

COLLECTIVE AGREEMENT

- BETWEEN -

The Governing Council of the University of Toronto

- AND -

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1230 (PART-TIME

Term of Agreement: July 1, 2002 to June 30, 2005



TABLE OF CONTENTS

ARTICLE 1: RECOGNITION AND COVERAGE.....	1
ARTICLE 2: GENERAL PURPOSE.....	1
ARTICLE 3: RESERVATION OF MANAGEMENT RIGHTS	1
ARTICLE 4: NO STRIKES AND NO LOCKOUTS	1
ARTICLE 5: NO DISCRIMINATION.....	2
Sexual Harassment	2
ARTICLE 6: NEGOTIATING COMMITTEE	3
General	3
National Representative	3
Time Off.....	3
ARTICLE 7: UNION LEAVE	3
ARTICLE 8: UNION REPRESENTATION -- STEWARDS AND CHIEF UNION STEWARD.....	3
ARTICLE 9: DISCIPLINARY INTERVIEW.....	4
Union Representation.....	4
Record of Disciplinary Action.....	5
ARTICLE 10: SUSPENSION OR DISCHARGE NOTIFICATION.....	5
ARTICLE 11: GRIEVANCE PROCEDURE.....	5
Step One	5
Step Two	5
Step Three.....	6
Staff Changes Grievance.....	6
Technological Changes Grievance	6
Discipline Grievance.....	6
ARTICLE 12: DISCHARGE GRIEVANCE.....	6
ARTICLE 13: POLICY OR GROUP GRIEVANCE	7
ARTICLE 14: ARBITRATION	7
Arbitration Expenses	7
Authority of the Arbitration Board or Arbitrator to Deal with Disciplinary or Discharge Grievances ...	7
General Authority of the Arbitration Board or Single Arbitrator	8
ARTICLE 15: TIME LIMITS -- DAYS EXCLUDED	8
ARTICLE 16: PROBATIONARY EMPLOYEES.....	8
ARTICLE 17: SENIORITY -- REGULAR PART-TIME EMPLOYEES	8
Seniority Lists	9
Loss of Seniority	9
ARTICLE 18: LAY-OFF AND RECALL -- REGULAR PART-TIME EMPLOYEES	9

Cancellation of Recall Rights	10
Notification of Change of Address	10
Lay-off Notice	10
Union President and Chief Union Steward	10
ARTICLE 19: LEAVES OF ABSENCE	11
General	11
Conventions and Seminars	11
Pregnancy Leave -- Regular Part-Time Employees	11
Adoption Leave -- Regular Part-Time Employees	12
Pregnancy Leave -- Regular Part-Time Employees, Assistant Library Technician/Assistant Public Access Facility Attendants, Graduate Assistant Library Technician/Assistant Help Desk Advisor, and Temporary Employees (Employment Standards Act)	12
Parental Leave -- Regular Part-Time Employees	13
Paternity Leave -- Regular Part-Time Employees	13
Paid Personal Leave of Absence -- Regular Part-Time Employees	14
President of the Union Local	14
Employer Discontinues Contribution to Welfare Benefits -- Regular Part-Time Employees	15
Employee May Continue Contributions -- Regular Part-Time Employees	15
Study/Research Leave	15
ARTICLE 20: BEREAVEMENT LEAVE -- REGULAR PART-TIME EMPLOYEES	15
ARTICLE 21: JURY DUTY OR CROWN WITNESS LEAVE	15
ARTICLE 22: SICK LEAVE -- REGULAR PART-TIME EMPLOYEES	15
Definition	15
Basis of Leave	16
Required to Call In	16
Physician's Certificate	16
Misuse of Sick Leave	16
Returning to Duty	16
Exceptions	16
ARTICLE 23: JOB POSTING	16
Lay-off -- Regular Part-Time Employees	17
ARTICLE 24: PREFERRED HIRING	17
Waiver	17
ARTICLE 25: TRANSFERS AND PROMOTIONS	18
Factors Affecting Selection	18
Trial Period	18
Employee Returned to Previous Job	18
Eligibility for Other Positions	18
Explanation to Employee	18
Supervisory Positions	18
ARTICLE 26: CLASSIFICATIONS	19
Definitions	19
Project Employment	19
ARTICLE 27: NEW JOB CLASSIFICATIONS	20
ARTICLE 28: GENERAL	20

Correspondence	20
Notification of Change of Status	20
Bulletin Boards	20
Educational Allowances -- Regular Part-Time Employees.....	20
Personnel Files.....	21
Reporting Absence	21
ARTICLE 29: HOURS OF WORK AND OVERTIME.....	21
Standard Hours	21
Compensatory Rescheduling -- Assistant Library Technician/Assistant Public Access Facility Attendants, Graduate Assistant Library Technician/Assistant Help Desk Advisor, and Temporary Employees	21
Overtime	21
Rest Periods.....	21
Sunday Work - Regular Part-Time Employees.....	22
Meal Allowance -- Regular Part-Time Employees.....	22
Promotion -- Pay Calculations -- Regular Part-Time Employees.....	22
No Pyramiding	22
ARTICLE 30: WAGES.....	22
ARTICLE 31: HOLIDAYS	22
ARTICLE 32: VACATIONS	23
Vacations -- Regular Part-Time Employees	23
Holiday Falling on a Vacation -- Regular Part-Time Employees	23
Vacation Allowances -- Regular Part-Time Employees	23
Vacation Pay -- Assistant Library Technician/Assistant Public Access Facility Attendants, Graduate Assistant Library Technician/Assistant Help Desk Advisor, Temporary Employees, and Project Employees	24
ARTICLE 33: BENEFITS -- REGULAR PART-TIME EMPLOYEES.....	24
Pension Plan	24
Group Life and Survivor Income Plan.....	24
Dental Care Plan	24
Extended Health Care Plan	24
Semi-Private Hospital Accommodation Plan.....	24
Long-Term Disability Plan.....	24
Vision Care	24
ARTICLE 34: UNION SECURITY	25
Union Dues	25
Union Membership.....	25
Initiation Fee.....	25
Transmittal of Dues and Initiation Fees.....	25
ARTICLE 35: OCCUPATIONAL HEALTH AND SAFETY COMMITTEE	25
ARTICLE 36: UNION MANAGEMENT COMMITTEE	25
ARTICLE 37: THREE DAYS OFF WITH PAY - REGULAR PART-TIME EMPLOYEES.....	26
ARTICLE 38: MODIFICATION OR TERMINATION	26
Negotiations	26

SCHEDULE I: WAGES.....	28
SCHEDULE I: WAGES -- REGULAR PART-TIME EMPLOYEES (JULY 1, 2002).....	29
SCHEDULE I: WAGES -- REGULAR PART-TIME EMPLOYEES (JULY 1, 2003).....	30
SCHEDULE I: WAGES -- REGULAR PART-TIME EMPLOYEES (JULY 1, 2004).....	31
SCHEDULE II: PENSION PLAN.....	32
SCHEDULE III: GROUP LIFE AND SURVIVOR INCOME PLAN	32
SCHEDULE IV: DENTAL CARE PLAN.....	33
SCHEDULE V: EXTENDED HEALTH CARE PLAN.....	33
SCHEDULE VI: SEMI-PRIVATE HOSPITAL ACCOMMODATION PLAN.....	33
SCHEDULE VII: LONG-TERM DISABILITY PLAN.....	34
SCHEDULE VIII: VISION CARE PLAN.....	34
SCHEDULE IX: VISUAL DISPLAY TERMINALS.....	34
MEMORANDUM OF AGREEMENT: PENSION PLAN - REGULAR PART-TIME EMPLOYEES.....	35
LETTER OF AGREEMENT: PREGNANCY, ADOPTION, AND PARENTAL LEAVE	36
LETTER OF INTENT: MEMORANDUM OF AGREEMENT: ADJUSTMENT OF HOURS	37
LETTER OF INTENT: ERGONOMICS - REGULAR PART-TIME EMPLOYEES.....	38
LETTER OF INTENT: VIOLENCE IN THE WORKPLACE	39
LETTER OF INTENT: COPIES OF DOCUMENTS IN PERSONNEL FILES	40
LETTER OF INTENT: REPLACEMENT OF PART-TIME EMPLOYEES	41
LETTER OF INTENT: PROVISION OF OFFICE SPACE	42
LETTER OF INTENT: HOLIDAYS DECLARED BY THE PRESIDENT OF THE UNIVERSITY OF TORONTO - REGULAR PART-TIME EMPLOYEES	43
LETTER OF INTENT: UNION STEWARDS.....	44
LETTER OF INTENT: MONTHLY LISTING OF EMPLOYMENT STATUS CHANGES.....	45
LETTER OF INTENT: TRAINING.....	46
LETTER OF INTENT: HARASSMENT TRAINING	47
LETTER OF INTENT: BENEFITS - REGULAR PART-TIME EMPLOYEES.....	48
LETTER OF INTENT: VISION CARE PLAN -- REGULAR PART-TIME EMPLOYEES	49
LETTER OF INTENT: EXEMPTION FROM ARTICLE 24:01.....	50

LETTER OF INTENT: ASSISTANT PUBLIC ACCESS FACILITY ATTENDANTS (ALT CLASSIFICATION)/
ASSISTANT HELP DESK ADVISOR (GALT CLASSIFICATION) WHO WERE EMPLOYED IN THE INFORMATION
COMMONS ON THE DATE OF THE ARBITRATION AWARD (MARCH 7, 2000) 51

LETTER OF INTENT: JOB DESCRIPTION AND CLASSIFICATIONS - REGULAR PART-TIME EMPLOYEES 52

LETTER OF INTENT: EDUCATIONAL ASSISTANCE 55

LETTER OF INTENT: FEE WAIVER FOR DEPENDANTS - REGULAR PART-TIME EMPLOYEES..... 58

APPENDIX A: UNION STEWARDS 61

APPENDIX B: DISCIPLINARY INTERVIEW..... 62

APPENDIX C: STATEMENT OF GRIEVANCE 63

APPENDIX D: JOB CLASSIFICATION GRIEVANCE FORM..... 64

APPENDIX E: ASSISTANT PUBLIC ACCESS FACILITY ATTENDANTS (FORMERLY ALT CLASSIFICATION)/
ASSISTANT HELP DESK ADVISORS (FORMERLY GALT CLASSIFICATION) WHO WERE EMPLOYED IN THE
INFORMATION COMMONS ON THE DATE OF THE ARBITRATION AWARD (MARCH 7, 2000) OR HIRED
BETWEEN THAT DATE AND JUNE 30, 2000..... 65

INDEX 66

COLLECTIVE AGREEMENT ENTERED INTO at the City of Toronto, in the Province of Ontario, as of November 22, 2002.

- between -

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

- and -

THE CANADIAN UNION OF PUBLIC EMPLOYEES, Local 1230 (Part-Time)
(hereinafter called "the Union")

ARTICLE 1: RECOGNITION AND COVERAGE

1:01 The Employer recognizes the Canadian Union of Public Employees and its Local 1230 as the sole and exclusive collective bargaining agency for:

University of Toronto Library: all non-professional part-time employees of the University of Toronto Libraries at the St. George Campus working under the control and direction of the Chief Librarian of the University of Toronto, and students working during the school vacation period, save and except supervisors and persons above the rank of supervisor, Bibliographers (selector), Bibliographic Associates II, Archivists, and persons covered by the subsisting Collective Agreement.

ARTICLE 2: GENERAL PURPOSE

2:01 The purpose of this Collective Agreement is to establish an orderly collective bargaining relationship between the Employer and employees represented by the Union.

ARTICLE 3: RESERVATION OF MANAGEMENT RIGHTS

3:01 The Union acknowledges that it is the right of the Employer to:

- a) maintain order and efficiency;
- b) hire, classify, transfer, promote, demote, lay-off, discipline, suspend, or discharge employees;
- c) establish and enforce rules and regulations not inconsistent with the provisions of the Agreement governing the conduct of the employees and generally to manage and operate the University of Toronto.

The Employer agrees that these rights will be exercised in a manner consistent with the provisions of this Agreement.

ARTICLE 4: NO STRIKES AND NO LOCKOUTS

4:01 The Employer undertakes that there will not be a lockout as defined in the *Labour Relations Act* during the term of this Agreement. The Union undertakes that there will be no strike as defined in the *Labour Relations Act* during the term of this Agreement.

ARTICLE 5: NO DISCRIMINATION

5:01 The Employer and the Union agree that there shall be no discrimination, interference, restriction, sexual harassment or coercion exercised or practiced with respect to any member of the Bargaining Unit in any matter concerning the application of the provisions of this Agreement by reason of age, race, creed, colour, national origin, citizenship, religious or political affiliation or belief, sex, marital status, sexual orientation, place of residence, physical handicap or disability provided that such handicap or disability does not prevent the carrying out of required duties, nor by reason of non-membership, membership or activity in the Union.

Sexual Harassment

5:02 Sexual harassment shall be considered discrimination under Article 5:01 of this Collective Agreement.

For the purpose of this Collective Agreement, "sexual harassment" means:

- 1) Making submission to an unsolicited sexual advance or solicitation expressly or by implication, a term or condition of an employee's right to or continuation of or advancement in employment;

and/or

- 2) Using or threatening to make use of rejection of an unsolicited sexual advance or solicitation as a basis for employment decisions affecting the employee;

and/or

- 3) Physical conduct, occurring either on the Employer's premises or in the pursuance of a University activity or business, which emphasizes the sex or sexual orientation of one or more employees in a manner which the actor knows, or ought reasonably to know, creates for that employee or those employees an intimidating, hostile, or offensive working environment;

and/or

- 4) Verbal conduct or other forms of communication occurring either on the Employer's premises or in pursuit of a University activity or business:

that is directed at one or more specific employees,

that emphasizes the sex or sexual orientation of that employee or those employees which the actor knows, or ought reasonably to know, creates for that employee or those employees an intimidating, hostile, or offensive working environment, that exceeds the bounds of freedom of expression or academic freedom as these are understood in University policies and accepted practices, including but not restricted to those explicitly adopted.

5:03 An employee may elect to submit a grievance alleging sexual harassment under the Collective Agreement or to file a complaint under the Employer's Sexual Harassment Policy. In either case, the time period for filing shall be no longer than six (6) months.

If the employee elects to submit a grievance he/she shall have access to the same mediation process as in the Employer's policy prior to Step 1 of the grievance procedure. No

information relating to the grievor's personal background or lifestyle shall be admissible during the grievance or arbitration process.

ARTICLE 6: NEGOTIATING COMMITTEE

General

- 6:01 For the purpose of negotiations between the parties and as provided in and pursuant to Articles 6:02 and 35:02, the Employer shall recognize a Negotiating Committee of the Union composed of not more than three (3) Bargaining Unit employees and the President of the Local, who have completed their probationary period.

The Employer agrees that the three (3) Bargaining Unit employees and the President of the Local will suffer no loss of regular straight time pay when they would have otherwise been at work.

National Representative

- 6:02 The negotiating committee shall be entitled to have present and be represented by a representative of the Canadian Union of Public Employees at all negotiation meetings between the Union and the Employer which are held pursuant to Article 35:02.

Time Off

- 6:03 The Employer agrees to pay not more than three (3) employees who are members of the Part-Time Bargaining Unit Negotiating Committee seven and one-quarter ($7\frac{1}{4}$) hours' pay at their regular wage rate for attending meetings to negotiate amendments to the Collective Agreement.

