COLLECTIVE AGREEMENT

BETWEEN

CUPE 1281
Canadian Union of Public Employees

CUPE LOCAL 1281

AND

UNIVERSITY OF GUELPH RADIO/RADIO GRYPHON (CFRU FM)

September 1, 2025 to August 31, 2029

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Definitions

Employer: The Board of Directors of University of Guelph Radio/Radio Gryphon (CFRU FM)

Union: The Canadian Union of Public Employees and its Local 1281

Employees: Those individuals within the bargaining unit as defined in Article 3.

Spouse: For the purposes of this agreement a spouse is a person who is married to an Employee, or who cohabits with an Employee in a continuing different or same gender relationship.

Board Grievance Committee:
A standing committee of the Board of Directors with a maximum of three (3) members who shall be empowered to make binding decisions on behalf of the Board for the purposes of the Grievance Procedure (Article 9). One member of the Committee will be the Employer's Representative.

Union Representative:
The Union Representatives of CUPE Local 1281 are, but not limited to: Steward, CUPE 1281 Executive Member, CUPE 1281 Service coordinator and the CUPE National Staff Representative.

Employer's Representative:
One individual shall be appointed by the Board of Directors to act as the Employer's Representative and they will have the final authority to represent the Employer to the Union and Employees. The Employer's Representative shall act in a manner that is 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, except where otherwise explicitly provided herein.

Regular business hours:
For purposes of this Agreement the Employer and the Union recognize that CFRU/Radio Gryphon is a private business, which operates 24 hours a day, 7 days a week and 365 days a year. Station business hours (hours when at least one Employee is typically present at the station) are from 10:00 AM until 4:00 PM, Monday to Friday.

Working Day: Refers to any day when an Employee may be scheduled to work, from 10:00 am until 4:00 pm, Monday to Friday. This definition shall not

prevent Employees from choosing to work outside these hours, subject to reasonable limits set by the Employer.

Business Day: A calendar day of the week from Monday to Friday, but excluding Saturday and Sunday and any Statutory holiday.

Seniority: Refers to the precedence of position of a bargaining unit employee over other bargaining unit employees by reason of a longer span of employment at CFRU. As defined in Article 3.04, seniority shall accumulate on the basis of length of service with the Employer effective from the first day of employment in the bargaining unit.

In writing: Where notice or reply to the Union is required by any clause of this Collective Agreement, such notice shall be in writing. For the purposes of this Agreement the term "in writing" shall refer to email communications and/or formal letters drafted on Employer (CFRU) letterhead, which shall be delivered by email to the Staff Representative at office@cupe1281.ca, with a copy to admin@1281.ca and president@cupe1281.ca.

Volunteer: For the purposes of this Agreement, a person who (i) has volunteered in an official capacity at CFRU Radio in the previous twelve-month period, (ii) is not under an ongoing suspension from volunteering at CFRU Radio, and (iii) is neither a CFRU Employer nor a CFRU Employee (except that members of the Board of the Directors shall be counted as Volunteers for the purposes of eligibility for applying for job positions that are limited to Volunteers).

On-Site Work: Work performed at the physical locations of CFRU, mobile studios, station events, and any other sites as approved by the Employer that are not the Employee's residence.

Article 1 - Purpose

1.01 The purpose of this Agreement is to establish an orderly relationship between the Employer and its Employees represented by the Union; to define clearly the hours of work, rates of pay, and conditions of work; and to provide for a method for the settlement of any differences, which may arise out of the application or interpretation of this Agreement.

1.02 The Employer and the Union agree to conduct themselves in their relationship in a fair, reasonable and equitable manner.

1.03 It is understood that wherever the term they or them appears in this Agreement for the purposes of identifying the Employees, the terms shall be recognized as applicable for those Employees that identify with female or male genders.

Article 2 - Employer's Exclusive Function

2.01 The Union recognizes that the Employer operates a radio station recognized by the Canadian Radio-television and Telecommunications Commission as a Community-based campus FMC broadcaster on a not-for-profit basis. The CFRU Board and the Union recognize that, as a campus community radio station, CFRU is committed to programming being provided by student and community volunteers with the assistance and support of paid staff.

2.02 The Union recognizes that it is the exclusive right and function of the Employer to:

a) Direct the working force which includes the right to direct, plan and control working operations and to schedule working hours as per Article 19.01;
b) Hire; transfer; promote; demote; relocate; lay off; recall; classify; and discipline, suspend, or discharge its Employees for just cause;
c) To introduce new or upgraded facilities and methods to improve the efficiency of the operations of the Employer in a manner that is consistent with Articles 21, 22, 25 and all other relevant provisions in the Collective Agreement.

2.03 The Employer agrees to exercise such functions in a fair, reasonable, and equitable manner, and in a manner that is consistent with other provisions in this Agreement.

2.04 All members of the Employer/Board of Directors shall attend a workshop/educational as set up by the National Campus-Community Radio Association (NCRA) in order to familiarize themselves with being and becoming a progressive Employer in an Unionized environment.

Article 3 - Recognition and Job Security

3.01 Recognition

The Employer recognizes the Union as the sole and exclusive bargaining agent for all Employees of University of Guelph Radio/Radio Gryphon (CFRU FM), Guelph, Ontario, excluding casual Employees, short-term contract Employees hired for terms of less than three (3) months, and non-recurring grant Employees hired for terms of less than six (6) months.

3.02 Employees

3.02 (a) Any Employee hired on a short-term contract for a duration of three (3) months or longer is considered a member of the bargaining unit.

3.02 (b) Short-term contract employment for a duration of three (3) months or longer is within the bargaining unit and is subject to all the provisions of this Agreement except that Employees may not grieve termination of employment at the end of the agreed term.

3.02 (c) The Employer shall provide the Union with written notice of intent to create a term employment position at least 15 working days before job postings are to be distributed. Such notice shall include a job description, commencement and termination dates for hiring and employment, and a brief justification for the limited term of the positions. The Union, if it agrees, shall provide consent in writing; such consent will not be unreasonably withheld.

3.02 (d) Any Employee hired on a non-recurring grant for a duration of six (6) months or longer is within the bargaining unit and is subject to all the provisions of this Agreement except that Employees may not grieve termination at the end of the agreed term.

3.02 (e) Notwithstanding 3.02(c), notice to the Union may be given concurrently with a posting being made for a term position created according to 17.09 (a) for replacement of an Employee expected to commence Parental Leave.

3.03 (a) All bargaining unit members as defined under Article 3.01, excluding any members hired on a short-term or interim basis, shall be considered as employed on a permanent basis and shall not be required to renew their employment. All CFRU Employees as of the signing date of this Collective Agreement, excluding those hired on a short-term or interim basis, shall therefore be considered permanent employees.

3.04 Seniority shall accumulate on the basis of length of service with the Employer, effective from the first day of employment.

3.05 Seniority shall continue to accumulate during absence from work due to sick leave, the first eighteen (18) months of total layoff, holidays, vacations and leaves of absence granted under Article 17.

3.06 Probation

3.06 (a) For a period of four (4) calendar months from the beginning of an Employee's employment, they shall be on probation. An Employee who moves consecutively from one position to another shall not be considered as being on probation for their new position.

3.06 (b) Probation period Evaluations

i) During the probationary period the Employer shall provide a written performance evaluation based on job description criteria at the end of each month, more often if necessary, with details regarding the probationary Employee's performance in the various facets of the job.

ii) The completed evaluation(s) shall be signed by both parties and will become part of the Employee's employment file. Signatures simply imply that the evaluation has been seen, not that there is an agreement with statements in the evaluation. Should the Employee and the Employer not be able to reach an agreement on the evaluation, it may be included in the employment file with an attached written submission by the Employee.

3.06 (c) Probation Period Termination

An Employee on probation may be terminated at any time, with just cause. Employees on probation may also be terminated at the conclusion of their probationary period if their probationary performance evaluations deem that they are not a suitable fit for the position. An Employee will receive a notice of termination in writing that shall state the Employer's reason(s) for the termination. An Employee on probation may grieve the termination as outlined in Article 9.

3.07 Performance Evaluations

3.07 (a) Except as indicated for probationary staff in 3.06, performance evaluations shall be carried out with the sole purpose of enabling staff to gain constructive feedback on their work to date, and to provide goals and objectives for future work that are in consonance with the vision of the station. Performance evaluations will also be staff members' opportunity to themselves provide feedback on the job descriptions. Any changes to the job descriptions must be

through an agreement between the Employer and the Union, as outlined in Section 21.01 of this agreement. Performance evaluations shall not be used as a basis for disciplinary action.

3.07 (b) New Employees will have a performance evaluation at the end of the probationary period.

3.07 (c) All Employees will participate in a performance evaluation every six (6) months. These will occur bi-annually during the months of October and April; additional performance evaluations may take place by mutual agreement of the Employer and the Union. Any performance evaluation shall be based on the job description criteria as agreed to by the Employer and the Union and appended to this Agreement or as agreed to by the Employer and the Union in a Memorandum of Understanding subsequent to the signing of this agreement. Performance evaluations will be conducted by the Employer and according to an evaluation policy to be agreed upon by the Employer and the Union.

3.08 Term of Employment

3.08 (a) In order to provide job security for the members of the bargaining unit, the Employer agrees that no duties or services which can be performed by the Employees shall be sub-contracted, transferred, leased, assigned, or conveyed, in whole or in part, to any other person, company or non-unit Employee without the consent of the Union.

3.08 (b) Delegation of tasks to volunteers and/or placement students shall not lead to a reduction of hours for Employees. The contracting of job tasks due to vacancies may be addressed by the Employer subject to Article 12.03. A placement student is someone hired as part of a grant, co-op or exchange program.

3.09 Retention of Rights and Privileges

Should the Employer merge, amalgamate, or combine any of its services or functions with another organization, the Employer, through whatever merger agreement might be involved, agrees that all benefits and conditions of employment held by the Employees shall be integrated and shall not be adversely affected. In such instances, the Employer further agrees to ensure that:

(i) Employees shall be credited with all seniority rights with the new Employer.
(ii) All service credits relating to vacation with pay, sick leave credits and other benefits shall be recognized by the new Employer.
(iii) All work and services currently performed by members of the Union shall continue to be performed by members of the Union with the new Employer.

3.10 Right to Continue Working

A pregnant Employee who wishes to continue working during the period of pregnancy shall not be denied that right.

Article 4 - No Discrimination/Harassment

4.01 The Employer agrees that there shall be no discrimination, interference, restriction, harassment, or coercion exercised or practiced with respect to any Employee or applicant for employment by reason of age, race, creed, colour, place of origin, ethnic origin, citizenship, ancestry, native language, political or religious affiliation, beliefs or practices, gender, sexual preference or orientation, marital status, family status, parental status, number of dependents, place of residence, gender identity, appearance, mode of dress, record of offences except where it relates to a bona fide qualification because of the nature of the employment, Acquired Immune Deficiency Syndrome (AIDS), positive Human Immune Deficiency Virus (HIV) test, disability, Union membership or activity, nor by reason of the exercise of any rights contained in this Agreement.

