

MEMORANDUM OF SETTLEMENT

BETWEEN

THE BOARD OF REGENTS OF VICTORIA UNIVERSITY

(hereinafter referred to as "the University")

-and-

**UNITED STEEL, PAPER AND FORESTRY, RUBBER, MANUFACTURING, ENERGY,
ALLIED INDUSTRIAL AND SERVICE WORKERS INTERNATIONAL UNION (UNITED
STEELWORKERS)**

(hereinafter called "the Union")

MEMORANDUM OF AGREEMENT FOR A RENEWAL COLLECTIVE AGREEMENT

1. The members of the parties' respective negotiating committees hereby agree to unanimously recommend to their principals for ratification a renewal collective agreement on the terms and conditions set out herein.
2. The term of the renewal collective agreement shall be from July 1, 2023 to June 30, 2026.
3. All matters previously settled and agreed to by the parties prior to the date hereof and attached hereto.
4. Wages and Salaries:
 - a. Across-the-Board (ATB) increases to be applied to Schedule A – Salary Grid
 - i. July 1, 2023 9% ATB increase to be applied to the June 30, 2023 base salary
 - ii. July 1, 2024 2% ATB increase to be applied to June 30, 2024 base salary
 - iii. July 1, 2025 1.8% ATB increase to be applied to June 30, 2025 base salary
4. Benefits:
 - a. Effective December 1, 2023 :

Paramedical

 - Increase in the combined maximum for Massage, Physiotherapy, Chiropractic, Naturopath, Osteopath, Acupuncturist, Homeopath & Occupational Therapist from **\$1,100 to \$1,300 per benefit year**

Vision

 - Increase in the maximum for prescription eyeglasses or contact lenses from **\$600 to \$650 every 24 months**
 - Eye exams remain at \$105 every 24 months

Mental Health Care

- Increase in the combined maximum for Psychological, Master of Social Work or Psychotherapist from **\$2,400 to \$2,680 in Year 1, to \$2,770 in Year 2 and to \$2,870 in Year 3**

Dental

- Increase in Major Services from **\$2,250 to \$2,350**
- Include **50% coverage** for anaesthesia for basic dental services for dependent children under the age of 21, in accordance with the terms of the benefit plan

Hearing

- Increase the maximum for hearing aids from **\$500 to \$800 per ear every 36 months, including cochlear implants**

Drug

- Increase in the dispensing fee coverage for prescription drugs from **\$6.50 to \$7.50**

Educational Assistance

- **These Non-degree credit** courses offered by the School of Continuing Studies **and other University of Toronto divisions** that are work or job related, **up to a maximum of \$800 per course**, and personal interest courses for which a taxable benefit is assessed up to a maximum of \$350 per course, with a combined maximum 4 courses per academic year.

Fifty (50) percent Tuition Reimbursed

- Fifty (50) percent of tuition fees will be reimbursed to a qualifying staff member who shows successful completion of a job-related course given at a recognized educational institution (other than those in 1. above), **up to a maximum of \$750 per course and a combined maximum of 4 courses per academic year**. Such courses should be taken on the staff member's own time, after normal working hours and must be either:
- University of Toronto or ~~Ontario Institute for Studies in Education~~ degree course, up to and including the ~~Master's level~~, flex-time Ph.D. programs and part-time doctoral studies. For undergraduate courses, the maximum tuition waiver shall be limited to three (3) full courses during the Fall/Winter session, and two (2) full courses during the Summer session and reimbursement will be limited to the equivalent general Arts and Science course tuition fee. For Master's level programs, flex-time Ph.D. programs and part-time doctoral studies, the tuition waiver shall be limited to a maximum of ~~\$2,500~~ **\$3,200** per academic year. The University will also waive the balance of degree fee, to the lesser of the equivalent remaining program fee or ~~\$2,500~~ **\$3,200** per year, so long as the employee has already received a tuition waiver under this policy; or

- Administration of new benefits:
 - Effective dates of implementation:
 - Year 1: December 1, 2023 to June 30, 2024
 - Year 2: July 1, 2024 to June 30, 2025
 - Year 3: July 1, 2025 to June 30, 2026
5. The parties herein agree that the said collective agreement shall include the terms of the previous collective agreement which expired on June 30, 2023, provided the attached previously agreed-upon items (total number of pages: 45) are incorporated.
 6. The provisions of the renewal collective agreement shall have no retroactive effect whatsoever prior to the date of ratification by both parties, except as specifically stated regarding wages.
 7. The Union agrees to withdraw Grievances 23-2, 23-3, 23-4, 23-5, 21-12
 8. The University and the Union agree to Renew, Amend or Delete the following Letters of Agreement/Understanding/Intent for the term of the renewal Collective Agreement:
 - Letter of Understanding - Union Meetings – RENEW
 - Letter of Intent - Educational Assistance – AMEND
 - Letter of Intent - Tuition for Dependants – RENEW
 - Letter of Intent - Hours of Work – RENEW
 - Letter of Agreement - Shift Schedules – RENEW
 - Letter of Intent - Pension Bridge Benefit – RENEW
 - Letter of Agreement - Part -time Working Twenty-Four (24) Hours or Less Per Week – RENEW
 - Letter of Understanding - Staff Representation on the Board of Regents – RENEW
 - Letter of Understanding - Career Transition Services for Employees on Indefinite Layoff – RENEW
 - Letter of Understanding - Residence Life and Campus Life Staff – RENEW
 - Letter of Understanding - Residence Life and Campus Life Taxable Benefit – RENEW
 - Letter of Understanding – Residence Life and Campus Life Live-In Staff Discussion to Review - AMEND
 - Letter of Intent - Licensing Fees – RENEW
 - Letter of Intent – Victoria University Operations – RENEW
 - Letter of Intent - Complaints Based on Alleged Breach of the University’s Statement on Harassment and Violence in the Workplace – RENEW
 - Letter of Intent - Workplace Investigations, Shared Values, Preventative Efforts and Workplace Restoration - Human Resources Guideline on Civil Conduct - RENEW
 - Letter of Intent - Coaching Letters - RENEW
 - Letter of Intent - Equity Language on Job Postings – AMEND
 - Letter of Understanding - Domestic Violence - RENEW
 - Letter of Agreement - Impact of Employment Insurance Legislative Changes – RENEW
 - Letter of Intent - Summer Hours for Salaried Staff – AMEND
 - Letter of Intent – Summer Hours for Hourly Staff - NEW

- Letter of Intent – Food Services Scheduling - NEW

FOR THE UNIVERSITY

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FOR THE UNION

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DATE: Oct. 19, 2023.