Employees constituting the Union bargaining committee shall each be granted as preparation time, one-half ($1/2$) day off with pay at three and two-thirds ($3\frac{2}{3}$) hours' pay for each year of the term of the Collective Agreement to be renewed.

ARTICLE 7: UNION LEAVE

- 7:01 Up to a total of five (5) days per month will be granted as union leave to union officials as designated by the Union for the purpose of conducting union business pertaining to either the Full-Time or Part-Time Bargaining Unit. Arrangements for such time off shall be made by the Library Manager of Personnel Services in consultation with the President. It is agreed and understood that such leave shall be used exclusively for the business of the Library Bargaining Units. If not used, no portion of this leave may be carried over to the next month.
- 7:02 The Employer agrees that the President, the Chief Union Steward and the Steward involved in the processing of the grievance shall not suffer any loss of pay or benefits for the time involved attending arbitration hearings. It is understood no payment for time lost shall be made for attendance at such hearings to the grievor or Union witnesses.

ARTICLE 8: UNION REPRESENTATION -- STEWARDS AND CHIEF UNION STEWARD

- 8:01 No individual employee or group of employees shall undertake to represent the Union at meetings with the Employer without proper authorization of the Union or as established by this Agreement. In order that this may be carried out, the Union will supply the Employer with the names of its officers. Similarly, the Employer will supply the Union with a list of its supervisory or other personnel with whom the Union may be required to transact business.

- 8:02 In order to provide an orderly and speedy procedure for the settling of grievances, the Employer acknowledges the right of the Union to appoint or elect Stewards, whose duties shall be to assist any employee whom the Steward represents in preparing and in presenting the employee's grievance in accordance with the grievance procedure.
- 8:03 Stewards of the Canadian Union of Public Employees, Local 1230, Part-Time Bargaining Unit, shall be limited to representing employees in that Bargaining Unit.
- 8:04 The Employer acknowledges the right of members of the Canadian Union of Public Employees, Local 1230, Part-Time Bargaining Unit, to utilize the full-time employee Steward body to assist the said employees in the preparation and the presentation of grievances.
- 8:05 Stewards will request leave from their supervisor before leaving their work assignment to deal with a grievance, and will report back to their supervisor on returning to work. The Union acknowledges that the Union Stewards have ongoing duties to perform for the Employer, and undertakes that Stewards will not absent themselves unreasonably in attending to grievances of employees. In consideration of the Union's acknowledgement and undertaking, the cost of compensating Stewards for time spent in handling grievances of employees will be borne by the Employer. Such compensation shall not extend beyond normal working hours.
- 8:06 The Union shall notify the Employer in writing of the name of each Steward and the department(s) each represents, before the Employer shall be required to recognize them. In the event that a Steward is not available, or that there is no Steward for a department, then a Steward-At-Large shall be authorized to act.
- 8:07 The department(s) covered by each Steward shall be listed in Appendix "A" of this Agreement. One (1) Steward from within the Bargaining Unit will be appointed by the Union as Chief Steward.
- 8:08 It is acknowledged that the Stewards shall have completed the probationary period prior to their appointment.
- 8:09 The Employer agrees that Stewards-At-Large or the Chief Steward or the President of the Local shall be given the opportunity of interviewing each new employee once, during the probationary period, for the purpose of informing such employees of the existence of the Union at the Library. Where there are a number of employees to be interviewed, it is agreed that it shall be done on a group basis. The Employer shall advise the Union of the names of the persons to be interviewed, and the time and place for such interview, the duration of which shall be reasonable but not more than sixty (60) minutes.
- 8:10 A copy of the most recent Collective Agreement shall be provided to each new employee by the Employer.

ARTICLE 9: DISCIPLINARY INTERVIEW

Union Representation

- 9:01 When an employee is summoned to the supervisor's office for an interview concerning discipline or conduct or unsatisfactory work performance, or for an interview or meeting or discussion including matters under investigation which may lead to discipline, the supervisor will inform the employee of the employee's right to have a Union Steward present prior to discussing the matter with the employee. The Employer will arrange for a Union Steward to be present without undue delay and without further discussion of the matter. The Union Steward shall be present during such interview unless the employee requests otherwise and completes Appendix "A" to so indicate in the presence of the Union Steward. Whether or not the Steward

is present, if discipline results, a contact form will be completed and given to the employee. The Employer will supply a copy to the Union within forty-eight (48) hours of the meeting.

Unless a contact form is so issued, no disciplinary action will be considered to be recorded. At the employee's request, the Employer shall supply a copy of any document relevant to the matter in question in the employee's personnel file.

Record of Disciplinary Action

- 9:02 Any record of a disciplinary action taken by the Employer will not remain on an employee's record beyond three (3) years from the date of such disciplinary action being taken.

ARTICLE 10: SUSPENSION OR DISCHARGE NOTIFICATION

- 10:01 An employee who has been suspended or discharged shall be advised in writing by the Library Manager of Personnel Services of the reason therefor. The Steward will be advised in writing within one (1) working day (24 hours) of the fact of suspension or discharge and the reason therefor.

ARTICLE 11: GRIEVANCE PROCEDURE

- 11:01 An employee having a complaint which may become a grievance arising out of the interpretation, application, administration, or alleged violation of the Collective Agreement will first take up the complaint within fifteen (15) working days after the occurrence of the matter which is the subject of the complaint with the employee's supervisor, who will attempt to resolve it. Should the complaint fail to be resolved, the employee has the right to bring a Union Steward who may then attempt to solve the complaint with the supervisor and the employee. If the complaint remains unresolved, the employee may file a grievance at Step One of the Grievance Procedure.

Step One

- 11:02 An employee may request the employee's supervisor to call the Union Steward to handle a specified grievance. The word "specified" as used in this paragraph is interpreted by the parties hereto to mean that an employee is required to "state the nature of the grievance." The supervisor will arrange to send for the Union Steward without undue delay and without further discussion of the grievance. The Union Steward, with or without the employee present, will attempt to adjust the grievance with the supervisor, before it is given to the supervisor in writing.

If the grievance is not resolved by the supervisor, it shall be summarized in writing on an employee grievance form provided by the Employer and signed by the employee involved and the employee's Steward, and submitted to the Supervisor by the Union Steward. The supervisor shall give an answer in writing to the Steward within five (5) working days after the grievance has been presented in writing.

Step Two

- 11:03 If the grievance is not settled at Step One, the written grievance may be referred to the Library Manager of Personnel Services by the Chief Union Steward within five (5) working days after receiving the answer in writing. A meeting shall be arranged between the Department Head and the Chief Union Steward within three (3) working days of receiving the grievance. The Department Head shall reply in writing to the Chief Union Steward as soon as possible but not later than ten (10) working days if the grievance is not settled at this meeting.

Step Three

- 11:04 If the grievance is not settled at Step Two, the written grievance may be referred to the Director of Human Resources, by the National Representative of the Union, or his/her designate, within five (5) working days of the Chief Steward having received an answer in writing from the Department Head. The Director of Human Resources or his/her designate together with the Chief Librarian or her/his designate shall meet with the National Representative of the Union or his/her designate within five (5) working days of receipt of the grievance in order to resolve the dispute. The Director of Human Resources or his/her designate shall reply in writing within five (5) working days if the grievance is not settled at this meeting.

Staff Changes Grievance

- 11:05 Any grievance dealing with staff changes, promotions, lay-offs, recalls, or the filling of vacancies, may be initiated at Step Two of the grievance procedure.

Technological Changes Grievance

- 11:06 Any grievance dealing with transfers or re-locations caused by a technological change shall be initiated at Step Two of the grievance procedure.

Job Classification Grievance -- Regular Part-Time Employees

- 11:07 Any grievance alleging improper classification must be submitted by the employee to the Library Manager of Personnel Services in writing on a Job Classification Grievance form (Appendix "C") signed by the employee and the Chief Steward. If the Library Manager of Personnel Services believes that there is good reason to audit the position, a member of the aforementioned's staff shall conduct an audit prior to arranging a meeting with the Chief Steward. A meeting shall be arranged between the Chief Steward and the Library Manager of Personnel Services within thirty (30) working days of receiving the grievance, if an audit is to be done, or within ten (10) working days of receiving the grievance, if no audit is to be done.

If the grievance is not settled at this meeting, the Library Manager of Personnel Services shall reply to the Chief Steward in writing within ten (10) working days of the meeting.

If the grievance is not settled at this step, the provisions of Article 11:04 (Step Three of the general grievance procedure) shall apply.

- 11:08 Any settlement of a grievance under the aforesaid provisions shall be limited to the period of time actually worked from the date of the filing of the grievance.

Discipline Grievance

- 11:09 An employee having a grievance alleging improper discipline may file the grievance in accordance with Article 11:03 of the Collective Agreement within fifteen (15) days after receipt of the contact form referred to in Article 9:01.

ARTICLE 12: DISCHARGE GRIEVANCE

- 12:01 In the case of an employee being discharged, the employee may submit a grievance in writing on a form supplied by the University of Toronto, signed by the employee, to the Director of Human Resources within five (5) working days after the discharge of the employee. If the matter is not immediately settled, the Director of Human Resources or his/her designate together with the Chief Librarian or her/his designate, shall meet with the National

Representative of the Union, or his/her designate, within a further period of five (5) working days after presentation of the grievance. If the grievance is not settled at this meeting, then the Union may notify the Director of Human Resources in writing within a further period of five (5) working days that it intends to proceed to arbitration as hereafter set out.

ARTICLE 13: POLICY OR GROUP GRIEVANCE

- 13:01 A grievance of the Employer, or a policy or group grievance of the Union which is distinguished from an individual employee's grievance, must be sent by registered mail or be personally delivered to the Director of Human Resources, or to the National Representative of the Union, as the case may be, within fifteen (15) working days after the occurrence of the matter which is the subject of the grievance. The Director of Human Resources or his/her designate together with the Chief Librarian or her/his designate, shall meet with the National Representative of the Union or his/her designate, within ten (10) working days. If the grievance is not settled at this meeting, then either party may notify the other party, in writing, within a further period of five (5) working days, that it intends to proceed to arbitration. The notice of intention to proceed to arbitration shall contain the details of the grievance, a statement of the exact matter in dispute and a statement of the relief sought at arbitration.

ARTICLE 14: ARBITRATION

- 14:01 If the grievance is not settled at Step Three, either party may notify the other within a further period of ten (10) working days after receiving the written reply that it intends to proceed to arbitration. The notice of intention to proceed to arbitration shall contain the details of the grievance, a precise statement of the matter in dispute, a statement of the actual remedy sought by the party from an arbitration board or a single arbitrator, and in the case of a board of arbitration, the name and address of the party's nominee to the proposed arbitration board.

The party who receives the notice of intention to proceed to a board of arbitration shall then notify the other party of the name and address of the party's nominee to the proposed arbitration board within ten (10) working days after receiving the notice. The two nominees appointed shall attempt to select a Chairman for the board, but if they are unable to agree upon the selection within a period of ten (10) working days after the appointment of the second nominee, either of the nominees shall then have the right to request the Minister of Labour to appoint a Chairman for the arbitration board.

- 14:02 Alternatively the parties may by mutual agreement agree that the grievance shall be referred to a single arbitrator. The single arbitrator, unless otherwise agreed upon by the parties, shall be selected on a rotating basis from an agreed upon list of arbitrators.

In the event that the arbitrator selected is unable to hear the grievance within sixty (60) calendar days after the grievance has been referred to him or her the grievance will be referred to the next arbitrator in line.

Arbitration Expenses

- 14:03 Each party shall bear the expenses of its own nominee to an arbitration board and the parties shall jointly and equally bear the fees and expenses of the Chairman, or single Arbitrator as the case may be.

Authority of the Arbitration Board or Arbitrator to Deal with Disciplinary or Discharge Grievances

- 14:04 In the event a board of arbitration or single arbitrator deals with a matter relating to discharge, suspension or disciplinary action, then the board or single arbitrator has the authority to reinstate an employee with or without compensation for wages and any other benefits lost, or

to make any other award it may deem just and reasonable which would be consistent with the terms of the Agreement.

General Authority of the Arbitration Board or Single Arbitrator

- 14:05 Any board of arbitration or single arbitrator shall not have any authority to make any decision which is inconsistent with the terms of this Agreement, nor to add to or amend any of the terms of this Agreement. The jurisdiction of the arbitration board or single arbitrator shall be strictly confined to dealing with the issue in dispute within the confines of the Agreement between the parties and the type of relief sought as outlined in the notice of intention to proceed to arbitration. The decision of the board of arbitration or single arbitrator shall be final and binding upon the parties. The decision shall be unanimous or one reached by a majority of the members of the board; provided, however, that if there is no majority decision of the board, then the decision of the Chairman shall constitute the final and binding decision of the board.

ARTICLE 15: TIME LIMITS -- DAYS EXCLUDED

- 15:01 Saturdays, Sundays and holidays will not be counted in determining the time within which any action is to be taken or completed under the grievance or arbitration procedures.

Time limits set forth in the grievance or arbitration procedures may be extended by mutual agreement in writing between the parties hereto.

ARTICLE 16: PROBATIONARY EMPLOYEES

- 16:01 New employees will be considered as probationary employees until after they have worked for a total of ninety (90) days or six (6) calendar months for the Employer.

During the probationary period, employees shall be entitled to all rights and privileges of this Agreement, except with respect to discharge. The Employer may discharge an employee at any time during the probationary period at the sole discretion of the Employer. In the event an employee is discharged, the employee shall be entitled to submit a grievance under Article 12:01 of the Collective Agreement.

- 16:02 Four hundred and sixty-five (465) hours is equivalent to ninety (90) days worked.
- 16:03 Where an employee has been appointed for a second or subsequent session thereafter, the employee shall be deemed to have already satisfactorily completed the probationary period.

ARTICLE 17: SENIORITY -- Regular Part-Time Employees

- 17:01 Seniority is defined as the length of service in the Bargaining Unit only applied to a regular part-time employee. Seniority shall commence from the date of last hire into the Bargaining Unit. Employees from outside the Bargaining Unit who voluntarily transfer to positions covered by this Bargaining Unit shall acquire seniority from the date of last entry into the Bargaining Unit. Employees whose positions become covered by this Collective Agreement due to organizational change shall be considered to have seniority in the Bargaining Unit consistent with their length of service from the date of last hire into the University of Toronto. The seniority list shall rank the seniority of these employees in reverse order of the date of last hire with the Employer.

- 17:02 A regular part-time employee shall be entitled to accumulate seniority at the rate of one year's credit for every one thousand eight hundred and sixty-three (1,863) hours worked.

- 17:03 An Assistant Library Technician/Assistant Public Access Facility Attendant or Temporary Employee shall not acquire seniority during the term in that classification. The Employer will ensure an accurate record of all hours worked will be maintained.
- 17:04 In the event an Assistant Library Technician/Assistant Public Access Facility Attendant or Temporary Employee is appointed to a regular part-time position in the Bargaining Unit or a full-time position in the full-time Bargaining Unit, all hours worked from the date of last hire shall be credited to the employee for the purpose of establishing seniority as defined in Article 17:01 of the part-time Collective Agreement, or Article 17:01 of the full-time Collective Agreement, as the case may be, it being understood that the summer session shall not constitute a break in service.

