bearing trust for the Employee. In year four, the Employee would go on leave of absence and receive the amounts which has been set aside in the previous years. (The 75%/25% are used to illustrate how the program works.) The Employee has many options for the deferred

amount and the length of the leave. Restrictions on length of leave, the amount of salary deferral and deferral period are outlined in the following section *Terms and Conditions*.

5. The tax advantage to this program is that the Employee may earn income in one year, but not pay tax on that income until a subsequent year. Also, by receiving 75% of full-time salary for four years instead of 100% salary for three years, the Employee may possibly end up in a lower tax bracket and pay less total tax on the same total salary.

Terms and Conditions

1. The purpose of the plan is to fund a leave of absence. It is not intended to help fund a retirement or other permanent separation from the University. Upon completing the leave of absence, the Employee must return to the University for a period equal to or greater than the duration of the leave.
2. Deferral of salary may not exceed 33.33% of earned salary. The Employee may defer any fraction which is less than this percentage. The deferred amount will be held in trust by the Bank of Montreal in the name of the Employee. Interest, based on the Bank of Montreal Savings Account rate, will be paid to the Employee at the end of each calendar year. The interest received is taxable and the amount will be reported to the individual's personal tax return for that year even though he/she has not received payment. The amount of interest earned will be reported to the Employee on a T5 form each year.
3. The leave must be at least six (6) months, and no longer than one (1) year. The leave must start within six (6) years of the date of the first deferral.
4. During the years that an Employee is participating in the self-funded leave plan, EI and CPP must be based on actual earnings which, using our earlier

example, would be 75%. Life insurance benefits may be based and supported by the University on nominal earnings (100%). Supplementary Medical, Dental and Semi-Private Hospitalization, because they are flat rates, will remain the same and will continue to be supported by the University. Long Term Disability benefits will be based on nominal earnings, so that if an individual were to become disabled during the deferral period of their leave, then full salary would be insured. Premiums will continue to be paid in full by the Employee. An Employee may also have the choice of contributing to the pension plan, based on their nominal or actual salary for the full term of the program (if allowed by Revenue Canada), with continued University support. Arrangements must be made before the leave for an Employee to pay his/her share of the premiums for their chosen benefit coverage.

5. Leaves must be taken at the end of the deferral period. The Employee may not, for example, take a leave in year two and then pay the University back over the next three years.
6. During the leave, the individual may not be employed by the University in any capacity, even if that employment is casual and unrelated to his/her normal duties.
7. It is expected that an individual will continue to be committed to his/her plan for self-funded leave. However, in the case of unforeseen or extenuating circumstances, an Employee may withdraw from the plan prior to taking his/her leave of absence, provided that he/she notifies the Department Head/Designate and the Plan Administrator in writing. The accumulated salary deferral less required tax withholdings plus current year accrued interest will be returned to the Employee upon withdrawal. Withdrawal from the plan does not prevent the Employee from entering a new plan at a later date.

Eligibility

1. The plan is available to all Union and Non-Union support staff with a continuing appointment with the University.

Application Process

1. Initial approval must be given by the Employee's Department and final approval given by the appropriate Dean or Vice-Principal. Denial at either stage shall not be considered a violation of the agreement. However, approval will not be unreasonably denied.

Other Matters

1. On return from leave, an Employee shall be assigned to the same position, or an alternative position mutually agreeable to the Employee and the University at the same level as that held prior to going on leave. An Employee participating in this plan shall not suffer a penalty in compensation or benefits should a delay be caused by the University in returning the Employee to their former position or an alternate position after the completion of their leave.
2. An Employee participating in the plan shall be eligible, upon return from leave, for any automatic increase in salary that would have been received had the leave not been taken. Vacation entitlement shall not accumulate, but service credit will continue to accrue during the time spent on leave. If an individual becomes ill, no sick leave will be charged during the duration of the leave - sick leave will commence on the individual's return date.
3. If an individual becomes pregnant prior to taking her leave, she may opt out of the plan, continue with the plan, remain in the plan, but stop contributions while on maternity leave and

- experience a smaller accumulation amount in her account, or she may extend the deferral period.
4. Should an Employee die while participating in the plan, any balance in the Employee's account at the time of death shall be paid to the Employee's estate.
 5. An Employee shall assume the responsibility of making himself/herself aware of the implications of the plan related to its effects on pension provisions and income tax. Those wishing to participate in the last five (5) years before retirement should take care to look into the implications of doing so.
 6. Participation in the plan shall not enlarge or establish any rights to employment with the University which the member did not formerly possess as an employee of the University.
 7. No amendment to the plan initiated by the University shall operate to reduce the benefits accruing to Employees who are enrolled in the plan at the time of amendment.
 8. This plan is administered by Human Resources. Questions regarding this policy, including about benefits plans should be addressed to Human Resources. Questions regarding the Pension Plan should be addressed to Pensions, Investments and Insurance.

Regulations governing this plan are available on request.
This plan remains in effect from July 1, 1999 until June 30, 2002.

APPENDIX E

DENTAL PLAN

As of July 1, 1988 a dental plan, will be in effect for all eligible employees and dependents. This includes employees who are either full-time, part-time with continuing appointments, term appointments of more than one (1) year, or a Reduced Period of Responsibility appointment. Eligible dependents include spouse and children under 21, or under age 25 if in school.

- oral examinations (one per six months)
- dental X-rays (bitewings twice per year, full mouth once per 24 months)
- scaling and polishing (two per year)
- fluoride twice and oral hygiene instructions (once per six months)
- space maintainers for children under 13
- pit and fissure sealants for children (ages 6 to 16)
- amalgam, silicate, acrylic or composite fillings
- retentive pins and cement restorations
- stainless steel and polycarbonate crowns for children under 13
- minor surgical extractions and miscellaneous surgical procedures
- anaesthesia and sedative dressings
- endontic services (root canal therapy)
- periodontal services (treatment of gum disease)

- denture adjustments, repairs, relining and rebasing

Remember this is a basic plan and does not cover such dental expenses as major restoration work including denture installation or replacement nor is there any coverage for orthodontic work.

Effective July 1, 2000, the above plan shall be amended to include major restorative coverage at 50% co-insurance. There is no coverage for orthodontic work. Details regarding which procedures will be included in the major restorative coverage will be available in Human Resources after March 1, 2000.

APPENDIX F

TUITION ASSISTANCE PROGRAM

Policy

The Tuition Assistance Program supports Queen's commitment to the development of employee skills and abilities. Departments are asked to endorse employees who wish to enrol in academic courses or attend training courses that will enhance their personal growth or ability to perform their duties.

The Tuition Assistance Program is divided into two (2) components - the Educational Development Fund which pays tuition fees for Queen's credit courses, and the Professional Development Fund which reimburses tuition fees (to a maximum of \$300 per year) for work-related courses at other recognized educational institutions.

