

**COLLECTIVE AGREEMENT**

***BETWEEN***

***CUPE1281***  
Canadian Union of Public Employees

***CUPE LOCAL 1281***

***AND***

***UNIVERSITY OF GUELPH RADIO/RADIO  
GRYPHON (CFRU FM)***

***May 1, 2016 to April 30, 2019***

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# Definitions

- Board of Directors:** The Board of Directors of the Corporation shall consist of the following members:  
1. The President
- Chairman:** The Chairman of the Board of Directors shall be the President of the Corporation.
- Secretary:** The Secretary of the Corporation shall be the Secretary of the Board of Directors.
- Director:** Any individual who is elected or appointed to the Board of Directors shall be a Director of the Corporation.
- Employee:** Any individual who is employed by the Corporation shall be an Employee of the Corporation.
- Management:** Any individual who is in a position of management or supervision of the Corporation shall be a member of the Management.
- Representative:** Any individual who is authorized to represent the Corporation in any matter shall be a Representative of the Corporation.
- Employer's Representative:** Any individual who is authorized to represent the Employer in any matter shall be an Employer's Representative of the Corporation.
- Employee's Representative:** Any individual who is authorized to represent the Employee in any matter shall be an Employee's Representative of the Corporation.
- Contract:** Any agreement or arrangement between the Corporation and any other party shall be a Contract of the Corporation.
- Business:** Any activity or operation of the Corporation shall be a Business of the Corporation.

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# Article 1 Purpose

- 1. The purpose of this Agreement is to establish a working relationship between the Employer and its employees in the workplace. The Employer and the Union agree to work together to provide for the settlement of any disputes which may result out of the application and interpretation of this Agreement.
- 2. The Employer and the Union agree to resolve any disputes in the workplace in a fair and equitable manner.
- 3. It is understood that over the term of this Agreement the Employer has the purpose of identifying the Employer's Staff and the Union has the purpose of representing the employees that identify with the Employer or the Union.

# Article 2 – Employer's Exclusive Function

- 01. The Union recognizes that the Employer operates a radio broadcast station and a television station and is a member of the National Communications Commission for a Community based campus. The Employer is a not-for-profit organization. The CFR Board in the Union recognizes that the campus community radio station, C.R. is a permitted program to be provided by the community and is a part of the community's assistance program.
- 02. The Union recognizes that the Employer's exclusive right and function shall be to:
  - a) Direct the working relationship of the Employer to the Employer's work operation and to the working conditions per Article 1.
  - b) Hire; assign; promote; demote; evaluate; staff; classify; and discipline, suspend or discharge its Employees for just cause.
- 03. The Employer shall have the right to use any method to improve the efficiency of the operation of the Employer in a manner that is consistent with Article 21, 22, 25 and 26 of the Agreement.
- 04. The Employer agrees to exercise such functions in a fair, equitable and equitable manner and in a manner that is consistent with the provisions of this Agreement.
- 05. All members of the Employer/Board of Directors shall be subject to the Employer's application as set up by the Employer in order to be eligible for employment with the Employer as a member of the Employer's Staff. The Employer shall have the right to hire, promote, suspend, discharge or appoint to the Employer's Staff.



continue to enjoy the right and privilege of membership from their first day of employment including but not limited to stability.

2. An Employee shall indicate to an Employer in contact with them their intention to resign in writing by registered mail with this information to the Station Manager between sixty (60) and thirty (30) days before the end of their contract. If an Employee is unable to provide the Station Manager with written notice in the time permitted due to illness, hospitalization or any other issue, the written notice should be provided to the Employer by registered mail. Written notices to the Station Manager within twenty (20) days of their resignation. An Employee's contract shall be renewed with twenty (20) days of the Station Manager receiving the Employee's written message.

Seniority shall be based on the date of hire of the Employee by the first employer.

3. Seniority shall be used to determine the number of days absent from work and special first eight (8) months of total leave, but by no means and leave of absence granted under Article

### 3. Probation

- 3.01 a) For a period of forty (4) calendar months from the beginning of an Employee's employment shall be probation. An Employee who moves consecutively from one position to another shall be on probation as being probationary for the new position.

### 3.02 Probation period Evaluations

- i) During the probationary period the Employee shall provide a written performance report based on job description and requirements every one month, more often as necessary with details regarding the probationary Employee's performance in the job.
- ii) The complete evaluation shall be signed by both parties and will become part of the Employee's employment file. Signatures implicitly that the evaluation has been signed not that there is an agreement with station in the evaluation. Should the Employee and the Employer be unable to reach an agreement on the evaluation, the Employer shall file with an attached written submission of the Employee.

### 3.06 (c) Probation Period Termination

An Employee's probationary period may be terminated at any time if the Employer's performance may also be terminated if the contract of employment is terminated. The Employer shall provide evaluations to the Employee and shall provide a written position. An Employee shall receive a written notice of termination in writing that shall







4.0 Employment Equity

4.0.1 If recruitment and hiring procedures, selection criteria, objectives, skills and experience of C.F.R. employees are not fair, the Commission shall ensure that, with respect to applicants, there is a competitive hiring process that is open to all applicants to whom the statement in 4.0.1(c) applies.

4.0.2 It is the duty of the Commission to monitor and ensure that the Employees in the Commission meet at least twice per year the standards and impact objectives of the hiring process. Metrics or disciplines that are not limited to the five (5) job positions listed at under hiring will be used. There have been positions and positions which are required to include participation in diverse communities.

4.0.3 The Commission shall ensure that recruitment and hiring procedures for the Commission comply with the requirements of the Employment Equity Act and the Commission shall ensure that recruitment and hiring procedures are open to all applicants, including individuals including people of color, indigenous peoples, people living with disabilities, women, and people of various ages, sexual orientations, and ethnicities. The Commission shall ensure that recruitment and hiring procedures are open to all applicants, including individuals of various ages, sexual orientations, and ethnicities.

4.0.4 Non-Discrimination Employment

Nothing in this article shall be construed to limit the Commission's ability to implement its employment equity policies and procedures, as required by the Employment Equity Act.

4.0.5 Commission's Right

The rules of the Commission regarding requirements of employment shall be limited to matters pertaining to the duties and obligations of the Employees as set out in their job descriptions. Employees shall not be required to perform personal services for the Commission or other public bodies of the Commission.

## Article 5 – Union Security and Label

### 5.0 Union Security

The Commission shall ensure that the Commission shall be established in a manner that is consistent with the terms and conditions provided in the Collective Agreement; specifically, but not limited to Article 1 and 2.

### 5.0.1 Union Membership

The Employer shall not discriminate against any employee on the basis of race, sex, religion, or national origin during the term of this Agreement.

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## Article 6 – Union Dues

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## Article 7 – Labour Management Committee

- 7.01 At the request of either party, there shall at intervals not more than (3) working days except by mutual agreement, meetings will be held between representatives of the Employer and representatives of the Union to discuss any operation matters and/or issues (excluding grievances) and to discuss and improve the employee/employer relationship.
- 7.02 The Labour Management Committee shall be composed of up to three (3) Employer representatives and up to three (3) representatives that are members of the bargaining unit. Normally the Staff Manager and the Shop Steward will be attendance and responsible efforts shall be made to ensure that such attendance is possible. Both the Employer and the Union shall select one member to the representative of the bargaining unit on a year term. The representatives of both party shall inform the other of a representative member at the earliest possible moment. Any bargaining unit member who wishes to participate in a specific discussion item may also request to attend a meeting. Such request may be unreasonably denied.
- 7.03 Members of the bargaining unit shall have the right to attend and participate in management committee sessions held within working hours without loss of remuneration. Meeting times shall be scheduled by mutual agreement during normal business hours.

