

Agreed upon language
January 30, 2007

ARTICLE 12.5 ACCOUNTABLE PROFESSIONAL DEVELOPMENT ACCOUNT (APDA)

Annual APDA The Accountable Professional Development Account (APDA) is available to all permanent, seasonal and eligible term employees except those on unpaid leave. Effective 1 May 2007 the allocation is \$1,000.00 per member. The ~~account~~ *APDA*, which is cumulative to a maximum of \$6,000, shall be used to defray expenses associated with their related professional activities, teaching, education or research. Members ~~may~~ have until 30 April 2008 to use any excess balance over \$6,000.

For the purposes of these Guidelines, professional development includes those activities which enhance a member's work performance, ability or effectiveness.

12.5.1 Annual Allocations (effective 1 May 2007)

Eligibility:

Each year members will receive a statement of their APDA from the Financial Services Division.

Eligibility is assessed and the annual APDA allocations are calculated by Human Resources according to employment status in the fiscal year (1 May – 30 April) and made available in an APDA account in the name of each member on 1 May of each year.

annual The amount available for eligible members is \$1,000 effective 1 May 2007. Where applicable, this amount will be prorated by three factors: payroll FTE; seasonal status; and length of employment during the fiscal year (this last factor does not apply to members on maternity or parental leave).

Members who have a term appointment of one (1) year or greater are eligible.

Members who have positions < 0.5 FTE will receive an amount prorated by FTE based on status as of 1 May or status on date of hire if after 1 May.

Members who have seasonal appointments will receive an amount prorated in proportion to the layoff period.

Members appointed between 1 November and 30 April will have their APDA allowance reduced by 50% for the first year of employment only.

Members returning from leave without pay will ~~be~~ *have their allocation* prorated in proportion to time worked during the fiscal year and their payroll FTE status on the date of return to work.

12.5.2 Eligible Expenses

As legislation on taxable benefits change from time to time, please consult Financial Services Division website for a listing of current claimable expenses. As non-taxable benefits, any goods, books, or equipment purchases from the APDA will remain property of the University.

After April 30, 2008 if an annual allocation results in an APDA balance exceeding \$6000, the amount over \$6000 will be deemed unassigned and transferred in accordance with the terms of Article 12.5.5.

12.5.3 Claims

Members must submit expense claims for authorization by their department/unit head. The officer in each unit who authorizes the claims should forward the completed forms with supporting documentation directly to the Accounting Office, which has the responsibility of tracking the accounts. Members are requested to minimize the number of claims to be processed by normally submitting claims of at least \$50 on any one occasion.

A member who feels that an APDA claim has been unfairly rejected may request, in writing, that AECC conduct a review of the application and the decision and, if appropriate, make a recommendation to the University. Such a decision will not be subject to the grievance and arbitration procedures.

12.5.4 Unexpended Balances

Unexpended ^{APDA} balances will be carried forward automatically for each member for future professional development use up to the maximum of \$6,000.

Upon departure from the Association, unexpended balances in APDA accounts will be transferred to any of the three funds: The ASPA Scholarship Fund, the ASPA Award Fund or the ASPA Tuition Reimbursement Fund. The specific allocation of funds will be determined by the Association.

12.5.5 Unassigned APDA Annual Amounts

Effective 1 May 2008, **one-half** of the unassigned portions of a member's annual APDA allocation, in excess of \$6,000, will be transferred to any of the three funds: the ASPA Scholarship Fund, the ASPA Award Fund or the ASPA Tuition Reimbursement Fund. The specific allocation of funds will be determined by the Association.

The remaining one-half of unassigned portions of a member's annual APDA allocation, in excess of \$6,000, will be transferred to the Development Grant Fund (DGF).

12.5.6 Utilization Statement

Annually, the University shall provide ^{ASPA} a report listing the detailed financial transactions for the ^{Investment Grant (DIG)} ~~three~~ funds in the previous fiscal year. _{that occurred}

ARTICLE 12.6 TUITION REIMBURSEMENT FUND (TRF)

Beginning in the 2007-2008 fiscal year, the University agrees to establish a Tuition Reimbursement Fund (TRF). The TRF will be funded from two sources:

- and
- (a) unexpended APDA balances of individuals ceasing to be members of the Association
 - (b) **one-half of the** unassigned APDA funds in excess of \$6,000.