The parties agree to amend:

ARTICLE 2 – RECOGNITION & SCOPE

2.01 The University recognizes the United Steelworkers as the sole and exclusive bargaining agent for all employees of the University save and except supervisors, persons above the rank of supervisors, members of academic staff, professional librarians, students employed during the school vacation, teaching assistants, research associates, tour guides, students enrolled in undergraduate or graduate studies at the University, persons for whom any trade union held bargaining rights on April 26, 2011, persons who are engineers, doctors, dentists, architects or lawyers entitled to practice in Ontario and who are employed in a professional capacity, and persons who exercise managerial functions or are employed in a confidential capacity in matters relating to labour relations within the meaning of section 13 (b) of the Ontario Labour Relations Act, 1995, and members of the Professional/Managerial and Confidential employee group, see Appendix D.


Academic staff include but are not limited to:

- (i) members of faculty;
- (ii) status only appointments;
- (iii) visiting academic appointments;
- (iv) tutors;
- (v) senior tutors;
- (vi) lecturers;
- (vii) special lecturers;
- (viii) librarians;
- (ix) instructors;
- (x) scholars and fellows;
- (xi) sessional appointments; or,
- (xii) persons hired to teach on a stipend

For clarity with regards to the word "supervisors" above, the following four positions are in the bargaining unit:

- the Supervisor/Lead Hand Grounds
- the Supervisor, Residence Services
- the Circulations Supervisor and the Library Systems Specialist, and
- the Circulations Supervisor, Reader Services Department

FOR THE UNIVERSITY


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FOR THE UNION


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DATE: Oct. 18, 2023.

Victoria University

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The parties agree to amend:

ARTICLE 2 – RECOGNITION & SCOPE

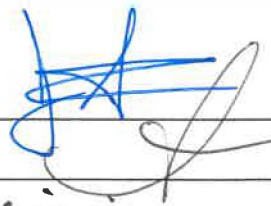
- 2.02 Persons employed by the University, who are not members of the bargaining unit will not perform work which is normally performed by employees in the bargaining unit, if the performance of such work results in the layoff of an employee or employees. Nor will they perform work which is normally performed by employees in the bargaining unit, if an employee is on layoff and is qualified to perform the work, or for assignments of thirty (30) days or greater, would be qualified after an **eight (8) five (5)** day training and familiarization period and is willing to perform the work. For purposes of clarity "layoff" means that the employee is "on the street" and is no longer working for the employer.
- 2.03 The employer will not contract out work which is normally performed by employees in the bargaining unit, if such contracting out directly results in the layoff of an employee or employees. Where short-term staffing shortages (e.g., sick leave/LTD, leaves of absence) in the bargaining unit result in the employer bringing in a contractor, the employer will inform the Union and indicate the anticipated duration. The employer will not contract out work which is normally performed by an employee who is on temporary layoff, if that employee is qualified and able to perform the work, or for assignments of thirty (30) days or greater, would be qualified after an **eight (8) five (5)** day familiarization period.

FOR THE UNIVERSITY



 Zlatan Ibrahimovic

FOR THE UNION



 [Redacted]

DATE: Oct. 19, 2023.

Victoria University

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The parties agree to amend:

3.04 The University will inform each new employee in the bargaining unit of the name of the Local Union President/Chairperson with their phone number and campus mail address. ~~In addition, the University shall provide the Union, on a monthly basis, with a list of all newly-hired employees in the bargaining unit, with their employee number, job classification, rate of pay, campus mail address, campus email address and home address, with newly-hired employees identified. On a quarterly basis, the University shall provide the union with a list of all the employees in the bargaining unit with their job classification, rate of pay, home address, campus mail address and campus email address.~~

New members shall be allowed to meet with the Union for two and one half (2 ½ regular working hours at the end of the work day with no loss of pay. This two and one half (2 ½ hours referred to will also include travel time, if any, involved in attending such meeting.

These meetings shall be arranged in the following manner:

- 1) The Union shall provide the University with a schedule of monthly meetings;
- (2) The University shall notify any new employees of the dates of the next scheduled meetings. If requested by the new employee, the University shall allow the employee to attend the meeting within the first two (2) months from the date of employment.

FOR THE UNIVERSITY

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FOR THE UNION

[Handwritten signatures for the Union]

DATE: Oct 18, 23

Victoria University


USW

The parties agree to amend:

7.07 The parties agree that there will be a joint Labour/Management Committee consisting of up to three (3) representatives selected by the University and three (3) representatives selected by the Union, one (1) of whom shall be the Unit President. The Union may request an additional member to attend a meeting based on the topics on the agenda as long as their attendance will not interfere unduly with operations. The University will not unreasonably decline this request. Meetings will be held at least six (6) times a calendar year and more frequently if mutually agreeable. The Committee will not discuss matters that are the subject of collective bargaining or alter, modify, or amend the collective bargaining agreement.

FOR THE UNIVERSITY

FOR THE UNION


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Evans


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W. W. W.

DATE: Oct. 18, 2023.

Victoria University

USW

The parties agree to amend:

Article 8 – Negotiating Committee

8.01 The University agrees to recognize and deal with a Negotiating Committee of not more than four (4) three (3) bargaining unit employees who have completed their probationary period, on the following basis: one selected by the full-time hourly- paid employees, one selected by the full- time salaried employees and one selected by the part-time and casual employees along with a representative of the International Union. One of the aforementioned employees shall be the Unit President.

