



COLLECTIVE AGREEMENT

FOR THE "STAFF APPOINTED" BARGAINING UNIT

- BETWEEN -

THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO

- AND -

THE UNITED STEELWORKERS OF AMERICA



Term of Agreement: January 24, 2000 to June 30, 2002

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COLLECTIVE AGREEMENT ENTERED INTO at the City of Toronto, in the Province of Ontario, as of January 24, 2000.

- between -

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

- and -

THE UNITED STEELWORKERS OF AMERICA
(hereinafter called "the Union")

ARTICLE 1: PURPOSE OF AGREEMENT

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

ARTICLE 2: RECOGNITION AND SCOPE

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

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

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

2:02 Notwithstanding the provisions of Article 2:01 (4) above, the following type of non-staff appointed employees will, if they satisfy the criteria set out in (1) or (2) below, effective, as of the date of ratification, be deemed to be non-probationary staff appointed employees covered by the terms and conditions of this collective agreement. The parties agree that the following types of employees are a specific and closed group to which no other non-staff appointed employees could be added, other than by the express written agreement of the parties to amend this Article, and the parties do not intend that an arbitrator has the jurisdiction to expand the type of employees beyond that specifically set out below:

- (1) Persons who work in the same position with an appointment of forty (40) percent or more, or regularly work the equivalent or more in hours each week (i.e., fifteen (15) hours each week) for twenty-four (24) consecutive months will, at that time, become covered by the terms and conditions of this collective agreement.
- (2) Persons who work in the same position with an appointment of sixty (60) percent or more, or regularly work the equivalent or more in hours each week (i.e., twenty-two (22) hours each week) for eighteen (18) consecutive months will, at that time, become covered by the terms and conditions of this collective agreement.
- (3) For the purposes of (1) and (2) above, authorized leaves of absence, vacations, holidays, sessional layoffs of sessional employees or other University closings shall be deemed hours regularly worked.

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

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

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

2:04 If the University decides to contract out work which will result in the lay off of bargaining unit employees it will, before it gives notice to employees, first give notice to and, if the Union requests, meet with the Union to discuss the University's plans.

ARTICLE 3: RELATIONSHIP

No Discrimination

- 3:01 The University and Union agree that there shall be no discrimination against employees with respect to terms and conditions of employment because of race, ancestry, place of origin, sex, creed, colour, ethnic origin, marital status, family status, political affiliation, citizenship, sexual orientation, handicap as defined in the Ontario Human Rights Code, or age as defined in the Ontario Human Rights Code, or record of offences unless the employee's record of offences is a reasonable and *bona fide* qualification because of the nature of the employment.
- 3:02 The University and the Union agree that there will be no intimidation, discrimination, interference, restraint or coercion exercised or practised by either of them or their representatives because of an employee's membership or non-membership in the Union, because of an employee's activity or lack of activity in the Union, or because of an employee filing or not filing a grievance pursuant to the provisions of this Agreement.

Information – New Hires

- 3:03 On the date of hire, the University shall advise each new employee of the name of his/her Union Steward and the Local Union President/Chairperson and their phone number and campus mail address.
- 3:04 The University shall, on a monthly basis, provide the Union with a list of all new hires, along with their job classification, rate of pay, status (full/part-time) and campus mail address.

Sexual Harassment

- 3:05 Sexual harassment shall be considered discrimination under Article 3:01 of this Agreement. Harassment based on sex includes:
- (a) Unwanted sexual attention of a persistent or abusive nature, by a person who knows or ought reasonably to know that such attention is unwanted; or
 - (b) Implied or expressed promise of reward for complying with a sexually oriented request; or
 - (c) Implied or expressed threat or reprisal, in the form of either actual reprisal or the denial of opportunity, for refusal to comply with a sexually oriented request.
- 3:06 An employee may elect to submit a grievance alleging sexual harassment under the collective agreement or to file a complaint under the University's Sexual Harassment Policy:
- (i) An employee who elects to file a grievance under the collective agreement shall, if he or she wishes, have access to the mediation process in the University's Sexual Harassment Policy prior to Step 1 of the grievance procedure and may be accompanied by a Union representative during the process, if he/she chooses. An employee may withdraw from the mediation process at any time and resume the grievance process.
 - (ii) Employees electing to proceed with a complaint under the University's Sexual Harassment Policy shall have the right to be accompanied by a Union representative at any stage of the process.

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

Racial Discrimination

- 3:07 An employee who files a grievance under the collective agreement alleging that he or she has been discriminated against because of race contrary to Article 3:01 may, if he or she chooses, meet with the University's Race Relations Officer prior to Step 1 of the grievance procedure and may be accompanied by a Union representative if he or she so chooses. Thereafter an employee may resume the grievance process.

Labour/Management Committee

- 3:08 The parties agree that there will be a joint labour/management committee consisting of three (3) representatives from the University and three (3) representatives selected by the Union, one (1) of which shall be the Local Union President. The Staff Representative of the Union may also attend such meetings. Meetings will be held on a monthly basis and each party shall submit to the other, fourteen (14) calendar days before a meeting, a written summary of the topics to be discussed at the upcoming meeting. All agenda items must be mutually agreed to prior to being placed on the agenda or discussed at this meeting. Meetings will not be used to discuss matters which are the subject of a grievance, or to discuss any matters which are, at the time, the subject of collective bargaining nor can the committee alter, modify or amend any part of the collective agreement. A representative of each party shall be designated Co-Chairperson, and the two (2) persons so designated shall alternate presiding over meetings.

General Harassment

- 3:09 The parties agree that employees will neither engage in nor be subject to threats of physical abuse or physical harm.

ARTICLE 4: MANAGEMENT RIGHTS

- 4:01 The management of the University and direction of employees are fixed exclusively with the University and shall remain solely with the University, except as specifically limited by the provisions of this Agreement. Without restricting the generality of the foregoing, it is the exclusive function of the University to:
- (a) Maintain order, discipline, and efficiency.
 - (b) Hire, assign, retire at age sixty-five (65), direct, promote, demote, classify, transfer, lay off, recall, and suspend, discharge or otherwise discipline employees for just cause, subject to the right of an employee to grieve to the extent and manner provided herein if the provisions of the Agreement are violated in the exercise of these rights.
 - (c) Determine the nature and kind of business conducted by the University, the kinds and locations of equipment used, materials used, the methods and techniques of work, the hours of work, work assignments, the schedules of work, the number of personnel to be employed, classifications and the qualifications for positions, duties and responsibilities of positions, and the extension, limitation, curtailment or cessation of operations.
 - (d) Establish, enforce and alter from time to time reasonable rules and regulations to be observed by employees.

ARTICLE 5: NO STRIKE OR LOCKOUT

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

ARTICLE 6: UNION SECURITY

- 6:01 The University agrees to deduct from the pay of each employee in the bargaining unit, on a per pay basis, such union dues, fees and assessment as prescribed by the Constitution of the Union.
- 6:02 The University shall remit the amounts so deducted, prior to the fifteenth (15th) day of the month following, by cheque, as directed by the Toronto Area Office, payable to the International Treasurer of the Union.
- 6:03 The monthly remittance shall be accompanied by a statement listing: (i) the name of each employee from whose pay deductions have been made and the total amount deducted for the month; and (ii) the names of the bargaining unit employees from whom no deductions have been made and the reasons why. The monthly remittance will also include the Union's "Summary of Union Dues" form.
- 6:04 The Union agrees to indemnify and save the University harmless against all claims or other forms of liability that may arise out of, or by reasons of, deductions made or payments made in accordance with this Article.
- 6:05 The University agrees to record total Union dues deductions paid by each employee on his/her T4 Income Tax Receipt.

ARTICLE 7: UNION REPRESENTATION

- 7:01 The University acknowledges the right of the Union to appoint or otherwise select up to one (1) Union Steward, from among employees who have completed their probationary period, for each seventy-five (75) employees, with a minimum of two (2) per campus, for the purpose of representing employees in the handling of grievances.
- 7:02 The University agrees to recognize one (1) Chairperson, appointed or otherwise selected by the Union, to represent employees in the handling of grievances in the following sectors:

Arts & Science
Faculty of Medicine
Central Administrative Division
OISE/UT
Faculty of Dentistry
University of Toronto Libraries
Erindale College (University of Toronto at Mississauga)
Professional Faculties South
Operations and Services
Scarborough College (University of Toronto at Scarborough)
Information Technologies
Professional Faculties North

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

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

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

- 7:04 The University agrees to recognize and deal with a Union Grievance Committee made up of a Chairperson and a Steward for a committee of two (2).
- 7:05 Union Stewards and Chairpersons have regular duties to perform on behalf of the University; therefore, they will not leave their duties for the purpose of handling grievances without obtaining the permission of his/her supervisor. Such permission shall not be unreasonably withheld.
- 7:06 The University agrees that Chairpersons, Stewards and members of the Grievance Committee shall not suffer any loss of regular straight-time pay for time necessarily spent in the handling of grievances.
- 7:07 The University will grant leave with pay to three (3) non-probationary employees, who have been elected or appointed by the Union in order that they may conduct business on behalf of the Local Union, one of which shall be the Local President.

The employee will return to his or her position at the end of the leave if the position still exists. If the position is eliminated during the leave the employee will be subject to, and eligible for, the provisions of Articles 12:05 to 12:09.

- 7:08 The University will pay to the Union fifteen hundred (1,500) dollars per month towards the rental of office space by the Union.

ARTICLE 8: NEGOTIATING COMMITTEE

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

ARTICLE 9: GRIEVANCE PROCEDURE

- 9:01 It is the mutual desire of the parties that complaints with respect to the application, interpretation, administration or alleged violation of this Agreement be addressed as quickly as possible and it is understood that an employee or group of employees shall first give the immediate supervisor an opportunity to adjust a complaint. Failing a satisfactory settlement, a complaint may be taken up as a grievance in the following manner:

Step One

The grievance shall be submitted, in writing, to the immediate supervisor by the employee(s) or the Union. The nature of the grievance, the relevant provisions of the agreement, a general statement of relevant facts and the remedy sought shall be set out in the grievance. The immediate supervisor shall meet with the employee's Union Steward within five (5) calendar days of the receipt of the grievance in an attempt to resolve the grievance. The grievor may be present at this meeting if requested by either party. The immediate supervisor shall, within a further five (5) calendar days, answer the grievance and return it to the Union.

Step Two

If the decision of the immediate supervisor is not satisfactory, the grievance may be submitted to the Department Head (if there is one) or designate, or alternatively directly to Step Three. The Department Head or designate shall, within five (5) calendar days, meet with the Union Grievance Committee (not to exceed two (2) in number) in a further attempt to resolve the grievance. The grievor may be present at this meeting if requested by either party. The Department Head or designate shall, within a further five (5) calendar days, give his/her decision in writing to the Union.

Step Three

If the grievance remains unsettled at the conclusion of Step Two, the grievance may be submitted to the Principal/Dean/Division Head or designate, who shall, within seven (7) calendar days, meet with the Union Grievance Committee (not to exceed two (2) in number) in a further attempt to resolve the grievance. The grievor may be present at this meeting if requested by either party. The Principal/Dean/Division Head or designate shall, within a further seven (7) calendar days, give his/her decision in writing to the Union.

Step Four

If the grievance remains unsettled at the conclusion of Step Three, the grievance may be submitted to the appropriate Vice-President (or equivalent) or designate (e.g. Academic Divisions – Vice-President and Provost; Operations and Services – Vice-President Human Resources), who shall, within seven (7) calendar days, hold a meeting with the Union Grievance Committee (not to exceed two (2) in number), the Local Union President, and a staff representative of the Union, or his/her designate, in a further attempt to resolve the grievance. The grievor may be present at this meeting if requested by either party. The Vice-President (or equivalent) or designate shall, within a further seven (7) calendar days, give his/her decision, in writing, to the Union.

- 9:02 At each step of the grievance process the University representative may have with him/her, at any grievance meeting, an equal number of University representatives to the number of Union representatives.
- 9:03 The University shall not be required to consider any grievance which is not submitted within twenty-one (21) calendar days after the grievor became aware or ought reasonably to have become aware of the circumstances giving rise to the grievance.
- 9:04 If settlement of the grievance is not reached at Step Four, then the grievance may be referred in writing by either party to arbitration as provided in Article 11: Arbitration, at any time within thirty (30) calendar days after the decision is received under Step 4. If no written request for arbitration is received within this time period, the grievance shall be deemed to have been withdrawn and not eligible for arbitration.
- 9:05 When two or more employees with the same Department Head (or where there is no Department Head, the same Principal/Dean/Division Head) wish to file a grievance arising from the same alleged violation of this Agreement, such grievance may be handled as a group grievance and presented to the University beginning at Step Two of the grievance procedure. In any other case where two or more employees wish to file a grievance arising from the same alleged violation of this Agreement, such grievance may be handled as a group grievance and presented to the University at Step Four of the grievance procedure.
- 9:06 A grievance arising directly between the University and the Union (which could not normally be grieved by an individual employee) shall be initiated at Step Three. Any grievance by the University or the Union as provided herein shall be commenced within ten (10) calendar days after the Union became aware or ought reasonably to have become aware of the circumstances giving rise to the grievance. This clause may not be used by the Union to initiate a grievance

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

9:07 The time limits provided in this Article may be extended by mutual agreement between the parties in writing.

9:08 Where no answer is given within a time limit specified in the grievance procedure (or any extension thereof), the grievance will be deemed to have been advanced to the next step of the grievance procedure.

ARTICLE 10: DISCHARGE AND DISCIPLINARY ACTION

10:01 A claim by an employee that he/she has been discharged or suspended without just cause shall be a proper subject for a grievance if a written statement of such grievance is lodged at Step Two of the grievance procedure within ten (10) working days after the employee receives notice of the discharge or suspension.

10:02 An employee who has been discharged while at work may meet with his/her Union Steward or Chairperson, for a reasonable period of time, before leaving the University premises.

10:03 An employee may review his or her personnel file, provided that four (4) calendar days' prior notice is given to the appropriate decentralized Personnel Office.

ARTICLE 11: ARBITRATION

11:01 When either party to this Agreement requests that a grievance be submitted for arbitration, they shall make such request, in writing, addressed to the other Party to this Agreement.