Procedures

Educational Development Fund (Queen's credit courses)

Eligibility

Within the limits defined by this policy, all eligible Queen's University employees are entitled to have the payment of tuition fees for Queen's credit courses waived at the time of registration. Eligibility for tuition payment waiver will commence **after one (1) year of continuous employment at Queen's University**. Generally, eligibility includes:

- general staff (continuing, term, research grant and contract) with appointments of 40% time or more;
- members of C.U.P.E. Local 229, 254 and 1302;
- other employees (e.g., librarians, archivists) with continuing and term appointments of 40% time or more;

- faculty with tenure or tenure-track appointments (as defined in the Senate document “Regulations Governing Appointment, Renewal of Appointment, Tenure and Termination for Academic Staff”), or continuing adjunct academic staff Group III (as defined in the Senate document “Statement on Adjunct Academic Staff and Academic Assistants”), both with at least 40% appointments.

Individuals employed on contracts who are not considered as part of the general staff (e.g., post doctoral fellows, visiting researchers and scholars, undergraduate and graduate students, academic assistants and instructors, adjunct academic staff, and casual staff) are **not** eligible for tuition payment waiver under this policy.

Certain units occupying space on the campus of Queen’s University are **not** subject to this policy. These units include:

- AMS
- Book Store
- Canadian Microelectronics Corp.
- Eastern Ontario Staff Development Network
- Graduate Student Society
- Insect Biotech Canada
- KAIROS
- MIROC
- NeuroChem Inc.
- Ontario Centre for Materials Research (OCMR)
- PARTEQ
- PRECARN
- Queen’s Day Care
- Queen’s University Club
- Telecommunications Research Institute of Ontario (TRIO)
- Theological College

Eligibility for tuition payment waiver will be confirmed by Human Resources at the time of course registration and is based on the employee’s employment status during the course offering.

Access

Per year (September to September), payment of tuition fees will be waived for all eligible employees to a maximum of the equivalent dollar value of five full-credit undergraduate Arts & Science courses (based on the fee schedule for Canadian students). The amount of assistance will be prorated to correspond with an employee's terms of appointment. For example, an employee who has a 60% appointment could waive payment of tuition fees to a maximum of sixty percent of the dollar value of five full-credit undergraduate Arts & Science courses.

Fees for students in a graduate degree program are based on term fees and not by individual courses; therefore, payment of tuition fees to the maximum already noted will be waived for a graduate degree program. Any additional fees will be the responsibility of the individual employee. The assistance is limited to five (5) years of continuous registration for a master's degree program and seven years of continuous registration for a doctoral degree program. Fees related to non-credit or audited courses are **not** eligible for tuition assistance and must be paid by the employee at the time of registration.

While departments are encouraged to allow employees to attend training programs on work-time, the University recognizes that operational requirements must also be met. Therefore, subject to the approval of the department head, employees (continuing and term) may have a maximum of three (3) hours of release time from work per week to attend classes at Queen's University. This approval may be granted provided that such leave will not unreasonably disrupt the normal operations of the department nor place an unfair burden on remaining staff members. Special circumstances must be negotiated with the department head. Requirements for course work in addition to lecture hours (e.g., lab work, library research, study time) are to be met outside of working hours. When the examination for a course being taken by an employee is scheduled during the employee's normal

working hours, release time from work will be granted.

For contract employees, time taken for courses during normal working hours (to the maximum of three (3) hours per week) shall be made up at times agreeable to the P.I., unless this requirement is waived by the P.I. (e.g., because the course is directly job-related).

Tuition Assistance Tracking System

A tuition assistance tracking system will be established for each eligible employee. This tracking system will contain a dollar amount equal to five (5) full-credit undergraduate Arts & Science courses (based on the fee schedule for Canadian students) times the percentage of the employee's appointment. When an employee accesses the Educational Development Fund, their record in the tuition assistance tracking system will be reduced until it reaches a zero balance. Once an employee's record reaches zero, s/he will be fully responsible for paying any further tuition fees, at the time of registration. If an employee drops a course, their record in the tracking system will be reduced by the course fee, in line with the University's drop policy. If an employee fails a course, the full tuition fee will be deducted from their record. The employee will not be required to pay any course fees for dropped or failed courses unless their record in the tracking system is at zero.

Records in the tuition assistance tracking system will be refreshed each September.

An employee may not transfer or carry forward any unused amounts in his/her record, nor borrow against the next year's amount. Transfer of amounts from one employee to another is also not permitted.

Enrollment

- In order to have payment of tuition fees waived,

employees will require an authorized Tuition Fee Waiver form. This can be obtained from the Employee Development Unit in Human Resources.

- The same application/registration procedure is required of employees as for any other student.
- Obtain the application/registration materials from the appropriate Faculty office.
- Hand in the completed registration form to the appropriate Faculty office, which will authorize and forward it to the Registrar's Office; **or** the registration arena (September only). Attach your Tuition Fee Waiver form to your registration form. Please note that you will be required to pay your tuition fee if you do not have a completed Tuition Fee Waiver form.
- Early application/registration is advisable.

Questions about registration requirements should be directed to the appropriate Faculty office.

Exclusions

Student Activity Fees, Admission Fees, Late Registration Fees, material, lab, administration or any other ancillary fees are **not** covered under this policy and payment of such fees are the responsibility of the employee.

Employees in graduate programs who register as 'on campus' will be assessed additional fees that are not covered under this policy. Opting out on payment of these fees is the responsibility of the employee.

Other

All admission and registration requirements are the same as those for regular students. In addition, staff are subject to the same academic and fee assessment criteria as outlined in the Faculty calendars.

Questions regarding the Educational Development Fund should be directed to the Employee Development Unit in Human Resources.

Professional Development Fund

Eligibility

All eligible Queen's University employees, as previously defined under the 'Educational Development Fund' are entitled to reimbursement of their tuition fees (to a maximum of \$300 per year) for job-related courses taken at other recognized educational institutions.

Conference, seminar, or workshop registration fees are not eligible for reimbursement through the Professional Development Fund. Departments sending their employees to such programs may pay these fees from their departmental budgets.

Access

Eligible employees will be reimbursed external tuition fees to a maximum of \$300 in one year (a year being September to September) upon successful completion of a job-related course. Any additional fees will be the responsibility of the individual employee.

Release time from work to attend classes requires the written approval of the department head. Normally, this approval will only be granted for a course which is directly related to the employee's present job and which is not offered at any other time.

Reimbursement

To receive reimbursement, eligible employees will advise the Coordinator, Employee Development of their course selections, and submit copies of their registration forms accompanied by original receipts by the following deadlines:

- Fall term courses - September 30th
- Winter term courses - January 31st
- Spring term courses - May 31st

The Coordinator, Employee Development will determine if a course is job related and, therefore, eligible for reimbursement. This will normally occur at the time of course registration.