8.02 The Negotiating Committee is a separate entity from other committees and will deal only with such matters as are properly the subject matter of negotiations, including proposals for the renewal or modification of this Agreement. Bargaining unit employees on the Negotiating Committee will suffer no loss of regular straight time pay for time spent in negotiations with the University when they would otherwise have been at work.

FOR THE UNIVERSITY

FOR THE UNION

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[Handwritten signatures for the Union]

DATE: Oct. 18.23

Victoria University

USW

The parties agree to amend:

Article 9 – Grievance Procedure

9.04 The University shall not be required to consider any grievance which is not submitted within ~~twenty one (21)~~ thirty (30) working days after the grievor became aware or ought reasonably to have become aware of the circumstances giving rise to the grievance.

FOR THE UNIVERSITY

FOR THE UNION

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DATE: Oct 18-23

Victoria University

USW

The parties agree to amend:

ARTICLE 11 - ARBITRATION

11.02 The Arbitration Procedure incorporated in this Agreement shall be based on the use of a single Arbitrator, selected on a rotating basis from a panel of four (4) Arbitrators set out below. The Arbitrators shall be selected in the order they are set out below to hear grievances as they are referred to arbitration. That is, the first grievance shall be referred to the first name and so on in rotating order. In the event that an Arbitrator is not available to hear a grievance, then the next Arbitrator on the list shall be selected. ~~Mark Wright Louisa Davie~~, Robert Herman, Kevin Burkett, Laura Trachuk.

FOR THE UNIVERSITY

FOR THE UNION

Judith
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DATE: Oct 18 '23

Victoria University

USW

The parties agree to amend:

12.02 Seniority

(c) An employee shall lose their seniority standing and their name shall be removed from all seniority lists and the employee shall be deemed to be terminated for just cause for any one of the following reasons:

i) if the employee voluntarily quits;

ii) if the employee retires;

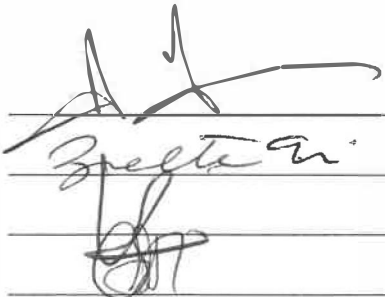
iii) if the employee is discharged and is not reinstated in accordance with the provisions of this Agreement;

iv) if the employee is laid off and fails to return to work within seven (7) five (5) calendar days after the employee has been notified to do so by the University, by a courier service in which a signature is required, to the employee's last known address (a copy of such notice shall be sent to the Union); For clarity in the case of early recall from temporary layoff, an employee has the option of returning on the original return to work date designated by the University.

v) if the employee is laid off for a period in excess of their seniority at the time of layoff, up to a maximum of twentyfour (24) months. This provision does not apply to temporary layoffs;

(vi) if the employee is absent from work for three (3) consecutive working days without notifying the University within that period, unless the failure to notify is due to circumstances beyond the employee's control; (vii) if the employee utilizes a leave for any purpose other than that for which it was granted.

FOR THE UNIVERSITY



FOR THE UNION



DATE: Oct. 18, 2023.

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Victoria University

USW

The parties agree to amend:

ARTICLE 12 – PROBATIONARY EMPLOYEES, SENIORITY, JOB VACANCIES, TERM EMPLOYEES, REDUCTION IN THE WORKFORCE AND LAYOFF

12.02 (g) Part-time employees will be credited with seniority equal to actual hours worked as a percentage of full-time salaried or hourly paid employees. For example, seniority for hourly employees regularly working twenty - four (24) hours or less, will be prorated based on the rate of one (1) year's credit for every two thousand and eighty (2,080) hours worked. *CP JT*

For example, seniority for salaried employees regularly working twenty-four (24) hours or less will be prorated based on the rate of one (1) year's credit for every one thousand seven hundred and sixty (1,760) hours worked.

12.02 (h) A casual employee does not accrue seniority during the period of their casual employment but should they subsequently be hired as a part-time, Full-Time Category B or Full-Time Category A employee, all hours worked during the period as an hourly casual employee shall be considered as accrued seniority on the basis of one (1) year's seniority for every two thousand and eighty (2,080) hours worked, and all hours worked during the period as a salaried casual employee shall be considered as accrued seniority on the basis of one (1) year's seniority for every one thousand seven hundred and sixty (1,760) hours worked.

FOR THE UNIVERSITY

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FOR THE UNION

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DATE: Oct 18 '22

Victoria University

USW

The parties agree to amend:

12.04 (f)

Employees from temporary agencies who are not employees of the University but who are filling bargaining unit positions will not be subject to the terms of the collective agreement. Such employees may only be hired for terms of six (6) months or less, and will be paid the greater of the probationary rate/salaried hiring rate, or the rate paid to them by the agency. It is agreed that the total length of time a temporary vacancy is filled in this manner cannot be more than six (6) months. The University will inform the Union of each temporary agency worker it hires ~~and the rate of pay~~, job title, and start date, and anticipated end date, if reasonably known. In addition, the University will send written confirmation to the Union that they have confirmed with the Agency that the temporary agency worker's rate of pay is not below the probationary/salaried hiring rate for the job level.

FOR THE UNIVERSITY

FOR THE UNION

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Watters

DATE: Oct. 18, 2023.

Victoria University

USW

The parties agree to amend:

ARTICLE 12 – PROBATIONARY EMPLOYEES, SENIORITY, JOB VACANCIES, TERM EMPLOYEES, REDUCTION IN THE WORKFORCE AND LAYOFF

12.05 (a) In the event of a layoff, part-time bargaining unit members (regularly working twenty-four (24) hours a week or less) would be laid off first, followed by bargaining unit members regularly working more than twenty-four (24) hours a week. Layoffs will be implemented according to seniority within the aforementioned groups. Part-time bargaining unit members regularly working twenty-four (24) hours or less cannot displace bargaining unit members regularly working more than twenty-four (24) hours a week. The employee with the least seniority in a classification in the department will be laid off, provided that the remaining employees within the classification have the qualifications and ability to do the required work. However, an employee may request, in writing, to waive their rights under this article and accept a layoff instead of a coworker in the same department with less seniority. The University shall meet with the Union ahead of an indefinite layoff being issued and share with the Union the reasons for the layoff. The Local Union shall be notified of the names of any employees affected by a decision to reduce the workforce one (1) week in advance of notice being given to employees. A copy of each layoff letter will be given to the Union when the letters are delivered to the employees.