11:02 The Arbitration Procedure incorporated in this Agreement shall be based on the use of a single Arbitrator, selected on a rotating basis from a panel of four (4) Arbitrators set out below, or a Board of Arbitration as set out in Article 11:07 below:

Rob Herman
Louisa Davie
Kevin Burkett
Martin Teplitsky

11:03 No matter may be submitted to arbitration which has not been properly carried through the grievance procedure.

11:04 The Arbitrator shall hear and determine the grievance as filed and his or her decision shall be final and binding on the parties hereto and the employees.

11:05 The Arbitrator shall not make any decision inconsistent with the provisions of this Agreement or deal with any matter not covered by this Agreement, nor alter, modify or amend any part of this Agreement.

11:06 The parties will jointly bear the fees and expenses of the Arbitrator on an equal basis. The parties will otherwise bear their own expense with respect to any arbitration proceedings.

11:07 The parties, by mutual agreement, may agree to establish a Board of Arbitration in respect of any grievance submitted for arbitration. In such a case the parties shall each appoint a nominee to the Board of Arbitration and the Chairperson of the Board of Arbitration will be one of the arbitrators set out in Article 11.02 above or such other Chairperson as the two nominees appointed by the parties otherwise agree. The provisions of Articles 11:03, 11:04 and 11:05 apply to a Board of Arbitration. Further, the parties will jointly bear the fees and expenses of the Chairperson on an equal basis. The parties will otherwise bear their own expenses with respect

to the arbitration proceedings, including the fees and expenses of the nominee appointed by them.

ARTICLE 12: STAFFING RELATED ISSUES

12:01 The parties acknowledge the University's commitment to being an internationally significant research University with undergraduate, graduate and professional programs of excellent quality.

Seniority

- 12:02 (a) Seniority shall be based on an employee's length of continuous service with the University from the date the employee was most recently hired by the University, calculated as follows:
- (i) For employees regularly scheduled to work thirty-six and one-quarter ($36\frac{1}{4}$) hours per week or more on an annual basis, expressed in years, weeks, and days;
 - (ii) For all other employees, time actually worked expressed as years, weeks and days, based on seven and one-quarter ($7\frac{1}{4}$) hour days, thirty-six and one-quarter ($36\frac{1}{4}$) hour weeks, and fifty-two (52) weeks per year.
- (b) For clarity, University employees from outside the bargaining unit who become covered by the collective agreement will, after completing the probationary period, have their seniority calculated on the basis of the employee's length of continuous service with the University from the date the employee was most recently hired by the University.
- (c) For the purposes of Article 12:02(a), vacations and any authorized leave of absence permitted under this agreement will be deemed time actually worked.
- (d) Within sixty (60) days following ratification, the University shall post a draft seniority list. Employees shall have sixty (60) days to challenge the accuracy of their seniority from the date of the posting, in which case that employee's seniority will be subject to adjustment if established to be inaccurate. After any such adjustments, the list shall be deemed final for all purposes.
- (e) After the initial seniority list is established in accordance with (d) above, thereafter, the University shall post a seniority list semi-annually. A copy of the seniority list will also be forwarded to the Union, including in an electronic format. Employees shall have forty-five (45) days to challenge the accuracy of their seniority from the date of posting, in which case that employee's seniority will be subject to adjustment if established to be inaccurate. After any such adjustments, the list shall be deemed final for all purposes.

Probationary Period

12:03 An employee shall have no seniority and shall be considered as a probationary employee until he/she has completed six (6) months of active employment. For job classifications of 09N and above the probationary period is nine (9) months of active employment. During the probationary period an employee may be terminated at any time at the sole discretion of the University. The parties agree that an arbitrator has no jurisdiction to relieve against the penalty of discharge or substitute or provide any other remedy in the case of the discharge of a probationary employee, unless the discharge was discriminatory or made in bad faith.

Posting

- 12:04 (a) Where the University decides to fill a vacancy in the bargaining unit it will post a notice in this regard, including a posting on a web site. The notice will include the qualifications, classification, salary range, department and person to whom an application should be submitted. Notices will remain posted for a minimum of six days. Employees must submit a written application, including an up-to-date resume, within the period indicated on the posting.

The University will select the qualified candidate, if any, who is the most qualified candidate for the position taking into account factors such as qualifications, skill, ability and previous relevant experience. Where these factors are equal as between two or more candidates, the candidate with more seniority will be selected.

- (b) When requested to do so, the University will meet with an employee who was not selected for the position with a view to discussing how the employee might prepare for future job postings.
- (c) An employee selected by the University for a posted vacancy who feels dissatisfied with the job may, within one month of starting in the job, decide to return to the job the employee left to accept the position. The University may, within one month of an employee starting the job, return an employee to the job the employee left to accept the position if the employee shows an inability to perform the duties of the job. Thereafter, the posted vacancy shall be the employee's new position.

Organizational Change – Elimination of Positions

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

- (a) A minimum of one (1) month's notice will be given to all affected employees in the Department, prior to the implementation of the organizational change.
- (b) The Department Head will explain to affected employees the reasons for and nature of the organizational change.
- (c) Where a position(s) to be eliminated in the Department is one of a number of similar positions in a multi-incumbent job classification in the Department, the employee(s) in the position with the least seniority will be laid off.
- (d) Where one or more employees is facing layoff and a new position(s) is established as a result of organizational change, before being posted under Article 12:04 or made available to employees in the "re-deployment pool" as per Article 12:08(b), the new position(s) will first be available to employees in the Department who apply for the new position(s). From among such applicants the University will select the qualified candidate, if any, who is the most qualified candidate for the position taking into account factors such as qualifications, skill, ability and previous relevant experience. Where these factors are equal as between two or more such candidates, the candidate with more seniority will be selected.
- (e) Affected employees shall be entitled to utilize the services of the University's career transition services for up to three (3) months. The services available include career counseling, computer skills, training support, resume preparation and external job search support.
- (f) Employees laid off as a result of organizational change shall be subject to the lay-off provisions.

Layoff

12:06 (a) Temporary Lay-off

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

(b) Indefinite Lay-off

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

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

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

- (a) Cease employment with the University and elect severance pay effective the date of layoff as per the severance pay schedule attached as Schedule "J" hereto.
- (b) Enter and remain in a "re-deployment pool" for employees with ten (10) years or more of continuous service for up to twenty-four (24) months from the date of lay off, and for other employees for up to eighteen (18) months from the date of lay off. Where there are employees in the re-deployment pool, before posting new positions or vacant positions which the University has decided to fill under Article 12:04, the University will first provide notice to employees in the re-deployment pool of the impending posting. This notice will include the qualifications, classification, salary range, department and person to whom an application should be submitted. Employees in the re-deployment pool may, within one (1) week of the date of the notice to them, make application, including an up-to-date resume, for a position, provided the position is at the same or a lower job classification than the employee's pre-lay off position (i.e. employees cannot obtain a promotion to a higher classification from the "re-deployment pool"). From among such applicants the University will select the qualified candidate, if any, with the most seniority, taking into account factors such as qualifications, skill, ability, previous relevant experience, and provided that, with a one (1) month familiarization period, the employee can perform the duties of the job. Where these factors are equal as between two candidates, preference will be given to the candidate with more seniority.

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

Pension Plan
Group Life and Survivor Income Plan
Dental Care Plan
Extended Health Care Plan

Semi-Private Hospital Accommodation Plan
Joint Membership Plan
Vision Care Plan

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

If a position is not filled from the "re-deployment pool" it will be posted in accordance with Article 12:04.

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

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

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

Group life and Survivor Income Plan
Dental Care Plan
Extended Health Care Plan
Semi-Private Hospital Accommodation Plan
Joint Membership Plan
Vision Care Plan

No other benefits continue during an indefinite layoff.

- 12:09 Employees who are laid off and who elect to cease employment, as well as those who elect to be placed in the re-deployment pool, shall be entitled to utilize the services of the University's career transition services for up to three months following lay off. The services available include career counseling, computer skills, training support, resume preparation and external job search support.
- 12:10 An employee shall be deemed terminated and shall lose his/her seniority standing and his/her name shall be removed from the seniority list for any one of the following reasons: if the employee:
 - (a) Quits;
 - (b) Is laid off for a period of more than twenty-four (24) months for employees with ten (10) or more years of continuous service or for a period of more than eighteen (18) months for other employees;

- (c) Is absent from work for three (3) consecutive working days without notifying the University within that period, unless the failure to notify is due to circumstances beyond the employee's control;
 - (d) Fails to return to work upon the cessation of an authorized leave of absence, unless the failure to return to work is due to circumstances beyond the employee's control;
 - (e) Is in the re-deployment pool and declines a position offered in accordance with Article 12:08(b), following an application for the position;
 - (f) Utilizes a leave of absence for purposes other than those for which the leave of absence was granted.
- 12:11 The University will provide the Union on a monthly basis with a compatible electronic list of employees' names, job classification, current rate of pay and latest campus mail address.
- On a quarterly basis the University will also provide a list of new hires, quits and lay offs.
- 12:12 The provisions of Articles 12:05 to 12:09 do not apply to term employees or sessional lay offs of sessional employees, except for the temporary layoff benefit coverage provisions of the first paragraph of Article 12:08(d) above.

ARTICLE 13: LEAVES OF ABSENCE

Leave of Absence Without Pay

- 13:01 (a) The University may grant a leave of absence without pay and without loss of seniority for up to ninety (90) calendar days if an employee requests it at least four (4) weeks in advance, in writing, and if the leave is for good reason and does not unduly interfere with operations. Such a leave of absence may be extended for up to thirty (30) additional calendar days if there is a good reason for the extension and the University and the Union agree. Any request for an extension of a leave must be made, in writing, prior to the expiration of the initial leave.
- (b) The President of the Union will be notified of all leaves granted under this Article.
- 13:02 Where an employee has been granted leave of absence without pay in accordance with the above Articles, the University will discontinue its share of contributions to the Pension Plan; Group Life and Survivor Income Plan; Long Term Disability Plan; Dental Care Plan; Extended Health Care Plan; Semi-Private Hospital Accommodation Plan; Vision Care Plan; and Joint Membership Plan. The employee can make provision for continuance of coverage of whatever benefits programs the employee was enrolled in prior to the leave of absence being granted by making direct payment in advance to the supervisor of the monthly payroll. All premiums must be paid in advance in accordance with the rules established by the Human Resources Department.

Union Convention or Conference Leave

- 13:03 Employees who are elected or appointed by the Union to attend Union conventions or conferences shall be granted a leave of absence without pay by the University provided the leave will not unduly interfere with operations. The Union will provide as much notice as possible for the leave, but in no event shall less than fourteen (14) calendar days' written notice of the names of employees in respect of whom leave is being requested be given. Such leaves shall not exceed ten (10) days per year in total per elected or appointed employee to attend such conferences or conventions.

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

Union Leave

- 13:04 Provided the leave will not unduly interfere with operations, the University will grant a leave of absence without pay for up to one (1) year for an employee to assume an official position with the International Union or within the Local Union. A request for such leave will be made in writing by the Union as far in advance as possible, but in any event at least three (3) months prior to the commencement of the requested leave. This leave shall be limited to not more than five (5) employees from the bargaining unit at any time. For leaves to assume an official position within the Local Union, the University will grant year to year extensions with at least three (3) months' written notice prior to the end of the year.

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

The employee will return to his or her position at the end of the leave if the position still exists. If the position is eliminated during the leave the employee will be subject to, and eligible for the provisions of, Articles 12:05 to 12:09.

Pregnancy Leave

- 13:05 (a) Pregnancy leave of absence must be applied for and granted in writing. An employee who will have completed thirteen (13) weeks of service with the University prior to the probable date of delivery, and who presents to the Department or Division Head a doctor's certificate or certificate from a midwife stating that she is pregnant and the probable date of delivery, is entitled to a pregnancy leave of absence of seventeen (17) weeks.
- (b) For employees with one (1) year of service or more the University will pay ninety-five (95) percent of salary during the two (2) week waiting period for Employment Insurance benefits, and, for the next fifteen (15) weeks, will pay the difference between Employment Insurance benefits and ninety-five (95) percent of salary, provided that the employee applies for and receives Employment Insurance benefits.
- (c) Pregnancy leave of absence shall commence at the employee's discretion, up to seventeen (17) weeks before the expected date of delivery, upon a minimum of two (2) weeks' notice being given to the University. If pregnancy-related complications force the employee to stop work before she has arranged her pregnancy leave, she has two (2) weeks from that date to give the University written notice of the date the pregnancy leave began (e.g. if the child has been born) or when the leave is to begin, with a medical certificate confirming the circumstances and the expected or actual date of birth. In such case the employee will be entitled to utilize sick leave in accordance with Article 27 until the actual birth of the baby, the expected date of delivery or the date she intended to start her pregnancy leave as stated in her written notice, whichever comes first. An employee must give two (2) weeks' notice of any change of the commencement of the pregnancy leave.
- (d) If the employee has been on her pregnancy leave for seventeen (17) weeks but the child has not yet been born, the pregnancy leave will end when the baby is born and the employee will be entitled to take a parental leave immediately after the birth. If an employee on pregnancy leave wishes to change the date of her return to work to an earlier date, she must give the University four (4) weeks' written notice of the date on which she intends to return. If the employee wishes to change the date of return to a later date (but subject to the rules concerning the maximum length of leave), she must give the University four (4) weeks' written notice before the date the leave was to end.

