



COLLECTIVE AGREEMENT

between

THE UNIVERSITY OF SASKATCHEWAN

and

**THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 3287 (Sessional Lecturers)**

September 1, 2008 to August 31, 2010

TABLE OF CONTENTS

DEFINITIONS	4
PREAMBLE	7
ARTICLE 1 - PURPOSE	7
ARTICLE 2 - MANAGEMENT RIGHTS	7
ARTICLE 3 - THE AGREEMENT	7
ARTICLE 4 - BARGAINING AGENT.....	8
ARTICLE 5 - UNION MEMBERSHIP	8
ARTICLE 6 - REPRESENTATIVE OF C.U.P.E.	8
ARTICLE 7 - UNION RIGHTS AND PRIVILEGES	8
ARTICLE 8 - PICKET LINES DURING A STRIKE.....	9
ARTICLE 9 - INFORMATION	9
ARTICLE 10 - DEDUCTION OF UNION DUES.....	10
ARTICLE 11 - LABOUR/MANAGEMENT	10
ARTICLE 12 - GRIEVANCES	11
ARTICLE 13 - ARBITRATION	12
ARTICLE 14 - RIGHT OF FIRST REFUSAL	13
ARTICLE 15 - POSTING	19
ARTICLE 16 - APPOINTMENT	21
ARTICLE 17 - CANCELLATION OF A COURSE OFFERING.....	24
ARTICLE 18 – FORMAL TEACHING ASSESSMENT.....	24
ARTICLE 19 – DISCIPLINE.....	26
ARTICLE 20 – ACADEMIC FREEDOM.....	27
ARTICLE 21 - TECHNOLOGICAL CHANGE	27
ARTICLE 22 - NO DISCRIMINATION	28
ARTICLE 23 - HARASSMENT	28
ARTICLE 24 - PATENTS.....	29
ARTICLE 25 - COPYRIGHT	30
ARTICLE 26 - OCCUPATIONAL HEALTH AND SAFETY	31
ARTICLE 27 - CHEQUES DEPOSITED	31
ARTICLE 28 - JURY DUTY	32
ARTICLE 29 - LEAVE FOR PERSONAL REASONS	32
ARTICLE 30 - SICK LEAVE	32
ARTICLE 31 - MATERNITY/PARENTAL LEAVE	33
ARTICLE 32 - DEATH BENEFIT	33
ARTICLE 33 – TRAVEL ACCIDENT INSURANCE	34
ARTICLE 34 - RECREATIONAL FACILITIES	34
ARTICLE 35 - TEMPORARY RELOCATION ASSISTANCE.....	34
ARTICLE 36 – PROFESSIONAL DEVELOPMENT.....	35
ARTICLE 37 – EMPLOYEE BENEFITS	36
SCHEDULE "A": RATES OF PAY – Effective Sept. 1, 2008 to Aug. 31, 2010.....	38
MEMORANDUM OF AGREEMENT	41
INDEX – APPENDICES.....	42
APPENDIX I.....	43
Courses Offered by the Centre for Continuing and Distance Education Through S.C.N.....	43
Participation of Sessional Lecturers in the Academic Decision-Making Process.....	43
Cancellation of Postings.....	44
Appointing the Wrong Candidate	45
Course Development	45
Employee Assistance Program	47
Accommodation	47
Critical Illness Fund.....	48
Right of First Refusal in Exceptional Cases	48
Employment Equity	49
Pension Change Implementation	49
Provision of Teaching Materials.....	50
Course Design and Delivery	51
Continuing Sessional Lecturer	51

THIS AGREEMENT BETWEEN

THE UNIVERSITY OF SASKATCHEWAN

hereinafter called the Employer,

PARTY OF THE FIRST PART

AND:

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 3287

hereinafter called the Union,

PARTY OF THE SECOND PART

DEFINITIONS

ACADEMIC TERM During the Academic Year the University offers courses during two academic sessions, each composed of two terms. The Regular Session consists of two 13-week terms, from September to April. The Spring and Summer Session consists of two seven-week terms, from May to August.

ACADEMIC YEAR means the twelve-month period commencing on July 1 each year.

AGREEMENT means the Collective Agreement between the Employer and the Union contained herein.

COLLEGE means an academic subunit of the University headed by a Dean. For the purposes of this agreement, College shall also mean the Centre for Continuing and Distance Education.

DEAN means the head of a college or the person designated to act on behalf of a dean.

DEPARTMENT means an administrative subdivision of a college, including a school, as established by the University Council and Senate.

DEPARTMENT HEAD means the head of a department or the director of a school or the person designated to act on behalf of a department head or director.

EMPLOYEE means those persons within the scope of the Certification Order of the Saskatchewan Labour Relations Board dated July 26, 1995, including persons holding appointments as sessional lecturers, applied music instructors, and teaching associates (subject to the terms and conditions contained in the Memorandum of Agreement signed November 4, 1996 and amended on December 11, 1996). Effective January 1995, *employee* shall also mean persons teaching as University of Saskatchewan sessional lecturers for SUNTEP.

EMPLOYER means the University of Saskatchewan in the same sense used in the Certification Order of the Saskatchewan Labour Relations Board as amended July 26, 1995.

GRIEVANCE means any dispute that arises between the Employer and the Union respecting the interpretation, application or alleged violation of any provisions of the Agreement.

PLURAL REFERENCES:

Plural references in this Agreement shall be considered to refer to any member of the bargaining unit where the context so requires.

PRIORITY POINTS means the total service points the sessional lecturer has earned in the department or non-departmentalized college since August 31, 1981, when the sessional lecturer has the right of first refusal on at least one course in the department or non-departmentalized college. Priority points determine priority of appointment as set out in Article 16.02.

SERVICE POINTS provide a measure of the teaching performed as an employee at the University of Saskatchewan and are used to determine the appropriate basic stipend. Each service point represents six credit units of teaching as the principal instructor of a credit course or courses and may include, but is not limited to, teaching as:

- 1) a sessional lecturer,
- 2) an applied music instructor (See Article 16.04),
- 3) a member of faculty in a term position as set out in Article 14.01, or,
- 4) an administrative or professional staff member at the University of Saskatchewan.

Sessional Lecturers who have accumulated up to five (but not equal to five) service points will be paid at a Level I rate; sessional lecturers who have accumulated five and up to ten (but not equal to ten) service points will be paid at a Level II rate; and sessional lecturers who have accumulated ten or more service points, and retired faculty members appointed as sessional lecturers, will be paid at a Level III rate.

SESSIONAL LECTURER means an employee of the University of Saskatchewan within the scope of the Certification Order of the Saskatchewan Labour Relations Board as amended July 26, 1995 and includes all employees of the University of Saskatchewan who are responsible for teaching a credit course and remunerated on a per course basis:

- (a) excluding all graduate teaching fellows, adjunct professors, professors without term, clinicians and clinical appointments in the Departments of Medicine, Nursing, Veterinary Medicine and Dentistry, all academic student assistants, all monitor instructors and correspondence instructors in the Department of Independent Studies and all employees represented for the purpose of collective bargaining by the University of Saskatchewan Faculty Association;
- (b) including persons employed as applied music instructors;
- (c) including persons employed to teach courses for ITEP;
- (d) excluding persons employed to teach courses for NORTEP, NORPAC, and the Northwest Territories Education Program (amended January 1995);

- (e) including persons employed as University of Saskatchewan sessional lecturers for SUNTEP (amended January 1995);
- (f) excluding persons employed as teaching associates in the Department of Obstetrics and Gynecology;
- (g) If new programs are identified, the Employer and the Union will hold discussions before adding them to this Article.

STEWARD means a departmental or college representative of the Union.

UNION means Canadian Union of Public Employees Local #3287.

UNIVERSITY means the University of Saskatchewan as defined in the University of Saskatchewan Act, 1974, as amended up to and including the date of the execution of this Agreement.

PREAMBLE

The parties recognize the need for the successful operation of the University as a public institution of higher learning and pledge to cooperate in accordance with the purpose of this Agreement to encourage a climate of freedom, responsibility and mutual respect. The parties also acknowledge their joint responsibility to promote teaching excellence and to work towards recognition of the contributions of employees to the University.

ARTICLE 1 - PURPOSE

1.01 The purposes of the Collective Agreement are to promote harmonious relations between the Employer and employees, to establish an orderly collective bargaining relationship between the Employer and employees, to ensure the peaceful settlement of disputes and grievances, and to set forth an Agreement covering rates of pay and other working conditions.

ARTICLE 2 - MANAGEMENT RIGHTS

2.01 The parties recognize the right of the Employer to plan, coordinate and direct its resources, assign duties and manage the affairs of the University, except as limited by the provisions of this Agreement.

ARTICLE 3 - THE AGREEMENT

3.01 *Duration*

This Agreement shall be effective from **September 1, 2008** and shall remain in force and effect up to **August 31, 2010**, and from year to year thereafter. Either party may, not less than thirty (30) days nor more than sixty (60) days prior to the termination date hereof, give notice in writing to the other party to terminate this Agreement or to negotiate a revision thereof.

3.02 *Previous Provisions*

Nothing in this Agreement shall affect any provisions or concessions already in existence which are more favorable to employees than those contained in this Agreement.

3.03 *Conflicting Laws*

If any provision of this Agreement is found to be contrary to the provisions of any law, now or hereafter enacted, this Agreement will not be abrogated, but it is subject to such amendments as may be necessary to bring it into conformity with the law.

3.04 *No Other Agreements*

No employee(s) shall be required or permitted to make a written or verbal agreement with the Employer or the Employer's representatives which may conflict with the terms of this Collective Agreement. To facilitate this process, the Union will supply the names of its officers and stewards and, each October, the Employer will supply the Union with a list of deans, department heads and appropriate officers of the Centre for Continuing and Distance Education.

ARTICLE 4 - BARGAINING AGENT

4.01 The Employer recognizes the Canadian Union of Public Employees Local #3287 as the sole and exclusive collective bargaining agent for all employees covered by this Agreement, and hereby agrees to negotiate with the Union and any of its authorized committees, on all matters affecting relations between the parties to this Agreement, aiming towards a peaceful and amicable settlement of any difference that may arise.

ARTICLE 5 - UNION MEMBERSHIP

5.01 All employees who are now, or hereafter become, members of the Union shall maintain their membership in the Union as a condition of their employment, and all new employees whose employment commences hereafter shall, within 30 days after the commencement of their employment, apply for and maintain membership in the Union as a condition of their employment, provided that any employees in the appropriate bargaining unit who are not required to maintain their membership in the Union shall, as a condition of employment, tender to the Union the periodic dues uniformly required to be paid by members of the Union.

5.02 It is agreed between the parties that the Human Resources Division will distribute an information memorandum, prepared by the Union and approved by the University, to all new appointees falling under the jurisdiction of the Union.

