

# **Collective Agreement**

Between

**University of Toronto Graduate Students' Union**

- and -

**CUPE Local 1281**

January 31, 2025 – January 30, 2028

ARTICLE 1: DEFINITIONS .....	3
ARTICLE 2: PURPOSES.....	5
ARTICLE 3: RIGHTS OF MANAGEMENT .....	6
ARTICLE 4: RECOGNITION.....	7
ARTICLE 5: EMPLOYEES' RIGHT TO PARTICIPATE .....	8
ARTICLE 6: NO DISCRIMINATION .....	9
ARTICLE 7: UNION SECURITY .....	12
ARTICLE 8: LABOUR-MANAGEMENT COOPERATION MEETINGS.....	13
ARTICLE 9: REPRESENTATION & BARGAINING COMMITTEE .....	14
ARTICLE 10: GRIEVANCES .....	15
ARTICLE 11: ARBITRATION.....	18
ARTICLE 12: DISCIPLINE AND DISCHARGE .....	19
ARTICLE 13: NO STRIKES/LOCKOUTS.....	22
ARTICLE 14: SENIORITY .....	23
ARTICLE 15: HIRING, PROMOTIONS, AND STAFF CHANGES .....	25
ARTICLE 16: LAY-OFFS AND RECALLS.....	27
ARTICLE 17: HOURS OF WORK.....	28
ARTICLE 18: HOLIDAYS.....	31
ARTICLE 19: VACATIONS .....	32
ARTICLE 20: SICK LEAVE PROVISIONS .....	34
ARTICLE 21: LEAVE OF ABSENCE .....	36
ARTICLE 22: PAYMENTS OF WAGES AND ALLOWANCES .....	39
ARTICLE 23: JOB CLASSIFICATIONS .....	42
ARTICLE 24: WELFARE & PENSION BENEFITS .....	43
ARTICLE 25: SAFETY AND HEALTH .....	46
ARTICLE 26: TECHNOLOGICAL AND OTHER CHANGES .....	47
ARTICLE 27: COPIES OF AGREEMENT .....	48
ARTICLE 28: DURATION OF THE AGREEMENT .....	49
SCHEDULE A: WAGES.....	50
SCHEDULE B: JOB DESCRIPTIONS .....	51

## ARTICLE 1: DEFINITIONS

- 1.1. **GSU:** The Graduate Students' Union at the University of Toronto as defined by its letters patent and by-laws.
- 1.2. **Employer:** The Graduate Students' Union at the University of Toronto, as represented by the Executive Committee and at least one (1) of the Executive Officers and/or Executive Director who shall be designated as the Employer's Representative and authorized to administer the Collective Agreement on behalf of the Employer.
- 1.3. **Union:** The Canadian Union of Public Employees, Local 1281.
- 1.4. **Employer's Representative:** The Executive Director will act as the point of contact for the Union for all purposes of this Agreement, except where otherwise explicitly provided herein. The Executive Director is authorized and empowered to make decisions on behalf of the Employer and shall act in a manner that is consistent with the terms of this Agreement. The Employer's Representative is also the Supervisor for all bargaining unit members and is required to receive training on the Collective Agreement from the Union's Shop Steward or a mutually agreed to party. In the absence of the Executive Director, there will be at least one (1) Executive Officer who is appointed by the Executive Committee to act as the Employer's Representative.
- 1.5. **Steward:** One (1) member of the Bargaining Unit shall be elected annually by the Bargaining Unit to act as the Union's representative and the main point of contact for labour relations.
- 1.6. **Human Resource Committee:** There shall be a sub-committee of the Executive Committee to be referred to as the "Human Resource Committee", to fulfill all staffing and management duties, and which shall consist of members of the GSU Executive Officers, including the Executive Director.
- 1.7. **(A) Contract Employee:** The Employer agrees that such appointments are not substitutes for, or alternatives to, regular employment. Such Employees are hired only:
  - a. To do additional work of a short term project, not to exceed 6 months; or
  - b. Where the immediate filling of a vacancy is not feasible.**(B) Term Employee:** The Employer agrees that Term appointments are in the bargaining unit, but are not substitutes for, or alternatives to regular employment. Such Employees are hired only to replace a regular Employee on leave as defined in the Articles.

Term employees shall be hired through the regular hiring process as defined in Article 15, except where the Employer and an authorized representative of the Union agree otherwise in writing.

Term employees shall enjoy all rights and benefits as outlined in the Collective Agreement except, as follows: Article 14 (including clauses involving seniority, probationary period, loss of seniority): Article 16 (including clauses on lay-offs, recalls and continuation of benefits): Article 18 with respect to floating holidays: Article 19 (Vacation): Article 20 (Sick Leave): Article 21

(Leaves of Absence all clauses): Article 22 (with respect to Child Care and Educational Allowances and seniority increase in 22.1b); and Article 24 (Welfare and Pension Benefits) and RRSP payments. Term Employees have no right to grievance on the ending or non-renewal of the contract, and maintains no seniority rights, and shall not be entitled to apply as an internal candidate for any vacancy that may arise in the workplace. Term employees shall also be provided:

- a. A Health and Dental Allowance in the amount of five hundred dollars (\$500) for expenses to be reimbursed upon providing valid medical and dental receipts.
- b. One and a half (1.5) sick days per month for the duration of the contract, with no payout for any unused sick days at the completion of the contract.
- c. Four percent (4%) vacation pay to be added to each pay cheque during the contract.

- 1.8. **Gender:** The pronouns “they/them/their” shall be understood to be gender neutral.
- 1.9. **Spouse:** A person to whom an Employee is married, or with whom an Employee is living in a common-law relationship. For the purposes of conferring rights and benefits of this collective agreement, a common law relationship shall be defined according to the Income Tax Act.
- 1.10. **Dependent:** A spouse, child, and other person defined in the Income Tax Act of Canada for whom an Employee holds the primary responsibility of providing care and ensuring the health and well-being of. Dependent eligibility will be determined on a yearly basis, as per the Income Tax Act of Canada.
- 1.11. **In Writing:** For the purposes of this agreement the term “in writing” shall refer to a hard-copy letter drafted on company or union letterhead, which may be delivered by email or fax to the President of CUPE 1281 at [president@cupe1281.ca](mailto:president@cupe1281.ca) and the Service Coordinator at [office@cupe1281.ca](mailto:office@cupe1281.ca) as long as a hard copy is also sent to the CUPE Local 1281 office by postal mail and date stamped within five days of the original letter. If the original signed copy is not received the letter shall be deemed void.
- 1.12. **Business Day:** For the purposes of calculating time in this Agreement the term “day” refers to a standard business day that the Employer’s operations are open and which does not include Saturday and Sunday, or any statutory holiday, or time which the UTGSU or the University of Toronto is closed.
- 1.13. **Calendar Day:** For the purposes of calculating time in this Agreement, the term “calendar day” refers to those units of time as per a calendar so that a calendar week is seven (7) days.

## **ARTICLE 2: PURPOSES**

**2.1.** The purpose of this agreement is to maintain a harmonious relationship between the UTGSU and its employees; to determine the extent and nature of democratic control of office procedure by those working in the office; to define clearly the hours of work, the rates of pay, and conditions of work; to provide for an amicable method of settling differences which may arise; to promote the mutual interest of the UTGSU and its employees, in recognition thereof, the parties hereto covenant and decree as follows:

### **2.2. Scope**

This Agreement will establish and maintain rates of pay and other forms of remuneration, other working conditions and conditions of employment, and to provide appropriate procedures for the resolution of grievances and problems during the term of the Agreement. Both parties will make every effort to settle issues at the initial levels through constructive consultation and discussion.

### **2.3. Co-operation**

It is recognized by this Agreement that it is the duty of the Employer and the Employees to co-operate fully, individually and collectively for the advancement of the conditions defined above and to further the interests of the UTGSU's members.

## **ARTICLE 3: RIGHTS OF MANAGEMENT**

### **3.1. Employer's Representative**

The Employer's Representative will be the final authority to represent the Employer to the Union and Employees, in a manner that is fair, reasonable, and consistent with the terms of This Agreement, and is not arbitrary, discriminatory or in bad faith. The Employer's Representative shall be the Union's point of contact for all purposes of this Agreement.

### **3.2. Management's Exclusive Function**

The Union acknowledges that it is the exclusive function of the Employer to manage the operations in which the Employer is engaged, and without restricting the generality of the foregoing to:

- a. Maintain order, discipline and efficiency, amongst its Employees;
- b. Make, alter, and enforce from time to time rules, regulations and policies to be observed by its Employees, and before altering any such rules it will consult with the Union and provide them an opportunity of making representations regarding such proposed changes.
- c. Hire, direct, promote, retire, evaluate, reclassify, transfer, layoff, suspend, discipline or discharge for just cause any Employee;
- d. Determine the nature, type, and scope of operations and services to be operated, the methodology of extending these services, and in the interests of efficient operations, the standard of service for each, and to provide the necessary resources to achieve such standards. Amend job descriptions, see Article 23.

### **3.3. Consistency**

It is hereby agreed that these functions will be exercised in a manner consistent with and subject to the provisions of this Agreement in a manner which is fair and equitable.

## **ARTICLE 4: RECOGNITION**

**4.1.** The Employer recognizes the Canadian Union of Public Employees and its Local 1281 as the sole and exclusive bargaining agent for all of its employees within the designated bargaining unit defined and in conformity with Section 15(3) of the Ontario Labour Relations Act. This contract does not apply to the temporary workers such as the building monitors, Health and Dental Plan Assistants, or those doing orientation tasks.

### **4.2. Shop Steward**

On an annual basis the Union shall appoint a Shop Steward, who has been elected by and from the members of the bargaining unit as defined in Article 4.1 to represent them to the Employer, in a manner that is consistent with the terms of this Agreement, and is not arbitrary, discriminatory or in bad faith. The Shop Steward shall be assumed to be the Employer's point of contact for all purposes of this Agreement, except where otherwise provided. Where there is no Shop Steward elected or where the Shop Steward requires representation, or a member requests, the Local's Service Coordinator or a member of the CUPE 1281 Executive or designated Union Representative will be appointed to act as the point of contact with the Employer.

### **4.3. Commitment to Work**

The Union and the Employer share the objective of providing regular full-time employment and job security to the extent that it is possible and mutually agreeable. Contract Employees, and part-time Employees will not be hired, and contracting-out will not be utilized, so as to result in the displacement or layoff of bargaining unit members or vacant positions of the bargaining unit.

### **4.4. Notification**

Where an appointment is made to hire a new employee, the Employer will notify the Union in writing, as per Article 15.

### **4.5. No Contracting Out**

In order to provide job security for the members of the bargaining unit the employer agrees that all duties or services performed by the Employees shall not be subcontracted, transferred, leased, assigned, or conveyed, in whole or in part, to any person, company or non-unit employee.

## **ARTICLE 5: EMPLOYEES' RIGHT TO PARTICIPATE**

- 5.1.** Desiring to maintain participation in the Graduate Students' Union operations over and above the participation provided for in job descriptions, the Employer agrees that all UTGSU-related meetings, with the exception of those meetings which deal with contract negotiations, formal grievances and all matters concerning employees discipline, discharge and suspension, shall remain open to all employees and that, insofar as possible, the employees shall be fully consulted and apprised of meeting times and locations.

## **ARTICLE 6: NO DISCRIMINATION**

### **6.1. Definition of Discrimination**

The Employer agrees that there will be no discrimination, interference, restriction, harassment, or coercion exercised or practiced with respect to any Employee by reason of age; race; creed; colour; place of origin; ethnic origin; citizenship; ancestry; native language; religious affiliation, beliefs or activities; gender; gender expression, sex, sexual orientation; class; marital status; family status; parental status; number of dependents; place of residence; Acquired Immune Deficiency Syndrome (AIDS); positive Human Immune Deficiency Virus (HIV) test; physical or disability; Union membership or activity; record of offences except where it relates to a bona fide qualification because of the nature of employment; nor by reason of the exercise of any of the rights contained in this Agreement. In respect of the above every Employee has a right to equal treatment with respect to all aspects of employment including, but not restricted to, the distribution of work and opportunity for employment.

### **6.2. Policies, Laws and Regulations**

The Union and the Employer agree to observe the provisions of the Ontario Human Rights Code, the Ontario Health and Safety Act, Municipal By-laws, University of Toronto and the Employer's policies and procedures. Any claim by an Employee or the Union pertaining to a violation of the Human Rights Acts, or any labour relations legislation may be the subject of a grievance, which will be processed in accordance with the Grievance Procedure.

### **6.3. Tests**

No Employee or applicant for employment will be required to submit to a blood test, lie detector test, or any other test for illness or drug dependency.

### **6.4. No Harassment**

Harassment is a form of discrimination and includes all forms of harassment, including but not limited to sexual harassment, gender harassment, racial/ethnic harassment, ageism, and personal harassment, harassment on the basis of sexual orientation and harassment on the basis of a disability. The Union and the Employer agree that there will be no forms of harassment exercised or practiced with respect to any Employee or any applicant seeking to become an Employee. With respect to the above, harassment will be defined as:

- a. Any improper behaviour which is offensive to any Employee and which that one knows or ought reasonably to have known would be inappropriate or unwelcome; or,
- b. Objectionable conduct, comment or display made on either a one-time or continuous basis that demeans, offends, intimidates, belittles or causes personal humiliation or embarrassment to an Employee; or,
- c. Unwanted attention of a sexually oriented nature; or
- d. Implied or expressed promise of reward for complying with a sexually oriented request; or
- e. Implied or expressed threat of reprisal, actual reprisal or the denial of opportunity for the refusal to comply with a sexually oriented request; or

- f. Remarks or behaviour, which may reasonably be perceived to create a negative working environment; or
- g. Offensive comments and/or actions, and/or exclusion from that to which a person(s) would otherwise have a right or privilege, which demeans and belittles an individual(s) and/or causes personal humiliation.

