

# **Collective Agreement**

between

**Brock University**

and the

**Canadian Union of Public Employees  
Local 4207 Unit 1**

**September 7, 2022 to September 6, 2025**

## Table of Contents

Article 1: Definitions.....	4
Article 2: Purpose.....	5
Article 3: Recognition .....	5
Article 4: Management Rights .....	5
Article 5: No Discrimination or Harassment.....	6
Article 6: Union Security .....	6
Article 7: Grievance Procedure .....	9
Article 8: Arbitration .....	11
Article 9: No Strikes or Lockouts .....	12
Article 10: Labour/Management Committee .....	12
Article 11: Union Representation.....	13
Article 12: Reprimands, Discipline and Dismissal .....	13
Article 13: Wages and Benefits .....	14
Article 14: Postings.....	15
Article 15: Appointments .....	17
Article 16: Seniority .....	20
Article 17: Academic Freedom and Intellectual Property.....	20
Article 18: Information .....	21
Article 19: Leaves of Absence.....	22
Article 20: Health and Safety.....	25
Article 21: General.....	26
Article 22: Workload .....	27
Article 23: Holidays.....	31
Article 24: Employment Accommodation.....	31
Article 25: Correspondence.....	31
Article 26: Pension .....	31
Article 27: Duration.....	32
Appendix A - OLRB Certificate.....	33
Appendix B- Wage Settlement .....	35
Appendix C- Allocation of Hours Form .....	38
<u>Letters of Understanding:</u>	
LOU Re: Allocation of Hours Form.....	41
LOU Re: Technological Change.....	42
LOU Re: Graduate Student Supplement.....	43

LOU Re: Office Space for CUPE 4207 .....	44
LOU Re: Job- Related Training .....	45
LOU Re: Payroll Deductions for Benefits .....	46
LOU Re: Early Instructor Access to Library and Email Privileges .....	47
LOU Re: Pension Committee Representative .....	48
LOU Re: Allocation of Hours Electronic Format .....	49

## **Article 1: Definitions**

- 1.01 The "Act" means the Brock University Act, S.O. 1964, c. 127 as amended by S.O. 1971, c. 107 and from time to time.
- 1.02 "Union" means the Canadian Union of Public Employees (CUPE), Local 4207, Unit 1.
- 1.03 "University" or "Brock University" means the body constituted as Brock University and defined by the Brock University Act, S.O. 1964 and any subsequent amendments. Hereafter called the Employer.
- 1.04 "Academic Year" means the period of time from the first day of July in one year to the last day in June in the year following, inclusive.
- 1.05 "Academic Term" means either the Fall, Winter, Spring or Summer terms.
- 1.06 "Agreement" means this Agreement between Brock University and the Union.
- 1.07 "Parties" means Parties to this Agreement, that is, Brock University and the Union.
- 1.08 "Member" means a member of the Bargaining Unit as defined by the Ontario Labour Relations Board Certificate, number 4976-97-R, dated May 5, 1998, attached as Appendix 'A'.
- 1.09 "Day(s)" means calendar day(s).
- 1.10 "Working Day(s)" means Mondays to Fridays when the University is normally open for business.
- 1.11 "Department" means any academic department, centre, or program at Brock University.
- 1.12 "Department Chair" means the chair of a department or the director of a centre or program.
- 1.13 "Supervisor" means the Departmental Chair or Centre or Program Director, or someone specifically designated by the Department Chair or Centre or Program Director.
- 1.14 "Applicant" means all individuals (including employee applicants) who have submitted an application for employment.
- 1.15 "Successful Applicant" means an "applicant" who has been offered employment.
- 1.16 "Nominal" – it is understood that nominal hours are the number of hours for which a member is paid. Nominal hours assigned represent a fair estimate of the numbers of hours required for an average, qualified member to complete the assigned duties for a contract. It is recognized that: 1) actual hours worked may vary from nominal hours assigned; 2) actual hours worked may vary from employee to employee even though they are assigned the same duties; and 3) employees are only paid for the number of nominal hours assigned to them, even though they may actually work fewer or more

hours than assigned. For example, an experienced TA may take less time to grade an exam than a TA with less experience; however, these TAs will be paid for the same number of nominal hours.

- 1.17 “2SLGBTQ+” means Two-Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer. The + acknowledges the range of other sexual orientations and gender identities not specifically listed in the acronym.

## **Article 2: Purpose**

- 2.01 To establish an orderly collective bargaining relationship between the Employer and its employees represented by the Union and to set forth an agreement covering rates of pay and other working conditions which shall supersede all previous agreements and arrangements between the Employer and the employees represented by the Union.

## **Article 3: Recognition**

- 3.01 The Employer recognizes the Canadian Union of Public Employees, Local 4207 as the sole and exclusive bargaining agent for all persons employed as Course Coordinators, Instructors, Teaching Assistants, Demonstrators, and Marker/Graders, save and except persons employed as Instructors, Program Coordinators and On-Site-Facilitators in the Faculty of Education, and all other persons employed in an ongoing capacity whose positions are primarily clerical, technical, administrative or professional and who may teach, coordinate, advise or demonstrate as an integral part of that position and persons for whom a trade union held bargaining rights on April 1, 1998.
- 3.02 For the purpose of clarity, it is understood and agreed that employees who are otherwise regularly employed by Brock University in a managerial capacity or in a confidential capacity in matters relating to labour relations are not included in the Bargaining Unit.
- 3.03 The University shall not redefine existing positions, or duties associated with existing positions, as described under Article 22 (Workload) of this Agreement, if redefining the position or duties would result in it no longer being covered by this Agreement.
- 3.04 No employee shall be required or permitted to make any written or verbal agreement with the Employer or its representatives that contravenes the terms of this Agreement.

## **Article 4: Management Rights**

- 4.01 The Union acknowledges that it is the exclusive right and function of the Employer to:
- a. Maintain order, discipline and efficiency;
  - b. Hire, classify, direct, transfer, promote, lay-off;
  - c. Discharge, demote and suspend or otherwise discipline employees for just cause;

- d. Generally, to manage the enterprise in which the Employer is engaged and, without restricting the generality of the foregoing, to determine the work to be done, locations, methods, work schedules, equipment and tools to be used and maintenance of same, processes and control of materials to be incorporated in the work and the requirements, procedures, and standards for each work assignment.
- 4.02
- a. The Employer also has the right to make and alter from time to time rules, regulations and policies to be observed by the employees, provided that no change shall be made by the Employer in such rules, regulations and policies without prior notice to, and discussion with, the Union.
  - b. Copies of all rules and regulations adopted by the Employer, including written rules and regulations adopted by Departments, which affect the employees in the Bargaining Unit are to be forwarded to the Union; University-wide rules and regulations will be posted on the University's website. Members shall be notified of the website address on individual contracts of employment.
- 4.03
- The Employer agrees that these functions will be exercised in a manner consistent with the provisions of this Agreement and a claim that the Employer has exercised these rights in a manner inconsistent with any of the provisions of this Agreement may be the subject of a grievance.

## **Article 5: No Discrimination or Harassment**

- 5.01
- There shall be no discrimination or harassment, including Human Rights Harassment, Workplace Harassment, and/or Sexual Harassment against any employee based on any of the grounds covered by the Ontario Human Rights Code or in violation of the Occupational Health and Safety Act and/or University policies with respect to discrimination and harassment.
- 5.02
- University shall not discriminate against, interfere with, restrict or coerce any member because of the member's membership in the Union.

## **Article 6: Union Security**

- 6.01
- The Employer agrees to deduct from every employee, the equivalent of such regular monthly Union Dues and Initiation Fees as are levied upon all members of the Union in accordance with its Constitution and By-Laws, from the first pay of each present employee and each new employee following the completion of the first working day of active employment.

Thirty (30) days written notice of any change in dues will be provided to the Employer by the Treasurer of CUPE, Local 4207.

The Employer shall remit the amount deducted to the Union no more than five (5) calendar days after deductions have been made.

- 6.02
- The Employer agrees to provide the Union with the following information:
- a. **Union Dues Report** – An electronic copy list that includes the following information will be provided no more than (5) calendar days after each bi-weekly pay where

union dues deductions have been made from a member's pay: for all employees who have held an appointment in the current calendar year, employee number, name, address, wages, union dues for current pay period, and union dues deducted for the current calendar year.

- b. **Member Contact Information Report** – An electronic list that includes the following information for all members who have been employed in the current academic year will be provided to the Union on or before September 15<sup>th</sup>, September 30<sup>th</sup>, November 30<sup>th</sup>, January 31<sup>st</sup>, March 31<sup>st</sup>, and May 31<sup>st</sup> each year: employee number; name; department; home address; phone number; e-mail address.
  - c. **Employment Information Report** – An electronic list that includes the following information for all members who have been employed in the current academic year will be provided to the Union on or before September 15<sup>th</sup>, September 30<sup>th</sup>, October 31<sup>st</sup>, November 30<sup>th</sup>, January 15<sup>th</sup>, January 31<sup>st</sup>, March 31<sup>st</sup>, May 31<sup>st</sup> and July 31<sup>st</sup> each year: employee number; name; contract number(s); start date; end date; job title; department; faculty; course; academic session; academic duration; rate of pay; number of stipends or hours, as appropriate; and total dollar value of contract.
- 6.03
- a. The Employer agrees to inform all employees that a Union Collective Agreement is in effect by stating such on all job postings and in each offer of appointment.
  - b. The Employer will make the text of the Collective Agreement available on the Human Resources website.
  - c. The Employer will inform an employee that they may obtain a hardcopy of the Collective Agreement from the Employer or the Union on all job postings and in each offer of appointment.
  - d. The Employer shall direct employees to the Union's website, electronic welcome package, phone extension and office by including such information in each offer of appointment.
- 6.04
- The Employer agrees to prepare and provide copies of this Collective Agreement within forty-five (45) days of the signing of said Collective Agreement. The cost associated with printing the Collective Agreement will be shared equally by the Parties. The Employer shall provide the Union with 300 copies of the Collective Agreement and shall provide the Union with a machine-readable version of the Collective Agreement. Should the Union require additional copies of the Collective Agreement, the Union may request that additional copies be printed. The Union will not unreasonably request additional copies of the Collective Agreement and the University will not unreasonably deny such a request. The cost of printing additional copies of the Collective Agreement will be shared equally by the parties.
- 6.05
- The Employer shall provide a reasonably sized demarcated area of bulletin board space in each academic department of no less a size than twenty-two by twenty-eight inches (22" x 28"). This will be clearly marked "Canadian Union of Public Employees, Local 4207 Notices" and shall be for the use of official Union notices. The Employer shall send a list of the locations of bulletin boards to the Union annually.