4.02 Tests

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

4.03 No Harassment

The Employer agrees that there shall be no form of harassment exercised or practised with respect to any bargaining unit member or any applicant seeking to become an Employee, by reason of any of the grounds set forth in Article 4.01. Harassment shall be defined as vexatious comments and/or actions, and/or remarks or behaviour which may reasonably be perceived to create a negative working environment, and/or exclusion from that to which a person(s) would otherwise have a right or privilege, which demean and belittle an individual(s) and/or cause personal humiliation, on the grounds listed in 4.01. No discrimination or harassment includes but is not limited to:

(i) Unwelcome remarks, jokes, innuendoes, or taunts about a person;
(ii) Insulting gestures or practical jokes of a nature which cause awkwardness or embarrassment;
(iii) Offensive comments and/or actions which demean, humiliate or threaten an individual or group;
(iv) Displaying or distributing offensive pictures, visual or written material that promotes discrimination based on the prohibited grounds described in Article 4.01;

(v) Leering (suggestive staring);
(vi) Unwanted attention of a sexually oriented nature;
(vii) Refusing to talk to, or work with, a person by reason of any of the prohibited grounds;
(viii) Demands for sexual favours or unwanted sexual overtures;
(ix) Unnecessary physical contact, such as touching, patting or pinching;
(x) Implied or expressed promise of reward for complying with a sexually oriented request;
(xi) Implied or expressed threat of reprisal; actual reprisal, or the denial of opportunity for the refusal to comply with a sexually oriented request;
(xii) Sexual assault;
(xiii) Physical assault;
(xiv) Behaviour which may reasonably be perceived to create a negative working environment;
(xv) Reprisal or threat of reprisal against any griever, witness or any person involved in the investigation of a grievance under this Agreement.

4.04 Harassment from Representatives of the Employer

4.04 (a) Any work-related complaint must be addressed to the Chair of the Board, or it shall be deemed to be harassment.

4.04 (b) Harassment from Representatives of the Employer shall also be defined as complaints not related to work performance addressed to any member of the bargaining unit by any representative of the Employer including elected officials and supervisory personnel.

4.05 Harassment-Free Workplace Postings

All locations in which the Employees in the bargaining unit regularly perform duties shall have posted, in a prominent location, a sign, the measurements of which shall be at least 27 cm by 43 cm, informing all who attend such location that all work locations operated by the Employer are harassment-free workplaces. All such postings shall contain a Union logo, to be supplied to the Employer by the Union.

4.06 Employment Equity

4.06 (a) In order to increase the range and diversity of perspectives, skills and experience at CFRU, the Employer and the Union agree that, where two applicants are equally competent, hiring preference shall be given to applicants to whom the statement in 4.06 (c) applies.

4.06 (b) In order to ensure an ongoing commitment to employment equity, the Employer and the Union agree to meet twice per year and examine the impact of equity on the hiring process. Topics for discussion shall include, but are not limited to, the diversity of applicant pools in recent rounds of hiring, where vacancies have been posted and what outreach may required to increase participation of diverse communities.

4.06 (c) The following employment equity statement shall be added to all the job postings at the station: "CFRU Radio is an employment equity employer. All qualified candidates are welcome. Preferences will be given to and applications are encouraged from all equity-seeking individuals including people of color, Indigenous peoples, people living with disabilities, women, working class people, queer and/or trans people (an umbrella term recognizing many identities outside of the gender binary, including but not limited to: transgender, transsexual, Two-Spirited, genderqueer, gender-fluid, etc.).

4.07 No Barrier to Employment Equity

Nothing in this article shall be construed as a barrier to the formation or the implementation of any employment equity plan mutually agreed upon by the Employer and the Union.

4.08 Personal Rights

The rules, regulations, and requirements of employment shall be limited to matters pertaining to the duties and obligations of the Employees as set out in their job descriptions. Employees shall not be required to perform personal services for supervisors or other representatives of the Employer.

Article 5 - Union Security and Label

5.01 Union Security

It is understood that this article shall only be exercised in a manner that is consistent with the terms and conditions provided for in this Collective Agreement; specifically but not limited to Articles 2 and 3.

5.02 Union Membership

The Employer agrees that all Employees, as a condition of continuing employment, shall become and remain members in good standing of the Union during the life of this Agreement.

5.03 Employees

The Employer agrees that all Employees shall be informed that a Collective Agreement between CUPE 1281 and the Employer is in effect. The Employer shall provide a copy of the Agreement to the Employee upon commencement of employment. In addition, the Employer shall inform each new Employee in writing of the name and telephone number of the Union Steward and Staff Liaison.

5.04 Union Label

The CUPE Union label shall be displayed on all materials such as posters, leaflets and/or written documents produced by members of the bargaining unit.

5.05 The Employer shall designate a bulletin board in a prominent location for Union notices, posters and information.

Article 6 - Union Dues

6.01 Check-off

The Employer shall deduct from every Employee the amount authorized as Union dues and assessments, once each pay period.

6.02 Deductions

6.02 (a) Deductions shall be made from the payroll and forwarded once per month, not later that the fifteenth day following the end of each month, to the Secretary-Treasurer of the Union. This payment shall be accompanied by a list of all Employees from whose wages the deduction have been made, such a list to include the following information; first name, last name, position, home address, home telephone number, salary this pay period, salary year to date, the total gross wages for all those paying dues, amount of deduction this pay period, and amount of deductions year to date.

6.02 (b) The Employer shall ensure that a complete dues report, as supplied by the Union, be submitted with dues payments, or remitted separately as soon as practicable following each pay period.

6.03 The Employer shall ensure that the amount of Union dues paid by each member during the year for which T-4 income tax slips are prepared is included in the appropriate box on the T-4. Should other evidence of payment of Union Dues be required by an Employee for tax or legal reasons, the Employer shall provide same.

Article 7 - Labour Management Committee

7.01 At the request of either party, but never at intervals shorter than 30 working days except by mutual agreement, meetings will be held between representatives of the Employer and representatives of the Union to discuss any operational matters and/or issues (excluding grievances) and suggestions to improve the Employer – Employee relationship.

7.02 The Labour Management Committee shall be composed of up to three (3) Employer representatives and up to three (3) representatives that are members of the bargaining unit. Normally the Staff Liaison and the Shop Steward will be in attendance, and all reasonable efforts should be made to ensure that such attendance is possible. Both the Employer and the Union will select their own committee representatives by January 31st, for a one-year term. If needed, either party shall inform the other of a replacement member at the earliest possible moment. Any bargaining unit member who wishes to participate in a specific discussion item may also request to attend a meeting. Such requests may not be unreasonably denied.

7.03 Members of the bargaining unit shall have the right to attend joint labour management committee sessions held within working hours without loss of remuneration. Meeting times shall be scheduled by mutual agreement, during regular business hours.

Article 8 - Union Representation

8.01 Authorization

No Employee or group of Employees shall represent the Union in any meeting with the Employer without proper authorization of the Union. The Employer shall provide the Union with the names, addresses and telephone numbers of its personnel with whom the Union may transact business arising from this Agreement. The Union shall provide the Employer with the name(s) of the sub-unit's steward(s) with whom the Employer may transact business arising from this Agreement.

8.02 Union Representation

8.02 (a) The Union shall have the right, at anytime, to have the assistance of representatives of the Canadian Union of Public Employees, and its' Local 1281 or designate in dealing or negotiating with the Employer. Representatives of the Union shall have the right to contact workers at work on matters respecting this Agreement or its administration without loss of pay to the workers. The Employer agrees that Employees have the right to meet and discuss Union

business on paid time. Upon prior notice of one (1) business day, such representatives shall have access to the Employer's premises to assist in the settlement of grievances as defined in Article 9.

8.02 (b) 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 3.01, 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, a member of the CUPE 1281 Executive or designated Union representative will be appointed to act as the point of contact with the Employer.

8.03 Bargaining Committee

8.03 (a) Members of the Union's bargaining committee shall have the right to attend negotiating sessions held within working hours without loss of remuneration. Bargaining times shall be set by mutual agreement. Employees attending negotiating sessions outside their regular working hours shall be compensated in accordance with Article 19.

8.03 (b) The Union and the Employer will advise each other of the names of the members of their respective bargaining committees at the time notice to bargain is given for the renewal and/or amendment of this Collective Agreement. The Employees and the Union will be entitled to select a negotiating committee of up to four (4) persons and not less than two (2) persons, and at least one (1) member shall be selected by the CUPE Local 1281 Executive to act as the Union's designated representative. The Employer will select a negotiating committee of up to four (4) persons and not less than two (2) persons.

8.03 (c) In the event that either party wishes to meet to negotiate around or amend this Collective Agreement, the meeting shall be held at a time and place fixed by mutual agreement. However, such meetings must be held not later than ten (10) working days after the request has been given.

8.04 Technical Information

The Employer shall make available to the Union, on request, information required by the Union, such as budgets, financial statements, policy statements, minutes of committees and the Board of Directors' meetings and directives, and other public documents for collective bargaining purposes.

8.05 Notice to the Union

8.05 (a) Notice to the Union

Where notice or reply to the Union is required in the fulfillment of any clause of this Collective Agreement, such notice shall be in writing to the sub-unit steward, with a copy to the President of CUPE/SCFP Local 1281 via email at president@cupe1281.ca .

8.05 (b) Desiring to maintain participation in the Employer's operations over and above the participation provided for in the job descriptions, the Employer agrees that all meetings of its Board of Directors, its subcommittees, commissions and committees, with the exception of those meetings that deal with contract negotiations, formal grievances, and all matters concerning staff discipline and discharge, shall remain open to all Employees, who may attend on paid time.

8.05 (c) The Union shall be informed of and have the right to non-voting participation in all public meetings of the Board, committees, and all caucuses and other groups of the Employer, save and except those where membership is determined on the basis of gender, sexual orientation, race and/or ethnicity. Notification to the Union will be done by e-mail to all staff members.

Article 9 - Grievances

9.01 Definition

9.01 (a) A grievance is defined as any difference arising between the Employees or the Union and the Employer concerning working conditions, or concerning any differences arising out of the interpretation, application, administration of this Agreement, the Canada Labour Code, the Canada Human Rights Act or the Ontario Human Rights Code. The Employer recognizes the rights and duties of Union representatives to prepare, present and be involved in every aspect of the grievance procedure.

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

9.01 (c) In order to ensure that complaints of Employees are remedied in a reasonable, just and equitable manner, the Employer and the Union mutually agree that the procedure for submitting and dealing with grievances shall be as follows.

9.02 (a) Grievances shall be dealt with in the following manner:

The Employer agrees that in the event of a grievance resulting from an alleged violation of Article 4, the person against whom the allegation is being made (the respondent) shall have no decision-making power on the grievance process as outlined in Article 9.

An individual representing the Employer shall not have decision-making power in more than one step of these procedures (informal or formal).

Informal Complaint

Where an Employee has a complaint, they shall first discuss the matter with the Staff Liaison within thirty (30) business days after the Employee became aware, or ought reasonably to have been aware, of the occurrence of the circumstances giving rise to the grievance. Employees have the right to be represented in such a meeting by a Union Steward or an authorized representative of the Union.

The Staff Liaison shall be given ten (10) business days to seek information and advice and to communicate their decision, in writing, to the griever and to the Union. In the event that the Staff Liaison or the Employer's Representative is the respondent, the Employee and the Union shall bypass the Informal Complaint and initiate the grievance at Step One of the grievance procedure.

Step One

a) Where the decision of the Staff Liaison is not satisfactory, the Union will file a written Grievance with the Employer's Representative, in their capacity as a member of the Grievance Committee of the Board of Directors, within ten (10) business days of the deadline of the Staff Liaison's written decision in response to the Informal Complaint. The only exceptions for this deadline include a grievance filed under Article 24 (Health and Safety) in which case the Union will have fifteen (15) business days, or Article 4 (Harassment), in which case the Union will have thirty (30) business days.