#### **6.5. Harassment from Members**

Harassment from a member of the UTGSU shall be defined as complaints not related to work performance, any offensive comment and/or action which demands an individual or causes personal humiliation that occurs in the workplace, or at a work related event, during a Board of Directors meeting, at an event the Employer has requested that a member of the bargaining unit attend, or on any of the Employer's electronic listservs or publications.

#### **6.6. Harassment from the Employer**

Harassment from the Employer shall be defined as any vexatious comment or conduct, written or verbal that is known or ought reasonably to be known to be unwelcome. Any work-related complaints about Employees shall be directed to the Employer's Representative.

The normal exercise of management rights including, but not limited to, day-to-day management of operations and Employees, assessment and communication of work performance to Employees, and application of progressive discipline up to and including termination, constitute the legitimate exercise of a management's authority subject to Article 3 of this Collective Agreement.

#### **6.7. Denial of Service**

The Employer recognizes the right of Employees to refuse service to individuals that behave belligerently or abusively, or that contravene UTGSU's policies related to harassment, discrimination in accordance with the following procedures:

- a. Where the actions of any individual pose a threat to the safety and security to the Employee or to any other individual a denial of service can be invoked.
- b. An Employee who refuses service to an individual must immediately notify through email the Employer's Representative of the incident. The Employee may then choose to refrain from discussing the incident further, until such time as written notice of the incident has been provided, except where an imminent threat to the safety and security of any individual remains, in which case the Employee will have the right to be accompanied by the Shop Steward for any discussion, or by any other Employee of their choosing where the Shop Steward may not be immediately available.
- c. An Employee who refuses service to a member must immediately email the Shop Steward in writing of the incident as soon as reasonably possible, and in all cases within one (1) working day following the incident. Such written notice will include the date, time, and location of the incident, a full account of the circumstances, which lead to a denial of service and a list of witnesses to the incident where possible;

- d.** A meeting between the Employee, the Employer's Representative, and the Shop Steward will be held at the discretion of the Union, and shall occur within two (2) weeks following the incident. The purpose of such a meeting is to discuss the circumstances which lead to a denial of service, to identify any strategies which could be used in future similar situations, and to initiate any resolutions satisfactory to both the Union and the Employer.
- e.** Reasonable delays based on priority and queuing are normal in daily operations; this will not be considered denial of service.

## **ARTICLE 7: UNION SECURITY**

**7.1.** The Employer agrees that all Employees, as a condition of continuing employment, will become and remain members in good standing of the Union, according to the Constitution and By-laws of the Union, during the life of the Agreement. All future Employees of the Employer will as a condition of continued employment become and remain members in good standing in the Union. It shall be the responsibility of the Union to convey to new employees all information concerning the benefits of the Union.

### **7.2. Union Dues – Deductions**

The Employer will deduct from every Employee the amount authorized by the Union as Union dues, and assessments from the payroll during each month. Such deductions will be made from the payroll at the end of each month and will be forwarded to the Secretary-Treasurer of the Union not later than the 15th day of the following month, to 25 Wood St, Unit 102B, Toronto, Ontario M4Y 2P9. Dues remittance must be accompanied by a list of names, contact information, and job title of all Employees from whose wages the deductions have been made. The Graduate Students' Union shall include the amount of Union deductions paid by each Union member on the T-4 slip every year.

### **7.3. Correspondence to Union**

Where notice or reply to the Union is required by any provision of this Agreement, such notice shall be in writing to the sub-local Shop Steward, with a copy immediately forwarded to the President of the Union via email at [president@cupe1281.ca](mailto:president@cupe1281.ca) and to the Service Coordinator via email at [admin@cupe1821.ca](mailto:admin@cupe1821.ca). Any notice which does not meet this requirement shall be deemed to be null and void.

### **7.4. Representation**

No Employee or group of Employees will represent the Union in any meeting with the Employer without proper authorization of the Union.

### **7.5. New Employee**

The Employer agrees to acquaint new Employees with the fact that the workplace is unionized and that a Collective Agreement is in effect. The Employer will indicate the conditions of employment set out in the articles dealing with Union Security, Dues Check-off, and Seniority, will provide a copy of the Agreement to the Employee and will introduce them to their Shop Steward.

### **7.6. Acquainting New Employees with Union**

Within one (1) month of a bargaining unit member having started their employment, the Employer shall provide space for the Shop Steward and an authorized representative of the Union to conduct a one (1) hour orientation session with the new Employee.

## **ARTICLE 8: LABOUR-MANAGEMENT COOPERATION MEETINGS**

### **8.1. Structure of Meetings**

The Labour and Management Sub-Committee shall consist of the Employer's Representative and the Shop Steward. Labour-Management Cooperation Meetings will be scheduled at the request of either party, to discuss any questions, excluding grievances and disciplines and collective bargaining, which may arise, after which a meeting time will be scheduled within a period of seven (7) business days. Meetings should normally take place no more than once a month. The minutes will be taken on a rotating basis with an agenda available before meetings. Additional Executive Officers and/or Staff members may participate in certain Labour and Management Sub-Committee meetings, when appropriate, at the approval of both parties.

### **8.2. Scope of Discussion**

It is understood that Labour-Management Cooperation Meetings will not deal with matters, which are properly the subject of collective bargaining, or the administration of the Agreement, unless otherwise mutually agreed to by the parties.

### **8.3. Recommendations**

Labour-Management Cooperation Meetings may forward recommendations to the Union and/or the Employer.

### **8.4. Time off for Union Duties**

Time spent by Employees in the Labour-Management Cooperation Meetings will be considered to be time worked.

## **ARTICLE 9: REPRESENTATION & BARGAINING COMMITTEE**

**9.1.** No individual Employee or group of Employees shall undertake to represent the Union at meetings with the Employer without the proper authorization of the Union. In order that this may be carried out, the Union will supply the Employer with the names of its officers. Similarly, the Employer will, if requested, supply the Union with a list of its supervisory personnel with whom the Union may be required to transact business.

### **9.2. Bargaining Committee**

The Union will be entitled to select a bargaining committee of no more than three (3) persons, one of whom will normally be the Shop Steward and at least one member shall be an authorized representative of CUPE Local 1281 to act as the Union Executive's designated representative. The Employer will select a bargaining committee of not more than three (3) persons, two (2) of whom should normally be members of the Executive Committee. The Employer and the Union will notify each other of the names on their respective committees within ten (10) business days of the receipt of notice to bargain.

### **9.3. CUPE Assistance**

In accordance with the CUPE 1281 By-laws, the Union will have the right to have the assistance of representatives of the Canadian Union of Public Employees when negotiating with the Employer. Assistance during bargaining gives the Union the right to include one of the three bargaining seats on the committee as a designated representative of the Canadian Union of Public Employees. The Union will have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees when dealing with the Employer. Such representatives will have access to the Employer's premises in order to investigate and assist in settlement of grievances. Such access will be at a reasonable time on prior notice to the Employer and will not unreasonably interfere with the operation of the Employer's business.

**9.4.** The Bargaining Committee shall deal with all items submitted by either party with an aim to fully discuss such matters and eventually reaching settlement in the renewal of the collective agreement.

**9.5.** The two (2) bargaining committees shall mutually agree on the time, date, and place of the negotiating meetings, but the initial negotiating meeting must be held within thirty (30) calendar days of the original request unless there is mutual agreement by the parties to extend this timeline.

**9.6.** Any member of the bargaining committee who is in the employ of the Graduate Students' Union shall have the right to attend bargaining committee meetings held within working hours without loss of remuneration.

### **9.7. Technical Information**

The Employer shall make available to the Union, on request, information required by the Union such as, job descriptions, classifications, wage rates, position in the bargaining unit, pension and welfare plans and such other technical information and reports as required for collective bargaining purposes. Similarly, the Union shall make available to the Employer, on request, information required by the Employer, such as technical information required for the purposes of

collective bargaining. In both cases this clause is meant only to require the Employer or the Union to share information that is available, and the clause should not be construed as to require either party to undertake extensive research.

## **ARTICLE 10: GRIEVANCES**

### **10.1. Definition**

A Grievance will be defined as any difference arising out of the interpretation, application, or alleged violation of this Agreement or a case where the Employer has acted improperly.

### **10.2. Types of Grievances**

- a. Individual Grievances:** A grievance, whether initiated by an individual or by the Union, that is confined in scope to a particular Employee.
- b. Group Grievance:** Where the matter is of concern to a group of Employees or where several individual grievances, after being consolidated at some stage, are brought forward as one (1) grievance.
- c. Policy Grievance:** Where either party disputes the general application, interpretation, or alleged violation of an Article of this Agreement, where the matter of concern is not specifically confined in scope to any particular Employee.
- d. Management Grievance:** In the event the Employer has a grievance, the Employer's Representative shall file a grievance in writing within twenty (20) business days of the circumstances giving rise to a grievance with the authorized officer of CUPE Local 1281 who shall confer with the Employer's Representative within twenty (20) business days of the receipt of such grievance. In the event the authorized officers of CUPE Local 1281 do not provide redress satisfactory to the Employer, the Employer's Representative may process the grievance to arbitration in accordance with the arbitration provisions as set out in this Collective Agreement.

### **10.3. Procedure**

Every effort should be made to resolve differences in an informal manner. Employees have the right to meet within the working day to talk to the Shop Steward and an authorized Union Representative. As well, the Shop Steward has the right to take reasonable time during the workday to investigate complaints.

### **10.4. Grievance Resolution Process**

All grievances will be dealt with in the following manner:

- a. Step One:** The Union will file a written Notice of Grievance as defined in Article 10.1 with the Employer's Representative within ten (10) business days of the date upon which the incident giving rise to the grievance first occurred, except for a grievance filed under Article 6 in which case the Grievor will have twenty (20) business days.

The Union will seek to settle the dispute with the Employer's Representative to the satisfaction of the Grievor, which may include a meeting (the "First Meeting"). The Grievor has the right to be present at this step. The Employer's Representative will provide the Union with a written response to the Notice of Grievance within ten (10) business days of the First Meeting. If warranted the Employer's Representative shall schedule a meeting within five (5) business days after the written response to the Notice of Grievance is submitted.

Failing resolution of the grievance to the mutual satisfaction of the Union and the Employer, either may request an escalation of the resolution process to Step Two within ten (10) business days of the issuance of the Employer's written response.

Should the Grievor(s) or the Union bring no further request or response forward within ten (10) days of the Employer's written response being issued, the matter will be considered to be resolved to the mutual satisfaction of the parties, and no further action will be expected or required.

- b. Step Two:** Failing resolution of the grievance under Step One, the Grievor(s) may request a meeting between the Union, the Grievor(s), and the Employer's Representative to attempt to resolve the matter (the "Second Meeting"). This meeting will occur no later than ten (10) business days following the request.

Failing resolution of the grievance to the mutual satisfaction of the Union and the Employer, either may request an escalation of the resolution process to Step Three after ten (10) business days following the Second Meeting attended by all parties.

Should no further request or response be brought forward by the Grievor(s) or the Union within sixty (60) days following the Second Meeting attended by all parties, the matter will be considered to be resolved to the mutual satisfaction of the parties, and no further action will be expected or required.

- c. Step Three:** Failing resolution of the grievance under Step Two, the grievance will be resolved through the arbitration process as defined under Article 11

#### **10.5. Time Limits**

The time limits defined in Article 10.4 may be extended by mutual agreement between the Union and the Employer.

#### **10.6. 10.6 Notice of Grievance**

The Shop Steward to the Employer's Representative will submit a Notice of Grievance in writing, and such notice will include all the following:

- a. The type of grievance, as defined in Article 10.2;
- b. The specific provisions of the Agreement, which are alleged to have been violated;
- c. The details and nature of the grievance;
- d. The remedy to be sought through the resolution process

#### **10.7. Resolution Process Starting Point**

Individual grievances and group grievances begin at Step One as defined in Article 10.4(a). Policy Grievances and Union Grievances, and those pertaining to Layoffs, shall begin at Step Two as defined in Article 10.4(b).

#### **10.8. Required Responses**

Where a response to a grievance is required, such response will be in writing at all stages. Where response denies a grievance, such response will include reasons for denying the grievance.

#### **10.9. Limits to Discussions**

After a grievance has been initiated by the Union, the Employer will not discuss the grievance with the Grievor, without an additional representative of the Union being present and without consent of the Grievor. All grievances shall be kept confidential and will only be discussed with the Union's representative, the Grievor and the Employer's Representative.

#### **10.10. Time off for Union Duties**

The Employee will be permitted reasonable time off without loss of pay or benefits to attend to the adjustment of a grievance and may be present at any stage in the grievance procedure if so requested by either party.

#### **10.11. Without Prejudice**

If the Union, an Employee, or group of Employees, choose not to grieve a particular situation or withdraw at any stage, such action or lack of action will be entirely without prejudice.

## **ARTICLE 11: ARBITRATION**

- 11.1.** If the grievance is not settled after having been duly and properly processed in accordance with the Grievance Procedure, then either party may notify the other within a further period of ten (10) business days after receiving the final written reply that it intends to proceed to arbitration. The notice of intention to proceed to arbitration shall contain the details of the grievance, a precise statement of the matter in dispute, a statement of the actual remedy sought by the party from an arbitrator and the name and address of the party's nominee as sole arbitrator.
- 11.2.** The party who receives the notice of intention to proceed to arbitration shall then notify the other party of the name and address of its selection of an arbitrator within fifteen (15) business days after receiving the notice. If the parties are unable to agree upon the selection of an arbitrator within a period of fifteen (15) business days, either party shall then have the right to request the Ministry of Labour for Ontario to appoint an arbitrator.
- 11.3.** Each party shall jointly and equally bear the fees and expenses of the arbitrator. No grievance may be submitted to an arbitrator or dealt with by an arbitrator unless it has been properly carried through all of the required steps of the grievance and arbitration procedures.
- 11.4.** Alternatively, the parties may by mutual agreement agree that the grievance be referred to a board of arbitration. The party who gives notice that the grievance be referred to a board of arbitration shall notify the other party of the name and address of the party's nominee to the proposed arbitration board. The party who receives the notice of intention to proceed to a board of arbitration shall then notify the other party of the name and address of their party's nominee to the proposed arbitration board within ten (10) business days after receiving the notice. The two (2) nominees shall attempt to select a chairperson for the board. If they are unable to agree upon the selection within a further period of ten (10) business days after the appointment of the second nominee, either of the parties shall then have the right to request the Minister of Labour to appoint a chairperson for the board.
- 11.5.** Policy or group grievances as set out in Articles 10.2(b) and 10.2(c) which are referred to arbitration shall in all cases be referred to a Board of Arbitration the procedure for which is set out in Article 11.3. Alternatively, the parties may by mutual agreement agree that the grievance be referred to a single arbitrator, the procedure for which is set out in Articles 11.1 and 11.2 inclusive.
- 11.6.** The decision of the board of arbitration shall be final and binding upon the parties. The decision shall be unanimous, or one reached by a majority of the members of the board; provided, however, that if there is no majority decision of the board, then the decision of the chair shall constitute final and binding decision of the board.
- 11.7.** The jurisdiction of the arbitrator shall be strictly confined to dealing with the issue in dispute between the parties and the type of relief sought as outlined in the notice of intention to proceed to arbitration. The decision of the arbitrator or majority decision of a board of arbitration shall be final and binding upon the parties.