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

Primary Caregiver Leave

- 13:06
- (a) Primary Caregiver Leave is available to a parent, other than a biological mother, who has the primary responsibility for the care of a child during the eighteen (18) weeks immediately following: (i) the birth of a child or; (ii) the coming of a child into the custody, care and control of a parent for the first time. Primary Caregiver Leave must be applied for and granted in writing with a minimum of two (2) weeks' notice and is available to an employee who will have completed thirteen (13) weeks of service prior to the date of application.
 - (b) An employee making such an application must confirm in writing that the employee will in fact have the primary responsibility for the care of the child during the period of the leave applied for (e.g. for a father or same-sex parent, because the mother is unavailable or has returned to work; for an adoptive parent, because the parent will be the primary caregiver for some period of time after the child comes into the custody, care, and control of an adoptive parent for the first time).
 - (c) In the case of an adoption, the Primary Caregiver Leave may be split between two parents.
 - (d) For employees with one (1) year of service or more the University will pay ninety-five (95) percent of salary during the two (2) week waiting period for Employment Insurance benefits, and, for the next ten (10) weeks, will pay the difference between Employment Insurance benefits and ninety-five (95) percent of salary, provided that the employee applies for and receives Employment Insurance benefits. In the case of an adoption, the Primary Caregiver Leave shall not apply to adoptions which arise through the blending of families.
 - (e) In the case of an employee on a sessional appointment, or whose employment is limited to a defined term, any Primary Caregiver Leave will be limited to and not extend beyond the period of time remaining in the session or defined term.
 - (f) Seniority, vacation, benefits, and pensionable service continue during an employee's Primary Caregiver Leave, provided the employee fulfills any requirements for said continuation.

Parental Leave

- 13:07
- (a) An employee who is a parent of a child and who has been employed with the University for thirteen (13) weeks is entitled to an eighteen (18) week unpaid parental leave following the birth of the child or the coming of the child into a parent's custody, care, and control for the first time. Both parents will be eligible to take a parental leave, and each parent is eligible to take eighteen (18) weeks of unpaid leave.
 - (b) For employees who take pregnancy leave, parental leave commences when her pregnancy leave ends or when the baby first comes into custody, care, and control of the birth mother. For other parents, parental leave must commence within thirty-five (35) weeks after the birth or after the child first comes into the custody, care, and control of a parent. This provision is not available to employees who have taken Primary Caregiver leave.

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

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

- (d) If the employee stops work because the child has arrived earlier than expected, the employee has two (2) weeks from that date to give the University written notice of his/her intent to take the parental leave.
- (e) If an employee on parental leave wishes to change the date of his/her return to work to an earlier date, he/she must give the University four (4) weeks' written notice of the date on which he/she intends to return.
- (f) If an employee wishes to change the date of return to work to a later date (but subject to the eighteen (18) weeks maximum length of leave), the employee must give the University four (4) weeks' written notice before the date the leave was to end.
- (g) Seniority, vacation, benefits, and pensionable service continue during an employee's parental leave, provided the employee fulfills any requirements for said continuation.

Paternity Leave

- 13:08 Upon the birth or adoption of a child, a father or same-sex parent shall be granted up to three (3) days' paid leave of absence.

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

Political Leave

- 13:09 Employees running for election shall be entitled to a leave of absence with pay upon the following basis:

- (a) For election to the Parliament of Canada – one (1) month.
- (b) For election to the Legislature of Ontario – one (1) month.
- (c) For election to a municipal council or Board of Education – five (5) working days.
- (d) For election to Mayor or Chairman of City/Town/Regional Council – ten (10) working days.

Such leave need not be taken on consecutive days.

Family/Floating Leave

- 13:10 The University shall grant up to two (2) days or up to four (4) half-days of paid family leave in any year to an employee. Wherever possible, staff members shall make their need for family leave known to their supervisor in advance. Reasons for family leave include, but are not limited to, care of family members, parent-teacher interviews, school trips or concerts, or stepping-in when the regular caregiver is away.

- 13:11 The University shall grant up to two (2) days or up to four (4) half-days of paid floating leave in any year. Whenever possible, staff members shall make their need for floating leave known to their supervisor at least five (5) days in advance. Reasons for requiring these floating days

include, but are not limited to, the observance of religious holidays, professional appointments, court appearances, moving, supplementing a bereavement leave or family leave, writing examinations, and attending to emergency situations.

- 13:12 In arranging these leaves, both the best interests of the University as well as the interests of the employee shall be considered. It is anticipated that the employee will schedule leaves, where possible, so as to minimize the disruption to the operations of the employing department.

Health Care Appointments

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

ARTICLE 14: BEREAVEMENT LEAVE

- 14:01 The University will grant up to three (3) days of paid leave in the event of the death of an employee's spouse or same-sex partner, children (including step-children), grandchildren, parents, parents-in-law, sibling (including step-brother, step-sister), brother-in-law, sister-in-law, and grandparents, or for the death of a person whose relationship is not defined above, the impact of which is comparable to that of the immediate family (e.g. a close friend). An employee may use family/floating leave days, if available, to supplement the paid leave for up to two (2) additional days. Where an individual has exhausted his or her family/floating days, the leave may be extended to provide for up to an additional two (2) days' paid leave.

ARTICLE 15: UNION REPRESENTATIVE

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

ARTICLE 16: BULLETIN BOARDS

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

ARTICLE 17: STANDBY AND CALL-IN-PAY

Standby Pay

- 17:01 The University's operational commitments are such that the incumbents in some positions will, as part of their regular duties and responsibilities, be scheduled by the employee's supervisor to be on standby. The following applies to such employees in respect of scheduled standby:
- (a) While on standby they must be available to attend at the work place within two (2) hours if such an attendance is required, or otherwise be available to take remedial action.
 - (b) The employee shall receive two (2) hours of regular straight time pay for each evening they are on standby during the week. For the purposes of this provision, "during the week" means other than during the "weekend" as defined in (c) below, and an "evening" begins at

the end of the work day of the employee on standby and continues until the commencement of that employee's following work day.

- (c) The employee shall receive three (3) hours of regular straight time pay for each unit on the weekend they are required to be on standby. For the purposes of this provision, the weekend is broken into two units: Friday after the end of the work day of the employee on standby until Saturday at 12:00 midnight, and from 12:00 midnight Saturday until the beginning of the work day of the employee on standby on Monday morning.
- (d) Employees required to come in to work while on standby will also be entitled to Call-in Pay as per Article 17:02 below.

Call-in Pay

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

ARTICLE 18: PAYMENT FOR INJURED EMPLOYEES

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

ARTICLE 19: JURY AND WITNESS DUTY

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

ARTICLE 20: HEALTH AND SAFETY

20:01 The Union shall elect or appoint at least one (1) bargaining unit employee as a worker member to each of the Joint Health and Safety Committees listed below (which committees have the responsibilities of joint health and safety committees under the *Occupational Health and Safety Act*):

Faculty of Applied Science and Engineering
Chemical Engineering
Metallurgy and Materials Science
Civil Engineering
Electrical and Computer Engineering
Mechanical and Industrial Engineering
Institute for Aerospace Studies
Arts and Science
Department of Astronomy
David Dunlap Observatory
Department of Botany
Department of Chemistry
Department of Geology
Department of Physics
Department of Zoology
Scarborough College (University of Toronto at Scarborough)
Erindale College (University of Toronto at Mississauga)
Faculty of Medicine (all medical departments)
Medical Science Building
Fitzgerald Building
Best Institute
Faculty of Architecture and Landscape Architecture
Faculty of Dentistry
Faculty of Forestry
Faculty of Law
Faculty of Management
Faculty of Music
Faculty of Nursing
OISE/UT
Faculty of Pharmacy
Faculty of Social Work
Faculty of Physical Education and Health
Hart House
215 Huron Street
Koffler Student Services

Such further department or building Joint Health and Safety Committees if established in the future.

20:02 The number of members appointed by the University to the above-noted Joint Health and Safety Committees shall not exceed the number of worker members on the committees.

20:03 A worker member appointed or elected by the Union to each of the above-noted Joint Health and Safety Committees may become a certified worker representative on the Committee if requested by the Union. The University agrees to pay the costs for the core certification program provided by the Occupational Health and Safety Workers' Centre.

20:04 The University and the Union will also establish a Central Health and Safety Committee made up of six (6) members, three (3) appointed by the Union and three (3) appointed by the University. Each party shall select from among its three (3) representatives a co-chair for the central committee. The role of the Central committee will be to monitor, assist and provide direction to the Joint Health and Safety Committees.

- 20:05 The Central Committee shall receive copies of all reports, investigations and correspondence from all the committees.
- 20:06 Bargaining unit employees on both the Health and Safety Committees and Central Committee will suffer no loss of regular straight time pay for time required to carry out their responsibilities.
- 20:07 (a) Employees will wear, and the University will supply, protective clothing and other devices which the University requires employees to use to protect employees from injuries arising from their employment.
- (b) The University agrees to contribute up to one hundred (100) dollars per employee per year towards the purchase of safety shoes or boots for employees who are required to wear them in the performance of their duties.
- (c) The University agrees to contribute up to two hundred and fifty (250) dollars per employee once every two (2) years who requires prescription safety glasses for the performance of his/her duties and where, in the opinion of the University, protective face shields are not appropriate, towards the cost of prescription safety glasses (lenses and frames).

ARTICLE 21: HOLIDAYS

- 21:01 The University will observe the following holidays:

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

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

- (a) The employee works his/her regular scheduled hours of work immediately preceding and immediately following the holiday. For employees working flex hours, it is agreed that the employee may not be required to work the hours of work immediately preceding and immediately following the holiday; and
- (b) The paid holiday involved occurs or is observed by the University during a period when the employee is not absent from work by reason of sickness, injury, authorized leave of absence, or by reason of being laid off for more than thirty (30) calendar days prior to the holiday.
- 21:03 Eligible employees shall receive pay for each holiday equal to the employee's regular hourly rate of pay multiplied by the number of hours the employee would be regularly scheduled to work on such day if it were not a holiday.
- 21:04 Any authorized work performed by an employee on any of the above-named holidays shall be paid at the rate of time and one-half in addition to holiday pay.
- 21:05 Presidential Day(s) as designated by the University will be a day off with pay equal to the employee's regular hourly rate of pay multiplied by the number of hours the employee would be regularly scheduled to work on such day if it were not a holiday. The eligibility provisions of Article 21.02 apply to Presidential Days. Any authorized work performed by an employee on a Presidential Day shall be paid at the employee's regular straight-time rate, and the employee will receive another day off with regular straight-time pay on a day mutually agreeable to the employee and the employee's supervisor.

- 21:06 The University shall designate the day of observance of the paid holidays set out in Article 21:01 above. Notice will be sent to the Union by the University within a reasonable time period prior to the date of observance of the paid holiday(s). Where a paid holiday falls on a Saturday or a Sunday, the University shall designate a weekday as the day of observance for that holiday. The days of observance for the Christmas/New Year's holidays set out in Article 21:01 will be as set out in Schedule "K" attached hereto and forming part of this collective agreement, for the period specified in Schedule "K".

ARTICLE 22: VACATION WITH PAY

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

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

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

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

- 22:02 Vacation credits continue to be earned during all periods of leave with pay (including Union leave under Articles 13:03 and 13:04). Vacation credits are not earned during periods of unpaid leave, layoff, or while an employee is absent from work and in receipt of LTD benefits, or WSIB benefits in excess of fifteen (15) weeks. Employees shall continue to receive vacation credits during periods of unpaid leave for pregnancy, primary caregiver or parental leave.
- 22:03 Vacation scheduling is determined by Department or Division Heads. In determining vacation schedules and/or considering requests for vacation time Department or Division Heads will, subject to operational and service effectiveness, consider employees' preferences. When more employees are requesting vacations than the Department or Division Head will approve at one time, the Department or Division Head will give preference to the employee with the greater length of service.

- 22:04 Employees take vacation with pay (in full or half days only) using vacation credits earned. Employees cannot take vacation which exceeds the employees' vacation credits earned to the date of the commencement of the vacation.
- 22:05 Vacation credits are to be used on a year to year basis by employees to take vacation and are not normally to be accumulated beyond an employee's annual entitlement. Employees may accumulate vacation credits in excess of the employee's annual entitlement to a maximum of five (5) additional days without written approval of the Department or Division Head, or up to a maximum of ten (10) additional days with the written approval of the Department or Division Head. For example, an employee with less than sixty (60) months' continuous service could only accumulate a maximum of twenty (20) days of vacation credits without written approval, or twenty-five (25) days of vacation credits with written approval. All other accumulated vacation greater than that allowed by this clause shall be paid out prior to the last pay period of each year.
- 22:06 While on vacation an employee will receive regular straight time pay.
- 22:07 If a Holiday under Article 21:01, or a Presidential Day, falls during an employee's vacation period, the employee will not be required to use any vacation credit to cover the holiday.
- 22:08 Employees who work on a sessional basis and who do not take vacation time but rather earn vacation pay on the basis set out below, and whose vacation pay accumulated in each pay period during the session shall be paid out any accumulated vacation pay at the pay period immediately preceding the employee's sessional layoff or any earlier pay period upon two pay periods' written notice.

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

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

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

- 22:09 On termination of employment, unused vacation credits will be paid out to an employee.
- 22:10 An employee who is hospitalized or confined by order of a doctor because of sickness or accident while on scheduled vacation will be considered as being eligible for sick leave during the period of hospitalization or confinement. Any unused vacation time during the scheduled period of vacation may be rescheduled at a future date mutually agreeable to the employee and the employee's supervisor.

ARTICLE 23: WAGES

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

Payment of Wages

23:02 The University agrees that all employees shall be paid bi-weekly by direct deposit beginning no later than twelve (12) months after the date of ratification of the collective agreement.

Temporary Transfers

23:03 An employee who is temporarily transferred to another job to meet the University's needs in a classification which is lower than the employee's classification shall suffer no loss in pay during the temporary transfer. If such a transfer is to a job in a higher classification, the employee will be paid on the basis of the step in the higher classification that is closest to, but higher than, the employee's salary step in the lower classification during the temporary transfer.

ARTICLE 24: HOURS OF WORK AND OVERTIME

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

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

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

24:03 Where an hourly rate needs to be calculated (e.g. overtime pay), it will be calculated by dividing the employee's annual salary by 1,863.

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

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

Overtime

24:06 Overtime must be authorized in writing in advance by an employee's immediate supervisor.

24:07 Employees who perform work in excess of thirty-six and one-quarter ($36^{1/4}$) hours in a work week will be paid at the rate of time and one-half the employee's regular rate of pay for authorized hours worked beyond thirty-six and one-quarter ($36^{1/4}$), it being understood that overtime pay will not apply unless or until the time worked is at least one-quarter (15 minutes) hour more than the employee's regular hours of work in a day.