   If the Staff Liaison or the Employer's Representative is the respondent, the Union will file a written Grievance with the President of the Board of Directors or their designate within thirty (30) business days of when the Employee became aware, or ought reasonably to have been aware, of the occurrence of the circumstances giving rise to the grievance.

A formal grievance shall include the following:

i) The date of presentation
ii) The nature of the grievance

iii) Where applicable, the names of the griever(s)
iv) The remedy sought
v) The article, section(s) of this Agreement allegedly violated

b) The Union will seek to settle the dispute by meeting with the Grievance Committee within ten (10) business days to discuss the grievance. The Griever has the right to be present at this step.

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

d) 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 response.

e) Should no further request or response be brought forward by the Union within the ten (10) business days of the Employer's response being issued or a meeting taking place, the matter will be considered to be resolved to the mutual satisfaction of the parties, and no further action will be expected or required.

Step Two

a) Failing resolution of the grievance under Step One, the Union shall request a second meeting with the Grievance Committee to attempt to resolve the matter. This meeting will occur no later than ten (10) business days following the request.

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

c) Should no further request or response be brought forward by the Union within fifteen (15) business days following the last 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.

Step Three

Failing resolution of the grievance under Step Two, the Union may submit the grievance and present the case to the next meeting of the Executive Committee at a time that is mutually agreeable to both parties. In the event that there is no Executive constituted, the grievance may instead be submitted to a subcommittee that represents 50% plus one of the Board of Directors.

Alternately, either the Employer Grievance Committee or the Union may request a third party Mediation Service which must be agreed upon by both parties. If a Mediation Service is not mutually agreeable, the aforementioned Executive Committee or designated reps from the Board of Directors will receive the Union's presentation and deliver the decision of the Board within ten (10) business days to the Union, with a copy to the griever.

Step Four

If the Union is not satisfied with the decision delivered by the Employer, or failing resolution of the grievance through a Mediation service at Step Three, the grievance will be resolved through the arbitration process as defined under Article 10 (Arbitration Clause).

9.02 (b) The time limits may be extended by mutual agreement.

9.02 (c) Where no answer is given within the time limits specified herein, the Union shall be entitled to proceed to the next step of the grievance procedure.

9.03 Harassment Grievances

9.03 (a) Cases of harassment shall be considered as discrimination and shall be eligible to be processed as grievances.

9.03 (b) Harassment grievances may be submitted at step two of the grievance procedure.

9.03 (c) No information relating to the Griever's personal background, lifestyle, personal appearance or mode of dress will be admissible during the grievance or arbitration process.

9.03 (d) In situations where the Employee would normally be required to deal with the harasser, the Employer shall, upon request and where possible, arrange for alternate work situations.

9.04 Group Grievance

A group grievance, resulting from a consolidation of similar individual grievances seeking common redress, may be initiated at Step Two under Article 9.02.

9.05 Policy Grievance

A policy grievance, defined as involving a question of general application or interpretation of this Agreement, may be initiated at Step Two under Article 9.02, signed by the Union Steward or designate and be processed then, and subsequently, as set out in Article 9.

9.06 Technical Objections to Grievance

No grievance shall be deemed defeated or denied by any formal technical objection. An arbitrator or Arbitration Board shall have the power to allow any necessary amendments to the grievance, in order to determine the real matter in dispute and to render a decision which they deem just and equitable.

9.07 Original Grounds

The Employer agrees not to introduce to the grievance or arbitration procedure any document involving disciplinary action, such as written censures, letters of reprimand, or adverse reports or performance evaluations of which the Employee was unaware at the time of filing the grievance.

9.08 Confidentiality

The Employer recognizes the principle of confidentiality and agrees that the identity of any griever(s) and the fact and substance of any grievance shall only be made available on a need to know basis.

9.09 Settlement of Grievances

When a grievance has been settled, written documentation shall be made of any agreement reached and shall be signed by representatives of both parties.

Article 10 - Arbitration

10.01 Selection of Arbitrator

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

10.01 (b)The arbitrator shall be requested, in writing, by the party requesting the arbitration, to set a place, time and date for the hearing within ninety (90) working days of such request.

10.01 (c)If the arbitrator is unable to set a hearing within the ninety (90) working days stipulated, the Union and the Employer shall meet within five (5) working days of being advised by the arbitrator, to select another arbitrator.

10.01 (d) Where the Union and the Employer are unable to agree upon a single arbitrator within five (5) working days of meeting for the purpose, or where within fifteen (15) working days no agreed upon arbitrator can be found who can set a

hearing within ninety (90) working days, either party shall request, in writing, to the Federal Minister of Labour that s/he appoint an arbitrator.

10.01 (e) The parties shall jointly and equally bear the fees and expenses of the arbitrator.

10.02 Authority of Arbitrator

10.02 (a)The Arbitrator shall have no authority to add to, subtract from, modify, change, alter or ignore the provisions of this Agreement or any expressly written amendment or supplement mutually agreed to and attached to the Collective Agreement, or to extend its duration.

10.02 (b)In any grievance over discipline that proceeds to arbitration, the Arbitrator shall have the power to modify any penalty imposed by the Employer and to take whatever other action is justified and equitable in the circumstances. An Employee who is found to have been unjustly suspended or discharged shall be immediately reinstated to their former position without prejudice and shall be compensated for all lost earnings and benefits, and all records of disciplinary action shall be removed from their employment file.

Article 11 - Discipline

11.01 Just Cause

The Employer shall not discipline, suspend, or discharge an Employee without just cause. In any grievance over disciplinary action, the burden of proof of just cause lies with the Employer. Failure to conform to the provisions of this article shall render the discipline, suspension, or discharge null and void.

Without limiting the generality of the foregoing, the following is a non-exhaustive list of examples which would constitute just cause for discipline:

i) theft of CFRU monies or possessions of a value of $25 or more;
ii) fraud;
iii) malfeasance;
iv) failure or refusal to perform duties laid out in this Agreement's Job Descriptions, or directives from the Employer's Representative that are consistent with the Collective Agreement.

11.02 The Employer accepts and gives effect to the principle of progressive discipline by adopting the procedures set forth below. The Employer recognizes that, prior to imposing discipline, any Employee shall be given a reasonable opportunity to correct the situation complained of, following a timeline agreed upon by the Employer and the Union. Failure to conform to any of the

provisions of this article shall render the discipline, suspension or discharge null and void. When this is the case, any and all documentation and/or evidence shall be destroyed and shall not be used in any future action.

11.03 The Union recognizes the right of the Employer to impose discipline on the Employees.

11.04 The Employer agrees that all correspondence and meetings related to discipline procedures and grievances shall be kept strictly confidential to the parties directly involved in the investigation and processing of the complaint. The Union agrees that it will maintain confidentiality with respect to correspondence and meetings related to discipline procedures and grievances within the Union.

11.05 (a)Step 1 – Informational Meeting

Prior to any consideration of discipline, the Employer shall notify the Employee and the Union, in writing, and schedule a meeting to be held within ten (10) working days. The notice shall state the reasons for consideration of discipline. Such a meeting shall be attended by the Employee involved, the Union Representative and a representative of the Employer.

The Employer must clearly explain:

i) What the Employee has done such that discipline may be considered;
ii) What is expected of the Employee to correct the problem; and
iii) The time frame for corrective action.

11.05 (b)Step 2 – Letter of Warning

No discipline beyond step 1 may be imposed on any Employee who has not first been sent a Letter of Warning. Where a Letter of Warning is sent to an Employee, the Union and the Employee shall be the only parties to receive copies. The Letter of Warning shall state that disciplinary action may be imposed, in accordance with the procedures herein contained, following a repetition of the act or omission which is the subject matter of the complaint and/or, where the complaint concerns the standard of the Employee's work, if the Employee fails to bring their work up to a reasonable standard by a given date to be determined by the Employer. Such date shall give the Employee reasonable opportunity to correct the problem(s) referred to in the Letter of Warning.

11.05 (c) Notification and Action

Before imposing discipline, the Employer shall notify the Employee and the Union, in writing, of their decision to impose discipline, and shall include the reasons for such decision.

11.06 Gross Misconduct

Notwithstanding anything in this Article, but subject to Articles 9 and 10, it is understood that the Employer reserves the right, in cases of gross misconduct, to dismiss an Employee for just cause.

11.07 Employment Files

11.07 (a) Both parties agree that an Employee's files may contain entries of a disciplinary nature and that such files shall be deemed to be evidence of progressive discipline which may be used in any directly related grievance and arbitration subject to Article 11.07(b).

11.07 (b) The record of a disciplinary action and matters forming the basis of or raised during such a disciplinary action shall not be referred to or used against an Employee after a period of twelve (12) months following such action.

11.07 (c) An Employee shall have the right at any time to have access to and review their employment file and shall have the right to respond in writing to any document contained therein. Such reply shall become part of the permanent record.

11.07 (d) An Employee's employment file shall not be released to any person or organization without the prior written consent of the Employee.

11.07 (e) The employment files shall be maintained in a secure area at the corporate offices.

11.08 (a) Any of the time allowances set out in this Article may be extended if mutually agreed to in writing by the Employer and the Union. Such agreement shall not be unreasonably withheld by either party.

11.08 (b) A grievance related to the procedures set forth in this Article, or to any disciplinary action, suspension or discharge, may be initiated at Step 2. The grievance shall be presented within fifteen (15) working days of the date of the letter provided for in 11.05, 11.06 and 11.07.

11.08 (c) In any grievance over discipline which proceeds to arbitration, the Arbitrator shall have the power to modify any penalty imposed by the Employer and to take whatever other action deemed justified and equitable in the circumstances. An Employee who is found to have been unjustly suspended or discharged shall be made whole, immediately reinstated to their former position without loss of seniority and shall be compensated for all lost earnings and benefits, and all records of disciplinary action shall be removed from their employment file.

11.08 (d) Where it is established at any stage of the disciplinary procedure that disciplinary charges against an Employee have been laid in a vexatious or discriminatory manner, the Employer shall take any and all actions as may be necessary to prevent repetition of such charges or a negative working environment for the Employee, including ongoing separation of the parties (including involuntary transfer) without penalty or interference in the Employee's working conditions.

11.09 Incarceration Leave

An Employee shall be entitled to unpaid leave for any period of time spent in a Canadian jail as a result of reasonable actions by an Employee undertaken with the purpose of completing their job duties, implementing the directions of the CFRU Board of Directors, or the directions of a member of Board or its representatives with the power to direct the Employee. It is agreed that Employees have the right to refuse to undertake any action which the Employee reasonably expects could result in a fine or incarceration. It is further agreed that there shall be no discipline resulting from the arrest or incarceration. It is understood that loss of salary for failure to perform scheduled duties shall not constitute discipline in the context of this Article.

11.10 Picket Lines

11.10 (a) The Employee shall not be disciplined for refusing to cross the picket line of any legally striking Employee of the Canadian Union of Public Employees.

11.10 (b) Further, the Employee shall not be disciplined for participating in any job action organized by Employees of the Canadian Union of Public Employees.

11.10 (c) Further, the Employee shall not be required or requested to perform the duties of any Employee of the Canadian Union of Public Employees who is proceeding with a job action against their employer.

11.10 (d) Further, the Employee shall not be disciplined, and shall suffer no loss of pay for their decision to participate in such job actions or refusing to interfere with any such job actions organized for Employees of the Canadian Union of Public Employees.