Auditing, material, student interest, and other ancillary fees are not eligible for reimbursement and are the responsibility of the employee.

Upon successful completion of a course, a copy of a transcript or other official document will be forwarded to the Coordinator, Employee Development to obtain reimbursement of the tuition fees.

SCHEDULE A
Technician Union Salary Ranges
July 1, 1999 — June 30, 2000

Position Title	Eval Date	Eval Pts	MIN	MAX	Range Step
Anatomy and Cell Biology					
02323 Gross Anatomy Technician	05/20/92	228	32,105	37,884	963
02326 Electron Microscopy Technician	01/21/95	314	36,965	43,619	1,109
10320 Senior Anatomy Technician	09/30/97	382	40,808	48,153	1,224
Animal Care Service					
18068 Animal Care Helper	11/15/95	98	24,759	29,216	743
02850 Animal Care Technician	04/24/96	218	31,540	37,217	946
02855 Animal Care Technician	06/22/99	218	31,540	37,217	946
02852 Laboratory Animal Technician	02/25/98	233	32,388	38,218	972
02854 Laboratory Animal Technician	05/05/99	233	32,388	38,218	972
02848 Animal Care Technician/Facility Maintenance Coordinator	06/26/96	291	35,665	42,085	1,070
02853 Laboratory Animal Technician*	07/03/96	291	36,626	43,219	1,099
02838 Laboratory Animal Technician*	06/14/96	291	36,626	43,219	1,099
02851 Laboratory Animal Technician*	07/03/96	291	36,626	43,219	1,099
Biochemistry					
18526 Laboratory Technician	06/11/97	165	28,545	33,683	856
02400 Laboratory Technician	06/20/96	353	39,169	46,219	1,175
Biology					
01055 Technician	06/22/99	223	31,823	37,551	955
09521 Undergraduate Teaching Lab Instructor	11/18/98	323	37,474	44,219	1,124
SCHEDULE A Continued					
Chemical Engineering					
03019 Chemical Technologist	10/02/96	314	36,965	43,619	1,109
03020 Computing Systems Technologist	12/14/94	332	37,982	44,819	1,139
Chemistry					
01118 Chief Storesman	06/11/97	261	33,970	40,085	1,019
01110 Electronics Technologist	05/10/99	275	34,761	41,018	1,043
01120 Chemistry Technician	12/14/94	314	36,965	43,619	1,109
01121 Chemistry Technician	12/14/94	314	36,965	43,619	1,109

01123	Chemistry Technician/Mass Spectrometer Operator	03/01/95	314	36,965	43,619	1,109
01117	Chemistry Technologist	09/28/99	314	36,965	43,619	1,109
01112	Instrument Maker	05/26/97	314	36,965	43,619	1,109
01116	Chemistry and Electronics Technician	01/22/97	332	37,982	44,819	1,139
01126	Lead-hand/Nmr Specialist	02/25/98	342	38,547	45,486	1,156
01111	Glassblower	04/15/96	393	41,429	48,887	1,243

Civil Engineering

03054	Civil Technician	12/07/99	282	35,157	41,485	1,055
03059	Welder/Technician	11/20/96	282	35,157	41,485	1,055
03056	Instrumentation/Electronics Technologist	01/17/94	314	36,965	43,619	1,109

Electrical and Computer Engineering

20933	Electronics Technologist	08/09/99	261	33,970	40,085	1,019
20934	Electronics Technologist	08/09/99	261	33,970	40,085	1,019
03118	Electrical Technologist	09/24/91	314	36,965	43,619	1,109
03119	Electronics Technologist	12/13/90	314	36,965	43,619	1,109
08995	Electronics Technologist	12/13/90	314	36,965	43,619	1,109
12317	Computing Specialist	10/26/94	393	41,429	48,887	1,243

Environmental Health and Safety

09499	Fire Safety Coordinator	04/30/97	291	35,665	42,085	1,070
20968	Safety Technician	08/13/99	314	36,965	43,619	1,109

SCHEDULE A Continued

Faculty of Education

04334	Educational Resources Technician	06/29/92	323	37,47444,2191,124		
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Faculty of Health Sciences

10084	Building Operations Assistant	08/12/92	186	29,73235,084	892	
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Film Studies

01359	Technician	06/16/92	275	34,76141,0181,043		
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Geography

10877	Departmental Technician	06/22/99	282	35,15741,4851,055		
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Geological Sciences and Geological Engineering

01526	Polished Section Technician	06/08/93	233	32,38838,218	972	
01523	Thin Section Technician	11/27/91	256	33,68839,7511,011		
01522	Draftsman/Photographer*	01/11/88	282	35,66542,0851,070		
01524	Technician, Analytical Chemistry	11/27/91	314	36,96543,6191,109		
10000	Geophysics Electronics Technician	01/01/88	323	37,47444,2191,124		

01531	Electron Microprobe and Probe				
	Computer Technologist	12/01/87	353	39,16946,2191,175	
08906	Curator	04/15/92	37240,243	47,4861,207	

Graphic Design Services

09229	Imagesetting Technician*	11/27/91	195	31,82337,551	955
11508	Graphic Designer	01/17/94	268 34,366	40,5521,031	

ITS - Campus Networks

17215	Computing Technician	09/25/96	223	31,82337,551	955
19663	Computing Technician	11/06/97	223	31,82337,551	955
10076	Electronic Technician	03/12/92	314	36,96543,619	1,109
04881	Electronics Technician	03/12/92	314	36,96543,619	1,109

SCHEDULE A Continued

ITS - Computer Operators

04887	Computer Operator	09/28/94	223	31,82337,551	955
04888	Computer Operator	09/26/94	223	31,82337,551	955
04898	Computer Operator	09/28/94	223	31,82337,551	955
04904	Computer Operator	09/28/94	223	31,82337,551	955
04906	Computer Operator	04/08/98	223	31,82337,551	955

ITS - Microcomputer Repair

20297	Technician, Microcomputer				
	Repair	09/14/98	190	29,95835,350	899
19310	Electronics Technician	07/02/97	198	30,41035,884	912
12754	Computing Systems				
	Technician	09/03/97	252	33,46239,4851,004	
11423	Electronics Technologist	05/27/98	314	36,96543,6191,109	

ITS - Telecommunications, Audio, and Video

17062	Electronics Technician	09/25/96	228	32,10537,884	963
11346	Electronics Technician	05/22/91	256	33,68839,7511,011	
13006	Electronics Technician	04/30/97	314	36,96543,6191,109	
09247	Electronics Technologist	05/22/91	314	36,96543,6191,109	
09244	Senior Technician	05/22/91	332	37,98244,8191,139	

ITS - Video & Multimedia Presentations

04968	Electronics Technician	01/25/95	233	32,38838,218	972
04972	Electronics Technician	01/25/95	233	32,38838,218	972
21213	Electronic Technician	07/21/99	233	32,38838,218	972
04967	Assistant Production				
	Director	10/10/91	275	34,76141,0181,043	
04969	Production Director	10/27/97	323	37,47444,2191,124	