## **ARTICLE 12: DISCIPLINE AND DISCHARGE**

### **12.1. Verbal Warnings and Direction**

For the purposes of this clause, verbal warnings or directions shall not be interpreted as formal discipline.

### **12.2. Meeting to Advise of Warning and/or Adverse Report**

The Employer's Representative shall convene a meeting with the Employee to inform them that a Warning or Adverse Report is under consideration, within ten (10) business days of the act or incident of concern, to attempt to reach a resolution. Management shall provide at least twenty-four (24) hours' notice to the Employee and the Union of such a meeting, at which the Employee will be entitled to Union representation. If the Employer's Representative decides that the complaint is without grounds or decides not to pursue action, then all documentation pertaining to the complaint will be destroyed.

### **12.3. Warnings**

The Employer's Representative shall provide the Employee and the Union with a written warning affecting the Employee within ten (10) business days following a meeting as outlined in Article 12.2. Warnings will state that future disciplinary action may be imposed, in accordance with the procedures herein contained, following a repetition or omission of the act from which the warning arose, as specified in the Notice of Meeting. In subsequent grievance procedures including arbitration, the Employer will be limited to such grounds.

### **12.4. Adverse Reports**

The Employer's Representative shall provide the Employee and the Union with a written warning affecting the Employee within ten (10) business days following a meeting as outlined in Article 12.2. Adverse reports will include specific detail on the standard of service expected, an explanation of how the Employee failed to meet such expectations, how the Employee's action or inaction must be altered to attain the standard of service or conduct expected, and a defined timeline to be determined by Management by when such standards must be met.

This timeline will give the Employee reasonable opportunity to correct the problems referred to in the adverse report, which shall only refer to actions or inactions specified in the Notice of Meeting. In subsequent grievance procedures resulting from a warning or adverse report, including arbitration, the Employer will be limited to such grounds.

### **12.5. Response to Warning or Adverse Report**

An Employee receiving a written warning or adverse report may respond in writing within ten (10) business days. Any response provided will become part of their personnel record, and such reply will be prepared outside of normal business hours. The response may request a meeting to take place between the Employee, the Union and the Employer's Representative to discuss the warning or adverse report.

## **12.6. Expiration of Warnings and Adverse Reports**

All Warnings or Adverse Reports, and associated responses from the Employee will be removed from the Employee's files after sixteen (16) months, or earlier at the mutual agreement of the Employer, Employee and Union provided there is no repetition or escalation of discipline. For greater clarity, any effective Warning or Adverse Report on file shall be paused for the duration of any prescribed leave under this Collective Agreement. An Employee has the right to access their personnel file upon request.

## **12.7. Personnel Files**

- a. Notwithstanding the above, the employer reserves the right to create and maintain personnel files which may contain the analysis of, or reflections on, past dealings with the Employees. The content in these files is understood to be solely of an informative nature and cannot be used as justification for disciplinary action.
- b. An Employee shall have the right to review and photocopy their personnel file and respond in writing to any document contained therein. Such reply shall become a part of the permanent record of the file.
- c. The Employer shall maintain confidential personnel records. Such records shall be stored only in hard copy, and shall not be shared with or made accessible to, other Employees and/or UTGSU members. The Employer shall not be permitted to release information to external, third party individuals or those other than members of the UTGSU Executive Committee who require such information on a "need to know" basis", about any Employee without the Employee's prior knowledge and consent.

## **12.8. Just Cause**

No Employee will be disciplined or discharged without just cause. In any grievance related to disciplinary action, the burden of proof of just cause lies with the Employer.

## **12.9. Formal Discipline**

Formal Discipline shall only be imposed following the issuance of a Warning or an Adverse Report, and only in accordance with the terms defined in such document. Prior to the imposition of formal discipline or discharge, the Employer shall request a meeting with the Employee and the Union, in writing, at which time the reasons for considering such action will be presented. Two (2) business days' notice of such a meeting shall be provided to the Employee and the Union.

## **12.10. Justification for Immediate Disciplinary Action**

Notwithstanding the above, where an Employee is in immediate danger to themselves or others, the Employer reserves the right to discipline an Employee for just cause, without first having such meeting, or issuing a warning or adverse report.

## **12.11. Written Notice of Discipline**

Employees shall be notified in writing of the grounds for discipline or discharge with a copy immediately provided to the Union.

## **12.12. Grievance of Dismissal**

An Employee considered by the Union to be wrongfully or unjustly discharged, suspended or laid off, will be entitled to file a grievance at Step Two of the Grievance Procedure.

## **ARTICLE 13: NO STRIKES/LOCKOUTS**

- 13.1.** For the duration of the Agreement there shall be no strikes and lockouts except as outlined in the Ontario Labour Relations Act.
- 13.2.** In the event that other employees who work on the University of Toronto campus engage in a strike and/or maintain picket lines, the Employees covered by this Agreement shall have the right to refuse to cross such picket lines. Refusal to cross such a picket line by the members of this Union shall not be considered to be a violation of the Agreement, nor shall it be grounds for any disciplinary action.

## **ARTICLE 14: SENIORITY**

### **14.1. Definition**

Seniority is defined as length of service in the bargaining unit and will be applied on a bargaining unit wide basis. Seniority will be applied in determining preference for promotions, transfers, demotions, layoffs, recall and as set out in other provisions of this Agreement.

### **14.2. Seniority List**

The Employer will maintain a seniority list showing the Classification and the date upon which service in the bargaining unit commenced for each Employee. This list shall be maintained by the Employer's Representative and will be made available upon request by the union or any member of the bargaining unit.

### **14.3. Probationary Period**

A newly hired Employee will be on probation for a period of one-hundred and twenty (120) calendar days from the date of employment.

During the probationary period the Employee will be entitled to all rights and benefits of this Agreement except as otherwise stated. The Employee will be given orientation, training, and evaluations during this time period. After completion of the probationary period, seniority will be effective from the original date of hire. Probationary Employees may be discharged with one (1) weeks' notice or one (1) weeks' pay in lieu of notice at any time during the Probationary Period. Such discharge shall not be the subject matter of a grievance unless the probationary employee is discharged for reasons that are patently unreasonable, made in bad faith, or are contrary to the Ontario Human Rights Code or Article 4 of this Agreement (Human Rights, Occupational Health and Safety, and Employment Standards Acts).

### **14.4. Probationary Evaluations Criteria and Process:**

It is the Employer's sole responsibility to evaluate the Employee and to use reasonable evaluation tools in such assessment of the Employee. Criteria for performance evaluations shall be based solely on the Employee's job description and objectives and priorities of the position.

Employer is responsible for providing feedback thirty (30) business days before the end of an employee's probationary period. Employees shall be given at least five (5) business days' notice of time and place of an evaluation meeting and their right to bring a Union Representative to such a meeting. At the completion of the meeting, Employees shall be given a written summary of the feedback provided during the meeting.

### **14.5. Loss of Seniority**

Employees shall only lose seniority in the event that:

- a. They are discharged for just cause and are not subsequently reinstated through the grievance procedure;
- b. They resign;

- c. They fail to return to work within five (5) business days following a layoff, leave of absence, sick time of over five (5) days, or vacations without notifying the Employer of the reasons for their absence. It shall be the responsibility of the Employee to keep the Employer's Representative informed of their current address and phone number.**

## **ARTICLE 15: HIRING, PROMOTIONS, AND STAFF CHANGES**

### **15.1. Notice of Vacancy**

In the event of a vacancy, the Employer shall take steps to inform all Employees of such vacancy in writing, which will include providing written notice to the Union.

### **15.2. Job Posting**

A posting for a vacancy will contain the position title, the nature of the position, the defined responsibilities contained within the position description, the qualifications, required knowledge and education, wage and the method for properly applying, the preferred format for applications, the equity hiring statement and the deadline by which applications must be submitted. All postings will indicate that employment is in a unionized workplace with CUPE Local 1281.

### **15.3. Equity Hiring Statement**

The posting for a vacancy must contain the following equity hiring statement: "The Graduate Students' Union of the University of Toronto is committed to employment equity and encourages applications from diverse communities, including: First Nations, Inuit and Métis people, racialized people, persons with disabilities, members of the queer and trans communities, including lesbian, gay, bisexual, two-spirited, trans, non-binary or agenderpeople, new immigrants and women. If you require any accommodations during the application process, please contact [jobs@utgsu.ca](mailto:jobs@utgsu.ca)."

### **15.4 Accommodation**

Persons with disabilities are encouraged to come forward at any stage of the recruitment process to request accommodations, if needed. Members of our team will consult and create processes that provide individuals with disabilities the best possible recruitment experience.

### **15.5 Starting Salary**

All terms relating to the starting salary for all new employees are defined in Schedule A of this Collective Agreement.

### **15.6 Training Period**

The Employer is responsible for ensuring that an Employee upon hiring is provided with proper and adequate training in the fulfillment of the duties of her/his position, including general office orientation and an introduction to policies and procedures.

### **15.7 Hiring Committee**

A hiring committee (herein for the remainder referred to as "the Committee") will be appointed for the purposes of undertaking the hiring process for any vacancy that exists. The Committee will consist of one (1) member from the Union without vote and three (3) members appointed by the Employer, with one (1) member being the Employer's Representative. The Employer will notify the Union of the creation of the Committee, following which both the Union and the Employer will have five (5) business days to appoint their respective members. The work of the hiring committee and the subject matter of interviews shall remain confidential during the hiring process. However, such information may be disclosed to the Executive Committee.

### **15.8 Hiring Process Determination**

The Committee will determine the best qualifications for the vacancy, and the criteria and process to be used for evaluating applicants. The Committee will not have the authority to alter or amend the job description in any way, without consent of the Union.

### **15.9 Hiring Recommendation**

The Committee will evaluate the applicants based on the criteria established at the start of the hiring process. Based on these evaluations, the Committee will recommend the most appropriate applicant to the Employer.

### **15.10 Non-Unanimous Recommendations**

Where a unanimous recommendation from the Committee members is not possible the Committee may;

- a. Issue "majority" and "minority" recommendations, outlining the supporting rationale for two (2) candidates;
- b. Propose to the Employer further steps to be taken to identify the most appropriate applicant, which may include re-inviting previous applicants to a subsequent interview.

### **15.11 Hiring Decision**

The final hiring decision shall be the sole purview of the Employer, who may accept or reject any recommendation made by the Committee. The Employer has the responsibility of informing the chosen candidate and all other applicants interviewed about the decision.

The Bargaining Unit agrees to assist the Employer in developing a model to hire temporary replacements for employees who are on leave.

### **15.12 New Hire Kit**

The Employer shall provide a new hire kit to each new Employee within five (5) business days of their start date. The new hire kit shall include but is not limited to the following: Collective Agreement, job description, details of the benefits package including enrolment forms (highlighting deadlines to submit), a Benefit Booklet, a schedule of pay periods and pay dates, employee time sheets, staff and Executive Committee contact lists, a contract copy, and an overview of the organization's structure, functions, and mandate.

Within five (5) business days of the commencement of health care benefits, the employer shall further provide each employee with a Plan ID card.

### **15.13 Notice of Resignation Requirement**

An Employee shall give two (2) weeks written notice of resignation and will ensure a transition package is prepared containing all relevant passwords, outstanding and pressing matters and an overview of the position's main duties.

## **ARTICLE 16: LAY-OFFS AND RECALLS**

- 16.1.** Lay-offs shall be defined as a temporary cessation of working including a reduction in the hours of work due to lack of work. Lay-offs shall be on the basis of reverse seniority. No new Employees will be hired until those with the same or similar job descriptions, who have been laid off for less than eighteen (18) months and not yet been employed elsewhere at a comparable rate of pay, have been given an opportunity of recall.
- 16.2.** Employees being laid off shall be notified in writing at least six (6) weeks in advance of the date of layoff. Employees with three years' seniority or more are entitled to an additional two (2) weeks' notice for each year of service to a maximum of twelve (12) weeks. If the Employee has not had an opportunity to work for six weeks (or the appropriate number of weeks for Employees of three (3) years' seniority or more) after the notice of lay-off, they shall be paid in lieu of work for those weeks when work was unavailable. At the time of lay-off notice, the Employer shall advise the Employee of the recall date, if applicable.
- 16.3.** The Employer will notify the Union within sixty (60) days of discovering a decrease in the membership of ten percent (10%) or more, which may impact the Employer's operations.
- 16.4. Continuation of Benefits**
- The Employer agrees to pay the coverage of the health and dental and welfare benefits in Article 24 for all Employees in the same proportion as their benefits are paid, for lay-off periods of less than five (5) months. In the event of a longer lay-off, Employees so affected will be given the right to continue this coverage through their own direct payments for a period of up to one (1) year.