ARTICLE 6 - REPRESENTATIVE OF C.U.P.E.

6.01 The Union shall have the right to have the assistance of representative(s) of the Canadian Union of Public Employees when dealing or negotiating with the Employer. Such representative(s) shall also have access to University premises in order to investigate and assist in the settlement of grievances.

ARTICLE 7 - UNION RIGHTS AND PRIVILEGES

7.01 The Employer agrees to provide the Union with office space as soon as such space can be made available. However, the Employer reserves the right, in the event of a work stoppage, to require the Union to vacate such premises on campus within twenty-four hours. The Union shall return to its former premises

immediately after the work stoppage is over. The privacy of Union information will be closely maintained, and the Union will be able to arrange access to its former premises for the purpose of removing its property by contacting the Human Resources Division.

- 7.02** The Employer agrees to provide the Union with adequate telephone service and use of the internal postal service of the University. A charge will be levied by the Employer for telephone and external postal services that are not otherwise paid for by the Union.
- 7.03** The Employer will allow the Union to use the University Printing Services and such other service facilities and equipment as may be required on the same basis as for the University's other certified bargaining units.
- 7.04** The Employer agrees to allow the Union to hold meetings, educational functions, and to conduct Union business at the University. The Employer will make space available for such functions subject to normal scheduling restrictions.
- 7.05** The Employer agrees to allow the Union to use existing Union Bulletin Boards to post notices of meetings and other such notices as may be of interest to the employees.

ARTICLE 8 - PICKET LINES DURING A STRIKE

- 8.01** Employees may refuse to cross a picket line arising out of a labour dispute. Employees shall not be subject to disciplinary action but will have pay deducted for the period of employment for which they refused to cross the picket line or failed to perform their assigned duties in the normal way unless alternate arrangements are approved in advance by the Dean of the College in consultation with the Executive Director of the Centre for Continuing and Distance Education (for regular session) or the Associate Vice-President of Student and Enrolment Services Division (for spring & summer session) or designate where appropriate.

Employees will not be required to perform duties beyond their normal responsibilities as a result of a labour dispute.

ARTICLE 9 - INFORMATION

- 9.01** The Employer agrees to provide the Union with a list of employees for each term by the following dates: October 15 for Term 1 of Regular Session; February 15 for Term 2 of Regular Session; and the third week of Term 1 and of Term 2 of Spring and Summer Session.
- 9.02** The Employer agrees to provide the Union, upon request, with a statistical breakdown of the bargaining unit provided the information is available. The breakdown will be according to department and college, and the information requested will consist of the number of sessional appointments, the proportion of men and women appointed, and the number of persons of aboriginal ancestry appointed.

ARTICLE 10 - DEDUCTION OF UNION DUES

10.01 *Deductions*

The Employer shall deduct, as a condition of employment of employees, initiation fees, dues and such other assessments as the Union may direct in writing through its Secretary-Treasurer, from the pay cheque due in each pay period from each such employee and remit the same prior to the tenth day of the month following the calendar month in which such deduction is made to the Secretary-Treasurer of the Union, accompanied by a list of names of all employees for and on behalf of whom such deductions, whether initiation fees, dues or assessments were made, and for what months the individual deductions were made.

10.02 *Monthly Statements*

Monthly statements shall be forwarded to the Secretary-Treasurer of the Union showing the names of all new employees covered by this Agreement and not reported in accordance with 10.01. The statements shall also include the names of all employees who terminated prior to their normal termination dates from their appointments in the bargaining unit. This information will be provided each month and will include the date of appointment or severance.

10.03 *Dues Receipts*

The Employer shall also include on Income Tax (T4 or T4A) slips the amount of union dues paid by each employee in the previous year.

ARTICLE 11 - LABOUR/MANAGEMENT

11.01 *Union - Management Committee*

There shall be a Union-Management Committee consisting of representatives from the Union and representatives from the Employer, for the purpose of resolving difficulties and promoting harmonious relations.

11.02 *Meetings*

In the event either party wishes to call a Committee meeting, the meeting shall be held at a time and place fixed by mutual agreement. All items proposed by either party and consistent with the purposes of the Union-Management Committee shall be included in the agenda.

11.03 *Exchange of Information*

The Employer and the Union agree to exchange, at the request of either party, information which is not confidential, is readily available, and pertains to a subject under discussion between the parties.

11.04 Compensation for Attendance at Joint Meetings

The University will provide annually to the Union the equivalent of a Level III stipend for a 6 credit unit course to compensate members of the Union for attendance at joint committees established under the collective agreement. The allocation of these funds will be at the discretion of the Union.

11.05 Compensation for Committee Work

The University will provide annually to the Union a sum of \$2,000 to provide compensation to members of the Union when they serve on committees of Council. The allocation of these funds will be at the discretion of the Union.

ARTICLE 12 - GRIEVANCES

12.01 Preamble

The parties confirm their mutual desire that every grievance shall be resolved promptly with the object of arriving at a fair and proper settlement.

12.02 Informal Procedure

It is the right of employees, with the assistance of a Union Steward if they so wish, to seek to resolve disputes through informal discussion with the academic and administrative colleagues, including the department head, provided that such informal discussion shall not in any way prejudice any dispute resolution procedures set out in this Agreement.

12.03 Step 1

If a dispute is not resolved informally, the Union may submit to the appropriate dean, with a copy to the Human Resources Division, a written grievance signed by a duly authorized official of the Union or by the employee(s) concerned. In order to be accepted, the grievance must reach the appropriate dean within 30 calendar days of the discovery of the incident which is the subject of the grievance. Grievances submitted after these time limits will not be accepted.

The Union or the dean may request a meeting at which both parties shall be present.

Within 14 calendar days of receiving the grievance, the dean shall render a decision in writing.

In a case where there is an unresolved dispute between an employee and a dean, a grievance may be submitted at Step 1 to the Vice-President (Academic) or designate instead of to the dean, and Step 2 will be waived.

12.04 Step 2

If a satisfactory decision is not rendered within the time limits of Step 1, the Union may, within 14 calendar days of receipt of the reply or the expiration of the time limit, refer the written grievance to the Vice-President (Academic) or designate, who shall render a written decision, after appropriate meetings and consultation with the Union, within 14 calendar days of receipt of the grievance.

12.05 Policy Grievance

The Union is entitled to initiate a grievance in its own right or on behalf of an employee at any step of the grievance procedure.

12.06 Time Limits

The time limits specified in the foregoing provisions may be waived by the parties upon agreement, and special consideration will be given when a case involves Union or Employer participants in more than one geographic location.

ARTICLE 13 - ARBITRATION**13.01 Time Limit**

If a satisfactory decision is not rendered within the time limits of Step 2 - Article 12.04, either party may, within thirty (30) calendar days of the reply, refer the written grievance to Arbitration.

13.02 Arbitration Board

A three member Arbitration Board shall be convened to hear the grievance as soon as possible but not later than 60 days after the grievance has been referred to it.

The Arbitration Board shall be made up of one nominee to be appointed by the Union, one nominee to be appointed by the Employer and one nominee to be agreed to by both parties, who shall act as the Chairperson of the Arbitration Board.

Should the parties fail to agree to the third nominee within 30 days of the grievance being submitted, the parties shall jointly request the Minister of Labour (or designate) to name the Chairperson.

13.03 Composition of the Arbitration Board in Grievances on Awarding Right of First Refusal

In the event a grievance arising from the failure to award the right of first refusal proceeds to Arbitration, the parties shall appoint an Arbitration Board made up of a chairperson, one nominee to be appointed by the Union, and one nominee to be appointed by the Employer; all shall be employed in an academic capacity by the University of Saskatchewan. The chairperson shall be a jointly agreed upon academic employee of the University of Saskatchewan. The fees and expenses

of the Chairperson shall be shared equally between the parties. The Arbitration Board may prescribe such remedies as it sees fit. The decision of this arbitration board shall be final and binding.

This procedure will also apply when there is a grievance arising from the failure to reinstate a right of first refusal, provided the decision not to reinstate was based on academic reasons.

13.04 *Hearing*

The Board, having been formed by the above procedure, shall meet, hear the evidence of both parties and render a written decision within 30 days from the completion of taking evidence. The decision of the majority of the Board on the matter at issue shall be final and binding on both parties, but the Board shall not be empowered to add to, subtract from, alter or amend the Collective Agreement in any way.

13.05 *Time Deficiencies*

Any Board of Arbitration established pursuant to the grievance procedure shall have the power to hear any arguments as to whether, in order to avoid consideration of substantive issues, time limits set forth in the grievance procedure have been unreasonably enforced. The Board may decide to deal with the case placed before it, despite such minor deficiencies.

13.06 *Disciplinary Action*

The Board shall have the power to dispose of any grievance involving dismissal or disciplinary action by any arrangement which it deems just and equitable.

13.07 *Expenses*

The fees and expenses of the Chairperson shall be shared equally between the parties. Each party shall be responsible for the costs, fees and expenses of its witnesses and those of its Board member.

13.08 *Time Limits*

The time limits imposed by the foregoing provisions may be waived by the parties upon agreement.

ARTICLE 14 - RIGHT OF FIRST REFUSAL

14.01 *Establishing the Right of First Refusal*

Where the Employer has determined that a particular credit course is to be taught on a sessional basis, an applicant who applies for the position within the official posting period shall enjoy a right of first refusal in connection with it, provided:

- (a) i. (for three credit unit courses)
the applicant has taught the same three credit unit course or a closely related three credit unit course a minimum of three times in any three terms or four times in any two terms during the past four-year period. For the purpose of this provision, the four-year period is defined as starting on September 1 and ending forty-eight months later on August 31. (NOTE: Teaching in the current term does not count until the course is completed in accordance with Article 14.05.);
- ii. (for six credit unit courses)
the applicant has taught the same six credit unit course or a closely related six credit unit course a minimum of three times during the past four-year period. (NOTE: Teaching in the current term does not count until the course is completed in accordance with Article 14.05.);
- iii. (for a combination of closely related six and three credit unit courses)
the applicant has taught from a set of closely related six and three credit unit courses a minimum of three times in at least three different terms during the past four-year period. However, an applicant may qualify by teaching one six credit unit course and two three credit unit courses in any two terms, providing the three credit unit courses were taught in two different terms (NOTE: Teaching in the current term does not count until the course is completed in accordance with Article 14.05.);
- iv. (for courses with fewer than three credit units)
The provisions of Article 14.01 (a) i. will apply.

and

- (b) the previous teaching was in relation to the same course or a closely-related course in the same department (or in the same college in the case of a non-departmentalized college);

and

- (c) there has been a positive evaluation of the candidate's ability and performance following the final qualifying course specified in (a), and the right of first refusal has been granted. In the event the candidate does not meet the qualifications posted at the time of appointment, the evaluation may also include a review of the candidate's qualifications. Denial of the right of first refusal because of teaching performance must be based on one or more formal teaching assessments. Absence of a formal teaching assessment as described in Article 18 may be interpreted as a positive assessment of a candidate's performance. If the right of first refusal is denied, the sessional lecturer may file a grievance.