Seniority Lists

- 17:05 The Employer shall maintain a seniority list showing the employee's first and last name, the employee's classification, and the date upon which each employee's service commenced. If the employee's appointment or status changes from full-time to part-time or vice-versa, the employee's name shall be transferred to the appropriate seniority list. Up-to-date seniority lists shall be sent to the Union and posted on bulletin boards each September.
- 17:06 In the event a full-time employee is appointed to a position in the part-time Bargaining Unit, such employee shall be given full recognition of their seniority as defined in Article 17:01 of the part-time Collective Agreement.
- 17:07 In the event an employee in the full-time Bargaining Unit is hired as an Assistant Library Technician/Assistant Public Access Facility Attendant, Temporary Employee or a Project Employee, the Employer shall recognize the previous seniority accrued and apply it to the appropriate step in the schedule of wages.

The application of this provision shall not exceed one year from the time of absence of employment from the full-time Bargaining Unit.

Loss of Seniority

- 17:08 An employee shall lose all seniority if the employee voluntarily quits the employ of the Employer; is justifiably discharged; has been laid off for more than twelve (12) consecutive months; and following a lay-off, fails to advise the Employer within five (5) days of receipt of notification hand delivered or by registered mail to return to work of the employee's intention so to return, or fails to report to work on the date and at the time specified in the said notice.
- 17:09 If an employee is transferred or promoted to an acting or temporary position outside of the Bargaining Unit, the employee shall retain seniority acquired at the date of leaving the unit, and will continue to accumulate seniority if employed in a position related to the Bargaining Unit. If an employee is permanently transferred to a position outside of the Bargaining Unit, the employee shall retain seniority acquired at the date of leaving the unit.

ARTICLE 18: LAY-OFF AND RECALL -- Regular Part-Time Employees

- 18:01 The parties recognize that job security increases in proportion to the length of service with the Employer. In the event of a reduction of work or in the workforce, the Employer agrees that regular part-time employees shall be laid off in the reverse order of their seniority insofar as it is practicable to do so, providing other qualifications are relatively equal. When a regular part-time employee is laid off, he/she shall have the option of displacing another regular part-time employee with lesser seniority in the same or lower job classification providing he/she is qualified to perform the normal requirements of the job satisfactorily and has more seniority

than the employee to be displaced. The displaced person shall have the option of displacing another regular part-time employee with lesser seniority in the same or lower job classification providing he/she is qualified to perform the normal requirements of the job satisfactorily and has more seniority than the employee to be displaced. The second displaced person has the option of displacing the least senior regular part-time employee in the same classification or the least senior regular part-time employee in a lower classification providing he/she is qualified to perform the normal requirements of the job satisfactorily and has more seniority than the employee to be displaced.

The intention to exercise this right and the specific details of the intended displacement must be declared by the initial person laid off within ten (10) days of notification of lay-off by the Employer; the intention to exercise this right and specific details of the intended displacement(s) must be declared by the first and second displaced persons, if any, within ten (10) days of notification of displacement. No further displacement will take place as a result of the initial lay-off and any resulting displacements.

It is understood that when an employee exercises the option to displace a regular part-time employee performing a job at a lower classification, he/she shall be paid at the rate of the lower classification.

Employees shall be recalled to work in order of their seniority.

Cancellation of Recall Rights

18:02 Recall rights shall be terminated on the cancellation of an employee's seniority.

Notification of Change of Address

18:03 It shall be the duty of the employee to notify the Employer promptly of any change of address. If an employee should fail to do so, the Employer will not be responsible for failure of official notices to reach the employee.

Lay-off Notice

18:04 The Employer shall notify regular part-time employees who are to be laid off ten (10) working days before the lay-off is effective. If the employee to be laid off has not had the opportunity to work ten (10) full days after notice of lay-off, the employee shall be paid in lieu of that part of ten (10) days during which work was not available.

Union President and Chief Union Steward

18:05 The Employer agrees that in the event of a lay-off, the President of CUPE Local 1230, if employed by the Library, and the Chief Steward of CUPE Local 1230 shall be the last employees laid off during their term of office.

18:06 The Employer shall notify employees who are to be permanently laid off in accordance with the following schedule:

up to 4 years of service	4 weeks
4 years of service or more	1 week for each year of service to a maximum of 26 weeks

If the employee to be laid off has not had the opportunity to work the amount of days as applicable as outlined in the schedule, the employee shall be paid in lieu of that part of the notice required in the schedule for which work was not available.

ARTICLE 19: LEAVES OF ABSENCE

General

- 19:01 Subject to the written approval of the Library Manager of Personnel Services, any employee may be granted a leave of absence without pay because of personal illness or for valid personal reasons. All applications for leave of absence must be made in writing and submitted to the Library Manager of Personnel Services. Any extension of a leave of absence must also be applied for and granted in writing.

Conventions and Seminars

- 19:02 Subject to the approval of the Library Manager of Personnel Services and upon written request submitted at least fourteen (14) days in advance, leave of absence without pay or loss of seniority shall be granted to not more than four (4) employees at any one time, who may be elected or selected by Local 1230 to attend any authorized Labour Convention or Educational Seminar. Such leave of absence is to be confined to the actual duration of the Convention or Educational Seminar and the necessary travelling time. Such leave shall not exceed ten (10) working days per year for each employee to whom such leave is granted.

Pregnancy Leave -- Regular Part-Time Employees

19:03

- (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 thirteen (13) weeks 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) 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 21 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 continues during an employee's pregnancy leave, provided the employee fulfills any requirements for said continuation.

Adoption Leave -- Regular Part-Time Employees

- 19:04 Adoption leave of absence must be applied for and granted in writing. An employee must have completed one thousand, eight hundred and sixty-three (1,863) hours of service prior to the date of application for adoption leave. Adoption leave of absence shall not exceed seventeen (17) weeks. Employees will be required to apply for Employment Insurance benefits which begin after a two (2) week waiting period. The Employer will pay ninety-five (95) percent of salary during the waiting period, and for the remainder of the leave will make up the difference between Employment Insurance benefits and ninety-five (95) percent of salary. The leave shall commence immediately upon formal notice to the employee that the child is available or at a time mutually agreeable to the employee and the Employer. During adoption leave of absence, the employee will continue to be enrolled in Employer benefits through regular payroll deductions. The employee shall be reinstated with benefits as provided for under the Agreement.

Adoption leave may be taken by either spouse, but is limited to only one (1) spouse. The adoption leave shall not be shared by spouses. Adoption leave of absence does not apply to adoptions arising through the blending of families.

- a) written application shall be submitted to the Library Manager of Personnel Services when the employee's application to adopt has been approved by the appropriate adoption authority or as early as reasonably possible when no adoption authority is involved.
- b) the leave should commence immediately upon formal notice to the employee that the child is available or at a time mutually agreeable to the employee and the Library Manager of Personnel Services.

Pregnancy Leave -- Regular Part-Time Employees, Assistant Library Technician/Assistant Public Access Facility Attendants, Graduate Assistant Library Technician/Assistant Help Desk Advisor, and Temporary Employees (Employment Standards Act)

- 19:05 A regular part-time employee who has not completed the equivalent of one (1) year's service (1,863 hours), an Assistant Library Technician/Assistant Public Access Facility Attendant, Graduate Assistant Library Technician/Assistant Help Desk Advisor, or a Temporary Employee may be granted pregnancy leave without pay in accordance with the *Employment Standards Act of Ontario*.
- 19:06 The requirements established by Employment & Immigration Canada concerning Employment Insurance benefits and Supplemental Employment Benefits (SEB), as they apply to Articles 19:03 and 19:04 are as follows:

Benefit Level:

Other earnings earned by an employee with another employer or by self-employment must be considered in the benefit level criterion. The combination of Employment Insurance

benefits, Supplemental Employment Benefits and all other earnings will never exceed ninety-five (95) percent of the employee's normal weekly earnings.

Disqualification or Disentitlement:

Employees disqualified or disentitled from receiving Employment Insurance benefits are not eligible for Supplemental Employment Benefits.

Parental Leave -- Regular Part-Time Employees

19:07

- (a) An employee who is a parent of a child and who has been employed with the University for at least 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 as follows:
 - i) up to thirty-five (35) weeks of parental leave for birth mothers
 - ii) up to thirty-seven (37) weeks of parental leave for all other new parents, such as birth fathers, adoptive parents, and same-sex partners.
- (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 fifty-two (52) 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.
- (d) 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.
- (e) 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.
- (f) 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.
- (g) If an employee wishes to change the date of return to work to a later date (but to the maximum length of leave), the employee must give the University four (4) weeks' written notice before the date the leave was to end.
- (h) Seniority, vacation, benefits, and pensionable services continue during an employee's parental leave, provided the employee fulfils any requirements for said continuation.

Paternity Leave -- Regular Part-Time Employees

- 19:08 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.

Paid Personal Leave of Absence -- Regular Part-Time Employees

- 19:09 Commencing July 1st of each year, each employee shall be allowed for good reason up to four (4) days' paid leave of absence annually which must be approved and granted by the employee's supervisor. Employees shall be permitted to use paid personal leave of absence for the observance of religious holidays of their faith which fall on a day in which they would normally be required to work.

Such leave of absence shall not accrue from one year to another if not used in that year.

Each application for leave of absence must be made in writing, shall indicate the reason for the application therefor, and must be submitted to the employee's supervisor at least five (5) days in advance. In the event of an emergency, the requirement to provide five (5) days advance notice shall be waived, however the employee in applying for emergency paid personal leave of absence shall provide an explanation as to the nature of the emergency.

Employees will not be allowed to use personal leave of absence for purposes of extending vacations or the day prior to or the day following a paid holiday.

Paid personal leave may not be taken in units of less than one (1) hour.

President of the Union Local

19:10

- (a) Where an employee is elected or selected to the office of President of CUPE, Local 1230, he/she may request a fifty (50) percent FTE (according to a mutually agreeable regular schedule of hours) leave of absence at least two (2) weeks in advance in writing from the Library Manager of Personnel Services for a period not to exceed one (1) year. The purpose of the fifty (50%) FTE leave time is for the President to conduct union business. Subject to approval of the Library Manager of Personnel Services, the employee shall be granted leave of absence. Such leave shall be renewed each year, on request, during the employee's term of office. On the expiration of the said leave, upon written request to the Library Manager of Personnel Services, which must be submitted at least two (2) weeks prior to said termination, the employee shall be returned either to the employee's former position, or to a position in a classification comparable to that in which the employee was employed before taking the office, if such is available, or to such other position as may be determined by the Library Manager of Personnel Services as being suitable. The above-described leave of absence shall be limited to one (1) employee at any one time during the term of this agreement.
- (b) Where an employee of the University of Toronto is elected or selected to the office of President of CUPE, Local 1230 and is granted a fifty (50) percent FTE leave of absence in accordance with Article 19:10(a), the Employer shall continue to pay the officer during the leave of absence at his/her regular wage rate in the classification in which he/she is employed. The employee benefits in which the employee was enrolled immediately prior to commencing said leave of absence, shall continue at one hundred (100) percent FTE level.

Employer Discontinues Contribution to Welfare Benefits -- Regular Part-Time Employees

- 19:11 Where an employee has been granted leave of absence without pay in accordance with and pursuant to Articles 19:01 (Leave for valid personal reasons), the Employer shall discontinue its share of contributions for the aforesaid employee to:

The University of Toronto Pension Plan;
 University of Toronto Group Life and Survivor Income Plan;
 University of Toronto Long Term Disability Plan;
 University of Toronto Dental Care Plan;
 University of Toronto Extended Health Care Plan; and
 University of Toronto Semi-Private Hospital Accommodation Plan.

Employee May Continue Contributions -- Regular Part-Time Employees

- 19:12 The employee can make provision for continuance of coverage of whatever welfare benefits programs in which the employee was enrolled prior to said leave of absence being granted by making direct payment to the supervisor of the monthly payroll. All premiums must be paid in advance and in accordance with the rules established by the Human Resources Department.

Study/Research Leave

- 19:13 The Employer agrees to grant unpaid leave for up to twelve (12) months for non-permanent employees without loss of the preferred hiring status, if the leave is required as part of their University of Toronto academic programme.

ARTICLE 20: BEREAVEMENT LEAVE -- Regular Part-Time Employees

- 20:01 In the event of a death in the immediate family, an employee will be granted upon request up to a maximum of three (3) days' leave without loss of regular pay. At the discretion of the Employer up to a maximum of five (5) days of leave without loss of regular pay may be granted where extensive travel is required. An employee may use paid personal leave, if available, to supplement the leave should extra time be required.

"Immediate family" shall mean spouse (including same-sex partner, common-law or through marriage), father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, grandparent, aunt, uncle, niece, nephew, legal guardian, and legal ward.

ARTICLE 21: JURY DUTY OR CROWN WITNESS LEAVE

- 21:01 An employee subpoenaed to serve as a juror or crown witness shall receive full payment for all hours of work that would have been regularly scheduled.

ARTICLE 22: SICK LEAVE -- Regular Part-Time Employees

Definition

- 22:01 Sick leave is defined as absence because of the 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 *Workers' Compensation Act* is not payable. The purpose of the Sick Leave Plan is to provide against loss of earnings for employees who are prevented by sickness or accident from performing their duties.

Basis of Leave

- 22:02 A regular part-time employee who holds an appointment of twenty (25) percent or more of a full-time appointment, upon the completion of the probationary period, shall be eligible to be granted sick leave at the employee's regular rate of pay for periods up to fifteen (15) weeks during unavoidable absence due to illness or injury not compensable under the provisions of the *Workers' Compensation Act*. Regular rate of pay equals the hourly rate multiplied by the number of hours an employee is regularly scheduled to work each day.

Required to Call In

- 22:03 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. It is the responsibility of the employee to maintain communication with the supervisor with respect to the matter of the probable date of return to work by the employee.

Physician's Certificate

- 22:04 An employee with prior written notification, may be required by the employee's supervisor to provide a doctor's certificate certifying that the employee is unable to carry out the employee's normal duties due to illness.
- 22:05 A record of all used sick leave shall be kept by the Employer.

Misuse of Sick Leave

- 22:06 Where the Employer has reasonable grounds to believe an employee is misusing or has misused the sick leave provisions of the Agreement, such misuse will be cause for disciplinary action by the Employer.

Returning to Duty

- 22:07 Following a prolonged or serious illness, the Employer may require the employee to be certified medically fit before the employee returns to the employee's regular duties.

Exceptions

- 22:08 No payment of any sick leave credit shall be due to any employee on termination, discharge or retirement. During a period of vacation or authorized leave of absence, payment will not be made for sick leave.

ARTICLE 23: JOB POSTING

- 23:01 At least seven (7) working days prior to making any permanent staff changes covered by the terms of this agreement, except as indicated in Article 23:05, the Employer first will post notice of the said position in the Employer's offices and on the bulletin boards of the Library [three (3) of which shall be locked cases], and notify the Union, in writing, in order that all members will know about the position and be able to make written application therefore. Further, an electronic copy will be posted for distribution. Such notice shall contain the following information: nature of the position, job description, required knowledge and education, ability and skills, hours of work, and salary rate or salary range. All notices shall include information regarding the selection process (e.g., "The selection process for eligible, qualified candidates will include interview(s), a test or exercise and reference check(s).").