## Article 8 - Union Representation

### 8.01 Accreditation

No employee or group of employees shall represent the Union in any matter with the Employer without proper authorization of the Union. The employer shall provide the Union with the names, addresses and telephone numbers of the persons with whom the Union may discuss business arising from the Agreement. The Union shall provide the Employer with the names of the shop steward(s) with whom the Employer may raise any business arising from the Agreement.

### 8.02 Union Representation

- 8.02.1) The Employer shall have the right, at any time, to have one or more representatives of the Canadian Federation of Public Employees, Local 1281, or designate by ballot or by other means, to be employed. Representatives of the Union shall have the right to contact workers at work and elsewhere respecting the Agreement and administration thereof and to pay to the workers. The Employer shall respect the above and shall have the right to meet and discuss the Agreement with the representatives. Upon prior notice, the representatives shall have access to the Employer's premises to assist in the settlement of grievances as provided in Article 10.





Article 10 of the Constitution of the State of New York provides that the power of taxation shall be levied in proportion to the value of the property owned and taxed.

The State of New York has a long history of providing for the education of its children. This history is reflected in the State's Constitution, which provides that the State shall provide for the education of all children.

It is the policy of the State of New York to provide for the education of all children.

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State of New York

When the State of New York was first established, it was a colony of the British Empire. The State's Constitution, which was adopted in 1787, provided that the State shall provide for the education of all children.

The State of New York has a long history of providing for the education of its children. This history is reflected in the State's Constitution, which provides that the State shall provide for the education of all children.

Where possible, the name of the child shall be written in full.

The Union will submit a written response to the Executive Committee within ten (10) business days of its first meeting following the receipt of the grievance at Step One.

c) The Executive Committee will provide the Union with a written response within ten (10) business days.

d) If the resolution of the grievance to the mutual satisfaction of the Union and the Employer, either through the mediation of the grievance procedure to Step Two or otherwise, occurs within ten (10) business days of the issuance of the Employer's response.

e) Should further written response be forwarded by the Union within ten (10) business days of the Employer's response being issued, a meeting taking place thereafter will be considered a meeting for the mutual satisfaction of the parties and no further resolution will be expected or required.

### Step Two

a) Following the meeting under Step One, the Unionist shall submit a second meeting with the Executive Committee to complete the grievance matter. The meeting will occur within ten (10) business days following the request.

b) The Unionist shall provide to the Employer the facts of the Unionist and the Employer, and the following other matters: request for escalation of the resolution process to Step Three after ten (10) business days following the last meeting attended by the parties.

Should the Unionist fail to provide the facts of the Unionist and the Employer within ten (10) business days following the request for escalation of the resolution process to Step Three, the Employer will be expected to request a meeting with the Executive Committee to complete the grievance matter. The meeting will be expected to occur within ten (10) business days following the request.

### Step Three

Following the resolution of the grievance at Step Two, the Union may submit the grievance to the Employer and to the Executive Committee. The Executive Committee will meet and agree to both parties to the event and there is no effective constitutional or contractual provision to require the Employer to present a copy of the grievance to the Director. Alternatively, the Employer may refer the grievance to the Unionist's representative for mediation. Such mediation must be agreed upon by both parties. If Mediation Service is mutually agreeable, the aforementioned Executive Committee or designated reps from the Board of Directors will receive the Unionist's presentation and deliver the decision to the Board within ten (10) business days following the meeting with a copy to the Unionist.

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The Employer agrees not to introduce in the grievance or arbitration procedure any document involving disciplinary action, such as written censures, letters of reprimand, performance reports or performance evaluations of workers if the employee was not given an opportunity to be heard in the grievance.

#### 9.08 Confidentiality

The Employer recognizes the principle of confidentiality and agrees that the identity of any grievor(s) and the facts and substance of any grievance shall only be made available to those who need to know basis.

#### 9.09 Settlement of Grievances

When a grievance is to be settled, written documentation shall be prepared by agreement of both parties.

## Article 10 – Arbitration

#### 10.01 Selection of Arbitrator

When a grievance is referred to arbitration, the Union and the Employer shall meet within fifteen (15) working days of notification of intent to proceed, to select an

10.02 The arbitrator shall be selected, in writing, by mutual agreement of both parties, to set a place, time and date for the arbitration within ninety (90) working days of such

10.03 If the arbitrator is not selected within ninety (90) working days, the Employer shall, within fifteen (15) working days of being advised by the arbitrator, select another arbitrator.

Where the Union and the Employer are unable to agree upon a single arbitrator within fifteen (15) working days of notification of the purpose or when, within fifteen (15) working days of the meeting, the arbitrator cannot be found, the Employer shall, within ninety (90) working days, if the other party has not, in writing, notified the Federal Minister of Labour, to be appointed an arbitrator.

10.04 (c) The parties shall jointly pay the expenses of the arbitrator.

107 Authority of Arbitral

108 Arbitral awards have authority to bind the parties to the dispute. The provisions of this Agreement shall not apply to any award made by an arbitrator or arbitrators.

109 (b) The arbitrator shall have the power to make any award, including an award of damages, interest, costs and expenses, and to make any order for the enforcement of the award.

### Article 11 - Discipline

110 The Employer shall have the right to discipline any employee who is found to be in violation of the provisions of this Agreement. The discipline may include suspension, demotion, reassignment, or termination.

111 The discipline shall be imposed if the employee's conduct is found to be a violation of the provisions of this Agreement and the value of the discipline is \$500 or more.

112 The discipline shall be imposed if the employee's conduct is found to be a violation of the provisions of this Agreement and the value of the discipline is \$500 or more.

113 The Employer shall have the right to discipline any employee who is found to be in violation of the provisions of this Agreement. The discipline may include suspension, demotion, reassignment, or termination.

114 The Employer shall have the right to discipline any employee who is found to be in violation of the provisions of this Agreement. The discipline may include suspension, demotion, reassignment, or termination.

The Station Manager will have the authority to recommend a charge to the Board of Directors, who will make the determination whether to secure an Employee's employment.

The Employer agrees that all disciplinary proceedings to discipline employees shall be kept strictly confidential to the parties directly involved in the investigation and process of discipline. The Employer agrees that it will refrain in confidence with respect to correspondence and meetings related to discipline procedures, grievances and arbitration.

#### 11.05 (b) Step 1 - Informal Meeting

Prior to any consideration of discipline, the Employer shall notify the employee and the employee's representative in writing, and a meeting to be held within 10 working days. The notice shall state the reasons for consideration of discipline. Such meeting shall be attended by the Employee, the Union Representative and the Station Manager.

The Employer must clearly explain:

- What the Employee's problem is that discipline may be considered;
- What is expected of the Employee to correct the problem; and
- The time frame for corrective action.

#### 11.05 (c) Step 2 - Letter of Warning

No discipline beyond Step 1 may be imposed on any employee who has not first been given a Letter of Warning. Where a Letter of Warning is issued to an Employee, the Station Manager shall advise the Employee of the consequences of a second offence. The Letter of Warning shall state the disciplinary action being imposed, in accordance with the provisions of the Collective Agreement, specific offence or issues with the subject matter of the complaint and the standard of performance expected as the standard of the Employee's work, if the Employee fails to improve work up to the standard mandated by a given date to be determined by the Employer. Section 11.05 shall give the Employee a reasonable opportunity to correct the problem(s) referred to in the Letter of Warning.