- 6.06 The Union shall have the use, free of charge, of the internal University postal service. External mailing costs of the Union shall be borne by the Union. The Employer shall allow the Union the use of all University services, computing services and audio-visual services at internal rates.
- 6.07 a. The Employer will provide the Union with e-mail addresses, upon request, for up to fifteen (15) of its Executives and Officers.
- b. The Employer shall provide the Union with free Internet access, as well as space on the University website for a Canadian Union of Public Employees, Local 4207 web-page, to be used for Union communications. The Union agrees to save the University harmless from any liability from any action resulting from Union use of University computing services.
- c. The Employer will provide the Union with suitable, serviced (telephone, internet, and power) office space. The Union will bear the cost of telephone service at internal user rates. The Parties agree that MC C402 shall be the office space provided to CUPE, Local 4207.
- 6.08 The Employer shall permit the Union to book University rooms through conference services for business meetings of the Local on the same basis as other internal users. CUPE, Local 4207 will be responsible for any set up costs associated with the room booking.
- 6.09 The Employer shall invite the Union to attend orientation sessions that are organized at the University or Department level for members of this Bargaining Unit. Departments who hold course specific orientation sessions may invite the Union to attend on the same basis as University and Department level orientation sessions. The Union shall be given a reasonable amount of time at these sessions in order to acquaint members with the Union and the Union's Executive.

The Employer shall write to department/program chairs/directors in August of each year to recommend that a department and/or course level orientation session be held for members of the bargaining unit to, among other things, familiarize the members with relevant duties and relevant terms and conditions of employment that may apply under the Collective Agreement. The Union shall be copied on all such communication. By writing to department/program chairs/directors, the Parties agree that the University has fulfilled its requirement under this article.

- 6.10 Employees who are graduate students and who are elected or appointed to a position in, or employed by, the Union, may submit a request to the Dean of Graduate Studies for an extension to their specified time to completion for their degree. It is understood that 1) extensions must not be greater than twelve (12) months; 2) members may request a maximum of one extension during the completion of their degree; 3) a maximum of three (3) requests for extension may be granted per academic year; 4) when considering requests based on such service, the Dean of Graduate Studies shall take into account the effect of such service upon the completion of the student's degree; 5) requests shall not be unreasonably denied by the Dean of Graduate Studies.

For the purpose of this clause only, the Union shall include CUPE 4207's executive, the Canadian Labour Congress, the Ontario Federation of Labour, and the Ontario division or national body of CUPE.

- 6.11 It is understood by both parties that it is the responsibility of employees who are also students, to manage their time appropriately in order to fulfill both their academic and employment responsibilities. However, if an employee who is also a graduate student can demonstrate that, through no fault of their own, a direct conflict exists between employment responsibilities and a deadline for the completion of an academic assignment (excluding tests and examinations), they may apply to the appropriate Chair/Program Director(s) to reschedule, where possible and within the following two (2) weeks, the employment responsibilities which created the direct conflict. It is understood that requests for such rescheduling of work will not be unreasonably sought by the employee, nor unreasonably denied by the Chair/Program Director(s).
- 6.12 For the purposes of assisting the Union in providing Bargaining Unit members with an orientation package, the Employer agrees to include a statement on contracts of employment for Bargaining Unit positions that an orientation package is available for pick up in the CUPE 4207 office (MC C402).

## **Article 7: Grievance Procedure**

- 7.01 A grievance shall be defined as any difference arising out of the interpretation, application, administration or alleged violation of this Agreement.
- 7.02 The Parties shall be bound by this Article, and shall promptly implement all decisions arrived at under the procedures described in this Article.
- 7.03
- a. An individual grievance, defined as involving a single employee reporting to a single supervisor, may be initiated by the Union at Stage 1 of the grievance procedure.
  - b. A policy grievance, defined as involving a question of general application or interpretation of this Agreement, may be initiated by the Union or the University at Stage 2 of the grievance procedure.
  - c. A group grievance, defined as a grievance that involves two (2) or more employees working the same faculty, may be initiated at Stage 2 of the grievance procedure.
  - d. A grievance involving suspension or dismissal shall be initiated at Stage 2.
  - e. A grievance involving health and safety shall be initiated at Stage 1.
- 7.04 Each Party shall have carriage of grievances they have filed. The Employer shall deal only with the Union with respect to a grievance. A representative of the Union shall be present at all stages of the formal complaint, grievance and arbitration procedures. It is understood that the grievor has a right to attend and participate in any of the aforementioned meetings.
- 7.05 Formal grievance proceedings shall be initiated by formal written notice of grievance to the other Party. Notice of grievance shall specify the provision or provisions of this

Agreement at issue in the dispute, including also, where appropriate, reference to past practices or other established procedures incorporated in this Agreement by articles of inclusion, and the remedy or remedies being sought.

7.06 The Parties may agree in writing to extend any time limits specified in either the grievance or arbitration process.

**7.07 Informal Complaint Stage**

It is the mutual desire of the Parties that a complaint of an employee shall be resolved as promptly as possible. To that end it is understood that an employee has no grievance until they have first discussed their complaint with their Chair/Program Director, or designate without satisfaction. The employee may, if they wishes, be accompanied by their Steward or in the Steward's absence, the Chief Steward. Should any difference arise between the Employer and any employee from the interpretation, application, administration or alleged violation of the provisions of this Agreement, an earnest effort shall be made to settle such difference without undue delay.

If a formal grievance is to be filed, it shall be initiated within fifteen (15) working days of the date of the employee having knowledge of the act in question. Grievances filed by the Union shall be filed in writing to the Dean with a copy to the appropriate Chair/Program Director and Human Resources.

**7.08 Formal Grievance Procedure**

**Stage 1:**

- a. Within ten (10) working days of the initiation of a grievance, the appropriate Dean, or their designate, and the President of the Union, or their designate, shall meet to attempt to resolve the grievance. It is understood that the Dean may choose to invite the appropriate Chair/Program Director to attend this meeting.
- b. The Parties shall attempt to resolve the grievance for a period of up to ten (10) working days starting with the meeting outlined in Article 7.08 (a).
- c. If the grieving Party is not satisfied with the disposition of the grievance after the ten (10) working day period outlined in Article 7.08 (b), the grieving Party may submit the grievance to Stage 2, provided that it acts within ten (10) working days from having received the formal response from Stage 1, or if no response has been received, from the date of the meeting outlined in Article 7.08 (a).

**Stage 2:**

- d. Within ten (10) working days of the initiation of a grievance to Stage 2, the Associate Vice President, Human Resources, or their designate, and the President of the Union, or their designate, shall meet to attempt to resolve the grievance.
- e. The Party receiving formal notice shall make formal written response within ten (10) working days of the meeting between designates of the Parties.
- f. If the grieving Party is not satisfied with the disposition of the grievance, or if no reply has been received within the time limit outlined in Article 7.08 (e), the grieving

Party may submit the grievance to Arbitration, provided that it acts within twenty (20) working days from having received the formal response from Stage 2 (Article 7.08 (e)) or, if no response has been received, from the date of the Stage 2 meeting.

- 7.09 Prior to a grievance being submitted to arbitration, the Parties may, by mutual agreement, request the assistance of a grievance mediation officer. If the Parties utilize this process, the time limits for a grievance to proceed to arbitration will be suspended until the day after the grievance mediation meeting. In the event the grievance is not resolved in mediation, the time limits will commence the day following said meeting.

The cost of grievance mediation officer services will be jointly shared by the Parties.

- 7.10 It is understood that submitting a grievance to arbitration means that the grieving Party shall notify the other Party of its intention to do so in writing. Prior to contacting an arbitrator, the Parties shall confirm with one another which arbitrator is scheduled to hear the grievance in accordance with Article 8.03. The appropriate arbitrator shall not be contacted until after the grieving Party has informed the other Party, in writing, of its intention to proceed to arbitration.

## **Article 8: Arbitration**

- 8.01 The Parties agree that the practices and procedures of the Labour Relations Act governing grievance arbitration of collective agreements shall generally apply, as well as the following provisions:
- 8.02 Unresolved grievances that are referred to arbitration shall be heard by a single arbitrator. The arbitrator shall be one that is mutually agreeable to the parties with the exception of the situation described in Article 8.03(b).
- 8.03 For selecting an arbitrator, the following shall apply:
- a. The Union shall, in its notice of intent to proceed to arbitration, include the names of three (3) proposed sole arbitrators. The Employer shall respond within twenty (20) working days either agreeing to one of the proposed arbitrators or suggesting alternative arbitrators. The Parties will attempt to agree upon an arbitrator.
  - b. If the Parties cannot agree on an arbitrator within forty-five (45) working days, either party may request that the Minister of Labour for the Province of Ontario appoint an arbitrator.
  - c. No person may be appointed as arbitrator on a grievance that would involve a conflict of interest because of personal involvement in the subject matter of the particular dispute.
- 8.04 The arbitrator shall give full opportunity for both Parties to the grievance to present evidence and make representations.

- 8.05 The arbitrator shall have no power to alter or amend any of the provisions of this Agreement or to substitute any new provisions for existing provisions, nor to give any decisions inconsistent with the terms and provisions of this Agreement.
- 8.06 The decision of the arbitrator, including any remedy or remedies, shall be final and binding on both Parties.
- 8.07 The Parties shall share equally the fees and expenses of the arbitrator. Each Party to the grievance shall bear its own expenses of appearing at hearings.
- 8.08 In any case involving termination of employment for just cause, the burden of proof will rest with the Employer.

## **Article 9: No Strikes or Lockouts**

- 9.01 There shall be no strikes or lockouts during the term of this Agreement. The meaning of the words "strike" and "lockout" are as defined in the Ontario Labour Relations Act.
- 9.02 In the event that another employee group at the University establishes picket lines on campus, CUPE 4207 employees shall not be required to cross said line if they reasonably perceive it to be hostile. Time missed as a result of employees failing to report to work under such circumstances shall be unpaid.

## **Article 10: Labour/Management Committee**

- 10.01 There shall be a Labour/Management Committee made up of equal numbers of representatives of the Parties including at least, the President of CUPE, Local 4207 or designate, the Chief Steward or designate, the Vice-President Academic or designate, and the Associate Vice-President Administration or designate. The Committee may consider any matter relating to the interpretation or administration of the Collective Agreement.
- 10.02 The Committee will meet within ten (10) working days of the call of either Party. Prior to the meeting, the Party calling the meeting will advise the other of the proposed agenda for the meeting. The responding Party will, likewise, advise of any further agenda items.
- 10.03 The Labour/Management Committee shall not adjudicate any grievances. However, should the Committee decide to discuss a grievance, it is understood that the grievor shall have the right to attend and participate.
- 10.04 The Labour/Management Committee shall not have the authority to add to or modify the terms of this Agreement.
- 10.05 Each party shall designate a co-chair who will alternately preside at each committee meeting.
- 10.06 The presiding co-chair shall prepare a summary of issues and decisions reached by the Parties each time the Committee meets. This summary will then be forwarded to

the other party's co-chair within a reasonable period of time after the meeting. The co-chairs shall then review the summary and, if the summary accurately reflects the decisions reached in the meeting, sign the document.