## **ARTICLE 17: HOURS OF WORK**

**17.1.** A regular workweek shall consist of forty (40) hours (an eight [8] hour a day including one [1] hour off for lunch). The Employees shall conform, as much as possible, to the hours of a regular workweek, 9 am to 5 pm, when appropriate and the Employer shall make reasonable efforts to schedule work within regular hours.

If the Employer requires an adjustment to an Employee's work schedule that extends beyond regular hours or includes evening or weekend work, the Employer must provide at least ten (10) business days notice of the required change, except under exceptional circumstances. Employees shall have the right to refuse evening or weekend work if they are unable to reasonably fulfill such requirements due to personal commitments.

In weeks where an Employee's work schedule is adjusted to include extended hours into the evening or weekend, the Employer shall make reasonable efforts to adjust start times or ensure sufficient time off during the same workweek. When such adjustments are not possible, the Employee may make a request to the Employer's Representative for lieu time (in accordance with section 17.4) or for overtime payments (in accordance with section 17.3). Such a decision shall be made at the discretion of the Employer.

**17.2** In cases where the Employer makes last minute work requests with less than twenty-four (24) hours' notice, Employees have the right to refuse such requests.

**17.3** Compensation for Overtime: Any overtime shall be discussed and confirmed with the Employer's Representative prior to the Employee working these hours. Employees have the right to refuse overtime requests. Compensation for hours worked in excess of this shall be in:

- a. Time and one half (x1.5) for overtime done during the week beyond forty (40) hours.
- b. Time and one-half (x1.5) for overtime done on a Saturday.
- c. Double time (x2) for overtime done on a Sunday or holiday. Lieu time accumulated in excess of eight (8) hours shall be taken at a time mutually agreed upon by Employee and Employer.
- d. Canadian Federation of Students (CFS) and Canadian Federation of Students- Ontario (CFS-O) and other external student organization meetings: if approved by the Employer Rep, staff who accrue overtime when they are required to attend CFS, CFS-O and other CFS-related or other external student organization meetings shall be paid their hourly rate for the overtime hours, or take lieu time. The amount of overtime hours shall be discussed and confirmed with the Employer's Representative prior to the beginning of the meeting. Staff members have the right to refuse overtime requests.
- e. Limit on Overtime: In accordance with section 17.3 above, all overtime work shall be approved by the Employer's Representative. Any overtime hours accumulated in a given calendar year shall be paid to the Employee before the end of that calendar year and any overtime in excess of one hundred (100) hours shall be used as lieu time in the next calendar year.

**17.4** If an Employee has agreed to accumulate lieu time (in place of overtime pay), they must be given time and one-half (x1.5) of paid time off work, at the applicable regular rate, for each hour of overtime worked in excess of forty (40) hours per week, inclusive of paid breaks.

**17.5** If an Employee agrees to work beyond their normal business day on the GSU's behalf, clause 22.6 (Dinner Allowance) applies.

**17.6 Right to Disconnect**

The Employer values the health and well-being of Employees and recognizes that disconnecting from work is essential for maintaining a healthy work-life balance, enhancing productivity, and preventing burnout.

To support the right to disconnect, Employees will not be expected to check, read, or respond to work-related emails or phone calls outside their scheduled working hours, unless compensated and with prior agreement between the Employee and Employer. Management will make reasonable efforts to avoid scheduling meetings or assigning tasks that require immediate attention outside of normal working hours.

Employees are encouraged to set out-of-office notifications and avoid engaging in work activities after hours. Any exceptions due to operational necessity should be clearly communicated and agreed upon in advance whenever possible.

**17.7 GSU or University of Toronto Closure**

If the University of Toronto closes due to special circumstances including extraordinary holiday or weather-related closures, or if the GSU is forced to close due to special circumstances, the Employer Representative shall notify the Employee immediately, and the Employee shall be given that time off with pay. These circumstances may include extreme weather, construction disruption, inability to function in the office due to noise or other such circumstances, health and safety concerns such as fumes, gas leaks, and the like.

In the case of extreme weather which would cause a safety hazard for employees to travel to work, the Employer Representative is responsible for notifying the Employees by 7:45am that they are not to travel to work. For clarity, in exceptional circumstances the Employer may provide such notice after 7:45am.

**17.8 Personnel Record: Time Sheets**

All members of the Bargaining Unit are required to submit timesheets on a monthly basis to the Employer's Representative. Such timesheets shall include hours worked, overtime accumulated, sick days used and accumulated, and vacation days used and accumulated. All Employees may also be asked to submit to the Employer's Representative a summary of outstanding work assigned by the Employer and a list of short and long-term priorities.

**17.9 Time Off in September and October**

Employees shall not take a floating holiday day, or lieu time from August 30 until September 30, inclusive, without the prior consent of the Employer's Representative and shall not be unreasonably denied.

### **17.10 Early Departure Due to Weather**

The Employer agrees to permit Employees to depart for home within one (1) hour of a severe winter or rainstorm warning as announced in the mainstream media, ensuring that Employees have adequate time to arrive home safely before the storm.

## **ARTICLE 18: HOLIDAYS**

### **18.1. Employees shall be given the following paid holidays:**

Christmas Eve Day, Christmas Day, the week between Christmas and New Year's, New Year's Day, Family Day (third Monday in February), Labour Day, Thanksgiving Day, Good Friday, Easter Monday, Victoria Day, Canada Day, the August Civic Holiday, National Day for Truth and Reconciliation and any other holiday proclaimed by the Federal, provincial or municipal governments, or by the University of Toronto.

In the event that a holiday occurs on a Saturday or Sunday, the Monday following shall be considered the holiday. If a holiday falls within a vacation period chosen by the Employee, they shall receive an extra day of vacation in lieu of such holiday.

For the National Day for Truth and Reconciliation Employees shall receive the following Friday or Monday, whichever comes first, following September 30th.

### **18.2. Employees shall have three (3) floating holidays to be taken at a time chosen by the Employees upon request and approval by the Employer's Representative.**

### **18.3. Religious Holidays**

For religious or cultural observances which are not listed under Article 18.1, Employees may request to use full or partial floating days, accumulated lieu time or vacation to attend to observances. Such a request must be made with at least seven (7) business days' notice to the Employer's Representative. For observances set by lunar observances, the Employee can provide general notice to the Employer in lieu of exact dates and times for the observance. The Employer will take reasonable attempts to accommodate requests. Requests shall not be unreasonably denied.

## **ARTICLE 19: VACATIONS**

- 19.1** The Vacation Entitlement Year shall be January 1, to December 31 of each year.
- 19.2** Requests for vacation must be made in writing and approved in advance by the Employer in writing. Vacation requests for a period of more than five (5) consecutive days must be submitted for approval no less than ten (10) business days in advance, to the Employer's Representative. All other requests must be submitted five (5) business days in advance. Once requested, the Employer's Representative will provide a response as soon as possible. The response shall include an explanation in writing if the request is denied. The Employer shall not unreasonably deny or delay vacation requests.
- 19.3** To facilitate the fair allocation of vacation periods, Employees are encouraged to submit vacation requests in advance, by December 1 (for the January–April period), April 1 (for the May–August period), and August 1 (for the September–December period). While vacation requests may still be made in accordance with Article 19.2, requests submitted by the foregoing dates will be given priority over those made with shorter notice.

When evaluating overlapping requests, the Employer shall consider factors such as seniority and family obligations, including Employees with school-aged children, while ensuring that vacation requests submitted within the recommended time frames are not unreasonably displaced by later submissions.

- 19.4** Permanent Employees shall be entitled to annual vacations with pay on the following basis:
- a.** In an Employee's first Vacation Entitlement Year Employees shall be entitled to four (4) weeks paid vacation, pro-rated to the Employee's date of hire, rounded up to a full day. During the 120-day probationary period, Employees may use up to one (1) day of vacation per month, deducted from their pro-rated four (4) weeks' entitlement.
  - b.** In an Employee's second through fourth Vacation Entitlement Years Employees shall be entitled to five (5) weeks of paid vacation.
  - c.** In an Employee's fifth through ninth Vacation Entitlement Years the Employees shall be entitled to six (6) weeks vacation, OR five (5) weeks vacation and a bonus equal to two percent (2%) of the employee's annual gross pay. Employees shall be required to state their preference no later than January 30, with the payout occurring on the last pay date of the Vacation Year.
  - d.** In an Employee's tenth Vacation Entitlement Year and beyond, Employees shall be entitled to either seven (7) weeks vacation, or six (6) weeks vacation and a bonus equal to two percent (2%) of the employee's annual gross pay. Employees shall be required to state their preference no later than January 30, with the payout occurring on the last pay date of the Vacation Year.
- 19.5** An Employee shall be entitled to receive their vacation in an unbroken period, of up to five (5) weeks, unless otherwise mutually agreed upon between the employee concerned and the Employer Representative.

- 19.6** Sick leave will be substituted for vacation where it can be established by the employee that an illness or accident occurred while on vacation.
- 19.7** Vacations shall not usually be scheduled during September, except when agreed upon by the Employer's Representative.
- 19.8** Single vacation days may be taken irregularly throughout the academic year, subject to workload.
- 19.9** Single vacation days may not be taken on a regular basis throughout the academic year without approval by the Employer's Representative.
- 19.10** Employees may take one (1) vacation day per week during the period of April 1 to August 30 a Summer Hours. The specified day of the week shall be mutually agreed upon by the Employer and the Employee.
- 19.11 Carry Over of Vacation Entitlements**
- Employees may carry forward up to five (5) days of vacation entitlement, which remains unused at the end of any Vacation Year, for use only in the next Vacation Year. Unused vacation will not be paid out, aside from the minimal payout amounts required by the Employment Standards Act. In exceptional cases where the Employees are unable to take their vacation due to operational needs, additional unused vacation days may be carried over or paid out, as mutually agreed upon between the Employer and Employee.
- 19.12** The Employer will maintain a shared online vacation calendar which is accessible to all Employees and the Supervisor.

## **ARTICLE 20: SICK LEAVE PROVISIONS**

### **20.1. Definition**

Sick leave is the period of time an Employee is absent from work with full pay by virtue of being sick or disabled, engaged in preventative medical care (Article 21.5), requiring mental health leave, being exposed to a contagious disease or under compulsory quarantine, under examination or treatment of a physician, health care practitioner, or dentist, or because of an accident for which compensation is not payable under the Workplace Safety and Insurance Act.

### **20.2. Annual Paid Wellness Leave**

Employees shall be granted Wellness Leave which shall be inclusive of sick leave and personal preventative medical, dental or other such healthcare with pay for up to a maximum of twenty-one (21) business days per calendar year. Employees may also apply Wellness Leave to care for their dependents. Temporary or contract Employees' sick benefits shall be defined in their Contract of Employment.

Where an Employee attended work for any part of a regular business day, a quarter (0.25) paid sick day increment will be deducted rounded up. Where reasonable, Employees shall aim to provide notice of Wellness Leave to the Employer's Representative.

### **20.3. Payout of Current Sick Pay Credits:**

Employees will retain their current bank of sick days and they can only be used in addition to the Annual Paid Sick Leave entitlement as per Article 20.2.

### **20.4. Short- and Long-Term Disability**

An Employee on sick leave without pay who is eligible for and receives Employment Insurance (EI) sickness benefits shall receive supplemental unemployment benefits equivalent to the difference between the EI benefits the Employee is eligible to receive and one hundred percent (100%) of their regular weekly wage for up to a maximum of fifteen (15) weeks. Any Employee on sick leave may apply for the Long-Term Disability benefits subject to the requirements of the Long-Term Plan.

An Employee will be entitled to use their sick leave, as well as three (3) additional paid days, to provide for the needs of an ill family member or close friend, subject to Article 20.5, Proof of Illness.

### **20.5. Proof of Illness**

An Employee may be required to produce a certificate from a medical practitioner for any illness in excess of five (5) business days, certifying that they are unable to carry out their duties, or that a family member requires care. The cost of a medical certificate requested by the Employer for the Employee's illness shall not be borne by the Employee.

### **20.6. Extension of Sick Leave Credits**

For major illnesses, the Employer may grant a leave of absence without pay, as per Article 21.10.

**20.7. Time Limit for Employer Coverage of Benefits in Article 24.1**

In the case of long-term absence due to illness, the Employer contribution will be paid, subject to a maximum of twelve (12) months from commencement of illness. Only if an Employee has already been approved and is qualified for Long-Term Disability under the staff insurance plan (Manulife), the Employer contribution will be paid for a maximum of six (6) months. Thereafter, the Employee may choose to pay the full premiums through the Employer if they so desire.

## **ARTICLE 21: LEAVE OF ABSENCE**

### **21.1. For Union Business**

Where permission has been granted to any member of the bargaining unit to leave their employment temporarily in order to participate in negotiations with the Employer, they shall suffer no loss of pay for the time so spent. Furthermore, each Employee shall be allowed four (4) days off per year to attend the AGM and other General Meetings of CUPE 1281. The Shop Steward shall be allowed up to three (3) additional days per year to attend Stewards Council Meeting for Shop Stewards. The Employee shall give the Employer's Representative at least five (5) business days notice of their intention to take Leave for Union and Public Duties.

### **21.2. Union Conventions**

Leave of absence with pay and without loss of seniority shall be granted upon request to the Employer's Representative, to Employees elected to represent the Union at any Union function as provided in this Agreement and in the CUPE Constitution. Such time shall not exceed a total of six (6) business days per year in the bargaining unit. The Employee shall give the Employer's Representative at least ten (10) business days notice of their intention to take leave for Union Conventions.

### **21.3. Leave for Union and Public Duties**

The Employer shall, upon request, grant an Employee who is elected for a full-time position with the Union or who is elected to hold public office, a leave of absence without pay and without loss of seniority for a period of up to one (1) year. The Employee shall give the Employer's Representative at least ten (10) business days notice of their intention to take Leave for Union and Public Duties.

### **21.4. Bereavement Leave**

An Employee shall be granted five (5) regularly scheduled consecutive workdays leave without loss of salary or benefits in the case of the death of a family member or intimate friend. Where burial occurs one hundred (100) kilometers or more from Toronto, such leave shall include reasonable travelling time, not to exceed seven (7) days in the event of work stoppages on national and provincial carriers and not to exceed four (4) days in normal situations.