#### 11.05 (d) Final Disciplinary Action

Before imposing a final disciplinary action, the Employer shall notify the Employee in writing of his decision to impose discipline and shall include the reasons for such decision.

#### 11.06 Gross Misconduct

Notwithstanding anything to the contrary herein, the Employer shall have the right to terminate an employee's employment immediately if the employee is found to be guilty of gross misconduct. The Employer shall have the right to terminate an employee's employment immediately if the employee is found to be guilty of gross misconduct.

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A. Employee shall be entitled to be paid as if employed for any period of time spent in ... all ... Employee undertaken with the purpose of completing the ... the ... Board ... its representatives with the power to direct ... Employees have the right to refuse to undertake any action which the Employee reasonably expects could result in a fine or acceleration. It is further agreed that there shall be no discipline resulting from the arrest or incarceration of an Employee for failure to perform his or her duties. ... shall constitute ... in the context of this Article.

11.0 Picket Lines

The Employer shall not be liable for any action taken by the picket line or any ... of Public Employees.

1) ... discipline for participation in any action ... of Public Employees.

2) Further, all employees shall not be regarded as requested to perform the duties of any Employee of the Canadian Union of Public Employees who is proceeding with a job action during their employ.

11.01 Further, the Employer shall not discipline any employee who shall suffer no loss of pay for his or her decisions to participate in such job action ... of Public Employees.

1) ... in any strike with ... employees covered by this Agreement shall have the right to refuse to cross such picket lines and to cross such picket lines shall be considered as not to handle goods from an employer who is in a strike lockout as if the goods were constructed by the employer. This agreement nor shall it be grounds for any disciplinary action.

2) Failure to grieve a disciplinary suspension or discharge, or to pursue a grievance to arbitration shall not be considered to be an admission of disciplinary suspension or discharge was a just cause.

3) A person who is subjected to harassment, written warning or suspension shall be removed from the Employer's employment file providing the employment file has been freed of any written warning or disciplinary action directly related to or arising from the disciplinary action. In the event of harassment, a written warning or disciplinary action shall be removed from the Employer's employment file after two years providing the employment file has been freed of any written warning or disciplinary action.

# Article 12 – Hiring, Promotion and Staff Changes

1. The Board shall have the authority to hire, promote, demote, reassign, suspend, and terminate any employee of the Board. The Board shall also have the authority to hire, promote, demote, reassign, suspend, and terminate any employee of the Board who is not a member of the Board.

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6. The Board shall have the authority to hire, promote, demote, reassign, suspend, and terminate any employee of the Board who is not a member of the Board. The Board shall also have the authority to hire, promote, demote, reassign, suspend, and terminate any employee of the Board who is not a member of the Board.



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- 17.04 (d) Hiring Committees will select applicants and make recommendations on the basis of criteria as set forth in writing by the Employer. The Employer agrees that such hiring criteria shall be mutually agreed upon with the Union, prior to every hiring.
- 17.04 (e) The Hiring Committee will interview (and may also interview bargaining unit members) at least two fully qualified external applicants. A final hire can be made shall be made in writing.
- 17.04 (f) The Committee will conduct interviews of applicants for the position. After completion of interviews, the hiring committee shall discuss each applicant and attempt to reach consensus. If the committee does not come to a agreement they shall then give each member an opportunity to state their opinion. Should the committee still not come to consensus they shall then decide by a majority vote to either re-interview the two top candidates with a different set of common questions, or take a ballot as to who to be hired. A majority of the committee must agree to hire an applicant. If consensus is not reached, the committee shall explain the steps taken to resolve consensus and the reasons for the decision of the committee. Access to the report shall be on a need to know basis.
- 17.04 (g) When the hiring committee is of the experience and qualifications of an internal and external applicant, the hiring committee shall give preference to the internal candidate. Whenever possible, the committee shall recognize the intent of Article 4.06.
- 17.04 (h) In cases where there is more than one qualified applicant from within the bargaining unit where experience and qualifications are equal, preference shall be given to the one with the most experience.
- 17.04 (i) In cases where internal applicants do not qualify or there are no internal applicants, where experience and qualifications are equal between two external candidates, hiring preference shall be given to individuals who access to the media, both on a voluntary basis and any other restricted access to actors or stories of discrimination as defined in 4.C.1, as well as to individuals who address the range and diversity of perspectives and experiences of the staff as a whole.
- 17.04 (j) The Employer shall notify the Hiring Committee of its decision within three (3) working days following the recommendation of the Hiring Committee.
- 17.04 (k) Appointment by Letter  
 Within five (5) working days following the Employer's decision to hire, the Employer shall provide the successful applicant with a written offer of appointment setting out the position title, workplace location, commencement date, hours of work, travel and expense allowances, benefit information, and other conditions for the State of Maryland. The offer shall also contain information for the person in Stewardship, a copy of the current Collective Bargaining Agreement, and shall be provided to the Union in writing at the same time.



...opportunities including professional training, on-site or at other campus, community, local, state or industry training, training opportunities will not be unreasonably withheld.

## Article 13 – Layoffs and Recalls

### 13.01 Layoff

A layoff of workers or reduction in personnel within any business establishment, occurs only when the Employer is unable to maintain the establishment which activity is essential due to a permanent financial situation beyond the control of the Employer.

13.01 (a) Employees being laid off shall be notified in writing at least twelve (12) weeks in advance of the date of layoff. If the layoff is not have the opportunity to work his normal hours for a twelve (12) weeks a notification of layoff shall be paid for that period while work is not available.

13.01 (b) In the event of a layoff notice, the employee shall meet with the Union steward within five (5) working days of the notice to discuss the layoff and provide such employment as is possible for the Employer during layoff.

13.01 (c) In consultation with the Union, the work in progress office shall be amended to reflect reduction in staff. There shall be no increase in workload for the Union employees subsequent to layoff.

### 13.02 Layoff

13.02 (a) Employer agrees to pay the full cost of the retraining program for employees during the first four (4) months of layoff. After the first four (4) months of layoff the Employer shall continue to pay the cost of training as covered by the direct employer.

### 13.03 Layoff Procedure

13.03 (a) Layoff procedure shall be initiated at Step Two of the Grievance Procedure.

### 13.04 Recall

13.04 (a) Where a layoff occurs following a reduction of personnel as a result of a layoff, the Employer shall first offer the opportunity of the vacant position to the laid off employee. If the Employer is unable to place the laid off employee on the Employer to place that the worker not hired is unreasonably not qualified for the position.



exceeds the number of weeks of pay provided in 15.2.2. The Employer shall not unreasonably deny an Employee a rate holiday (i) with pay

15.2.3 Part-time Employees

Part-time Employees shall be entitled to the above holiday day(s) to be based on the Employer's regular working schedule.

## Article 15 – Vacations

### Vacation Entitlement

Employees shall be entitled to annual vacation with pay according to the following schedule:

- a) Three (3) weeks per year for the first year of continuous employment.
- b) Four (4) weeks per year for the second and all subsequent years of continuous employment.