## **Article 11: Union Representation**

- 11.01 In order to provide for effective communication between the Union and the Employer on matters arising from this Collective Agreement, the Employer agrees to recognize the authorized officers of the Union. The Union will notify the Employer of the identity of such officers.
- 11.02 The Union will provide the Employer by May 30<sup>th</sup> of each year the names and contact information (i.e., phone number and email address) of its Officers and Stewards. The Union shall notify the Employer if this information changes throughout the year.
- 11.03 The Union shall have the right at any time to have the assistance of authorized representatives of the Canadian Union of Public Employees. Representatives shall have reasonable access to University premises to consult with the Union.
- 11.04 The Employer shall provide the Union with the equivalent of one full-course instructor stipend annually to compensate Executive Board members of CUPE Local 4207 who meet with the Employer in dealing with grievance and collective agreement issues. The stipend will be provided to the Union on May 1st of each year and be administered by the Union.
- 11.05 In any disciplinary investigation where the University requires the attendance of a Bargaining Unit member, the University will schedule the meeting during the member's regular working hours or compensate the member at their appropriate rate of pay for time spent attending the meeting.

## **Article 12: Reprimands, Discipline and Dismissal**

- 12.01 Discipline shall be for just cause only.
- 12.02
  - a. At any meeting which is convened by the Employer for purposes of discussing a disciplinary, suspension or discharge matter with an employee, such employee shall have the right to the presence of the Steward. The employee may discuss the matter privately with the Steward, at a place on the premises, before the meeting.
  - b. Within fifteen (15) working days of the University having knowledge of an act in question, a meeting shall be held between the University and the employee(s) in question, for the purpose of investigating the situation. The Union shall be informed of the time and location for such meeting and shall have the right to attend.
  - c. Any warning, reprimand or other discipline shall be in writing to the employee within ten (10) working days of the meeting outlined in Article 12.02 (b). A copy of the letter shall be forwarded to the Union at the same time as the letter is forwarded to the employee in question, giving the name of the employee concerned and the reason for the discipline, discharge or suspension.

- d. The employee may respond to the letter in writing within ten (10) working days of receipt of said letter and such response shall form part of the record.
- 12.03
- a. In imposing discipline, discharge or suspension on a current charge, the Employer will not take into account any infractions for which any disciplinary or warning letters were issued earlier than two (2) years prior to the imposition of the discharge or suspension, unless there was a recurrence of a similar infraction or infractions during the two (2) year period preceding the imposition of the current discharge or suspension.
  - b. Any disciplinary action shall be imposed at the earliest reasonable opportunity and shall not be delayed unnecessarily. Therefore, a suspension will normally be served during the contract period in which the infraction occurred. However, in cases where the infraction occurs at a time or in a circumstance that would not allow the suspension to be served during the current appointment, the Employer and the Union shall agree on one of the following options:
    - i. That the suspension be served during a subsequent appointment; or
    - ii. That the suspension be served by withholding earnings from the employee equal to the amount of pay that would have been lost during the suspension.
  - c. Notwithstanding Article 12.02, it is recognized that under rare circumstances it may be necessary to suspend an employee without a steward's presence. If such action is taken it shall be confirmed in writing, with a copy to the Union, and a meeting between the Employer and the Union will be convened within three (3) working days of the suspension to discuss the matter. Prior to any employee being suspended, the Employer agrees to make reasonable efforts to notify the Union.
- 12.04 Any disciplinary action shall be commensurate with the severity and frequency of the violation, and with any aggravating and/or mitigating circumstances, and, except in very serious instances, discipline shall be progressive.
- 12.05 Discipline, if taken, will be in one of the following forms, listed in increasing order of severity:
- a. A letter of warning.
  - b. A letter of reprimand.
  - c. Suspension from work.
  - d. Dismissal for just cause.

In addition, the Employer may impose temporary restrictions on rights and privileges related to the offence, and to a degree commensurate with its severity.

- 12.06 Both parties acknowledge that disciplinary investigations and actions shall be treated on a confidential basis by their authorized representatives.

## **Article 13: Wages and Benefits**

- 13.01 Wages shall be paid during the term of this Agreement in accordance with Appendix 'B' which is attached to and forms part of this Agreement.

### **13.02 Direct Deposit**

- a. Appointments shall be paid by direct deposit for all members of the Bargaining Unit. In the event that a member does not receive a pay due to a payroll error, the member may elect to be paid by manual cheque.
- b. Individual members will be responsible for ensuring that Human Resources has up-to-date banking information.
- c. The Employer shall instruct members on each offer of appointment to provide Human Resources with up-to-date banking information and shall inform members on each offer of appointment that they are authorizing direct deposit by signing the contract of employment.
- d. All Bargaining Unit members who are employed under a contract of employment will be paid bi-weekly in accordance with the established payroll schedule.

It is understood that if an appointment is terminated for any reason and the Bargaining Unit member was paid for work not yet completed, the member will be required to reimburse the University for any payment made but not earned. If an appointment is cancelled by the University, any payment owed to the employee under Article 15.05 will be deducted from the amount owing under this Article (13.02.d).

### **13.03 Benefits Fund**

The University will contribute a lump sum amount of – \$181,333 in May 2023, \$183,146 in May 2024, and \$184,977 in May 2025 to the Union for the purpose of maintaining a benefits fund that will be administered by the Union.

In May of each year, the Union will provide the University with an annual statement of the benefit account.

## **Article 14: Postings**

- 14.01 Vacancies in positions represented by the Union, shall be posted as they arise and in accordance with this Article.

An applicant applying for a posted vacancy shall apply online and include the information as required on the job posting and as necessary for determining their seniority as defined in Article 16 of this Collective Agreement.

Appointments are made by the Dean of the Faculty on the recommendation of the appropriate Chair.

At the request of the Union, the Parties will meet on an annual basis to discuss any potential improvements that can be made to the online application system.

- 14.02 a. Positions shall be posted on a centralized, universally accessible, University wide website as they arise, for a minimum of ten (10) working days. Individual

departments may continue to post vacancies on the appropriate Departmental website, provided the position is also posted on the University wide website.

The period to post positions for the Fall - term is normally between April 15 and July 30 each year. The period to post positions for the Winter term is normally between April 15 and October 31 each year.

The period to post positions for the Spring and Summer terms is normally between January 15 and March 31 each year.

Although positions are normally posted in the time periods referenced above, the Parties agree that some postings may - occur outside of these periods.

Departments are encouraged to prioritize the posting of Instructor positions.

The University will make provision to indicate to the Union when the qualifications for a Bargaining Unit position have been changed from the previous posting. The Union shall provide the University with the names of the Union President and designates who shall be granted access to the SharePoint software platform where the bargaining unit job postings are stored.

- b. Postings shall be clearly identified as positions represented by the Union and shall include the course, job classification, reasonable qualifications of the position, salary, and the application deadline. Applicants shall also be invited to express membership in an equity-deserving group.
- c. The qualifications for all posted positions represented by the Union must be reasonable and relevant to the posted position. Qualifications may include the following:
  - i. Academic qualifications (e.g., degrees; certificates; research activity and publications; academic standing in courses and/or degree programs);
  - ii. Academic teaching experience, including previous satisfactory appointments;
  - iii. Other qualifications and competencies related to the duties of the position (e.g., being able to use specific equipment and software).
- d. The Parties agree that the stated qualifications for a position may change for pedagogical reasons when the position is subsequently posted. However, the Employer shall not alter the qualifications for a position for the sole purpose of excluding applicants who previously have performed the appointment satisfactorily. When changing the qualifications in such a way that has the effect of excluding previously successful applicants, the Department Chair will consider the impact on those members and determine whether they can continue to be deemed qualified.
- e. The Employer shall not be required to post any resulting work assignment if:
  - i. An employee withdraws from a work assignment;
  - ii. An unanticipated work assignment occurs;
  - iii. When a work assignment becomes available after the first day of classes as a result of illness or resignation;

- iv. When a work assignment is offered to an applicant who then declines to accept it.

In such cases where the Employer is not required to post a position, the Employer shall offer the work assignment to applicants with applications on file as per the regular appointment procedure. In instances where there are no applicants, no suitable applicants, or when time and/or operational needs require that the regular assignment procedure be suspended, the Employer may assign the work to any person deemed qualified or suitable.

### **14.03 Positions Represented by the Union**

If a position is posted as a Bargaining Unit position, the position will normally be filled by an applicant who is or will become a member of the Bargaining Unit. However, if there are no applicants appointed in accordance with Article 15, the University may appoint someone to the position who would not become a member of the bargaining unit (e.g. a BUFA member being assigned to instruct a course).

## **Article 15: Appointments**

- 15.01 a. The Parties acknowledge that the criteria, which the Employer shall use in selecting the successful applicant for a position, shall include the qualifications as stated on the job posting (Article 14.02 (b)), the applicant's seniority and any preference in hiring (Article 15.02), and the applicant's status in an underrepresented group or equity-deserving group.
- b. In evaluating an applicant's qualifications, performance in a previous appointment will be deemed satisfactory if no written performance evaluation to the contrary exists, or if no performance evaluation has been conducted.
- c. An applicant shall be deemed qualified if they meets the qualifications as stated in the posting. In the event that there is more than one (1) qualified and eligible applicant, seniority and preference in hiring (if applicable) shall be used to determine the successful applicant. Where no successful applicant is determined by the Employer, the Employer may assign the work to someone deemed suitable and that person shall become a member of this Bargaining Unit, subject to the exceptions identified in the certification order (i.e. those individuals saved and excepted).
- d. In deeming someone suitable under Article 15.01 (c), the Employer shall first consider applicants to the position who, while not qualified according to the job posting, may possess reasonably equivalent qualifications that demonstrate expertise and currency in the specified discipline. If there is more than one (1) applicant to the position who is suitable as described in this Article (15.01 (d)), then the most senior of these applicants shall be appointed to the position. If there is no applicant who is suitable as described in this Article (15.01 (d)), the University may appoint anyone it deems suitable to the position.
- e. In cases where two (2) or more qualified applicants have equal seniority, departments will divide available work between these candidates in blocks of two seminars (or equivalent). In cases where an additional appointment exists after the

work has been equally distributed in blocks of two seminars (or equivalent), departments shall appoint the remaining work to the applicant with the highest employee number in even calendar years and the applicant with the lowest employee number in odd calendar years.