The right of first refusal will apply only to courses offered directly by the University of Saskatchewan, and a credit toward the right of first refusal will be earned when the instructor teaches the course as a member of this bargaining unit or subsequently teaches the course as a member of faculty in a term position at the University of Saskatchewan.

14.02 Establishing Second or Subsequent Right of First Refusal

Where the Employer has determined that a particular credit course is to be taught on a sessional basis, an applicant who applies for the position within the official posting period shall be granted a right of first refusal in connection with it, provided:

- (a) The applicant currently holds right of first refusal for one or more courses in the department offering the course (or in the same college in the case of a non-departmentalized college).

and

- (b) The applicant has taught the same course or closely related course a minimum of two times in any two terms during the past four-year period. For the purpose of this provision, the four-year period is defined as starting on September 1 and ending forty-eight months later on August 31. (NOTE: Teaching in the current term does not count until the course is completed in accordance with Article 14.05.) In cases where the applicant has met the minimum requirement, the employer may either grant the right immediately or require the applicant to teach the course one additional time.

Applicants for subsequent right of first refusal who are required to teach the course an additional time will be provided with an explanation in writing, and a copy will be sent to the Union. The applicant will be offered the opportunity to teach the course again, providing it is being taught on a sessional basis and providing there is no other person to whom it should be offered by reason of the right of first refusal or place of residence (as provided in Article 16.05).

and

- (c) Following the completion of the final qualifying course, there will be an evaluation of the applicant's suitability and performance in relation to the course. In the event the candidate does not meet the qualifications posted at the time of appointment, the evaluation may also include a review of the candidate's qualifications. Denial of the right of first refusal because of teaching performance must be based on one or more formal teaching assessments. Absence of a formal teaching assessment as described in Article 18 may be interpreted as a positive assessment of a candidate's performance. If the right of first refusal is denied, the sessional lecturer may file a grievance.

If the evaluation is positive, the right of first refusal for this course will be granted. In the event the evaluation is not positive, the right of first refusal will be denied.

The right of first refusal will apply only to courses offered directly by the University of Saskatchewan, and a credit toward the right of first refusal will be earned when the instructor teaches the course as a member of this bargaining unit or subsequently teaches the course as a member of faculty in a term position at the University of Saskatchewan.

14.03 Course in Part

For courses covered in Article 14.03 Course in Part, where an employee with right of first refusal for one half of a course does not meet the posted qualification requirements for the entire course, another applicant who does meet the posted qualification requirements, may be appointed to teach the entire course. Where such an applicant is appointed, the Employer shall forward to the Union the name of the successful applicant and the rationale for the appointment. (agreed June 20, 2007)

There are two conditions under which the right of first refusal may be conferred for a part course:

- (1) the course is Fine Arts 100.6, which has four distinct parts, each requiring a different area of expertise; or
- (2) a six credit unit course is divisible into two distinct parts, each representing a different area of specialization and half of the total course.

14.04 Determination of "Closely Related" Courses

For the purpose of this article, a course shall be regarded as "closely related" where it encompasses subject materials and topics which are substantively and substantially similar to another current or previous course in the same department (or in the same college in the case of a non-departmentalized college). Requests to determine whether courses are "closely related" should be directed to the department head (or dean of non-departmentalized college). Any disputes arising from the decisions will be resolved according to the procedures set out below.

If an applicant disagrees with a department head's decision as to whether courses are "closely related," the decision may be appealed to the dean of the college. If the applicant disagrees with the dean's decision, a written appeal may be filed with the Joint Appeals Committee in care of the Human Resources Division. The written appeal must be submitted not later than two weeks from receipt of notice of the dean's decision.

The Joint Appeals Committee shall consist of two members appointed by the Union and two members by the University. The committee shall determine its own procedures, consider the appeal, and render a decision. Decisions of the committee shall be binding on both parties and not subject to further appeal unless the committee's decision results in a tie vote. In the event of a tie vote, the employee may initiate a grievance at Step 2 of the grievance procedure within 30 days of receiving notification of the decision.

14.05 Application for the Right of First Refusal

- (a) In order to increase employee awareness of the application procedure for attaining right of first refusal, the employer shall, on an annual basis, advise employees who have satisfied the teaching requirements for the right of first refusal in the previous twelve months who have not applied, that they are eligible to do so. However, should an employee not be notified by reason of a clerical error or oversight, the omission shall not be grievable and in no case shall it be used as an argument to confer rights under the collective agreement.

- (b) An applicant who seeks the right of first refusal shall apply to the Dean of the College that has jurisdiction over the course. Where conditions (a) and (b) in Article 14.01 or 14.02 have been met, and following the submission of marks for the final qualifying course specified in (a), there will be an assessment of the candidate's overall suitability and performance in relation to the course (See Article 18.). If the application is made prior to the submission of marks, the candidate and the Union will be notified in writing of the outcome of the assessment no later than one month following the submission of marks. If the application is made subsequent to the submission of marks, the assessment will occur no later than one month following the application. If it is positive, the candidate will be granted the right of first refusal in relation to that course when it is taught on a sessional basis. In the event the evaluation is not positive, the right of first refusal will not be granted.

Persons applying for the right of first refusal must submit to the Dean's Office a complete history of their teaching experience with the University of Saskatchewan relating to the course(s) for which they are requesting the right of first refusal. Individuals who wish to determine in advance if they have sufficient qualifying credits may submit information concerning their teaching history to the Human Resources Division for verification of their eligibility.

14.06 Maintenance of the Right of First Refusal

Once the right of first refusal is achieved, the individual must teach the same course or a closely related course at least once during every two years in order to maintain the right. For the purpose of this provision, the two-year period is defined as starting on September 1 and ending twenty-four months later on August 31. The individual may apply to the Dean to extend this maintenance period for a maximum of one additional year (from September 1 to August 31) in the following circumstances:

- (1) appointment to a faculty position at the University of Saskatchewan or another post-secondary institution;
- (2) the course is not offered on a sessional basis during the September 1 to August 31 year in question or another person with the right of first refusal was appointed to teach the course;
- (3) absence to upgrade academic qualifications;
- (4) absence for maternity purposes;
- (5) absence to assume a full-time union appointment external to CUPE 3287;
- (6) extended illness;
- (7) other approved absences; and
- (8) appointment(s) within the two-year maintenance period to teach another course in the department.

The right of first refusal may be maintained until the end of the September 1 to August 31 year in which the person reaches age 67. The Dean may approve the extension of the right of first refusal on an annual basis for anyone who has reached age 67.

14.07 *Reinstatement of the Right of First Refusal*

In the event the right of first refusal is not maintained, the individual may apply to the Dean for reinstatement of the right. In such cases, the Employer may either grant the right of first refusal immediately or require the applicant to teach the course one additional time. The applicant will be offered the opportunity to teach the next available section of the course, providing it is being taught on a sessional basis and providing there is no other person to whom it should be offered by reason of the right of first refusal or place of residence (as provided in Article 16.05). Following the completion of the course, there will be an evaluation of the applicant's suitability and performance in relation to the course. If the evaluation is positive, the right of first refusal for this course when it is taught on a sessional basis will be reinstated. In the event the evaluation is not positive, the right of first refusal will not be reinstated.

Note: See Article 19.02 for loss of the right of first refusal as a result of disciplinary action.

14.08 *SUNTEP Courses*

The right of first refusal for a course taught in SUNTEP will be distinct from the right of first refusal when the same course is taught in the regular program. Under certain conditions courses taught on a sessional basis either for SUNTEP or as part of the regular program may qualify as credits toward establishing, maintaining, or reinstating the right of first refusal for both the SUNTEP course and the corresponding course in the regular program. These conditions are as follows:

14.08.01 *Establishing the Right of First Refusal for SUNTEP Courses*

Where all of the conditions set out in sections (a) and (b) in Article 14.01 or 14.02 have been met, except that some or all of the qualifying credit units were earned while teaching the course in the regular program, the individual may apply for the right of first refusal for the SUNTEP course, but special provisions will apply. In such cases, the Employer may either grant the right immediately or require the applicant to teach the course one additional time as a SUNTEP course. Applicants for the right of first refusal who are required to teach a course an additional time will be provided with an explanation in writing, and a copy will be sent to the Union.

14.08.02 *Establishing the Right of First Refusal for Regular Program Courses*

Where all of the conditions set out in sections (a) and (b) in Article 14.01 or 14.02 have been met, except that some or all of the qualifying credit units were earned while teaching the course as part of SUNTEP, the individual may apply for the right of first refusal for the regular program course, but special provisions will apply. In such cases, the Employer may either grant the right immediately or

require the applicant to teach the course one additional time as a regular program course. Applicants for the right of first refusal who are required to teach a course an additional time will be provided with an explanation in writing, and a copy will be sent to the Union.

14.08.03 Evaluation

Applicants who have been asked to teach the course one additional time in accordance with section 1 or 2 above will be offered the opportunity to teach the course, provided it is being taught on a sessional basis as a SUNTEP course or as a regular program course and provided there is no other person to whom it should be offered by reason of the right of first refusal, place of residence (as set out in Article 16.05), or affirmative action placement (as set out in Article 16.06). Following the completion of the course, there will be an evaluation of the applicant's suitability and performance in relation to the course as it is taught in that program. If the evaluation is positive, the right of first refusal will be granted for the course that was specified in the application and evaluated (that is, for the SUNTEP course or for the regular program course). In the event the evaluation is not positive, the right of first refusal will not be granted.

14.08.04 Maintaining and Reinstating the Right of First Refusal

Once the right of first refusal has been granted for a SUNTEP course or for the corresponding regular program course, that right of first refusal may be maintained or reinstated by teaching the course either for SUNTEP or as part of the regular program.

14.09 Review of Right of First Refusal

It is expected that sessional lecturers will remain current with developments in their disciplines and on a regular basis will update the subject matter of courses they teach. Departments and colleges will be encouraged to conduct regular reviews of all aspects of the course delivery. In the event there is an individual who has the right of first refusal for a course and it is determined through a formal teaching evaluation process that students are not receiving the quality of instruction expected for the course, the dean may require the individual to participate in a mentoring program. If, following the completion of the mentoring program, the level of instruction has not improved to an acceptable level the dean may revoke the individual's right of first refusal with respect to that course.