### 15.5 Part-time Employees

Part-time Employees shall be entitled to annual vacation pro-rata and pro-accrual. Employees may be taken by an Employer working 25 hours per week will be counted as representing seven (7) hours of paid time. For the purpose of calculating pro-rata, the full-time employee's work schedule would be 40 hours per week, each vacation week represents 10 hours of paid time for Employees working twenty (20) hours per week. Each week of paid time represents four (4) hours of paid time; for full-time Employees the above shall apply.

3. An Employee may carry over vacation entitlement for an additional two months in a calendar year as long as the employee has not exceeded the maximum number of vacation days taken in advance of the next calendar year. The Employer's approval of operational requirements.

4. The Employer shall inform the State Manager in writing at least thirty (30) days in advance of the date (except the 30) consecutive working days after the State Manager's operation requirements, and the force majeure will not be unreasonably withheld.

5. An Employee shall be entitled to five (5) vacation in any five (5) weeks or maximum of two (2) weeks, except for approval by the State Manager. Such approval will not be unreasonably withheld.

6. Sick leave will be used in lieu of vacation where an illness or injury prevents the employee from working.



#### 16.04 Wellness Days

Employees shall be given one (1) non-accruable wellness day every calendar month. Wellness days are defined as days taken away from work for the Employee's well-being.

#### 16.05 Certificate of Illness

An Employee may be required to produce a certificate from a medical practitioner for an illness in excess of five (5) consecutive working days or for any days above and beyond twenty (20) sick days taken in a year, certifying that the Employee was unable to carry out their duties. Any required certificate shall be at the expense of the Employer.

#### 16.06 Return from Sick Leave

Employees returning from sick leave shall be returned to their former position, or if the former position no longer exists, shall be returned on terms no less favourable than those employed previous to such leave, at the prevailing rate of pay and with all rights and privileges and benefits as then current in the Collective Agreement.

## Article 17- Leave

17.01 Definition Leave does not include Sick Leave.

17.02 All requests for leave shall be made in writing to the Employer, indicating the time(s) and date(s) being requested. No request for leave shall be denied solely because the Employee did not submit his request in time.

#### 17.03 Union Business

17.03 (a) Upon request at least two (2) working days in advance where possible, Employees shall be entitled to leave with pay in order to carry on negotiations with the Employer, or to process a grievance under this Agreement.

17.03 (b) Upon request at least two (2) working days in advance, and within operational considerations of CFRU-FM, Employees shall be entitled to leave without pay in order to process CFPE 1281 grievance not under this Collective Agreement.

#### 17.04 Union Meetings and Conventions

17.04 (a) Upon written request at least five (5) working days in advance, leave with pay shall be granted to Employees attending the CFPE 1281 Annual General Membership Meeting or Convention. Leave with pay up to a maximum of eight (8) working days in a twelve

17.05 (a) Leave shall be granted for attendance at other CUPF 1281 Executive Committee or Special Members' Meetings or Stewards' Meetings.

17.05 (b) Upon written request, at least five (5) working days in advance, leave with pay shall be granted to Employees chosen to represent the Union at any authorized Labour Convention or educational seminar. Such leave is to be confined to the actual duration of the convention or educational seminar and the necessary traveling time. Such leave shall not exceed a total of ten (10) working days in the bargaining unit. Leave absence with no pay in excess of the ten (10) working days noted above shall be granted upon written request.

17.04 (c) The Employer shall permit Employees serving executive office (CUPF 1281) may have regular duties to perform on behalf of the Union. Permission for temporary absence without loss of pay to attend to Union duties, up to a maximum of twelve (12) working days per year in the bargaining unit shall not be unreasonably withheld by the Employer.

### 17.06 Jury Leave

The Employer shall grant a leave of absence to an Employee who serves as juror or witness in any court, or is a plaintiff or defendant in court for the purpose of testifying on behalf of a plaintiff or defendant or witness in court for political or ethical reasons. The Employer shall pay such Employee the difference between his or her regular wages and the payment he receives for jury service and court witness, excluding payment for traveling meals, and other expenses.

### 17.06 Personal Leave

Applications for leave shall normally be made in writing as far in advance as possible. An Employee shall be allowed leave of absence with pay and without loss of seniority, to a maximum of fifteen (15) working days in any calendar year for the following:

- i) Employee's Marriage: Maximum three (3) working days per occurrence
- ii) Marriage of Employee's child, brother, sister or partner: Maximum one (1) day per occurrence
- iii) Flood, fire or other domestic emergency: Maximum three (3) working days per occurrence
- iv) Formal hearing to determine Canadian citizenship: Maximum one (1) day per occurrence
- v) Moving or school schedule change: Maximum one (1) day per occurrence
- vi) Employee's employment spouse or dependent's graduation: One (1) day per occurrence
- vii) Bereavement leave, immediate family death of parent, partner, spouse, sibling, child, mother-in-law, father-in-law (grandparents): Maximum five (5) working days per occurrence

- viii) Bereavement leave, other household member or close personal friend: Maximum two (2) working days per occurrence
- ix) Other personal leave not specified: Subject to approval and as determined by the Employer.

The Employer may grant personal leave in excess of fifteen (15) days in a calendar year in exceptional circumstances.

#### 17.07 Compassionate Leave

Upon request, an Employee shall be granted leave with pay of up to twelve (12) regularly scheduled working days per annum or three (3) calendar weeks, whichever is more, to attend to the needs of an immediate family member. Where the illness of the family member is diagnosed life threatening or terminal, an additional four (4) weeks of leave with pay shall be granted. Should care be required beyond this period, the Employee may use his own accrued sick leave credit. Requests for additional leave without pay shall not be unreasonably withheld.

#### 17.08 Maternity/Parental Leave

17.08 (a) It shall be unlawful for an Employer to terminate the employment of an Employee during a pregnancy or parental leave of absence or following his return to work except on grounds unrelated to the leave, pregnancy or birth of the child and its consequences, or nursing. The burden of proving that the reasons for dismissal are unrelated to the pregnancy or leave shall rest on the Employer.

#### 17.08 (b) Maternity Leave

An Employee who is pregnant is entitled to up to thirty-six (36) weeks of paid maternity leave.

#### 17.08 (c) Parental Leave of Absence

- i) A leave of absence for up to one year shall be granted at the request of the Employee in order to care for newly-born or adopted children. The Employee shall receive full salary for the first two (2) weeks of the leave of absence. The Employee on parental leave is entitled to remain on the Employer's health plan without change to the Employee's or Employer's contributions.
- ii) An Employee is entitled to parental leave after they have completed three (3) months of consecutive employment.

#### 17.08 (d) Supplemental Employment Benefits

The Employer agrees to register a SIB plan as described in Appendix 2 pursuant to Employment Insurance regulations and to make appropriate amendments as may be

permitted up to the maximum permitted under the Employment Insurance Act, whatever rate is applied to this Act).

#### 17.07 (c) Unpaid Parental Leave

In addition to 17.03 (2), an Employee shall also be entitled, upon request, to an additional two (2) years of unpaid parental leave.

17.08 (A) Employees continue to accumulate seniority and receive benefits per this Collective Agreement during the entire period of maternity leave.

17.08 (B) Employees shall give at least two (2) weeks notice of the start of parental leave, and four (4) weeks notice of the date they intend to return to work.

17.08 (C) If an Employee is terminated or laid off following his return from the parental leave and before he is eligible for Employment Insurance benefit, the Employer agrees to make up the number of weeks necessary to ensure eligibility.