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

Banking Hours For Time In Lieu Of Overtime Pay

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

Meal Allowance

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

No Pyramiding

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

Part-Time Status for Family Care

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

ARTICLE 25: GENERAL

- 25:01 Wherever the feminine gender is used throughout the Articles within this Agreement, it is agreed that the male gender is an acceptable substitute whenever and wherever the male gender is applicable.
- 25:02 Where the singular is used throughout the Articles within this Agreement, it is agreed that the plural is an acceptable substitute whenever and wherever the plurality is applicable.
- 25:03 Printing and distribution of this Agreement will be the University's responsibility. The University will supply a copy of the Agreement to all employees covered by the Agreement. The Employer will also supply the Union with two hundred and fifty (250) copies of the Agreement.

- 25:04 Employees must provide written confirmation to the University of their mailing address and telephone number and must notify the University in writing of any change in the employee's mailing address or telephone number. The University shall be entitled to rely upon the last address and telephone number furnished by the employee for all purposes.
- 25:05 All correspondence between the parties arising out of this Agreement or incidental thereto shall pass to and from the Director of Human Resources or his or her designate, University of Toronto, 215 Huron Street, 8th floor, Toronto, Ontario M5S 1A2, and the Area Coordinator (Toronto) or his or her designate, United Steelworkers of America, 25 Cecil Street, Toronto, Ontario, M5T 1N1.

ARTICLE 26: PENSION AND BENEFITS

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

ARTICLE 27: SICK LEAVE

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

ARTICLE 28: HUMANITY CHARITABLE FUND

- 28:01 The University agrees to deduct the amount of one (1) cent per hour from the wages of all employees in the bargaining unit for all hours worked and prior to the 15th day of the month following, to pay the amount so deducted to the "Humanity Fund" and to forward such payment to the United Steelworkers of America National Office, 234 Eglinton Avenue East, Toronto, Ontario M4P 1K7, and to advise in writing both the Humanity Fund at the aforementioned address and the local union that such payment has been made, the amount of such payment and the names and addresses of all employees in the bargaining unit on whose behalf such payment has been made.
- 28:02 Employees may opt out of the Humanity Fund by providing written notice of their desire to do so to the Union, who shall advise the University of the request.

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

ARTICLE 29: PART-TIME EMPLOYEES

29:01 Staff appointed employees who are regularly scheduled to work less than thirty-six and one-quarter ($36\frac{1}{4}$) hours per week will be considered part-time employees for the purposes of this Article.

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

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

ARTICLE 30: THREE DAYS OFF WITH PAY

30:01 For each twelve (12) month period (beginning with July 1, 2000 to June 30, 2001) the University will designate three (3) days on which employees do not have to work and in respect of which employees will suffer no loss of regular-straight time pay.

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

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

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

ARTICLE 31: UNIFORMS

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

ARTICLE 32: TERMINATION

32:01 This Agreement shall be effective from the date of ratification by both parties and shall continue in effect up to and including the 30th day of June, 2002, and shall continue automatically thereafter for annual periods of one year, unless either party notifies the other in writing within a period of ninety (90) calendar days immediately prior to the expiration date that it desires to amend the Agreement.

32:02 If notice of intention to amend the Agreement is given by either party pursuant to the provisions of Article 32:01, such negotiations shall commence within fifteen (15) days thereafter or such other date as the parties may mutually agree.

IN WITNESS WHEREOF each of the parties hereto has caused this Agreement to be signed by its duly authorized representatives in the City of Toronto on January 24, 2000.

THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO BY:

Vice-President, Administration and Human Resources

Secretary of Governing Council

AND

UNITED STEELWORKERS OF AMERICA

Area Co-ordinator

Mary Anne De Francis

Allison Dubarry

Ken Fraser

Mary Howes

Carrie Robinson

Ana Maria Sapp

Carol Ann Zyvatkauskas

John Malcolm

Michael Morrow

P.C. Choo

Elizabeth Thompson

SCHEDULE A: Salary

Current salary structure (i.e., University of Toronto Administrative Staff Salary Structure for 1999-2000).

Effective January 1, 2000 a one (1) percent ATB increase to all salary scales.

Effective July 1, 2000, a 0.5 percent ATB increase to all salary scales.

Effective January 1, 2001 a 0.5 percent ATB increase to all salary scales.

Effective July 1, 2001 a 1.5 percent ATB increase to all salary scales.

Effective March 1, 2000 Salary Scale reconfigured to a grid.

Notes to Salary Schedule

- (1) An employee whose salary immediately prior to March 1, 2000 is below the highest step on the grid for the classification will, between March 1, 2000 and February 28, 2001, on the anniversary of their employment in the job classification, be placed on the salary grid at the step closest to, but more than, the employee's salary. Thereafter, such employees move up one step on the grid every twelve (12) months of their employment in the job classification to maximum of the highest step on the grid for the classification.
- (2) An employee whose salary immediately prior to March 1, 2000 is above the highest step on the grid for the classification will, so long as the employee is in that classification or another classification where the employees' salary is above the highest step on the grid for that classification, have his or her salary red-circled until the salary on the grid for the classification meets or exceeds the employee's salary. The parties agree to discuss and review, if necessary, any anomalies that do not result from "errors", previous red-circling or the like.
- (3) Where an employee is appointed to a classification in a higher salary grade, the employee's salary will be increased to the salary step in the higher salary grade closest to, but more than, the employee's salary in the lower grade. Where an employee is appointed to a classification in a lower salary grade, the employee's salary will be decreased to the salary step in the lower salary grade closest to, but less than, the employee's salary in the higher grade.
- (4) Newly hired or promoted employees will be paid no less than the starting rate for the salary grade of the classification, but the University, can in its sole discretion, place newly hired or promoted employees at any step on the grid above the starting rate (subject to the minimum grid placement for promoted employees as per paragraph 3 above).
- (5) The University can, in its sole discretion, move employees through the grid at an accelerated rate.
- (6) For the purposes of retention, recruitment, skills shortage, or to recognize an employee's extraordinary effort and/or contribution, the University may, in its sole discretion, make lump sum payments to employees in addition to an employee's base salary. Any such payments will not form part of and will not increase the base salary of those employees who receive them and will not form part of an employee's compensation or remuneration for any purposes under the collective agreement, benefit, or pension plans.
- (7) University decisions with respect to paragraphs 4, 5 or 6 above are within the sole discretion of the University and in no case shall an arbitrator or board of arbitration have the jurisdiction to make or order any movement or placement on the grid as per paragraphs 4 or 5 or any payments as per paragraph 6.
- (8) The University will, on a quarterly basis, advise the Union in writing of any grid placements as per paragraphs 4 or 5 above or any payments as per paragraph 6 above.

SCHEDULE A: Salary (January 1, 2000)

CLASSIFICATION	PAY SCALE GROUP (Salary Group)		SALARY RANGE		
			Minimum	Midpoint	Maximum
Clerk Typist 1	02N	A	20,376	23,971	27,567
Copy Machine Operator 1		M	1,698	1,998	2,297
Clerk 1	03N	A	21,944	25,817	29,690
Dental Technician 1		M	1,829	2,151	2,474
Graphic Artist 1					
Library Technician 2					
Photographer 1					
Audio-Visual Technician 1	04N	A	23,705	27,888	32,072
Cartographer 1		M	1,975	2,324	2,673
Clerk 2					
Clerk Typist 2					
Computer Operator 1					
Craftsperson 1					
Draftsperson 1					
Keypunch Operator 2					
Laboratory Assistant 1					
Offset Press Operator 1					
Telephone Operator 1					
Anatomy Technician 1		A	25,663	30,192	34,721
Animal Surgical Technician 2		M	2,139	2,516	2,893
Audio-Visual Technician 2					
Clerk 3					
Clerk Typist 3					
Copy Machine Operator 2					
Dental Technician 2					
Editor 1					
Electron Microscopist 1					
Information Assistant					
Laboratory Assistant 2					
Laboratory Technician 1					
Library Technician 3					
Offset Press Operator 2					
Photographer 2					
Resident Steward					
Sales Clerk 2					
Secretary 1					
Engineering Technologist 1	01B	A	26,966	31,724	36,483
		M	2,247	2,644	3,040
Accountant 1	06N	A	28,259	33,245	38,233
Animal Surgical Technician 3		M	2,355	2,770	3,186
Applications Programmer/Analyst 1					
Computer Operator 2					
Curatorial Assistant 2					
Draftsperson 2					
Graphic Artist 2					
Horticulturalist 2					
Library Technician 4					
Purchasing Officer 1					
Secretary 2					
Storekeeper 3					
Telephone Operator 2					
Television Operator 2					

CLASSIFICATION	PAY SCALE GROUP (Salary Group)		SALARY RANGE		
			Minimum	Midpoint	Maximum
Audio-Visual Technician 3	02B	A	29,540	34,754	39,967
Dental Assistant		M	2,462	2,896	3,331
Accountant 2	07N	A	30,909	36,364	41,818
Administrative Assistant 1		M	2,576	3,030	3,485
Anatomy Technician 2					
Animal Surgical Technician 4					
Bibliographic Selector 1					
Building Services Officer 1					
Clerk 4					
Communication Officer 1					
Craftsperson 2					
Dental Technician 3					
Electron Microscopist 2					
Graphic Artist 3					
Keypunch Operator 4					
Laboratory Technician 2					
Laboratory Animal Technician 4					
Library Technician 5					
Photographer 3					
Research Officer 1					
Scientific Glassblower 2					
Secretary 3					
Storekeeper 4					
Television Operator 3					
Accountant 3	03B	A	32,533	38,275	44,016
Editor 2		M	2,711	3,190	3,668
Engineering Technologist 2					
Television Maintenance Technician 2					
Anatomy Technician 3	08N	A	34,110	40,128	46,148
Applications Programmer/Analyst 2		M	2,843	3,344	3,846
Bibliographic Associate 2					
Bibliographic Selector 2					
Computer Operator 3					
Craftsperson 3					
Draftsperson 3					
Graphic Artist 4					
Horticulturist 3					
Laboratory Animal Technician 5					
Photographer 4					
Publications Production Planner 3					
Purchasing Officer 2					
Research Officer 2					
Storekeeper 5					
Systems Software Programmer 1					
Audio-Visual Technician 4	04B	A	36,028	42,386	48,744
Career Counsellor 1		M	3,002	3,532	4,062
Cartographer 2					
Communication Officer 2					
Electron Microscopist 3					
Engineering Technologist 3					
Laboratory Technician 3					
Library Technician 6					
Secretary 4					
Television Maintenance Technician 3					

CLASSIFICATION	PAY SCALE GROUP (Salary Group)		SALARY RANGE		
			Minimum	Midpoint	Maximum
Administrative Assistant 2	09N	A	37,815	44,489	51,163
Craftsperson 4		M	3,151	3,707	4,264
Dental Technician 4					
Information Officer					
Laboratory Animal Technician 6					
Professional Engineering Officer 1					
Scientific Glassblower 3					
Senior Dental Assistant					
Television Operator 4					
Accountant 4	05B	A	39,959	47,009	54,061
Editor 3		M	3,330	3,917	4,505
Anatomy Technician 4	10N	A	42,024	49,441	56,857
Applications Programmer/Analyst 3		M	3,502	4,120	4,738
Building Services Officer 2					
Cartographer 3					
Craftsperson 5					
Draftsperson 4					
Purchasing Officer 3					
Systems Software Programmer 2					
Career Counsellor 2	06B	A	44,303	52,120	59,938
Editor 4		M	3,692	4,343	4,995
Engineering Technologist 4					
Registered Nurse 1					
Research Officer 3					
Television Maintenance Technician 4					
Administrative Assistant 3	11N	A	46,626	54,853	63,082
Chief Operating Engineer		M	3,885	4,571	5,257
Laboratory Technician 4					
Professional Engineering Officer 2					
Technical Services Coordinator					
Accountant 5	07B	A	49,203	57,886	66,569
Administrative Officer		M	4,100	4,824	5,257
Applications Programmer/Analyst 4	12N	A	51,795	60,934	70,075
Building Services Officer 3		M	4,316	5,078	5,840
Systems Software Programmer 3					
Applications Programmer/Analyst 508B		A	54,731	64,390	74,047
Professional Engineering Officer 3		M	4,561	5,366	6,171
Registered Nurse 2					
Systems Software Programmer 4					
S-Levels	01S	A	55,651	69,564	83,475
		M	4,638	5,797	6,956
S-Levels	02S	A	60,085	75,106	90,126
		M	5,007	6,259	7,511

SCHEDULE A: Salary (March 1, 2000)