Materials and Metallurgical Engineering

03188	Technologist	03/17/97	314	36,96543,6191,109	
03191	Instrument Maker/Machinist				
	Technician	11/18/98	332	37,98244,8191,139	

SCHEDULE A Continued**Mechanical Engineering**

03169	Machine-tool/Laboratory Technician	01/22/97	314	36,96543,6191,109
11467	Welder/Fabricator Technician	05/13/98	314	36,96543,6191,109
03163	Electronics Technician	06/23/96	323	37,47444,2191,124
03165	Machine-tool/Laboratory Technician	01/22/97	323	37,47444,2191,124
03167	Mechanical Technician	06/23/96	323	37,47444,2191,124
03083	Computer Systems Technologist	08/04/95	332	37,98244,8191,139

Medical Art and Photography Service

15561	Medical Photographic Technician	12/14/94	190	29,95835,350 899
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Microbiology and Immunology

02356	Glass Washer*	09/15/98	113	27,43632,374 823
18525	Laboratory Technician	06/11/97	165	28,54533,683 856
02355	Laboratory Technician	10/02/96	372	40,24347,4861,207

Mining Engineering

03217	Mineral Extraction Technician	12/07/99	314	36,96543,6191,109
03216	Explosive Test Site Foreperson	01/17/94	332	37,98244,8191,139

Modern Language Laboratory

02103	Language Lab Technician	04/11/97	223	31,82337,551 955
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Pathology

02594	Laboratory Technician*	10/18/95	261	34,36640,5521,031
02593	Laboratory Technologist	04/24/96	353	39,16946,2191,175

Pharmacology and Toxicology

19184	Laboratory Technician	04/30/97	314	36,96543,6191,109
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SCHEDULE A Continued**Physics**

01853	Storeskeeper/Cryogenics Technician	02/10/93	228	32,10537,884 963
01852	Departmental Technician	09/29/99	282	35,15741,4851,055
01851	Electronics Technician	08/31/94	282	35,15741,4851,055
01850	Electronics Technologist	11/26/92	314	36,96543,6191,109
13408	Electronics Technologist	10/02/96	314	36,96543,6191,109
01854	Chief Technologist	05/20/92	372	40,24347,4861,207
18400	Instrument Maker	04/07/98	372 40,243	47,4861,207

Physiology

02692	Machinist/Physiology Workshop				
	Technician	04/29/99	261	33,97040,0851,019	
02690	Laboratory Technician	04/30/97	314	36,96543,6191,109	
02688	Laboratory Technician	04/29/99	353	39,16946,2191,175	

Printing Services

09220	Bindery/Press Operator				
	Technician	09/17/97	156	28,03733,083	841
09219	Printing Technician	10/18/93	156	28,03733,083	841
18760	Printing Technician	03/24/97	156	28,03733,083	841
09228	Offset Press and Photocopy				
	Technician	07/07/97	190	29,95835,350	899
09226	Printing Press Operator	09/17/97	190	29,95835,350	899
09231	Printing Press Operator	11/21/90	190	29,95835,350	899
09218	Press Operator	09/17/97	233	32,38838,218	972
09221	Docutech Operator	02/25/98	240	32,78338,684	984
09224	Senior Press Operator	09/17/97	268	34,36640,5521,031	

Psychology

11892	General Technician	09/28/94	165	28,54533,683	856
02026	Graphics/Photography				
	Technician	06/11/97	282	35,15741,4851,055	
02023	Electronics Technologist	04/15/96	323	37,47444,2191,124	

SCHEDULE A Continued

02027	Electronics Technologist	05/12/95	323	37,47444,2191,124	
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School of Business

02254	Technician	10/18/95	190	29,95835,350	899
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School of Music

12833	Audio-visual/Instruments				
	Technician	08/31/94	223	31,82337,551	955

School of Physical and Health Education

01783	Electronic Technologist	09/30/97	314	36,96543,6191,109	
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Surgery

08998	Research Associate	06/24/97	393	41,42948,8871,243	
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* Reflecting pay equity adjustments

SCHEDULE B**Technician Union Salary Ranges
July 1, 2000 — June 30, 2001**

Position Title	Eval Date	Eval Pts	MIN	MAX	Range Step
Anatomy and Cell Biology					
02323 Gross Anatomy Technician	05/20/92	228	32,522	38,376	976
02326 Electron Microscopy Technician	01/21/95	314	37,444	44,184	1,123
10320 Senior Anatomy Technician	09/30/97	382	41,337	48,777	1,240
Animal Care Service					
18068 Animal Care Helper	11/15/95	98	25,081	29,595	752
02850 Animal Care Technician	04/24/96	218	31,949	37,700	958
02855 Animal Care Technician	06/22/99	218	31,949	37,700	958
02852 Laboratory Animal Technician	02/25/98	233	32,808	38,713	984
02854 Laboratory Animal Technician	05/05/99	233	32,808	38,713	984
02848 Animal Care Technician/Facility Maintenance Coordinator	06/26/96	291	36,128	42,631	1,084
02853 Laboratory Animal Technician*	07/03/96	291	37,101	43,779	1,113
02838 Laboratory Animal Technician*	06/14/96	291	37,101	43,779	1,113
02851 Laboratory Animal Technician*	07/03/96	291	37,101	43,779	1,113
Biochemistry					
18526 Laboratory Technician	06/11/97	165	28,916	34,120	867
02400 Laboratory Technician	06/20/96	353	39,677	46,819	1,190
Biology					
01055 Technician	06/22/99	223	32,236	38,038	967
09521 Undergraduate Teaching Lab Instructor	11/18/98	323	37,960	44,792	1,139
SCHEDULE B Continued					
Chemical Engineering					
03019 Chemical Technologist	10/02/96	314	37,444	44,184	1,123
03020 Computing Systems Technologist	12/14/94	332	38,475	45,400	1,154
Chemistry					
01118 Chief Storesman	06/11/97	261	34,411	40,605	1,032
01110 Electronics Technologist	05/10/99	275	35,212	41,550	1,056
01120 Chemistry Technician	12/14/94	314	37,444	44,184	1,123
01121 Chemistry Technician	12/14/94	314	37,444	44,184	1,123

01123	Chemistry Technician/Mass Spectrometer Operator	03/01/95	314 37,444	44,184	1,123
01117	Chemistry Technologist	09/28/99	314 37,444	44,184	1,123
01112	Instrument Maker	05/26/97	314 37,444	44,184	1,123
01116	Chemistry and Electronics Technician	01/22/97	332 38,475	45,400	1,154
01126	Lead-hand/Nmr Specialist	02/25/98	342 39,047	46,076	1,171
01111	Glassblower	04/15/96	393 41,966	49,520	1,259