#### 17.09 Vacant Positions

17.09 (a) Regular full time positions made vacant by paid parental/pregnancy leave shall be filled at a minimum of 90% of the level of hours normally occupied by the position pursuant to Article 12 and Article 3.

17.09 (b) Positions for which positions shall indicate that they are parental leave replacement positions that are subject to the provision in 17.09.

17.09 (c) A bargaining unit Employee on parental leave shall have the right to return to their position during their period of leave provided they give four (4) weeks notice.

17.09 (d) During a period where a position is made vacant due to an Employee taking unpaid parental leave, the position shall be filled at 100% of its regular hours.

#### 17.10 Emergent Leave

In the event of a brief absence not covered elsewhere in Articles 18 or 19, leaves without pay of up to three (3) working days per year may be granted upon verbal or written request. The Employer agrees that approval will not be denied on because the Employee was unable to make a written request before beginning the leave provided that the employee does so as soon as practicable. In the case of a verbal request, the Employee shall obtain written approval as soon as possible, a copy to be forwarded to the Employer.

### 17.11 General Leave

The Employer may grant, in writing, an unpaid leave of absence, of up to one (1) year to an Employee, excluding Contractually Limited Employees (Coordinators), upon written request at least six (6) weeks in advance. Permission to take such a leave may not be unreasonably withheld. In any grievance involving the withholding of permission to take such leave, the onus lies with the Employer to show that permission was not unreasonably withheld. An Employee granted such a leave of absence must give the Employer three (3) months' written notice of intention to return.

### 17.12 Time off for Elections

Employees shall be allowed four (4) consecutive hours off before the closing of polls in any federal, provincial or municipal election or referendum without loss of wages or benefits.

### 17.13 Return from Leave

Employees returning from leave pursuant to Article 17 shall be returned to their former positions, or if the former position no longer exists, shall be returned on terms not less favourable than those enjoyed previous to such leave, at the prevailing rate of pay and with all rights and privileges and benefits as then current in the Collective Agreement.

## Article 18 – Payment of Wages and Allowances

18.01 (a) The Employer shall pay salaries and wages in accordance with Appendix 1. Each payday, each Employee shall be provided with an itemized statement of his salary and deductions. Such payment may be made by direct deposit or by cheque as indicated by the Employee.

### 18.02 Travel Allowance

The Employer agrees to reimburse Employees for all Employer-approved expenses incurred traveling on the business of the Employer outside the University of Guelph. This shall include: a) taxi service to and from the home of the Employee when made necessary by special circumstances, b) taxi service for Employees traveling within Guelph on the business of the Employer where it is impractical to use other transportation, c) bus fare or a bus pass for Employees required to regularly travel within the city on the business of the Employer, d) parking cost incurred during the performance of work duties, and any other expenses approved by the Employer. The Employer must approve any such travel expense before it is incurred.

18.02 (a) Mileage rates paid to Employees using their own automobiles for the Employer's business, upon approval of the Employer, shall be forty-five cents (\$.45) per kilometer.

18.02 (b) All Employees authorized to travel longer than four (4) hours away by car from CTR will be allowed \$1.00 per diem. All travel costs incurred while on the Employer business will be either be equal to bus or economy train fares for distances of less than 600 kilometers or the airfare for distances beyond that limit.

18.02 (c) As a condition of employment, the Employer does not require anyone to own a car. When transportation is required, the Employee may elect to use his car at the approved mileage rate. If an Employee does not elect to use his own car, or if he does not own a car, the Employer will, if necessary, provide transportation to the location.

#### 18.03 (d) Night Travel Allowance

When an Employee is called to work when public transit is not available or if an overtime or work period ends during this time, reimbursement for taxi per cent and from the home of the Employee shall be provided by the Employer on receipt of a valid receipt from the taxi company.

18.03 In the event of an Employee being unavoidably detained due to inclement weather while on the Employer's business, the Employer agrees to continue payment of wage, benefits and allowance the Employee is entitled to for that period.

#### 18.04 Staff Development

18.04 The Employer shall allocate \$700 per year to an individual staff development fund for each Employee. The Employee can carry over his unused staff development amount for one (1) year. The Employer's staff development fund will be used to: Employees to attend professional development day/conference, and to pay for the travel, accommodation, and registration expenses in addition to the attendance at such conference. Without limiting the generality of the fund, it is the parties' intent that the staff development fund be used by Employees to pay for attendance at the National Campus/Community Radio Association conference.

18.04 (c) An additional group fund of \$1000 per year will be available to be spent on professional development activities upon request by staff members and subject to the approval of the Employer according to the letter of understanding.

18.04 (d) All bargaining unit Employees and the Station Manager are required to attend Conflict Resolution, Anti-Oppression, Consensus Decision Making, and Diversity and Inclusion RHRIS training, but credited 20 minutes within one (1) year of their initial participation. The Employer is responsible for ensuring the training is available, and for covering the cost. Such training shall be mandatory.

## 18.05 Childcare Benefit

Where no other adult member of the Employee's household is available to provide safe, adequate child care, the Employer shall pay an Employee's child care costs for children aged 0-12 in the following situations:

- a) Where the Employer requires an Employee to attend a meeting or other work-related event outside the Employee's regular working hours, the Employer shall pay for childcare rates up to \$60 per child.
- b) Where the Employer requires an Employee to work outside of the Employee's regular working hours with less than six (6) hours' notice, the Employer shall pay for child care rates up to \$80 per child.

A childcare claim form must be submitted, accompanied by receipts within thirty (30) days of childcare being delivered.

## Article 19 – Hours of Work and Overtime

19.01 An Employee is responsible to the Employer for the number of hours for which he is hired to a maximum of a thirty-five (35) hour week. Scheduling shall be a combination of hours set by the Station Manager and hours scheduled by the Employee. Hours scheduled by the Station Manager shall be provided to Employees no less than four (4) weeks in advance. Hours scheduled by the Employee shall be submitted to the Station Manager by Thursday at 5:00pm for the following week.

The division of scheduling shall be as follows:

- i) For an Employee working thirty-five (35) hours per week, twenty-four (24) hours may be set by the Station Manager and eleven (11) hours set by the Employee.
- ii) For an Employee working thirty-three (33) hours per week, twenty-one (21) hours may be set by the Station Manager and nine (9) hours set by the Employee.
- iii) For an Employee working twenty (20) hours per week, fourteen (14) hours may be set by the Station Manager and six (6) set by the Employee.

19.02 Each Employee will receive a twenty (20) minute paid break in the first four (4) hours of work. Each Employee working more than four (4) hours shall have a forty (40) minute paid break for a lunch period. Employees working six (6) hours or more shall have two (2) twenty (20) minute paid breaks each day in addition to the forty (40) minute lunch break.

19.03 (a) Overtime shall consist of all hours of duties for the Employer in excess of forty (40)

19.03 (b) Overtime shall be worked on a voluntary basis.