- 23:02 Any employee in the Bargaining Unit may make application for any vacant position arising out of Article 23:01 in the Part-Time Collective Agreement or Article 23:01 in the Full-Time Collective Agreement. In the event that the position is not awarded to a full-time employee or a regular part-time employee, then applications submitted by Assistant Library Technician/Assistant Public Access Facility Attendants, Graduate Assistant Library Technician/Assistant Help Desk Advisor, and Temporary Employees will be given consideration.
- 23:03 "Canadian Union of Public Employees, Local 1230" will be printed on all Job Postings for Part-Time Bargaining Unit positions.
- 23:04 When a position has been filled arising out of Article 23:01, the Chief Union Steward will be advised of the selection of the successful candidate within five (5) working days.

Lay-off -- Regular Part-Time Employees

- 23:05 In the event of lay-offs, the Employer will arrange to set up a liaison between the laid-off employees and the Library Manager of Personnel Services.

ARTICLE 24: PREFERRED HIRING

- 24:01 When an employee has satisfactorily completed the last sessional term of employment, the employee shall be given preference for employment in the same classification where there is a vacant position at the commencement of the next session, providing the University of Toronto student status is maintained, in accordance with Article 26:01 of this Collective Agreement. Preference in hiring shall be based on the total number of hours worked in the previous session provided the employee is otherwise capable of performing the duties of the vacant position. Vacancies shall be posted in the Library. Postings shall include information about the hiatus period, if applicable. Employees will be required to complete an application form and submit same to the office as indicated within the time specified on the posting. The minimum period for preferred hiring for application of clause 24:01 requires that an employee commence work not later than November 1 and terminate not earlier than April 15 in that session. Preferred hiring status shall cease and shall not be re-instituted once an employee has been employed for five (5) sessions or more as an ALT or GALT.
- 24:02 Preference when assigning Assistant Library Technician/Assistant Public Access Facility Attendant, Graduate Assistant Library Technician/Assistant Help Desk Advisor positions and schedules shall be based on the total number of hours worked in the previous session. Preference for schedules to be worked shall be indicated upon response to the posting by the applicant.
- 24:03 Assistant Library Technicians/Assistant Public Access Facility Attendants and Graduate Assistant Library Technicians/Assistant Help Desk Advisors who have temporarily transferred to a project position during the previous session shall retain their status on the preferred hiring list in the current or following session, provided they meet the qualifications as set out in Article 26:01.

Waiver

- 24:04 Notwithstanding Articles 23:01, 23:02, 24:01, 25:01, 25:02, 25:03, 25:04, 25:05, 27:01, the Employer and the Union may waive the above articles by mutual agreement. The Employer shall advise the Union of any positions affected by this article.
- 24:05 The number of sessions worked by an applicant shall be considered when Assistant Library Technician/Assistant Public Access Facility Attendant and Graduate Assistant Library Technician/ Assistant Help Desk Advisor positions are assigned. Preference for schedules to be worked shall be indicated upon response to the posting by the applicant.

ARTICLE 25: TRANSFERS AND PROMOTIONS

Factors Affecting Selection

- 25:01 When selecting an employee to fill a Bargaining Unit position, the Employer agrees to use all available information to determine which employee is qualified to fill the vacancy. The Employer will consider the applicant's knowledge and ability to perform the normal requirements of the job satisfactorily. Where the above are comparable between the applicants, seniority shall be the governing factor.

Trial Period

- 25:02 The successful applicant shall be placed on trial for an equivalent period of sixty (60) working days from assumption of new duties. Conditional on satisfactory service, such trial promotion or transfer shall be confirmed after the period of sixty (60) working days. In the event the successful candidate proves unsatisfactory in the position during the aforementioned trial period, that employee shall be returned to the employee's former position without loss of seniority and at the employee's former salary rate. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to that employee's former position without loss of seniority and at the employee's former salary rate.

Employee Returned to Previous Job

- 25:03 Any such employee shall be given the opportunity to revert to the employee's former position and conditions if the employee so requests within sixty (60) working days from the assumption of new duties, and the provisions of the immediate preceding paragraph shall apply to such reversion.

Eligibility for Other Positions

- 25:04 An employee who has been transferred to a new position must serve at least three (3) months in the position before the employee is eligible for consideration for any other position, unless it is in the Employer's interest to consider the employee for transfer.

Explanation to Employee

- 25:05 All applicants shall be notified of the outcome of their application as soon as possible after a successful candidate has been offered and has accepted the position. An unsuccessful candidate for an advertised vacancy may request, in writing, a written explanation as to why he/she was not selected, within five (5) working days of being so advised. Management will provide a written explanation within a further ten (10) working days.

Supervisory Positions

- 25:06 It is agreed that appointments to positions above the jurisdiction of the Union are not subject to the grievance procedure, although the Employer will give full consideration to representations of the Union where there is evidence of obvious irregularities or discrepancies.
- 25:07 The Employer agrees that an employee will not be transferred or promoted to a position outside of the Bargaining Unit if the employee in question does not wish to accept such a transfer or promotion.

ARTICLE 26: CLASSIFICATIONS

- 26:01 *Regular Part-Time Employee*: Is an employee who is hired by the Employer on a regularly scheduled basis but whose hours of work are less than the regular hours of work per day or week of full-time employees.

Assistant Library Technician/Assistant Public Access Facility Attendant (ALT/APFA): Is a University of Toronto student enrolled in a course or courses leading to a degree or diploma covering the majority of the academic session or registered in the School of Graduate Studies, who is hired to work during the academic session, and whose appointment is limited to the academic session. Failure on the employee's part to be enrolled in a course or courses covering the majority of the academic session will result in immediate loss of employment.

A Graduate Assistant Library Technician/Assistant Help Desk Advisor (GALT/AHDA): Is a University of Toronto graduate student who is hired to work during the academic session in a position requiring a graduate student and whose appointment is limited to the academic session. Should an employee in a GALT classification cease to be a student at any time during the academic session for which he/she is appointed, his/her employment shall cease immediately.

Temporary Employee: Is an employee who is employed for an indeterminate period not to exceed six (6) months.

Project Employee: Is an employee who is employed on a specific project.

- 26:02 Assistant Library Technicians/Assistant Public Access Facility Attendants or Project Employees' appointments shall not exceed twenty-four (24) hours per week. However, in the event of an emergency or circumstances which may occur that are beyond the control of the Employer, an Assistant Library Technician/Assistant Public Access Facility Attendant may be required to work in excess of twenty-four (24) hours per week, but no more than thirty-three (33) hours per week.

Definitions

- 26:03 For the purpose of interpreting clause 26:01, the following definitions shall apply:

Regular Part-Time: Shall mean duties recurring at fixed or uniform intervals during the calendar year.

Temporary: Shall mean duties occurring at fixed or uniform intervals, irregularly or at infrequent intervals.

Project: Shall mean duties occurring at fixed or uniform intervals, irregularly or at infrequent intervals during the term of a specific project.

Academic Session: Shall mean that period of time which begins with undergraduate registration (usually in September) and continues through to the last date for completion of marking of final examinations (normally in May).

Project Employment

- 26:04 In the event of the Employer establishing a project, the Employer will discuss the classification of employees to be employed for that project with the Union. Nothing in this clause shall be interpreted to prevent the Employer from establishing and staffing the project. If the Employer

and Union are unable to agree upon the classification of employees for the project, the matter may be referred to the Grievance and Arbitration Procedure of this Agreement.

- 26:05 The Employer will not establish special projects that will displace full-time or regular part-time employees.

ARTICLE 27: NEW JOB CLASSIFICATIONS

- 27:01 In the event of the Employer establishing any new regular part-time job classification or position within the Bargaining Unit, the Employer will discuss the terms of the job classification or position with the Union prior to the establishment of the aforementioned job classification or position. Nothing in this clause shall be interpreted to prevent the Employer from establishing any new regular part-time job classification or position and staffing same in accordance with the terms of this Agreement. If the Employer and the Union are unable to agree upon the classification of the job, the matter may be referred to the Grievance and Arbitration Procedure of this Agreement.

ARTICLE 28: GENERAL

Correspondence

- 28:01 All correspondence between the parties arising out of this Agreement or incidental thereto shall pass to and from the Director of Human Resources, University of Toronto, 215 Huron Street, 8th Floor, Toronto, Ontario, M5S 1A2 and the National Representative, Canadian Union of Public Employees, 305 Milner Avenue, Suite 800, Scarborough, Ontario, M1B 3V4 or the President of CUPE, Local 1230, John Robarts Library, Room 14019, 369 Huron Street, Toronto, Ontario, M5S 1A5, with copies to the National Representative or the President of CUPE, Local 1230, as the case may be.

Notification of Change of Status

- 28:02 Every employee shall be individually responsible for notifying the Employer within five (5) working days of a change of address, telephone number (except unlisted numbers), family status, name, income tax status, insurance beneficiary, next of kin and any other reasonable information pertaining to personal records.

Bulletin Boards

- 28:03 The Employer agrees to provide space on bulletin boards marked CUPE, Local 1230 for official notices on the understanding that such notices will be in keeping with the general spirit and intent of the Agreement.

Educational Allowances -- Regular Part-Time Employees

- 28:04 The Employer agrees to provide educational assistance in accordance with general University policies. The Employer shall have the right to amend or change the educational assistance policies during the term of this Agreement. Should it become necessary to amend or change the said policies, the Employer will discuss such amendments or changes that have been made to the said plan with the Union. The Employer shall determine whether a requested course is appropriate for the employee, according to the criteria outlined in the policy. All applications must be made in writing to the Library Manager of Personnel Services. In the event such application is rejected, the Library Manager of Personnel Services shall give reasons for rejection to the employee in writing.

Personnel Files

- 28:05 An employee, alone or with a Union Officer (President, Acting President or Steward) shall have the right to examine all documents pertaining to that individual in any files kept in the Library Personnel Office as a basis for personnel decisions affecting that employee, and to have such files corrected or supplemented in cases of inaccuracy or inadequacy. Such comments shall become part of the file.

Examination of the personnel files may be made after the employee gives notice of desire to do so, before the close of business in the Personnel Office on the next working day, and under the conditions which the Library Manager of Personnel Services deems appropriate to ensure security of the file.

Reporting Absence

- 28:06 An employee is expected to phone the immediate supervisor in the event that the employee is unable to report for work at the normal time. The employee is also expected to phone and to advise the immediate supervisor of the anticipated date of return.

ARTICLE 29: HOURS OF WORK AND OVERTIME

Standard Hours

- 29:01 Standard hours of work for all employees shall be seven and one-quarter ($7\frac{1}{4}$) hours per day, thirty-six and one-quarter ($36\frac{1}{4}$) hours per week, except from July 1 to Labour Day, during which period the hours of work shall be six and three-quarters ($6\frac{3}{4}$) hours per day and thirty-three and three-quarters ($33\frac{3}{4}$) hours per week, provided this shall not constitute a guarantee of hours per day or hours of work per week.

Compensatory Rescheduling -- Assistant Library Technician/Assistant Public Access Facility Attendants, Graduate Assistant Library Technician/Assistant Help Desk Advisor, and Temporary Employees

- 29:02 An employee who is unable to attend a scheduled shift or part thereof due to unforeseen circumstances can request rescheduling of these hours at a mutually agreed-upon date. The rate of pay shall be equivalent to that for the shift being rescheduled. This provision may be granted up to four (4) occasions per annum.

Overtime

- 29:03 Authorized overtime hours worked in excess of the standard hours of work shall be paid for at the rate of time and one-half ($1\frac{1}{2}$) the regular rate of wages.

Authorized overtime hours of work on Sunday in excess of the standard hours shall be paid for at the rate of two (2) times the regular rate.

Rest Periods

- 29:04 An employee is entitled to a fifteen (15) minute rest period for every three (3) hours scheduled. Employees shall endeavour to take rest periods as close to the middle of the three (3) hour period as possible.

Sunday Work - Regular Part-Time Employees

29:05 All regularly scheduled time worked on Sunday shall be paid for at one and one half (1½) times the standard rate.

Meal Allowance -- Regular Part-Time Employees

29:06 A meal allowance of ten (10) dollars will be provided if an employee continues to work for more than two (2) hours past stop time and at intervals thereafter of four (4) hours.

Promotion -- Pay Calculations -- Regular Part-Time Employees

29:07 When an employee is promoted one or more salary grades higher, the said employee shall maintain the employee's position in the progression scale (Schedule I).

No Pyramiding

29:08 Premium payments shall not be duplicated under any of the terms of this Agreement. If premium payments are provided under two or more provisions of this Agreement, then payment shall be made under the single provision which provides the highest rate of pay.

ARTICLE 30: WAGES

30:01 The Employer agrees to pay the schedule of wage rates attached hereto as Schedule I.

ARTICLE 31: HOLIDAYS

31:01 All employees covered by this agreement shall be granted the following paid holidays with pay at the employee's regular rate of pay for his/her normal number of working hours.

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

All employees required to work on any of the above-paid holidays will receive pay for time worked on such holidays at one and one-half (1½) times their regular rate in addition to the regular paid holiday pay.

31:02 Employees who qualify are entitled to take public holidays off work and be paid public holiday pay, or they can agree in writing to work on the holiday, and will be paid either:

(a) public holiday pay plus a premium rate of pay for the hours worked on the public holiday;

or

(b) their regular rate for hours worked on the holiday; in addition, they will also receive a substitute holiday with public holiday pay.

31:03 Generally, employees qualify for public holiday entitlements unless they:

(a) fail without reasonable cause to work their entire shift on their regularly scheduled days of work before or after the public holiday (this is called the "Last and First Rule");

or

- (b) fail without reasonable cause to work their entire shift on the public holiday if they agreed to, or were required to work that day.

- 31:04 Example calculation to determine the amount of public holiday pay a qualified employee is entitled to:

add all of the regular wages and all of the vacation pay the employee earned in the four (4) work weeks ending just before the work week with the public holiday, and divide this sum by twenty (20).

If the employee has earned a substitute holiday with public holiday pay, this calculation is done for the four (4) work weeks before the work week in which the substitute day falls.

- 31:05 The Employer shall designate the day of observance of paid holidays in the aforementioned Article 19:01. Notice shall be sent to the Union by the Employer within a reasonable time period prior to the date of observance of the paid holiday or paid holidays.

ARTICLE 32: VACATIONS

Vacations -- Regular Part-Time Employees

- 32:01 Vacations will, as far as practicable, be granted at the times most desired by the employees. An employee, to qualify for consideration of the employee's request for vacation, in accordance with the employee's seniority standing, must notify the Employer of the employee's preferred vacation before April 15th of any given year. However, the Employer reserves the authority to designate vacation periods in a manner consistent with the efficient operation of the Library. The Employer shall make vacation schedules available to employees by May 15th of each year, and thereafter such schedules shall not be changed unless mutually agreed by the employee and Employer.

Holiday Falling on a Vacation -- Regular Part-Time Employees

- 32:02 If a holiday falls during an employee's vacation, an extra day with pay at the hourly rate of pay multiplied by the number of hours the employee is regularly scheduled to work, will be allowed off in lieu of the holiday.