11.10 (e) In the event that any persons involved in any dispute who are members of a bona fide trade union engage in a strike by their union, the Employees covered by this Agreement shall have the right to refuse to cross such picket lines. Failure to cross such picket lines or taking reasonable measures not to handle goods from an employer where a strike or lockout is in effect shall not be construed to be a violation of this Agreement nor shall it be grounds for any disciplinary action.

11.11 Failure to grieve previous discipline, suspension or discharge, or to pursue a grievance to arbitration, shall not be considered to be an admission that such discipline, suspension or discharge was for just cause.

11.12 After a period of one (1) year, except in the case of harassment, a written warning or other disciplinary action shall be removed from the Employee's employment file providing the employment file has been free of any written warning or other disciplinary action directly related to the original disciplinary action during the intervening period. In cases of harassment, a written warning or other disciplinary action shall be removed from the Employee's employment file after two (2) years providing the employment file has been free of any written warning or other disciplinary action directly related to the original disciplinary action during the intervening period. This duty shall be carried out by a representative of the Employer.

Article 12 - Hiring, Promotion and Staff Changes

12.01 (a) When a vacancy occurs or a new bargaining unit position is created, the Employer shall notify the Union in writing and post notices of the position in the workplace for a minimum of ten (10) working days, in order that all members of the bargaining unit will know about the position. The Employer will also send a copy of any posting to all Employees on layoff.

12.01 (b) Employment notices will be posted on the NCRA website, CFRU Website, CFRU email lists, as well as any other location the Employer and Union deem appropriate to the position and employment equity goals.

12.02 Information in Postings

Postings shall contain the following: nature of position, qualifications, required knowledge and education skills, wage or salary rate, classification, location(s), duties, hours of work, date of commencement of employment, the date of the notice, and the application procedure, that the position is Unionized with the Canadian Union of Public Employees Local 1281, that University of Guelph Radio/Radio Gryphon is an equal opportunity Employer, the Employment Equity statement contained in Article 4, and any other hiring criteria as determined by the Hiring Committee.

12.03 Short Term Relief

12.03 (a) When a position becomes temporarily vacant as a result of leave, resignation, or a projected sick leave of ten (10) Working Days or longer, or if there is time between the end of one Employee's contract and the hiring of a new Employee, the Employer agrees to offer the vacant position on an interim basis to current Employees and Employees on layoff (excluding short-term contract Employees

and Employees hired on non-recurring grants) who have the ability to perform the requirements of the position.

12.03 (b) The position shall first be offered to the current Employee or Employee on layoff with the most seniority who is able to perform the requirements of the position. If that person rejects the position, it shall be offered to other current Employees or Employees on layoff on the basis of seniority. Employees who accept interim positions will be considered as being on approved leave from their regular positions and may serve in the interim positions until such time as the regular Employee returns to work or the position is filled.

12.03 (c) Where no current Employee or Employee on layoff has the ability, or where no current Employee or Employee on layoff with the ability accepts the offer of the full interim position, the available hours of the position shall be divided among current Employees and Employees on layoff who have the ability to perform different aspects of the position. The hours shall first be offered, on the basis of seniority, to those Employees whose regular positions are set at less than thirty-five (35) hours per week and then, on the basis of seniority, to those whose regular positions are set at thirty-five (35) hours or more per week in accordance with Article 19.03. Except with permission of the Employer, no Employee may work more than forty (40) hours per week by virtue of accepting additional hours from a temporarily vacant position. All Employees who choose to fill the available hours of a temporarily vacant position shall have the right to continue doing so until the regular Employee returns to work or the position is filled.

12.03 (d) Where Employees do not accept all of the available hours, qualified station volunteers, and former Employees who have held the relevant position in the previous five years, will be asked to submit letters of interest outlining their qualifications for the position. A qualified volunteer or former Employee will then be hired to fill all such hours as remain available, based on the regular number of weekly hours of the position as set out in the Job Description. All volunteers or former Employees hired in this capacity shall be paid the same hourly wage as all Employees in the bargaining unit. Volunteers and former Employees may not be hired in this capacity for periods of longer than four (4) weeks except with permission of the Union. As per Section 3.02 (a) of the Collective Agreement, any volunteer or former Employee hired to a bargaining unit position for a designated period of three (3) months or longer will be considered as a member of the bargaining unit; provided this volunteer or former Employee has been hired for at least three-quarters of the regular hours of the temporarily vacated position, the volunteer or former Employee will be considered as holding that position on an interim basis. In circumstances where a volunteer or former Employee is to be hired for a designated period of three months or longer, a Hiring Committee shall be established in accordance with the provisions of Section 12.04. Otherwise, the Hiring Committee for the short-term relief hours shall consist of a representative of the Employer and two Employees within the bargaining unit. This committee shall have the discretion to determine whether

or not to conduct interviews among applicants; which applicants, if any, should be interviewed; and which applicant shall be hired.

12.03 (e) The Employer may choose not to offer the available hours to station volunteers or former Employees in circumstances where fewer than five hours remain available and the position will be open for a period of less than six weeks from the date on which all Employees have given their response to the offer of available hours.

12.03 (f) Interim and other short-term relief positions shall be paid the same wage paid as other workers in the Bargaining Unit. All Employees serving in interim positions shall suffer no loss of seniority or benefits and shall have the right to return to their regular positions when the Employee whom they are replacing returns to work or when the position they are holding on an interim basis is filled. If their former position no longer exists, they shall be returned on terms no less favourable than those enjoyed previous to beginning their interim position, at the prevailing rate of pay and with all rights and privileges and benefits as then current in the Collective Agreement.

12.03 (g) All interim positions and short-term relief positions will be agreed to in a Memorandum of Understanding signed by the Employer, all involved Employees, and the Union.

12.03 (h) Notification around Vacancy of Position (with respect to Article 12.05) and planned hiring dates will be provided to the Union in writing within two (2) business days after termination, or upon receiving notice of resignation, leave or sickness.

12.03 (i) Employees who hold a position on an interim basis shall receive regular paid vacation time, holidays, sick days, wellness days, and leave days. All Employees who fulfill short-term relief hours shall receive holidays, vacation days, wellness days, and sick days prorated according to their total number of hours worked per week (e.g., a vacation day taken by an Employee working 40 hours per week [inclusive of both their regular responsibilities and their short-term relief responsibilities] shall be valued at 8 hours).

12.04 Method of Appointment

12.04 (a) When a bargaining unit position becomes vacant, the right of first refusal to accept the contract for the position shall go to the current Employee or Employee on layoff (excluding short-term contract Employees and Employees hired on non-recurring grants) with the most seniority who (i) is currently filling in for the position on an interim basis, (ii) has filled in for the position on an interim basis at some time in the six years prior to the position becoming vacant, or (iii) fulfilled all of the regular weekly hours for the position in Short-Term Relief for a period of four months or longer prior to April 30, 2016. If this Employee declines

the position, the right of refusal shall pass on the basis of seniority to all other eligible Employees.

12.04 (b) If no current Employee or Employee on layoff to whom the terms of Section 12.04 (a) apply accepts the position, the Employer shall have the discretion, conditional on the consent of the Union, to offer the right of refusal for the contract to any short-term contract Employee who is currently filling in for the position on an interim basis.

12.04 (c) All other hiring decisions for bargaining unit positions shall be made by a Hiring Committee. The Hiring Committee will be made up of two members of the bargaining unit (one of whom shall normally be the Steward), the Chair of the Board or a designate from the Board, and a station volunteer chosen in consultation with the Union. Where the Shop Steward or bargaining unit member is not available, an authorized Union Representative will be appointed. If no volunteer acceptable to the Employer and Union is available to serve on the committee after reasonable recruitment efforts have been made, that hiring committee position may be left vacant. If a member of the committee must stand aside due to an emergency or unforeseen scheduling circumstances, the committee may decide to continue its work in their absence; every reasonable effort shall be made to permit a replacement to join the committee in their place. Where possible, the committee composition will include 50% people who self-identify as being from a historically disadvantaged group in society, including but not limited to women, racialized people, people of colour, aboriginal people, queer people and people with disabilities.

12.04 (d) Hiring Committees will assess each applicant and make recommendations on the basis of criteria as stated in writing by the Employer. The Employer agrees that such hiring criteria shall be mutually agreed upon with the Union, prior to every hiring.

12.04 (e) The Hiring Committee will interview qualified internal applicants (bargaining unit members) at the same time as any qualified external applicants. All qualified internal candidates shall receive an interview.

12.04 (f) The Committee will conduct interviews of applicants for the position. After completion of interviews, the hiring committee shall discuss the applications and attempt to reach consensus. If the committee does not come to an agreement they shall then give each member an opportunity to state their opinion. Should the committee still not come to consensus they shall then decide by a majority vote to either re-interview the two top candidates using a different set of common questions, or take a vote on who is to be hired. A majority of the committee must agree to hire an applicant. If consensus is not reached, the committee shall write a report explaining the steps taken to achieve consensus and the reasons they had to opt for majority vote. Access to the report shall be on a need to know basis.

12.04 (g) When the committee decides that the experience and qualifications of an internal and external applicant are equal, the applicant from the bargaining unit shall be hired. Whenever possible, the committee shall recognize the intent of Article 4.06.

12.04 (h)In cases where there is more than one (1) qualified applicant from within the bargaining unit and where experience and qualifications are equal, seniority shall be the overriding consideration.

12.04 (i) In cases where no internal applicant is deemed qualified, or there are no internal applicants and where experience and qualifications are equal between two (2) external candidates, hiring preference shall be given to individuals whose access to the media, both community and mainstream, may be restricted due to factors of historic discrimination as defined in 4.06 (d), as well as those individuals who increase the range and diversity of perspectives and experiences of the staff as a whole.

12.04 (j) The Employer shall notify the Hiring Committee of its decision no later than three (3) working days after receiving the recommendation of the Hiring Committee.

12.04 (k) Appointment by Letter

Within fifteen (15) working days following the Employer's decision to hire, the Employer shall provide the successful applicant with a written offer of appointment setting out the position title, workplace location, commencement date, hours of work, entitlement to expense allowances, benefit information, name and contact information for the Employer, name and contact information for the Union Steward and a copy of the current Collective Agreement. This letter shall be provided to the Union in writing at the same time.

12.04 (l) Notification of Unsuccessful Applicants

Applicants who were interviewed but not appointed to the position applied for shall be notified by telephone no later than five (5) working days following the Employer's decision. These calls shall be made by the Chair of the Hiring Committee as per 12.04 (a). Where telephone contact information has not been provided, or where such calls are not possible, notice will be provided by email and/or in writing to the applicant's mailing address.

12.05 Union Notification

The Union shall be notified of all appointments, hiring, transfers, layoffs, recalls and terminations of employment in writing.

12.05 (a) Employee List

The Employer will provide a list of all bargaining unit members to the Union in writing within one (1) month of their offer of hire and no later than one (1) month from the start of their contract. This list shall include the name of Employees, their start date and contact information including phone and home address. The Employee contact list shall be submitted to the Local Union's office via postal mail and via electronic mail to **president@cupe1281.ca** within the timeline.

12.06 Training Period

12.06 (a)The Employer shall be responsible for the facilitation of all Employee training. Staff members will participate in this training as appropriate.

Where an Employee is tasked by the Employer with conducting training for another Employee, they shall have the opportunity to request overtime pay and/or time off in lieu of overtime pay, or additional weekly hours for the purpose of fulfilling the training requirements. The Employer shall not unreasonably deny this request. Every effort shall be made to ensure that training schedules do not unreasonably impact upon other Employees' workload.