- 19.02 (c) A number of hours of overtime shall be compensated at the rate of one and a half (1.5) times the regular rate of pay for each hour worked. This compensation may be in lieu of paid overtime or a combination of both, at the Employee's request.
- 19.02 (d) Requests for overtime shall be subject to the approval of the Station Manager. Such requests shall be made with as much notice as possible.
- 19.03 (e) Overtime hours shall be recorded in an overtime record to be monitored by the Station Manager.
- 19.03 (f) For the purposes of this clause, a week commences at 12:00 AM on Monday and ends at midnight on Sunday.
- 19.03 (g) While Employees may be expected to work weekends occasionally, Employees shall have the right to refuse to work more than one (1) week end in one (1) month.
- 19.04 Staff meetings will take place twice a month to be scheduled by the Station Manager. All staff are required to attend meetings with the exception of a holiday, vacation, sick leave or other leave. The Station Manager will chair staff meetings.
- 19.05 **Leave Time**

Days in lieu should be taken within two (2) months of the week in which they were accumulated. Where this is not possible due to understaffing, busy times of the year, or other unforeseen circumstances, the Employee shall be scheduled for time off in consultation with the Station Manager. The maximum amount of days to be accrued is twenty (20) except with permission in advance from the Station Manager. Such permission shall not be unreasonably refused and shall be communicated to the Employee in writing or by email. Where such permission is provided, the Employer may require a plan with specific dates or time periods to be agreed in writing with the Employee.

- 19.06 **Work Outside of Scheduled Hours**  
 Work outside of scheduled hours may be set by the Station Manager with the agreement of the Employee or at the Employee's discretion subject to reasonable limitations as may be set by the Employer's Representative. Employees required to work outside of scheduled hours will have their schedule adjusted accordingly.

## Article 20 – Severance Pay

- 20.01 If, as a result of the Employer ceasing part of the operations, or if by reason of any changes in operating methods, the Employer is unable to provide work for a displaced Employee at the same regular rate of pay in a comparable class of work, the Employee shall be given thirty (30) working days' notice and severance pay on the basis of two (2) weeks pay for every year of completed service to the Employer, to a limit of eight (8) years.

20. For the purpose of this Article, the Employer who is laid off with recall date, whose recall date is more than 90 days from the date of layoff, will be considered as laid off employee for the purpose of this Article.

## Article 21 – Job Descriptions and Reclassification

The Employer shall describe the duties of each position in the Appendix C of the Collective Agreement (a) to be included in the Appendix C of the Collective Agreement, which shall specify the duties, responsibilities, and functions of each position, and the Employer shall provide a written description of the duties, responsibilities, and functions of each position to the Employer. The Employer shall provide a written description of the duties, responsibilities, and functions of each position to the Employer. The Employer shall provide a written description of the duties, responsibilities, and functions of each position to the Employer. The Employer shall provide a written description of the duties, responsibilities, and functions of each position to the Employer.

21.1. Where the Employer is required to reclassify a position, the Employer shall provide a written description of the duties, responsibilities, and functions of each position to the Employer. The Employer shall provide a written description of the duties, responsibilities, and functions of each position to the Employer. The Employer shall provide a written description of the duties, responsibilities, and functions of each position to the Employer.

## Article 22 – Technological Change

### 22.1. No Dismissal

No employee shall be dismissed or laid off on a permanent basis for any reason other than a change in the number of hours of work, or because of technological change. An employee who is displaced by virtue of technological change or approved new technology shall be given the opportunity to fill other positions available to the employee.

In the event that the Employer shall introduce new methods or machines which require new or greater skills than are possessed by an employee or employees under the present mode of operation, the Employer shall provide training for the employee or employees affected at the Employer's expense.

### 22.3. No Dismissal

The Employer shall not be held liable for any loss to the Employer's accounts. All computer use must be conducted in the accounts of the Employer. The Employer shall not prohibit employees from using personal email accounts, or other communications or company property during work hours.

## Article 23 – Benefits

13.01 [Illegible]

[Illegible text]

13.02 [Illegible]

13.03 [Illegible]

13.04 [Illegible]

13.05 [Illegible]

13.06 [Illegible]

13.07 [Illegible]

13.08 [Illegible]

## Article 24 - Health and Safety

23. (a) The Employer shall make reasonable provision for the health and safety of its employees and shall ensure that the working conditions are safe and sound and that the health of the employees is protected at all times.
23. (b) The Employer shall ensure that safety belts are worn by the employees at all times while working on the premises of the Employer, and shall provide for the safety of each person from the workplace.
23. (c) The Employer shall ensure that at least two employees have Standard First Aid training with a valid certificate, and shall ensure that a First Aid Kit is provided in two (2) readily accessible places, the first in the technical room, and the second in the transmitter room. Further, the Employer shall ensure that the proper maintenance of the kit is the responsibility of the employees. The contents of the First Aid Kit are to be maintained in accordance with the Health and Safety Code.
24. (a) The Union and the Employer shall participate in a Health and Safety Committee (HISC). The HISC shall consist of two representatives of the employees, one of whom shall be the Steward, and two representatives of the Employer, to be chosen by the Employer. At least one (1) of the members of this committee shall be trained in the basic first aid to be provided to the workers. The HISC shall be established in accordance with the following conditions: (1) The HISC shall be established in accordance with the provisions of the Health and Safety Code; (2) The HISC shall be provided to the employees within one week of the date of the meeting. Every effort will be made to ensure that the HISC meets on the employees' working time. If the HISC cannot meet on the employees' working time, the meeting shall be on paid time.
24. (b) The HISC and the Employer shall be consulted prior to the purchase and/or installation and/or maintenance of any office equipment, tools or work processes. Such consultation shall be at a level that is economically sustainable, and in violation of the Health and Safety Code shall be set in accordance with the Canadian Occupational Safety Regulations.
24. (c) The HISC shall meet at least once every two calendar years, and shall be directed by the HISC to be held in a safe and sound location, and shall be held for the purpose of the prevention of accidents as required.
24. (d) The Union shall provide contact information for the Occupational Health Clinics for Ontario Workers, or for the Health and Safety Board of Directors, or for an employee's physician, if no other.

22. (b) If the Employer fails to pay the wages due to the employees on the day specified in the contract, the Employer shall be liable to pay the wages with interest at the rate of 12% per annum.

## Article 25 – Intellectual Property

25. The Employer shall be entitled to the copyright in any work created by the employees in the course of their employment. The Employer shall be entitled to use the work for any purpose, including for the purpose of advertising and promotion. The Employer shall be entitled to reproduce, distribute, and sell the work in any form, including in electronic form. The Employer shall be entitled to grant licenses to third parties to use the work. The Employer shall be entitled to sue for infringement of the copyright in the work. The Employer shall be entitled to take any other action that may be necessary to protect the copyright in the work.

## Article 26 – Present Conditions and Benefits

26. All the terms and conditions of employment, including the terms and conditions of service, shall be as set out in the contract of employment. The Employer shall be entitled to vary the terms and conditions of employment, including the terms and conditions of service, at any time and for any reason. The Employer shall be entitled to terminate the contract of employment at any time and for any reason. The Employer shall be entitled to pay the wages and benefits as set out in the contract of employment.

## Article 27 – Copies of Agreement

27. The Employer shall provide a copy of the contract of employment to each employee. The Employer shall be entitled to provide a copy of the contract of employment to any other person who may be entitled to receive it. The Employer shall be entitled to provide a copy of the contract of employment to any other person who may be entitled to receive it. The Employer shall be entitled to provide a copy of the contract of employment to any other person who may be entitled to receive it. The Employer shall be entitled to provide a copy of the contract of employment to any other person who may be entitled to receive it. The Employer shall be entitled to provide a copy of the contract of employment to any other person who may be entitled to receive it.