#### 15.02 Equity, Diversity, and Inclusion

- a. The Parties are committed to addressing issues of Employment Equity in order to eradicate barriers that prevent racialized and Indigenous peoples, people with disabilities, women, and other equity-deserving and under-represented groups, including 2SLGBTQ+, from participating fully as employees at Brock University.
- b. Following the appointment of qualified full-time graduate students with preference in hiring as per Article 15.03, and current members based on seniority, where two or more external applicants are qualified for a position, and one of these applicants has expressed membership in a group identified in 15.02(a), the applicant from the equity-deserving group shall be appointed.

#### 15.03 Preference in Hiring

- a. Preference in hiring for Teaching Assistant, Marker-Grader, Lab Demonstrator, and Course Coordinator positions shall be given to qualified full-time graduate students in the following order:
  - i. Full-time students enrolled in a doctoral program at Brock University;
  - ii. Full-time students enrolled in a master's program at Brock University.

For the purpose of Article 15.03 - (a), full-time graduate students who are granted an approved Leave of Absence from full-time study on bona fide grounds will not have the period of leave counted against the defined length of their program for preference in hiring purposes. For clarity, graduate students do not have a preference in hiring during an approved Leave of Absence.

- b. In the case of Article 15.03 - (a) (i) and (ii), above, preference in hiring shall be extended to qualified prospective full-time students who have made application to be enrolled in a graduate studies program at Brock University. All - graduate students in receipt of a funding package will be deemed to have applied to all Bargaining Unit positions so long as they are eligible for preference in hiring -. The Employer will ensure each Department has the necessary information on file to appoint graduate students to appropriate positions. Students who are deemed to have applied may indicate to the Department which courses they prefer and the Department will consider those preferences when assigning work. Graduate students will be required to apply for positions in subsequent academic terms.
- c. It is understood that preference in hiring under Article 15.03 (a) will be limited to:
  - i. Four (4) years from the commencement of study in the case of a doctoral candidate. If the length of the program is less than four (4) years, preference in hiring will be limited to the defined length of the program.

- ii. Two (2) years from the commencement of study in the case of a master's level graduate student. If the length of the program is less than two (2) years, preference in hiring will be limited to the defined length of the program.
  - d. Preference in hiring for Instructor positions shall be given to full-time students enrolled in a doctoral program at Brock University. This preference in hiring will be given for up to one (1) full course equivalent Instructor appointment(s) during the third and/or fourth year of their program. Students must apply to Instructor job postings to be granted this preference and departments may elect to appoint these graduate students on the basis of their suitability before qualified applicants with seniority.
  - e. If there are no qualified applicants from any of the above groups then other qualified applicants will be considered for the position.
  - f. A full-time student who is appointed to work on the basis of preference in hiring and subsequently withdraws from their program of study may have their appointment canceled if there were alternate qualified or suitable applicants for the position.
- 15.04 a. Successful applicants for instructor postings shall be notified of an offer of appointment, in writing, as soon as possible and preferably by the first working day in the month prior to the scheduled commencement of the appointment.
- b. Successful applicants for teaching assistant, lab demonstrator, and course coordinator positions shall be notified of an offer of appointment, in writing, as soon as possible, and preferably at least one (1) week in advance of the scheduled commencement of the appointment.
  - c. It is understood that situations may arise where it is necessary and practicable to make appointments after the dates indicated in (a) and (b) above; however, the University will endeavour to make offers of employment in such time that will allow applicants the time provided under Article 15.03(e) to accept the appointment.
  - d. Successful applicants to marker-grader positions shall be notified of an appointment, in writing, as soon as possible in advance of the scheduled commencement of the appointment.
  - e. Successful applicants shall inform the Employer, in writing, as soon as possible and no later than five (5) working days after the offer having been made as to whether or not they accept the offer. In cases where a position has been appointed in accordance with Article 14.02 (e), with the exception of Article 14.02(e)(iv), successful applicants shall inform the Employer, in writing, no later than three (3) working days after the offer having been made.
- 15.05 In every case, the employee's supervisor shall be the Chair of the Department, or a person specifically designated by the Chair.
- 15.06 If the Employer cancels an appointment prior to the start of the appointment and no reasonable equivalent alternative position is found for the employee, it will pay the employee a cancellation stipend of 5% of the value of the appointment cancelled. If

the contract is cancelled after the start of the appointment and no reasonable equivalent alternative position is found for the employee, the employee will be paid a cancellation fee of 5% or a pro-rated amount equal to the percentage of work performed, whichever is greater.

## **Article 16: Seniority**

- 16.01 a. Seniority shall be based on the employee's original date of hire in the Bargaining Unit.
- b. Seniority and employment shall cease for any of the following reasons:
- i. Termination of employment;
  - ii. Failing to complete a contract as assigned without permission and without a reasonable explanation for failing to seek such permission; this permission will not be unreasonably denied;
  - iii. A break in service.
- c. A termination of employment shall be deemed to have occurred if an individual employed by the University resigns or is dismissed.
- d. A break in service shall be deemed to have occurred if an individual employed by the University did not hold an appointment in the Bargaining Unit in the previous academic year. Upon request, an employee whose name does not appear on the seniority list but who has held an appointment in the Bargaining Unit in the previous twenty-four (24) months and who wishes to apply to a Bargaining Unit position will be reinstated without loss of seniority.
- e. A seniority list shall be maintained by the Human Resources Department and shall be updated three times per year, in June, October and February. The Employer shall provide a copy of the seniority list to the Union by the last working day of the month in which the seniority list is being updated.
- f. It is understood that an employee shall be considered probationary until they have been appointed and worked in the Bargaining Unit for two (2) academic terms and has been re-appointed in a third (3rd) academic term without suffering a break in service as defined in Article 16.01 (d). It is understood that probationary employees are subject to a lesser standard of just cause and may be terminated at any time during the probationary period at the sole discretion of the University. Such discipline or discharge will be done in good faith and in a non-arbitrary fashion.

## **Article 17: Academic Freedom and Intellectual Property**

### 17.01 Academic Freedom

- a. All employees who are primarily responsible for the content and/or presentation of a course shall be accorded academic freedom in the design and/or presentation of that course consistent with the explicit rights and responsibilities of Senate as

outlined in the Act. All other employees shall be accorded academic freedom subject to the reasonable instructions of the Course Instructor.

- b. Academic freedom includes the freedom to examine, question, teach and learn and to disseminate opinion(s) on questions relating to employees' teaching.
- c. In the exercise of academic freedom, employees are required to discharge their responsibilities in accordance with the rightful expectations of the Employer, the needs of students and the legitimate claims of the community.
- d. When exercising their rights of action and expression as citizens, employees shall endeavour to ensure that their private actions and expressions are not interpreted as representing the position of Brock University.

#### 17.02 Intellectual Property

- a. All slides, presentations, handouts, tests, exams, and other course materials created by the instructor are the intellectual property of the instructor. It is understood that some required or recommended components of a course syllabus/outline are dictated by university policies (e.g., evaluation criteria, last day to withdraw without academic penalty) and do not fall under intellectual property.
- b. Instructors will provide an electronic copy of each course syllabus/outline to the Department Chair in advance of course commencement and in accordance with Departmental deadlines. The Chair may share the course syllabus as a resource for other instructors.

## **Article 18: Information**

#### 18.01 Human Resources File

- a. Employees who have completed their probationary period have the right to review their Human Resources File. Normally, the file may be viewed once per term by contacting the Human Resources Department and making an appointment. An appointment to review the file shall be arranged within five (5) working days of the receipt of the request. At the request of the Employee, a Union representative shall be allowed to attend this appointment with the Employee.
- b. If correspondence between the Employer and the Employee is to be included in an Employee's file, the Employer will indicate such in the correspondence and/or inform the Employee of such in writing. The Employee shall have the right to respond to anything in their file in writing, and such response shall form part of the file.

#### 18.02 Faculty Contact Information

The Employer shall provide to the Union a list of all Chairs, Directors and Deans by September 1 of each year.

#### 18.03 Student Course Experience Surveys

When student course experience surveys are completed regarding a bargaining unit member, the results of such surveys will be provided to the member upon request.

## **Article 19: Leaves of Absence**

### **19.01 Sick Leave**

- a. Where a member holds an appointment that includes scheduled contact hours with students (i.e., lecture, seminar, and/or lab components), salary and benefits will be maintained for a period of up to five (5) working days each term (i.e., Monday to Friday) during periods when the member is unable to attend these scheduled contact hours due to illness or accident.

Where sick leave impacts work other than scheduled contact hours with students, every effort shall be made to allow the employee reasonable and sufficient time to complete the work. This may include extensions for grading completion. In some cases where an extension is not feasible, the work may need to be reassigned.

- b. The member shall inform their Supervisor, as soon as possible of their illness or injury so adequate alternative arrangements can be made to fulfill the member's duties. It is understood that the Employer is responsible for ensuring that alternate arrangements are made.
- c. An employee may be required to produce proof of sickness, in the form of a medical certificate, but such requirement shall not be unreasonably imposed. Should the Employer request such proof of sickness, it shall reimburse the employee for the cost of the note from the Physician's Office.
- d. Unused sick leave time shall not be cumulative.
- e. Employees are required to enter their paid sick leave dates in the Workday HR system for approval and tracking purposes.

### **19.02 Pregnancy and Parental Leave**

- a. Pregnancy and parental leave shall be granted to members in accordance with the Ontario Employment Standards Act.
- b. Pregnancy related illness will be managed in accordance with the Sick Leave provisions outlined in Article 19.
- c. Seniority shall continue during any term of pregnancy or parental leave.
- d. An employee who is eligible for pregnancy/parental leave shall provide the Employer with at least two (2) weeks notice of the expected start date of the leave, together with a medical certificate estimating the date of the delivery.

### **19.03 Bereavement Leave**

- a. In the event of a death in the immediate family and upon request of their Chair/Director, an employee shall be granted, at the time of the death, a leave of absence with pay up to a period of five (5) consecutive working days. Immediate family is defined as: Parent, Step-Parent, Spouse, Same-sex Partner, Brother, Sister, Child, Ward, Step-Child, Grandparent, Grandchild, Brother-in-Law, Sister-in-Law, Father-in-Law, Mother-in-Law, Son-in-Law, Daughter-in-Law, any blood relative residing in the home of the employee.

In the event of a death of an employee's aunt or uncle, the employee shall be granted, at the time of the death, a leave of absence with pay for one (1) day.

Upon request, a member may set aside one day of available bereavement leave to attend a funeral or burial service, within one year of the death.