Vacation Allowances -- Regular Part-Time Employees

- 32:03 Regular part-time employees shall be granted vacation with pay on the following basis:

<u>Length of Continuous Service as of July 1st</u>	<u>Rate of Pay</u>
Up to eleven (11) months	4%
One (1) year or more	6%
Ten (10) years or more	8%
Fifteen (15) years or more	10%

Vacation Pay -- Assistant Library Technician/Assistant Public Access Facility Attendants, Graduate Assistant Library Technician/Assistant Help Desk Advisor, Temporary Employees, and Project Employees

- 32:04 Employees shall be paid four (4) percent of gross earnings as vacation pay regularly on a bi-weekly basis.

ARTICLE 33: BENEFITS -- Regular Part-Time Employees

- 33:01 The Employer agrees to provide for all regular part-time employees who hold appointments of twenty-five (25) percent or more of full-time appointments the following benefit plans:

Pension Plan

- 33:02 The Employer agrees to provide for all regular part-time employees who hold an appointment of twenty-five (25) percent or more and whose earnings are thirty-five (35) percent or more of the Canadian Pension Plan earnings ceiling, a Pension Plan, the details of which are set out in Schedule II.

Group Life and Survivor Income Plan

- 33:03 The Employer agrees to provide a Group Life and Survivor Income Plan, the details of which are set out in Schedule III.

Dental Care Plan

- 33:04 The Employer agrees to provide a Dental Care Plan, the details of which are set out in Schedule IV.

Extended Health Care Plan

- 33:05 The Employer agrees to provide an Extended Health Care Plan, the details of which are set out in Schedule V.

Semi-Private Hospital Accommodation Plan

- 33:06 The Employer agrees to provide a Semi-Private Hospital Accommodation Plan, the details of which are set out in Schedule VI.

Long-Term Disability Plan

- 33:07 The Employer agrees to provide a Long-Term Disability Plan, the details of which are set out in Schedule VII.

Vision Care

- 33:08 The Employer agrees to provide a Vision Care Plan, the details of which are set out in Schedule VIII.

Coverage up to one hundred and fifty (150) dollars every two (2) years per dependent.
Effective July 1, 2003 coverage up to one hundred and seventy-five (175) dollars every two (2) years per dependent.

Coverage includes contact lens and prescription sunglasses.

ARTICLE 34: UNION SECURITY**Union Dues**

- 34:01 The Employer agrees as a condition of employment to deduct from each regular pay due each employee who is covered by this Agreement a sum equivalent to the appropriate proportion of the monthly Union dues as certified from time to time by the Secretary-Treasurer of the Union.

Union Membership

- 34:02 All employees who are members of the Union or who, during the term of this Agreement, become members of the Union, shall be required to maintain their membership in the Union in good standing as a condition of employment.

Initiation Fee

- 34:03 All new employees hired shall have deducted from the first pay due to the said employee a sum equivalent to the initiation fee as certified from time to time by the Secretary-Treasurer of the Union. The aforementioned employees, as a condition of employment, shall be required to maintain their membership in the Union in good standing.

Transmittal of Dues and Initiation Fees

- 34:04 The Employer agrees to remit to the Secretary-Treasurer of the Union such dues and initiation fees within one (1) month from the collection date, accompanied by a list of the names of the employees from whom the deductions were made.

ARTICLE 35: OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

- 35:01 In keeping with the intent of the *Occupational Health and Safety Act*, the Employer agrees to constitute an Occupational Health and Safety Committee composed of five (5) elected representatives of the Union, one of whom shall be the President of the Local, and five (5) Management representatives. The Committee shall meet at intervals of not more than three (3) months or as requested by either the Union or the Employer. Members of the Committee shall be compensated for attendance at scheduled Committee meetings. A secretary shall be provided for the Committee, who shall record minutes of each meeting and transmit them to the parties. The Committee shall annually elect Chairpersons.
- 35:02 The Employer will provide the Committee with copies of accident reports related to members of the full-time and part-time Bargaining Units.
- 35:03 The Employer agrees to provide a guideline for the use of visual display terminals, the details of which are set out in Schedule IX.

ARTICLE 36: UNION MANAGEMENT COMMITTEE

- 36:01 The parties agree that there will be a joint Union Management Committee consisting of four (4) representatives from the University and four (4) selected by the Union, one of which shall be the local Union President, who shall be an ex-officio member of the committee. All four (4) union members of the committee shall suffer no loss of regular straight time pay, when they would otherwise have been at work. The National 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 persons so designated shall alternate presiding over meetings.

ARTICLE 37: THREE DAYS OFF WITH PAY - Regular Part-Time Employees

- 37:01 For each twelve (12) month period beginning with July 1st, the Employer 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 Employer 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 Employer, 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 31, Holidays.

ARTICLE 38: MODIFICATION OR TERMINATION

- 38:01 This Agreement shall continue in force and effect until June 30, 2005 and thereafter shall automatically renew itself for periods of one (1) year each unless either party notifies the other in writing within the period of ninety (90) days prior to any expiry date that it desires to amend or terminate this Agreement.

Negotiations

- 38:02 In the event of notice being given requesting negotiations to amend the Agreement, the negotiations shall commence within fifteen (15) days following receipt of such notification, and thereafter both parties shall negotiate in good faith.
- 38:03 If, pursuant to such negotiations, an agreement is not reached on the renewal or amendment of this Agreement, or the making of a new Agreement prior to the current expiry date, this Agreement shall continue in full force and effect until a new Agreement is signed between the parties or until conciliation proceedings prescribed under the *Ontario Labour Relations Act* have been completed, whichever date should first occur.

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 this November 22, 2002.

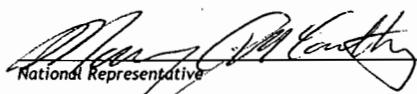
THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO BY:

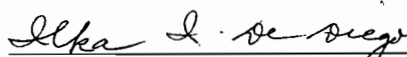

Vice-President, Human Resources


Secretary of Governing Council

AND:

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1230 (PART-TIME), BY:


National Representative


President

SCHEDULE I: WAGES**Wages Effective July 1, 2002**

Classifications	Job Code	Pay Scale Group		Hourly Rate		
Graduate Assistant Library Technician	82	GALT		\$21.18		
Assistant Help Desk Advisor	278	GALT		21.18		
	Pay Scale Group	Level/ Step 1	Level/ Step 2	Level/ Step 3	Level/ Step 4	
Assistant Library Technician - 279	ALT	\$13.55	\$14.09	\$14.63	\$15.17	
Assistant Public Access Facility Attendant - 83	APAFA	13.55	14.09	14.63	15.17	
Temporary Employees - 280	TEMP EMP	13.55	14.09	14.63	15.17	
Project Employees - 281	PROJ EMP	13.55	14.09	14.63	15.17	

Wages Effective July 1, 2003

Classifications	Job Code	Pay Scale Group		Hourly Rate		
Graduate Assistant Library Technician	82	GALT		\$21.82		
Assistant Help Desk Advisor	278	GALT		21.82		
	Pay Scale Group	Level/ Step 1	Level/ Step 2	Level/ Step 3	Level/ Step 4	
Assistant Library Technician - 279	ALT	\$13.96	\$14.51	\$15.07	\$15.63	
Assistant Public Access Facility Attendant - 83	APAFA	13.96	14.51	15.07	15.63	
Temporary Employees - 280	TEMP EMP	13.96	14.51	15.07	15.63	
Project Employees - 281	PROJ EMP	13.96	14.51	15.07	15.63	

Wages Effective July 1, 2004

Classifications	Job Code	Pay Scale Group		Hourly Rate		
Graduate Assistant Library Technician	82	GALT		\$22.47		
Assistant Help Desk Advisor	278	GALT		22.47		
	Pay Scale Group	Level/ Step 1	Level/ Step 2	Level/ Step 3	Level/ Step 4	
Assistant Library Technician - 279	ALT	\$14.38	\$14.95	\$15.52	\$16.10	
Assistant Public Access Facility Attendant - 83	APAFA	14.38	14.95	15.52	16.10	
Temporary Employees - 280	TEMP EMP	14.38	14.95	15.52	16.10	
Project Employees - 281	PROJ EMP	14.38	14.95	15.52	16.10	

Personnel Subarea: (U of T: 5350 & External: 7650), Pay Scale Type: (U of T: 32 & External: 80)

SCHEDULE I: WAGES -- REGULAR PART-TIME EMPLOYEES (July 1, 2002)

Classification	Job Code	Scale Group	Pay	Step 1	Step 2	Step 3
Library Technician III	259	02U	A	\$31,609.00	\$32,695.00	\$33,826.00
Key Punch Operator II			M	2,634.05	2,724.61	2,818.85
Clerk Typist II	69		D	121.57	125.75	130.10
			R	16.77	17.34	17.94
			S	18.01	18.63	19.27
Library Technician IV	260	03U	A	\$34,087.00	\$35,300.00	\$36,575.00
Clerk Typist III	70		M	2,840.56	2,941.68	3,047.95
Secretary I	124		D	131.10	135.77	140.67
Audio-Visual Technician I	473		R	18.08	18.73	19.40
Public Access Facility Attendant	75		S	19.42	20.11	20.84
Library Technician V	261	04U	A	\$36,841.00	\$38,200.00	\$39,627.00
Audio-Visual Technician II	474		M	3,070.09	3,183.30	3,302.26
			D	141.70	146.92	152.41
			R	19.54	20.27	21.02
			S	20.99	21.77	22.58
Library Technician VI	262	05U	A	\$39,925.00	\$41,444.00	\$43,041.00
Bibliographic Associate I	274		M	3,327.08	3,453.67	3,586.72
Computer Systems Technician			D	153.56	159.40	165.54
Conservation Technician			R	21.18	21.99	22.83
Audio-Visual Technician III	475		S	22.75	23.61	24.52
Help Desk Advisor	112					
Applications Programmer/Analyst	113	06U	A	\$43,008.00	\$44,691.00	\$46,454.00
Documentation Publications Specialist	485		M	3,583.97	3,724.22	3,871.17
Publications Editor/Designer	486		D	165.41	171.89	178.67
Computer Systems Technician II	393		R	22.82	23.71	24.64
			S	24.51	25.46	26.47
Bookbinder	276	07U	A	\$47,202.00	\$49,294.00	\$51,488.00
Help Desk Analyst I	429		M	3,933.49	4,107.82	4,290.64
Shipping and Receiving Leadhand	89		D	181.55	189.59	198.03
Systems Analyst	396		R	25.04	26.15	27.31
Computer Systems Technician III	394		S	26.90	28.09	29.34
Rare Book Binder	277	08U	A	\$51,949.00	\$54,282.00	\$56,739.00
Help Desk Analyst II	480		M	4,329.09	4,523.50	4,728.22
Administrator - Local Systems	90		D	199.80	208.78	218.23
			R	27.56	28.80	30.10
			S	29.60	30.93	32.33
Senior Help Desk Analyst	481	09U	A	\$57,144.00	\$59,710.00	\$62,412.00
			M	4,762.03	4,975.85	5,200.99
			D	219.79	229.65	240.05
			R	30.32	31.68	33.11
			S	32.56	34.02	36.56

A - Annual Salary

M - Monthly Rate

D - Daily Rate

R - Regular Rate (effective the day following Labour Day to June 30th)

S - Summer Rate (effective July 1st to Labour Day)

Personnel Subarea: 0800 and 7300, Pay Scale Type: 09 and 74

SCHEDULE I: WAGES -- REGULAR PART-TIME EMPLOYEES (July 1, 2003)

Classification	Job Code	Scale Group	Pay			
				Step 1	Step 2	Step 3
Library Technician III	259	02U	A	\$32,557.00	\$33,676.00	\$34,841.00
Key Punch Operator II			M	2,713.07	2,806.35	2,903.42
Clerk Typist II	69		D	125.22	129.52	134.00
			R	17.27	17.87	18.48
			S	18.55	19.19	19.85
Library Technician IV	260	03U	A	\$35,109.00	\$36,359.00	\$37,673.00
Clerk Typist III	70		M	2,925.78	3,029.93	3,139.39
Secretary I	124		D	135.04	139.84	144.89
Audio-Visual Technician I	473		R	18.63	19.29	19.99
Public Access Facility Attendant	75		S	20.01	20.72	21.47
Library Technician V	261	04U	A	\$37,946.00	\$39,346.00	\$40,816.00
Audio-Visual Technician II	474		M	3,162.19	3,278.80	3,401.33
			D	145.95	151.33	156.98
			R	20.13	20.87	21.65
			S	21.62	22.42	23.26
Library Technician VI	262	05U	A	\$41,123.00	\$42,687.00	\$44,332.00
Bibliographic Associate I	274		M	3,426.89	3,557.28	3,694.32
Computer Systems Technician			D	158.16	164.18	170.51
Conservation Technician			R	21.82	22.65	23.52
Audio-Visual Technician III	475		S	23.43	24.32	25.26
Help Desk Advisor	112					
Applications Programmer/Analyst	113	06U	A	\$44,298.00	\$46,031.00	\$47,848.00
Documentation Publications Specialist	485		M	3,691.59	3,835.95	3,987.31
Publications Editor/Designer	486		D	170.38	177.04	184.03
Computer Systems Technician II	393		R	23.50	24.42	25.38
			S	25.24	26.23	27.26
Bookbinder	276	07U	A	\$48,618.00	\$50,773.00	\$53,032.00
Help Desk Analyst I	429		M	4,051.49	4,231.05	4,419.36
Shipping and Receiving Leadhand	89		D	186.99	195.28	203.97
Systems Analyst	396		R	25.79	26.94	28.13
Computer Systems Technician III	394		S	27.70	28.93	30.22
Rare Book Binder	277	08U	A	\$53,508.00	\$55,911.00	\$58,441.00
Help Desk Analyst II	480		M	4,458.96	4,659.21	4,870.07
Administrator - Local Systems	90		D	205.80	215.04	224.77
			R	28.39	29.66	31.00
			S	30.49	31.86	33.30
Senior Help Desk Analyst	481	09U	A	\$58,859.00	\$61,502.00	\$64,284.00
			M	4,904.89	5,125.13	5,357.02
			D	226.38	236.54	247.25
			R	31.22	32.63	34.10
			S	33.54	35.04	36.63

A - Annual Salary

M - Monthly Rate

D - Daily Rate

R - Regular Rate (effective the day following Labour Day to June 30th)

S - Summer Rate (effective July 1st to Labour Day)

Personnel Subarea: 0800 and 7300, Pay Scale Type: 09 and 74

SCHEDULE I: WAGES -- REGULAR PART-TIME EMPLOYEES (July 1, 2004)