12.06 (b) A training period of two (2) weeks is to be provided for all Employees to ensure proper introduction to the skills and techniques of the position as outlined by the current job description(s). When and where possible, this time is to overlap with the last week of the outgoing Employee.

12.06 (c) The outgoing Employee shall be given three (3) full working days with pay of uninterrupted time to produce a final report on the position occupied, along with a training checklist, outgoing package of work to update the Employer and incoming Employee on the state of current projects, and a complete database of work-related contact points and their relation to the job. This report will be submitted to the Employer before the Employee leaves the position. The Employer may also request a confidential exit interview with the outgoing Employee, and the outgoing Employee may choose to submit a confidential exit report to the Employer.

12.06 (d) The new Employee will meet with the a Representative of the Employer at the end of the training period to determine if there are any areas of training that require further support. If training for the position is found to be deficient, the Employer agrees to investigate further training opportunities including professional training, training at other campus/community radio stations or industry training. Training opportunities will not be unreasonably withheld.

Article 13 - Layoffs and Recalls

13.01 Layoff

Any layoff of workers or reduction of personnel within any job classification shall occur solely when the Employer has demonstrated to the Union that such action is unavoidable due to a permanent financial situation beyond the control of the Employer.

13.01 (a) Employees being laid off shall be notified in writing at least twelve (12) weeks in advance of the date of layoff. If the Employee does not have the opportunity to work their regular hours for twelve (12) weeks after notice of layoff, they shall be paid for that part in which work is not available.

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

13.01 (c) In consultation with the Union, the workplan of the office shall be amended to reflect reduced staff numbers. There shall be no increase in workload for remaining Employees subsequent to layoffs.

13.02 Benefits During Layoff

The Employer agrees to pay the full coverage to the group insurance plans for Employees during the first four (4) months of layoff. After the first four (4) months of layoff, Employees so affected shall have the option of continuing this coverage through direct payment.

13.03 Layoff Grievances

Grievances concerning layoffs shall be initiated at Step Two of the formal Grievance Procedure.

13.04 Recall

13.04 (a) Where a vacancy occurs in any position following a reduction of personnel as a result of a layoff, the Employee so affected shall be offered the opportunity to fill the vacant position. If the worker being recalled is not hired, the onus is on the Employer to prove that the worker not hired is demonstrably not qualified for the position.

13.04 (b) Employees being recalled shall be notified in writing, by registered mail, at least one (1) month in advance of the date of the recall. If the Employee fails to notify the Employer, in writing, of their intention to return to work within one (1) week of receiving the recall notice, they shall forfeit their right to this and only this notice. The Employee shall retain the right to be recalled for any and all positions that come available, subject to 13.04 (a), for a period of one (1) year from the date of layoff. It shall be the responsibility of the Employee to keep the Employer informed of their current address.

Article 14 - Holidays

14.01 Employees shall be given the following paid holidays:

New Year's Day
Family Day
Good Friday
Easter Monday
Victoria Day
Canada Day
Civic Holiday
Labour Day
National Day of Truth and Reconciliation
Thanksgiving
Christmas Day;
Boxing Day

All federal statutory holidays, provincial holidays; and municipal holidays proclaimed for the employment area. Employees shall have a total of 10 days of paid holidays during the Winter Holiday break, inclusive of the business days during which the University Centre is closed beginning December 24. This Winter Holiday break will fall within the time period from the first business day after the final day of the Fall exam schedule, and the first business day that classes resume in January (inclusive).

14.02 (a) Such holidays shall normally be taken on the day they occur. An employee may request a deferral, and such request will not be unreasonably denied. In the event that a holiday occurs on a Saturday or Sunday, the Monday following shall be considered the holiday, except where the Saturday or Sunday falls within the Winter Holiday break.

14.02 (b) When a holiday or holidays as defined in 14.01 falls on a day that is not a regular working day, the first regular working day thereafter shall be considered the holiday. Notwithstanding Article 19, if an Employee is requested by the Employer and the Employee agrees to work that day, they shall be

compensated at the rate of two and one half (2 1/2) times their regular salary. Such requests shall not be unreasonably denied.

14.02 (c) Employees will be granted paid holidays on any other day on which the University premises are declared closed. Any Employee choosing to work remotely on such a day shall notify the Employer as soon as possible and may receive a different day off in lieu. Any Employee working on such a day would be paid at applicable straight time and not be entitled to premium pay.

14.03 If the holiday falls within the vacation period chosen by an Employee, they shall receive an extra day's vacation in lieu of such holiday.

14.04 Alternate Holidays

The Employer recognizes that an Employee may, for religious or cultural reasons, wish to observe holidays other than those listed in 14.01. In such cases, the Employee shall be entitled to replace holiday(s) listed in 14.01. In the case that the number of holidays exceeds the number of working days listed in 14.01, the Employer shall not unreasonably deny an Employee alternate holiday(s) with pay.

14.05 Regular Part-time Employees

Regular part-time Employees shall be entitled to the above paid holidays on the basis of the Employee's regular weekly schedule.

Article 15 - Vacations

15.01 Vacation Entitlement

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

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

15.02 Hourly Rates

Employees shall be entitled to annual vacations pro-rated, and paid accordingly. Each vacation day taken by an Employee working 35 hours per week will be counted as representing seven (7) hours of paid time. For the purpose of calculating pro-ration, the following will apply: for Employees working thirty (30) hours per week, each vacation day will represent six (6) hours of paid time; for Employees working twenty (20) hours per week, each vacation day will

represent four (4) hours of paid time; for all other Employees, the same ratio shall apply.

Employees hired for short-term periods or on an interim basis shall receive vacation time in the following allotments:

(i) five days for every four-month period in their first year,
(ii) five days for every three-month period in their second year and beyond.

Short-term Employees or Employees hired on an interim basis whose contracts are extended shall have their term of contract considered on a cumulative basis for this purpose. A short-term Employee hired for a period of longer than one month but less than four months shall receive four vacation days.

15.03 An Employee may carry over vacation entitlement for an additional sixteen (16) months, using date of hire as the annual date for determining accrual. Vacation may be taken in advance of entitlement, subject to the Employer's approval and operational requirements. Staff can request additional rollover time by petitioning the Board to approve a Memorandum of Understanding (MOU)

15.04 The Employee shall inform the Employer in writing no less than four (4) weeks in advance for vacations exceeding three (3) consecutive working days in length. Subject to operational requirements, approval for vacation will not be unreasonably withheld.

15.05 An Employee shall be entitled to receive their vacation in consecutive weeks of a maximum of two (2) weeks except where approved by the Employer. Such approval will not be unreasonably withheld.

15.06 Sick leave will be substituted for vacation where an illness or accident occurs while an Employee is on vacation.

15.07 When a holiday falls within an Employee's vacation period, their vacation shall be extended by one (1) day, either at the beginning or end of the vacation period, at the Employee's choice.

15.08 Unused Vacation Entitlement

At the time of total layoff, termination, resignation, or end of contract an Employee shall be entitled to be paid for all vacation entitlement not yet taken.

Article 16 - Sick Leave

16.01 Definition

Sick leave is the period of time an Employee is absent from work with full pay and benefits by virtue of themselves or a dependent being sick or disabled, exposed to a contagious disease, or under compulsory quarantine, under examination or treatment of a medical practitioner or because of an accident for which compensation is not payable under the Worker's Compensation Act. Sick leave with full pay shall be granted to each Employee for any illness or incapacity for up to fifty-one (51) working days. Each Employee will be allotted six (6) sick leave days each year on January 1st and sick leave shall thereafter be earned at a rate of one and one half (1.5) days per month. Unused sick leave days shall accrue for the Employee's future benefits to a maximum of sixty-six (66) working days. Upon the end or non-renewal of a contract, lay-off, resignation or termination, the Employee will be paid in full for all their outstanding sick leave benefits up to a maximum of ten (10) working days.

16.02 Sick Leave Pay

No Employee shall lose pay or benefits by virtue of being on sick leave. For the purpose of interpretation of this clause, the amount of pay due to a part-time Employee on sick leave shall be calculated as per their hours of work during the three (3) months of employment prior to the commencement of their sick leave or the hours set out in the job description (Appendix 3), whichever is more.

16.03 Sick Leave Without Pay

Sick leave without pay shall be granted to any Employee who does not otherwise qualify for sick leave with pay, provided there is a reasonable expectation that the Employee is able to return to work within one (1) year of the date of application for sick leave without pay.

16.04 Wellness Days

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

16.05 Certificate of Illness

An Employee may be required to produce a certificate from a medical practitioner for any illness in excess of five (5) consecutive working days or for any days above and beyond twenty (20) sick days taken in a year, certifying that

the Employee was unable to carry out their duties. Any required certificate shall be at the expense of the Employer.

16.06 Return from Sick Leave

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

Article 17- Leave

17.01 Definition – Leave does not include Sick Leave.

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

17.03 Union Business

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

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

17.04 Union Meetings and Conventions

17.04 (a) Upon written request at least five (5) working days in advance, leave with pay shall be granted to Employees attending the CUPE 1281 Annual General Membership Meeting or Convention. Leave with pay up to a maximum of eight (8) working days in a twelve (12) month period shall be granted for attendance at other CUPE 1281 Executive Committee or Special Members' meetings or Steward's Councils.

17.04 (b) Upon written request at least five (5) working days in advance, leave with pay shall be granted to Employees chosen to represent the Union at any authorized Labour Convention or educational seminar. Such leave is to be confined to the actual duration of the Convention or educational seminar and the necessary traveling time. Such leave shall not exceed a total of ten (10) working days in the bargaining unit. Leave of absence without pay in excess of the ten (10) working days noted above shall be granted upon written request.

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

17.05 Jury Leave

The Employer shall grant a paid leave of absence to an Employee who serves or is summoned as a juror or witness in any court or is a plaintiff or defendant or in court for the purpose of testifying on behalf of a plaintiff or defendant, or who is in court for political or ethical reasons. The Employer shall pay such Employee the difference between their normal earnings and benefits and the payment they receive for jury service or court witness, excluding payment for traveling, meals, and other expenses.

17.06 Personal Leave

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

i) Employee's Marriage: Maximum three (3) working days per occurrence
ii) Marriage of Employee's child, brother, sister or parents: Maximum one (1) day per occurrence
iii) Flood, fire or other domestic emergency: Maximum three (3) working days per occurrence
iv) Formal hearing to become Canadian citizen: Maximum one (1) day per occurrence
v) Moving one's household: Maximum one (1) day per occurrence
vi) Employee's or Employee's spouse or dependent(s) graduation: One (1) day per occurrence
vii) Bereavement leave, immediate family – death of parent, partner, spouse, sibling, child, mother-in-law, father-in-law, grandparent: Maximum five (5) working days per occurrence
viii) Bereavement leave, other – household member or close friend: Maximum two (2) working days per occurrence
ix) Other personal leave not specified: Subject to approval and as determined by the Employer.

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

17.07 Compassionate Leave

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

17.08 Maternity/Parental Leave

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

17.08 Maternity/pregnancy leave

(b) An Employee who is pregnant is entitled to pregnancy leave in accordance with the Employment Standards Act, 2000, as amended, for a period of up to seventeen (17) weeks.

17.08 (c) Parental Leave of Absence

i) A leave of absence shall be granted at the request of the Employee in order to care for a newly-born or adopted child.