Employees are required to enter their paid bereavement leave dates in the Workday HR system for approval and tracking purposes.

- b. An extension of Bereavement Leave as outlined above may be granted on compassionate grounds. Such extension shall be without pay, however, where possible, the employee may arrange with their supervisor to make up any time lost as a result of the extension. Extensions under Article 19.03(a) shall not be unreasonably sought by a member or unreasonably denied by the Employer.

#### **19.04 Academic Conference Leave**

An employee who has been invited to deliver a paper, present research findings, act as a discussant, or chair a session at an academic conference, or who simply wishes to attend an academic conference related to the member's discipline, may apply for a leave. It is understood that an employee may be granted such a leave only twice per academic year for a period not exceeding three (3) consecutive working days and only one of these leaves may be used for the sole purpose of attending an academic conference. In seeking written approval of the appropriate Chair/Program Director(s) for such leave, the employee and appropriate Chair/Program Director(s) shall develop a plan for how the employee's duties will be covered during the leave. Requests for such leave will not be unreasonably denied.

#### **19.05 Emergency Leave**

Where an employee is unable to perform scheduled duties due to a bona fide emergency, they shall, as soon as possible, notify the appropriate Chair/Program Director(s) and provide reasons for the absence. The employee shall, in consultation with the appropriate Chair/Program Director(s), reschedule those duties or make other arrangements which, subject to the approval of the appropriate Chair/Program Director(s), may include providing a substitute or trading assignments with another employee.

#### **19.06 Union Leave**

- a) Any employee elected, employed or appointed to a position in the Union, the Graduate Student Association (GSA) and/or the Canadian Federation of Students (CFS) is entitled to a renewable unpaid leave of up to one (1) year. For the purpose of this clause, "the Union" shall include the local executive, the

Canadian Labour Congress, the Ontario Federation of Labour, the Ontario Division or the National Body of the Canadian Union of Public Employees. Members shall continue to accrue seniority while on Union Leave.

- b) The Union Executive may select one member of the Executive to be placed on union leave from September 1<sup>st</sup> to April 30<sup>th</sup> of a given year and be paid the equivalent of twelve (12) 120-hour seminars at the Graduate Teaching Assistant rate, as per Appendix B. The Employer will pay the wages and benefits, including statutory benefits, during this period. The Union shall reimburse the Employer for such costs. For the purposes of this article, the union shall notify the Employer no later than August 1<sup>st</sup> that a member of the Executive will be placed on leave. The member shall continue to accrue seniority while on union leave. Members on such leave may not work in other contracts of employment with the University during the period of the leave.
- c) Any member of the Union Executive who takes a leave in accordance with this Article must have otherwise been eligible to be offered and accept work in the bargaining unit during the term of the leave in order for the period of the leave to be excluded from the calculation of a break in service in accordance with Article 16.01(d). If required, the Union and the Employer will work together to compile information regarding seniority dates, preference in hiring, and job postings to demonstrate that the member would have been able to work.
- d) An Instructor shall not bump another member out of a work appointment at the completion of the union leave. An exception shall be made for a full-credit course in the fall/winter session. An Instructor who completed their union leave during the fall term may resume their appointment January 1.

#### **19.07 Union Business**

- a. The President of the Union or their representative, Chief Steward and Stewards, have regular duties to perform on behalf of the Employer. No such employee shall absent themselves from their regular duties unreasonably in order to deal with grievances or other Union business; nor shall they leave their regular duties prior to receiving permission from their supervisor. Such permission to leave shall not be unreasonably withheld.
- b. The Employer and the Union are committed to ensuring that students are not disadvantaged as a result of leaves described under this article (19.07). To that end, wherever possible, the Parties agree to schedule negotiations, grievance hearings and other meetings between the Parties at times that do not require members of this Bargaining Unit to absent themselves from scheduled meetings with students.
- c. In accordance with this understanding, the Employer shall compensate each of the Union President or their representative, Chief Steward and Stewards for this regularly scheduled work time in servicing grievances and attending meetings between the Parties, up to and including Stage 1 of the grievance procedure. The Parties agree that the Employer's obligation under this article (19.07 (c)) is met by providing the Union with the stipend as required under Article 11.04.

## **19.08 Union Conventions and Seminars**

- a. Employees elected or appointed by the Union to attend conventions, schools and conferences of the Union, shall be granted leave of absence without pay, provided that the Employer is given at least ten (10) working days advance written notice of the leave. The Parties may mutually agree to exceptions to this notice period.
- b. No more than ten (10) employees may be absent at any one time and such leaves cannot total more than sixty (60) working days in one (1) academic year, excluding travel time. The Employer may refuse a request for such leave of absence where two (2) or more employees requesting such leave are from the same department.
- c. The Employer shall continue to pay the Employee's wages and any benefits, including statutory benefits, based on the Employee's basic rate during such leave. The Union shall reimburse the Employer for such costs.

## **19.09 Jury Duty/Crown Witness Duty**

An employee called for Jury Duty or an employee who is subpoenaed by the court to serve as a witness shall absent themselves from work only to such reasonable extent as will allow them to carry out their duties. Such an employee shall pay to the Employer the amount of the Jury or Witness fees, excluding meal and mileage allowance, and shall be paid for their standard scheduled hours for such absence at their basic rate of pay. The Employee shall not be required to pay the Employer an amount that exceeds the pay they would have received for scheduled hours during the leave.

19.10 An employee exercising their right for leave under this article shall suffer no loss of seniority as determined by Article 16.

19.11 Members who accept a Limited Term Faculty Appointment (LTA) or Instructional Limited Term Faculty Appointment (ILTA) at Brock University will be deemed to be on an approved leave of absence for the duration of the LTA and/or ILTA appointment. Accordingly, the period of time that a member spends as an LTA and/or ILTA will not count towards a break in service.

## **Article 20: Health and Safety**

20.01 The Parties agree that they are bound by the Ontario Occupational Health and Safety Act.

20.02 The Union shall be entitled to two (2) representatives on the University Joint Health and Safety Committee (JHSC).

20.03 The Employer and Union agree that employees covered under this Collective Agreement may, in their assigned duties, be required to act in a supervisory role as defined by the Ontario Occupational Health and Safety Act. When supervising student or other employees of the University, the member shall act in accordance with the Ontario Occupational Health and Safety Act, Section 27 and 28. The Parties further agree that the onus for providing any necessary training shall rest with the Employer and such training may be subject to review by the Joint Health and Safety Committee or addressed in a Labour/Management Committee meeting.

- 20.04 The University will offer opportunities for members of the Bargaining Unit to be trained with respect to Health and Safety. Members are eligible to be paid, at their basic hourly rate, for completing mandatory training as required. Upon request, the Union and University shall meet once annually to discuss the content of the training identified in Article 20.04 - such discussions shall take place during a JHSC meeting.
- 20.05 Employees may, if they wish, be accompanied by a union representative at all return to work and accommodation meetings held with the Health Management & Wellness department. The Employer will advise all employees of this right.
- 20.06 With the consent of the employee, the Employer shall provide the Union with all Transitional Return to Work plans and/or Accommodation letters.
- 20.07 The University will, when deemed necessary in accordance with their policies, procedures or protocols, inform an employee of a student at risk.

## **Article 21: General**

- 21.01 The Employer shall ensure that employees are provided with adequate access to and use of available libraries, laboratories, equipment (including photocopying) and any other existing University facilities required for the performance of their contractual responsibilities. All employees shall have access to the University Library and shall have borrowing privileges on the date of the confirmation of employment and expiring one (1) month following the last day of the appointment.
- 21.02 Adequate provision shall be made for members of the Bargaining Unit to receive mail in the office of the Department or Program in which they are employed.

For the purposes of Article 21.02, "adequate provision" includes protecting confidential information regarding individual members.

### **21.03 Travel Allowance**

If an employee is assigned to undertake University business away from campus, the Employee shall be reimbursed for travel to and from the University. Mileage shall be reimbursed at the current University rate.

- 21.04 Employees shall not be required to transport students in their personal vehicles.
- 21.05 Members of the Bargaining Unit shall not be required to personally pay for textbooks or other course materials that the University requires for the Member to discharge their duties.
- 21.06 The University shall ensure that consistent with the physical facilities available to the Department, employees are provided with an appropriate office space for completing their assigned duties, if possible.

Employees who do not have access to either a shared or individual office space in the department, or who, with the agreement of their Supervisor, principally work off

campus, may request a Canada Revenue Agency form T2200 in accordance with the tax guidelines established by Financial Services and the Canadian Income Tax Act.

#### **21.07 Joint Committee Work**

When the University requests a Union representative to participate in a University-wide joint committee for the purpose of discussing rules, regulations, and policies to be observed by employees, the member will be compensated at their basic hourly rate for their attendance at the meeting(s). The Union will notify the Director of Faculty and Staff Relations prior to the meeting(s) with the name of the Union representative and the name of the University-wide joint committee.

### **Article 22: Workload**

22.01 General descriptions of duties for all Bargaining Unit positions and nominal workloads for Instructors and Teaching Assistants are set out below. It is understood that the number of hours actually required to complete the assigned work may vary from assignment to assignment due to the Employee's experience and familiarity with the course material, the nature of the material presented, student participation, etc.

**a. Instructor:**

Associated with the position of Instructor is a nominal workload of 195 hours per half-credit course. This nominal workload is normally made up of scheduled contact time with students and non-classroom time. The non-classroom time is made up of preparation of lectures, student consultation, marking or grading and course administration, including grade appeals and cases of academic dishonesty. In the case of a two-hour lecture per week, or the equivalent of a two-hour lecture per week, the incumbent shall also be responsible for the first hour of seminar in each course.

Upon request by an Instructor, the Employer and the Instructor will review the workload for the course to ensure that assigned duties can be completed within the assigned workload of 195 nominal hours per half credit course (see Article 22.01 (a)). If it is determined that the work cannot be completed within the assigned time, the Employer may either 1) amend the contract to provide enough nominal hours to complete assigned duties; 2) provide additional resources (e.g. TAs, Course Coordinators, Marker-Graders, etc) to assist the member in completing the work within the assigned time; or 3) confirm the original workload assignment. In the case that the employer confirms the original workload assignment, the employee may request written instruction on how to complete the duties in the assigned time. If requested by the employee, the employer shall provide such written instruction.

**b. Graduate Student Teaching Assistantship:**

Associated with a Graduate Student Teaching Assistantship is a nominal workload of 120 hours per term. The Graduate Student Teaching Assistantship can include Teaching Assistant, Marker-Grader, Course Coordinator and/or Lab Demonstrator duties. The Employer may assign Graduate Student Teaching Assistantships to full-time students enrolled in a master's degree or doctoral program at Brock University. Graduate students who are not offered a Teaching Assistantship under

Article 22.01 (b) may be assigned or apply to individual appointments under Article 22.01 (c), (d), (e) and/or (f).