FOR THE UNIVERSITY

FOR THE UNION

J. Jones

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Z. Jones
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DATE: Oct 18 - 21

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Victoria University

USW

The parties agree to amend:

Article 12.05 - Layoff

(c) Employees who are laid off will have the following options:

i. Temporary Layoff

In the event of a temporary layoff that exceeds fourteen (14) calendar days, the laid off employee will have the option of:

- ceasing employment with the University and electing enhanced severance pay effective the date of layoff as per the severance pay schedule attached as Appendix A hereto; or
- accepting the layoff; or
- displacing the most junior employee in an equal or lower paying classification within the Department University, unless no such displacement option is available within the Department. Where only lower classification positions are available in the Department, an employee can displace the junior employee in those classifications and they shall maintain their higher rate of pay.
If no such displacement option is available within the department, the laid off employee may displace a junior employee in an equal or lower paying classification within the University.

In all cases, the displacement of the most junior employee in an equal or lower paying classification is dependent on the laid off employee being ~~provided the employee is~~ capable of performing the duties of the job with an eight (8) five (5) day training and familiarization period.

The employee displaced as a result of the above displacement procedure shall have the option of:

- Ceasing employment with the University and electing enhanced severance pay effective the date of layoff as per the severance pay schedule attached as Appendix A hereto; or
- accepting the layoff; or
- displacing the most junior employee in an equal or lower paying classification within the Department University, unless no such displacement option is available within the Department. Where only lower classification positions are available in the Department, an employee can displace the junior employee in those classifications and they shall maintain their higher rate of pay.
If no such displacement option is available within the department, the laid off employee may displace a junior employee in an equal or lower paying classification within the University.

In all cases, the displacement of the most junior employee in an equal or lower paying classification is dependent on the laid off employee being ~~provided the employee is~~ capable of performing the duties of the job with an eight (8) five (5) day training and familiarization period.

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The employee displaced as a result of the third displacement shall not have the option of displacing another employee, but shall have the option of:

- Ceasing employment with the University and electing enhanced severance pay effective the date of layoff as per the severance pay schedule attached as Appendix A hereto; or
- accepting the layoff.

ii. **Indefinite Layoff**

The laid off employee will have the option of:

- Ceasing employment with the University and electing enhanced severance pay effective the date of layoff as per the severance pay schedule attached as Appendix A hereto; or
- accepting the layoff; or
- displacing the most junior employee in an equal or lower paying classification within the University, provided the employee is capable of performing the duties of the job with a ~~five~~ **ten (10)** day training and familiarization period.

The employee displaced as a result of the above displacement procedure shall have the option of:

- Ceasing employment with the University and electing enhanced severance pay effective the date of layoff as per the severance pay schedule attached as Appendix A hereto; or
- accepting the layoff; or
- displacing the most junior employee in an equal or lower paying classification within the University, provided the employee is capable of performing the duties of the job with a ~~ten (10)~~ **five (5)** day training and familiarization period.

The employee displaced as a result of the third displacement shall not have the option of displacing another employee, but shall have the option of:

- Ceasing employment with the University and electing enhanced severance pay effective the date of layoff as per the severance pay schedule attached as Appendix A hereto; or
- accepting the layoff.

FOR THE UNIVERSITY

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DATE: Oct. 19, 2023.

Victoria University

USW

The parties agree to amend:

ARTICLE 13 – LEAVES OF ABSENCE

Personal Leave

13.12 Personal leave is available to employees who must be away from work because of family or personal commitments. The Union and the University agree that personal leave days are not additional vacation days and should not be treated as such, and that they shall not be used to extend vacation or long weekends.

(a) An employee may request in advance up to ~~four (4) three (3)~~ days or ~~eight (8) six (6)~~ half days of paid personal leave in any year. For part-time employees working twenty-four (24) hours or less, personal leave is provided on a prorated basis, based on hours. Such requests shall not be unreasonably denied. Whenever possible employees shall make their need for personal leave known to their supervisor at least five (5) days in advance. Reasons for personal leave include, but are not limited to care of family members, parent- teacher interviews, school trips or concerts, stepping-in when a regular caregiver is away. Personal days include, but are not limited to, the observance of religious holidays, professional appointments, court appearances, supplementing a bereavement or family leave, writing examinations, and attending to emergency situations.

FOR THE UNIVERSITY

FOR THE UNION

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J. Evans

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DATE: Oct. 19, 2023.

Victoria University

USW

The parties agree to amend:

ARTICLE 14 – SICK LEAVE

14.09 The banked sick days each employee has on the date of ratification of ~~this the last~~ renewal collective agreement that expired on June 30, 2023 will be available for employees to use in situations where there is a delay in the approval of LTD, or an LTD appeal is pending. If an employee uses one or more of their banked sick days and then later is deemed to be retroactively eligible for LTD, the banked sick days they used will be credited back to their sick day bank and the employee is responsible for repaying the University.

~~14.10 The University will notify each employee in writing, no later than June 30, 2022, of the number of banked sick days they accrued prior to the date of ratification of this renewal collective agreement. For clarity, upon ratification of this renewal collective agreement, employees will not accrue individual sick days~~

FOR THE UNIVERSITY

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FOR THE UNION

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DATE: Oct 18, 23

Victoria University

USW

The parties agree to amend:

ARTICLE 15 – BEREAVEMENT LEAVE

15.01 The University will grant up to five (5) working days paid leave in the event of the death of an employee's spouse or same-sex partner or child (including step-child), grandchild, parent, parent in-law, sibling (including step-brother, stepsister), brother-in-law, sister-in-law, aunt, uncle, and grandparent. The University will grant up to three (3) working days paid leave in the event of the death of a person whose relationship is not defined above, the impact of which is comparable to that of the immediate family (e.g. a close friend). ~~an employee's aunt or uncle.~~ Bereavement leave for employees working twenty-four (24) hours or less per week will be prorated based on their FTE; up to a maximum of three (3) days.