ARTICLE 15 - POSTING

15.01 Posting Notice

The Employer agrees that all vacancies will be filled by a process which includes the posting of job vacancy notices on the official campus bulletin boards used for posting purposes. To the extent possible, postings shall identify the department or college, course name, course number and number of credit units, starting time and duration, location, expected enrolment limit, qualifications required, stipend, and where to apply. Expected enrolment limits will be provided for information only and may be subject to change. The University will notify the appointee as

soon as possible of any substantial changes in enrolment. A copy of each notice will be forwarded to the Union.

15.02 *Posting Locations*

Job vacancy notices will be posted on the official campus bulletin boards used for posting purposes including the University's electronic postings on the Human Resources Division Internet home page. In addition, each department or non-departmentalized college will display its own postings on its own bulletin boards or in another place designated for that purpose.

15.03 *Posting Periods*

Job vacancy notices will be posted for a period of seven days.

Regular Session: Any posting occurring in May shall be posted on the third Wednesday of the month. A posting occurring in June, July, or August shall be posted on either the first or third Wednesday of the month. There shall be no postings for Regular Session during the month of September. A posting occurring in October or December shall be posted on the first Wednesday of the month. A posting occurring in November shall be posted on either the first or third Wednesday of the month. There will be no postings for the Regular Session courses during the months of January through April.

Spring and Summer Session: Any postings occurring in February or March shall be posted on the first Wednesday of the month. A posting occurring in April, May, or June shall be posted on either the first or third Wednesday of the month. There shall be no postings for Spring and Summer Session courses during the months of July through January.

POSTING SCHEDULE

<u>WEEK POSTED</u>	<u>REGULAR SESSION</u>		<u>SPRING AND SUMMER SESSION</u>	
	<u>FIRST WEDNESDAY</u>	<u>THIRD WEDNESDAY</u>	<u>FIRST WEDNESDAY</u>	<u>THIRD WEDNESDAY</u>
<u>MONTH POSTED</u>				
January	0	0	0	0
February	0	0	Yes	0
March	0	0	Yes	0
April	0	0	Yes	Yes
May	0	Yes	Yes	Yes
June	Yes	Yes	Yes	Yes
July	Yes	Yes	0	0
August	Yes	Yes	0	0
September	0	0	0	0
October	Yes	0	0	0
November	Yes	Yes	0	0
December	Yes	0	0	0

15.04 Early Applications

Candidates may make application in advance of the posting. Early applications shall be forwarded to the department head (or dean of a non-departmentalized college). Applications will not be accepted for the Regular Session prior to the third week of May. Applications for the Spring and Summer Session will not be accepted prior to the first week in February. They will be given full consideration and will be subject to the provisions for the right of first refusal set out in Articles 14 and 16.

15.05 Urgency Provisions

Where for *bona fide* reasons it is not possible to post the vacancy in advance of the appointment, the provisions of Articles 15.01, 15.02, and 15.03 shall be waived, and the Employer shall inform the Union of the rationale for the waiver. The Employer may fill such positions without posting but will make reasonable attempts to give first priority to any current applications from persons holding the right of first refusal for this course, beginning with the applicant who has taught the most credit units in the department, proceeding to the applicant who has taught the second most credit units, and so on down the list in decreasing order of credit units.

ARTICLE 16 - APPOINTMENT

16.01 Appointment with Right of First Refusal

Consistent with the provisions of Article 14, the applicant for a vacancy who possesses the right of first refusal in relation to a particular course and priority (see 16.02) shall be offered an appointment to teach the course when it is offered on a sessional basis. A qualified applicant with priority may apply for and be assigned up to 12 credit units in the Regular Session. Such applicants are entitled to be appointed for up to 12 credit units before another applicant is appointed.

16.02 Determining Priority for Appointment

If more than one applicant has a right of first refusal in relation to the same course, priority shall be given to the applicant who has the most priority points in the department. In the case of a non-departmentalized college, priority shall be given to the applicant who has the most priority points in the college. Where possible, location and time preferences will be respected. If two or more applicants have accumulated the same number of priority points, priority will be given to the applicant who has accumulated the most priority points in the department or non-departmentalized college within the past four years. Credit units for determining priority will include courses that are currently being taught.

Updated priority lists will be made available to departments in the months of August, October, and February. The priority list for a department or non-departmentalized college will show the accumulated priority points for each sessional lecturer who has the right of first refusal for a course offered by that department or non-departmentalized college. Each priority point represents six credit units taught for the department or non-departmentalized college or the

equivalent amount of teaching as an applied music instructor. (See Article 16.04)
It does not include courses taught for another department or non-departmentalized college.

16.03 Notification

When there are applications for a vacancy from persons who have the right of first refusal with respect to the posted vacancy, these applicants will be notified of the decision within twenty - one days of the closing of the seven-day posting period. Notification will be sent to the applicant's last known address and, if necessary, attempts will be made to contact applicants at their last known phone number. If there are no applications from persons who have the right of first refusal, the Employer may decide to repost the vacancy prior to notifying applicants.

Candidates will inform the University, in writing, within one week of receipt of the offer whether or not they accept the offer.

16.04 Maximum Teaching Assignment

No individual shall, through right of first refusal or otherwise, secure more than twelve credit units in the Regular Session unless the Vice-President (Academic) has approved the teaching assignment and the Employer has provided notification to the Union, confirming that no applicant with right of first refusal, nor any applicant who has applied and taught the course previously as a Sessional, is being displaced. (agreed June 20, 2007)

An employee who has been assigned eighteen credit units within the twelve month period between September 1 and August 31 shall not be appointed to teach an additional course during the same twelve month period if there is any other applicant possessing the right of first refusal for that course or failing that, any other applicant who has previously taught the course as a sessional lecturer and whom the University wishes to hire. The exception to this provision would be in the case of a course cancellation as described in Article 17.04.

For the purpose of determining the maximum teaching assignment for an Applied Music Instructor, two hours of instruction per week will be considered comparable to a one credit unit assigned to a Sessional Lecturer. Thus, the maximum teaching assignment during the Regular Session will be 24 hours of applied music instruction per week for the period from September to April.

16.05 Geographic Location

Recognizing there may be situations outside of Saskatoon in which it would be beneficial to appoint a person who resides in the location where a course will be taught, the Union and Employer agree that the normal provisions of right of first refusal may be superseded to give preference to a person residing in the location where the course will be taught, provided the location is outside of Saskatoon and the person appointed has taught the course as a member of the bargaining unit within the past three years.

16.06 *SUNTEP Program*

In accordance with the objectives of SUNTEP as set out in the Agreement between the Gabriel Dumont Institute, the Province of Saskatchewan, and the University of Saskatchewan and the affirmative action initiatives of the Gabriel Dumont Institute, the parties agree that there may be special considerations in selecting sessional lecturers to teach courses for SUNTEP providing the applicants selected have qualifications comparable to those required to teach the same courses as part of the regular program or special qualifications required to teach the courses in that program. Accordingly, the Employer shall retain the right to override the normal right of first refusal provisions in order to appoint aboriginal persons to teach courses for SUNTEP. The Employer will advise the Union any time an appointment is made under this affirmative action program.

16.07 *Specialist Qualifications*

In exceptional cases where a sessional appointment requires specialist qualifications and experience, and where one applicant is demonstrably more specialized than those with the right of first refusal, the former applicant may be appointed. Where such an applicant is appointed, the Employer shall forward to the Union the name of the successful applicant and the rationale for the appointment.

16.08 *Education Equity*

In the case where a course is directed specifically to a target group identified in the affirmative action plan approved by the Saskatchewan Human Rights Commission for the University of Saskatchewan and the sessional lecturer appointment requires special background or training to teach the course effectively, the Employer may ask that the normal provisions of right of first refusal be superseded to give preference to a person who has the special background or training deemed necessary. The request will include an explanation of the special background or training required. Such request will be made as soon as possible and may be made before the course offering is finalized. The Union will respond within one month of the request.

16.09 *Teaching Courses Concurrently*

Occasionally, very similar courses are taught concurrently. Sessional lecturers appointed to teach more than one course at the same time and in the same location will be remunerated for a teaching a single course if the posting has specified that this will be a concurrent teaching assignment. When a second course is added to a sessional lecturer's teaching assignment following the acceptance of any appointment to teach a single course, supplementary remuneration may be appropriate under certain circumstances – for example, if the addition of the second course requires more than minimal further preparation on the part of the sessional lecturer or if the combined enrolment of the concurrent courses exceeds the limit posted for the single course. Supplementary remuneration will be arranged through Human Resources and will be subject to the agreement of the Union.

ARTICLE 17 - CANCELLATION OF A COURSE OFFERING

- 17.01** When a course scheduled to be taught on a sessional basis is cancelled because of insufficient enrollment or for other just cause, and the cancellation occurs within the three week (21 day) period before the first scheduled class, the person who was appointed to teach the course will receive twenty-five percent of the stipend for the course that has been cancelled.
- 17.02** If the course is cancelled on or after the first scheduled class, the employee will receive the greater of (a) twenty-five percent of the course stipend or (b) the proportion of the course stipend corresponding with the proportion of teaching duties completed.
- 17.03** The cancellation fee will not be paid if the individual accepts an offer to teach an alternate course in the same term with an equivalent stipend. An individual shall receive a prorated cancellation fee if offered an alternate course with a smaller stipend.
- 17.04** ***Special Rights as a Result of Course Cancellations***

This special right exists in addition to the cancellation fee, if any, as specified in Articles 17.01 and 17.02.

If a course offered to an individual with the right of first refusal is cancelled and no alternate course is assigned, the individual shall be offered the course at the next opportunity, provided it is available on a sessional basis within one year of the cancellation. If the individual is unable to accept this substitute course assignment, another substitute will be offered the next time the course is offered on a sessional basis, provided it is still within the one-year period. For the purposes of Article 16.04 only, a substitute course will be considered as an appointment in the twelve month period in which the course is cancelled and not the twelve month period in which the course is actually taught. If more than one individual has a course cancelled, priority in assigning substitute courses shall be given based on the accumulated teaching credits of the individual. This special right will continue for one year following the cancellation of the original course assignment or until the individual accepts a substitute course assignment to replace the cancelled course, whichever occurs earlier.

ARTICLE 18 – FORMAL TEACHING ASSESSMENT

All formal teaching assessments shall use reasonable methods and criteria of evaluation that are appropriate to the department or non-departmentalized college and to the course in question.

18.01 Use of Formal Teaching Assessments

The Employer shall normally conduct a formal assessment of an employee's teaching performance when the employee is being considered for right of first refusal.

A formal assessment may also be undertaken if one or more of the following conditions are present:

- at the request of the employee
- at the request of the department head or dean
- decision of department head or dean resulting from the processing of a complaint in accordance with Article 19.04.