Classification	Job Code	Scale Group	Pay	Step 1	Step 2	Step 3
Library Technician III	259	02U	A	\$33,534.00	\$34,686.00	\$35,886.00
Key Punch Operator II			M	2,794.46	2,890.54	2,990.52
Clerk Typist II	69		D	128.98	133.41	138.02
			R	17.79	18.40	19.04
			S	19.11	19.76	20.45
Library Technician IV	260	03U	A	\$36,163.00	\$37,450.00	\$38,803.00
Clerk Typist III	70		M	3,013.55	3,120.83	3,233.57
Secretary I	124		D	139.09	144.04	149.24
Audio-Visual Technician I	473		R	19.18	19.87	20.59
Public Access Facility Attendant	75		S	20.61	21.34	22.11
Library Technician V	261	04U	A	\$39,085.00	\$40,526.00	\$42,040.00
Audio-Visual Technician II	474		M	3,257.06	3,377.16	3,503.37
			D	150.33	155.87	161.69
			R	20.73	21.50	22.30
			S	22.27	23.09	23.95
Library Technician VI	262	05U	A	\$42,356.00	\$43,968.00	\$45,662.00
Bibliographic Associate I	274		M	3,529.70	3,664.00	3,805.15
Computer Systems Technician			D	162.91	169.11	175.62
Conservation Technician			R	22.47	23.33	24.22
Audio-Visual Technician III	475		S	24.13	25.03	26.02
Help Desk Advisor	112					
Applications Programmer/Analyst	113	06U	A	\$45,627.00	\$47,412.00	\$49,283.00
Documentation Publications Specialist	485		M	3,802.23	3,951.03	4,106.93
Publications Editor/Designer	486		D	175.49	182.36	189.55
Computer Systems Technician II	393		R	24.21	25.15	26.14
			S	26.00	27.02	28.08
Bookbinder	276	07U	A	\$50,076.00	\$52,296.00	\$54,623.00
Help Desk Analyst I	429		M	4,173.03	4,357.98	4,551.94
Shipping and Receiving Leadhand	89		D	192.60	201.14	210.09
Systems Analyst	396		R	26.57	27.74	28.98
Computer Systems Technician III	394		S	28.53	29.80	31.12
Rare Book Binder	277	08U	A	\$55,113.00	\$57,588.00	\$60,194.00
Help Desk Analyst II	480		M	4,592.73	4,798.99	5,016.17
Administrator - Local Systems	90		D	211.97	221.49	231.52
			R	29.24	30.55	31.93
			S	31.40	32.81	34.30
Senior Help Desk Analyst	481	09U	A	\$60,624.00	\$63,347.00	\$66,213.00
			M	5,052.04	5,278.88	5,517.73
			D	233.17	243.64	254.66
			R	32.16	33.61	35.13
			S	34.54	36.09	37.73

A - Annual Salary

M - Monthly Rate

D - Daily Rate

R - Regular Rate (effective the day following Labour Day to June 30th)

S - Summer Rate (effective July 1st to Labour Day)

Personnel Subarea: 0800 and 7300, Pay Scale Type: 09 and 74

Progression - Regular Part-Time Employees

Each regular part-time employee shall be progressed one (1) salary step higher upon completion of 1,863 hours of work since the last progression.

Application of Steps - Assistant Library Technician/Assistant Public Access Facility Attendant and Temporary Employees

Assistant Library Technician/Assistant Public Access Facility Attendants shall be eligible to receive the next higher rate of pay in the event of re-employment upon completion of either one (1) session of employment or, if employed during the summer as a Temporary Employee, upon completion of one (1) session of employment and the aforementioned summer temporary employment, whichever is applicable.

SCHEDULE II: PENSION PLAN

All regular part-time employees who hold an appointment of twenty-five (25) percent or more and whose earnings are thirty-five (35) percent or more of the Canada Pension Plan earnings ceiling are eligible to be enrolled in the University of Toronto Pension Plan, under the provisions of the Pension Plan for staff of the University of Toronto. Contributions are pro-rated to the percentage of full-time appointment.

Employees who become eligible shall be enrolled in the said Pension Plan on the date of eligibility. Notwithstanding, the Employer shall have the right to amend or change the said Pension Plan during the term of the Agreement. Should it become necessary to amend or change the said plan, the Employer will discuss such amendments or changes that have been made to the said plan with the Union.

SCHEDULE III: GROUP LIFE AND SURVIVOR INCOME PLAN

The Employer shall continue to provide 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 Staffs, 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.

The Employer shall have the right to amend or change the said Group Life and Survivor Income Plan during the term of this Agreement. Should it become necessary to amend or change the said plan, the Employer will discuss such amendments or changes that have been made to the said plan with the Union.

Regular part-time employees who hold an appointment of twenty-five (25) percent or more of a full-time appointment shall be eligible to be enrolled in the said plan.

SCHEDULE IV: DENTAL CARE PLAN

The Employer agrees to contribute not less than eighty (80) percent of the premiums for full-time employees participating in the University of Toronto Dental Care Plan.

The parties agree to be governed by the provisions and regulations of the said plan for the term of this Agreement. The Employer shall have the right to amend or change the Dental Care Plan during the term of this Agreement. Should it become necessary to amend or change the said plan, the Employer will discuss such amendments or changes that have been made to the said plan with the Union.

For regular part-time employees who hold an appointment of twenty-five (25) percent or more of a full-time appointment, the Employer's contribution shall be pro-rated to the percentage of the appointment.

SCHEDULE V: EXTENDED HEALTH CARE PLAN

The Employer agrees to contribute not less than seventy-five (75) percent of the billed rates of premiums for employees participating in the University of Toronto Extended Health Care Plan.

The parties agree to be governed by the provisions and regulations of the said plan for the term of this Agreement. The Employer shall have the right to amend or change the Extended Health Care Plan during the term of this Agreement. Should it become necessary to amend or change the said plan, the Employer will discuss such amendments or changes that have been made to the said plan with the Union.

For regular part-time employees who hold an appointment of twenty-five (25) percent or more of a full-time appointment, the Employer's contribution shall be pro-rated to the percentage of the appointment.

SCHEDULE VI: SEMI-PRIVATE HOSPITAL ACCOMMODATION PLAN

The Employer agrees to contribute not less than seventy-five (75) percent of the billed rates of premiums for employees participating in the University of Toronto Semi-Private Hospital Accommodation Plan.

The parties agree to be governed by the provisions and regulations of the said plan for the term of this Agreement. The Employer shall have the right to amend or change the Semi-Private Hospital Accommodation Plan during the term of this Agreement. Should it become necessary to amend or change the said plan, the Employer will discuss such amendments or changes that have been made to the said plan with the Union.

For regular part-time employees who hold an appointment of twenty-five (25) percent or more of a full-time appointment, the Employer's contribution shall be pro-rated to the percentage of the appointment.

SCHEDULE VII: LONG-TERM DISABILITY PLAN

The Employer and the employees shall continue to make contributions to the University of Toronto Long Term Disability Plan for Members of the Academic and Administrative Staffs in accordance with the provisions and regulations of the said plan during the term of this Agreement.

The Employer shall have the right to amend or change the said Long-Term Disability Plan during the term of this Agreement. Should it become necessary to amend or change the said plan, the Employer will discuss such amendments or changes that have been made to the said plan with the Union.

For regular part-time employees who hold an appointment of twenty-five (25) percent or more of a full-time appointment, the Employer's contribution shall be pro-rated to the percentage of the appointment.

SCHEDULE VIII: VISION CARE PLAN

The Employer agrees to contribute not less than fifty (50) percent of the premiums for employees participating in the University of Toronto Vision Care Plan.

The parties agree to be governed by the provisions and regulations of the said plan for the term of this Agreement. The Employer shall have the right to amend or change the Vision Care Plan during the term of this Agreement. Should it become necessary to amend or change the said plan, the Employer will discuss such amendments or changes that have been made to the said plan with the Union.

Participation in the Vision Care Plan is mandatory for all members of the Bargaining Unit, with the following exception. Only employees who have Vision Care coverage through their spouse will be exempted from participation in the Vision Care Plan.

For regular part-time employees who hold an appointment of twenty-five (25) percent or more of a full-time appointment, the Employer's contribution shall be pro-rated to the percentage of the appointment.

SCHEDULE IX: VISUAL DISPLAY TERMINALS

The Employer agrees that the document entitled Guidelines for the Use of Visual Display Terminals developed by the Office of Occupational Health and Safety, shall apply to the Bargaining Unit.

The parties agree that should the guidelines specified above be modified by the Office of Occupational Health and Safety during the life of this Collective Agreement such modifications shall apply to the Bargaining Unit.

MEMORANDUM OF AGREEMENT: Pension Plan - Regular Part-Time Employees**Early Retirement Window**

The University agrees to extend the early retirement window to June 30, 2005.

A "bridge benefit" will be payable under the early retirement window equal to:

0.5 percent of HIGHEST AVERAGE EARNINGS up to average CPP maximum salary

Multiplied (x)

Pensionable service

Reduced by (-)

Three (3) percent for each year (prorated for partial years) that the early retirement date precedes the first of the month following age sixty (60).

The bridge benefit is payable until the earlier of the first of the month in which the participant reaches age sixty-five (65) or the first month in which the participant dies.

Retirees**Additional Lifetime Pension for Pensioners who Retired up to and Including June 30, 1996**

For eligible pensioners under the University of Toronto Pension Plan who retired from the University up to and including June 30, 1996, pension benefits will be recalculated by using a benefit rate of 1.3 percent on highest average salary up to the average CPP maximum salary, instead of 1.0 percent used in the original calculation. For those pensioners with part-time service before July 1, 1987, the pension earned for this service, which was calculated under a different formula, will be increased by thirty (30) percent. The additional pension resulting from the recalculation will be payable starting July 1, 2002.

LETTER OF AGREEMENT: Pregnancy, Adoption, and Parental Leave

November 22, 2002

Ms. Mary Catherine McCarthy
National Representative
Canadian Union of Public Employees, Local 1230
Part-Time Bargaining Unit
305 Milner Avenue
Suite 800
Scarborough, Ontario
M1B 3V4

Dear Ms. McCarthy,

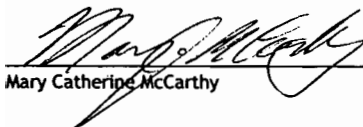
Re: Articles 19:03, 19:04, 19:05, and 19:07 (Pregnancy, Adoption, and Parental Leave)
Of the Part-Time Collective Agreement

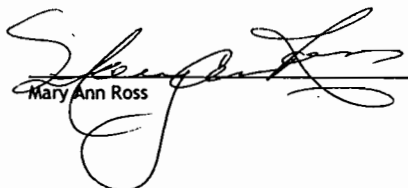
I am writing to confirm and record our agreement in negotiations for a renewal Collective Agreement that if during the term of the renewal agreement, or any statutory freeze period beyond the term of the renewal Collective Agreement, a grievance is filed alleging that the above-noted provisions of the Collective Agreement discriminate in any way against non-adoptive parents, the parties agree as follows:

- a) The grievance will forthwith be deemed to be and will be settled by the University and the Union on a without prejudice or precedent basis by granting to the non-adoptive parent grievor the benefits available to adoptive parents under Article 19:04, provided the non-adoptive parent grievor was otherwise eligible for and entitled to parental leave benefits under Article 19:05 at the time the grievance was filed.
- b) The parties agree that the Collective Agreement shall be deemed to be and will be amended effective the date the grievance was filed by deleting existing Article 19:04 and replacing it with new Article 19:04 Primary Caregiver Leave in the form attached to this letter as Appendix A.

The parties agree that Arbitrator William Kaplan will be seized of any issues concerning the interpretation, application, administration, or alleged violation of this Letter of Agreement.

By the signature of authorized representatives hereunder the University and the Union agree to the terms and conditions of this Letter of Agreement.


Mary Catherine McCarthy


Mary Ann Ross

LETTER OF INTENT: MEMORANDUM OF AGREEMENT: ADJUSTMENT OF HOURS

Regular Part-Time Employees
and
Assistant Library Technician/Assistant Public Access Facility Attendants

November 22, 2002


Ms. Mary Catherine McCarthy
National Representative
Canadian Union of Public Employees, Local 1230
Part-Time Bargaining Unit
305 Milner Avenue
Suite 800
Scarborough, Ontario
M1B 3V4

Dear Ms. McCarthy,

It was agreed during our recent negotiations that where an employee requests a change of schedule that can be arranged by the supervisor, overtime payment shall be waived. Hours of work are not to exceed eight (8) hours per day.

In the event hours of work exceed eight (8) hours per day, overtime shall be paid at the appropriate rate. This agreement shall be in effect for the term of this Collective Agreement.

Yours truly,



Mary Ann Ross
Director, Labour Relations

LETTER OF INTENT: ERGONOMICS - REGULAR PART-TIME EMPLOYEES

November 22, 2002

Ms. Mary Catherine McCarthy
National Representative
Canadian Union of Public Employees, Local 1230
Part-Time Bargaining Unit
305 Milner Avenue
Suite 800
Scarborough, Ontario
M1B 3V4

Dear Ms. McCarthy,

The parties agree that the Employer's procedures and practices on ergonomics as determined by the Employer's Office of Environmental Health and Safety shall apply to members of the Bargaining Unit.

Yours truly,



Mary Ann Ross
Director, Labour Relations

LETTER OF INTENT: VIOLENCE IN THE WORKPLACE

November 22, 2002

Ms. Mary Catherine McCarthy
National Representative
Canadian Union of Public Employees, Local 1230
Part-Time Bargaining Unit
305 Milner Avenue
Suite 800
Scarborough, Ontario
M1B 3V4

Dear Ms. McCarthy,

The University and the Union recognize that they have a joint responsibility with respect to safety in the workplace. During the life of the current Collective Agreement, the parties agree to meet, with a view to making recommendations on training to address the issue of violence in the workplace.

Yours truly,

A handwritten signature in dark ink, appearing to read 'Mary Ann Ross', with a stylized, flowing script.

Mary Ann Ross
Director, Labour Relations

LETTER OF INTENT: COPIES OF DOCUMENTS IN PERSONNEL FILES


November 22, 2002

Ms. Mary Catherine McCarthy
National Representative
Canadian Union of Public Employees, Local 1230
Part-Time Bargaining Unit
305 Milner Avenue
Suite 800
Scarborough, Ontario
M1B 3V4

Dear Ms. McCarthy,

The Employer agrees that, during the life of the Collective Agreement, employees shall be entitled to request copies of documents in their personnel file, to which they are entitled, in accordance with the University's Policy on Access to Information and Protection of Privacy. Such requests must be made in writing to the Manager of Library Personnel Services. The Employer reserves the right to assess a fee for providing copies of such documentation, consistent with the cost incurred by the Employer in responding to such requests.

Yours truly,



Mary Ann Ross
Director, Labour Relations

LETTER OF INTENT: REPLACEMENT OF PART-TIME EMPLOYEES

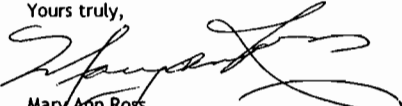
November 22, 2002

Ms. Mary Catherine McCarthy
National Representative
Canadian Union of Public Employees, Local 1230
Part-Time Bargaining Unit
305 Milner Avenue
Suite 800
Scarborough, Ontario
M1B 3V4

Dear Ms. McCarthy,

It is not the intention of the Employer to hire Temporary Employees to replace regular part-time employees in the Bargaining Unit.

Yours truly,



Mary Ann Ross
Director, Labour Relations

LETTER OF INTENT: PROVISION OF OFFICE SPACE

November 8, 2002

Ms. Mary Catherine McCarthy
National Representative
Canadian Union of Public Employees, Local 1230
Part-Time Bargaining Unit
305 Milner Avenue
Suite 800
Scarborough, Ontario
M1B 3V4

Dear Ms. McCarthy,

Approximately 239 square feet of office space will be provided rent free to Local 1230, of the Canadian Union of Public Employees in Room 14019 of the Robarts Library, 130 St. George Street, Toronto, Ontario, in accordance with the following conditions:

1. Purpose

The University recognizes the need of the Local Union to have a central location for files and normal office equipment for the purpose of conducting business with the administration of the University.