## Article 28 – No Strikes or Lockouts

28. The Employer shall be entitled to take any action that may be necessary to protect the business of the Employer. The Employer shall be entitled to take any action that may be necessary to protect the business of the Employer. The Employer shall be entitled to take any action that may be necessary to protect the business of the Employer. The Employer shall be entitled to take any action that may be necessary to protect the business of the Employer.

## Article 29 – Duration of Agreement

29. This Agreement shall be in full force and effect from the date of its execution until the date of its termination. The Employer shall be entitled to terminate this Agreement at any time and for any reason. The Employer shall be entitled to terminate this Agreement at any time and for any reason. The Employer shall be entitled to terminate this Agreement at any time and for any reason.

2. Either party to this Agreement may terminate the Agreement on the 31st of April  
of any year, the other party will agree to the terms of the new Agreement  
/or any other terms of the new Agreement. The termination of the Agreement will be  
working day at which time the parties will commence negotiations for the proposed  
new terms of a new Agreement.


3. If the new Agreement is not reached, the Agreement shall continue in force until a new  
Agreement is reached. The Agreement shall be governed by the Labour Code.  
The parties gain in rights to take strike action. All provisions of the Agreement shall be  
retroactive to May 2010 and retroactive payments shall be paid out to employees  
in full by cheque following the terms of this Agreement.

4. The Agreement shall be subject to the terms of the Agreement and be subject to  
any other terms of the Agreement.

C. B. ...  
... of Public Employees

C. B. ...  
CFR ...

Christopher Curran, Shop Steward

  
Vikki ... Manager

Archie ...

Brian ...

by Hedma ...

# Appendix One: Wages

Year	Order	Rank	Number of	of	of	of	of	of	of
			to	the	the	the	the	the	the
Sept	17	1							
Oct	18	1							
Nov	19	1							
Dec	20	1							
Jan	21	1							
Feb	22	1							
Mar	23	1							
Apr	24	1							
May	25	1							
Jun	26	1							
Jul	27	1							
Aug	28	1							
Sept	29	1							
Oct	30	1							
Nov	31	1							

## Appendix Two: Supplementary Unemployment Benefits Plan

In respect to the period of maternity, parental or adoption leave, the Employer shall pay amounts to the Employee as follows:

1. For the first two (2) weeks, payments equivalent to 100% of his regular weekly wage;
2. For up to thirty-four (34) additional weeks during which he is eligible to receive E.I. benefits, payments equivalent to the greater amount between the E.I. benefits the Employee is eligible to receive and 70% of his regular weekly wage;
3. Should the Employer be required for E.I. benefits during a period of parental or adoption leave, the Employer shall pay to the Employee the equivalent of 70% of his regular weekly wage for thirty-four (34) weeks.



## Promotions and Communications

- Develop and implement a promotional plan for Community Outreach communication:
  - Plan and execute promotional policies and strategies for on- and off-campus organizations.
  - Identifies and develops contacts as well as gathers and organizes information for promotional campaigns and station programs.
  - Monitors and analyzes promotion results to determine cost effectiveness of promotional campaigns.
- Coordinates and oversees outreach and promotional communications for community organizations and events using a variety of media, including:
  - Print
  - Web (web site, social networking sites, email lists)
  - On-air (PSAs, advertisements)
- Ensures all communication (on- and off-air) complies with the station's policies, regulations and restrictions.
- Maintains a news-letter for all volunteers and trustees of CFRU Radio.

## Training and Mentoring

- Coordinates and directs volunteers in developing and producing promotional material using a variety of media to promote the Station's programming:
  - Print
  - Web (web site, social networking sites, email lists)
  - On-air PSAs, advertisements,

## Standard Duties and Responsibilities

- Contributes as a positive and innovative member of the CFRU team
- Nurtures an opportunity rich and supportive culture that optimizes the volunteer experience at CFRU
- Ensures that all staff are trained and qualified to perform their respective responsibilities at CFRU
- Keeps track of all staff / volunteer up-to-date development in all areas of responsibility
- Work to promote and maintain policies, procedures and areas of responsibility (as approved/reviewed by the policy committee or approval by the Board)
- Contribute to team planning, committees, special events and projects as they arise



## **VOLUNTEER & MOBILE STUDIO COORDINATOR (20 HOURS PER WEEK)**

### **Nature and Scope:**

Working in a collaborative environment and reporting to the Station Manager, the Volunteer & Mobile Studio Coordinator is responsible for developing, maintaining, and overseeing a dynamic, opportunity rich, and engaging program involving CFRU's roving Mobile Studio and its role in drawing new volunteers to our organization.

Under normal circumstances, the Volunteer & Mobile Studio Coordinator should spend at least 10 hours per week working at CFRU.

### **Duties of leadership include:**

#### **Administrative Responsibilities**

- Coordinates the short-term installation of our mobile studio in different, relevant locations through the community. These include but are not limited to neighbourhood groups, senior centres, schools, community centres, libraries, and more.
- Liaises with organizers at the aforementioned locations to determine whether our resources and initiatives would be appealing for members and others who utilize such spaces.
- Collaborates with other staff to properly promote aspects of these mobile studio-related projects.
- In collaboration with other staff members, develops and coordinates a volunteer program (including volunteer recruitment, retention, assessment and evaluation) for the station.
- Coordinates volunteer recognition and appreciation events.
- Communicates and collaborates with other staff about volunteer opportunities within the station, oversees the creation of updated task lists, and works with other staff to coordinate volunteer placements.

#### **Training and Mentoring**

- Works with community members, and trains and orients them to make use of the mobile studio, and coordinates programming for at least a weekly on-air program devoted to the space and mobile studio initiative with the aim of inspiring community members to create their own programs or contribute to CFRU in other ways.
- With the Operations Coordinator, monitors skills development needs of volunteers and coordinates skills development workshops.
- Directs, motivates, and monitors volunteers, and is attentive to volunteer concerns. Effectively communicates new volunteer opportunities around CFRU to volunteers, in conjunction with other staff members.
- Oversees volunteer training opportunities and ensures volunteer awareness of these opportunities.
- Schedules, oversees, and conducts General Orientation training sessions for volunteers.



- May oversee or conduct other designated orientation sessions as necessary
- Coordinates training for volunteers to train other volunteers

### **Standard Duties and Responsibilities**

- Contributes as a positive and innovative member of the CFRU team
- Nurtures an opportunity rich volunteer culture that optimizes the volunteer experience at CFRU
- Ensures that volunteers are mentored and given learning opportunities in areas of responsibility at CFRU
- Keeps transparent, easily accessed, up-to-date documentation in areas of responsibility.
- Works to propose and maintain policy documents around area of responsibility (as approved, reviewed by the policy committee for approval by the Board).
- Contributes to team planning, committees, special events and projects as they arise.

## **MUSIC DIRECTOR (35 HOURS PER WEEK)**

### **Nature and scope**

Working as a team-based environment, report to the Station Manager, the Music Director is responsible for soliciting a diverse selection of music, maintaining the resources needed by music programmers, and maintaining regular communication with the music industry with the understanding that the mandate of the Station gives priority to local and Canadian artists. The Music Director also assists the Program Manager with regard to the fulfillment of requirements of Station policies and standard principles of music programming.

### **Duties of leadership include:**

### **Supervisory Responsibilities**

- Selecting volunteers to help with the music department, monitoring volunteer activity, training volunteers appropriately and conducting periodic reports for music department volunteers.
- Organize and direct appropriate training of volunteers to the upkeep of the music libraries and music charts.