18.02 Procedures

Wherever possible, procedures will be compatible with those used to evaluate other teaching staff in the same department (or in the same college in the case of a non-departmentalized college).

An assessment will normally include the following:

1. One or more in-class observations of teaching; and
2. Review of teaching materials, graded examinations, assignments, essays, and any similar material from students considered relevant to teaching performance;

And may also include:

3. Signed evaluations from students;
4. Evaluations provided by students on forms approved for the evaluation of full-time faculty by the department or college;
5. Statements, reports, or other information such as a teaching dossier submitted by the sessional lecturer for consideration;
6. Letters of complaint and responses as described in Article 19.04.

18.03 Observers

Department heads (or deans of non-departmentalized colleges) shall determine who will conduct the in-class observations. Sessional lecturers will normally be given notice at least two classes before the date and time the observations will take place. They shall also be entitled to invite a University colleague, who is either a sessional lecturer or a faculty member, to attend in-class observations on a voluntary basis. This colleague may also file a report or provide written comment on the class.

18.04 Observers' Report

Observers will give the employee the opportunity to discuss their reports prior to submitting them to the department head or dean. The department head or dean will provide the employee with copies of the final written reports. The employee will be asked to sign each report to acknowledge that it has been read. Should the employee wish, the employee will be entitled to file a written comment which will be appended to the record.

18.05 Recommendation of Department Head

The department head (or dean of a non-departmentalized college) or a designate will be responsible for reviewing the information gathered for the teaching assessment, including observers' reports and other information described in Article 18.02, and for assessing the teaching performance for the course in question. This assessment may be used as part of the overall evaluation when an eligible employee is being considered for the right of first refusal.

18.06 Appeal

In the event the formal teaching assessment is negative and the right of first refusal is denied, the sessional lecturer may request the dean of a departmentalized college (or the Vice-President (Academic) in the case of a non-departmentalized college) to appoint a second person to review the information gathered for the assessment. That person shall either confirm the initial decision or overturn it. If the initial decision is confirmed, the sessional lecturer may file a grievance. If the initial decision is overturned, this appeal decision shall be final.

ARTICLE 19 – DISCIPLINE

19.01 Dismissal

Except as outlined below, it is the Employer's policy to base the discharge of an employee on just cause.

19.02 Progressive Discipline

As a matter of practice and general principle, the Employer endorses the concept of progressive discipline. In this context, the Employer will normally warn an employee, in writing, that discipline may follow the repetition of the act or omission complained of or the failure to bring work up to a specified standard by a given date. It is to be expected in the setting of such a date that the employee will be provided with a reasonable opportunity to correct the problem(s) referred to in the letter of warning.

(It is understood that the Employer retains the sole right to determine, in any particular case, whether the matter is sufficiently serious to warrant immediate disciplinary action.)

The Employer may revoke the right of first refusal as a disciplinary measure.

19.03 Procedure

Where it is determined an employee is to be disciplined, other than by way of a letter of warning under paragraph 19.02, the employee shall be advised in writing, within a reasonable period of time after the decision is taken, of the nature of the discipline and the reasons for the disciplinary action, and a copy of the letter shall be sent to the Union. If an employee who has been disciplined wishes to discuss the matter with the Employer to request a reconsideration of the decision, the employee and/or the Union shall contact the appropriate Human Resources

Manager, who shall arrange for a meeting to be held among the persons concerned within two weeks.

19.04 Processing of Complaints

Prior to any consideration of discipline, except where the Employer determines that the matter is sufficiently serious to warrant immediate disciplinary action, a department head (or dean of a non-departmentalized college) who becomes aware of a complaint concerning the professional performance or conduct of an employee shall within twenty-one calendar days investigate the matter and discuss the relevant facts or opinions with the employee. The employee may choose to be accompanied by a representative of the Union during such discussion. If the department head (or dean) concludes that the charges are substantiated, a report of the complaint may be placed in the employee's file provided the employee is informed and permitted to file any explanation in rebuttal. The fact that the employee was so informed shall be noted in the file. If the department head (or dean) concludes that the charges are not substantiated or chooses not to conduct an investigation, the complaint may not be placed in the employee's file.

19.05 Right to Grieve

Any action taken in accordance with this Article shall be subject to the grievance procedure.

ARTICLE 20 – ACADEMIC FREEDOM

20.01 Sessional lecturers have the right to academic freedom, that is, the right to examine, to question, to teach, to learn, to investigate, to speculate, to comment, and to criticize without deference to prescribed doctrines, insofar as it is consistent with the achievement of the University's legitimate educational objectives.

20.02 Notwithstanding the provisions of Article 20.01, the Employer reserves the right to specify the curriculum and assigned teaching materials for a course in order to ensure conformity with course descriptions, to match parallel sections of a course, to meet prerequisites required to other courses, or to meet academic objectives of the academic unit.

ARTICLE 21 - TECHNOLOGICAL CHANGE

21.01 Technological Change and Transfer of Work

From time to time the University may decide there is a need to deliver a course through another employer or through another bargaining unit. In some circumstances, this may involve a transfer of work previously performed by the Sessional Lecturers' Union, and it may fall within the definition of *technological change* as set out in the *Trade Union Act*. If that is the case, the University as an employer is bound by provisions of *The Trade Union Act* to meet with the Union

for the purpose of bargaining collectively with respect to a workplace adjustment plan.

In the interest of providing as much advance notice as possible to the Sessional Lecturers' Union about any developing situations and to minimize the adverse impact of this type of change on members of the bargaining unit, the parties agree to take the following steps:

1. Colleges will be encouraged to report to the Union-Management Committee future developments or initiatives that might have an impact on members of the bargaining unit. To facilitate this communication, the Dean or designate of the College of Arts and Science will be a member of the Union-Management committee. In addition, other colleges that employ sessional lecturers will be invited to attend meetings of the committee or to file reports outlining possible developments that could affect members of the bargaining unit.
2. If it is determined that the situation constitutes technological change as defined in the *Trade Union Act*, the parties agree to discuss ways that the impact can be minimized for employees in the bargaining unit. Two areas that should be explored in these cases would be asking the new organization to consider appointments of the existing employees or, where appropriate, looking for alternate appointments in cognate disciplines.
3. Other situations involving a transfer of work out of the bargaining unit shall be discussed at the Union-Management Committee at the request of either party. The purpose of these discussions will be to explore ways to minimize the impact for the members of the bargaining unit who are affected. Where appropriate, the parties agree to look for alternate appointments in cognate disciplines or initiate discussions with the new unit to consider appointments of the existing employees.

ARTICLE 22 - NO DISCRIMINATION

22.01 The Employer and the Union agree that there shall be no discrimination or harassment with respect to any employee by reasons of age (between legal age for employment and normal retirement age of sixty-five years), race, creed, color, national origin, language (except where the lack of language competence would clearly prevent carrying out the required duties), political or religious affiliation, sex, marital status, sexual orientation, gender identity or gender expression, physical disability (except where the disability would prevent carrying out the required duties), record of offences (except where such a record is a reasonable and bona fide ground for discrimination because of the nature of the employment), nor by reason of membership or activity in the Union.

ARTICLE 23 - HARASSMENT

23.01 The Employer and the Union do not condone sexual or personal harassment.

23.02 Definition of Sexual Harassment

Sexual harassment is defined as behaviour related to sexuality that may be verbal, physical, deliberate, unsolicited or unwelcome; it may be one incident or a series of incidents. While the following is not an exhaustive list, sexual harassment may include: verbal abuse; unwelcome jokes, innuendoes or taunting about an employee's clothing, body, or sexual activities; displaying of pornographic material; unwelcome invitations or requests, whether indirect or explicit, to engage in behaviour of a sexual nature; leering or other gestures associated with sexuality; unnecessary physical contact such as touching, patting, pinching, punching; physical assault.

23.03 Criteria

For a practice to be considered sexual harassment it must be reasonably perceived as a term or condition of employment (including availability or continuation of work or promotional or training opportunities) or influence decisions on such matters or interfere with job performance.

23.04 Procedure

Sexual harassment involving employees as complainants is grievable at Step 1. Before a response is rendered, there will be an objective examination including the nature and context of the incident(s). Both parties agree that all proceedings and the results thereof will be dealt with in the strictest confidence.

23.05 Personal Harassment

The University of Saskatchewan endorses the principle that all members of the University community have the right to work and study in an environment free from personal harassment. This entitlement carries with it an expectation that all members of the University community, including members of the CUPE 3287, will conduct themselves in an appropriate and responsible manner, with due respect and regard for the rights and feelings of others. Employee complaints of personal harassment by students will be handled in accordance with Council and Senate regulations.

ARTICLE 24 - PATENTS

24.01 The Employer has no claim in respect of rights in any invention developed without the use of University facilities, support personnel or services and on the employee's own time.

24.02 Each employee is required to give the Employer notice of any patent application made by the employee together with a statement as to whether, in the employee's opinion, University facilities, personnel or services have been used in the development of the patent.

24.03 The Employer and employees shall be bound by the terms of the "Memorandum of Agreement" that is currently in use at the University concerning their respective rights in any invention produced by an employee as a consequence of activity that

was part of the employee's assigned duties. By mutual agreement, the Union and the Employer may amend the "Memorandum of Agreement" that is currently in use.

24.04 By mutual agreement, an employee and the Employer may enter into an individual agreement concerning their respective rights in any invention produced by an employee as a consequence of activity that was not part of the employee's assigned duties, according to the "Memorandum of Agreement" presently in use at the University or amended by agreement between the Union and the Employer.

ARTICLE 25 - COPYRIGHT

25.01 *Copyright Ownership*

The Employer recognizes that the employee is the sole copyright holder of the following:

- (i) lectures delivered by the employee;
- (ii) printed works (books, articles and similar material) written by the employee, except for editorial work that is part of the employee's assigned duties;
- (iii) artistic works (paintings, sculptures, musical compositions and the like) created by the employee;
- (iv) computer programs developed by the employee, except for work that is part of the employee's assigned administrative duties;
- (v) recorded works (films, videotapes, audio recordings, etc.) created by the employee, except for work that is part of an employee's assigned duties.

25.02 *Royalties*

An employee is entitled to receive any and all royalties on copyrighted works of which the individual is the exclusive owner. Royalties on copyrighted works that are produced as part of an employee's assigned duties shall be shared half-and-half between the employee and the Employer, or by such other arrangements as the Union may approve on behalf of the employee.

25.03 Any work produced by an employee and copyrighted by the Employer shall be withdrawn from educational or public use at the request of the employee if the individual can demonstrate that the content is in error or outdated, that the quality is unjustifiably poor, or that the work reflects badly on his reputation. No copyrighted work produced by an employee shall be used by the Employer in a manner not approved by the employee.