All hours worked by graduate students beyond the 120-hour Graduate Student Teaching Assistantship per term are paid in accordance with the rate assigned for that work. For clarity, additional Marker-Grader work is paid at the Marker-Grader rate of pay.

The Dean of the Faculty of Graduate Studies may limit the number of hours a graduate student may work beyond the 120-hour Graduate Student Teaching Assistantship. Students who request additional hours will not be unreasonably denied.

**c. Teaching Assistant:**

Associated with the position of Teaching Assistant is a nominal workload of 60 hours per half-credit course. This nominal workload is normally made up of scheduled contact time with students and non-classroom time. The non-classroom work may include preparation of seminar material, student consultation, marking or grading, examination proctoring, attending lectures, holding office hours, and other course administration as may be required.

Where the duties and the responsibilities for an assignment are greater or less than 60 nominal hours, the Employer shall post the number of hours associated with the position on the job posting and shall pay the appropriate hourly rate.

In cases where additional duties are required as part of a Teaching Assistant's duties (duties required beyond 60 hours per half credit course), these hours shall be compensated at the appropriate Teaching Assistant rate.

**d. Course Coordinator:**

The number of nominal hours assigned to a Course Coordinator may vary from department to department and from course to course. The Employee will report to the Department Chair or Course Instructor. The Course Coordinator's duties include the following: overseeing the seminar/tutorial/lab sections for a particular course(s); coordinating Teaching Assistants/Lab Demonstrators/Marker-Graders and holding meetings with them; assisting in the preparation of marking schemes and coordinating the marking of course assignments and/or midterm, progress and final exams; and any other related duties as may be required by the course instructor(s).

**e. Marker-Grader:**

The number of nominal hours assigned to a Marker-Grader will vary from department to department and from course to course. Marker-Graders assist in marking assignments, term projects, case reports, midterm, progress and final exams, and any other marking related duties including examination proctoring and entering grades into databases.

**f. Lab Demonstrator:**

The number of hours assigned to a Lab Demonstrator will vary from department to department and from course to course. A Lab Demonstrator is defined as an individual whose duties may include: preparing the lab; preparing and presenting an introduction to the lab; overseeing the lab for safety matters; teaching and

assisting students during the lab; cleaning up after the lab; grading lab reports; and, in some cases, grading tests and exams from the lecture. Participation in one or more health and safety workshops for Lab Demonstrators will be required by the Department.

## **22.02 Appointment Dates**

a. Appointment dates for Instructors and Teaching Assistants shall be as follows:

- In the Fall/Winter session - nominally from September 1 to April 30 for a full-credit course and either September 1 to December 31 or January 1 to April 30 for half-credit course.
- In the Spring and/or Summer session(s) – the appointment will begin on the first day of the duration and end one day after the deadline to submit final grades to the registrar's office.

The Parties recognize that variations in the Calendar regarding the start and end of classes, scheduling of exams, and requirements for filing marks with the Registrars Office or the Faculty of Graduate Studies may result in variances of actual start and end dates from term to term, year to year and employee to employee.

Instructors are required to attend unanticipated course related responsibilities that may be assigned after the end date of the contract of employment (e.g., grade appeals, academic dishonesty cases, etc.). If the member is required to attend to these unanticipated responsibilities, the University will review the total nominal workload assigned to the member to ensure the work can reasonably be completed. If this unanticipated work cannot reasonably be completed within the nominal hours assigned, the member will be paid for assigned work at their basic hourly rate.

b. Appointment dates for all other classifications shall be as stated in the job posting.

**22.03** Employees shall submit to their supervisor, before the end of the appointment period, complete marking records for individual students in the course together with any examinations, tests or essays that have not been returned to students and any other course materials that are not the personal property of the Employee.

## **22.04 Workload Limits**

a. Members shall not accept any appointment which, taken together with all other appointments at the University, would cause the member to exceed the maximum number of regular hours (i.e., not overtime hours) allowable in a work week under the Employment Standards Act, as amended from time to time.

b. It is the responsibility of the member to accept only as many appointments (i.e. hours of work) as will allow their to successfully complete the duties assigned for each appointment. It is understood that members who accept multiple appointments will be held to the same standards and expectations as other members of the Bargaining Unit and other members working in the same course and/or department.

## **22.05 Allocation of Hours**

- a. Supervisors or designate (e.g., Course Instructor, Course Coordinator, or Senior Lab Demonstrator) shall meet with each Employee who has been appointed to a Teaching Assistant, Lab Demonstrator, Course Coordinator and/or Marker-Grader appointment, either individually or as a group, normally by the end of the second full week of classes. The purpose of this meeting is to inform the Employee(s) of their specific duties, responsibilities, as well as expectations of the Supervisor and/or Department, and to provide the Employee(s) with an Allocation of Hours Form (refer to Appendix 'C') that will outline the nominal time (see definition of nominal in Article 1) to be spent on each duty required by the appointment. The Employee, the Supervisor and Course Instructor, Course Coordinator, or Senior Lab Demonstrator shall each sign the Allocation of Hours Form to acknowledge that the process has taken place. Course Coordinators who are members of this bargaining unit may prepare the Allocation of Hours forms but may not sign as the approver of the form. A copy of this form shall be provided to the Employee and shall be kept on file in the department.
- b. If an Employee believes that the duties specified in the Allocation of Hours Form cannot be completed in the allotted time, then the Employee shall promptly inform their Supervisor or Course Instructor or Course Coordinator or Senior Lab Demonstrator of the specific nature of their concern. The Employer shall then respond either by amending the Allocation of Hours Form, or by confirming the original Allocation of Hours Form. If the Employer confirms the original allocation of hours, the Employee may request that the Employer provide written instruction on how to complete the duties in the allotted time. It is understood that employees are not permitted to work additional paid hours without the specific written permission of the appropriate Chair and this statement will appear on the Allocation of Hours Form.
- c. The Supervisor or designate (e.g., Course Instructor, Course Coordinator, or Senior Lab Demonstrator) will oversee the Allocation of Hours through the term, consulting with the Employee as needed, and may amend the duties and assigned hours as indicated on the Allocation of Hours Form as reasonably required during the appointment. Such amendments shall be made after consulting with the Employee and shall be in writing by providing a new Allocation of Hours Form that shall be signed by the Supervisor and the Employee. A copy of the amended form shall be provided to the Employee and kept on file in the Department.
- d. If an employee refuses to sign the Allocation of Hours Form, or an amended Allocation of Hours Form, the Supervisor shall note the refusal to sign on the Form and provide a copy of the Form to the employee.

22.06 The parties recognize that the workload associated with a seminar increases with the number of students enrolled in that seminar. Accordingly, when the enrolment for a seminar is greater than 20 students, the Teaching Assistant will be assigned an additional two hours for each student in excess of 20 (e.g., TAs will receive an additional two hours if the enrolment is 21, an additional four hours if the enrolment is 22, etc).

By "enrolment", the parties mean the number of students who are officially registered for the seminar after the fourth week of class (or equivalent length of time in the spring/summer terms).

## **Article 23: Holidays**

23.01 No member of the Bargaining Unit shall be required to work on any of the following holidays: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day, or any holiday declared by the President of the University. The Employer is cognizant of the fact that some employees may, for reasons based on creed, in accordance with the Ontario Human Rights Code and Commission Guidelines, wish to observe holidays other than those listed above. In such cases, the employee shall be entitled to observe such alternate holidays, provided that adequate arrangements have been made with the Department Chair, through written notice, whenever possible, at least 30 days in advance of the absence, to re-schedule assigned duties and student contact hours.

## **Article 24: Employment Accommodation**

24.01 The Parties recognize their rights under the University's Employment Accommodation Policy.

24.02 Members of this Bargaining Unit have the right to be accompanied by a Union representative at any stage of the Policy.

## **Article 25: Correspondence**

25.01 Except where otherwise provided, official communications in the form of correspondence between the Union and the Employer shall be sent as follows:

To the Employer: Associate Vice-President, Human Resources  
Brock University - ST 1240  
1812 Sir Isaac Brock Way  
St. Catharines, ON L2S 3A1

To the Union: The Executive - Canadian Union of Public Employees,  
Local 4207 - Brock University  
1812 Sir Isaac Brock Way  
St. Catharines, ON L2S 3A1

## **Article 26: Pension**

26.01 Members are eligible to participate in the Brock University Pension Plan.

26.02 Membership shall be in accordance with the terms of the Brock University Pension Plan.

26.03 While it is understood that the terms of the Brock University Pension Plan shall govern, it is recognized that to be eligible to join the Brock University Pension Plan, Members must have been employed at the University for two consecutive years or more and:  
(1) have earned at least 35% of the YMPE (\$54,900 for 2016) in each of the two

preceding calendar years; or (b) have worked a minimum of 700 hours in each of the two preceding calendar years.

- 26.04 Once any employee joins the Brock University Pension Plan, that decision cannot be reversed while employed.
- 26.05 Membership in the Brock University Pension Plan is optional for Members of CUPE, Local 4207.
- 26.06 The Employer shall provide to the Union a copy of the annual report on the pension plan within ten (10) working days after it has been presented to the Board of Trustees.
- 26.07 The Employer shall, annually, contact all members of CUPE 4207 who are eligible to enroll in the pension plan to provide them with details of the plan and inform them that they are eligible to join. At the time of notifying members who are eligible to enrol in the pension plan, the Employer shall provide to the Union a list of the number of members in each department who are eligible to join the pension plan.
- 26.08 At such time that CUPE 4207 members account for fifty-five (55) active members in the pension plan, the University will recommend to the Board that a representative from CUPE 4207 be added to the committee.

## **Article 27: Duration**

- 27.01 This Agreement shall become effective on September 7, 2022 and such Agreement shall remain in effect until September 6, 2025, and from year to year thereafter unless written notice is given by either party to the other party for amendment not less than sixty (60) days nor more than ninety (90) days prior to the expiration of this Agreement or any anniversary of such date.
- 27.02 IN WITNESS, whereof, the Parties hereto have caused this Agreement to be executed, in the Province of Ontario, by their duly authorized officers and representatives this 1<sup>st</sup> day of December 2022.

Signed and dated \_\_\_\_\_.