FOR THE UNIVERSITY

FOR THE UNION

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DATE: Oct. 19, 2023

Victoria University

USW

The parties agree to amend:

ARTICLE 19 – PAYMENT FOR INJURED EMPLOYEES

19.02 If the University requests a meeting with an employee to discuss the employee's claim under the Workplace Safety and Insurance Act, the University will notify the employee in advance of their right to union representation in the meeting. employee will be entitled to have a Union representative present at the meeting.

FOR THE UNIVERSITY

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FOR THE UNION

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DATE: Oct 18, 23

Victoria University

USW

The parties agree to amend:

ARTICLE 21 – SAFETY AND HEALTH

21.01

(a) The University is committed to the prevention of illness through the provision and maintenance of healthy and safe conditions on its premises. The University endeavors to provide a hazard free environment and minimize risks by adherence to all relevant legislation, and where appropriate, through development and implementation of additional internal standards, programs and procedures.

The University requires that health and safety be a primary objective in every area of its operation and that all persons utilizing University premises comply with procedures, regulations and standards relating to health and safety.

The University shall acquaint its employees with such components of legislation, regulations, standards, practices and procedures as pertain to the elimination, control and management of hazards in their work and work environment. Employees shall work safely and comply with the requirements of legislation, internal regulations, standards and programmes and shall report hazards to their immediate supervisor or designate, in the interests of the health and safety of all members of the community.

The University recognizes the right of workers to be informed about hazards in the workplace, to be provided with appropriate training, to be consulted and have input, and the right to refuse unsafe work where there is an immediate danger to their health and safety or health and safety of others in accordance with the Occupational Health and Safety Act. in accordance with the Occupational Health and Safety Statute Law Amendment Act 2011, c.11, ss.1-18. Enacted June 1, 2011, where there is an immediate danger or where there is reason to believe that there is danger to their health and safety or the health and safety of others.

The University will provide the Union with all copies of Workplace and Safety Insurance Board's (WSIB) Form 7 Employer's Report of Injury/Illness for members injured on the job. The University shall notify the Union and the Joint Health and Safety Committee of all Health and Safety testing and assessments and provide reports of findings. Further, the University will provide the Union with the results of a report respecting health and safety that has been provided to the JHSC pursuant to OHSA.

The University will continue to respect the functions and guidelines established for the Joint Health and Safety Committee (JHSC) under the Occupational Health and Safety Act. All copies of minutes of JHSC meetings will be forwarded to the union office via electronic mail in a timely fashion after their approval.

(b) The University and the Union shall maintain a Joint Occupational Health and Safety Committee consisting of equal numbers. The Union shall elect or appoint its representatives to this committee and the University shall appoint its representatives to this committee.

The structure of the Joint Occupational Health and Safety Committee shall be made up of a committee of twelve (12) members, four (4) appointed by the Union, one (1) appointed by CUPE 3902, Unit 2, and one (1) appointed by the Victoria University Chapter of the University of Toronto Faculty Association, and six (6) appointed by the University. Where a vote is to be taken, the employer and the employee

representatives will have an equal number of votes, regardless of the number of attendees at the meeting.

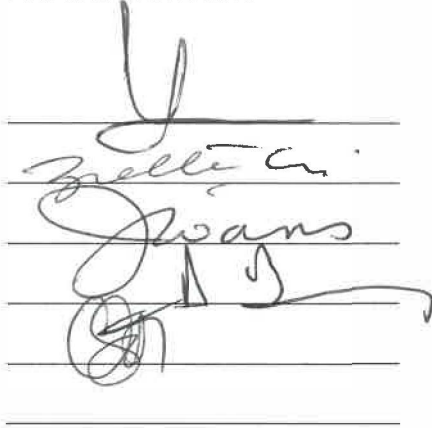
21.02

The general duties of the Joint Occupational Health Safety Committee shall be:

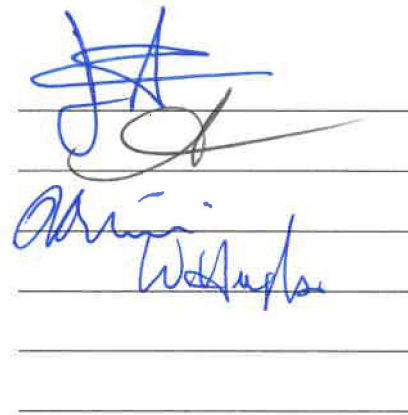
(a) To make a monthly inspection of a part of the work place for the purpose of determining hazardous conditions, to check unsafe practices and to receive complaints and recommendations with respect to these matters.

(b) The University will inform the Union of all Ministry of Labour visits (prior to or upon arrival where the Ministry of Labour requests the presence of a JHSC worker member) to any work site where any bargaining unit employees are regularly employed. The Union Joint Chairperson of the Committee or their designate shall have the right to accompany all Ministry of Labour Safety and any other occupational health and safety inspectors as prescribed by the Occupational Health and Safety Act on tours of the University and shall receive copies of any reports sent to the University pertaining to such inspections.

FOR THE UNIVERSITY


Zelle C.
Swans

FOR THE UNION


William

DATE: Oct. 18, 2023.

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Victoria University

USW

The parties agree to amend:

ARTICLE 23 – VACATION WITH PAY

23.01 The vacation year is July 1 to June 30.

23.02 The length of service referred to below is the length of service of the employee as of July 1 of each vacation year. Employees shall be entitled to take vacation credits as they are earned.

a) Annual vacation entitlement for all employees:

Length of Service	Vacation Entitlement	Rate of Vacation Pay
Less than 1 year	11/4 days/month of service	6%
1 to 5 years	15 days	6%
6 years	16 days	6.4%
7 years	17 days	6.8%
8 years	18 days	7.2%
9 years	19 days	7.6%
10-11 years	20 days	8%
12-13 years	21 days	8.4%
14 years	22 days	8.8%
15 years or more	25 days	10%

b) Part-time employees shall receive a pro-rated number of vacation days based on the number of days per week that they regularly work with the same vacation pay as set out above.