An Employee who has taken pregnancy leave is entitled to up to sixty-one (61) weeks of parental leave.

An Employee who has not taken pregnancy leave is entitled to up to sixty-three (63) weeks of parental leave.

The Employee shall receive full salary for the first two (2) weeks of the leave of absence. The Employee on parental leave is entitled to remain on the Employer's health plan without change to the Employee's or Employer's contributions.

ii) An Employee is entitled to parental leave after they have completed three (3) months of consecutive employment.

17.08 (d) Supplemental Employment Benefits

The Employer agrees to register a SUB plan as described in Appendix 2 pursuant to Employment Insurance regulations and to make appropriate amendments as may be permitted up to the maximum permitted under the Employment Insurance Act (or whatever name is applied to this Act).

17.08 (e) Extended Unpaid Parental Leave

In addition to the pregnancy and parental leave provisions above, an Employee shall also be entitled, upon request, to an additional two (2) years unpaid parental leave.

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

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

17.08 (h) If an Employee is to be terminated or laid off following their return from pregnancy leave or parental leave and before they are eligible for Employment Insurance benefits, the Employer agrees to make up the number of weeks necessary to ensure eligibility.

17.09 Vacant Positions

17.09 (a) Regular full time positions made vacant by paid parental/pregnancy leave shall be hired at a minimum of 50% of the level of hours normally allocated to the position, pursuant to Article 12 and Article 3.

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

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

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

17.10 Emergency Leave

In the event of a bona fide emergency not covered elsewhere in Articles 18 or 19, leaves without pay of up to three (3) working days per year shall be granted

upon verbal or written request. The Employer agrees that approval will not be denied solely because the Employee was unable to make a written request before beginning the leave, provided that they do so as soon as practicable. In the case of a verbal request, the Employee shall obtain written approval as soon as possible, a copy to be forwarded to the Employer.

17.11 General Leave

The Employer may grant, in writing, an unpaid leave of absence, of up to one (1) year to any Employee, excluding Contractually Limited Employees (Coordinators), upon written request at least six (6) weeks in advance. Vacation and sick leave credits shall not continue to accrue and employer RRSP contributions shall be paused while on an unpaid leave of absence greater than six (6) months. Permission to take such a leave may not be unreasonably withheld. In any grievance involving the withholding of permission to take such leave, the onus lies with the Employer to show that permission was not unreasonable withheld. An Employee granted such a leave of absence must give the Employer three (3) months written notice of intention to return.

17.12 Time off for Elections

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

17.13 Return from Leave

Employees returning from leave pursuant to Article 17 shall be returned to their former positions, or if the former position no longer exists, shall be returned on terms no less favorable than those enjoyed previous to such leave, at the prevailing rate of pay and with all rights and privileges and benefits as then current in the Collective Agreement.

Article 18 - Payment of Wages and Allowances

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

18.02 Travel Allowance

The Employer agrees to reimburse Employees for all Employer-approved expenses incurred traveling on the business of the Employer outside the University of Guelph. This shall include: a) taxi service to and from the home of

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

18.02 (a) Separate from travel to and from the workplace, mileage rates paid to Employees using their own automobiles for station business, shall be seventy-three cents ($.73) per kilometer and shall increase with the Canada Revenue Agency (CRA) kilometric rate each January.

18.02 (b) All Employees on authorized travel longer than four (4) hours away by car from CFRU, or who are traveling for work and not returning to Guelph for consecutive days, will be allowed seventy-five dollars ($75.00) per diem per day, including one day of travel on either side. All travel costs incurred while on the Employer's business shall either be equal to bus or economy train fare for distances of less than 600 km, or economy airfare for distances beyond that limit. Employees who exceed their per diem may use additional reimbursement from their development budget up to a maximum of seventy-five dollars ($75.00) per day, provided they submit eligible receipts.

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

18.02 (d)Night Travel Allowance

When an Employee is called to work after regular working hours, reimbursement for taxi (including Uber, Lyft or other companies in the same field) to and from the home of the Employee shall be provided by the Employer on receipt of a valid receipt from the taxi company.

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

18.04 Staff Development

18.04 (a) The Employer shall allocate $2000 per year to an individualized staff development fund for each Employee. The Employee can carry over their unused staff development amounts for one (1) year. An Employee's staff

development fund may be used by the Employees to attend a professional development day/conference, and to pay for the travel, meal expenses that exceed the per diem, accommodation, and registration expenses in relation to the attendance at such conferences. Without limiting the generality of the fund, it is the parties' intention that the staff development fund may be used by Employees to pay for attendance at the National Campus/Community Radio Association conference.

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

18.04 (c) All bargaining unit Employees are required to attend Conflict Resolution, Anti-OppressionDiversity and Human Rights training, and Consensus Decision Making by accredited organizations within one (1) year of their initial start date. The Employer is responsible for ensuring the training is available, and for covering the costs. Such training shall be on paid time.

18.05 Childcare Benefits

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

a) Where the Employer requires an Employee to attend a meeting or other work-related event outside the Employee's regular working hours, the Employer shall pay for childcare rates up to $106 per child.
b) Where the Employer requires an Employee to work outside of the Employee's regular working hours with less than six (6) hours' notice, the Employer shall pay for child care rates up to $128 per child.

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

18.06 Phone and Internet Stipend

To provide Employees with consistent access to internet access for the performance of their duties, the Employer shall provide a $50 unconditional stipend each month.

Employees can seek higher capacity data plans for personal devices or utilize the stipend to cover additional data charges as needed.

Article 19 - Hours of Work, Off-Site Work and Overtime

19.01 An Employee is responsible to the Employer for the number of hours for which they are hired to a maximum of a forty (40) hour week.

The division of scheduling shall be as follows:

i) Employees shall typically work at least 60% of their hours per week on-site.

ii) Employees shall collectively determine their in-station hours so as to ensure station coverage between 10AM and 4PM on Business Days.

iii) Item (ii) above shall not apply to Contract or Short-Term Hires whose schedules shall be determined with the Employer prior to their start date and may be changed as needed subject to approval by the Employer.

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

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

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

19.03 (c) All hours of overtime shall be compensated at the rate of one and a half (1.5) hours worked. This compensation may be in time off in lieu of paid overtime, or paid overtime or a combination of both, at the Employee's request.

19.03 (d) Requests for overtime hours are subject to the approval of the Employer. Such requests shall be made with as much notice as possible.

19.03 (e) Overtime hours shall be recorded in an overtime record book, monitored by the Employer.

19.03 (f) For the purposes of this clause, a week commences at 12:01 AM on Monday and ends at midnight on Sunday.

19.03 (g) While Employees may be expected to work weekends occasionally, Employees shall have the right to refuse to work more than one (1) weekend in one (1) month.

19.04 Staff meetings will take place twice a month. All staff are required to attend meetings when not on holiday, vacation, sick leave or leave.

19.05 Lieu Time

Days in lieu should be taken within twelve (12) months of the week in which they were accumulated. When this is not possible due to understaffing, busy times of the year, or other unforeseen circumstances, the Employee shall reschedule their time off in lieu in consultation with other Employees. In the event that an Employee requests to take three (3) consecutive full days off, they shall inform the Employer in writing no less than four (4) weeks in advance.

The maximum amount of lieu hours to be accrued is seventy (70), except with permission in advance from the Employer. Such permission shall not be unreasonably refused and shall be communicated to the Employee in writing or by email. Where such permission is provided, the Employer may require a plan of use with specific dates or time periods to be agreed upon in writing with the Employee.

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

Article 20 - Severance Pay

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

20.02 For the purpose of implementing this Article, an Employee who is laid off with no recall date, or whose recall date is more than a year from the date of layoff, or who is laid off and whose recall date is cancelled, shall be considered terminated.

Article 21 - Job Descriptions and Reclassification

21.01 The Employee job descriptions set out in Appendix 1 of the Collective Agreement (and including but not limited to hours per week, titles, and responsibilities), may not be changed except via collective bargaining or by the mutual agreement of the Employer and the Union through a Memorandum of

Understanding (MOU). Such memoranda will generally only take place following Employee performance evaluations. Any violation of the terms of the job descriptions by the Employer shall be subject to the grievance procedure.

21.02 Where, during the term of this Agreement, the Employer wishes to create a bargaining unit position not covered by Appendix 1, the Employer will consult with the Union about the job description for that position prior to the creation of the position.

Article 22 - Technological Change

22.01 No Dismissal

No Employee shall be dismissed or suffer any other reduction in their hours of work, because of mechanization or technological changes. An Employee who is displaced from their position by virtue of technological change or improvements will suffer no reduction in normal earnings and will be given the opportunity to fill other vacancies according to seniority.

22.02 Training

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

22.03 E-mail

The Employer reserves the right to maintain and have access to all CFRU.CA or other CFRU related e-mail accounts. All CFRU business must be conducted through these accounts. The Employer has the right to limit or prohibit Employees' use of personal email, telephone, or other communications on company property during work hours.

Article 23 - Benefits

23.01 Health Insurance Plan

The Employer shall pay the entire cost of the premiums for each Employee and their dependants for their inclusion in the following Employer's employee health benefits plan:
Co-Operators University of Guelph Organizations Plan as follows:

Drug
Health Services
Dental

23.02 Dental coverage claims shall be reimbursed at a level in accordance with the current Ontario Dental Association Fee Guide for General Practitioners.

23.03 Not withstanding article 23.01, it is understood that the Employer can switch Health Insurance carriers provided that the benefits are greater than or equal to their current coverage.

23.04 If the premium paid by the Employer for any Employee benefit is reduced as a result of legislative or other action, the amount of the saving shall be used to increase other benefits available to the Employees or remuneration to the Employees.

23.05 Canada Pension Plan

The Employer agrees to pay the Employer's contribution to the Canada Pension Plan, the Employee's contribution to be deducted from the payroll of each Employee.

23.06 Workplace Safety and Insurance Board

The Employer agrees to pay the Employer's contribution to the Workplace Safety and Insurance Board.

23.07 Alternate Health Care Fund

Each Employee shall be eligible for reimbursement for health-related expenses up to one-thousand dollars ($1000.00) per year upon submission of valid receipt(s) to the Employer.

23.08 RRSP Contribution

On the first of each month, the Employer shall contribute five percent (5%) of staff wages to a Retirement Savings Plan, administered by an institution of the Employee's choice. It is agreed that contributions are to commence on the 1st of the month following ratification, provided that the Employee has provided the Employer with the necessary direction for the contribution of the funds to their Retirement Savings Plan.

Article 24 - Health and Safety

24.01 (a) The Employer shall make all reasonable provisions for the health and safety of Employees during working hours, and the Union may, from time to time, bring to the attention of the Employer any suggestions in this regard.

24.01 (b) If any Employee feels their safety is being compromised or put at risk by the actions of any clients of the Employer, or any visitors to the premises of the Employer, the Employee shall have the right to arrange for the removal of such persons from the workplace.

24.01 (c) The Employer shall ensure that at least two (2) Employees have Standard First Aid training with any training fees to be paid by the Employer and training hours counted as hours of work. The Employer shall also ensure that a First Aid Kit is present in two (2) publicly accessible areas, the maintenance/tech room, one office and the transmitter site. Further, the Employer shall ensure that the proper authority maintain the proper fire safety standards as required by law and university policy. The contents of the First Aid Kit are to be monitored and maintained by the Joint Health and Safety Committee.