On behalf of the Board of Trustees  
of Brock University

**Amanda Villella**  
**Brian Power**  
**Suzanne Curtin**  
**Dawn Zinga**  
**Danielle McCrindle**  
**Gabriela Donia**

On behalf of the Canadian  
Union of Public Employees,  
Local 4207

**Nathan Cecckin**  
**Brigitte Cecckin**  
**Tracy Kennedy**  
**Darrin Sunstrum**  
**Angela Sbrocca**



## Appendix A

### ONTARIO LABOUR RELATIONS BOARD

**4976-97-R** Canadian Union of Public Employees, Applicant v. Brock University, Responding Party v. Group of Employees, Objectors.

**BEFORE:** Gail Misra, Vice-Chair.

**DECISION OF THE BOARD:** May 5, 1998

1. This is an application for certification in which a hearing was scheduled to commence on May 4, 1998. However, prior to the commencement of the hearing the parties resolved all matters in dispute.
2. The Board received four statements of desire to make representations within the time fixed by the Board following the taking of the representation vote pursuant to the Board's direction of April 1, 1998. Only one of the individuals who had filed a statement attended at the Board on the hearing date. That individual, following the Minutes of Settlement being reached between the applicant and responding party indicated she was waiving her right to speak to the Board. The representations received raised concerns that some of the objecting employees had not had adequate notice of the vote, had to wait in line to vote, and had been unable to cast a ballot before having to leave to write an exam, that the union had not spoken to them about the organizing drive, or that no one had contacted them directly about the vote arrangements.
3. There is no requirement for either the applicant or the responding party to contact each and every employee to alert them to either the possibility of a certification application or that a vote has been scheduled. That is the purpose served by the postings in multiple locations throughout the University. It is unfortunate that some individuals did not attend at the University during the period between the posting of notices and the day of the vote, but that is not sufficient reason for the Board to hold a hearing for that purpose.
4. The Labour Relations Act, 1995 mandates the Board to hold hearings within five days, whenever it is possible to do so. In this case, at the request of Brock University, the Board delayed the holding of the vote to a date of the University's choice. By 3:00 p.m. on April 3, 1998 thirty six copies of the certification application, the Board's decision directing the vote, and Notice of Vote had been posted at various sites throughout the University by the employer. The employees therefore had five days notice of when the vote would be held, more time than is normally given to employees in certification applications. The Board is satisfied that employees received adequate notice of this application and vote.
5. Having considered all of the representations, the Board is satisfied that the objecting employees have raised no allegations which, even if proved true, would change the result of the application.
6. Having regard to the agreement of the parties, the Board further finds that: all employees of Brock University employed as Course Coordinators, Instructors, Seminar Leaders, Teaching Assistants, Demonstrators, and Marker/Graders, save and except persons employed as Instructors, Program Coordinators and On-Site Facilitators in the Faculty

of Education, and all other persons employed in an on-going capacity whose positions are primarily clerical, technical, administrative or professional and who may teach, coordinate, advise or demonstrate as an integral part of that position and persons for whom a trade union held bargaining rights on April 1, 1998, constitute a unit of employees of the responding party appropriate for collective bargaining.

### **Clarity Note**

It is understood and agreed that the bargaining unit description/scope clause does not include employees who are otherwise regularly employed by Brock University in a managerial capacity or in a confidential capacity in matters relating to Labour Relations.

7. On the taking of the representation vote directed by the Board, more than fifty per cent of the ballots cast by employees in the bargaining unit were cast in favour of the applicant.
8. A certificate will issue to the applicant.
9. The Registrar will destroy the ballots cast in the representation vote taken in this matter following the expiration of 30 days from the date of this decision unless a statement requesting that the ballots should not be destroyed is received by the Board from one of the parties before the expiration of such 30 day period.
10. The responding party is directed to post copies of this decision immediately, adjacent to all copies of the "Notice of Vote and of Hearing" posted previously. These copies must remain posted for 30 days.

"Gail Misra"

for the Board

## Appendix B

### Wage Settlement (September 1, 2022– August 31, 2025)

January 1, 2023 Increase 3.5%  
September 1, 2023 Increase 3%  
September 1, 2024 Increase 3%

Effective January 1, 2023, a one-time increase to the Instructor stipends in the amount of \$300 per half credit and \$600 per full credit course.

The pay schedule below does not include vacation pay.

#### **Instructors:**

Instructors have a nominal workload of 195 hours per half credit course.

Instructors	Half-Course Stipend	Full-Course Stipend
September 1, 2022	\$6,504.07	\$13,008.14
January 1, 2023	\$7,042.21	\$14,084.42
September 1, 2023	\$7,253.48	\$14,506.95
September 1, 2024	\$7,471.08	\$14,942.17

**Note:** All rates of pay include public holiday pay.

#### **Teaching Assistants, Course Coordinators and Lab Demonstrators:**

Teaching Assistant, Course Coordinator and Lab Demonstrator appointments are paid on the following basis:

**Graduate Rate** – Employees who are enrolled at Brock University in a graduate program or an employee who holds a four-year honours degree or a three-year pass degree will be paid the Graduate Rate.

**Under-Graduate Rate** – Employees who are enrolled at Brock University in an undergraduate program or an employee who does not hold an undergraduate degree will be paid the Undergraduate Rate.

Teaching Assistants and Course Coordinator stipends have a nominal workload of 60 hours per half credit course appointment or 120 hours per full credit course appointment. Both positions can also be paid on an hourly basis. Lab Demonstrators are paid on an hourly basis at the appropriate hourly rate listed below.

<b>Teaching Assistants, Course Coordinators, and Lab Demonstrators</b>			
Under-Graduate Rate	Hourly Rate	Half Course Stipend (60 nominal hours)	Full Course Stipend (120 nominal hours)
September 1, 2022	\$20.11	\$1,206.60	\$2,413.20
January 1, 2023	\$20.81	\$1,248.83	\$2,497.66
September 1, 2023	\$21.43	\$1,286.06	\$2,572.12
September 1, 2024	\$22.07	\$1,324.37	\$2,648.75

Graduate Rate	Hourly Rate	Half Course Stipend (60 nominal hours)	Full Course Stipend (120 nominal hours)
September 1, 2022	\$31.63	\$1,897.80	\$3,795.60
January 1, 2023	\$32.74	\$1,964.22	\$3,928.45
September 1, 2023	\$33.72	\$2,023.33	\$4,046.66
September 1, 2024	\$34.73	\$2,083.90	\$4,167.79

Note: All rates of pay include public holiday pay.

**Graduate Student Teaching Assistantships:**

Graduate Student Teaching Assistantships have a nominal workload of 120 hours per appointment and are paid on the following basis:

<b>Graduate Student Teaching Assistantship</b>		
	Hourly Rate	Stipend
September 1, 2022	\$31.63	\$3,795.60
January 1, 2023	\$32.74	\$3,928.45
September 1, 2023	\$33.72	\$4,046.66
September 1, 2024	\$34.73	\$4,167.79

Note: All rates of pay include public holiday pay.

**Marker-Graders:**

Marker-Graders shall be paid according to the following schedule:

**Graduate Rates**

*Masters Degree Complete Rate* - Paid to employees who have completed a masters degree.

*Undergraduate Complete Rate* - Paid to employees who have completed a four-year honours degree or a three-year pass degree.

**Undergraduate Rates**

*Third Year Complete Rate* - Paid to employee who have completed the third year of an undergraduate honours degree.

*Second Year Complete Rate* - Paid to employees who have completed the second year of an undergraduate degree.

*First Year Complete Rate -*

Paid to employees who have completed the first year of an undergraduate degree.

<b>Marker-Graders</b>					
<b>Hourly Rates</b>	<b>Masters Complete</b>	<b>Undergraduate Complete</b>	<b>Third Year Complete</b>	<b>Second Year Complete</b>	<b>First Year Complete</b>
September 1, 2022	\$31.06	\$26.77	\$19.77	\$17.38	\$16.40
January 1, 2023	\$32.15	\$27.71	\$20.46	\$17.99	\$16.97
September 1, 2023	\$33.11	\$28.54	\$21.07	\$18.53	\$17.48
September 1, 2024	\$34.10	\$29.40	\$21.70	\$19.09	\$18.00

Note: All rates of pay include public holiday pay.

The Parties agree that July 1 shall refer to the start of the Summer term rather than the actual calendar date. The Parties further agree that the interpretation of July 1 shall be strictly for the purpose of this Appendix.

# Appendix C

## Allocation Of Hours Form

### Teaching Assistants, Course Coordinators, Lab Demonstrators, Marker/Graders

The purpose of this form is to outline the nominal time (see definition of nominal in Article 1) to be spent on each duty and responsibility for the appointment and is in accordance with Article 22 (Workload) of the Collective Agreement between Brock University and CUPE, Local 4207.

Employee Name: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Course: \_\_\_\_\_  
 Course Enrolment: \_\_\_\_\_

Contract Number: \_\_\_\_\_  
 Start Date: \_\_\_\_\_  
 End Date: \_\_\_\_\_  
 Number of Seminars: \_\_\_\_\_

Duties	Hours	Details
1. Orientation/Training		
2. Preparation		
3. Attending Lectures		
4. Contact Time - Labs/Seminars		
5. Marking/Grading		
Marking/Grading		
Marking/Grading		
Marking/Grading		
6. Student Consultation (e.g. office hours, email, etc.)		
7. Proctoring Exams		
8. Coordinator Duties		
9. Other Duties		
10. Other Duties		
11. Other Duties		
<b>TOTAL HOURS</b>		<b>TOTAL HOURS MUST EQUAL ASSIGNED HOURS ON CONTRACT</b>

**EMPLOYEES ARE NOT PERMITTED TO WORK ADDITIONAL PAID HOURS WITHOUT THE WRITTEN PERMISSION OF THE APPROPRIATE CHAIR**

\_\_\_\_\_  
 Prepared By (Instructor, Course Coordinator, or Senior Lab Demonstrator)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Approved By (Chair/Designate Authority)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Received By (Employee)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Please check the box if this form replaces or amends a previous Allocation of Hours Form

## ALLOCATION OF HOURS FORM EXPLANATION

### Purpose

The purpose of this form is to clearly layout the duties and responsibilities, as well as the amount of nominal time to be spent on each duty and responsibility, for each student. This will result in the student having more direction as to the time to be spent on each duty and will lessen the possibility of a student working more or less nominal hours than they are paid for under their contract of employment. Instructors, or Course Coordinators, or Senior Lab Demonstrators are required to inform the employee(s) of their specific duties and responsibilities and to provide the employee(s) with an Allocation of Hours Form.