~~Part time employees who regularly work twenty four (24) hours or less shall be entitled to vacation pay as follows:~~

- ~~• Less than 2 years, 4% of annual earnings;~~
- ~~• 2 years to 6 full years, 6% of annual earnings;~~
- ~~• 7 years or more, 8% of annual earnings.~~

c) The rate of vacation pay is the percentage of the gross annual earnings that the employee is entitled to be paid when vacation is taken. In the case of employees who are on pregnancy leave, primary caregiver/adoption leave or parental leave, vacation pay for the period of leave shall be calculated as though the employee was in receipt of their normal base wages during that period.

FOR THE UNIVERSITY

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FOR THE UNION

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W. Hughes

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DATE: Oct 18. 27

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Victoria University

USW

The parties agree to amend:

25.02 (c) Where possible, the University will provide a minimum of one (1) months' notice of a change in an employee's regular hours of work. This notice will not be possible where schedules must be modified in response to the University's business requirements, for example conferences, events, functions and authorized leave coverage. This **provision, related to notice, article** shall not apply to employees in Housekeeping and Food Services from May 1st to August 31st inclusive.

Both the University and the Union recognize that working more hours than an employee's regular work day may impact the employee's healthy work life balance and well being. With this in mind, an employee may choose to not work overtime and instead flex their start and/or end time on the day of a conference, event, or function that would otherwise cause the employee to work outside of their regular hours of work. This flex hours provision is to be in keeping with the University's business requirements.

For clarity, this article does not allow for the reduction of an employee's entitlement to overtime under article 25.03 or to reduce an employee's normal working hours.

FOR THE UNIVERSITY

Ryan
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FOR THE UNION

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[Signature]

DATE: Oct. 18, 2023.

Victoria University

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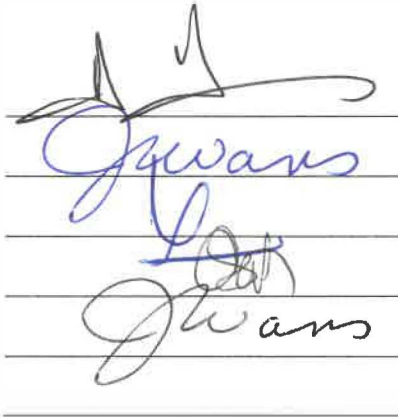
The parties agree to amend:

ARTICLE 25 – HOURS OF WORK AND OVERTIME

25.05

Overtime must be authorized in advance by the employee's immediate Supervisor. Further, each department shall establish a process for overtime approval in exceptional circumstances where the requirement for overtime arises due to urgent and/or unforeseen events and the employee's immediate supervisor is unavailable to authorize the overtime. Managers shall communicate the process to all employees in the Department by December 31, 2023. When there are any changes to the process, all employees in the Department will be informed. Overtime is voluntary unless not enough employees are available to perform the work required, in which case overtime is compulsory and will be assigned in reverse order of seniority to employees in the department who have the qualifications to perform the work.

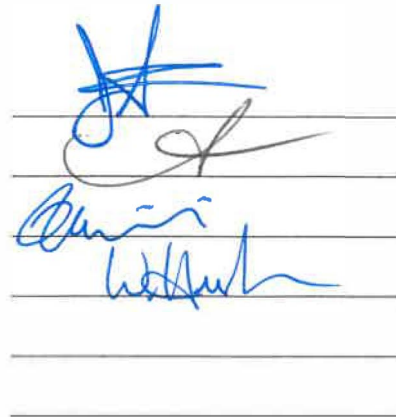
FOR THE UNIVERSITY



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DATE: Oct. 18, 2023

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Victoria University

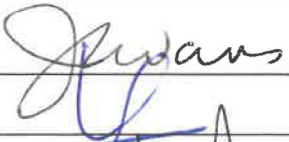
USW


The parties agree to amend:

27.01 The University agrees to pay the premiums for the benefits set out in Schedule B attached hereto for continuing employees. **Term employees are entitled to the provisions in Schedule B, with the exception of Long Term Disability (LTD) benefits.** The University is responsible only for paying its share of the premiums for the benefit plans and shall not have any liability for the actual benefits. The policies issued by the insurance company are the governing documents in any question of interpretation or application.

FOR THE UNIVERSITY

FOR THE UNION









DATE: Oct. 19, 2023.

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Victoria University

USW

The parties agree to amend:

ARTICLE 29 – TERMINATION

29.01 This Agreement shall become effective on July 1, 202~~31~~ and shall continue in effect up to and including the 30th day of June, 202~~63~~ and shall continue automatically thereafter for annual periods of one year, unless either party notifies the other in writing within a period of ninety (90) calendar days immediately prior to the expiration date that it desires to renew or amend the Agreement.

FOR THE UNIVERSITY

[Handwritten signatures for the University]

FOR THE UNION

[Handwritten signatures for the Union]

DATE: Oct 18 23

Victoria University

USW

NEW ARTICLE: EMPLOYEE DEVELOPMENT AND FEEDBACK

The Manager may conduct an objectives and career development conversation with a full-time salaried employee on an annual basis. The purpose of this dialogue is to communicate performance expectations, assess progress, recognize achievements, and provide the employee with guidance, constructive feedback and opportunities for career development. The employee will be given the opportunity to provide input into the conversation. The conversation will be conducted verbally, with no written documentation and the content of the conversation will not be used for the purposes of performance improvement or discipline.

FOR THE UNIVERSITY

FOR THE UNION

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DATE: Oct. 18, 2023.