Civil Engineering

03054	Civil Technician	12/07/99	282 35,613	42,023	1,068
03059	Welder/Technician	11/20/96	282 35,613	42,023	1,068
03056	Instrumentation/Electronics Technologist	01/17/94	314 37,444	44,184	1,123

Electrical and Computer Engineering

20933	Electronics Technologist	08/09/99	261 34,411	40,605	1,032
20934	Electronics Technologist	08/09/99	261 34,411	40,605	1,032
03118	Electrical Technologist	09/24/91	314 37,444	44,184	1,123
03119	Electronics Technologist	12/13/90	314 37,444	44,184	1,123
08995	Electronics Technologist	12/13/90	314 37,444	44,184	1,123
12317	Computing Specialist	10/26/94	393 41,966	49,520	1,259

Environmental Health and Safety

09499	Fire Safety Coordinator	04/30/97	291 36,128	42,631	1,084
20968	Safety Technician	08/13/99	314 37,444	44,184	1,123

SCHEDULE B Continued

Faculty of Education

04334	Educational Resources Technician	06/29/92	323 37,960	44,792	1,139
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Faculty of Health Sciences

10084	Building Operations Assistant	08/12/92	186 30,118	35,539	904
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Film Studies

01359	Technician	06/16/92	275 35,212	41,550	1,056
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Geography

10877	Departmental Technician	06/22/99	282 35,613	42,023	1,068
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Geological Sciences and Geological Engineering

01526	Polished Section Technician	06/08/93	233 32,808	38,713	984
01523	Thin Section Technician	11/27/91	256 34,124	40,267	1,024
01522	Draftsman/Photographer*	01/11/88	282 36,128	42,631	1,084
01524	Technician, Analytical Chemistry	11/27/91	314 37,444	44,184	1,123
10000	Geophysics Electronics Technician	01/01/88	323 37,960	44,792	1,139
01531	Electron Microprobe and Probe				

	Computer Technologist	12/01/87	353	39,677	46,819	1,190
08906	Curator	04/15/92	372	40,764	48,1021,223	

Graphic Design Services

09229	Imagesetting Technician*	11/27/91	195	32,236	38,038	967
11508	Graphic Designer	01/17/94	268	34,811	41,077	1,044

ITS - Campus Networks

17215	Computing Technician	09/25/96	223	32,236	38,038	967
19663	Computing Technician	11/06/97	223	32,236	38,038	967
10076	Electronic Technician	03/12/92	314	37,444	44,184	1,123
04881	Electronics Technician	03/12/92	314	37,444	44,184	1,123

SCHEDULE B Continued

ITS - Computer Operators

04887	Computer Operator	09/28/94	223	32,236	38,038	967
04888	Computer Operator	09/26/94	223	32,236	38,038	967
04898	Computer Operator	09/28/94	223	32,236	38,038	967
04904	Computer Operator	09/28/94	223	32,236	38,038	967
04906	Computer Operator	04/08/98	223	32,236	38,038	967

ITS - Microcomputer Repair

20297	Technician, Microcomputer Repair	09/14/98	190	30,347	35,809910	
19310	Electronics Technician	07/02/97	198	30,805	36,349	924
12754	Computing Systems Technician	09/03/97	252	33,895	39,9971,017	
11423	Electronics Technologist	05/27/98	314	37,444	44,184	1,123

ITS - Telecommunications, Audio, and Video

17062	Electronics Technician	09/25/96	228	32,522	38,376	976
11346	Electronics Technician	05/22/91	256	34,124	40,267	1,024
13006	Electronics Technician	04/30/97	314	37,444	44,184	1,123
09247	Electronics Technologist	05/22/91	314	37,444	44,184	1,123
09244	Senior Technician	05/22/91	332	38,475	45,400	1,154

ITS - Video & Multimedia Presentations

04968	Electronics Technician	01/25/95	233	32,808	38,713	984
04972	Electronics Technician	01/25/95	233	32,808	38,713	984
21213	Electronic Technician	07/21/99	233	32,808	38,713	984
04967	Assistant Production Director	10/10/91	275	35,212	41,5501,056	
04969	Production Director	10/27/97	323	37,960	44,792	1,139

Materials and Metallurgical Engineering

03188	Technologist	03/17/97	314	37,444	44,1841,123	
03191	Instrument Maker/Machinist Technician	11/18/98	332	38,475	45,4001,154	

SCHEDULE B Continued**Mechanical Engineering**

03169 Machine-tool/Laboratory
Technician 01/22/97 314 37,444 44,184,123
11467 Welder/Fabricator
Technician 05/13/98 314 37,444 44,184,123
03163 Electronics Technician 06/23/96 323 37,960 44,792 1,139
03165 Machine-tool/Laboratory
Technician 01/22/97 323 37,960 44,792,139
03167 Mechanical Technician 06/23/96 323 37,960 44,792 1,139
03083 Computer Systems
Technologist 08/04/95 332 38,475 45,400,154

Medical Art and Photography Service

15561 Medical Photographic
Technician 12/14/94 190 30,347 35,809,910

Microbiology and Immunology

02356 Glass Washer* 09/15/98 113 27,792 32,795,834
18525 Laboratory Technician 06/11/97 165 28,916 34,120 867
02355 Laboratory Technician 10/02/96 372 40,764 48,102 1,223

Mining Engineering

03217 Mineral Extraction
Technician 12/07/99 314 37,444 44,184,123
03216 Explosive Test Site
Foreperson 01/17/94 332 38,475 45,400,154

Modern Language Laboratory

02103 Language Lab Technician 04/11/97 223 32,236 38,038 967

Pathology

02594 Laboratory Technician* 10/18/95 261 34,811 41,077 1,044
02593 Laboratory Technologist 04/24/96 353 39,677 46,819 1,190

Pharmacology and Toxicology

19184 Laboratory Technician 04/30/97 314 37,444 44,184 1,123

SCHEDULE B Continued**Physics**

01853 Storeskeeper/Cryogenics
Technician 02/10/93 228 32,522 38,376,976
01852 Departmental Technician 09/29/99 282 35,613 42,023 1,068
01851 Electronics Technician 08/31/94 282 35,613 42,023 1,068
01850 Electronics Technologist 11/26/92 314 37,444 44,184 1,123
13408 Electronics Technologist 10/02/96 314 37,444 44,184 1,123
01854 Chief Technologist 05/20/92 372 40,764 48,102 1,223
18400 Instrument Maker 04/07/98 372 40,764 48,102 1,223

Physiology

02692	Machinist/Physiology Workshop Technician	04/29/99	261	34,411	40,605	1,032	
02690	Laboratory Technician	04/30/97	314	37,444	44,184		1,123
02688	Laboratory Technician	04/29/99	353	39,677	46,819		1,190