2. General

a) This privilege may be withdrawn if the Local Union uses or allows the office space to be used for any purposes other than set out in Section 1.

b) Access to and egress from Room 14019 will be gained only by use of the public elevator which serves floors 2, 6, 8 and 14.

c) Use of Room 14019, as defined in Section 1 and including traffic to and from the room, will be conducted in such a manner as will not disturb the other occupants of the floor.

d) In the event of a strike or lockout, reasonable notice shall be given in order that the Union may remove from Room 14019 such files and other office equipment as may be necessary. The Union will not utilize the office space during the period of strike or lockout.

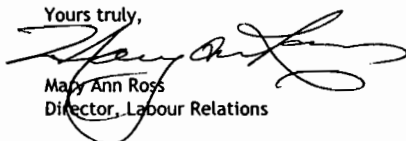
e) Signs may not be placed on the exterior or the interior walls of the building except for the name of the organization on the door.

f) The University will provide space and cleaning services at no cost to the Union.

g) The office must be accessible in the normal manner for Physical Plant maintenance and cleaning services.

h) The space allocation is subject to change if Room 14019 is required by the University for academic purposes. In this event, alternate accommodation will be found.

Yours truly,



Mary Ann Ross
Director, Labour Relations

**LETTER OF INTENT: HOLIDAYS DECLARED BY THE PRESIDENT OF THE UNIVERSITY OF TORONTO -
REGULAR PART-TIME EMPLOYEES**

November 22, 2002

Ms. Mary Catherine McCarthy
National Representative
Canadian Union of Public Employees, Local 1230
Part-Time Bargaining Unit
305 Milner Avenue
Suite 800
Scarborough, Ontario
M1B 3V4

Dear Ms. McCarthy,

It is the intention of the Employer that whatever holidays other than those specified in the Agreement which are declared by the President of the University of Toronto, during the life of the Agreement, shall also be extended to the regular part-time employees covered by the Collective Agreement. Where it is not possible to release the employees from service on that day, an equivalent amount of time off with pay will be granted at a later date, whenever possible, at a time mutually convenient to the employee and the Employer.

The parties are agreed that in the event of a dispute concerning matters related to this letter of intent, the grievance procedure may be invoked.

Yours truly,


Mary Ann Ross
Director, Labour Relations

LETTER OF INTENT: UNION STEWARDS

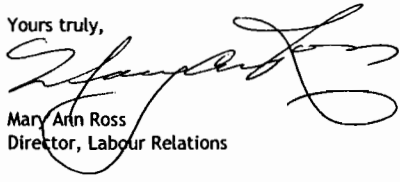
November 22, 2002

Ms. Mary Catherine McCarthy
National Representative
Canadian Union of Public Employees, Local 1230
Part-Time Bargaining Unit
305 Milner Avenue
Suite 800
Scarborough, Ontario
M1B 3V4

Dear Ms. McCarthy,

The Employer agrees to amend Appendix A during the term of the Agreement to reflect changes in the organization in order to ensure appropriate Steward representation of Union staff.

Yours truly,


Mary Ann Ross
Director, Labour Relations

LETTER OF INTENT: MONTHLY LISTING OF EMPLOYMENT STATUS CHANGES

November 22, 2002

Ms. Mary Catherine McCarthy
National Representative
Canadian Union of Public Employees, Local 1230
Part-Time Bargaining Unit
305 Milner Avenue
Suite 800
Scarborough, Ontario
M1B 3V4

Dear Ms. McCarthy,

It is agreed that with respect to regular part-time employees the Employer will provide the Secretary-Treasurer of the Union, CUPE Local 1230 with a monthly listing of employment status changes such as leaves of absence, maternity leaves, employees on long-term disability, terminations, department and new hires, when and if such information is readily made available in an automated form to the Library.

Yours truly,



Mary Ann Ross
Director, Labour Relations

LETTER OF INTENT: TRAINING

November 22, 2002

Ms. Mary Catherine McCarthy
National Representative
Canadian Union of Public Employees, Local 1230
Part-Time Bargaining Unit
305 Milner Avenue
Suite 800
Scarborough, Ontario
M1B 3Y4


Dear Ms. McCarthy,

The Employer and the Union are committed to quality job-related training throughout the workplace.

The parties acknowledge the value of the "Blueprint for Training" document that evolved as an initiative of the Union/Management Committee.

It is agreed that training will be an agenda at future Union/Management Committee meetings, and that on a pre-determined scheduled each department head within the Central Library System will attend a specific meeting of the Union/Management Committee to provide a report on the training programs and initiatives in their departments, and to invite comments and dialogue with the Union.

Yours truly,



Mary Ann Ross
Director, Labour Relations

LETTER OF INTENT: HARASSMENT TRAINING

November 22, 2002

Ms. Mary Catherine McCarthy
National Representative
Canadian Union of Public Employees, Local 1230
Part-Time Bargaining Unit
305 Milner Avenue
Suite 800
Scarborough, Ontario
M1B 3V4

Dear Ms. McCarthy,

This memorandum will confirm that:

1. During the first year of the new Collective Agreement the parties will organize and conduct information workshops regarding harassment in accordance with the Human Rights Code, Collective Agreement, and the University's Sexual Harassment Policy and Statement on Prohibited Discrimination and Discriminatory Harassment.
2. Arrangements will be made for employees to attend the workshop at no loss of earnings.
3. The workshops, which may be approximately 2½ to 3 hours in duration, will be conducted by instructors from the Union and may involve the participation of University Human Resources and Equity officers.
4. Prior to the workshops taking place, the parties will meet to agree on course content.
5. The first session of the workshop will be offered to Union officials and Library supervisory staff.

Yours truly,



Mary Ann Ross
Director, Labour Relations

LETTER OF INTENT: BENEFITS - REGULAR PART-TIME EMPLOYEES

November 8, 2002

Ms. Mary Catherine McCarthy
National Representative
Canadian Union of Public Employees, Local 1230
Part-Time Bargaining Unit
305 Milner Avenue
Suite 800
Scarborough, Ontario
M1B 3V4


Dear Ms. McCarthy,

The University and the Union agree to develop a working committee to discuss ways of containing benefit costs to ensure sustainable long-term growth of such benefits, including ways of dealing with the benefits of retirees. This committee shall consist of three (3) members of the Union and the University, and shall meet no later than three (3) months after ratification of this Agreement.

Vision care shall be increased from one hundred and fifty (150) dollars to one hundred and seventy-five (175) dollars effective July 1, 2003 on the express understanding that the Committee's first task shall be to try to identify vision care cost containment measures such as preferred providers, so as to defray the cost of the increased benefit.

Employees will be covered for hearing aids to a maximum of three hundred (300) dollars, every three years.

Yours truly,



Mary Ann Ross
Director, Labour Relations

LETTER OF INTENT: VISION CARE PLAN -- REGULAR PART-TIME EMPLOYEES

November 22, 2002

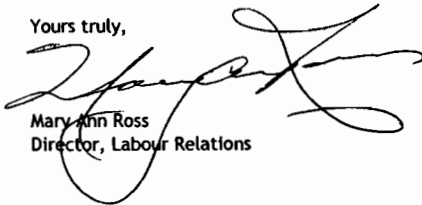
Ms. Mary Catherine McCarthy
National Representative
Canadian Union of Public Employees, Local 1230
Part-Time Bargaining Unit
305 Milner Avenue
Suite 800
Scarborough, Ontario
M1B 3V4

Dear Ms. McCarthy,

A vision care plan is to be provided to members of Canadian Union of Public Employees, Local 1230 employed by the University of Toronto with the following benefits:

- Coverage up to one hundred and seventy-five (175) dollars every two (2) years per family member with no deductible, effective July 2003.
- The University subsidy will be fifty (50) percent of the cost of the premiums.
- Coverage includes contact lenses and prescription sunglasses.
- Participation in the plan must be seventy-five (75) percent of eligible members.
- Eligible members are all those members of the group less those who have coverage under a spousal plan.
- Members who decline coverage at the start-up of the plan may only join at the opening date (once a year).
- Membership will be mandatory for all new staff except those who have exempted themselves because they have coverage in a spousal plan.
- Participating members who cancel coverage will not be allowed to rejoin the plan.
- The Employer shall have the right to amend or change the said Vision Care Plan during the term of this agreement.

Yours truly,



Mary Ann Ross
Director, Labour Relations

LETTER OF INTENT: EXEMPTION FROM ARTICLE 24:01

November 22, 2002

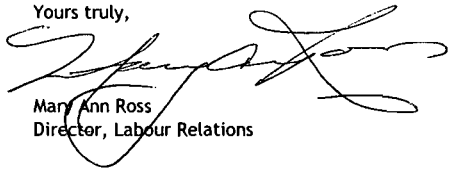
Ms. Mary Catherine McCarthy
National Representative
Canadian Union of Public Employees, Local 1230
Part-Time Bargaining Unit
305 Milner Avenue
Suite 800
Scarborough, Ontario
M1B 3V4

Dear Ms. McCarthy,

All employees who are employed in ALT or GALT positions as of February 13, 1997 shall be exempt from the requirement under Article 24:01 of this Collective Agreement that "preferred hiring" status shall cease and shall not be re-instituted once an employee has been employed for five (5) or more sessions.

All employees who are employed in ALT positions as of February 13, 1997 shall be exempt from the requirement under Article 26:01 of this Collective Agreement for University of Toronto student status and for maintenance of such status as a condition of employment. Such employees will be required to be students and to maintain student status in accordance with Article 25:02 of the previous Collective Agreement which expired on August 31, 1996.

Yours truly,

A handwritten signature in black ink, appearing to read 'Mary Ann Ross', is written over the typed name and title.

Mary Ann Ross
Director, Labour Relations

**LETTER OF INTENT: ASSISTANT PUBLIC ACCESS FACILITY ATTENDANTS (ALT Classification)/
ASSISTANT HELP DESK ADVISOR (GALT Classification) Who Were Employed In The Information
Commons On The Date Of The Arbitration Award (March 7, 2000)**

November 22, 2002

Ms. Mary Catherine McCarthy
National Representative
Canadian Union of Public Employees, Local 1230
Part-Time Bargaining Unit
305 Milner Avenue
Suite 800
Scarborough, Ontario
M1B 3V4

Dear Ms. McCarthy,

The conditions set out in this letter of intent apply only to those employees who were employed in the Information Commons on the date of the arbitration award (March 7, 2000), or hired between that date and the date this letter of intent is signed. This is a closed group to which no one may be added; the list of employees covered by these provisions is in Appendix E. This list will be verified and acknowledged by both parties as being a comprehensive list of such employees.

Assistant Public Access Facility Attendants (formerly ALT classification) and Assistant Help Desk Advisors (formerly GALT classification) who were employed in the Information Commons and who were students on the date of the arbitration award (March 7, 2000) will no longer be required to maintain their student status as a condition of employment.

Assistant Public Access Facility Attendants (ALT classification) and Assistant Help Desk Advisors (GALT classification) who were employed in the Information Commons and who were not students on the date of the arbitration award (March 7, 2000) will not be required to become students in order to remain in their positions.

These employees will be governed by Article 24:01, Preferred Hiring. For the purpose of this article, the Employer agrees that the first year these employees are deemed to be on the list will be 2000-2001, with the hours used to be those worked during the 1999-2000 year.

These employees will be eligible to continue in their positions for the period they are on the "preferred hiring" list provided they advise by using the online EASY system, of their intention to continue their employment for the forthcoming session. Such employees will not be required to take a two-week hiatus between sessions. However, during each year, these employees must take an unpaid vacation of ten (10) days, as required by the *Employment Standards Act*.

These employees will not be restricted to a limit of twenty-four (24) hours of work per week.

Yours truly,



Mary Ann Ross
Director, Labour Relations

LETTER OF INTENT: JOB DESCRIPTION AND CLASSIFICATIONS - REGULAR PART-TIME EMPLOYEES

November 22, 2002

Ms. Mary Catherine McCarthy
National Representative
Canadian Union of Public Employees, Local 1230
Part-Time Bargaining Unit
305 Milner Avenue
Suite 800
Scarborough, Ontario
M1B 3V4


Dear Ms. McCarthy,

1. The University acknowledges the value of the work performed by members of the CUPE 1230 part-time Bargaining Unit, and that this work has evolved and changed, as the Library has evolved and changed, and continues to do so. The University also acknowledges that the classifications assigned to Bargaining Unit jobs should be reviewed and updated to reflect the changes that have occurred.
2. The University and the Union therefore agree to a process to revise and update all job descriptions, for regular part-time employees, based on the following principles:
 - 2.1 It is Management's role to determine the work that is required to be done, to allocate duties and responsibilities, and to define and describe the jobs.
 - 2.2 It is the job that is to be defined/described, not the performance of any particular incumbent.
 - 2.3 Job descriptions should be objective, clear, concise statements of duties and responsibilities, skills and effort required, and working conditions.
 - 2.4 Management will develop job descriptions in light of the jobs as they are currently functioning, and as they will be needed to function in order that the University can achieve its vision of the "library of the future" as set forth in the Library's strategic planning exercise.
 - 2.5 Information concerning the working conditions under which the jobs are performed, as well as the physical and mental effort required of employees in the performance of their jobs will be gathered from all employees in the form of an agreed-upon questionnaire to be developed in consultation with the Union.
 - 2.6 Job descriptions should be written at a high level, focusing on the job, its major duties and responsibilities, and with some flexibility, as opposed to an exhaustive list of all tasks; i.e., descriptions will focus on the "what" and "why" of jobs, without a great deal of detail as to the "how."
 - 2.7 Job descriptions should be written so as to be able to serve a number of purposes for the Library and for the Bargaining Unit members, such as for training purposes, career planning and development, posting, recruitment as well as general operational management.

- 2.8 Job titles will reflect the nature and level of the work performed and will be more functionally descriptive than the previous generic "Library Technician" title.
- 2.9 The Union and all employees in the Bargaining Unit will be provided with copies of their job descriptions for review and comment.
- 2.10 Classification of job descriptions will be based on clearly articulated objective, gender neutral standards that distinguish the level of skill, effort, responsibility, and working conditions including the complexity of the work, knowledge requirements, physical and mental effort involved, judgement and decision making exercised, leadership responsibilities exercised and scope of the job. The University will develop classification standards and ask the Union for feedback for the University's consideration.
- 2.11 The number of levels of any specific function should be based on actual and anticipated needs of the organization.
- 2.12 Salary administration should be based on job classification and be fair and equitable and provide for internal equity within the Bargaining Unit, and in reference to jobs performing similar work throughout the University, as well as market competitiveness.
- 2.13 Classification decisions will result directly in the assignment of jobs of similar value to the appropriate salary grade for that classification.
3. The main goal of this exercise is that the Library administration, the Union, and the employees have access to accurate, up-to-date job descriptions and classifications. While this may result in some reclassifications or the re-assignment of existing classifications to different salary grades, the objective is fairness and equity, not across-the-board reclassifications.
4. Any classification decisions that the Union disagrees with shall be discussed at a meeting of the parties on a without prejudice basis for the purpose of trying to resolve the dispute; failure to resolve the classification disagreement may result in the dispute being referred to an agreed upon neutral 3rd party (arbitrator) for a decision that shall be binding on the parties. In the event of a dispute, the University's classification will prevail unless, and until, an arbitrated decision is received, resulting in a different outcome.
5. The University and the Union shall endeavour to keep to the following timetable commitments:
 - 5.1 Within six (6) months of the ratification of this Collective Agreement, to have developed and consulted with the Union concerning the classification standards that shall be used in this process.
 - 5.2 Within eight (8) months of the ratification of the Collective Agreement, to have updated all job descriptions.
 - 5.3 Within twelve (12) months of the ratification of the Collective Agreement, to have reviewed the classification of every job and to have shared this information with the Union.
 - 5.4 Within fourteen (14) months of the ratification of the Collective Agreement, to implement any salary adjustments arising out of this exercise.
 - 5.5 As a result of this process, no employee will have his or her wages reduced.
 - 5.6 Any increases to salaries that result from this process will be retroactive to July 1, 2003.