Classification	Pay Scale Group (Salary Grade)		Hiring Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
	02S	A	71,350	74,354	77,359	80,363	82,616	84,869	87,123	87,874	88,624	89,376	90,126
		M	5,945.83	6,196.17	6,446.58	6,696.92	6,884.67	7,072.42	7,260.25	7,322.83	7,385.33	7,448.00	7,510.50
	01S	A	66,085	68,868	71,650	74,433	76,521	78,607	80,694	81,390	82,086	82,781	83,477
		M	5,507.08	5,739.00	5,970.83	6,202.75	6,376.75	6,550.58	6,724.50	6,782.50	6,840.50	6,898.42	6,956.42
Applications Programmer/Analyst 5	08B	A	57,951	60,526	63,102	65,677	67,609	69,541	71,473	72,116	72,760	73,404	74,048
Professional Engineering Officer 3		M	4,829.25	5,043.83	5,258.50	5,473.08	5,634.08	5,795.08	5,956.08	6,009.67	6,063.33	6,117.00	6,170.67
Registered Nurse 2													
Systems Software Programmer 4													
Applications Programmer/Analyst 4	12N	A	54,841	57,278	59,715	62,153	63,981	65,809	67,637	68,247	68,856	69,465	70,075
Building Services Officer 3		M	4,570.08	4,773.17	4,976.25	5,179.42	5,331.75	5,484.08	5,636.42	5,687.25	5,738.00	5,788.75	5,839.58
Systems Software Programmer 3													
Accountant 5	07B	A	52,098	54,413	56,729	59,044	60,781	62,517	64,253	64,833	65,412	65,990	66,569
Administrative Officer		M	4,341.50	4,534.42	4,727.42	4,920.33	5,065.08	5,209.75	5,354.42	5,402.75	5,451.00	5,499.17	5,547.42
Administrative Assistant 3	11N	A	49,368	51,562	53,756	55,950	57,596	59,242	60,887	61,435	61,984	62,532	63,082
Chief Operating Engineer		M	4,114.00	4,296.83	4,479.67	4,662.50	4,799.67	4,936.83	5,073.92	5,119.58	5,165.33	5,211.00	5,256.83
Laboratory Technician 4													
Professional Engineering Officer 2													
Technical Services Coordinator													
Career Counsellor 2	06B	A	46,908	48,993	51,078	53,162	54,726	56,289	57,853	58,374	58,896	59,417	59,938
Editor 4		M	3,909.00	4,082.75	4,256.50	4,430.17	4,560.50	4,690.75	4,821.08	4,864.50	4,908.00	4,951.42	4,994.83
Engineering Technologist 4													
Registered Nurse 1													
Research Officer 3													
Television Maintenance Technician 4													
Anatomy Technician 4	10N	A	44,497	46,474	48,452	50,429	51,913	53,396	54,879	55,373	55,868	56,362	56,857
Applications Programmer/Analyst 3		M	3,708.08	3,872.83	4,037.67	4,202.42	4,326.08	4,449.67	4,573.25	4,614.42	4,655.67	4,696.83	4,738.08
Building Services Officer 2													
Cartographer 3													
Craftsperson 5													
Draftsperson 4													
Purchasing Officer 3													
System Software Programmer 2													
Accountant 4	05B	A	42,309	44,189	46,069	47,950	49,360	50,771	52,181	52,650	53,121	53,591	54,061
Editor 3		M	3,525.75	3,682.42	3,839.08	3,995.83	4,113.33	4,230.92	4,348.42	4,387.50	4,426.75	4,465.92	4,505.08
Administrative Assistant 2	09N	A	40,040	41,820	43,600	45,379	46,714	48,049	49,383	49,828	50,273	50,718	51,163
Craftsperson 4		M	3,336.67	3,485.00	3,633.33	3,781.58	3,892.83	4,004.08	4,115.25	4,152.33	4,189.42	4,226.50	4,263.58
Dental Technician 4													
Information Officer													
Laboratory Animal Technician 6													
Professional Engineering Officer 1													
Scientific Glassblower 3													
Senior Dental Assistant													
Television Operator 4													

SCHEDULE A: Salary (March 1, 2000) (continued)[illegible]

SCHEDULE A: Salary (March 1, 2000) (continued)[illegible]

SCHEDULE A: Salary (March 1, 2000) (continued)

Classification	Pay Scale Group (Salary Grade)		Hiring Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Audio-Visual Technician 1	04N	A	25,100	26,215	27,331	28,446	29,283	30,119	30,955	31,234	31,514	31,793	32,072
Cartographer 1		M	2,091.67	2,184.58	2,277.58	2,370.50	2,440.25	2,509.92	2,579.58	2,602.83	2,626.17	2,649.42	2,672.67
Clerk 2													
Clerk Typist 2													
Computer Operator 1													
Craftsperson 1													
Draftsperson 1													
Keypunch Operator 2													
Laboratory Assistant 1													
Offset Press Operator 1													
Telephone Operator 1													
Clerk 1	03N	A	23,235	24,267	25,301	26,333	27,107	27,882	28,657	28,914	29,173	29,431	29,689
Dental Technician 1		M	1,936.25	2,022.25	2,108.42	2,194.42	2,258.92	2,323.50	2,388.08	2,409.50	2,431.08	2,452.58	2,474.08
Graphic Artist 1													
Library Technician 2													
Photographer 1													
Clerk Typist 1	02N	A	21,575	22,533	23,492	24,451	25,170	25,889	26,608	26,848	27,087	27,328	27,567
Copy Machine Operator 1		M	1,797.92	1,877.75	1,957.67	2,037.58	2,097.50	2,157.42	2,217.33	2,237.33	2,257.25	2,277.33	2,297.25

SCHEDULE A: Salary (July 1, 2000)

Classification	Pay Scale Group (Salary Grade)		Hiring Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
	02S	A	71,707	74,726	77,746	80,765	83,029	85,293	87,559	88,313	89,067	89,823	90,577
		M	5,975.58	6,227.17	6,478.83	6,730.42	6,919.08	7,107.75	7,296.58	7,359.42	7,422.25	7,485.25	7,548.08
	01S	A	66,415	69,212	72,008	74,805	76,904	79,000	81,097	81,797	82,496	83,195	83,894
		M	5,534.58	5,767.67	6,000.67	6,233.75	6,408.67	6,583.33	6,758.08	6,816.42	6,874.67	6,932.92	6,991.17
Applications Programmer/Analyst 5	08B	A	58,241	60,829	63,418	66,005	67,947	69,889	71,830	72,477	73,124	73,771	74,418
Professional Engineering Officer 3		M	4,853.42	5,069.08	5,284.83	5,500.42	5,662.25	5,824.08	5,985.83	6,039.75	6,093.67	6,147.58	6,201.50
Registered Nurse 2													
Systems Software Programmer 4													
Applications Programmer/Analyst 4	12N	A	55,115	57,564	60,014	62,464	64,301	66,138	67,975	68,588	69,200	69,812	70,425
Building Services Officer 3		M	4,592.92	4,797.00	5,001.17	5,205.33	5,358.42	5,511.50	5,664.58	5,715.67	5,766.67	5,817.67	5,868.75
Systems Software Programmer 3													
Accountant 5	07B	A	52,358	54,685	57,013	59,339	61,085	62,830	64,574	65,157	65,739	66,320	66,902
Administrative Officer		M	4,363.17	4,557.08	4,751.08	4,944.92	5,090.42	5,235.83	5,381.17	5,429.75	5,478.25	5,526.67	5,575.17
Administrative Assistant 3	11N	A	49,615	51,820	54,025	56,230	57,884	59,538	61,191	61,742	62,294	62,845	63,397
Chief Operating Engineer		M	4,134.58	4,318.33	4,502.08	4,685.83	4,823.67	4,961.50	5,099.25	5,145.17	5,191.17	5,237.08	5,283.08
Laboratory Technician 4													
Professional Engineering Officer 2													
Technical Services Coordinator													
Career Counsellor 2	06B	A	47,143	49,238	51,333	53,428	55,000	56,570	58,142	58,666	59,190	59,714	60,238
Editor 4		M	3,928.58	4,103.17	4,277.75	4,452.33	4,583.33	4,714.17	4,845.17	4,888.83	4,932.50	4,976.17	5,019.83
Engineering Technologist 4													
Registered Nurse 1													
Research Officer 3													
Television Maintenance Technician 4													
Anatomy Technician 4	10N	A	44,719	46,706	48,694	50,681	52,173	53,663	55,153	55,650	56,147	56,644	57,141
Applications Programmer/Analyst 3		M	3,726.58	3,892.17	4,057.83	4,223.42	4,347.75	4,471.92	4,596.08	4,637.50	4,678.92	4,720.33	4,761.75
Building Services Officer 2													
Cartographer 3													
Craftsperson 5													
Draftsperson 4													
Purchasing Officer 3													
Systems Software Programmer 2													
Accountant 4	05B	A	42,521	44,410	46,299	48,190	49,607	51,025	52,442	52,913	53,387	53,859	54,331
Editor 3		M	3,543.42	3,700.83	3,858.25	4,015.83	4,133.92	4,252.08	4,370.17	4,409.42	4,448.92	4,488.25	4,527.58
Administrative Assistant 2	09N	A	40,240	42,029	43,818	45,606	46,948	48,289	49,630	50,077	50,524	50,972	51,419
Craftsperson 4		M	3,353.33	3,502.42	3,651.50	3,800.50	3,912.33	4,024.08	4,135.83	4,173.08	4,210.33	4,247.67	4,284.92
Dental Technician 4													
Information Officer													
Laboratory Animal Technician 6													
Professional Engineering Officer 1													
Scientific Glassblower 3													
Senior Dental Assistant													
Television Operator 4													

SCHEDULE A: Salary (July 1, 2000) (continued)[illegible]

SCHEDULE A: Salary (July 1, 2000) (continued)[illegible]

SCHEDULE A: Salary (July 1, 2000) (continued)

Classification	Pay Scale Group (Salary Grade)		Hiring Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Audio-Visual Technician 1	04N	A	25,226	26,346	27,468	28,588	29,429	30,270	31,110	31,390	31,672	31,952	32,232
Cartographer 1		M	2,102.17	2,195.50	2,289.00	2,382.33	2,452.42	2,522.50	2,592.50	2,615.83	2,639.33	2,662.67	2,686.00
Clerk 2													
Clerk Typist 2													
Computer Operator 1													
Craftsperson 1													
Draftsperson 1													
Keypunch Operator 2													
Laboratory Assistant 1													
Offset Press Operator 1													
Telephone Operator 1													
Clerk 1	03N	A	23,351	24,388	25,428	26,465	27,243	28,021	28,800	29,059	29,319	29,578	29,837
Dental Technician 1		M	1,945.92	2,032.33	2,119.00	2,205.42	2,270.25	2,335.08	2,400.00	2,421.58	2,443.25	2,464.83	2,486.42
Graphic Artist 1													
Library Technician 2													
Photographer 1													
Clerk Typist 1	02N	A	21,683	22,646	23,609	24,573	25,296	26,018	26,741	26,982	27,222	27,465	27,705
Copy Machine Operator 1		M	1,806.92	1,887.17	1,967.42	2,047.75	2,108.00	2,168.17	2,228.42	2,248.50	2,268.50	2,288.75	2,308.75

SCHEDULE A: Salary (January 1, 2001)

Classification	Pay Scale Group (Salary Grade)		Hiring Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
	02S	A	72,066	75,100	78,135	81,169	83,444	85,719	87,997	88,755	89,512	90,272	91,030
		M	6,005.50	6,258.33	6,511.25	6,764.08	6,953.67	7,143.25	7,333.08	7,396.25	7,459.33	7,522.67	7,585.83
	01S	A	66,747	69,558	72,368	75,179	77,289	79,395	81,502	82,206	82,908	83,611	84,313
		M	5,562.25	5,796.50	6,030.67	6,264.92	6,440.75	6,616.25	6,791.83	6,850.50	6,909.00	6,967.58	7,026.08
Applications Programmer/Analyst 5	08B	A	58,532	61,133	63,735	66,335	68,287	70,238	72,189	72,839	73,490	74,140	74,790
Professional Engineering Officer 3		M	4,877.67	5,094.42	5,311.25	5,527.92	5,690.58	5,853.17	6,015.75	6,069.92	6,124.17	6,178.33	6,232.50
Registered Nurse 2													
Systems Software Programmer 4													
Applications Programmer/Analyst 4	12N	A	55,391	57,852	60,314	62,776	64,623	66,469	68,315	68,931	69,546	70,161	70,777
Building Services Officer 3		M	4,615.92	4,821.00	5,026.17	5,231.33	5,385.25	5,539.08	5,692.92	5,744.25	5,795.50	5,846.75	5,898.08
Systems Software Programmer 3													
Accountant 5	07B	A	52,620	54,958	57,298	59,636	61,390	63,144	64,897	65,483	66,068	66,652	67,237
Administrative Officer		M	4,385.00	4,579.83	4,774.83	4,969.67	5,115.83	5,262.00	5,408.08	5,456.92	5,505.67	5,554.33	5,603.08
Administrative Assistant 3	11N	A	49,863	52,079	54,295	56,511	58,173	59,836	61,497	62,051	62,605	63,159	63,714
Chief Operating Engineer		M	4,155.25	4,339.92	4,524.58	4,709.25	4,847.75	4,986.33	5,124.75	5,170.92	5,217.08	5,263.25	5,309.50
Laboratory Technician 4													
Professional Engineering Officer 2													
Technical Services Coordinator													
Career Counsellor 2	06B	A	47,379	49,484	51,590	53,695	55,275	56,853	58,433	58,959	59,486	60,013	60,539
Editor 4		M	3,948.25	4,123.67	4,299.17	4,474.58	4,606.25	4,737.75	4,869.42	4,913.25	4,957.17	5,001.08	5,044.92
Engineering Technologist 4													
Registered Nurse 1													
Research Officer 3													
Television Maintenance Technician 4													
Anatomy Technician 4	10N	A	44,943	46,940	48,937	50,934	52,434	53,931	55,429	55,928	56,428	56,927	57,427
Applications Programmer/Analyst 3		M	3,745.25	3,911.67	4,078.08	4,244.50	4,369.50	4,494.25	4,619.08	4,660.67	4,702.33	4,743.92	4,785.58
Building Services Officer 2													
Cartographer 3													
Craftsperson 5													
Draftsperson 4													
Purchasing Officer 3													
Systems Software Programmer 2													
Accountant 4	05B	A	42,734	44,632	46,530	48,431	49,855	51,280	52,704	53,178	53,654	54,128	54,603
Editor 3		M	3,561.17	3,719.33	3,877.50	4,035.92	4,154.58	4,273.33	4,392.00	4,431.50	4,471.17	4,510.67	4,550.25
Administrative Assistant 2	09N	A	40,441	42,239	44,037	45,834	47,183	48,530	49,878	50,327	50,777	51,227	51,676
Craftsperson 4		M	3,370.08	3,519.92	3,669.75	3,819.50	3,931.92	4,044.17	4,156.50	4,193.92	4,231.42	4,268.92	4,306.33
Dental Technician 4													
Information Officer													
Laboratory Animal Technician 6													
Professional Engineering Officer 1													
Scientific Glassblower 3													
Senior Dental Assistant													
Television Operator 4													

SCHEDULE A: Salary (January 1, 2001) (continued)[illegible]

SCHEDULE A: Salary (January 1, 2001) (continued)[illegible]

SCHEDULE A: Salary (January 1, 2001) (continued)