The specific allocation will be determined by the Association on an annual basis. The TRF is available for members' immediate family (spouses, partners, and children). Tuition reimbursements will be made annually. Terms of reference for the fund will be subject to agreement between the parties. The Student and Enrolment Services Division (SESD) at the University will administer the fund.

All unexpended tuition reimbursement funds will be carried forward from year to year.

ASPA Award Fund, ASPA Scholarships Fund, ASPA Tuition Reimbursement Fund
Development Investment Grant

ARTICLE 12.7 DEVELOPMENT GRANT FUND (DGF)

Beginning 1 May 2008, the University agrees to establish a Development Grant Fund (DGF). The DGF will be funded from one-half of the unassigned APDA funds in excess of \$6,000. The DGF is available to all permanent, seasonal, and eligible term employees except those on unpaid leave. The Guidelines for the fund will be subject to agreement between the parties. All unexpended funds in the DGF will be carried forward from year to year. Decisions regarding the allocation of the DGF will not be subject to the provisions of the grievance and arbitration procedures.

DIG

DIG


Grant

Investment

DIG

DIG

DIG


For University of Saskatchewan


For ASPA

Allocation of the current unexpended balance (~~approx~~[>] \$165,000) will be determined by ASPA. ✓



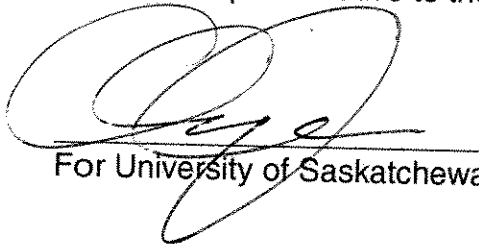
Agreed upon language
March 6, 2007

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The parties agree to the deletion of the current Memorandum of Agreement RE: The Employee Assistance Program to be replaced it with the new Article 12.12 Employee Assistance Program (EAP).

(new) **Article 12.12 Employee Assistance Program (EAP)**


The Employer agrees to provide an EAP as described in the Joint Stakeholder Agreement dated _____ and as amended from time to time by the EAP Board. The Stakeholder Agreement may be modified from time to time with the approval of the EAP Board following consultation with all parties to the agreement. The Association will provide a representative to the EAP Board as per the Stakeholder Agreement.



For University of Saskatchewan

E & OE

March 6, 2007



For ASPA
Acting Chief
Negotiator

University of Saskatchewan Proposal

For Negotiation with ASPA

January 9, 2007

The following proposal is tendered on behalf of the University of Saskatchewan.

Article 19.1 Holidays

19.1.1 The University Recognizes the Following Statutory Holidays:

New Year's Day
Family Day
Good Friday
Victoria Day
Canada Day
Saskatchewan Day
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

19.1.2 One Additional Holiday

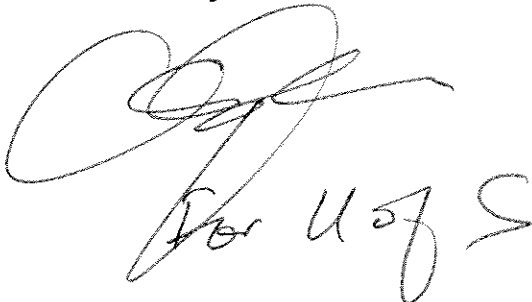
Delete Article and replace with Article 19.1.3 Special Holidays

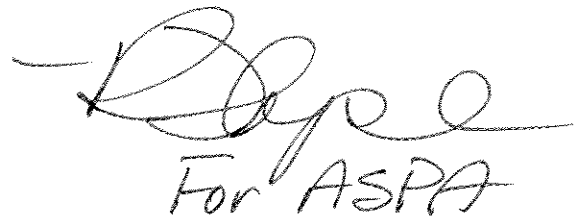
(Renumbered) 19.1.2 Special Holidays

In recognition of the need for members to occasionally work in excess of the work plan guidelines, the University will provide **three (3)** additional days off during the fiscal year. These days will normally be taken between December 25th and January 1st when the University is closed. Alternate days will be provided if the member is required to work during the Christmas and New Year's season.