Printing Services

09220	Bindery/Press Operator Technician	09/17/97	156	28,400	33,513	852	
09219	Printing Technician	10/18/93	156	28,400	33,513		852
18760	Printing Technician	03/24/97	156	28,400	33,513		852
09228	Offset Press and Photocopy Technician	07/07/97	190	30,347	35,809	910	
09226	Printing Press Operator	09/17/97	190	30,347	35,809		910
09231	Printing Press Operator	11/21/90	190	30,347	35,809		910
09218	Press Operator	09/17/97	233	32,808	38,713	984	
09221	Docutech Operator	02/25/98	240	33,209	39,186		996
09224	Senior Press Operator	09/17/97	268	34,811	41,077		1,044

Psychology

11892	General Technician	09/28/94	165	28,916	34,120		867
02026	Graphics/Photography Technician	06/11/97	282	35,613	42,023	1,068	

SCHEDULE B Continued

02023	Electronics Technologist	04/15/96	323	37,960	44,792		1,139
02027	Electronics Technologist	05/12/95	323	37,960	44,792		1,139

School of Business

02254	Technician	10/18/95	190	30,347	35,809	910	
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School of Music

12833	Audio-visual/Instruments Technician	08/31/94	223	32,236	38,038	967	
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School of Physical and Health Education

01783	Electronic Technologist	09/30/97	314	37,444	44,184		1,123
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Surgery

08998	Research Associate	06/24/97	393	41,966	49,520		1,259
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* Reflecting pay equity adjustments

SCHEDULE C**Technician Union Salary Ranges
July 1, 2001 — June 30, 2002**

Position Title	Eval Date	Eval Pts	MIN	MAX	Range Step
Anatomy and Cell Biology					
02323 Gross Anatomy Technician	05/20/92	228	33,010	39,282	990
02326 Electron Microscopy Technician	01/21/95	314	38,006	45,228	1,140
10320 Senior Anatomy Technician	09/30/97	382	41,957	49,929	1,259
Animal Care Service					
18068 Animal Care Helper	11/15/95	98	25,457	30,294	764
02850 Animal Care Technician	04/24/96	218	32,429	38,590	973
02855 Animal Care Technician	06/22/99	218	32,429	38,590	973
02852 Laboratory Animal Technician	02/25/98	233	33,300	39,627	999
02854 Laboratory Animal Technician	05/05/99	233	33,300	39,627	999
02848 Animal Care Technician/Facility Maintenance Coordinator	06/26/96	291	36,670	43,637	1,100
02853 Laboratory Animal Technician*	07/03/96	291	37,658	44,813	1,130
02838 Laboratory Animal Technician*	06/14/96	291	37,658	44,813	1,130
02851 Laboratory Animal Technician*	07/03/96	291	37,658	44,813	1,130
Biochemistry					
18526 Laboratory Technician	06/11/97	165	29,350	34,926	880
02400 Laboratory Technician	06/20/96	353	40,272	47,924	1,208
Biology					
01055 Technician	06/22/99	223	32,719	38,936	982
09521 Undergraduate Teaching Lab Instructor	11/18/98	323	38,529	45,850	1,156
SCHEDULE C Continued					
Chemical Engineering					
03019 Chemical Technologist	10/02/96	314	38,006	45,228	1,140
03020 Computing Systems Technologist	12/14/94	332	39,052	46,472	1,172
Chemistry					
01118 Chief Storesman	06/11/97	261	34,927	41,563	1,048
01110 Electronics Technologist	05/10/99	275	35,741	42,531	1,072
01120 Chemistry Technician	12/14/94	314	38,006	45,228	1,140

01121 Chemistry Technician 12/14/94 314 38,006 45,228 1,140
01123 Chemistry Technician/Mass
Spectrometer Operator 03/01/95 314 38,006 45,228 1,140
01117 Chemistry Technologist 09/28/99 314 38,006 45,228 1,140
01112 Instrument Maker 05/26/97 314 38,006 45,228 1,140
01116 Chemistry and Electronics
Technician 01/22/97 332 39,052 46,4721,172
01126 Lead-hand/Nmr Specialist 02/25/98 342 39,633 47,164 1,189
01111 Glassblower 04/15/96 393 42,596 50,6901,278

Civil Engineering

03054 Civil Technician 12/07/99 282 36,147 43,0151,084
03059 Welder/Technician 11/20/96 282 36,147 43,015 1,084
03056 Instrumentation/Electronics
Technologist 01/17/94 314 38,006 45,2281,140

Electrical and Computer Engineering

20933 Electronics Technologist 08/09/99 261 34,927 41,563 1,048
20934 Electronics Technologist 08/09/99 261 34,927 41,563 1,048
03118 Electrical Technologist 09/24/91 314 38,006 45,228 1,140
03119 Electronics Technologist 12/13/90 314 38,006 45,228 1,140
08995 Electronics Technologist 12/13/90 314 38,006 45,228 1,140
12317 Computing Specialist 10/26/94 393 42,596 50,690 1,278

Environmental Health and Safety

09499 Fire Safety Coordinator 04/30/97 291 36,670 43,637 1,100
20968 Safety Technician 08/13/99 314 38,006 45,228 1,140

SCHEDULE C Continued

Faculty of Education

04334 Educational Resources
Technician 06/29/92 323 38,529 45,8501,156

Faculty of Health Sciences

10084 Building Operations
Assistant 08/12/92 186 30,570 36,378917

Film Studies

01359 Technician 06/16/92 275 35,741 42,5311,072

Geography

10877 Departmental Technician 06/22/99 282 36,147 43,015 1,084

Geological Sciences and Geological Engineering

01526 Polished Section Technician 06/08/93 233 33,300 39,627 999
01523 Thin Section Technician 11/27/91 256 34,637 41,218 1,039
01522 Draftsman/Photographer* 01/11/88 282 36,670 43,637 1,100
01524 Technician, Analytical
Chemistry 11/27/91 314 38,006 45,2281,140
10000 Geophysics Electronics
Technician 01/01/88 323 38,529 45,8501,156

01531	Electron Microprobe and Probe				
	Computer Technologist	12/01/87	353	40,272	47,924 1,208
08906	Curator	04/15/92	372	41,376	49,2381,241

Graphic Design Services

09229	Imagesetting Technician*	11/27/91	195	32,719	38,936 982
11508	Graphic Designer	01/17/94	268	35,334	42,047 1,060

ITS - Campus Networks

17215	Computing Technician	09/25/96	223	32,719	38,936 982
19663	Computing Technician	11/06/97	223	32,719	38,936 982
10076	Electronic Technician	03/12/92	314		38,00645,2281,140
04881	Electronics Technician	03/12/92	314		38,00645,2281,140

SCHEDULE C Continued

ITS - Computer Operators

04887	Computer Operator	09/28/94	223		32,71938,936 982
04888	Computer Operator	09/26/94	223		32,71938,936 982
04898	Computer Operator	09/28/94	223		32,71938,936 982
04904	Computer Operator	09/28/94	223		32,71938,936 982
04906	Computer Operator	04/08/98	223		32,71938,936 982