Classification	Pay Scale Group (Salary Grade)		Hiring Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	
Audio-Visual Technician 1	04N	A	25,352	26,478	27,605	28,731	29,576	30,421	31,266	31,547	31,830	32,112	32,393	
Cartographer 1		M	2,112.67	2,206.50	2,300.42	2,394.25	2,464.67	2,535.08	2,605.50	2,628.92	2,652.50	2,676.00	2,699.42	
Clerk 2														
Clerk Typist 2														
Computer Operator 1														
Craftsperson 1														
Draftsperson 1														
Keypunch Operator 2														
Laboratory Assistant 1														
Offset Press Operator 1														
Telephone Operator 1														
Clerk 1	03N	A	23,468	24,510	25,555	26,597	27,379	28,161	28,944	29,204	29,466	29,726	29,986	
Dental Technician 1		M	1,955.67	2,042.50	2,129.58	2,216.42	2,281.58	2,346.75	2,412.00	2,433.67	2,455.50	2,477.17	2,498.83	
Graphic Artist 1														
Library Technician 2														
Photographer 1														
Clerk Typist 1	02N	A	21,791	22,759	23,727	24,696	25,422	26,148	26,875	27,117	27,358	27,602	27,844	
Copy Machine Operator 1		M	1,815.92	1,896.58	1,977.25	2,058.00	2,118.50	2,179.00	2,239.58	2,259.75	2,279.83	2,300.17	2,320.33	

SCHEDULE A: Salary (July 1, 2001)

Classification	Pay Scale Group (Salary Grade)		Hiring Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
	02S	A	73,147	76,227	79,307	82,387	84,696	87,005	89,317	90,086	90,855	91,626	92,395
		M	6,095.58	6,352.25	6,608.92	6,865.58	7,058.00	7,250.42	7,443.08	7,507.17	7,571.25	7,635.50	7,699.58
	01S	A	67,748	70,601	73,454	76,307	78,448	80,586	82,725	83,439	84,152	84,865	85,578
		M	5,645.67	5,883.42	6,121.17	6,358.92	6,537.33	6,715.50	6,893.75	6,953.25	7,012.67	7,072.08	7,131.50
Applications Programmer/Analyst 5	08B	A	59,410	62,050	64,691	67,330	69,311	71,292	73,272	73,932	74,592	75,252	75,912
Professional Engineering Officer 3		M	4,950.83	5,170.83	5,390.92	5,610.83	5,775.92	5,941.00	6,106.00	6,161.00	6,216.00	6,271.00	6,326.00
Registered Nurse 2													
Systems Software Programmer 4													
Applications Programmer/Analyst 4	12N	A	56,222	58,720	61,219	63,718	65,592	67,466	69,340	69,965	70,589	71,213	71,839
Building Services Officer 3		M	4,685.17	4,893.33	5,101.58	5,309.83	5,466.00	5,622.17	5,778.33	5,830.42	5,882.42	5,934.42	5,986.58
Systems Software Programmer 3													
Accountant 5	07B	A	53,409	55,782	58,157	60,531	62,311	64,091	65,870	66,465	67,059	67,652	68,246
Administrative Officer		M	4,450.75	4,648.50	4,846.42	5,044.25	5,192.58	5,340.92	5,489.17	5,538.75	5,588.25	5,637.67	5,687.17
Administrative Assistant 3	11N	A	50,611	52,860	55,109	57,359	59,046	60,734	62,419	62,982	63,544	64,106	64,670
Chief Operating Engineer		M	4,217.58	4,405.00	4,592.42	4,779.92	4,920.50	5061.17	5,201.58	5,248.50	5,295.33	5,342.17	5,389.17
Laboratory Technician 4													
Professional Engineering Officer 2													
Technical Services Coordinator													
Career Counsellor 2	06B	A	48,090	50,226	52,364	54,500	56,104	57,706	59,309	59,843	60,378	60,913	61,447
Editor 4		M	4,007.50	4,185.50	4,363.67	4,541.67	4,675.33	4,808.83	4,942.42	4,986.92	5,031.50	5,076.08	5,120.58
Engineering Technologist 4													
Registered Nurse 1													
Research Officer 3													
Television Maintenance Technician 4													
Anatomy Technician 4	10N	A	45,617	47,644	49,671	51,698	53,221	54,740	56,260	56,767	57,274	57,781	58,288
Applications Programmer/Analyst 3		M	3,801.50	3,970.33	4,139.25	4,308.17	4,435.08	4,561.67	4,688.33	4,730.58	4,772.83	4,815.08	4,857.33
Building Services Officer 2													
Cartographer 3													
Craftsperson 5													
Draftsperson 4													
Purchasing Officer 3													
Systems Software Programmer 2													
Accountant 4	05B	A	43,375	45,301	47,228	49,157	50,603	52,049	53,495	53,976	54,459	54,940	55,422
Editor 3		M	3,614.58	3,775.08	3,935.67	4,096.42	4,216.92	4,337.42	4,457.92	4,498.00	4,538.25	4,578.33	4,618.50
Administrative Assistant 2	09N	A	41,048	42,873	44,698	46,522	47,891	49,258	50,626	51,082	51,539	51,995	52,451
Craftsperson 4		M	3,420.67	3,572.75	3,724.83	3,876.83	3,990.92	4,104.83	4,218.83	4,256.83	4,294.92	4,332.92	4,370.92
Dental Technician 4													
Information Officer													
Laboratory Animal Technician 6													
Professional Engineering Officer 1													
Scientific Glassblower 3													
Senior Dental Assistant													
Television Operator 4													

SCHEDULE A: Salary (July 1, 2001) (continued)[illegible]

SCHEDULE A: Salary (July 1, 2001) (continued)[illegible]

SCHEDULE A: Salary (July 1, 2001) (continued)

Classification	Pay Scale Group (Salary Grade)		Hiring Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Audio-Visual Technician 1	04N	A	25,732	26,875	28,019	29,162	30,020	30,877	31,735	32,020	32,307	32,594	32,879
Cartographer 1		M	2,144.33	2,239.58	2,334.92	2,430.17	2,501.67	2,573.08	2,644.58	2,668.33	2,692.25	2,716.17	2,739.92
Clerk 2													
Clerk Typist 2													
Computer Operator 1													
Craftsperson 1													
Draftsperson 1													
Keypunch Operator 2													
Laboratory Assistant 1													
Offset Press Operator 1													
Telephone Operator 1													
Clerk 1	03N	A	23,820	24,878	25,938	26,996	27,790	28,583	29,378	29,642	29,908	30,172	30,436
Dental Technician 1		M	1,985.00	2,073.17	2,161.50	2,249.67	2,315.83	2,381.92	2,448.17	2,470.17	2,492.33	2,514.33	2,536.33
Graphic Artist 1													
Library Technician 2													
Photographer 1													
Clerk Typist 1	02N	A	22,118	23,100	24,083	25,066	25,803	26,540	27,278	27,524	27,768	28,016	28,262
Copy Machine Operator 1		M	1,843.17	1,925.00	2,006.92	2,088.83	2,150.25	2,211.67	2,273.17	2,293.67	2,314.00	2,334.67	2,355.17

SCHEDULE B: Pension Plan

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

SCHEDULE C: Long-Term Disability Plan

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

SCHEDULE D: Group Life and Survivor Income Plan

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

SCHEDULE E: Dental Care Plan

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

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

SCHEDULE F: Extended Health Care Plan

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

SCHEDULE G: Semi-Private Hospital Accommodation Plan

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

SCHEDULE H: Joint Membership Plan

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

SCHEDULE I: Vision Care Plan

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

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

CHANGE IN BENEFIT PLANS/CARRIER

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

SCHEDULE J: Severance Pay

Schedule of Severance Pay on Layoff

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

SCHEDULE K: Holidays

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

December 1999/ January 2000

- | | |
|--------------------------|--------------------------------------|
| • Friday, December 24 | Day before Christmas Day Holiday |
| • Monday, December 27 | Observance of Christmas Day Holiday |
| • Tuesday, December 28 | Observance of Boxing Day Holiday |
| • Wednesday, December 29 | Observance of New Year's Day Holiday |
| • Thursday, December 30 | Presidential Holiday |
| • Friday, December 31 | Day before New Year's Day Holiday |

December 2000 / January 2001

- | | |
|--------------------------|---|
| • Monday, December 25 | Christmas Day Holiday |
| • Tuesday, December 26 | Boxing Day Holiday |
| • Wednesday, December 27 | Observance of Day before Christmas Day |
| • Thursday, December 28 | Observance of Day before New Year's Day |
| • Friday, December 29 | Presidential Holiday |
| • Monday, January 1 | New Year's Day Holiday |

December 2001/January 2002

- | | |
|--------------------------|-----------------------------------|
| • Monday, December 24 | Day before Christmas Day Holiday |
| • Tuesday, December 25 | Christmas Day Holiday |
| • Wednesday, December 26 | Boxing Day Holiday |
| • Thursday, December 27 | Presidential Holiday |
| • Friday, December 28 | Presidential Holiday |
| • Monday, December 31 | Day Before New Year's Day Holiday |
| • Tuesday, January 1 | New Year's Day Holiday |

MEMORANDUM OF AGREEMENT: Pension Plan

1. Members' Contributions

- (a) For the period July 1, 1999 to June 30, 2000, members of the University of Toronto Pension Plan and the University of Toronto Plan for OISE/UT employees who are bargaining unit employees make no contributions to the Plans.
- (b) Provided there is excess surplus in the University of Toronto Pension Plan as defined under the *Income Tax Act*, on each of July 1, 2000 and July 1, 2001, members' required contributions shall be determined as follows:
 - For the period from July 1, 2000 to June 30, 2001, members of the Plan, who are bargaining unit employees shall make no contributions to this plan.
 - For the period July 1, 2001 to June 30, 2002, the required contributions for members of the Plan who are bargaining unit employees shall be fifty (50) percent of the amount determined under Section 4.01 of the Plan.

When the above provisions apply under the University of Toronto Pension Plan, they shall also apply to bargaining unit employees who are members of the University of Toronto Pension Plan for OISE/UT Employees.

2. Accrual Rate and Contribution Rate Below CPP Maximum Salary

Effective the date of ratification, the University of Toronto Pension Plan will be amended for members who are active on such date, as follows:

- The accrual rate under the pension formula on that portion of the member's highest average salary (as defined in the University of Toronto Pension Plan) up to the average CPP maximum salary will be increased from 1.3 percent to 1.5 percent for all pensionable service both before and after the beginning of the month following the date of ratification.
- For pensionable service up to the beginning of the month following the date of ratification, the increase in the accrual rate will create a Past Service Pension Adjustment ("PSPA") as defined under the *Income Tax Act*. The University will make the necessary filings with Revenue Canada to report such PSPA.
- In conjunction with the increase in accrual rate on salary up to the CPP maximum salary, the members' required employee contributions on salary up to the CPP maximum salary will be increased from 3.9 percent to 4.5 percent commencing the beginning of the month following the date of ratification.

The above provisions will also be extended to bargaining unit employees who, on the date of ratification, are active members of the University of Toronto Pension Plan for OISE/UT Employees in respect of the period of pensionable service for which the University of Toronto Pension Plan provisions apply.

3. Harmonization of Provisions under the University of Toronto Pension Plan for OISE/UT Employees

Effective the date of ratification, the University of Toronto Pension Plan for OISE/UT employees will be amended for the members who are active on such date, as follows:

The provisions of the University of Toronto Pension Plan for OISE/UT employees that apply for pensionable service after July 1, 1997 shall be extended in their entirety to pensionable service prior to July 1, 1997, thereby replacing the provisions that currently apply to pensionable service prior to July 1, 1997.

4. Age Adjustment for Survivor Pension

Effective the date of ratification the University of Toronto Pension Plan will be amended for members who are active on such date so that the adjustment for the age of the spouse applied in connection with the sixty (60) percent survivor pension will be made when the spouse is more than fifteen (15) years younger than the member, rather than the current ten (10) years younger.

5. Extension of Temporary Early Retirement Window

Effective the date of ratification, the University of Toronto Pension Plan and the University of Toronto Pension Plan for OISE/UT employees will be amended for members who are active as of such date, to extend the Temporary Early Retirement Window that will expire as of June 30, 2000 until June 30, 2002. The Temporary Early Retirement Window will be extended with the same provisions as currently in effect, with the exception that members who elect to retire under the Temporary Early Retirement Window must retire no later than June 30, 2002.

LETTER OF AGREEMENT: Pension Issues

January 24, 2000

Mr. Fil Falbo
Area Coordinator
United Steelworkers of America
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Falbo,

The parties agree to meet regularly during the term of the collective agreement to discuss pension issues related to members of the bargaining unit. The first meeting will be held promptly after ratification and will be for the purpose of discussing how the University might best seek to obtain from the Registered Plans Division of the Canada Customs and Revenue Agency a determination concerning whether, during periods of member contribution holidays, member contributions that would otherwise have been made to the pension plan can be deemed to have been made for the purposes of the pension plan.

Yours truly,

Brian Marshall,
Director, Human Resources

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

January 24, 2000

Mr. Fil Falbo
Area Coordinator
United Steelworkers of America
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Falbo,

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

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

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

Yours truly,

Brian Marshall
Director, Human Resources

LETTER OF UNDERSTANDING: Employees with "Internal Status" on the Date of Ratification

January 24, 2000

Mr. Fil Falbo
Area Coordinator
United Steelworkers of America
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Falbo,

The parties agree that any persons who were staff appointed and who had "internal status" under relevant provisions of the Policies for Administrative Staff in positions which would otherwise have been in the bargaining unit will, effective the date of ratification, be deemed to be in the "re-deployment pool" for a period of time from the date of ratification forward equivalent to the employees' remaining period of "internal status" or two (2) months, whichever is greater. Within thirty (30) days of ratification the University will provide to the Union a list of such persons and their remaining period of time in the "re-deployment pool". It is understood and agreed that these persons are not covered by any of the provisions of this collective agreement (including severance pay) unless and until they are selected for, accept, and start in a position under 12.08(b).

Yours truly,

Brian Marshall
Director, Human Resources

LETTER OF UNDERSTANDING: Union Meetings

January 24, 2000

Mr. Fil Falbo
Area Coordinator
United Steelworkers of America
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Falbo,

Employees will be given time off (not to exceed two (2) hours), with no loss of regular straight time pay, up to three (3) times per year to attend General membership meetings of the Local Union. The Union may use a University meeting room at no cost for this purpose.

Yours truly,

Brian Marshall
Director, Human Resources

LETTER OF INTENT: Fee Waiver for Dependants

January 24, 2000

Mr. Fil Falbo
Area Coordinator
United Steelworkers of America
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Falbo,

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

Yours truly,

Brian Marshall
Director, Human Resources

INTRODUCTION

In order to assist staff members who have dependants of University age or dependants who, at a later age, wish to pursue University studies, the University will extend to the dependants of such staff members a waiver of the academic tuition fee for specific University of Toronto programmes. The terms and conditions of this staff benefit are described below.