E&OE

January 9, 2007


For U of S


For ASPA

ADMINISTRATIVE AND SUPERVISORY PERSONNEL ASSOCIATION
NEGOTIATIONS WITH THE UNIVERSITY OF SASKATCHEWAN

JANUARY 16, 2007

ASPA would like to make the following response to the University's proposal of November 21, 2006. However, ASPA reserves the right to table further and/or additional proposals and counter proposals.

ARTICLE 7.4 LETTER OF OFFER

former
(Replacing *former* Article 7.4 Appointment Procedure)

The University must extend written letters of offer to individuals being offered positions within the scope of ASPA. Appointments are not official until the individuals have accepted the offer in writing. Members shall forward a copy of their accepted Letter of Offer to the Association within ninety (90) calendar days.

verbal request that templates include "cc: ASPA"

E&OE

[Handwritten signature]
U of S.

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ASPA

**Status Quo Language &
Agreed Items
U of S and ASPA Negotiations**

Date: May 11, 2006

MEMORANDUM OF AGREEMENT - RE: Recognition for Contributions

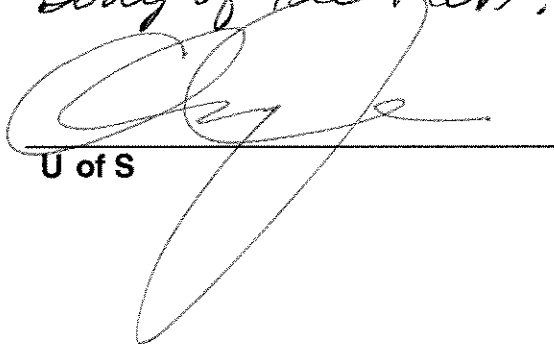
Agreed to ASPA Proposal of April 20, 2006 – May 11, 2006

Deletion of MOA

MEMORANDUM OF AGREEMENT - RE: Disability & Rehabilitation Management

Agreed to ASPA Proposal of April 20, 2006 – May 11, 2006

Change name from Disability & Rehabilitation Management to Accommodation of Disability *both in the heading of the MOA & in the body of the MOA.*



U of S



ASPA

University of Saskatchewan Proposal


For Negotiation with ASPA

~~October 26, 2006~~


The following proposals and counterproposals are tendered on behalf of the University of Saskatchewan.

4. (Revised) Article 5.1.1 – Information for New Members

Monthly ^{to} the University will provide the Association with access to a list of new employees eligible for membership in the Association. The Association reserves the right to meet with new members during normal working hours with no loss of salary.



Wes



ASPA

January 16, 2007

**ADMINISTRATIVE AND SUPERVISORY PERSONNEL ASSOCIATION
NEGOTIATIONS WITH THE UNIVERSITY OF SASKATCHEWAN**

ASPA COUNTER PROPOSAL – NOVEMBER 21, 2006

ASPA would like to make the following counter proposal. However, ASPA reserves the right to table further and/or additional proposals and counter proposals.

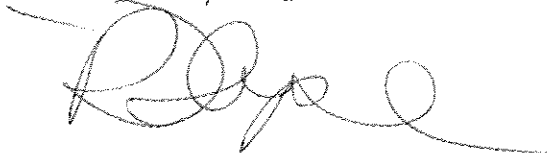
Reference to Human Resources Division

ASPA is prepared to agree to change the reference in the collective agreement from the Human Resources Division to Human Resources provided the following is added to the definitions:

Human Resources – refers to the organizational unit formerly known as the Human Resources Division. *(expires concurrently with this collective agreement)*

E&OE



Nov. 21/06



**ADMINISTRATIVE AND SUPERVISORY PERSONNEL ASSOCIATION
NEGOTIATIONS WITH THE UNIVERSITY OF SASKATCHEWAN**

The following Memorandum of Agreement was agreed to at the Joint meeting held on December 19, 2006 and is to be signed off at the Joint meeting on January 9, 2007:

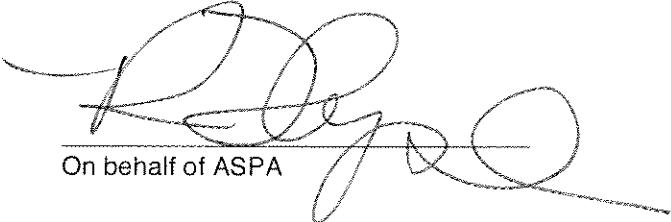
MEMORANDUM OF AGREEMENT

RE: Reimbursement for Association-Management Meetings

The University of Saskatchewan will provide reimbursement in the amount of 0.2% of annual membership salary to be paid to departments as designated by the Association for employees who are required to attend joint Association-Management meetings. The Association will advise the University, in writing, of the amount of the payments and the departments to which they should be directed.