### **21.5. Quarantine and Recovery Leave**

Additional days may be granted by the Employer to allow for mandated quarantine or recovery periods for Employees, or to allow them to provide care for immediate family or household members, as directed by a healthcare provider or in accordance with government guidelines.

### **21.6. Pregnancy and Parental Leave**

Employees will be granted Pregnancy and Parental Leave in accordance with the Ontario Employment Standards Act. In addition to these rights, while on such Leave the Employees will receive their full salary less any Employment Insurance benefits they are entitled to. The non-birth partner who does not take parental leave may, upon written request and within thirty (30) calendar days of the child coming into the custody and care of the parent, take ten (10) business days leave with pay.

### 21.7. Short-Term Leave

Employees shall be allowed on an annual basis leave of absence with pay and without loss of seniority for the following reasons.

REASON	LEAVE OF ABSENCE
Employee's wedding	Maximum of up to three (3) days per year
Legal separation or divorce	Maximum of up to two (2) days per year
Wedding of Employee's family member or friend	The day of wedding
Serious fire or flood in one's home	Maximum of up to three (3) days per year
Moving one's household	Maximum of up to three (3) days per year

### 21.8. Compassionate Leave

Upon request, an employee shall be granted leave with pay of up to three (3) calendar days to provide immediate and temporary care for, or to attend to the illness of a member of the Employee's family, or a close friend. Where an illness is diagnosed as life-threatening or terminal, an additional two (2) weeks of leave with pay shall be granted. Requests for additional leave shall not be unreasonably withheld.

### 21.9. 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 deduction from normal daily pay.

### 21.10. Jury or Court Witness Duty

The Employer shall grant a paid leave of absence without loss of seniority to an Employee who serves as a juror or witness in any court. The Employee will present proof of jury service.

### 21.11. General Unpaid Leave

Employees, with at least eighteen (18) months of service, will be granted General Leave without pay, upon two (2) months' notice being provided, for up to one and a half (1.5) year, providing that satisfactory reason is provided to the Employer. Unpaid leaves may never exceed actual time worked (time since starting date minus vacations, sick leave and any other leaves of absence). Such leave may be extended only by mutual agreement between the Employee and Employer. An Employee granted such a leave of absence must give the Employer two month's written notice of intention to return and shall be returned on terms no less favourable than those enjoyed previous to such leave, with previous seniority maintained, and at the prevailing rate of

pay. However, the Employee will not accumulate vacation or sick leave credits or seniority. The Employee may elect to continue their benefits by paying directly during the leave.

**21.12. Incarceration Leave**

Employees shall be entitled to up to one (1) month's leave of absence without loss of salary or benefits for the period of time spent in a Canadian jail as a result of reasonable actions by an Employee undertaken with the purpose of implementing the directions of the Employer's Representative. Should such incarceration extend for more than one (1) month the Employer shall grant the Employee leave without pay for the remainder of the incarceration.

**21.13. Political Leave**

The Employer shall grant to Employees one (1) day unpaid leave of absence per contract year at a time to be chosen by the Employee, provided that the date chosen would not seriously disrupt the Employer's operations, subject to one (1) week's notice by the Employee, for the purpose of engaging in the political activity of the Employee's choice.

## **ARTICLE 22: PAYMENTS OF WAGES AND ALLOWANCES**

### **22.1. Pay Rate**

- a. The base salary rate for all new positions or vacancies filled shall be increased by COLA annually as set out in Appendix A.
- b. All bargaining unit members shall receive an annual seniority increase and a COLA adjustment as set out in Appendix A.
- c. The Cost Of Living Allowance (COLA) shall be calculated as outlined in Appendix A.

### **22.2. Pay Days**

The Employer shall pay salaries and wages every two (2) weeks in accordance with Schedule A of this Agreement. On each payday, the Employee shall be provided with an electronic itemized statement of wages and deductions.

### **22.3. Child Care Allowance**

If the Employer requires an Employee to work outside regular hours of work, the Employer shall pay a child-care allowance based on actual costs, up to twenty-five dollars \$25.00/hour, upon receiving receipts.

### **22.4. Required Professional Development Allowance**

The Employer shall pay the full cost of any course of instruction, seminar, conference or workshop (hereafter referred to as course) required for the operation of the Employee's job description, where the Employer agrees that such course is necessary for an Employee to better qualify themselves. The Employer shall pay for the costs associated with a course. Hours spent in the course will be considered as time worked, and will be agreed upon in advance with the Professional Development Form in Article 22.6.

### **22.5. Requested Professional Development Allowance**

Employees will have access to an annual fund of three thousand dollars (\$3000.00) per Employee per calendar year, to be reimbursed for costs associated with a course of instruction, seminar, conference, workshop or part-time studies in a college, university or general interest course or program (hereafter referred to as course). The fund may be used for costs related to course registration fees, tuition fees and compulsory incidental fees, travel and reasonable accommodation fees associated with the course, and other expenses agreed to 23 within the Professional Development Form in 22.6 during the same fiscal year. Such reimbursement must be requested in advance of registration with the Professional Development Form in 22.6. The Employer will consider such a proposal in the context of relatedness to the Employee's responsibilities and skill sets, the time commitment of the course, the needs of the organization, and cost, and accordingly may agree to reimburse all, some, or none of the associated costs, and shall not be unreasonably denied.

Any reimbursement will be issued no later than the next regular pay day following successful completion of the course and the submission of receipt(s) for reimbursement. Hours spent in the

course will not be considered as time worked unless agreed upon in advance with the Professional Development Form in 22.6.

#### **22.6. Professional Development Form**

Professional Development Allowances in 22.4 and 22.5 shall require a Professional Development form to be completed by the Employer and Employee which shall indicate the description of the course, the perceived benefit or outcome of the opportunity to the Employee and/or Employer, associated costs and the completion and reimbursement timeline.

#### **22.7. Transportation Allowance**

The Employer agrees to provide a transportation allowance to assist Employees in travelling to and from their place of residence and the UTGSU Office. The allowance shall be capped at the value of a University of Toronto "lot reserved" parking permit.

The allowance will be paid by the Employer for expenses related to:

- a. A University of Toronto "lot reserved" parking permit

The allowance will be reimbursed quarterly (with receipts) by the Employer for expenses related to:

- b. Infrequent University of Toronto parking passes;
- c. Public transit expenses, such as a TTC or Metrolinx fares or monthly passes;
- d. Reasonable repairs to bicycles for regular wear and tear.

#### **22.8 Mileage Allowance**

While the Employer does not require any Employee to own a car as a condition of employment, where an Employee agrees to use a private/personal automobile for the purposes of implementing the Employers directions, the Employee will be compensated at the rate of seventy-two cents (\$0.72) per kilometer, adjusted yearly as per the CRA automobile allowance. Employees are assumed to be solely responsible for the vehicles they operate in such situations, and as such will not be reimbursed for parking tickets or other traffic infractions or fines.

#### **22.9 Taxi Allowance:**

If an Employee agrees to work after 7:30 pm on the GSU's behalf, the GSU will pay taxi or rideshare fare home, if necessary.

#### **22.10 Parking**

If the Employee has to park outside of a University of Toronto "lot reserved" parking lot for the Employer's business, the Employer shall reimburse the Employee for the parking fees incurred. The Employer shall have sole discretion for determining what is defined as the Employer's Business.

### **22.11 Health and Wellness Benefit**

The Employer shall pay up to five hundred and fifty dollars (\$550.00) for membership or use of fitness facilities at any accredited fitness facility, home fitness/wellness equipment, or in-person/online fitness classes per year for an Employee at their request and upon receipt of payment. It is understood that the above list of programs is not exhaustive and the Employer will consider other programs and equipment which reasonably contribute to the mental and physical well-being of the Employee.

### **22.12 Dinner Allowance**

Employees requested or required to work past 7pm shall be given a thirty-dollar (\$30.00) dinner allowance. The dinner allowance will not be provided if an Employee accepts an appropriate and substantial meal provided by the Employer as an alternative, with prior agreement.

### **22.13 Prescription Eye-Care Allowance**

After exhausting the GSU Employee health benefit plan vision benefits, Employees will be granted an extended Eye-Care Allowance towards the cost of any services provided by an optometrist or ophthalmologist, or towards the costs of prescribed eye care, such as eyeglasses, optical sunglasses, or contact lenses. This allowance may be utilized for the goods and services defined above and shall not exceed a total of three hundred dollars (\$300.00) for the Employee and an additional three hundred dollars (\$300.00) to be shared among the Employee's dependent(s) in a twenty-four (24) month period. Reimbursement will be issued no later than the next regular payday following receipt(s) being submitted for reimbursement.

### **22.14 Severance Pay**

If, as a result of the Graduate Students' Union ceasing all or part of the operations, or if, by any reason of any change in operating methods the Graduate Students' Union 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 at least six (6) weeks written notice or payment in lieu of such notice.

If notice of termination is given under Article 22.16, the Employee shall receive severance pay on the basis of six (6) weeks pay at the regular rate of the position last occupied, plus one (1) week's pay for every year of completed service with the Graduate Students' Union up to ten (10) years.

## **ARTICLE 23: JOB CLASSIFICATIONS**

### **23.1. Job Descriptions**

Job descriptions are set out in Schedule B. Job descriptions shall not be changed, nor shall new regular duties beyond those specified be added to an Employee's job description, without meaningful consultation with the Union. Any changes require the written consent of an authorized CUPE 1281 Representative. Proposed changes shall be provided in writing and discussed at the Labour Management Sub-Committee, with the Shop Steward and Union Representative, or during collective bargaining.

### **23.2. New Services or Programs**

In the event that the Employer should introduce a new service or program that impacts one or more Employee's workloads, the Employer shall meet with the Employee(s) affected, with the Steward or Union Representative present, before implementation to discuss the impact on workload.

### **23.3. Non-Hierarchical**

The Employer and the Union agree that the guiding principle in day-to-day operations and in the drawing up of job descriptions is that the Employees shall not be structured in a hierarchical manner. Employees have specific jobs and may be hired for professional skills but one Employee shall not be accountable to another Employee, and all Employees shall be equal in staff decision-making.

## **ARTICLE 24: WELFARE & PENSION BENEFITS**

### **24.1. Hospital and Medical Insurance**

Where an Employee does not have equivalent health coverage available elsewhere, the Graduate Students' Union shall pay the entire cost of the following:

- a. Any Ontario Health Insurance Plan premiums and/or taxes required by the provincial government.
- b. Reimburse staff for their Ontario Health Premium once annually.
- c. Manulife Insurance Plan which includes Extended Health, Dental, Vision, Longterm Disability, Accidental Death and Dismemberment and Life Insurance and any additional benefits approved by the Employer.
- d. As required, the insurance plans will be updated and paid for at the new annual rate.

### **24.2. Canada Pension Plan, Employment Insurance, and Workers Safety and Insurance Board**

The GSU agrees to pay the Employer's cost of the Canada Pension Plan, the Employment Insurance plan and the Workers' Safety and Insurance Board premiums.

### **24.3. Multi-Sector Pension Plan**

In this Article, the terms used shall have the meanings as described:

- a. "Plan" means a retirement vehicle as determined by the Union. "Applicable Wages" means the basic straight time wages for all hours worked and in addition:
  - i. the straight time component of hours worked on a holiday;
  - ii. holiday pay, for the hours not worked, and
  - iii. vacation pay

All other payments, premiums, allowances and similar payments are excluded.

"Eligible Employee" means permanent Employees in the bargaining unit.

- b. Each Eligible Employee covered by this Collective Agreement shall contribute for each pay period an amount equal to two and a half percent (2.5%) of Applicable Wages to the Plan. The Employer shall contribute on behalf of each Eligible Employee for each pay period an amount equal to eight percent (8%) of Applicable Wages to the Plan.
- c. The Employee and Employer contributions shall be remitted to the Plan by the Employer within thirty (30) days after the end of the calendar month in which the pay period ends for the which the contributions are attributable.
- d. The Employer agrees to provide to the administrator of the Plan, on a timely basis, all information required pursuant to the Pension Benefits Act, R.S.O. 1990, Ch. P-8, as amended, and Income Tax Act (Canada) which the Administrator may reasonably require in

order to properly record and process pension contributions and pension benefits. If maintained by the Employer, in an electronically readable form, it shall be provided in such form to the Plan if the Administrator so requests.

For further specificity, the items required for each eligible Employee by section 4 of the Pension Plan include:

i. To Be Provided Once Only At Plan Commencement

Date of Hire, Date of Birth, Date of First Contribution, Seniority List to include hours from date of hire to Employer's fund entry date (for the purpose of calculating past service credit), and Gender.

ii. To Be Provided with Each Remittance

Name, Social Insurance Number, Monthly remittance, Pensionable Earnings, Year to Date Contributions, Employer portion of arrears owing due to error, or late enrolment by the Employer.

iii. To be provided initially and as Status Changes Full Address, Termination Date Where Applicable (MM/DD/YY), and Marital Status.

- e. In the event the Union determines the retirement vehicle to be a pension plan, the Employer agrees to be bound by the terms of the Agreement and Declaration of Trust and the rules and regulations of the Plan adopted by the Trustees of the Plan, both as may be amended from time to time. In addition, the Employer agrees to enter into a Participation Agreement with the Trustees of the Plan in the form attached hereto as Schedule A.

**Addendum:**

The Union acknowledges and agrees that other than making its contributions to the Plan as set out in this Article, the Employer shall not be obligated to contribute towards the cost of benefits provided by the Plan or be responsible for providing any such benefits.

The Union and the Employer acknowledge and agree that under current pension legislation, and/or regulations, the Employer has no requirement to fund any deficit in the Plan, but is required to contribute only that amount as required by the Collective Agreement in force between the parties.

It is understood and agreed by the Employer and the Union that should the current pension legislation or regulations be changed so that the Employer's obligation to contribute to the Plan exceeds the amount specified in the Collective Agreement then in force, the parties will negotiate a method to relieve the Employer of this increased obligation to the extent that any such obligations exceed those which the Employer would have if the Plan were a defined contribution plan.