### **Music Resources and Administrative**

- Coordinate and maintains the music collection for the Station
- Coordinates the solicitation of new music with production companies and record labels
- Coordinates the acquisition of new music that reflects the diversity of the Station programming, both current and local
- Develops and proposes a strategy for the digitization of the archives and the indexing of audio files
- Monitors operator logs to help ensure that programming adheres to CRTC regulations
- Ensures that the removal and handling of music material by staff and volunteers complies with the policies of the Station
- Operates the new release library and keeps it functional and available
- Ensures that all new material processed on a weekly basis is filed appropriately and added to the database with the help of appropriately trained volunteers
- Responsible for compiling weekly charts from playlists of most frequently played music and submitting weekly charts (CM), E-shot, and other relevant publications
- Coordinates the maintenance and updating of the database of local artists and promotion companies
- Arranges for local artists to publish our charts and their music articles where feasible
- Administers the SOCAN survey as required

## Promotions and Communications

- Send weekly music charts with the FR's community promotion companies, independent artists and record labels.
- Generate, submit and follow up on newsworthy material with staff and volunteer writers for community print and radio coverage.
- Produce award shows, newsworthy new music lists to programmers
- Engage with the local music community by promoting local music to programmers through cooperation with Greater Area musicians
- Works with the Program and Director for conducting artist interviews with or without programme

## Standard Duties and Responsibilities

- Represent the position as a representative of the FR's
- Notify all opportunity seekers and ensure that optimum use is made of volunteer experience
- Ensure that volunteers are introduced and given equal opportunities in areas of responsibility of CFR
- Keeps a system of data on all volunteers and their activities in areas of responsibility.
- Work to propose and initiate policy and procedures of responsibility (if approved reviewed by the policy committee for approval by the Board).
- Introduced to non planning committees of relevant projects as they arise.

## PROGRAMMING DIRECTOR (35 HOURS PER WEEK)

### Nature and Scope:

The Programming Director is responsible for the overall direction and management of the station's programming. This includes the development and implementation of the station's programming strategy, the selection and supervision of programming, and the coordination of all programming activities. The Programming Director is also responsible for the financial management of the programming department, including the preparation of budgets and the monitoring of expenditures. The Programming Director is a key member of the station's management team and is responsible for reporting to the General Manager on all programming matters.

### Duties of leadership include:

#### Monitoring and on-air supervision

- Monitor the station's programming on a daily basis to ensure that it meets the station's standards and objectives.
- Collect and analyze audience data to determine the effectiveness of programming.
- Evaluate the performance of programming and make adjustments as needed.
- Supervise the work of the programming staff and provide guidance and support.

#### Programming

- Develop and implement the station's programming strategy.
- Select and supervise programming that meets the station's standards and objectives.
- Coordinate the work of the programming staff and provide guidance and support.
- Monitor the financial performance of the programming department and make adjustments as needed.

#### Training and Mentoring

- Provide training and mentoring to the programming staff to ensure that they are performing at their best.
- Monitor the performance of the programming staff and provide feedback and support.
- Develop and implement a training and mentoring program for the programming staff.



## OPERATIONS COORDINATOR (30 hours per week)

### Nature and Scope:

The work is a team based on consent and reporting to the Station Manager, the Operations Coordinator is responsible for the ongoing studio operations at CFRF and maintaining station equipment. The Operations Coordinator is responsible for the maintenance and operation of all studio and computer equipment owned by CFRF. The Operations Coordinator also supervises production of on-air advertising, public service announcements and promotional CFRF spots to ensure that they are aired as arranged, and providing proof of airmas as required.

Supervisory duties include recruiting and selecting volunteers to help with the station operations, training volunteers appropriately, monitoring of volunteer and conducting progress reports for station operations volunteers.

### Duties of Leadership Include:

#### Equipment and Maintenance

- Collect fault reports, prioritize repairs and make repairs when within station resources. Prepare a report for the Station Manager
- Coordinate maintenance of C.R.U. equipment including studio remote broadcast/production equipment, broadcast and office computers (ensuring up-to-date documents are backed up)
- Monitor non-broadcast transmissions of CFRF signals
- Perform weekly check-off of transmission equipment and maintain log
- Ensure third studio level programming and broadcast recording CRT requirement
- Approve, facilitate and coordinate technical set-up required for remote broadcast, on-air events and promotional events, including sponsor related events
- Coordinate creation and maintenance of technical manuals & technical instructions
- With the approval of the Station Manager, ensure that an appropriate technician/engineer is called for repairs when required
- Develop and maintain a computerized up-to-date inventory list with details of repair/cost history for each piece of equipment, along with a detailed annual technical budget
- Assists in or purchases technical station equipment with approval and support of Station Manager

#### Training and Mentoring

- Provides training for volunteers in technical station operations including maintenance of station equipment in conjunction with the Volunteer & Mobile Studio Coordinator

- Schedule and oversees the production training for volunteers. Coordinates these training sessions with the discretion of delegating this responsibility to volunteers (or staff if necessary)
- Actively participates in the ongoing design and development of technical training workshops in areas such as mixing board, use of tools and existing equipment, including computer software for the in-studio production studios (including Production and Studio Air training), in collaboration with the Volunteer & Mobile Studio Coordinator.
- Coordination of on-air aspects of remote and special broadcasts, even in conjunction with Programming Directors
- Coordination of studio operations activities with the help of appropriately trained volunteer
- Coordinate the Technical Committee and maintain committee minutes for permanent record. Provide minutes to the Station Manager.
- Oversees on-air training sessions for volunteers, with the discretion of delegating this responsibility to other volunteers (or staff if necessary)
- With the Volunteer & Mobile Studio Coordinator, identifies development needs of volunteers and coordinates skills development workshops

### **Operations**

- Maintain schedule for production and training studio use and trainings
- Maintain schedule for an in-studio and out-studio CFRU equipment used outside the studio
- Ensure that the production studio, on-air studio, interview studio, archive, and technical rooms are cleaned by appropriately trained volunteers on a weekly basis
- Coordinate production of Ads, Public Service Announcements (PSAs), or sponsorships, Station IDs, and Promotional conjunction with Marketing & Outreach Director or appropriate staff members

### **Standard Duties and Responsibilities**

- Contributes as a positive and innovative member of the CFRU team
- Nurtures and supports a rich, volunteer culture that utilizes the volunteer experience of CFRU
- Ensures that volunteers are mentored and given ongoing opportunities in areas of responsibility of CFRU
- Keeps transparent, easily accessed, up-to-date documentation in areas of responsibility
- Work to propose and maintain policy documentation and areas of responsibility (as approved/reviewed by the policy committee or approved by the Board)
- Contributes to team planning, committees, special events and projects as they arise.



## **Appendix Four – Policy Guidelines**

The Board of Directors will provide staff with the opportunity to submit feedback anonymously regarding the Station Manager's performance based on the criteria agreed to and appended to this Agreement.

Such feedback will be collected and reviewed by the Board on an annual basis and used to provide the Station Manager with constructive feedback on his work as it applies to staff.

### **Appended Criteria**

- a) Fosters a positive work environment
- b) Offers encouragement and support
- c) Provides opportunities for staff growth and development
- d) Available staff during set office hours
- e) Facilitates and leads productive staff meetings
- f) Ensures necessary office supplies are available to staff
- g) Handles administrative duties in a timely manner, including but not limited to: staff reimbursements, changes to Employee pay and benefit package, subscription and contract renewals.