On behalf of the University
January 9, 2007



On behalf of ASPA

**ADMINISTRATIVE AND SUPERVISORY PERSONNEL ASSOCIATION
NEGOTIATIONS WITH THE UNIVERSITY OF SASKATCHEWAN**

ASPA COUNTER PROPOSAL – NOVEMBER 21, 2006

ASPA would like to make the following counter proposal. However, ASPA reserves the right to table further and/or additional proposals and counter proposals.

ARTICLE 3 – SCOPE AND RECOGNITION

3.3.1 Access to Member Information

To better serve its members ASPA requires access to member information. The Human Resources Division will provide ASPA with access to member information via the Human Resources information system. The Association's access to member information on the Human Resources information system shall be changed by agreement.

*Continued to
AF2*

E&OE

Nov. 21/06
[Signature]

**Status Quo Language &
Agreed Items
U of S and ASPA Negotiations**

Date: April 6, 2006

Article 7.3.1 Education and Training Incentive

Agreed to Employer Proposal of March 9, 2006 – March 30, 2006

Change “Expense Account (Article 12.5) to “Development Account (Article 12.5)” and delete last paragraph on transition.

Article 8 – Probationary Period for Permanent and Seasonal Appointments

Employer Proposal Withdrawn
Status Quo Language Agreed – January 26, 2006

Article 8.1 Probationary Period for Permanent and Seasonal Employees

Agreed to Employer Proposal of March 9, 2006 – March 30, 2006

Change “appointments committee” to “Human Resources”

Article 9.3.1 - Annual Performance Appraisal and Salary Review of Permanent, Seasonal and Eligible Term Employees

Employer Proposal Withdrawn
Status Quo Language Agreed – March 30, 2006
Both parties reserve the right to propose further amendments pending the outcome of discussions on compensation.

Article 9.3.3 Merit Increases

Agreed to Employer Proposal of March 9, 2006 – March 30, 2006

Delete reference to expired allocations for merit.

Both parties reserve the right to propose further amendments pending the outcome of discussions on compensation.

Article 9.7 Pay Grades

Agreed to ASPA Proposal of March 30, 2006 – April 6, 2006

All positions in the Association are placed in the Salary Scales attached as Schedule “1”.

Both parties reserve the right to propose further amendments pending the outcome of discussions on compensation.

Article 12.2 - Professional Development (12.2.1 & 12.2.2)

Agreed to Employer Proposal of March 9, 2006 – March 30, 2006

Deletion of Article.

Article 12.5 - Accountable Professional Expense Account

Agreed to Employer Proposal of March 9, 2006 – March 30, 2006

Deletion of Article.

Article 17 – Problem Resolution Process

Employer Proposal Withdrawn
Status Quo Language Agreed – April 6, 2006

Letter of Understanding – “Normal Hiring Point”

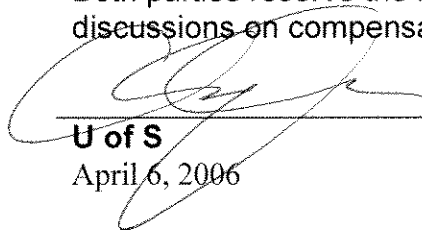
Employer Proposal Withdrawn
Status Quo Language Agreed – April 6, 2006
Both parties reserve the right to propose further amendments pending the outcome of discussions on compensation.