Victoria University

USW

The parties agree to amend:

SCHEDULE D-CASUALS

Agreed as follows:

All terms and articles detailed in the Collective Agreement do not apply to employees hired as Casuals, save and except for:

Article 1 - Purpose of Agreement

Article 2.01- Recognition and Scope

Article 2.04 - Employee Categories-Casual Employees Article 3 - Relationship

Article 4 - Management Rights

Article 5 - No Strike or Lock outs

Article 6 - Union Security

Article 7 - Union Representative

Article 9 - Grievance Procedure

Article 10 - Discharge and Discipline

Article 11 - Arbitration

Article 12 - Probationary Employees, Seniority, Job Vacancies, Term Employee, Reduction in the Workforce and Layoff, 12.01 and 12.02 (h) only

Article 12.03 – Job Vacancies (postings) Article 12.04 – Term Vacancies

Article 13:03, 13:04

Article 16- Union Representation

Article 19 - Payment for Injured Workers

Article 21 - Safety and Health

Article 24.03 – Payment by Direct Deposit

Article 25.02 (a) – Hours of Work and Overtime

Article 25.03

Article 25.04 – No Pyramiding

Article 25.05

Article 25:07

Article 25:08

Article 26.01 – Use of singular/plural

Article 29 – Termination of Agreement

Article 32- Emergency Closures

Article 33 – Campus Mail

Article 34- Collective Agreement Distribution

Letter of Intent – Complaints Based on Alleged Breach of the University’s Statement on Harassment and Violence in the Workplace

Letter of Intent – Coaching Letters

Letter of Intent – Domestic Violence

Letter of Intent – Workplace Investigations – Shared Values, Preventative Efforts and Workplace Restoration – Human Resources Guideline on Civil Conduct

Letter of Intent – Equity Language for Job Postings

Letter of Intent – Alternative Work Arrangements

Letter of Intent – Victoria University Operations

Letter of Intent – Access to Work and Scheduling

Letter of Intent: Victoria University Operations

Postings for Job Vacancies

Casual positions are not required to be posted.

Vacation Pay for Casual Employees

Casual Employees will receive vacation pay of four (4%) percent of gross earning as vacation pay regularly on a bi- weekly basis.

Public Holidays

Casual employees shall, if they qualify, be paid holiday pay based on the holidays listed in the Employment Standards Act of Ontario in effect at the time of the holiday.

Wages

Where the employee is assigned by the University to perform a significant portion of the duties of a full-time or part-time position, the casual will be paid at the hiring rate of the wage grid for that position. A casual category B employee shall move through the steps of the pay band to which they are assigned based on the hours actually worked from their start date. For clarity, casual Category B employees assigned to a pay band in the hourly-paid wage grid would move from the hiring rate to Step 1 after 480 hours of work and to Step 2 after 2080 hours of work. Hours of service accrued prior to ratification of

this renewal collective agreement shall be counted for the purposes of placing a Casual Category B employee to a step in the pay band.

Casuals will be paid no less than:

The minimum wage provided for by the Employment Standards Act..

Sick leave

Casual employees are entitled to a maximum of two shifts of paid sick time each year in cases where they have been prescheduled by the University to work these shifts (July 1 to June 30).

FOR THE UNIVERSITY

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FOR THE UNION

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DATE: Oct. 19, 2023

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Victoria University

USW

The parties agree to amend:

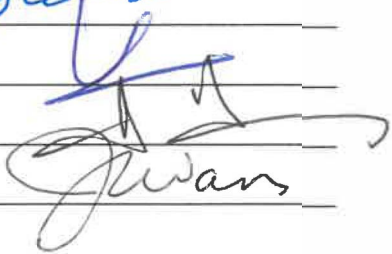
APPENDIX A – SEVERANCE PAY

Employees who are laid off in excess of fourteen (14) calendar days may choose termination and loss of all seniority rights, in which case the employee will receive the enhanced severance pay set out below or at the expiration of the employee’s seniority due to layoff, the employee will receive the severance pay set out below.

Continuous Years of Service at Date of Layoff	Severance Pay on Expiration of Seniority rights (in weeks)	Enhanced Severance Pay Effective (the Date of Layoff (in weeks)
0	0	0
1	0	2
2	0	4
3	1	6
4	2	8
5	6	12
6	7	14
7	8	16
8	9	18
9	10	20
10	11	22
11	12	24 26
12	13	26 28
13	15	28 30
14	17	30 32
15	19	32 34
16	21	34 38
17	23	36 40
18	25	38 42
19	27	40 44
20	29	42 46
21	31	44 50
22	33	46 52
23	35	48 54
24	37	50 56
25	39	52 58
26	41	54 62
27	43	54 62
28	45	54 62
29	47	54 62

30	52	54.62
31+	52	54.64

FOR THE UNIVERSITY

Zretta Av.

Juwans

FOR THE UNION



DATE: Oct. 19, 2023.

Victoria University

USW

The parties agree to amend:

LETTER OF UNDERSTANDING – RESIDENCE LIFE AND CAMPUS LIFE LIVE-IN STAFF DISCUSSION TO REVIEW

Within one hundred and twenty (120) ~~sixty (60)~~ days of ratification of the ~~2023-2026~~ ~~2021-2023~~ ²⁰²³⁻²⁰²⁶ Collective Agreement, the University and the Union agree to discuss issues associated with the existing Letter of Understanding – Residence Life and Campus Life Staff including on-call and call-in remuneration and overtime. If the parties reach agreement on any amendments to the existing Letter, an amended Letter of Understanding will replace the previous one.

In the interim, the current Letter of Understanding – Residence Life and Campus Life Staff remains in place.

FOR THE UNIVERSITY

FOR THE UNION

[Handwritten signatures for the University]

[Handwritten signatures for the Union]

DATE: Oct. 19, 2023.

LETTER OF INTENT: SUMMER HOURS FOR SALARIED STAFF

~~This article does not apply to part time employees working twenty four (24) hours or less.~~

For part-time employees working twenty-four (24) hours or less, their hours of work will be prorated based on the percentage of their FTE.