TERMS OF REFERENCE

A dependant must have met the admission requirements for the qualifying programme and have followed the normal procedures regarding application for admission and registration before application is made for tuition to be waived under this policy.

For the purposes of this policy, “dependant” shall mean a son, step-son, daughter, step-daughter, spouse, or same sex partner of an eligible staff member.

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

ELIGIBILITY

This benefit is available to:

Staff members of the University. In the case of part-time staff members, the benefit will be prorated in accordance with the part-time appointment.

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

PROVISIONS

The academic tuition fee waiver is applicable to programmes which lead to a first undergraduate degree or certificate and which do not require prior undergraduate preparation since admission is normally gained directly from high school. Eligible dependants enrolled in these programmes will have their academic tuition fee waived for each academic year of the programme until the degree or certificate is awarded.

The waiver is not applicable to programmes which require the completion of any prior undergraduate courses. Programmes in the following areas are also not eligible:

- Royal Conservatory of Music
- School of Continuing Studies
- Woodsworth College Diplomas
- Transitional Year Programme
- Pre-University Programme

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

PROCEDURE

Staff members should obtain two copies of the form "Application for Waiver of Academic Tuition for Dependents of Staff" from their department or division head or the Human Resources Department.

One copy of the form should be retained by the student or staff member.

The other copy of the form should be presented, with a fees form along with payment of all incidental fees, to the Fees Department (or College Bursar if the student is enrolling in a Federated College).

Administration of this Policy

Questions and requests for interpretations of the policy should be referred to the Human Resources Department.

LETTER OF INTENT: Educational Assistance

January 24, 2000

Mr. Fil Falbo
Area Coordinator
United Steelworkers of America
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Falbo,

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

Yours truly,

Brian Marshall
Director, Human Resources

INTRODUCTION

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

TERMS OF REFERENCE

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

ELIGIBILITY

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

PROVISIONS

1. One hundred (100) percent Tuition Waived

Tuition fees are waived for a qualifying staff member taking:

- 1) a University of Toronto or Ontario Institute for Studies in Education degree course, up to and including the Master's level, or
- 2) a diploma or certificate program offered through Woodsworth College, or
- 3) those courses offered by the School of Continuing Studies in which enrolment is not limited to defined constituencies normally outside the University community or for which substantially higher than average fees are charged. Courses should be taken outside of normal working hours. However, if the course is not otherwise available, one such course at a time may be taken during normal working hours provided the approval of the Department Head is obtained and alternative work arrangements are made.

2. Fifty (50) percent Tuition Reimbursed

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

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

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

January 24, 2000

Mr. Fil Falbo
Area Coordinator
United Steelworkers of America
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Falbo,

Notwithstanding Article 22:01:

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

Yours truly,

Brian Marshall
Director, Human Resources

LETTER OF INTENT: Job Evaluation

January 24, 2000

Mr. Fil Falbo
Area Coordinator
United Steelworkers of America
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Falbo,

The Parties agree to establish a joint committee to investigate, evaluate and make recommendations concerning a mutually acceptable gender neutral job evaluation system and methodology for bargaining unit positions. The goal of this process is the development of a gender neutral, point factor job evaluation system that reflects the University environment, values, workplace and jobs. The committee will consider:

- the gender neutrality of the system and the process
- the number and descriptions of the levels within the factors and their relevance to the University work environment
- the weightings of the factors
- the methodology for describing jobs (e.g. questionnaires, position descriptions) and obtaining information about positions (e.g. audits, interviews)
- the sign-off requirements
- job evaluation process, including possible use of one or more job evaluation rating committees
- automated features of a system
- roles of the various stakeholders – incumbents, supervisors, management, human resources, the Union

The Union's SES system will be considered as a potential basis for the development of an acceptable system.

The committee will be made up of equal representation from the University and the Union of three (3) members each. The parties will agree on a mutually acceptable neutral chairperson from within the University who will convene the meetings and facilitate the process. The University will provide secretarial support for the committee. The committee will commence meeting no later than two months after the date of ratification and will meet regularly thereafter, with a view to completing its work no later than three months prior to the terminal date of the collective agreement.

Yours truly,

Brian Marshall
Director, Human Resources

LETTER OF INTENT: Campus Mail--Communications

January 24, 2000

Mr. Fil Falbo
Area Coordinator
United Steelworkers of America
25 Cecil Street
Toronto, Ontario
M5T 1N1

Dear Mr. Falbo,

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

Yours truly,

Brian Marshall
Director, Human Resources

Appendix A: Excluded Positions

<u>Department Name</u>	<u>Position</u>
Admissions and Awards	One (1) Administrative Assistant Assistant Registrar, Awards Assistant University Registrar Associate Director Manager, Admissions Services Manager, Awards and Admissions Manager, Enquiry Services Manager, Support Services University Registrar and Director
Computing and Networking Services	Administrative Coordinator Director IBM Systems Supervisor Manager, Operations Manager, Network Design, Implementation & Manager, Security Administration Supervisor-External Networks Supervisor, Information Technology Support Supervisor, Network Implementation Supervisor of Office Systems Systems Manager UNIX Systems Supervisor
Development and University Relations, Advancement Services	Associate Director, Advancement Services Donor Stewardship Officer Manager, Advancement Records Manager, Donations Management One (1) Information Technology Analyst Systems Manager Senior Manager, Donations Management & Reporting
Alumni Affairs Department	Assistant Director, Alumni Affairs Coordinator Of Alumni Programs U.T.A.A. Coordinator-Special Events
Campaign Office	Associate Campaign Director Campaign Director Manager, Advancement Communications Manager, Corporations and Foundations Relations Senior Development Officer Senior Development Officer, Campaign Senior Development Officer, Cross-Divisional Initiatives
Central Administration	Operations Coordinator
Department of Development	Associate Director and Special Assistant Development Coordinator Manager, Annual Giving Manager, Planned Giving One (1) Senior Development Officer Senior Development Officer, Corporations & Foundations Senior Development Officer, President's Circle

Appendix A: Excluded Positions (continued)

<u>Department Name</u>	<u>Position</u>
Development and University Relations, Department of Public Affairs	Administrative Assistant Editor, News Services Two (2) Associate Managers, News Services
Facilities and Services, Administration & General Services	Manager, Administrative Services Manager, Human Resource Services Manager, Systems Operations and Development Supervisor, Human Resources and Payroll Services Secretary
Facilities and Services, Ancillary Services	Office Coordinator
Facilities and Services, Buildings and Grounds	Area Manager Chief Fire Prevention Officer Control Centre Coordinator Manager, Caretaking Services Manager, Grounds and Stores Manager, Trade Services Manager, Waste Management Mechanical Supervisor Senior Secretary
Facilities and Services, Campus Mail Services	Manager, Campus Mail Services
Facilities and Services, Campus Police	Community Safety Coordinator Manager, Police Services Secretary Sergeant Sergeant-Patrol
Facilities and Services, Parking Services	Manager, Parking Services Parking Supervisor
Facilities and Services, Property Management, Design and Construction	Administrative Assistant to the Director Manager, Internal Projects Manager, Projects Manager, Property Management Project Accountant Senior Architect Coordinator Senior Mechanical Engineer
Facilities and Services, Utilities	CCMS Supervisor Chief Engineer, Central Plant Manager, Building Mechanical Services Senior Secretary Supervisor, Elevator Mechanics Supervisor, Maintenance Mechanics Supervisor, Mechanical Operations and Maintenance

Appendix A: Excluded Positions (continued)

<u>Department Name</u>	<u>Position</u>
Faculty of Applied Sciences and Engineering, and Faculty of Medicine, Institute of Biomedical Engineering	Business Officer
Faculty of Applied Sciences and Engineering, Dept. of Chemical Engineering & Applied Chemistry	One (1) Administrative Assistant
Department of Civil Engineering	One (1) Administrative Assistant
Department of Electrical and Computer Engineering	Administrative Officer
Department of Electrical and Computer Engineering	Laboratory Manager
Department of Electrical and Computer Engineering	Manager, Administrative Services
Department of Mechanical and Industrial Engineering	One (1) Administrative Assistant
Department of Mechanical and Industrial Engineering	Technical Services Coordinator
Department of Metallurgy and Material Sciences	Director, Administration and External Relations
Division of Engineering Sciences	Division Administrator
Division of Geological and Mining Engineering	Administrative Assistant
Engineering Computing Facilities	Manager, Unix Systems
Joint Program In Transportation	Administrative Assistant
Faculty of Applied Sciences and Engineering, Office of the Dean	Director, Continuing Engineering Education
	Executive Director, Development and Campaign
	Faculty Financial Officer and Executive Assistant
	Faculty Registrar
	Financial Information and Systems Officer
	Human Resources Associate
	Human Resources Generalist
	Secretary To The Dean
Faculty of Applied Sciences and Engineering, Office of the Registrar	Manager, Student Services
Faculty of Architecture and Landscape Architecture	Assistant Dean, Administration
	Director Of Development
	Senior Secretary
Faculty of Arts and Science	
Commerce Programs	Undergraduate Secretary
Computing in the Humanities and Social Sciences	Director
Department of Astronomy	Business Officer
Department of Botany	One (1) Administrative Assistant
Department of Chemistry	Administrative Manager
Department of Chemistry	Craftsman
Department of Chemistry	Financial Officer
Department of Chemistry	Laboratory Technologist
Department of Computer Science	One (1) Administrative Assistant
Department of Economics	Department Manager
Department of English	Business Officer
Departments of French & German	Business Officer
Department of Geography	Administrative Assistant
Department of Geology	Business Officer
Department of Geology	Technical Services Coordinator
Department of History	Business Officer
Department of Mathematics	One (1) Administrative Assistant
Department of Near & Middle Eastern Studies	Business Officer
Department of Philosophy	Business Officer
Department of Physics	One (1) Administrative Assistant
Department of Physics	Administrative Manager
Department of Physics	Manager, Technical Services
Department of Physics	PCS Manager

Appendix A: Excluded Positions (continued)

<u>Department Name</u>	<u>Position</u>
Faculty of Arts and Science (continued)	
Department of Political Science	Department Manager
Department of Psychology	Department Manager
Department of Sociology	Financial Officer
Department of Spanish & Portuguese	Business Officer
Department of Statistics	Administrative Coordinator
Department of Statistics	Business Officer
Department of Zoology	Coordinator, Administrative Services
Department of Zoology	Laboratory Animal Technician
Department of Zoology	Technical Services Coordinator
Faculty of Arts and Science, Office of the Dean	Assistant Dean and Faculty Secretary
	Associate Director of Development
	Chief Financial Officer
	Coordinator, Human Resource Services
	Dean's Secretary
	Director, Administrative Services
	Director, Public Relations and Development
	Executive Assistant to the Dean
	Executive Director, Development
	Faculty Personnel Manager
	Manager Of Development
	Personnel Officer
	Senior Development Officer
	Secretary, Human Resource Services
Faculty of Arts and Science, Office of the Faculty Registrar	Assistant Dean and Faculty Registrar
	Associate Faculty Registrar, Examinations & Scholarships
	Associate Faculty Registrar, Registration
	Associate Faculty Registrar, Student Records
Faculty of Dentistry	Administrative Assistant, Personnel Office
	Assistant Dean, Administration
	Clinical Administrative Staff Coordinator
	Coordinator Of Personnel
	Coordinator-Supply and Services
	Manager, Computing Services
	Secretary to the Dean
Faculty of Forestry	Financial Officer
Faculty of Information Studies	Finance and Personnel Officer
Faculty of Law	Administrative Assistant/Secretary To Dean
	Assistant Dean and Director
	Assistant Dean-Alumni and Development
	Chief Administrative Officer
	Collection Services Coordinator
	Director, Career Development
	Financial Officer

Appendix A: Excluded Positions (continued)

<u>Department Name</u>	<u>Position</u>
Faculty of Management	
Executive Programs and Development	Associate Director, Executive MBA
Joseph L. Rotman School of Management	Administrative Coordinator Assistant Dean, Marketing and Communications Assistant Dean and Chief Administrative Officer Assistant to the Dean Executive Director of Development Manager, Building Operations Manager, Financial Services Registrar and Director
Faculty of Medicine	
Division of Teaching Labs	Business Officer Technical Services Coordinator
Admissions and Student Affairs	Coordinator, Student Affairs
Banting and Best Department of Medical Research	Administrative Assistant
Banting and Best Diabetes Centre	Administrative Assistant
Centre for Research in Neurodegenerative Diseases	Business and Development Officer
Centre for Research in Women's Health	Business Officer
Computing Support Division	Manager, Computer Support
Continuing Education	Administrative Assistant
Department of Anaesthesia	Business Officer
Department of Community Health	Administrative Assistant
Department of Family and Community Medicine	Administrative Officer
Department of Health Administration	Business Officer and Office Manager
Department of Immunology	Administrative Assistant Business Officer
Department of Laboratory Medicine and Pathobiology	Administrator
Department of Medical Imaging	Administrative Assistant
Department of Medicine	One (1) Administrative Assistant
Department of Nutritional Sciences	Business Officer
Department of Ophthalmology	Eyebank Administrator
Department of Physiology	Business Manager
Department of Psychiatry	Business Officer
Department of Public Health Sciences	Administrative Assistant
Department of Speech-Language Pathology	One (1) Administrative Assistant
Department of Surgery	Executive Assistant to the Chair
Division of Comparative Medicine	Assistant Manager Director Facility Manager
Human Resource Services, Office of the Dean	Assistant Personnel Generalist Personnel Assistant Personnel Officer Manager, Personnel Services Secretary, Personnel Office
Materials Distribution Centre	Manager
Office of Vice-Dean, Research	Coordinator, Research Development
Playfair Neurosciences Unit	Administrative Assistant

Appendix A: Excluded Positions (continued)