ARTICLE 26 - OCCUPATIONAL HEALTH AND SAFETY

26.01 Cooperation on Safety

It is agreed that the Employer, the Union, the employees and all levels of supervision will cooperate fully to promote safe work practices, healthy working conditions and compliance with the Occupational Health and Safety Act, 1993, and regulations.

The Union, through the participation of its members in the Joint Occupational Health and Safety Committee(s), will provide input into issues of occupational health and safety and will assist, wherever possible, in the furtherance of safe conditions and practices.

26.02 Safety Committee Pay Provisions

The Occupational Health and Safety Committees shall hold meetings and regular inspections to deal with all unsafe, hazardous or dangerous conditions.

Committee representatives shall suffer no loss of pay for attending such meetings or inspections. Minutes of committee meetings and inspection reports shall be provided to the Union.

26.03 Safety Measures

All employees either working with or in close proximity to any hazardous product or dangerous material will be supplied with adequate and sufficient training, education, tools, and safety equipment so as not to be exposed to unacceptable risks of the hazardous product or dangerous material. The training, tools, and equipment to be used will be determined by a representative of the Department of Health, Safety, and Environment in consultation with the relevant Occupational Health and Safety Committee consistent with pertinent legislation and accepted protocols.

26.04 Educational and Training Programs

With the prior consent of the department head or dean, a Union member of a Health and Safety Committee shall be entitled to time off from work with no loss of pay to attend educational courses and seminars sponsored by government agencies or the University for instruction and upgrading on health and safety matters.

26.05 No Disciplinary Action

No employee shall be disciplined for refusal to work on a job or to operate any equipment which, in the opinion of the employee or any member of the Safety Committee, is unsafe, until an Occupational Health and Safety Officer or an Occupational Health Committee established under the Occupational Health Act, 1993, has investigated the matter or situation, or until sufficient steps have been taken so that the Employee has reasonable grounds for believing that the duty or duties are no longer unusually dangerous.

ARTICLE 27 - CHEQUES DEPOSITED

27.01 On the request of an employee, the Employer agrees to deposit the employee's cheque in a bank or in a credit union account of the employee's choice subject to normal University policies and procedures.

ARTICLE 28 - JURY DUTY

28.01 When employees are summoned for jury duty or as court witnesses, they shall not suffer any loss of salary or wages while so serving, except in situations where they are testifying on their own behalf. Remuneration paid to employees by the court must be turned over to the Employer. However, this will not include expenses paid by the court.

ARTICLE 29 - LEAVE FOR PERSONAL REASONS

29.01 Leave with pay for urgent personal reasons (bereavement, family illness, etc.) shall be granted for short periods of time. If possible, an employee shall obtain permission from the department head or dean before taking such leave so that arrangements can be made to carry on the employee's duties during the period of absence.

Employees will obtain prior approval from their department heads or deans for planned absences. If approved, the department head or dean will determine whether the absence will be with pay or without pay. In the case of planned absences with pay, employees will normally make alternate arrangements to fulfill their assigned duties. These arrangements must be approved by the department head or dean, and the Executive Director of the Centre for Continuing and Distance Education (for regular session) or the Associate Vice-President of Student and Enrolment Services Division (for spring & summer session) or designate will be consulted where appropriate.

ARTICLE 30 - SICK LEAVE

30.01 Leave with pay for illness or injury shall be granted for short periods of time when employees are unable to perform assigned duties. If a woman is not able to perform her duties as a result of pregnancy or childbirth, she will be entitled to sick leave in accordance with the provisions of this article. If possible, an employee shall consult with the department head or dean before taking such leave so that arrangements can be made to carry on the employee's duties during the period of absence.

In the case of absences of more than a week, employees shall keep their department head or dean informed, weekly or at some other mutually agreeable interval, of the anticipated date for the resumption of duties. The dean's office may require a medical certificate if the absence extends for more than one week. Paid sick leave will not extend beyond the last day of the current academic term or the termination date of the employee's current appointment, whichever is earlier. In the event that an employee is absent from duties for more than half of a course, that course will not be counted as part of the teaching required to qualify for the right of first refusal.

For the purpose of accumulating priority points and service points, the parties agree that sessional lecturers may earn both priority points and service points

while on paid sick leave. These points, earned on the basis of one priority point and one service point per six credit unit class, will be tied to the compensation received.

ARTICLE 31 - MATERNITY/PARENTAL LEAVE

31.01 Requirements

The Employer shall not deny the pregnant employee the right to continue employment during her pregnancy. Sick leave provisions may be available in accordance with Article 30.01.

31.02 Maternity leave without pay shall cover a period of up to 26 weeks or until the termination of the appointment, whichever is earlier, and may be taken at the employee's discretion before and/or after the birth or adoption of a child.

Under the provisions of Article 14.06, an individual who is absent for maternity purposes may apply for an extension of the maintenance period for the right of first refusal.

An employee on maternity leave who maintains the right of first refusal shall be credited with teaching experience equivalent to the teaching credit accumulated in the same period in the previous year.

31.03 Return from Maternity Leave

When an employee decides to return from a maternity leave, she shall provide the Employer with at least two weeks notice.

31.04 Parental Leave

Parental leave is available as defined and provided for in the *Saskatchewan Labour Standards Act*.

A parental leave shall not exceed the termination date of the employee's appointment.

ARTICLE 32 - DEATH BENEFIT

32.01 In the event of the death of an employee during the Regular Session, the Employer shall pay the employee's relict or dependent two months' salary as a death benefit in addition to payment to the estate for that portion of the employee's monthly salary that has elapsed up to and including the date of death. If the death occurs during Spring and Summer Session, the Employer shall pay the balance of the stipend for the course or courses that the employee was teaching at the time of death.

ARTICLE 33 – TRAVEL ACCIDENT INSURANCE

33.01 The Employer shall maintain travel accident insurance covering employees who are travelling on University business with the authorization of the University. Deemed hours would be used to determine eligibility.

For persons working 75% of full time or greater:

- \$100,000 for accidental loss of life and provide up to \$200,000 for specified types of injuries while travelling.

For persons working less than 75% of full time:

- \$50,000 for accidental loss of life and provide up to \$100,000 for specified types of injuries while travelling.

ARTICLE 34 - RECREATIONAL FACILITIES

34.01 The Employer agrees that all employees shall have access to the University's physical education facilities for recreational use, subject to the priorities of teaching, research and intramural and intercollegiate sports as established by the College of Kinesiology. Charges to employees will be the same as those charged to other employee groups.

The extent to which employees have access to the University's physical education facilities for recreational use shall be guided by past practice and will not be significantly reduced without agreement between the University and the Union unless the College of Kinesiology changes the accessibility of employees, in general.

The Employer agrees that employees are entitled to participate in appropriate fitness and recreation programs sponsored by the College of Kinesiology.

ARTICLE 35 - TEMPORARY RELOCATION ASSISTANCE

35.01 When agreed to in advance by the Employer, the following temporary relocation assistance will be available to visiting sessional lecturers appointed to teach at Spring and Summer Session:

- a. Visiting sessional lecturers residing within Saskatchewan, may receive assistance equivalent to the return mileage to Saskatoon.
- b. Visiting sessional lecturers residing outside of Saskatchewan, but within Canada, may receive assistance to a maximum amount equivalent to the return economy airfare to Saskatoon.
- c. Visiting sessional lecturers residing outside of Canada may receive assistance to a maximum amount equivalent to the return economy air fare from St. John's, Newfoundland to Saskatoon.

Candidates who reside outside of Saskatoon will be advised at the time an offer of appointment is made that they may apply for this assistance.

ARTICLE 36 – PROFESSIONAL DEVELOPMENT

36.01 Professional Allowance

A non-accountable professional allowance will be provided. This will be added to the stipend for the course and paid at the rate outlined in Schedule A.

36.02 Academic Participation/Professional Development Fund

The University will make available a fund of \$30,000 per year to enable the academic participation of and to support the professional development of sessional lecturers. Unused portions of the fund will be returned to the fund for reallocation.

Information governing the eligibility and administration of the fund will be available on the Human Resources Division website and from the union.

The Sessional Joint Union-Management (SJUMC) committee will administer the fund in accordance with the established guidelines. The SJUMC will evaluate and make changes to the guidelines as necessary.

36.03 Tuition Waiver Fund

The University will make available the equivalent of 20 three credit unit tuition waivers per year to help enable educational upgrading for sessional lecturers. The maximum size of waiver available to any applicant in any academic year shall be equivalent to the Canadian student course-based tuition for a 3 cu undergraduate class in tuition category 3 which is current at the time the course is taken.

Unused waivers can be carried over to the fund for reallocation for the next year. The maximum fund balance will be the equivalent of 40 three credit unit waivers.

The parties agree that a review of the costing or valuing of the waivers would be subject for discussion at the next round of negotiations.

The Sessional Joint Union-Management Committee (SJUMC) will administer the fund in accordance with the established guidelines. The SJUMC will evaluate and may make changes to the guidelines as necessary.

Information governing the eligibility and administration of the fund will be available on the Human Resources Division website and from the union.

ARTICLE 37 – EMPLOYEE BENEFITS

37.01 *Group Life and Accidental Death and Dismemberment Insurance*

The employer shall provide group life and accidental death and dismemberment insurance for sessional lecturers during the terms of their appointments. Effective February 1, 1998, coverage for each sessional lecturer shall be maintained at \$15,000 from the first day of the appointment through the last day as set out in the letter of offer. Premiums shall be paid by the Employer.

37.02 *Retirement Savings Contribution (effective May 1, 2007)*

The Employer shall provide, to eligible members, a payment in the amount of six percent (6%) of their current sessional lecturer earnings, in lieu of pension, to be invested at the member's discretion. Eligibility is determined over a rolling two-year period and requires sessional earnings greater than or equal to 35% of the YMPE in each of two consecutive years.

Earnings from other non-sessional employment will be excluded from eligibility determination.

Eligibility will be maintained until there is a break in employment of 12 consecutive months at which time an employee must re-qualify for payments agreed upon in the eligibility criteria.

37.03 *Health Spending Account*

Sessional lecturers may be eligible to receive a Health Spending Account (H.S.A.). Health Spending Accounts are used to reimburse health, dental, and optical expenses to the employee and their eligible family members.

The employer will contribute an amount of \$500 per year for each eligible sessional lecturer.

Eligibility is determined over a one-year period and requires a total of 12 credit units of teaching during this period.

Continued eligibility for a yearly H.S.A. requires appointments totaling 6 credit units over a one-year period. Where this is not met, employees will be required to re-qualify for a H.S.A. according to the eligibility criteria.

If there is a credit remaining in an employees H.S.A. at the end of the policy year, *August 31*, it can be carried forward to the next benefit year. Credits can not be carried forward more than one benefit year.