24.01 (d) The Union and the Employer shall participate in a Joint Health and Safety Committee (JHSC). The committee shall consist of two (2) representatives of the Employer and two (2) representatives of the Employees, to be chosen by the Union. At least one (1) Union member of this committee shall be trained in the basic MIPP program for office workers. The JHSC shall be established to address matters of mutual interest to the Union and the Employer. Minutes of each meeting will be prepared by the Employer and two (2) copies provided to the Union within one (1) week after each meeting. Every effort will be made to hold the meeting during Employees' working hours. Employee attendance at these meetings shall be on paid time.

24.01 (e) The JHSC and the Employee(s) affected shall be consulted prior to the purchase and/or installation and on a regular basis for the maintenance of any office equipment, tools or work processes. Such consultation shall ensure that they are ergonomically suitable and are not in violation of the standards and regulations set out in the Canada Occupational Health and Safety Regulations and any other relevant legislation.

24.01 (f) At least once every two (2) calendar years an ergonomist, selected by the JHSC, shall be brought in to carry out an ergonomics assessment and make recommendations for improvements as required.

24.01 (g) The Union shall provide contact information for the Occupational Health Clinics for Ontario Workers in order that the Board of Directors may arrange for an ergonomics assessment at no cost.

24.01 (h) Pregnant Employees shall have the right to refuse to work at computer stations upon submission of medical documentation to support the refusal.

Article 25 - Intellectual Property

25.01 CFRU will at all times be and remain the sole and exclusive owner of the Employee properties, defined herein as any property in any format used in or made part of the station. Properties or ideas intended for CFRU operations are also subject to this article. Except as expressly authorized in this Agreement, Employees will not copy, modify, distribute or transfer (by any means), display, sublicense, rent, reverse engineer, decompile or disassemble CFRU's properties or information for non-station purposes, including but not limited to databases, contacts and events.

Article 26 - Present Conditions and Benefits

26.01 All rights, benefits, privileges, and working conditions which Employees now enjoy, receive or possess as Employees shall continue to be enjoyed and possessed in so far as they are consistent with this Agreement, and may only be modified by agreement between the Employer and the Union.

Article 27 - Copies of Agreement

27.01 The Union and the Employer desire every Employee to be familiar with the provisions of this Agreement, and their rights and duties under it. The Employer agrees to provide every Employee with a printed copy of the Agreement at the Employer's expense. Electronic copies of the Agreement in widely accessible form will be made available to all Employees and members of CFRU upon request. All copies provided in either form will be complete and current with all amendments, appendices and letters of agreement, including signing dates of each letter of agreement, and will include on their cover page the date of the most recent amendment or addition.

Article 28 - No Strikes or Lockouts

28.01 For the duration of this Collective Agreement, there shall be no strike or lockout, as defined by the Canada Labour Code.

Article 29 - Duration of Agreement

29.01 This Agreement shall continue in effect from September 1, 2025 until August 31, 2029.

29.02 Either party to this Agreement may, not more than four (4) months prior to April 30, 2019, present the other party, in writing, proposed terms of a renewal of this Agreement and/or amendments to the Agreement. A meeting shall be held within twenty (20) working days, at which time the parties will commence negotiations on the proposed amendments and/or terms of a new agreement.

29.03 Failing agreement by August 31, 2029, this Agreement shall continue in force until a new agreement is executed, or until such time, as defined by the Canada Labour Code, as the parties gain the right to strike or lock out. All provisions of this agreement shall be retroactive to September 1, 2025, and all retroactive payments shall be paid out to employees on the first paycheque following the signing of this Agreement.

SIGNATURES:

29.04 In witness thereof, the Parties hereto have caused this Agreement to be signed by its duly authorized representatives this 27th Day of October, 2026.

On Behalf of Local 1281
Canadian Union of Public Employees

Jenny Mitchell (2026-11-02 12:31:12 EST)

Jenny Mitchell

Odesia Howlett

Darren Puscas (2026-10-27 16:52:58 EDT)

Darren Puscas

Christopher Currie (2026-10-29 16:04:40 EDT)

Chris Currie

Heather Murray, CUPE National Rep

On Behalf of the
CFRU Bargaining Committee

Chelsey Edwards (2026-11-05 09:59:56 EST)

Alex Green, CFRU Chair

Mike Ashkewe (2026-10-27 16:39:29 EDT)

Mike Ashkewe

Long Fei Chen

:tt/COPE491

Appendix One: Wages

Bargaining Unit Employees shall be paid hourly, at a starting rate of $34.50 per hour as of September 1, 2026.

In order to maintain the standard of living afforded to Employees, the Employer and the Union acknowledge the need to index hourly rates to the cost of living in September 2027 and moving forward. Therefore, Employees' base wage shall be adjusted once per annum, beginning September 2027 to reflect the Consumer Price Index Toronto, as determined by Statistics Canada, and the annual scheduled wage increase or 3.5% whichever is greater.

Retroactive Pay

The Employees shall receive retroactive pay of 7% of $29.76 ($27.81 plus 7%) from Sep. 1, 2025 to August 31, 2026 on all active work hours.

The retroactive pay from Sept. 1, 2026 to the time of ratification will be the current agreed to rate of $34.50 per hour for each hour worked from Sept. 1, 2026 to date of ratification to be paid within ninety (90) days.

Appendix Two: Supplementary Unemployment Benefits Plan

In respect to the period of maternity/pregnancy, parental or adoption leave, the Employer shall make payments to the Employee as follows:

1. For the first two (2) weeks, payments equivalent to 100% of their regular weekly wage;

2. For up to thirty-four (34) additional weeks during which they are eligible to receive E.I. benefits, payments equivalent to the difference between the E.I. benefits the Employee is eligible to receive and 100% of their regular weekly wage;

3. Should the Employee be ineligible for E.I. benefits during the period of their maternity/pregnancy, parental or adoption leave, the Employer shall pay to the Employee the equivalent of 50% of their regular weekly wage for thirty-four (34) weeks.

Appendix Three: Job Descriptions

Marketing & OUTREACH director (35 hours per week)

Nature and scope

Working in a collaborative environment, the Marketing & Outreach Director supports, enables, and contributes to the station's strong ties with the local community. The Marketing & Outreach Director is responsible for developing a deep understanding of the community, raising awareness of, and advocating for the mandated vision of the Station, with particular emphasis on engaging diverse populations.

Duties of leadership include:

Community outreach

- Plans and implements ongoing assessment and evaluation of community needs, communicating findings and recommendations back to staff
- Develops and implements strategies for liaising with organizations on and off campus, creating mutually beneficial relationships that promote each other's needs.
- Coordinates and ensures attendance (in person or by volunteers) of promotional tables at targeted community events.

Fundraising

- Develops and implements a program plan and schedule for the station's fundraising initiatives.
- Secures sponsorship and fundraising targets.
- Develops and implements assessment and evaluation of the fundraising events.
- Coordinates advertising sales.
- Tracks fundraising budgets and expenses and event response rates to evaluate each event based on program objectives.
- Coordinates and oversees on and off-air fundraising and promotional events for the Station (i.e. Raise Your Voice).
- Coordinates the solicitation of co-sponsorships for CFRU events and programs.
- Solicits donations from donors to meet fundraising objectives.
- Ensures that all donations are recognized and donors are thanked in a time-sensitive manner.
- Chairs the meetings of the Fundraising Committee.

Promotions and Communications

- Develops and implements a program plan for Community Outreach Communications.
- Plans and executes promotional policies and strategies for on- and off-campus organizations.
- Identifies and develops contacts, as well as gathers and organizes information for promotional campaigns and station programs.
- Monitors and analyzes promotion results to determine cost effectiveness of promotion campaigns.
- Coordinates and oversees outreach and promotional communications for community organizations and events using a variety of media, including:
- Print
- Web (web site, social networking sites, email, lists...)
- On-air (PSAs, advertisements)
- Ensures all communications (on- and off-air) comply with the station's policies, legislation and human rights.
- Maintains a newsletter for all volunteers and trainees at CFRU Radio.

Training and Mentoring

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

Standard Duties and Responsibilities

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

VOLUNTEER & MOBILE STUDIO COORDINATOR (35 HOURS PER WEEK)

Nature and Scope:

Working in a collaborative environment and seeking input from other staff, the Volunteer and Mobile Studio Coordinator are responsible for engaging with and onboarding CFRU Volunteers, and developing, maintaining, and overseeing a dynamic, opportunity rich, and engaging program involving CFRU's Mobile Studio and its role in giving new educational opportunities to community members, and increasing the representation of new and diverse voices on our airwaves.

Duties of leadership include:

Administrative Responsibilities

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

Training and Mentoring

- Works with community members, and trains and orients them to make use of the mobile studio, and coordinates programming for at least a weekly on-air program devoted to the mobile studio initiative with the aim of raising awareness of CRFU, expanding on our representation of community voices, and inspiring community members to create their own programs or contribute to CFRU in other ways
- With the Operations Coordinator, monitors skills development needs of volunteers and coordinates skills development workshops.
- Directs, motivates, and monitors volunteers, and is attentive to volunteer concerns. Effectively communicates new volunteer opportunities around CFRU to volunteers, in conjunction with other staff members.

- Connects volunteers with the relevant staff member who oversees their areas of interest, ensuring volunteers are aware of available training opportunities.
- Schedules, oversees, and conducts General Orientation training sessions for volunteers
- May oversee or conduct other designated orientation sessions as necessary
- May coordinate training for volunteers to train other volunteers

Standard Duties and Responsibilities

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

MUSIC DIRECTOR (35 HOURS PER WEEK)

Nature and scope

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

Duties of leadership include:

Supervisory Responsibilities

- Selects, trains, and mentors volunteers to help with music department duties including, but not limited to: the upkeep of the music libraries, processing new music, disseminating charts, local music events listings, and music journalism
- Prepares job calls for music department student staff, reviews resumes, conducts interviews, makes recommendations for hiring to the Board of Directors, and directly supervises hired individuals for the duration of their work contracts

Music Resources and Administrative

- Coordinates and maintains the music collection for the Station
- Coordinates the solicitation of new music with promotion companies and record labels and music artists.
- Coordinates the acquisition of new music that reflects the diversity of the Station programming, both current and ideal.
- Develops a strategy for the indexing of physical and digital audio media.
- Assists the Programming Director in monitoring operator logs to help ensure that programming adheres to CRTC regulations
- Ensures that the removal and handling of music media by staff and volunteers complies with the policies of the Station
- Updates the new release library and keeps it functional and available
- With the help of appropriately trained volunteers, ensures that all new material is processed on a regular basis, labeled appropriately and added to the database
- Compiles weekly charts from program logs of most frequently played music and submits weekly charts to NRCC, Earshot, and other relevant publications
- Oversees the maintenance of an up-to-date database of record labels and promotional companies
- Arranges for local media outlets to publish our charts and other music articles where feasible
- Administers the SOCAN surveys as required

Promotions and Communications

- Maintains relevant email lists (i.e. music volunteers, charts, music review, etc.)
- Shares weekly music charts with the CFRU community, promotion companies, independent artists and record labels.
- Generates, shares lists of music giveaway materials (i.e. complimentary concert tickets, CDs, vinyl record, etc.) with staff and volunteers involved in coordinating promotions and fundraising events
- Promotes awareness of new music and new artists to programmers
- Engages with the local music community and promotes local music to programmers through cooperation with Guelph and area musicians
- Works with the Programming Director for arranging artist interviews with programmers

Standard Duties and Responsibilities

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

PROGRAMMING DIRECTOR (35 HOURS PER WEEK)

Nature and Scope:

Working in a collaborative environment, the Programming Director is responsible for the for the overall quality and content of programming, identifying needs to ensure that the Station's programming meets station programming priorities and principles, as well as CRTC Policy including maintaining required hours of local programming. The Programming Director is also responsible for giving adequate support to programmers to ensure that all content is fair, accurate, informative, and follows federal broadcast regulations and station policies and principles.