**24.4. Supplementation of Compensation Board**

An Employee prevented from performing their regular work with the Employer on account of an occupational accident that occurs while working with the Graduate Students' Union, which is

recognized by the Worker's Compensation Board and compensable within the meaning of the Compensation Act, shall receive from the Employer the difference between the amount payable by the Worker's Compensation Board and their regular salary up to six (6) months following the accident provided that they continues in the employ of the Graduate Students' Union.

**24.5. Legislation**

If the premium paid by the Employer for an Employee benefit is reduced as a result of any legislative or other action, the amount of the saving shall be used to increase other benefits available to the Employees as may be mutually agreed upon between the parties, or shall be passed on to the Employees in the form of increased wage rates, or bonus.

## **ARTICLE 25: SAFETY AND HEALTH**

- 25.1.** The GSU shall make all reasonable provisions for the safety and health of Employees during business hours.
- 25.2.** In the event that an Employee is alone in the building during regular office hours, they shall have the right to lock the outside doors until such time as there is another person working in the building, provided that they shall put a sign on the front outside door with a phone number. The Union may, from time to time, bring to the attention of the Graduate Students' Union any suggestions in this regard.

### **25.3. Emergency/First Aid Training**

The Employer will make available to a sufficient number of Employees the opportunity to attend a properly accredited Emergency/First Aid Course. Time spent attending this course will be considered time worked and the Employer will assume all costs, if any, of this course. After approval from the Employer's Representative, Employees can take first aid training at the Employer's expense. Time spent attending the training will be considered time worked.

## **ARTICLE 26: TECHNOLOGICAL AND OTHER CHANGES**

### **26.1. Training Programme**

In the event that the Employer should introduce new methods or machines which require new or greater skills than are possessed by the Employees under the present methods of operation, such Employees shall, at the expense of the Employer, be given a minimum period, to be negotiated with a minimum of one (1) month's prior notice, during which they may perfect or acquire the skills necessitated by the new methods of operation. There shall be no change in wage or salary rates during the training period of any Employee and no reduction in pay upon being reclassified in the new position.

### **26.2. No New Employees**

No additional Employees shall be hired by the Employer until the Employee already working are notified of the proposed technological changes and allowed a training period to acquire the necessary knowledge or skill for retaining their employment.

## **ARTICLE 27: COPIES OF AGREEMENT**

The Union and the Employer desire every Employee to be familiar with the provisions of this Agreement and their rights and duties under it. For this reason, the Employer and the Union shall print, with costs shared jointly, sufficient copies of the Agreement within twenty (20) business days of signing.

## ARTICLE 28: DURATION OF THE AGREEMENT

28.1. This agreement shall continue in force and effect from January 31, 2025 until January 30, 2028.

### 28.2. 28.2 Invitation to Bargain

Either party to this agreement may, not more than sixty (60) days and not less than fifteen (15) days prior to January 30, 2028 present to the other party in writing, proposed terms of a new or further Agreement and/or amendments to this Agreement, and a conference shall be held within twenty (20) days at which time the parties will commence negotiations on the proposed amendments and/or terms of a new Agreement. Failing agreement by January 30, 2028, this Agreement and all its terms will continue in force until a new Agreement is executed or until such time as defined by the Ontario Labour Relations Act, that the parties gain the right to strike or lockout.

In Witness Whereof, the parties hereto set the signature of the proper officers on that behalf the day and year first above written.

Dated at the City of Toronto, Province of Ontario, on 16th day of December, 2025.

#### FOR THE EMPLOYER



Amir Moghadam (2025-12-16 10:05:16 EST)

Amir Moghadam, President UTGSU



Dominic Shillingford, Vice President Internal



Corey Scott (2025-12-16 10:24:39 EST)

Corey Scott, Executive Director

#### FOR THE UNION UTGSU STAFF



Gail Alivio Fernando (2025-12-16 10:21:05 EST)

Gail Alivio Fernando, UTGSU Steward



Shain Abdulla, Health Plan Administrator



Michael Butler (2025-12-17 11:00:52 EST)

Michael Butler, 1281 Staff Rep

## **SCHEDULE A: WAGES**

### **Base Rate**

All positions that are hired during the duration of this Agreement will start at an annual salary of \$68,640.00. The base hourly rate will increase by Cost-of-Living Adjustment (COLA) annually on January 31.

### **Annual Increases & Cola Adjustment**

All members of the bargaining unit will be awarded a Cost-of-Living Allowance adjustment annually on January 31.

To promote pay equity, members will also receive an additional tiered flat dollar increase each year on January 31, applied as follows:

- Employees earning below \$78,000: \$1,872 per year
- Employees earning between \$78,000 - \$88,000: \$1,456 per year
- Employees earning between \$88,000 - \$97,000: \$1,040 per year
- Employees earning between \$97,000 - \$106,000: \$728 per year

COLA shall be calculated based on the annual percentage increase in the Consumer Price Index for Toronto, as published by Statistics Canada, from January to January.

### **Annual Salary**

An annual salary grid for the lifetime of this Agreement shall be included in Schedule A (the "Wage Grid"). The Employer shall provide the Union with an annual salary grid within thirty (30) days of every COLA Rate increase applied on January 31 of each year.

### **Pay Equity**

The Employer recognizes the principle of equal pay for work of equal value.

## **SCHEDULE B: JOB DESCRIPTIONS**

### **Finance Administrator**

40 hours a week

#### **1. OFFICE AND PERSONNEL RESPONSIBILITIES**

- a. The Finance Administrator shall be accountable to and report to the Executive Director.
- b. Maintain and submit accurate timesheets in accordance with office protocols.
- c. Maintain an accurate staff calendar with out-of-office responses, scheduled time off and calendars of availability.
- d. Attend and participate in staff meetings, and cooperate with other staff and team members to ensure a collaborative and productive workplace.
- e. Monitor and evaluate organizational policies and procedures. Make policy and procedure recommendations to the Executive Committee to ensure a reflexive and professional workplace culture is maintained. Maintain accurate terms of reference and training protocols related to their job duties.
- f. Coordinate and collaborate on communication tasks related to their job duties, including submitting website, social media, email newsletter and graphic design content to the Communications & Engagement Specialist.
- g. Assist in reception, member intake and referral duties to visitors of the UTGSU Building, including answering phones, accepting deliveries, providing directions and adhering to organizational flowcharts, communication triage and crisis management tools.
- h. Adhere to confidentiality and data privacy standards and protocols in the conduct of their duties, maintenance of digital and physical data, and adherence to exclusivity and limited purposes of data received through the UTGSU or the University of Toronto.

#### **2. FINANCIAL RECORDS**

- a. Maintain proper legal and financial records and documents for the UTGSU.
- b. Maintain records of Financial Statements and Budgets, including annual reports of the Health & Dental Surplus Account supplied by the plan provider and broker.
- c. Ensure that all documents necessary for the yearly audit of the UTGSU books have been completed, and work with the Executive Director and auditors to ensure that the audit is completed in a timely fashion.

- d. Ensure that the accounting software is up-to-date.
- e. Maintain up-to-date membership revenue figures.

### **3. FINANCIAL ADMINISTRATION**

- a. Maintain the accounts payable and coordinate accurate and timely payments of invoices, bills, union dues, staff benefits, course unions and affiliated organization fees, graduate students' health/dental insurance premiums, service contracts, grants and bursaries, reimbursements, etc.
- b. Maintain the accounts receivable and ensure accurate and timely invoicing, receipt and follow-up, and recordkeeping for vendors and funds owed to the organization.
- c. Write and distribute cheques, electronic fund transfers, wire transfers and other transfer methods in a timely manner and in accordance with the direction of the Executive Director and within financial policy.
- d. Assist in preparing the financial statements with the UTGSU's public accountant, as requested by the VP Finance, Executive Committee, and/or the Executive Director.
- e. Maintain an accurate record of fixed assets, equipment and depreciation schedules.
- f. Maintain records and issue payments for UTGSU credit cards, including monthly credit card reconciliation with cardholders.
- g. Maintain and authorize petty cash, in accordance with financial policy.
- h. Attain and maintain access to billing for all UTGSU financial transactions.
- i. Ensure all tax remittances, source deductions and associated filings are completed on time. These may include, but are not limited to, coordinating with payroll contractors to ensure source deductions are up-to-date, Workers' Safety & Insurance Board filings are current, and Ontario Employer Health Tax is filed.
- j. Ensure that the annual returns are filed with Corporations Canada.
- k. As requested by the Executive Director and the Executive Committee, assist with the preparation of any contracts affecting the UTGSU.

### **4. BANKING**

- a. Monitor all bank accounts and transfers of monies between accounts.
- b. Under the direction and supervision of the Executive Director, maintain contact and communication with the UTGSU's bankers regarding all UTGSU

accounts.

- c. Conduct bank transactions, file deposits and cheques, order cheques, process electronic transfers, etc.
- d. Invest funds, in accordance with UTGSU policy and the direction set by the Board of Directors.
- e. Ensure Bank reconciliation is done on a regular basis.

## **5. PAYROLL MANAGEMENT**

- a. Coordinate the UTGSU's payroll obligations, including the onboarding of new Employees, issuing Records of Employment, issuing tax forms, calculating applicable government deductions, union dues and pension contributions, and other duties arising from payroll.
- b. Communicate with the payroll company to coordinate accurate payroll records and payments, ensure updated software and compliance.
- c. Where appropriate, assist employees in the preparation of leaves of absence, pension benefits and accessing Employment Insurance.
- d. Administer the employee health and dental benefit plan, pension plan and other supplementary employee programs, and assist the Executive Director in the negotiation and renewal of these plans/programs.

## **6. FINANCIAL PLANNING**

- a. Assist the Vice-President Finance in the administration of the Finance Committee, including developing agendas and presentations, minute taking and the creation and maintenance of task lists.
- b. Assist the Executive Committee and Finance Committee in the preparation, review and amendment of the organization's budget and long-term financial planning, in accordance with financial policies and timelines.

## **7. STAKEHOLDER RELATIONS**

- a. Communicate with the University Administration to ensure receipt of the UTGSU fee installments.
- b. Notify the U of T administration in a timely fashion of any referendum results or cost of living fee changes in order to ensure approval of any increase in the UTGSU fee at the University Affairs Board.
- c. Collect and remit financial statements to the University Administration from Levy Groups as per Memorandums of Agreement, and assist the Executive Committee in Levy Group communications, training and relations.

## **8. STUDENT GRANT SUPPORT**

- a. Assist the Vice-President Finance in the administration of student grant programs such as the Student Conference Bursary, Graduate Community Development Grant and other grants offered in collaboration with the School of Graduate Studies.
- b. Assist the Vice-President Finance in the administration of student group funding programs, such as Donations and Student Group Funding.
- c. As requested, assist other areas of the UTGSU in the administration of grant programs initiated by the Board of Directors.

## **9. EXECUTIVE, COMMITTEE AND BOARD OF DIRECTORS SUPPORT**

- a. Identify and disclose member/stakeholder feedback, reports, and growing or significant issues to the Executive Committee, as well as identify feasible solutions and response strategies as requested.
- b. Facilitate training and onboarding support for the Executives and committees in relation to their job duties.
- c. As requested, provide reports and presentations to the Executive Committee or Board of Directors on matters relating to their job duties.
- d. As requested, assist and support committees, working groups and coalitions endorsed by the UTGSU in relation to their job duties.
- e. As requested, assist in the coordination of General Meetings, Assemblies and major events and programming facilitated by the UTGSU Executive Committee.

## **10. OTHER DUTIES**

- a. Additional time-limited tasks assigned by the Executive Director as needed, within reason and considering workload.

## **Membership and Advocacy Coordinator**

40 hours a week

### **1. OFFICE AND PERSONNEL RESPONSIBILITIES**

- a. The Membership and Advocacy Coordinator shall be accountable to and report to the Executive Director.
- b. Maintain and submit accurate timesheets in accordance with office protocols.
- c. Maintain an accurate staff calendar with out-of-office responses, scheduled time off and calendars of availability.
- d. Attend and participate in staff meetings, and cooperate with other staff and team members to ensure a collaborative and productive workplace.
- e. Monitor and evaluate organizational policies and procedures. Make policy and procedure recommendations to the Executive Committee to ensure a reflexive and professional workplace culture is maintained. Maintain accurate terms of reference and training protocols related to their job duties.
- f. Coordinate and collaborate on communication tasks related to their job duties, including submitting website, social media, email newsletter and graphic design content to the Communications & Engagement Specialist.
- g. Assist in reception, member intake and referral duties to visitors of the UTGSU Building, including answering phones, accepting deliveries, providing directions and adhering to organizational flowcharts, communication triage and crisis management tools.
- h. Adhere to confidentiality and data privacy standards and protocols in the conduct of their duties, maintenance of digital and physical data, and adherence to exclusivity and limited purposes of data received through the UTGSU or the University of Toronto.

### **2. STUDENT ADVOCACY**

- a. Assist graduate students with academic appeals, non-academic appeals, and academic integrity issues, including policy guidance, counselling, advising, and referring and/or accompanying them to appropriate campus resources.
- b. With the support of the Vice-President Academics, assist graduate students with funding disputes and issues, including policy guidance, counselling, advising, and referring and/or accompanying them to appropriate campus resources.

- c. Maintain membership intake procedures regarding academic and non-academic advocacy requests, and produce an annual report analyzing trends and issues related to university policies and membership advocacy requests.
- d. Identify systemic barriers and solutions within academic and non-academic policies at the University of Toronto and the larger post-secondary sector.
- e. Provide reasonable guidance, counsel, advice, referrals and conflict resolution tools in the facilitation of student advocacy.
- f. Maintain a resource directory and triage systems for academic and non-academic policy issue referrals.
- g. Assists the Executive Committee as requested to coordinate, develop and present workshops and programs relating to students' rights and advocacy.