Information governing the administration of the account will be available on the Human Resources website and from the Union.

37.04 Critical Illness Fund

The University will make available a fund to provide critically ill members of the bargaining unit with financial assistance. The University will contribute \$4,500 to the fund on a yearly basis. Any unused funds will be carried over to the next fiscal year.

The Sessional Joint Union Management Committee (SJUMC) will administer the fund in accordance with established guidelines.

In the event an employee is unable to accept teaching appointments or complete the second term of a six credit unit course because of a critical illness, consideration may be given to providing a financial payment.

SCHEDULE "A": RATES OF PAY – Effective Sept. 1, 2008 to Aug. 31, 2010

1. *Sessional Lecturers Stipend*

This schedule represents the basic stipend for a 6 credit unit course. Courses with more or fewer credit units will be prorated accordingly.

	<i>Basic Stipend</i>	<i>+ Vacation Pay (4/52)</i>	<i>+ Professional Allowance</i>	<i>= Total Stipend</i>
LEVEL I				
Sept. 1, 2008	\$ 9,607.93	+ \$ 739.07	+ \$ 220	= \$ 10,567
Sept. 1, 2009	\$ 9,927.36	+ \$ 763.64	+ \$ 220	= \$ 10,911
LEVEL II				
Sept. 1, 2008	\$ 10,025.79	+ \$ 771.21	+ \$ 220	= \$ 11,017
Sept. 1, 2009	\$ 10,345.21	+ \$ 795.79	+ \$ 220	= \$ 11,361
LEVEL III				
Sept. 1, 2008	\$ 10,443.64	+ \$ 803.36	+ \$ 220	= \$ 11,467
Sept. 1, 2009	\$ 10,763.07	+ \$ 827.93	+ \$ 220	= \$ 11,811

Level I: Sessional lecturers who have accumulated zero up to five (but not equal to five) service points.

Level II: Sessional lecturers who have accumulated five up to ten (but not equal to ten) service points.

Level III: Sessional lecturers who have accumulated ten or more service points and retired faculty members appointed as sessional lecturers.

- Each service point represents six credit units of teaching as a sessional lecturer or teaching twelve students as an applied music instructor. (See Service Points – Definitions).
- Mid-course adjustments will occur if a sessional lecturer reaches the service equivalent to the next level while teaching a 6 credit unit course.

2. *Applied Music Instructors*

	<i>Weekly Rate of Pay per Student</i>	<i>+ Vacation Pay (4/52)</i>	<i>+ Professiona I Allowance</i>	<i>=</i>	<i>Total Stipend</i>
LEVEL I					
Sept. 1, 2008	\$50.28	+	\$3.87	+	\$0.71 = \$54.86
Sept. 1, 2009	\$51.81	+	\$3.99	+	\$0.71 = \$56.51
LEVEL II					
Sept. 1, 2008	\$52.39	+	\$4.03	+	\$0.71 = \$57.13
Sept. 1, 2009	\$53.98	+	\$4.15	+	\$0.71 = \$58.84
LEVEL III					
Sept. 1, 2008	\$54.53	+	\$4.19	+	\$0.71 = \$59.43
Sept. 1, 2009	\$56.18	+	\$4.32	+	\$0.71 = \$61.21

- Level I: Sessional lecturers who have accumulated zero up to five (but not equal to five) service points.
- Level II: Sessional lecturers who have accumulated five up to ten (but not equal to ten) service points.
- Level III: Sessional lecturers who have accumulated ten or more service points and retired faculty members appointed as sessional lecturers.

- Each service point represents six credit units of teaching as a sessional lecturer or teaching twelve students as an applied music instructor.
- Mid-course adjustments will occur if a sessional lecturer reaches the service equivalent to the next level while teaching a 6 credit unit course.

3. *Non- Accountable Professional Allowance*

The non-accountable professional allowance has been rolled into the salary component effective September 1, 2003.

4. *Travel and Inconvenience Allowance*

Subject to the following conditions, employees required to travel to teach a course will be reimbursed for their travel expenses and will receive an inconvenience allowance:

- If an individual resides in Saskatoon and is appointed to teach in a location other than Saskatoon, that individual will be eligible in accordance with past practice.
- If an individual resides in a location other than Saskatoon and is appointed to teach either in Saskatoon or outside of Saskatoon, that individual will be eligible when agreed to in advance by the Employer.
- In cases where a course taught at an off-campus location requires an individual to travel to that location more than once a week, the allowance shall be 15% of the prorated sessional lecturer stipend.

Travel expenses will be reimbursed in accordance with the prevailing University policy (4.20.02). Sessional Lecturers will be expected to participate in car pools whenever reasonable.

The inconvenience allowance shall amount to an extra 10% of the prorated Sessional Lecturer stipend if the course location is 60 kilometres or more from the employee's normal residence or an extra 15% of the prorated stipend if the course location is 160 kilometres or more from the employee's normal residence.

5. *Duties Outside Normal Time Parameters*

Employees who are required to set or grade special deferred or special supplemental exams shall be remunerated on the basis of \$20 per student.

6. *Course Development*

Funding for Course Development during the terms of this agreement will be provided as outlined in the Memorandum of Agreement on Course Development. (See Appendix I)

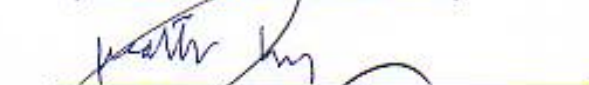
MEMORANDUM OF AGREEMENT

The Union and the University agree that the tentative terms of settlement agreed to and signed on March 23, 2007 have been replaced by the following:

1. The revised Collective Agreement will cover the period from September 1, 2008 to August 31, 2010.
2. The changes agreed to by the parties, attached to this document, will be incorporated in the Collective Agreement.
3. The Employer agrees that in the event of the introduction of a teaching stream in the USFA collective agreement, the Employer will immediately schedule a Joint Union Management Committee Meeting to review the application of Article 21.01 (Technological Change and the Transfer of Work).
4. New rates of pay will be effective September 1, 2008.
5. Unless otherwise specified, revisions to the Collective Agreement will be effective September 1, 2008.

SIGNED this 15th day of June, 2007.

On behalf of the Canadian Union of
Public Employees and its Local 3287
(The Sessional Lecturers' Union)



Heather Wagg



Ron Williams



Bryan Wiebe



Bill Rafoss


On behalf of the
University of Saskatchewan
represented by:




Cheryl Caever



Lawrence Martz



Alana Carmichael



Richard Florizone
Chair, Board of Governors



Barb Daigle
Secretary, Board of Governors

INDEX – APPENDICES

MEMORANDA OF AGREEMENT / LETTERS OF UNDERSTANDING

Courses Offered by the Centre for Continuing and Distance Education Through S.C.N.43	
Participation of Sessional Lecturers in the Academic Decision-Making Process	43
Cancellation of Postings	44
Appointing the Wrong Candidate	45
Course Development	45
Employee Assistance Program.....	47
Accommodation	47
Critical Illness Fund.....	48
Right of First Refusal in Exceptional Cases	48
Employment Equity	49
Pension Change Implementation.....	49
Provision of Teaching Materials.....	50
Course Design and Delivery	51
Continuing Sessional Lecturer.....	51

APPENDIX I**LETTER OF UNDERSTANDING****Courses Offered by the Centre for Continuing and Distance Education Through S.C.N.**

C.U.P.E 3287 has indicated a concern with distance education initiatives involving the Saskatchewan Communications Network (S.C.N.) and with the impact these may have on its membership. Accordingly, the Executive Director of the Centre for Continuing and Distance Education will provide, once a year and upon request, a list of University of Saskatchewan credit courses offered by the Centre for Continuing and Distance Education through S.C.N.

In the event there is a future development involving S.C.N. that will have a substantial impact on the number of sessional lecturers in the bargaining unit, the University agrees to consult with the Union prior to implementation.

Heather Wagg

B.L. Bates

For CUPE Local 3287

For the University of Saskatchewan

August 31, 1991

Dated: _____

LETTER OF UNDERSTANDING**Participation of Sessional Lecturers in the Academic Decision-Making Process**

The Employer and the Union acknowledge the important contribution made by Sessional Lecturers to the teaching activities of the University. It is, therefore, appropriate that mechanisms be provided for the participation of Sessional Lecturers--to an extent appropriate to their role as part-time teaching staff--in the academic decision-making process.

Heather Wagg

Joan Llewellyn

For CUPE Local 3287

For the University of Saskatchewan

January 30, 1998

Dated: _____

MEMORANDUM OF AGREEMENT

Cancellation of Postings

The parties agree that, as a general rule, courses should only be posted when it is clear that they will be taught on a sessional basis. In the event a course section has been posted and circumstances change so it is no longer clear there is a need to teach the section on a sessional basis, the Union will be advised.

A simple notice to the Union of cancellation of the posting will normally suffice when the posting is cancelled in the following circumstances:

1. It is decided that the posted class will not draw sufficient enrollment;
2. It is decided to hire a faculty member in a limited term appointment and either (a) there are no applicants with the right of first refusal for the cancelled section or (b) the individual being appointed as a faculty member is the applicant for the cancelled posting who has the most priority points; or
3. No one with right of first refusal has applied, and changes in faculty workload will result in a faculty member teaching the course section as part of his or her regular faculty teaching assignment.
In these cases, the Union will either be notified of the cancellation on the next posting notice or in a special written advice to the Union.

In other cases, the department head or the dean of the college will contact the Union within twenty-one days of the closing of the seven-day posting period to discuss the circumstances and possible courses of action.

Some principles that should guide the discussion include:

1. There are times when it is important to advise applicants *in writing* of the circumstances.
2. In the interest of fairness, it is important to communicate the same message to all of the applicants.
3. Whenever possible, steps should be taken to find an alternate teaching assignment for a sessional lecturer who has the right of first refusal and is displaced when a posting is cancelled.

Heather Wagg

For CUPE Local 3287

August 10, 2001

Dated: _____

Joan White (Signed: September 14, 2001)

For the University of Saskatchewan

Ken Coates

For the College of Arts and Science,
University of Saskatchewan

MEMORANDUM OF AGREEMENT

Appointing the Wrong Candidate

The collective agreement between the Union and the University sets out the rules and procedures for appointing sessional lecturers. The parties acknowledge that these rules and procedures are complex and that, occasionally, the wrong candidate may be appointed through an honest mistake or because there is more than one feasible interpretation of the rules and procedures.

Efforts will be made by the Union to resolve the types of disagreements outlined above in such a way that the University will be obliged to pay only one stipend per section taught. If disputes arising from these issues cannot be resolved through other means, it is understood that they may be submitted to the grievance procedure for resolution.