**Schedule 2 of March 25, 2004 MOA
(Articles 7.2.1, 7.5.1, 7.5.2, 9.1, 9.1.1, 9.1.2, 9.1.3, 11.1.1, 11.1.2, 11.2)**

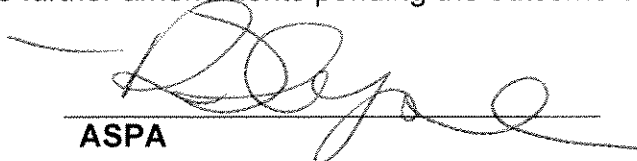
Status Quo Language Agreed – March 30, 2006
Both parties reserve the right to propose further amendments pending the outcome of discussions on compensation. This agreement does not imply resolution of outstanding disagreements as to the status of the procedures document, the criteria matrix and the MOA re: JJE, page 39 CBA 2002-05. Moreover, the fact of this agreement does not prejudice either party's position that these items were/were not collectively bargained.

Table 12

Agreed to Employer Proposal of March 9, 2006 – March 30, 2006
Deletion of expired items.
Both parties reserve the right to propose further amendments pending the outcome of discussions on compensation.



U of S
April 6, 2006



ASPA

Agreed upon language
January 30, 2007

12.4 Tuition Waiver

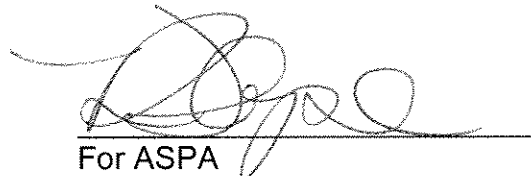
Members shall be entitled to have tuition fees waived (not reimbursed) for one (1) course for credit per academic term for courses taken at the University of Saskatchewan. **The maximum value of the waiver will not exceed Category 6 tuition for a three-credit unit undergraduate class.** Registration is completed through the normal class registration procedure. The tuition waiver is accessed through Student Accounts and Treasury, Financial Services Division.

Provided that space is available in the course, the tuition for auditing one (1) six-credit unit course or equivalent, per academic year, will be waived by the University. If the course is audited during normal working hours, approval must be obtained in advance from the department head.

Table 12 **BENEFIT ELIGIBILITY**
LESS THAN HALF-TIME (< 0.5 FTE) AND CASUAL EMPLOYEES

| | TERM LESS THAN HALF-TIME | CASUAL |
|---|---|---------------------|
| Group 2 | Eligibility is based on ASPA hours only. | |
| *Pro-rated Tuition Waiver | eligible to apply ** | eligible to apply** |
| * 50% of the tuition waiver | | |
| ** Eligibility is based on the criteria for benefits or the accumulation of 400 hours in a consecutive two (2) year period using ASPA hours only. | | |


For the University of Saskatchewan


For ASPA

grad & fixed fee programs ^{are} eligible ^{for} to per-term maximum.

**ADMINISTRATIVE AND SUPERVISORY PERSONNEL ASSOCIATION
NEGOTIATIONS WITH THE UNIVERSITY OF SASKATCHEWAN**

ASPA RESPONSE TO UNIVERSITY PROPOSAL OF MARCH 6, 2007

MARCH 19, 2007


ASPA is in agreement with the following as presented on March 6, 2007:

Article 12.7 Housing Assistance


Status quo

Article 12.8 Retirement Recognition

Status quo



on behalf of the University



on behalf of ASPA

March 19, 2007

University of Saskatchewan Proposal

For Negotiations with ASPA

March 26, 2007

The following is a counter-proposal to the union's proposal of March 19, 2007 tendered on behalf of the University of Saskatchewan.

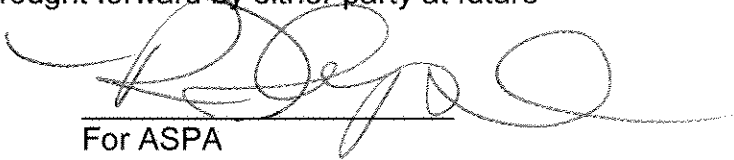
Memorandum of Agreement re: Intellectual Property

The parties agree to establish a joint committee consisting of an equal number of representatives appointed by each party. The joint committee shall identify any outstanding issues that may exist relating to the employer and employee interests in the protection and sharing of intellectual property. The joint committee shall report to the parties within one year of the signing of the Collective Agreement. Recommendations of the committee will not be binding on either party. Those recommendations pertaining to terms and conditions of employment of ASPA members may be brought forward by either party at future collective bargaining.



For the University

March 26, 2007



For ASPA