<u>Department Name</u>	<u>Position</u>
Faculty of Medicine (continued)	
Postgraduate Medical Education	Administrative Officer Administrative Officer, Payroll and Visa
Technical Services & Safety Undergraduate Medical Education	Coordinator, Occupational Health, Safety & Security Secretary To Associate Dean
Faculty of Medicine, Office of the Dean	Business Officer/Secretary to the Dean Controller Director of Development Faculty Administrative Officer Faculty Campaign Director Manager, Faculty Budget and Accounting
Faculty of Music	Senior Development Officer
Faculty of Nursing	Dean's Secretary
Faculty of Pharmacy	Faculty Registrar and Business Manager Secretary to the Dean
Faculty of Physical Education and Health	Alumni Development Officer Assistant Dean, Administration and Operations Assistant Dean, Programs Director, Community Relations and Marketing Facility Manager-Arena/Stadium Facilities Manager Head Sport Physician Orthopaedic Consultant Physician Senior Development Officer
Faculty of Social Work	Assistant Dean
Financial Services Department	Administrative Assistant to the Comptroller Business Analyst Controller and Director, Financial Services Manager, Financial Advisory Services Secretary Senior Business Analyst Supervisor, Office Services Tech Officer, Group
Financial Services Department, Accounting	Associate Controller and Assistant Director Senior Financial Consultant
Financial Services Department, Fees and Cashiers	Manager
Financial Services Department, Payroll Department	Benefits Accounting Analyst Three (3) Monthly Payroll Officers Payroll Accounting Analyst Payroll Manager

Appendix A: Excluded Positions (continued)

<u>Department Name</u>	<u>Position</u>
Hart House	Accounting Manager Coordinator, Hospitality Services Director of Programme Director, Recreation and Athletics Warden Warden's Secretary
Hart House Theatre	Business Manager Production Manager
Health Service – Psychiatric Service	Staff Psychiatrist
Health Service	Acting Director/Physician Staff Physician
Information Commons	Director
Technology	Manager, Centre for Academic & Adaptive Manager, Classroom Technical Support Manager, Clearinghouse, Documentation, Administration Manager, Systems Development Supervisor, Operations Support
Innis College	Administrative Officer Assistant to the Principal Dean Of Innis Residence
Internal Audit	Administrative Assistant Assistant Auditor Audit Manager Auditor Director, Internal Audit Operation/E.D.P. Audit Manager Senior Auditor Senior Information Systems Auditor
New College	Dean Of Students Registrar and Assistant Principal
Office of Chief Librarian	Assistant Director, Development/Public Affairs
Office of Statistics, Records and Convocation	Director
Office of the Assistant Vice-President, Operations and Services	Director, Administration and Services Director, Buildings and Grounds Director, Property Management Director, Residence, Food and Beverage Services Director, Utilities Manager-Real Estate and Capital Budgets Secretary to the Assistant Vice-President
Office of Space Management	Manager

Appendix A: Excluded Positions (continued)

<u>Department Name</u>	<u>Position</u>
Office of the Assistant Vice-President, Student Affairs	Business Officer Coordinator, Special Services Director, Student Services Manager, Liaison and Campus Life Services
Career Centre Counselling and Learning Skills Services Health Service	Executive Assistant To Director Coordinator Nurse Educator
Housing Service	Coordinator, Family Housing Coordinator, Off-Campus Housing
International Student Centre	Director
Office of the Chief Financial Officer	Assistant Vice-President, Finance Executive Assistant Finance and Development Counsel Insurance Manager Secretary Secretary to the Chief Financial Officer Treasurer
Office of the Governing Council	Administrative Assistant Assistant Secretary of Governing Council Duplicating Centre Supervisor Executive Assistant To Secretary of Governing Council Secretary Secretary Of The Governing Council Special Assistant
Office of the Ombudsperson	Ombudsperson Secretary to the Ombudsperson
Office of the President	Assistant To The Chancellor Associate Campaign Director Director-Government Relations and President's Office Donor Relations Officer Receptionist Special Advisor-Race Relations and Anti-Racism Initiatives Officer Special Assistant To The President Secretary Secretary To The President Sexual Harassment Officer Staff Assistant

Appendix A: Excluded Positions (continued)

<u>Department Name</u>	<u>Position</u>
Office of the Vice-President, Administration And Human Resources	Assistant Vice-President, Operations and Services Business Officer Director, AMS Director, Occupational Health and Safety Executive Assistant Family Care Advisor Secretary
Administrative Management Systems	Associate Director, AMS Business Manager Manager, Administrative Computing Six (6) Information Technology Analysts
Employment and Staff Development	One (1) Administrative Assistant Assistant to the Director Benefits Counsellor Compensation Administrator Compensation Research Analyst Computing and Publications Support Specialist Coordinator, HRIS Director HRIS Analyst Human Resources Assistant Human Resources Generalist Manager, Central Administrative Human Resources Services Office Manager, Compensation Manager, Employment Manager, HRIS Support Manager, Staff Development Payroll/Benefits Representative Pensions Administrator Training and Career Consultant
Labour Relations Department	Administrative Assistant Labour Relations Officer Manager, Labour Relations Senior Labour Relations Officer
Environmental Health and Safety	Business Officer Disability Claims Consultant Industrial Hygienist Manager, Environmental Protection Services Manager, Occupational Health Services Manager, Occupational Hygiene and Safety Manager, Radiation Protection Occupational Health Nurse Secretary

Appendix A: Excluded Positions (continued)

<u>Department Name</u>	<u>Position</u>
Office of the Vice-President, Research and International Relations	Administrative Assistant to the Vice-President Assistant Vice-President, Technology Transfer Business Development Officer Business Development Officer, Biotechnology Director, Business Development and Marketing Executive Assistant to the Vice-President Information Systems Manager Secretary to the Vice-President
International Liaison	Director, International Liaison
Research Services	Acting Director, Grants and Director, Research Assistant Director, G.R.I.P. and Director, Connaught Fund University Veterinarian
Office of the Vice-Provost, Planning and Budget	Administrative Assistant Assistant Local Area Network Administrator Assistant Research and Planning Officer Assistant Vice-Provost Budget and Planning Coordinator Director, Budget Analysis Junior Planning and Budget Officer Planning and Budget Officer Research and Planning Officer Senior Analyst Senior Planning and Budget Officer, Space Analysis Space Inventory Officer Staff Assistant
Office of Vice-President and Provost	Administrative Assistant Assistant Provost Assistant Vice-Provost Assistant Vice-Provost, Arts and Science Assistant Vice-President, Student Affairs Secretary Secretary To Vice-Provost
Office of Vice-President, Development and University Relations	Assistant to the Vice-President Director, Alumni and Development Director, Public Affairs
OISE/UT Department of Curriculum, Teaching and Learning Education Commons	Operations Administrator Co-Director
Office of the Dean	Chief Financial Officer Director and Executive Assistant Executive Director Of Development Finance Assistant Manager, Human Resource Services Personnel Generalist Senior Administrative Officer

Appendix A: Excluded Positions (continued)

<u>Department Name</u>	<u>Position</u>
OISE/UT (continued) Office of the Registrar	Registrar Senior Administrative Officer
Professional Experience Year Programme	Manager, Professional Experience Year Programme
Purchasing Department	Director, Purchasing
School of Continuing Studies	Assistant Director and Registrar Chief Financial Officer Director Executive Assistant to the Director Executive Director, Business, Professional and Entrepreneurial Studies
School of Graduate Studies	Associate Director of Development Business Services Officer Coordinator, Academic Student Services Coordinator, Policy and Program Liaison Coordinator, Support Services
Canadian Institute for Theoretical Astrophysics Centre for International Studies Centre for Medieval Studies Institute for History and Philosophy of Science and Technology	Administrative Assistant Administrative Assistant One (1) Administrative Assistant Executive Assistant To Director
Student Information Systems	Business Officer Director User Project Manager
Telecommunications and Financial Services	Director Manager, Financial Services
The Temporary Source	Manager
Treasury Department	Administrative Assistant Assistant Treasurer Financial Accounting Analyst Investment Analyst Treasury Officer-Estates Treasury Officer-Investments
University College Administration Food Services	Chief Administrative Officer Chef
Office of the Principal	Dean Of Students Director, Alumni Development Secretary to the Principal
Office of the Registrar	Registrar

Appendix A: Excluded Positions (continued)

<u>Department Name</u>	<u>Position</u>
University of Toronto at Mississauga	
Business Services	Business Services Officer Director
Campus Police	Staff Sergeant
Computer Services	Manager, Computing Services
Development, Alumni and Public Affairs	Director
Housing Department	Director, Residence and Conference Centre
Human Resource Services	Manager Office Assistant Payroll Administrator Payroll and Benefit Coordinator Payroll and Network Administrator
Humanities Administration	Assistant To Associate Dean
Micro Electronics	Manager, Microelectronics
Office of the Principal	Administrative Assistant to the Principal Chief Administrative Officer Secretary To Chief Administrative Officer Secretary to the Principal
Physical Plant	Director Project Coordinator/Architect
Registrarial Services	Registrar
Student Services	Administrative Assistant to the Vice-Principal, Student Services and Dean of Student Affairs Assistant Principal and Dean of Student Services
University of Toronto at Scarborough	
Academic Services	Manager, Grounds and Parking
Associate Vice-Principal, Student Affairs	Manager, Academic Services
Department of Physical Education and Athletics	Associate Vice-Principal
Development Department	Director, Physical Education Director Of Advancement
Director of Administration	Director Assistant To Director Of Administration
Division of Humanities	One (1) Administrative Assistant
Division of Life Sciences	Administrative Assistant
Division of Management and Economics	Administrative Assistant
Division of Physical Sciences	Administrative Assistant
Division of Social Sciences	Administrative Assistant
Facilities Rental & Conference Services	Manager, Facilities Rental and Conference Services
Financial Services	Manager Institutional Researcher Financial Officer

Appendix A: Excluded Positions (continued)

<u>Department Name</u>	<u>Position</u>
University of Toronto at Scarborough (continued)	
Human Resource Services	Administrative and Systems Assistant Manager, Human Resource Services Personnel and Payroll Assistant Personnel Officer
Office of the Principal Office of the Registrar	Secretary to the Principal Registrar
Physical Plant Services	Financial Officer-Building Services Manager, Building Services Supervisor, Building Services Supervisor, Caretaking Services Supervisor, Utilities
Protective Services Residences	Manager, Safety and Security Manager, Student Housing and Residences
University of Toronto Library	
Archives	University Archivist
Access and Information Services	Night Supervisor Supervisor, Access Services Supervisor, Information and Reader Registration Supervisor, Stacks and Carrel Maintenance
Administrative Services Area	Business Manager Manager, Administration Manager, Accounting and Budget Manager, Health, Safety, Fire and Security
Collection Preservation Department East Asian Library Information Technology Services	Supervisor, Printing and Bindery Supervisor Systems Administrator
Materials Processing and Bibliographic Processing	Chief Computer Terminal Operator Supervisor
Office of Chief Librarian	Administrative Assistant to the Chief Librarian Administrative Assistant, Personnel Services Manager, Special Projects Senior Development Officer
Science and Medicine Library	Supervisor, Science and Medicine Library
Woodsworth College	Director-Diploma and Certificate Programs Programme Director Secretary To Principal Vice Principal and Registrar

Appendix B: Employees from Former Group “C” with Fewer Than Ten Years’ Service

<u>Surname</u>	<u>Initials</u>	<u>Job Title</u>	<u>Department Name</u>
ASTOORIAN	D	Systs Software Prog 3	Dept of Computer Science
BOAL	J	One Level-01S	Administrative Management
BOSHOFF	J	Appl Prog/Analyst 4	Student Information System
BOYES	LE	One Level - 01S	Campaign Office
BRIDGEMAN	JE	One Level - 01S	Div of Comparative Med.
CHAN		One Level - 08B	Sciences Administration
CHIANG		One Level - 01S	Faculty of Law
CIUR	S	Appl Prog/Analyst 4	Computing & Networking Service
COMBEER	RL	Systs Software Prog 4	Education Commons
CORNISH	M	Unclassified Pos-Perm	Dept of Zoology
COTE	CL	One Level - 08B	School of Continuing Studies
DERKACH	DF	Systs Software Prog 3	Computing in the Humanities and Social Sciences
DUBARRY		Appl Prog/Analyst 4	Administrative Management
ERLEBACHER	BA	Systs Software Prog 3	Dept of Computer Science
FORSYTH	A	Appl Prog/Analyst 5	Information Commons
GADALLA	T	Appl Prog/Analyst 4	Dept of Curriculum, Teach
GLINOS	T	Systs Software Prog 4	Dept of Statistics
GRAHAM	IS	Appl Prog/Analyst 5	Information Commons
GRAVEL	D	Appl Prog/Analyst 4	Admissions and Awards
HARVIE	RH	Appl Prog/Analyst 4	Information Commons
HEFT	H	One Level - 08B	Development Alumni Liaison
HOPEWELL	JA	Systs Software Prog 3	Education Commons
HOWARD BAKER	J	One Level - 08B	Learning Consortium
HYMAN	A	Appl Prog/Analyst 4	Education Commons
KER	C	Appl Prog/Analyst 4	Student Information System
LECHOW	WR	Systs Software Prog 3	Education Commons
MILMAN	V	Appl Prog/Analyst 5	Registrar's Office
MOONAH		Appl Prog/Analyst 4	Information Commons
PIN	J	Appl Prog/Analyst 5	Administrative Management
PORROVECCHIO	J	Systs Software Prog 3	Computing in the Humanities and Social Sciences
POWELL	B	Appl Prog/Analyst 5	Administrative Management
RYALL	M	Appl Prog/Analyst 4	Student Information System
SANDHU	B	Appl Prog/Analyst 4	Mathematical Finance Office
SCHEUHAMMER	J	Systs Software Prog 3	Information Commons
SPRAGGE	SJ	One Level - 08B	DUR-Advancement Services
VAN HUYSSTEEN	L S	Appl Prog/Analyst 4	Student Information System
WILSON		Systs Software Prog 4	Can. Institute for Theoretical
WILSON	MA	Unclassified Pos-Temp	Dean's Office
WYATT		Systs Software Prog 3	Dept of Physics
YE	J	Systs Software Prog 4	Dept of Physics
YOUNG	SJ	One Level - 01S	Campaign Office
ZHANG		Appl Prog/Analyst 4	Info. Technology Service

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