### How to Complete the Form

- Review the sample list of duties below (note: the sample duties listed are organized to match the categories listed on the reverse side of this form).
- List the number of hours associated with each duty in the “hours” column of the form. If a particular item on the form does not apply to an appointment, simply mark the item as N/A (not applicable). The total hours must equal assigned hours on contract.
- When allocating time for marking, indicate the number of individual items to be marked and the time allotted to each item. If the number of students is not known, estimate as accurately as possible and revise as necessary.
- Provide a description of the duties to be performed in the “details” column of the form.
- Once the form is completed, have it signed and dated by the employee, the Instructor, or Course Coordinator, or Senior Lab Demonstrator and Chair and provide a copy of the completed form to the employee.

### Revision of Allocation of Hours Form

Should it become necessary to revise the allocation of hours, it is necessary that the revision be discussed with the employee. A revised Allocation of Hours Form should be prepared and provided to the employee, and for the Department’s records. When preparing an amendment or revision of the form, remember to check the box at the bottom of the form.

### THE FOLLOWING CORE DUTIES SHOULD BE CONSIDERED WHEN FILLING OUT THE ALLOCATION OF HOURS FORM

This list is descriptive, not prescriptive. It is not exhaustive nor, of course, will all duties listed here apply to all Departments or to all types of positions. The intent of this list is to provide a sample of duties that may be assigned to each employee.

#### 1. Orientation/Training

- Attending mandatory TA training/orientation sessions
- Attending Health and Safety training sessions
- Meetings with Instructor or Course Coordinator or Senior Lab Demonstrator

#### 2. Preparation

- Preparing handouts for seminars
- Preparing reading lists for seminars
- Preparing bibliographies for seminars
- Designing and preparing tests/examinations for seminars
- Preparing assignments/problem sets for seminars
- Reading assigned texts/manuals/source materials
- Preparing tutorial/lecture notes
- Preparing/setting up audiovisual materials and equipment
- Maintaining course web/webCT site

#### 5. Marking/Grading

- Language tapes
- Problem sets
- Computer programs
- Data sheets
- Laboratory reports
- Checking lab books
- Book reviews
- Oral presentations
- Demonstrations
- Projects/Journals
- Essays (indicate page length)
- Quizzes
- Mid-terms
- End-of-term tests
- Examinations

### **3. Attending Lectures**

- Attending lectures/seminars
- Attending labs/tutorials
- Attending special seminars/workshops

### **4. Contact Time – Labs/Seminars**

- Conducting tutorials/seminars/practical sessions
- Conducting special seminars/workshops
- Demonstrating in laboratory
- Demonstrating use of equipment

- Calculating/recording/tabulating grades

### **6. Student Consultation**

- Assigned meetings with students
- Consulting with students electronically

### **7. Proctoring Exams**

- Exam/test invigilation

### **8. Coordinating Duties**

- Coordinating Teaching Assistants  
Lab Demonstrators, Marker-Graders
- Assisting in the preparation of marking schemes
- Coordinating the marking of course assignments, midterm and final exams

**Please Note – While Teaching Assistants, Lab Demonstrators and Marker Graders may be required to identify suspected cases of plagiarism, detailed investigations of such allegations will be the responsibility of the Instructor.**

Letter of Understanding  
Between  
Brock University  
And  
CUPE, Local 4207

Re: Allocation of Hours Form

The Employer agrees to write to department/program chairs/directors in August of each year to confirm the purpose of the Allocation of Hours form and the applicable procedures and provisions outlined in the Collective Agreement for completing, reviewing and amending the form. The Union shall be copied on all such communication. In particular, the University will confirm the definition of nominal hours, as outlined in Article 1.18, and that the assignment of time to be spent on each duty required by the appointment must be based on nominal hours.

The Parties agree that by writing to department/program chairs/directors, and copying the Union on such communication, the Employer has satisfied the terms of this Letter of Understanding.

This Letter of Understanding is in effect for the life of this Collective Agreement.

Amanda Villella

\_\_\_\_\_  
For the University

November 11, 2022

\_\_\_\_\_  
Date

Nathan Cecckin

\_\_\_\_\_  
For the Union

November 11, 2022

\_\_\_\_\_  
Date

Letter of Understanding  
Between  
Brock University  
And  
CUPE, Local 4207

Re: Technological Change

If the University introduces a technological change that it determines has a significant impact on the work of Union members, and the University provides training to employees regarding the technology, such training will be made available to Union members. In determining whether training will be made available to members, the University will consult with the Union.

Amanda Villella

\_\_\_\_\_  
For the University

November 11, 2022  
Date

Nathan Cecckin

\_\_\_\_\_  
For the Union

November 11, 2022  
Date

Letter of Understanding  
Between  
Brock University  
And  
CUPE, Local 4207

Re: Graduate Student Supplement

The Parties agree to provide graduate students a Graduate Student Wage Supplement as follows:

\$256.05/120 hours of work (prorated in cases where members work more or less than 120 hours). The purpose of this supplement is to provide additional financial support for graduate students who are completing their program of studies. This supplement will be added to the hourly wage rate for graduate students in order to apportion the supplement regularly over the course of employment. Members who continue their employment after completing their graduate studies will no longer have the wage supplement attached to their hourly wage rate. Effective September 1, 2021 it is understood that a graduate student working in the position of Instructor is eligible for the Graduate Student Supplement.

This Letter of Understanding is in effect for the life of this Collective Agreement.

Amanda Vilella

\_\_\_\_\_

For the University

December 1, 2022

\_\_\_\_\_  
Date

Nathan Cecckin

\_\_\_\_\_

For the Union

December 1, 2022

\_\_\_\_\_  
Date

Letter of Understanding  
Between  
Brock University  
And  
CUPE, Local 4207

Re: Office Space for CUPE 4207

The University acknowledges the Union's application to Space Management and Planning for a larger Union Office Space to replace MC C402 as referenced in Article 6.07(c) and will continue to process their request in accordance with the Space Management Policy and the Space Request Procedures.

If, during the life of the Collective Agreement, an alternate Office Space is allocated, the new room number will be deemed to replace MC C402 in Article 6.07(c).

This Letter of Understanding is in effect for the life of this Collective Agreement.

Amanda Villella

\_\_\_\_\_  
For the University

November 11, 2022

\_\_\_\_\_  
Date

Nathan Cecckin

\_\_\_\_\_  
For the Union

November 11, 2022

\_\_\_\_\_  
Date

Letter of Understanding  
Between  
Brock University  
And  
CUPE, Local 4207

Re: Job- Related Training

The University will make paid job-related training available to members of the bargaining unit. Members will have the opportunity to participate in such training on or after May 1, 2023 while on an active work appointment or up to four (4) weeks prior to the start date of an accepted appointment. The University will determine the content, duration, and scheduling of training sessions and each member will be paid their regular hourly rate for up to five (5) hours during the term of the collective agreement while attending training as determined by the University.

Members shall not attend this training during scheduled working hours.

For clarity, time in attendance at this training is not considered service for the purposes of Article 16 and has no impact on a break in service.

This Letter of Understanding is in effect for the life of the Collective Agreement.

Amanda Villella

Nathan Cecckin

\_\_\_\_\_  
For the University

\_\_\_\_\_  
For the Union

December 1, 2022

December 1, 2022

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Letter of Understanding  
Between  
Brock University  
And  
CUPE, Local 4207

Re: Payroll Deductions for Benefits

The University will facilitate the payroll deductions for CUPE Benefits Fund premiums in accordance with the following terms:

1. Payroll deduction will only be possible for members with sufficient and consistent earnings in the bargaining unit.
2. Payroll deductions will be facilitated on a term-by-term basis beginning in January 2021.
3. The Union will provide an excel spreadsheet that includes the information required by the University in order to facilitate the deduction. This information includes Employee ID, First Name, Last Name, and amount to be deducted per pay for the term. The Union will provide the spreadsheet in the format requested by the University. The University will advise the Union if any additional information is required. If the Union includes employees who do not have active earnings in the term, the ability for the University to upload the entire file to the payroll system will be disrupted and the Union will be required to investigate and resubmit the file.
4. The Union will provide the excel spreadsheet in paragraph 3 - at least one full calendar week before the pay deadline for the payroll from which the first deduction will be applied in the Fall and Winter terms-. The University will provide the Union with the pay dates for these terms. The Union will provide one deduction amount for the employees during the spring and summer terms and specify the payroll date to which it should be applied.
5. The University will provide -the total amount deducted from all members to the Union along with a report listing the employee name and the amount deducted per pay.
6. The University is not responsible for any missed employee deductions. It is not the responsibility of the University to audit the deductions or to collect any missed payments from employees.
7. Individual employee deductions can be canceled by the Union during the term by providing the name(s) of applicable employees to the University. The cessation of deductions may be delayed by one pay depending on the date the cancellation notice is received by the University in relation to payroll deadlines.
8. The Union will be responsible to make any necessary reimbursements to employees.
9. Employees who contact the University for questions regarding their payroll deductions for benefits will be referred to the Union.
10. This Letter of Understanding is in effect for the life of this Collective Agreement.

Amanda Villella  
For the University

Nathan Cecckin  
For the Union

November 11, 2022

November 11, 2022

Date

Date

Letter of Understanding  
Between  
Brock University  
And  
CUPE, Local 4207

Re: Early Instructor Access to Library and Email Privileges

The Parties acknowledge that access for Instructors to Brock University Library and email services is crucial to course preparation. Further, access to key IT systems outside of Workday is dependent upon the hiring process within Workday being complete.

As such, the University will advise Departments and Centres to prioritize entering contracts for Instructors so access can be activated.

This Letter of Understanding is in effect for the life of the Collective Agreement.

Amanda Villella  
For the University

November 11, 2022  
Date

Nathan Cecckin  
For the Union

November 11, 2022  
Date

Letter of Understanding  
Between  
Brock University  
And  
CUPE, Local 4207

Re: Pension Committee Representative

To address the Union's request for a seat on the Pension Committee to represent active members in the pension plan, the University agrees to bring the Union's request for a CUPE4207 representative on the Pension Committee to parties responsible for the composition of the Pension Committee (e.g., BUFA, the Board, and any applicable sub-committees).

This Letter of Understanding is in the effect for the life of the Collective Agreement.

Amanda Vilella

Nathan Cecckin

\_\_\_\_\_  
For the University

\_\_\_\_\_  
For the Union

December 1, 2022

December 1, 2022

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Letter of Understanding  
Between  
Brock University  
And  
CUPE, Local 4207

Re: Allocation of Hours Electronic Format

Within one year of ratification of this agreement, the University will explore the possibility of transitioning to an electronic/online format for the Allocation of Hours Form. The University will consult with the Union during this process and will report back to the Union on the feasibility of this transition.

Amanda Villella

\_\_\_\_\_  
For the University

November 11, 2022

\_\_\_\_\_  
Date

Nathan Cecckin

\_\_\_\_\_  
For the Union

November 11, 2022

\_\_\_\_\_  
Date