### **3. COURSE UNION ADMINISTRATION AND ASSEMBLY SUPPORT**

- a. Coordinate and administer the course union and affiliated organizations' programs in accordance with Bylaws and Policies, and assist in resourcing and advising course unions relating to organization structures, constitutions, elections, departmental organization and resources available to course unions.
- b. Coordinate and administer the course union head grant program, including application forms, communications, funding calculations, payment requests and monitoring, and requesting annual enrollment data.
- c. Coordinate and administer subsidiary course union and student group funding programs, such as Special Grants and the Conference & Academic Engagement Grant.
- d. Maintain a directory of ratified course unions, designated representatives and their bylaws/constitution.
- e. Coordinate regular course union communications and engagement strategies, including course union events and monthly e-newsletters.
- f. Coordinate course union training, develop and maintain training materials and manuals, and provide ongoing advice and support to course union inquiries.
- g. Assist the Executive Committee in the ratification of new course unions, investigations and audits of course unions, and dispute resolution planning regarding course union matters.

- h. Assist in soliciting feedback and concerns from course unions relating to the organizational structure, campaigns, programming and services of the UTGSU and issues within their respective departments.
- i. Assist with the administration of the UTGSU Assembly, including scheduling meetings, registration and attendance, preparing agendas and presentations, communication and training with new representatives, and other required tasks.

#### **4. CAUCUS GROUP SUPPORT**

- a. Be the primary staff contact for UTGSU Caucus matters.
- b. With the designated Executive Officers, provide training and onboarding support to UTGSU Caucus Representatives.
- c. With the designated Executive Officers, provide administrative support for the UTGSU Caucus Representatives, including the maintaining and updating lists of representatives and receiving/reviewing organizational frameworks, programming reports, finance reports and meeting minutes.
- d. With the designated Executive Officers, provide administrative support for the UTGSU Caucus elections and appointment processes.

#### **5. UNIVERSITY GOVERNANCE SUPPORT**

- a. Assist the Executive Committee in meetings and relations with the Dean of the School of Graduate Studies and its non-academic departments and representatives, and provide support in the development of relevant submissions, positions, campaigns and coordinated actions.
- b. Assist the Executive Committee in the monitoring of academic policies, and provide support in the development of relevant submissions, positions, campaigns and coordinated actions.
- c. Assist the President in monitoring the matters of the University of Toronto Governing Council and its committees, and provide support in the development of relevant submissions, positions, campaigns and coordinated actions.
- d. Assist the Vice-President Academics, in the administration of the Graduate Affairs Committee, including developing agendas and presentations, and the creation and maintenance of task lists.
- e. Maintain a directory of academic departmental contacts.

**6. EXECUTIVE, COMMITTEE AND BOARD OF DIRECTORS SUPPORT**

- a. Identify and disclose member/stakeholder feedback, reports, and growing or significant issues to the Executive Committee, as well as identify feasible solutions and response strategies as requested.
- b. Facilitate training and onboarding support for the Executive Committee in relation to their job duties.
- c. As requested, provide reports and presentations to the Executive Committee or Board of Directors on matters relating to their job duties.
- d. As requested, assist and support committees, working groups and coalitions endorsed by the UTGSU in relation to their job duties.
- e. As requested, assist in the coordination of General Meetings, Assemblies and major events and programming facilitated by the UTGSU Executive Committee.

**7. OTHER DUTIES**

- a. Additional time-limited tasks assigned by the Executive Director as needed, within reason and considering workload.

## **Health and Dental Plan Insurance Administrator**

40 hours a week

### **1. OFFICE AND PERSONNEL RESPONSIBILITIES**

- a. The Health and Dental Plan Insurance Administrator shall be accountable to and report to the Executive Director.
- b. Maintain and submit accurate timesheets in accordance with office protocols.
- c. Maintain an accurate staff calendar with out-of-office responses, scheduled time off and calendars of availability.
- d. Attend and participate in staff meetings, and cooperate with other staff and team members to ensure a collaborative and productive workplace.
- e. Monitor and evaluate organizational policies and procedures. Make policy and procedure recommendations to the Executive Committee to ensure a reflexive and professional workplace culture is maintained. Maintain accurate terms of reference and training protocols related to their job duties.
- f. Coordinate and collaborate on communication tasks related to their job duties, including submitting website, social media, email newsletter and graphic design content to the Communications & Engagement Specialist.
- g. Assist in reception, member intake and referral duties to visitors of the UTGSU Building, including answering phones, accepting deliveries, providing directions and adhering to organizational flowcharts, communication triage and crisis management tools.
- h. Adhere to confidentiality and data privacy standards and protocols in the conduct of their duties, maintenance of digital and physical data, and adherence to exclusivity and limited purposes of data received through the UTGSU or the University of Toronto.

### **2. HEALTH AND DENTAL PLAN ADMINISTRATION**

- a. Act as primary contact for all communication regarding the Health & Dental plan, including email and phone communication with members and stakeholders.
- a. Supervise part-time staff related to the operations of the Health & Dental Plan. This includes, but is not limited to, recruitment, scheduling, training, supervising, directing and evaluating part-time staff in their duties and responsibilities. The Administrator will work with the Executive Committee in hiring and disciplinary

actions, but the final decisions shall be coordinated and implemented by the Employer's Representative.

- b. Develop and maintain informational flow charts, communication systems, frequently asked questions and referral charts in relation to Health & Dental Plan inquiries.
- c. Ensure the security and privacy of student information related to the members' Health & Dental Plans.
- d. Coordinate with the HDI broker and HDI provider in the communication and advising on exceptions for extenuating circumstances and special authorizations in accordance with relevant contracts, policies and procedures, and shall provide feedback and updates on these processes to the Executive Director as requested.
- e. Provide resources and information to members going on a Leave of Absence or requiring travel insurance documentation.
- f. Facilitate the opt-out, opt-in and twelve month extension processes, including the following tasks:
  - i. Communicate with students who have incomplete applications, as needed or by request of the Health and Dental Insurance Broker and/or Executive Director; and
  - ii. Assist in the appeals process by gathering all relevant information, as needed.

### **3. HEALTH AND DENTAL PLAN STAKEHOLDERS RELATIONS**

- a. Coordinate communications and relations with the insurance broker and providers, and work with the Executive Committee in developing short and long-term strategies regarding this relationship.
- b. Coordinate communications and relations with the Centre for International Experience and UHIP Office regarding the University Health Insurance Program for international students, and work with the Executive Committee in developing short and long-term strategies regarding this relationship.
- c. Coordinate communications and relations with CUPE 3902 Unit 1 regarding the Unit 1 Health & Dental Plan Top Up, and work with the Executive Committee in developing short and long-term strategies regarding this relationship.

- d. Coordinate communications and relations with Health Services, U of T Fees Department, School of Graduate Studies, Registrar's/Business Offices, sister students' union, and Ombudsperson's Office regarding the Health & Dental Plan, and work with the Executive Committee in developing short and long-term strategies regarding this relationship.
- e. Coordinate with health, dental and vision providers in the Greater Toronto Area in accordance with procedures permitted by the broker and provider.

#### **4. HEALTH AND DENTAL PLAN OUTREACH**

- a. Coordinate sessional department, faculty and university-wide health & dental orientation sessions, including the development and presentation of information sessions and fairs, distribution of resources and materials and the integration with UTGSU general outreach.
- b. With the Executive Committee and Communications & Engagement Specialist, develop a membership engagement strategy relating to the health & dental plan, including outreach activities and programming, surveys, informational videos, social media strategies and print designs.
- c. Assist the Executive Committee with the development and implementation of health and wellness programming and the integration with health & dental plan promotions.
- d. In collaboration with the Communications and Engagement Specialist, ensure all information and materials regarding the Health & Dental Plan are available to members on the digital and physical platforms available to the UTGSU.

#### **5. HEALTH AND DENTAL PLAN GOVERNANCE**

- a. Provide input and make recommendations to the Executive Committee on plan design and administration to help facilitate the annual renewal and multi-year negotiation processes.
- b. Assist the Executive Director in coordinating the UTGSU Health & Dental Insurance "Surplus Account" with the insurance provider and monitoring the refund accounting module.
- c. As requested, provide reports to the Executive Committee based on, but not limited to, HDI fees and membership issues, broker services, new coverage, etc.
- d. As required, assist in the planning and resourcing of UTGSU referenda initiated by the UTGSU relating to the health & dental plan.

## **6. EXECUTIVE, COMMITTEE AND BOARD OF DIRECTORS SUPPORT**

- a. Identify and disclose member/stakeholder feedback, reports, and growing or significant issues to the Executive Committee, as well as identify feasible solutions and response strategies as requested.
- b. Facilitate training and onboarding support for the Executive Committee in relation to their job duties.
- c. As requested, provide reports and presentations to the Executive Committee or Board of Directors on matters relating to their job duties.
- d. As requested, assist and support committees, working groups and coalitions endorsed by the UTGSU in relation to their job duties.
- e. As requested, assist in the coordination of General Meetings, Assemblies and major events and programming facilitated by the UTGSU Executive Committee.

## **7. OTHER DUTIES**

- a. Additional time-limited tasks assigned by the Executive Director as needed, within reason and considering workload.

## **Union Affairs and Services Coordinator**

### **1. OFFICE AND PERSONNEL RESPONSIBILITIES**

- a. The Union Affairs and Services Coordinator shall be accountable to and report to the Executive Director.
- b. Maintain and submit accurate timesheets in accordance with office protocols.
- c. Maintain an accurate staff calendar with out-of-office responses, scheduled time off and calendars of availability.
- d. Attend and participate in staff meetings, and cooperate with other staff and team members to ensure a collaborative and productive workplace.
- e. Monitor and evaluate organizational policies and procedures. Make policy and procedure recommendations to the Executive Committee to ensure a reflexive and professional workplace culture is maintained. Maintain accurate terms of reference and training protocols related to their job duties.
- f. Coordinate and collaborate on communication tasks related to their job duties, including submitting website, social media, email newsletter and graphic design content to the Communications & Engagement Specialist.
- g. Assist in reception, member intake and referral duties to visitors of the UTGSU Building, including answering phones, accepting deliveries, providing directions and adhering to organizational flowcharts, communication triage and crisis management tools.
- h. Adhere to confidentiality and data privacy standards and protocols in the conduct of their duties, maintenance of digital and physical data, and adherence to exclusivity and limited purposes of data received through the UTGSU or the University of Toronto.

### **2. RECEPTION AND MEMBERSHIP INTAKE**

- a. Coordinate the first point of contact for members, university partners and stakeholders that visit the UTGSU Office, including maintaining wayfinding systems within the UTGSU Building, updating internal contact sheets and reception duties.
- b. Develop, facilitate and maintain a membership communication intake and triage system, including maintaining frequently asked questions sheets, flowcharts and referral databases for staff, representatives and university services.
- c. As directed by the Executive Director, maintain general email accounts for the UTGSU, including info@utgsu.ca, utgsu@mail.utoronto.ca and

register@utgsu.ca. This includes maintaining appropriate automatic responses and response times, and facilitating appropriate referrals.

### **3. UNIVERSITY RELATIONS**

- a. Maintain and update registration with the University of Toronto Student Organization Portal (SOP) and other student life registration systems.
- b. Coordinate university room and table bookings, food and beverage orders and other logistical booking duties related to using space outside the UTGSU Building at the University of Toronto.
- c. With the Executive Director, coordinate the receipt and maintenance of membership lists from the Office of the Vice-Provost Students, and ensure that data-sharing and confidentiality agreements are signed and adhered to.

### **4. BUILDING FACILITATION**

- a. Resource the Building Management Committee in the management of the UTGSU operations, programs and maintenance of the UTGSU Building, including identifying, drafting, reviewing, amending and implementing building-related policies and procedures.
- b. Supervise part-time staff related to the operations of the UTGSU Building, including Building Ambassadors and Volleyball League Coordinators. This includes, but is not limited to, recruitment, scheduling, training, supervising, directing and evaluating part-time staff in their duties and responsibilities. The Coordinator will work with the Executive Committee in hiring and disciplinary actions, but the final decisions shall be coordinated and implemented by the Employer's Representative.
- c. Coordinate operations of the UTGSU gym facilities, including the supervision of staff, review and implementation of policies and procedures, maintenance of equipment, coordination of space bookings and waivers, and coordination of programs such as the Volleyball League and special activities.
- d. Coordinate operations of the UTGSU room and equipment booking systems, including the supervision of staff, review and implementation of policies and procedures, maintenance of equipment and space, coordination of space bookings and waivers, and coordination of special activities in the building.

- e. Coordinate the collection and analysis of data related to space utilization, and produce reports as requested.
- f. Assist the Executive Director in developing and facilitating appropriate office-wide policies and procedures meant to upkeep the general spaces of the UTGSU Office, including but not limited to maintenance and upkeep of common space and kitchen cleanliness, equipment, supplies, information booths and bulletin boards.
- g. Assist the Executive Director in coordinating communications with the University of Toronto relating to university-provided services such as custodial services, campus safety services, information technology services, service order requests and space agreements.
- h. Assist the Executive Director in coordinating operations and relations with the UTGSU Pub contractor, including maintaining contracts and agreements, ensuring contractor compliance with university and UTGSU policies and procedures, and other duties as they arise.

## **5. EVENTS AND PROGRAMMING SUPPORT**

- a. Assist the Executive Committee in the planning, development, implementation and evaluation of UTGSU-facilitated Orientation and welcome back activities in the Fall and Winter sessions. This includes, but is not limited to, resourcing programming and planning committees, maintaining project planning documents and task lists, coordinating logistics and vendor relations, day of labour scheduling, and other duties which may arise out of the planning of the programming.
- b. Assist the Executive Committee in the planning, development, implementation and evaluation of the UTGSU events, including but not limited to small and large events, regular building programming, information fairs, collaborations and workshops and speakers. This includes, but is not limited to, resourcing programming and planning committees, maintaining project planning documents and task lists, coordinating logistics and vendor relations, day of labour scheduling, and other duties which may arise out of the planning of the programming.
- c. Assist the Executive Committee with part-time Building Ambassador scheduling, onboarding and resourcing for events and programming.