This agreement will be continued from year to year, but either party may request a review with thirty days notice. Following the review, the parties will determine whether to extend, amend, or discontinue the agreement.

Heather Wagg

Joan Llewellyn

For CUPE Local 3287

For the University of Saskatchewan

March 12, 2001

Dated: _____

MEMORANDUM OF AGREEMENT

Course Development

When, with the approval of the department head or dean, an employee develops a new course or a new offering for a Special Topics course, or is appointed as a Faculty Subject Matter expert to develop online courses through the Technology Enhanced Learning (TEL) Program, the employee will be paid a stipend as determined by the Course Development Stipend Scale below and credited with equivalent teaching credits for the purposes of acquiring the right of first refusal and priority. The stipend and teaching credits may be prorated in the event that more than one person is responsible for the course development.

Scale for allocating course development stipend where 1.0 equals one full stipend:

- 2.0 Development of online courses through the TEL program.
- 1.0 Full development of a new course to be entered into the calendar as part of a continuing program.
- 0.75 Development of a Special Topics Course that will be offered at most a few times and is a new development for the developer. Typically, this would involve a topic

on which the developer has sufficient expertise to build a solid course, but it would not be a topic on which the developer has done direct research.

- 0.5 Development of a Special Topics Course that will be offered at most a few times and, although a new development for the developer, is directly related to the area of research expertise of the developer. For example, a course that is essentially an outgrowth of a thesis topic or a research project of the developer would fit in this category if the developer had not taught a similar course before.
- 0.25 Development of the approval materials for a Special Topics Course for a course that is substantially similar to a course or courses previously taught by the instructor. Those previous courses may have been taught at the University of Saskatchewan or at another institution.
- 0.0 Development of teaching materials for an existing approved course, where the development is within the range expected for faculty members when assigned to teach courses.

If a Special Topics course becomes a new course in the calendar within a five-year period, the developer may apply to the dean for the difference between the stipend received and the full course development stipend (1.0) at the time the course was developed.

In exceptional cases, where the department head or dean determines that an existing course needs extensive reworking, additional development support may be considered, using the scale for Special Topics courses as a guide for determining the stipend. The Dean must approve the additional support before the work is begun.

Heather Wagg

Cheryl Carver

For CUPE Local 3287

For the University of Saskatchewan

January 27, 2006

Dated: _____

MEMORANDUM OF AGREEMENT

Employee Assistance Program

Recognizing they have a jointly-held responsibility to provide personal support to employees of the University who are also members of C.U.P.E. Local 3287, the University and the Union agree to participate in the Employee Assistance Program.

The cost of publicizing the Program within the bargaining unit will, in part, be met by C.U.P.E. Local 3287.

Heather Wagg

B.L.Bates

For CUPE Local 3287

For the University of Saskatchewan

December 2, 1994

Dated: _____

MEMORANDUM OF AGREEMENT

Accommodation

The parties are committed to review the process of accommodation for sessional lecturers, through discussions at the Union-Management Committee with the goal to improving the understanding and education of the members.

Ron Williams

Cheryl Carver

For CUPE Local 3287

For the University of Saskatchewan

February 24, 2006

Dated: _____

MEMORANDUM OF AGREEMENT
Critical Illness Fund

The parties agree that the Union Management Committee will do a full review of the Critical Illness Fund with a view to exploring options for providing critical illness coverage for members.

The review will include examining investment opportunities for the fund.

Ron Williams

Cheryl Carver

 For CUPE Local 3287

 For the University of Saskatchewan

February 24, 2006

Dated: _____

MEMORANDUM OF AGREEMENT
Right of First Refusal in Exceptional Cases

In the event an employee does not meet the teaching criteria to apply for right of first refusal as per Article 14.01, but has taught the equivalent of ten 6 credit unit classes, an employee may apply to the Dean for consideration in regards to granting a right of first refusal.

Upon an evaluation of the employee's case, the Dean may approve the granting of the right of first refusal on a particular course (or courses) as determined by the Dean, in consultation with the appropriate Department Head where relevant.

Heather Wagg

Barb Daigle

 For CUPE Local 3287

 For the University of Saskatchewan

September 22, 2003

Dated: _____

MEMORANDUM OF AGREEMENT

Employment Equity

The University of Saskatchewan is committed to achieving and maintaining a fair and representative work force through the design and implementation of an Employment Equity Plan which meets the requirements of the Federal Government's Contractors' Program and is consistent with provisions of the *Saskatchewan Human Rights Act*.

Employment equity is a process designed to improve the representation of aboriginal peoples, persons with disabilities, visible minorities and women at the University of Saskatchewan. The University and CUPE Local #3287 recognize the importance of providing opportunities in this bargaining unit for these target groups.

Heather Wagg

B.L. Bates

For CUPE Local 3287

For the University of Saskatchewan

December 21, 1994

Dated: _____

MEMORANDUM OF AGREEMENT

Pension Change Implementation

Members of the Sessional Lecturers' Union bargaining unit (CUPE Local 3287) who are currently enrolled in the pension plan at date of signing will have the following options:

1. Members may opt to leave current funds in the pension plan, with no further contributions being made to the plan effective May 1, 2007, the beginning of Spring and Summer session 2007.
2. Those that wish to move their accrued assets out of the plan must contact the Benefits Office in writing notifying them of the details of their transfer request. Failing such instructions, the member funds will remain in the plan and the incumbents will be deemed 'deferred beneficiaries'.
3. Transfers to approved retirement savings plans will allow for the on-going tax sheltering of current pension funds. Cash withdrawals will be subject to required statutory deductions.

Ron Williams

Cheryl Carver

For CUPE Local 3287

For the University of Saskatchewan

February 24, 2006

Dated: _____

LETTER OF UNDERSTANDING

Provision of Teaching Materials

The parties acknowledge that sessional lecturers are to be treated in the same way as faculty with respect to the provision of teaching materials necessary to teach courses at the University of Saskatchewan. Depending on the circumstances, the department and/or the college may give special financial or other consideration to sessional lecturers teaching courses for the first time.

The University department or college administratively responsible for a course shall make available to sessional lecturers copies of the texts, manuals and other printed materials which students registered for the course are advised to purchase. The department or college will also facilitate the photocopying of course outlines, examination and test papers, and class hand-outs to an extent consistent with department practice for the same or similar courses, provided the department head or dean considers the photocopying to be reasonable and has given approval. In the event that a sessional lecturer must purchase any of these items outright, the department or college will reimburse the sessional lecturer, provided the department head or dean has approved the expenditure. Marking, teaching, and secretarial assistance related to courses being taught shall be assigned, to the extent possible, on a basis comparable to full-time faculty within each department or college. To the extent it is required for the effective delivery of the course (s), the department or college will provide the sessional lecturer with access to a computer, to the Internet, and to computer printing in accordance with the normal practices of the department or non-departmentalized college. Sessional lecturers are asked to approach their Dean or Department Head regarding the possibility of access to office space and telephones.

In order to ensure there is adherence to both the letter and the spirit of this understanding, the parties recommend that each department and non-departmentalized college employing sessional lecturers should develop a statement describing the policy for that department or college.

In addition, department heads and deans of non-departmentalized colleges are encouraged to review a checklist of resource needs with each sessional lecturer at the time of appointment. A template checklist will be included in the next Procedures Manual. This template checklist may be modified to include the specialized resource needs of the various departments and colleges.

Heather Wagg

Joan Llewellyn

For CUPE Local 3287

For the University of Saskatchewan

January 30, 1998

Dated: _____

LETTER OF UNDERSTANDING

Course Design and Delivery

The University affirms the principles that course design should be guided by sound pedagogical rationale and that the sections of a course taught by sessional lecturers will normally be structured in the same way as the sections of the same course taught by faculty.

While these principles form the basis for course design and delivery, the Union and the University acknowledge that there may be special cases in which the structure of a course section needs to be altered. Where alterations result in a major change in the working conditions for sessional lecturers, the Union may request the Dean to facilitate a meeting with the Department Head and Union representatives to address the concerns.

Heather Wagg

Joan Llewellyn

For CUPE Local 3287

For the University of Saskatchewan

June 28, 2000

Dated: _____

MEMORANDUM OF AGREEMENT

Continuing Sessional Lecturer

The parties have agreed to the creation of Continuing Sessional Lecturer term appointments commencing September 1, 2005.

1. Continuing Sessional Lecturers are term appointments made within academic departments (or in colleges in the case of non-departmentalized colleges). A Continuing Sessional Lecturer appointment is one in which a sessional lecturer is appointed to and responsible for teaching credit courses during the Regular Sessions over a 2 or a 3 year term, renewable upon agreement by the parties.
2. Appointees are remunerated on a per course basis and the stipends paid over the 8 months of the Regular Session, as described and defined in Schedule A.
3. Continuing Sessional Lecturer term positions will be filled by the posting process as per Article 15. However, departments/colleges may post their Continuing Sessional Lecturer term positions on the third Wednesday of March or the third Wednesday of April, prior to the normal start of the Posting Schedule, the third Wednesday of May.
4. Candidates must possess the appropriate academic qualifications and should have a record of positive teaching evaluations in accordance with Article 18.
5. The normal teaching load for Continuing Sessional Lecturer term positions shall be 12 credit units per Regular Session, although the department or college,

depending on its needs, may post these positions for as few as six credit units. As per Article 16.04, appointees may secure more than twelve credit units in a Regular Session if the Vice-President Academic has approved the teaching assignment. Any additional class assignments above the 12 credit units would be processed as a separate Sessional appointment.

6. Assignment of classes within these term appointments, by the department head (or Dean in the case of a non-departmentalized college), must not disadvantage another Sessional lecturer with right of first refusal and priority (as per Article 16.02), on any of the courses assigned within the appointment. Classes are assigned on a yearly basis and where possible, class assignments for the next year's Regular Session shall be made by July 1 of that year.
7. Formal teaching assessments shall be conducted as per Article 18.
8. Renewal of a Continuing Sessional Lecturer term position shall be determined in the last year of the term position. This shall be based on the teaching assessments and the departmental needs, and recommended by the Department Head to the Dean for approval.
9. If a Continuing Sessional Lecturer term position is to be discontinued written notice must be given prior to April 30 of the current year. The appointees are required to give three months notice.
10. If the class assignments in a Continuing Sessional Lecturer term position are to be reduced in the upcoming academic year or during the academic year, the Course Cancellation Clause as per Article 17.01 will apply.
11. All other terms and conditions of the University of Saskatchewan and CUPE Local 3287 Collective Agreement will apply.

This agreement will be continued from year to year, but either party may request a review with sixty days notice. Following the review, the parties will determine whether to extend, amend, or discontinue the agreement.

B. Zamulinski

B. Daigle

For CUPE Local 3287

For the University of Saskatchewan

March 3, 2005
Dated: _____