ITS - Microcomputer Repair

20297	Technician, Microcomputer				
	Repair	09/14/98	190		30,80236,654 924
19310	Electronics Technician	07/02/97	198		31,26737,207 938
12754	Computing Systems				
	Technician	09/03/97	252		34,40440,9411,032
11423	Electronics Technologist	05/27/98	314		38,00645,2281,140

ITS - Telecommunications, Audio, and Video

17062	Electronics Technician	09/25/96	228		33,01039,282 990
11346	Electronics Technician	05/22/91	256		34,63741,2181,039
13006	Electronics Technician	04/30/97	314		38,00645,2281,140
09247	Electronics Technologist	05/22/91	314		38,00645,2281,140
09244	Senior Technician	05/22/91	332		39,05246,4721,172

ITS - Video & Multimedia Presentations

04968	Electronics Technician	01/25/95	233		33,30039,627 999
04972	Electronics Technician	01/25/95	233		33,30039,627 999
21213	Electronic Technician	07/21/99	233		33,30039,627 999
04967	Assistant Production				
	Director	10/10/91	275		35,74142,5311,072
04969	Production Director	10/27/97	323		38,52945,8501,156

Materials and Metallurgical Engineering

03188	Technologist	03/17/97	314		38,00645,2281,140
03191	Instrument Maker/Machinist				
	Technician	11/18/98	332		39,05246,4721,172

SCHEDULE C Continued**Mechanical Engineering**

03169	Machine-tool/Laboratory Technician	01/22/97	314	38,00645,2281,140
11467	Welder/Fabricator Technician	05/13/98	314	38,00645,2281,140
03163	Electronics Technician	06/23/96	323	38,52945,8501,156
03165	Machine-tool/Laboratory Technician	01/22/97	323	38,52945,8501,156
03167	Mechanical Technician	06/23/96	323	38,52945,8501,156
03083	Computer Systems Technologist	08/04/95	332	39,05246,4721,172

Medical Art and Photography Service

15561	Medical Photographic Technician	12/14/94	190	30,80236,654 924
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Microbiology and Immunology

02356	Glass Washer*	09/15/98	113	28,20933,569 846
18525	Laboratory Technician	06/11/97	165	29,35034,926 880
02355	Laboratory Technician	10/02/96	372	41,37649,2381,241

Mining Engineering

03217	Mineral Extraction Technician	12/07/99	314	38,00645,2281,140
03216	Explosive Test Site Foreperson	01/17/94	332	39,05246,4721,172

Modern Language Laboratory

02103	Language Lab Technician	04/11/97	223	32,71938,936 982
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Pathology

02594	Laboratory Technician*	10/18/95	261	35,33442,0471,060
02593	Laboratory Technologist	04/24/96	353	40,27247,9241,208

Pharmacology and Toxicology

19184	Laboratory Technician	04/30/97	314	38,00645,2281,140
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SCHEDULE C Continued**Physics**

01853	Storeskeeper/Cryogenics Technician	02/10/93	228	33,01039,282 990
01852	Departmental Technician	09/29/99	282	36,14743,0151,084
01851	Electronics Technician	08/31/94	282	36,14743,0151,084
01850	Electronics Technologist	11/26/92	314	38,00645,2281,140
13408	Electronics Technologist	10/02/96	314	38,00645,2281,140
01854	Chief Technologist	05/20/92	372	41,37649,2381,241
18400	Instrument Maker	04/07/98	372	41,37649,2381,241

Physiology

02692	Machinist/Physiology Workshop Technician	04/29/99	261	34,92741,5631,048
02690	Laboratory Technician	04/30/97	314	38,00645,2281,140
02688	Laboratory Technician	04/29/99	353	40,27247,9241,208

Printing Services

09220	Bindery/Press Operator Technician	09/17/97	156	28,82734,304 865
09219	Printing Technician	10/18/93	156	28,82734,304 865
18760	Printing Technician	03/24/97	156	28,82734,304 865
09228	Offset Press and Photocopy Technician	07/07/97	190	30,80236,654 924
09226	Printing Press Operator	09/17/97	190	30,80236,654 924
09231	Printing Press Operator	11/21/90	190	30,80236,654 924
09218	Press Operator	09/17/97	233	33,30039,627 999
09221	Docutech Operator	02/25/98	240	33,70740,1111,011
09224	Senior Press Operator	09/17/97	268	35,33442,0471,060

Psychology

11892	General Technician	09/28/94	165	29,35034,926 880
02026	Graphics/Photography Technician	06/11/97	282	36,14743,0151,084
02023	Electronics Technologist	04/15/96	323	38,52945,8501,156

SCHEDULE C Continued

02027	Electronics Technologist	05/12/95	323	38,52945,8501,156
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School of Business

02254	Technician	10/18/95	190	30,80236,654 924
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School of Music

12833	Audio-visual/Instruments Technician	08/31/94	223	32,71938,936 982
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School of Physical and Health Education

01783	Electronic Technologist	09/30/97	314	38,00645,2281,140
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Surgery

08998	Research Associate	06/24/97	393	42,59650,6901,278
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* Reflecting pay equity adjustments

SCHEDULE D**Article 1.01****Other Mutually Agreed Areas**

It is agreed by the University and the Union that the following positions in the mutually agreed areas listed below are included in the bargaining unit. It is further agreed that any positions of a similar nature which may arise within the agreed areas listed below will be included in the bargaining unit.

Position Title

	Animal Care Service
18068	Animal Care Helper
02850	Animal Care Technician
02855	Animal Care Technician
02852	Laboratory Animal Technician
02854	Laboratory Animal Technician
02848	Animal Care Technician/Facility Maintenance Coordinator
02853	Laboratory Animal Technician*
02838	Laboratory Animal Technician*
02851	Laboratory Animal Technician*
	Environmental Health and Safety
09499	Fire Safety Coordinator
20968	Safety Technician
	Faculty of Education
04334	Educational Resources Technician
	Graphic Design Services
09229	Imagesetting Technician*
11508	Graphic Designer

ITS - Campus Networks	
17215	Computing Technician
19663	Computing Technician
10076	Electronic Technician
04881	Electronics Technician
ITS - Computer Operators	
04887	Computer Operator
04888	Computer Operator
04898	Computer Operator
04904	Computer Operator
04906	Computer Operator
ITS - Microcomputer Repair	
20297	Technician, Microcomputer Repair
19310	Electronics Technician
12754	Computing Systems Technician
11423	Electronics Technologist
ITS - Telecommunications, Audio, and Video	
17062	Electronics Technician
11346	Electronics Technician
13006	Electronics Technician
09247	Electronics Technologist
09244	Senior Technician
ITS - Video & Multimedia Presentations	
04968	Electronics Technician
04972	Electronics Technician
21213	Electronic Technician
04967	Assistant Production Director
04969	Production Director

Medical	Art and Photography Service
15561	Medical Photographic Technician
Printing	Services
09220	Bindery/Press Operator Technician
09219	Printing Technician
18760	Printing Technician
09228	Offset Press and Photocopy Technician
09226	Printing Press Operator
09231	Printing Press Operator
09218	Press Operator
09221	Docutech Operator
09224	Senior Press Operator
School of Business	
02254	Technician
School of Music	
12833	Audio-visual/Instruments Technician
School of Physical and Health Education	
01783	Electronic Technologist

In witness whereof the parties hereto have caused their names to be subscribed by their duly authorized officers and representatives.