## **6. GOVERNANCE SUPPORT**

- a. Assist the Executive Director in coordinating onboarding and training for the Executive Committee and Board of Directors. This includes, but is not limited to, assisting in corporate registration and data collection, logistical planning for training and visioning sessions, and project management for the collection and recruitment of staff and executive presentations and materials.
- b. Assist the Executive Committee by providing administrative support for General Meetings, Board of Directors Meetings, Executive & Staff Committee Meetings and other committees and meetings, as directed by the Executive Director. This includes, but is not limited to, administrative support in booking space, coordinating food and beverage, coordinating technology/equipment/supplies, and coordinating additional logistical support.
- c. Assist the Executive Committee by resourcing the Executive and Staff Committee with support in drafting agendas, facilitating minute taking and filing records.
- d. Assist the Executive Director and Vice-President Internal in maintaining appropriate physical and digital archives of minutes, reports and transition documentation. This includes maintaining the public archive for UTGSU members.
- e. Assist the Executive Director by providing logistical support to Elections and Referendums initiated by the UTGSU. This includes but is not limited to membership validation and booking space on campus.

## **7. EXECUTIVE, COMMITTEE AND BOARD OF DIRECTORS SUPPORT**

- a. Identify and disclose member/stakeholder feedback, reports, and growing or significant issues to the Executive Committee, as well as identify feasible solutions and response strategies as requested.
- b. Facilitate training and onboarding support for the Executive Committee in relation to their job duties.
- c. As requested, provide reports and presentations to the Executive Committee or Board of Directors on matters relating to their job duties.
- d. As requested, assist and support committees, working groups and coalitions endorsed by the UTGSU in relation to their job duties.
- e. As requested, assist in the coordination of General Meetings,

Assemblies and major events and programming facilitated by the  
UTGSU Executive Committee.

**8. OTHER DUTIES**

- a. Additional time-limited tasks assigned by the Executive Director as needed, within reason and considering workload.

## **Communications and Engagement Specialist**

### **1. OFFICE AND PERSONNEL RESPONSIBILITIES**

- a. The Communications and Engagement Specialist shall be accountable to and report to the Executive Director.
- b. Maintain and submit accurate timesheets in accordance with office protocols.
- c. Maintain an accurate staff calendar with out-of-office responses, scheduled time off and calendars of availability.
- d. Attend and participate in staff meetings, and cooperate with other staff and team members to ensure a collaborative and productive workplace.
- e. Monitor and evaluate organizational policies and procedures. Make policy and procedure recommendations to the Executive Committee to ensure a reflexive and professional workplace culture is maintained. Maintain accurate terms of reference and training protocols related to their job duties.
- f. Coordinate and collaborate on communication tasks related to their job duties, including updating website, social media, email newsletter and graphic design.
- g. Assist in reception, member intake and referral duties to visitors of the UTGSU Building, including answering phones, accepting deliveries, providing directions and adhering to organizational flowcharts, communication triage and crisis management tools.
- h. Adhere to confidentiality and data privacy standards and protocols in the conduct of their duties, maintenance of digital and physical data, and adherence to exclusivity and limited purposes of data received through the UTGSU or the University of Toronto.

### **2. ORGANIZATIONAL BRAND AND STANDARDS**

- a. Coordinates and maintains consistent brand and style guidelines, and adherence to the Accessibility for Ontarians with Disabilities Act (AODA).
- b. Coordinate and maintain communication requests procedures for the website, social media, email listservs and other procedures related to the external imaging of the UTGSU.
- c. Coordinate and maintain organizational letterheads, presentation slide

templates and other such branded template materials.

### **3. MEMBERSHIP ENGAGEMENT STRATEGY**

- a. Develop an organizational outreach and engagement strategy with the Executive Committee annually.
- b. Coordinate the development and implementation of membership surveys, petitions, forms and calls to action.
- c. Coordinate the regular curation and updates for physical and digital display boards in the UTGSU Building and, when possible, the University of Toronto campuses.
- d. Coordinate the schedule and resourcing of Orientation outreach activities, except those explicitly regarding the health and dental plan. This includes reaching out to information fairs, coordinating attendance via UTGSU subsidiaries (Caucuses, Committees, etc) and the implementation of campaign materials and activations.
- e. Coordinate information and outreach tables at UTGSU facilitated programming, including the scheduling of tablets and implementation of campaign materials and activations.
- f. Collect and analyze data relating to membership engagement strategies, and produce reports as requested.
- g. Assists the Executive Committee in developing and maintaining a volunteer engagement strategy and database, including the development of Committee and Caucus recruitment strategies.
- h. Assists the Executive Committee in developing media relations strategies and relationships, including providing media relations training, developing media kits and message boxes, and preparing for interviews.

### **4. DIGITAL COMMUNICATIONS SYSTEMS**

- a. Prepare, copyedit and disseminate the UTGSU weekly email digest to the membership listserv.
- b. Coordinate and maintain UTGSU email listservs and customer relationship management software and programs, including membership portals.
- c. Coordinate with the University of Toronto administration on the

maintenance and upkeep of the University listserv software systems.

- d. Coordinate and update the UTGSU website on a regular basis, including maintaining regular update schedules, maintaining website formatting and style, seeking out and copy-editing content submissions, and ensuring regular software and theme updates occur.
- e. Coordinate a digital media, content creation and storytelling strategy for UTGSU social media and digital platforms. Facilitate the sharing and collaboration of social media content not developed by the UTGSU.
- f. Assist other staff, executives, committees, caucuses and other subsidiary UTGSU bodies in the facilitation of e-newsletters, social media and digital engagement upon request, within reason, and considering workload.
- g. Assist the Executive Director in maintenance and upkeep of the administrative Google Suite account, including the creation and archiving of email accounts, maintenance of email lists and groups, and monitoring security issues.

## **5. PUBLICATIONS AND MATERIALS**

- a. Coordinate the development of print and digital graphic designs, including facilitating the request and brainstorming process, design and layout, feedback and editing, and final formatting of UTGSU graphics.
- b. Coordinate the design, layout and final files for campaigns, events and service materials.
- c. Coordinate the design, layout and final files for organizational reports, such as General Meeting Reports, research and policy proposal documents and resource guides.
- d. Coordinate the design, layout and final files for transition and training documents, such as Board of Directors guides, course union manual, caucus manual and levy group manual.
- e. Coordinate the preparation and production of print-ready design and files, including familiarizing themselves with the UTGSU printer and working with external printing vendors.
- f. Organize, source and order UTGSU-branded bulk purchasing promotional materials and prepare required artwork files.
- g. Assist caucuses and other subsidiary UTGSU bodies in the

development of graphic designs upon request, within reason, and considering workload.

**6. STUDENT LIFE RELATIONS**

- a. Coordinate UTGSU communication submissions and collaborations on University of Toronto platforms, newsletters and publications, such as the School of Graduate Studies monthly newsletters and departmental listservs or networks.
- b. Assist the Vice-President Graduate Life in the coordination of meetings and relationship management with the Department of Student Life, including GradLife, Grad Escapes, Hart House and Varsity Athletics.

**7. EXECUTIVE, COMMITTEE AND BOARD OF DIRECTORS SUPPORT**

- a. Identify and disclose member/stakeholder feedback, reports, and growing or significant issues to the Executive Committee, as well as identify feasible solutions and response strategies as requested.
- b. Facilitate training and onboarding support for the Executive Committee in relation to their job duties.
- c. As requested, provide reports and presentations to the Executive Committee or Board of Directors on matters relating to their job duties.
- d. As requested, assist and support committees, working groups and coalitions endorsed by the UTGSU in relation to their job duties.
- e. As requested, assist in the coordination of General Meetings, Assemblies and major events and programming facilitated by the UTGSU Executive Committee.

**8. OTHER DUTIES**

- a. Additional time-limited tasks assigned by the Executive Director as needed, within reason and considering workload.

**Collective Agreement between: UTGSU and CUPE and its Local 1281**  
Expiry Date: January 30, 2028

**APPENDIX A:**

**MEMORANDUM OF UNDERSTANDING RE: SHAIN ABDULLA WAGES**

THIS AGREEMENT dated the 21st day of March 2025 is made in duplicate

Between:

University of Toronto Graduate Students' Union (UTGSU)

[Hereinafter referred to as the "Employer"]

And

Canadian Union of Public Employees, Local 1281

[Hereinafter referred to as the "Union"]

**Whereas** the parties recognize the importance of balancing Employee seniority, wage equity, and the Employer's long-term financial stability;

**And whereas** the parties have reintroduced Cost of Living Allowance (COLA) adjustments for all staff and implemented tiered flat-dollar increases to Schedule A – Wages for employees earning less than \$106,000 annually, to reflect changes in the cost of living and promote wage equity;

**And whereas** the parties reached a resolution on March 20, 2025, to enter into this Memorandum of Understanding, exempting Shain Abdulla from the tiered flat-dollar increase cap for the duration of the Collective Agreement.

Therefore, the Employer and the Union mutually agree to the following terms:

1. For the duration of the Collective Agreement, Shain Abdulla shall receive an annual tiered flat-dollar increase of \$416 per year; and
2. Upon the Agreement's expiration on January 30, 2028, Shain Abdulla shall receive only the COLA increase unless otherwise negotiated.

Signed on the 21st day of March 2025.



UNION REPRESENTATIVE  
Alannah Fricker, Staff Representative  
On behalf of CUPE 1281



EMPLOYER REPRESENTATIVE  
Corey Scott, Executive Director  
On behalf of UTGSU

## **APPENDIX B:**

### **LETTER OF UNDERSTANDING RE: IN-PERSON & REMOTE WORK**

THIS AGREEMENT dated the 21st day of March 2025 is made in duplicate

Between:

University of Toronto Graduate Students' Union  
(UTGSU) [Hereinafter referred to as the "**Employer**"]

And

Canadian Union of Public Employees, Local 1281  
[Hereinafter referred to as the "**Union**"]

**Whereas** the parties recognize the importance of balancing operational needs with workplace flexibility;

**And whereas** the parties wish to enter into a Letter of Understanding (LOU) establishing the terms governing in-person and remote work arrangements for the duration of the Collective Agreement, effective from April 30, 2025, to January 30, 2028;

**And whereas** this LOU shall not be automatically renewed upon the expiration of the Collective Agreement;

**And whereas** the parties agree to review the terms of this LOU annually, at least sixty (60) days prior to April 30, to assess its suitability and make any necessary adjustments by mutual agreement.

**Therefore**, the Employer and the Union mutually agree to the following terms:

#### **IN-PERSON & REMOTE WORK ARRANGEMENTS**

Every staff member shall be required to attend the UTGSU offices for at least four (4) days during the work week for the period between September 1 to April 30, and at least three (3) days during the work week for the period between May 1 and August 31.

The work schedule shall be determined by the Executive Director, with consultation from the Employees. In addition, an Employee shall have two (2) working days to request a change to the scheduled working days from the Executive Director.

**Collective Agreement between: UTGSU and CUPE and its Local 1281**

Expiry Date: January 30, 2028

In light of evolving operational needs and workplace flexibility, the parties agree to meet in March or April to review the UTGSU's in-person and remote work arrangements for the

upcoming year, to discuss the feasibility of adjusting in-office requirements, including the potential for reduced in-office days during the academic and/or summer terms. Any changes agreed upon as a result of this review shall be implemented through a Letter of Agreement between the parties.

The Employer shall reimburse Employees fifty dollars (\$50.00) per month for work-from-home internet expenses.

Signed on the 21st day of March 2025.



**UNION REPRESENTATIVE**  
Alannah Fricker, Staff Representative  
On behalf of CUPE 1281



**EMPLOYER REPRESENTATIVE**  
Corey Scott, Executive Director  
On behalf of UTGSU

CC. Gail Alivio, UTGSU Steward  
Sam DeFranco, CUPE 1281 President

## **APPENDIX C:**

### **MEMORANDUM OF UNDERSTANDING RE: UNION AFFAIRS JOB DESCRIPTION**

THIS AGREEMENT dated the 21st day of March 2025 is made in duplicate

Between:

University of Toronto Graduate Students' Union (UTGSU)

[Hereinafter referred to as the "**Employer**"]

And

Canadian Union of Public Employees, Local 1281

[Hereinafter referred to as the "**Union**"]

**Whereas** the Employer has proposed substantial changes to the Union Affairs and Services Coordinator job description during Collective Bargaining;

**And Whereas** the Union brought forward significant concerns regarding workload under the new job description and the differences between newly proposed and previously performed job duties;

**And Whereas** the Employer and the Union came to a resolution on March 20, 2025, to enter into a Memorandum of Understanding;

**Therefore**, the Employer and the Union mutually agree to the following terms:

1. Susana Boateng is not responsible for performing any new duties in the Union Affairs and Services Coordinator job description until May 1, 2025. If necessary, this transition period may be extended to allow for adequate training or workload adjustments;
2. Susana Boateng shall receive all necessary and requested training to perform her new duties effectively. Training should be offered in a timely manner and can begin before May 1, 2025;
3. Susana Boateng shall not be reprimanded, disciplined, or negatively evaluated for errors related to new tasks for which training has not been provided; and
4. Susana Boateng is entitled to request a workload and job description review at 6 and 12 months into the position, or as requested. Reviews will include:
  - a. An assessment of workload balance and the feasibility of completing all assigned duties within regular working hours.
  - b. A joint review by the Employer and Union to determine if further adjustments are required to the job description or support systems.

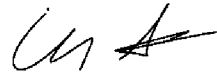
**Collective Agreement between: UTGSU and CUPE and its Local 1281**

Expiry Date: January 30, 2028

Signed on the 21st day of March 2025.



**UNION REPRESENTATIVE**  
Alannah Fricker, Staff Representative  
Director On behalf of CUPE 1281



**EMPLOYER REPRESENTATIVE**  
Corey Scott, Executive  
On behalf of UTGSU

CC. Gail Alivio, UTGSU Steward  
Sam DeFranco, CUPE 1281 President

:tt/COPE491