6. Upon completion of the above timetable, job titles for the positions of: Assistant Library Technicians, Graduate Assistant Library Technicians, Assistant Public Access Facility Attendants and Assistant Help Desk Advisors will be reviewed with the objective to establish appropriate job titles.

Yours truly,



Mary Ann Ross
Director, Labour Relations

LETTER OF INTENT: EDUCATIONAL ASSISTANCE

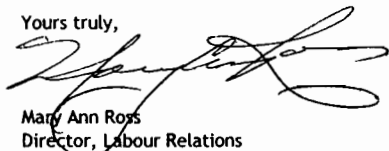
November 22, 2002

Ms. Mary Catherine McCarthy
National Representative
Canadian Union of Public Employees, Local 1230
Part-Time Bargaining Unit
305 Milner Avenue
Suite 800
Scarborough, Ontario
M1B 3V4

Dear Ms. McCarthy,

The University agrees that employees in the Bargaining Unit shall be entitled to the benefits of the Educational Assistance policy, attached thereto.

Yours truly,

A handwritten signature in black ink, appearing to read 'Mary Ann Ross', is written over the printed name and title.

Mary Ann Ross
Director, Labour Relations

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 where the course is to be taken and the approval of the Department head before beginning the courses as described under PROCEDURES. The policy provides financial assistance for employees undertaking part-time studies.

ELIGIBILITY

Persons who are actively employed as regular part-time employees in the CUPE, Local 1230 Part-Time Bargaining Unit. For the first three (3) years of 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 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 enrollment 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.

In the case of Masters degree programs, the University will fund up to the equivalent of a part-time program fee for regular Faculty of Arts and Science Masters programs.

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, or
- 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 to his/her present job or directly related to his/her potential career. Individual

courses, even though unrelated, will qualify provided they are part of an eligible certificate, diploma or degree program.

LETTER OF INTENT: FEE WAIVER FOR DEPENDANTS - REGULAR PART-TIME EMPLOYEES

November 22, 2002

Ms. Mary Catherine McCarthy
National Representative
Canadian Union of Public Employees, Local 1230
Part-Time Bargaining Unit
305 Milner Avenue
Suite 800
Scarborough, Ontario
M1B 3V4

Dear Ms. McCarthy,

The Employer agrees that dependants of regular part-time employees in the Bargaining Unit shall be entitled to the benefits of the Fee Waiver for Dependants Policy attached hereto. It is agreed that the Employer may amend the aforesaid Policy from time to time.

Yours truly,



Mary Ann Ross
Director, Labour Relations

INTRODUCTION

In order to assist staff members who have dependents of University age or dependents who, at a later age, wish to pursue University studies, the University will extend to the dependents 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 as 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, daughter or spouse 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 and faculty members of the Federated Colleges. In the case of part-time staff members, the benefit will be pro-rated in accordance with the part-time appointment.

Student: Dependents 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 Dependants 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 second copy of the form should be presented, with a fees form and proof of 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.

APPENDIX A: UNION STEWARDS

The positions that are set out below may be occupied by a member of the full or part-time Bargaining Unit, but shall not exceed the numbers as set out below:

Chief Steward

One Steward-at-Large

Robarts and Rare Books

One Steward-at-Large

Gerstein Science Information Centre,
Engineering, Pharmacy and Earth Sciences Libraries

Stewards for each of the following departments or areas:

Gerstein Science Information Centre and Audio Visual Library

Three Stewards

Materials Processing and Collection Development

Two Stewards

Information Commons

Two Stewards

East Asian Library

One Steward

Reference Department (Microtext), Resource Sharing,

Data, Maps, and Government Information

Two Stewards

Financial and Administrative Services, Information

Technology Services, and Development and Public Affairs

One Steward

Access and Information Services

Two Stewards

Fisher Rare Books and University Archives

One Steward

Collection Preservation

One Steward

OISE/UT

Two Stewards

Engineering Library, Pharmacy Library, and

Earth Sciences Library

One Steward

APPENDIX B: DISCIPLINARY INTERVIEW

I have been advised by my supervisor/department head of my right to have my Union Steward present during this disciplinary interview, and understand that unless I indicate otherwise, my Union Steward will be present at this interview.

____ I wish my Union Steward to be present during this disciplinary interview.

____ I do not wish my Union Steward to be present during this disciplinary interview.

Date

Print Name

Signature

Steward's Signature

Supervisor/Department Head Signature

APPENDIX C: STATEMENT OF GRIEVANCE

UNIVERSITY OF TORONTO

Statement of Grievance

Step #1

Number::

Presented By:

Date:

Received by Supervisor:

Department:

Campus:

Grievance

.....

.....

Employee's Signature:

Steward's Signature:

Supervisor's Disposition:

.....

.....

.....

.....

Supervisor's Signature:: Date of Answer:

Step #2

To : Designated Authority..... Date:

Signature of Chief Steward:

Received by Designated Authority:

Designated Authority's Disposition:

.....

.....

.....

.....

Designated Authority's Signature:: Date:

ONE COPY TO

Labour Relations - White

Supervisor - Blue

Employee - Yellow

Union Steward - Pink

APPENDIX D: JOB CLASSIFICATION GRIEVANCE FORM

UNIVERSITY OF TORONTO LIBRARY
JOB CLASSIFICATION GRIEVANCE FORM

Date: _____

Presented by: _____

Department and Section: _____

Job Classification being Grieved: _____
(Current Functional Title)Statement of Grievance: _____

_____Attachments:☐ Current Functional Title ☐ Audit Report Dated: _____☐ Detailed Outline of Present Job Duties☐ Reason for Grievance (for example)

1. Have any additional duties been assigned to this position?

If so, what were they and when were they assigned?

2. Have any major changes been made in the duties and responsibilities of this position?

If so, what were they and when were they assigned?

3. Other?

Please provide any additional information relevant to the duties and responsibilities of this position.

Employee's Signature: _____

Chief Union Steward's Signature: _____

Disposition: _____

Signature: _____ Title: _____

Date: _____

Copies to: Labour Relations
Supervisor
Employee
Union Steward

APPENDIX E: ASSISTANT PUBLIC ACCESS FACILITY ATTENDANTS (Formerly ALT Classification)/ ASSISTANT HELP DESK ADVISORS (Formerly GALT Classification) Who Were Employed In The Information Commons On The Date Of The Arbitration Award (March 7, 2000) or Hired Between that Date and June 30, 2000

Assistant Help Desk Advisor

Juliana Saxberg
Anthony Kwan
Michael Spears
Sean Lourim
Andy Sheppard
William Moniz
Roy Quan
Ryan Mayor
Sammy Chow

Assistant Public Access Facility Attendants

Neyaz Farrahi-Avval
Chris Davis
Shahrzad Ghahreman
Iqbal Kamaldeen
Hojatollah Bordbar
Damion Renner
Shahram Dehkhodaei
Waiss Sediq

Current List as of July 1, 2002

Assistant Help Desk Advisor

Michael Spears
Sean Lourim
William Moniz
Ryan Mayor
Damion Renner

Assistant Public Access Facility Attendants

Neyaz Farrahi-Avval
Shahrzad Ghahreman
Waiss Sediq

INDEX

- Academic Session, 19
- Adjustment of Hours, 37
- Adoption Leave, 12
- ARBITRATION, 7
 - Arbitration Expenses, 7
 - Authority, 7
 - General Authority, 8
- Benefits, 48
- BENEFITS, 24
 - Dental Care Plan, 24
 - Extended Health Care Plan, 24
 - Group Life and Survivor Income Plan, 24
 - Long-Term Disability Plan, 24
 - Pension Plan, 24
 - Semi-Private Hospital Accommodation Plan, 24
- BEREAVEMENT LEAVE, 15
- Bulletin Boards, 20
- Cancellation of Recall Rights, 10
- CLASSIFICATIONS, 19
 - Definitions, 19
 - Project Employment, 19
- Compensatory Rescheduling, 21
- Conventions and Seminars, 11
- Correspondence, 20
- Dental Care Plan, 24
- DISCHARGE GRIEVANCE, 6
- DISCIPLINARY INTERVIEW, 4
 - Record of Disciplinary Action, 5
 - Union Representation, 4
- Discipline Grievance, 6
- DISCRIMINATION, 2
- Educational Allowances, 20
- Educational Assistance, 55
- Ergonomics, 38
- Extended Health Care Plan, 24
- Fee Waiver for Dependents, 58
- GENERAL, 20
 - Bulletin Boards, 20
 - Correspondence, 20
 - Educational Allowances, 20
 - Notification of Change of Status, 20
 - Personnel Files, 21
 - Reporting Absence, 21
- GENERAL PURPOSE, 1
- GRIEVANCE PROCEDURE, 5
 - Discipline Grievance, 6
 - Job Classification Grievance, 6
 - Staff Changes Grievance, 6
 - Step One, 5
 - Step Three, 6
 - Step Two, 5
 - Technological Changes Grievance, 6
- Group Life and Survivor Income Plan, 24
- Harassment Training, 47
- Holiday Falling on a Vacation, 23
- HOLIDAYS, 22
- HOURS OF WORK AND OVERTIME, 21
 - Compensatory Rescheduling, 21
 - Meal Allowance, 22
 - No Pyramiding, 22
 - Overtime, 21
 - Promotion - Pay Calculations, 22
 - Rest Periods, 21
 - Standard Hours, 21
 - Sunday Work, 22
- Information Commons CUPE 1230 Employees, 65
- Initiation Fee, 25
- Job Classification Grievance, 6
- Job Classification Grievance Form, 64
- Job Descriptions and Classifications, 52
- JOB POSTING, 16
- JOB POSTINGS
 - Lay-off, 17
- JURY DUTY OR CROWN WITNESS LEAVE, 15
- LAYOFF AND RECALL
 - Lay-off Notice, 10
 - Union President and Chief Union Steward, 10
- LAY-OFF AND RECALL, 9
 - Cancellation of Recall Rights, 10
 - Notification of Change of Address, 10
- LEAVES OF ABSENCE, 11
 - Adoption Leave, 12, 13
 - Conventions and Seminars, 11
 - General, 11
 - Paid Personal Leave of Absence, 14
 - Paternity Leave, 13
 - Pregnancy Leave, 11
 - President of the Union Local, 14
 - Study/Research Leave, 15
- LOCKOUTS. See No Strikes and No Lockouts
- Long-Term Disability Plan, 24
- Loss of Seniority, 9
- MANAGEMENT RIGHTS. See Reservation of Management Rights
- Meal Allowance, 22
- MODIFICATION OR TERMINATION, 26
 - Negotiations, 26
- National Representative, 3
- NEGOTIATING COMMITTEE, 3
 - National Representative, 3
 - Time Off, 3
- Negotiations, 26
- NEW JOB CLASSIFICATIONS, 20
- NO DISCRIMINATION
 - Sexual Harassment, 2
- No Pyramiding, 22
- NO STRIKES AND NO LOCKOUTS, 1
 - Notification of Change of Address, 10
 - Notification of Change of Status, 20
- OCCUPATIONAL HEALTH AND SAFETY COMMITTEE, 25
- Office Space, 42
- Overtime, 21
- Paid Personal Leave of Absence, 14
- Parental Leave, 13
- Paternity Leave, 13
- Pension Plan, 24, 35

- Personnel Files, 21, 40
- Physician's Certificate, 16
- POLICY OR GROUP GRIEVANCE, 7
- PREFERRED HIRING, 17
- Pregnancy Leave, 11
- President of the Union Local, 14
- PROBATIONARY EMPLOYEES, 8
- Project, 19
- Project Employment, 19
- Promotion -- Pay Calculations, 22
- PROMOTIONS. See TRANSFERS AND PROMOTIONS
- RECOGNITION AND COVERAGE, 1
- Reporting Absence, 21
- RESERVATION OF MANAGEMENT RIGHTS, 1
- Rest Periods, 21
- Semi-Private Hospital Accommodation Plan, 24
- SENIORITY, 8
 - Seniority Lists, 9
- Sexual Harassment, 2
- SICK LEAVE, 15
 - Basis of Leave, 16
 - Definition, 15
 - Exceptions, 16
 - Misuse of Sick Leave, 16
 - Physician's Certificate, 16
 - Required to Call In, 16
 - Returning to Duty, 16
- Staff Changes Grievance, 6
- Standard Hours, 21
- STRIKES. See No Strikes and No Lockouts
- Study/Research Leave, 15
- Sunday Work, 22
- SUSPENSION OR DISCHARGE NOTIFICATION, 5
- Technological Changes Grievance, 6
- Temporary, 19
- Temporary Employee, 19
- THREE DAYS OFF WITH PAY, 26
- TIME LIMITS -- DAYS EXCLUDED, 8
- Training, 46
- TRANSFERS AND PROMOTIONS, 18
 - Eligibility for Other Positions, 18
 - Employee Returned to Previous Job, 18
 - Explanation to Employee, 18
 - Factors Affecting Selection, 18
 - Supervisory Positions, 18
 - Trial Period, 18
- Transmittal of Dues and Initiation Fees, 25
- Trial Period, 18
- Union Dues, 25
- UNION LEAVE, 3
- UNION MANAGEMENT COMMITTEE, 25
- Union Membership, 25
- Union President and Chief Union Steward, 10
- UNION REPRESENTATION -- STEWARDS AND CHIEF
 - UNION STEWARD, 3
- UNION SECURITY, 25
 - Initiation Fee, 25
 - Transmittal of Dues and Initiation Fees, 25
 - Union Dues, 25
 - Union Membership, 25
- Union Stewards, 44
- VACATIONS, 23
 - Holiday Falling on a Vacation, 23
 - Vacation Allowances, 23
 - Vacation Pay, 24
- Violence in the Workplace, 39
- Vision Care Plan, 49
- WAGES, 22, 28
- WAGES -- REGULAR PART-TIME EMPLOYEES, 29, 30, 31
- Waiver, 17
- Welfare Benefits, 15

NOTES

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NOTES

FILE No. 805-674		
CERT. FILE		
CERT. DATE		
TOTAL EMPS 262		
EFF. DATE 01-JUL-02		
EXP. DATE 30-JUN-05		
CODING CONTROL	DATE	CODER
IDENT CODED		
RECEIVED -		
UNION	<input checked="" type="checkbox"/> EMPLOYER	
OTHER		

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