The Programming Director is responsible for ensuring that a minimum of 15% of CFRU programming is locally produced spoken word programming and that policies regarding local origination of programming, local focus of programming, and nature of programming are clearly communicated and adhered to by all programmers.

Duties of leadership include:

Monitoring and on-air supervision

- Develops and manages the broadcast schedule with input from other staff and programming committee.
- Generally oversees the collection and review of program logs.
- Ensures that programming is in line with Station principles and policies, and CRTC regulations (fulfills requirements for program content, presentation, traffic and continuity) correcting and mentoring when problems arise.
- Supervises on-air aspects of CFRU funding drives.

Programming

- Coordinates on-air programming.
- Coordinates on-air aspects of remote and special broadcasts/events.
- Coordinates and fosters local spoken word programming (including program evaluation, progress reports and feedback of volunteers).
- Chairs Programming Committee.

Training and Mentoring

- Provides programming and policy training in all aspects related to programming (music and spoken word).
- Coordinates specialized programmer training with particular emphasis on spoken word (interview techniques, scriptwriting, editing, etc.) in collaboration with the Volunteer & Mobile Studio Coordinator.

- Trains, assists and mentors volunteers in the creation and development of programming ideas, documentaries, interviews, talk excerpts, and recordings from external sources.

Other

- In conjunction with other staff, oversees a volunteer information database including all documentation relating to the status and experience of volunteers; volunteer information forms, contracts, and progress reports; and manuals pertaining to orientation and training.
- In conjunction with other staff oversees the CFRU Volunteer and CFRU Training listservs and ensures that both are kept up to date.

Standard Duties and Responsibilities

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

OPERATIONS COORDINATOR (35 hours per week)

Nature and Scope:

Working in a team-based environment and reporting to the staff and Board of Directors, the Operations Coordinator is responsible for the ongoing studio operations at CFRU and maintaining station equipment. The Operations Coordinator is responsible for the maintenance and proper usage of all studio and computer equipment owned by CFRU. The Operations Coordinator also supports production of on-air advertising, public service announcements and promotional CFRU ads.

The Operations Coordinator facilities all technical trainings for volunteers and staff, and creates and maintains training manuals and videos as needed.

The Operations Coordinator facilitates and oversees website development, maintenance and operation, including management of digital archives and online audio streaming.

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

Duties of Leadership Include:

Equipment and Maintenance

- Collect fault reports, prioritize repairs and make repairs when within station resources. Prepare reports for the Tech Committee and/or Board of Directors as required.
- Coordinate maintenance of CFRU equipment, including studio/remote broadcast/production equipment, broadcast and office computers and network systems, (ensuring reliable backup storage of important materials).
- Maintain terrestrial and non-terrestrial broadcast transmissions of CFRU signals
- Maintain on-site and off-site access to key station systems and files.
- Perform bi-weekly checks of transmitter equipment and maintain log
- Ensure recorded audio logs of programming are kept according to CRTC requirements
- Approve, facilitate and coordinate technical set-up required for remote broadcast, special events and promotional events, including co-sponsored events
- Coordinate creation and maintenance of technical manuals, videos and technical job instructions
- With the approval of the Board of Directors, ensure that an appropriate technician/engineer is contacted for repairs when required

- Work with the Tech Committee, Finance Committee, Administrative Coordinator and Board of Diredtors to plan yearly technical equipment and maintenance spending.
- Maintains an up-to-date inventory of station equipment.
- Assists in or purchases technical station equipment with approval and support of Tech Committee and the Board of Directors.

Training and Mentoring

- Provides training and ongoing support for volunteers in technical/station operations including maintenance of station equipment in conjunction with the Volunteer & Mobile Studio Coordinator
- Schedules and oversees production training, on-air technical training, live music session training and remote equipment training for volunteers and staff. Conducts these training sessions with the discretion of delegating this responsibility to volunteers (or staff if necessary).
- Actively participates in the ongoing design and development of technical training workshops in areas such as audio production, video production and streaming, use of new and existing equipment, including computer software for the on-air and production studios in collaboration with the Volunteer & Mobile Studio Coordinator.
- Coordination of on-air aspects of remote and special broadcasts/events (in conjunction with Programming Director)
- Coordination of station operations activities with the help of appropriately trained volunteers.
- Coordinate the Technical Committee and maintain committee minutes for permanent record. Provide minutes to the Board of Directors by request.
- Oversees on-air training sessions for volunteers, with the discretion of delegating this responsibility to other volunteers (or staff if necessary)
- With the Volunteer and Mobile Studio Director, monitors skills development needs of volunteers and coordinates skills development workshops

Operations

- Maintain scheduling system for volunteer spaces and trainings.
- Maintain schedule for and sign in and out CFRU equipment used outside the studios
- Ensure that studios and volunteer spaces are cleaned on a weekly basis
- Assist in the production of Ads, Public Service Announcements (PSAS), co-sponsorships, Station IDS, and Promos in conjunction with Marketing & Outreach Director or appropriate staff members

Standard Duties and Responsibilities

- Contributes as a positive and innovative member of the CFRU team

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

CFRU ADMINISTRATIVE COORDINATOR (30 HOURS PER WEEK)

Duties of leadership include:

Administrative Duties

- In conjunction with the Treasurer and the Finance Committee:
- ensures that financial information is prepared in accordance with Generally Accepted Accounting Principles
- ensures that controls over revenue, disbursements, the accounting records, and the financial information are satisfactory to the board-appointed Auditor
- Maintains an accurate record of all accounts, posting new transactions
- Produces and reviews monthly the following items: year-to-date budget statements including a balance statement, budget predictions, regular financial reports
- ensures payroll is processed for all staff in an accurate and timely fashion, along with all required deductions and remittances; reviews biweekly Pay Controls documentation to ensure payroll is accurate
- Prepares for and coordinates the audit in conjunction with the Treasurer and Auditor and works with the Auditor each January to prepare and submit yearly tax return
- Ensures all invoices and bills are paid
- Coordinates reimbursement of employee expenses in a timely manner
- Coordinates payments and purchase orders (e.g. office supplies, equipment, promotional material)
- Coordinates the transfer of funds between accounts to ensure coverage of ongoing expenses
- Collects and deposits incoming payments
- Coordinates the signing of cheques with Board executive members as needed
- Ensures signing authority is updated with all institutions following any relevant change to the Board executive
- Submits updates to Ontario Business Registry following any change in board membership
- Prepares and submits the CRTC Annual Return with relevant input from all department heads
- Oversees CFRU's CRTC license renewal and circulates pertinent CRTC public notices and decisions
- Pays CFRU's membership fees (e.g., NCRA)
- Communicates with and maintain documents required by regulatory and monitoring bodies including SOCAN, the CRTC, and other government departments
- Works with University of Guelph Human Resources to accurately submit quarterly information for WSIB premiums; ensures payment as required

- Works with payroll to ensure employee T4s are accurate and distributed properly

- Submits expense requests for items above $2000 to the Board of Directors
- Collects on overdue accounts with the Treasurer and Outreach Coordinator, including advertising accounts
- Refunds student levy payments on request and maintains accurate information on students who receive refunds
- Documents the ongoing processes and developments of the Harassment and Violence Protection Team, including updates to the Harassment and Violence Prevention Policy
- Reviews reports on station repairs and equipment failures, works with the Operations Coordinator to manage and mitigate such issues
- Provides onboarding support for all new employees, including set-up of payroll and benefits, systems and processes training, document and shared drive access, workplace safety information, and RRSP payment coordination (where applicable)
- Books rooms for CFRU meetings and events
- Attends board meetings on a regular basis
- In conjunction with the Volunteer & Mobile Studio Coordinator and the Programming Director, maintains a membership contact list; provides this information as needed to the vice-chair of the Board
- In conjunction with the Volunteer & Mobile Studio Coordinator and the Programming Director, maintains CFRU forms, central volunteer contact information, phone list and security list
- In conjunction with the Operations Coordinator, oversees CFRU listserv and general email accounts
- Administers health benefits
- Administers insurance policies including the staff benefits plan

Oversight:

- In consultation with Finance Committee and other staff members, develops, implements and monitors operating and capital budgets
- In consultation with the Board of Directors, prepares and submits an annual Employer's Annual Hazardous Occurrence Report and Employer's Annual Harassment and Violence Occurrence Report
- In conjunction with the Board of Directors, leads in the long-term fiscal planning and maintains financial contracts and documents (e.g. advertising)
- Ensures ongoing compliance with the Ontario Not-For-Profit Corporations Act in collaboration with staff and board
- Working with the board, assists in facilitating CFRU's Student Fee Committee, ensuring membership meets University requirements and participation in the student fee committee is active throughout the year.

- Prepares and submits the annual Student Fee Committee Report and necessary support documents to the office of Student Affairs (with input from the committee)
- In conjunction with the Marketing & Outreach Director and other staff members, assists with grant writing including job creation grants and grant administration
- In conjunction with the Board and with input from other staff members, determines and schedules development courses for staff and Board including anti-oppression

Team Leadership Responsibilities:

- Has regular conversations with other unionized Employees about their responsibilities
- under the Collective Agreement and their activities in relation to the same
- Motivates all staff to complete their responsibilities in a timely and collaborative fashion
- Receives job-related concerns from other unionized Employees about station operations (excluding Labour-Management relations and individual behaviour that may be covered under discipline) and, where applicable, initiates conversations with other involved parties to find strategies to address the same
- Ensures regular and proper dialogue between staff and the Board of Directors concerning station operations (excluding Labour-Management relations and individual behaviour that may be covered under discipline or the grievance procedure)

Standard Duties and Responsibilities

- Participates in weekly staff meetings
- Contributes as a positive and innovative member of the CFRU team
- Participates in long-term planning of CFRU in conjunction with the board and other staff members
- Nurtures an opportunity-rich volunteer culture that optimizes the volunteer experience at CFRU
- Ensures that volunteers are mentored and given learning opportunities at CFRU in areas of responsibility
- Keeps transparent, easily accessed, up-to-date information in areas of responsibility
- Works to propose and maintain policy documents for areas of responsibility (to be reviewed by the Policy Committee for approval by the board)
- Contributes to team-planning, committees, special events, and projects as they arise

Appendix Four: Policy Guidelines

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

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

Appended Criteria

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

LETTER OF UNDERSTANDING

Between

CFRU RADIO

and

THE CANADIAN UNION OF PUBLIC EMPLOYEES,

Local 1281-27

RE: RETROACTIVITY & WAGES

WHEREAS the previous Collective Agreement expired on April 30, 2019;

AND WHEREAS negotiations for a renewal of the Collective Agreement did not commence until May, 2026;

AND WHEREAS during the period of time between the previous Collective Agreement's expiry and the commencement of negotiations for a new Collective Agreement, the previous agreement remained in effect;

All bargaining unit members who were authorized to use their personal automobile for Employer business from April 30, 2019 to the present shall have the opportunity to be retroactively reimbursed in the following manner:

A lump sum calculation on retroactive mileage for the previous years with the submission of the mileage documentation and at the rate of the CRA mileage for each year that the mileage was travelled.