On behalf of Queen's University at Kingston

R. Weatherdon, Manager, Staff Relations

L. Baxter, Employee Relations Specialist

L. Rhymer, Technical Supervisor, Civil Engineering

I. MacKeen, Manager, Administrative Support, PPS

H. Douglas, Manager, Compensation

On behalf of the Kingston Technicians' Union, C.U.P.E.
Local 254

D. Potter, President

A. Pappas, Member, Bargaining Committee

S. Humphrey, Member, Bargaining Committee

S. Hodgson, Member, Bargaining Committee

J. Lepine, for the Canadian Union of Public Employees

Dated at the City of Kingston, Province of Ontario, this
day of April, 2000.

Weeks of Severance Pay Allowance

Service in Years

Up to Age

44	1.5	3.0	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.5	26.0	26.0	26.0
45	1.7	3.2	4.7	6.2	7.7	9.2	10.7	12.2	13.7	15.2	16.7	18.2	19.7	21.2	22.7	24.2	25.7	26.0	26.0	26.0
46	1.9	3.4	4.9	6.4	7.9	9.4	10.9	12.4	13.9	15.4	16.9	18.4	19.9	21.4	22.9	24.4	25.9	26.0		
47	2.1	3.6	5.1	6.6	8.1	9.6	11.1	12.6	14.1	15.6	17.1	18.6	20.1	21.6	23.1	24.6	26.0			
48	2.3	3.8	5.3	6.8	8.3	9.8	11.3	12.8	14.3	15.8	17.3	18.8	20.3	21.8	23.3	24.8				
49	2.5	4.0	5.5	7.0	8.5	10.0	11.5	13.0	14.5	16.0	17.5	19.0	20.5	22.0	23.5	25.0				
50	2.7	4.2	5.7	7.2	8.7	10.2	11.7	13.2	14.7	16.2	17.7	19.2	20.7	22.2	23.7	25.2				
51	2.9	4.4	5.9	7.4	8.9	10.4	11.9	13.4	14.9	16.4	17.9	19.4	20.9	22.4	23.9	25.4				
52	3.1	4.6	6.1	7.6	9.1	10.6	12.1	13.6	15.1	16.6	18.1	19.6	21.1	22.6	24.1	25.6				
53	3.3	4.8	6.3	7.8	9.3	10.8	12.3	13.8	15.3	16.8	18.3	19.8	21.3	22.8	24.3	25.8				
54	3.5	5.0	6.5	8.0	9.5	11.0	12.5	14.0	15.5	17.0	18.5	20.0	21.5	23.0	24.5	26.0				
55	3.7	5.2	6.7	8.2	9.7	11.2	12.7	14.2	15.7	17.2	18.7	20.2	21.7	23.2	24.7					
56	3.9	5.4	6.9	8.4	9.9	11.4	12.9	14.4	15.9	17.4	18.9	20.4	21.9	23.4	24.9					
57	4.1	5.6	7.1	8.6	10.1	11.6	13.1	14.6	16.1	17.6	19.1	20.6	22.1	23.6	25.1					
58	4.3	5.8	7.3	8.8	10.3	11.8	13.3	14.8	16.3	17.8	19.3	20.8	22.3	23.8	25.3					
59	4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0	22.5	24.0	25.5					
60	4.7	6.2	7.7	9.2	10.7	12.2	13.7	15.2	16.7	18.2	19.7	21.2	22.7	24.2	25.7					
61	4.9	6.4	7.9	9.4	10.9	12.4	13.9	15.4	16.9	18.4	19.9	21.4	22.9	24.4	25.9					
62	5.1	6.6	8.1	9.6	11.1	12.6	14.1	15.6	17.1	18.6	20.1	21.6	23.1	24.6	26.0					
63	5.3	6.8	8.3	9.8	11.3	12.8	14.3	15.8	17.3	18.8	20.3	21.8	23.3	24.8						
64	5.5	7.0	8.5	10.0	11.5	13.0	14.5	16.0	17.5	19.0	20.5	22.0	23.5	25.0						

This is the maximum number of weeks of severance pay actually paid at the date of termination. If prior written formal notice has been given, deduct 0.5 weeks for each full month of notice provided to a maximum of 3 weeks (6 months notice or more). If a person leaves after notification and before intended termination date, deduct 1 week for each month not worked (maximum 6 weeks).

Calendar 2000

January							July						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						30	31					
February							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29					27	28	29	30	31		
March							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4					1	2	3
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30	31		26	27	28	29	30	31	
April							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													
May							November						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	31				26	27	28	29	30		
June							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1	2
4	5	6	7	8	9	10	3	4	5	6	7	8	9
11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29	30		24	25	26	27	28	29	30
							31						

Calendar 2001

January							July						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	1	2	3	4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	22	23	24	25	26	27	28
28	29	30	31				29	30	31				
February							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3				1	2	3	4
4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28				26	27	28	29	30	31	
March							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	31	23	24	25	26	27	28	29
							30						
April							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30						29	30	31				
May							November						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	31			25	26	27	28	29	30	
June							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	31	23	24	25	26	27	28	29
							30	31					

Calendar 2002

January							July						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5		1	2	3	4	5	6
6	7	8	9	10	11	12	7	8	9	10	11	12	13
13	14	15	16	17	18	19	14	15	16	17	18	19	20
20	21	22	23	24	25	26	21	22	23	24	25	26	27
27	28	29	30	31			28	29	30	31			
February							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2					1	2	3
3	4	5	6	7	8	9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	18	19	20	21	22	23	24
24	25	26	27	28			25	26	27	28	29	30	31
March							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30					
31													
April							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6			1	2	3	4	5
7	8	9	10	11	12	13	6	7	8	9	10	11	12
14	15	16	17	18	19	20	13	14	15	16	17	18	19
21	22	23	24	25	26	27	20	21	22	23	24	25	26
28	29	30					27	28	29	30	31		
May							November						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30	31		24	25	26	27	28	29	30
June							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6	7
2	3	4	5	6	7	8	8	9	10	11	12	13	14
9	10	11	12	13	14	15	15	16	17	18	19	20	21
16	17	18	19	20	21	22	22	23	24	25	26	27	28