The conditions under which the University offers a reduction in working hours in the summer are as follows:

1. Normal business hours and levels of service are to be maintained.
2. The Department Head/Manager has the discretion to determine whether a 4-day, condensed work week is practical for the work unit. If the Manager determines that the 4-day week is not practical, a 5-day work week will continue with reduced hours. (For details see #6 below.) Management shall exercise its discretion in a reasonable manner that is not arbitrary, discriminatory or in bad faith. If the Manager determines that the 4-day week is not practical, they will provide a written rationale for that decision.

The Department Head/Manager of each Office/Unit will advise their staff as to which summer hours program the office will follow by providing notification by March 31st. Salaried administrative staff will then work in accordance with the rules for the program that their office is following. The two systems (i.e. "condensed 4-day week" and "regular hours, "5-day week program") may not be combined by an employee.

3. Employees and managers are jointly responsible for monitoring and recording hours worked.
4. The Condensed, 4-Day Work Week
 - (a) The four-day work week schedule will begin on the Tuesday following the Victoria Day long weekend, and will end on the Friday prior to the Labour Day weekend.
 - (b) Each week in this period, including weeks containing Statutory Holidays, will have four working days.
 - (c) The average working day during this period will be 7-3/4 hours, and the average work week will be 31 hours.
 - (d) Staff are to begin their hours of work between 8:00 a.m. and 9:00 a.m. and are to end their daily work between 4:00 p.m. and 6:00 p.m.
 - (e) All staff will take a lunch period of one hour each day.
 - (f) Staff will work 4 full days each week. Staff members and their Managers will discuss requests for flex days in advance of the week in which the day off is to be taken. The manager will advise each staff member of their day off once they know of each staff member's request and has considered these requests in relation to the anticipated workload of the office. Staff will not be permitted to take less than a full day as a flex day.

5. When a Condensed, 4-Day Week is not Practical

When a condensed, 4-day work week is determined by the Department Head to be impractical, staff will work from 9:00 a.m. to 5:00 p.m. on a 5-day per week basis from the Tuesday after Victoria Day to June 30, and from 9:00 a.m. – 4:00 p.m. on a 5-day per week basis from July 1 to the Friday before Labour Day. The regular schedule will resume on the Tuesday after Labour Day.

6. Hours Of Service

Although some operations may not be personally attended at all times, public service (i.e., reception, telephone answering and response to public enquiry) must be maintained throughout each day in accordance with regular departmental practice.

7. Time Recording

Since both hours worked per day and the specific days worked will be flexible to some extent under this system, it is the responsibility of individual staff members and their supervisors to maintain an accurate record of time worked. All employees who participate in the 4-day summer work week must record hours accumulated each day.

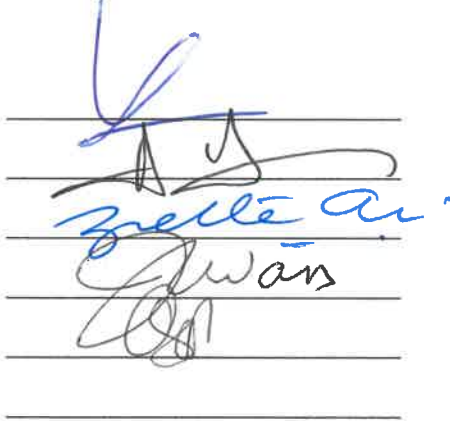
Hours will be accounted for at the end of each month. At this time a summary of hours worked will be updated for each staff member.

Each staff member is responsible for the recording of their hours on the Attendance Record form and the Department Head for recording them on the Monthly Hours Summary Sheet.

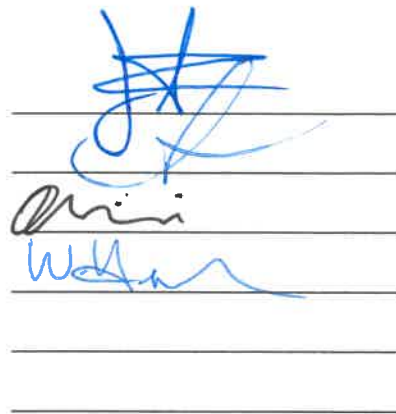
8. Vacation Time

A four-day work week on the flex-hours schedule will be equivalent to a regular five-day work week for vacation purposes. On a daily basis, one day of summer four-day week time is equivalent to one and one-quarter days of regular five-day week work time.

FOR THE UNIVERSITY


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Evans

FOR THE UNION


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W. Lee

DATE: Oct. 19, 2023.


Victoria University

USW

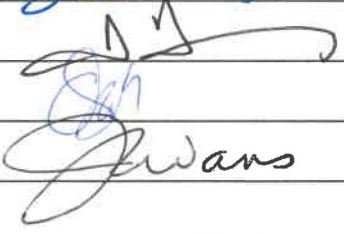
LETTER OF INTENT – CREATION OF A ONETIME ONLY EDUCATION AWARDS FUND

In the 2022 round of collective bargaining, the University will remit ~~remitted~~ \$7,695 ~~before June 30, 2022~~ to the Union for the establishment of a one-time only education awards fund. The fund will be used for the benefit of dependents of bargaining unit members attending postsecondary institutions (not limited to U of T). Terms, conditions and disbursement to be determined by the Union

FOR THE UNIVERSITY



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FOR THE UNION





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DATE: Oct. 19, 2023.

Victoria University

USW

The parties agree to amend:

LETTER OF INTENT – EQUITY LANGUAGE FOR JOB POSTINGS

When Victoria University posts a job that is in the USW bargaining unit, the following language is included on every posting:

“Victoria University is committed to equity in access to employment and a diverse and inclusive workplace. The University encourages applications from racialized persons/persons of colour, women, Indigenous peoples, persons with disabilities, ~~LGBTQ~~ 2SLGBTQI+ persons, and others who may contribute to the further diversification of ideas.”

The University is committed to this practice, and to the principles of equity, diversity and inclusiveness that it communicates, and will continue to include this language when posting positions in the USW bargaining unit.

FOR THE UNIVERSITY

FOR THE UNION

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DATE: Oct 18.23

Victoria University

USW

The parties agree to amend:

LETTER OF INTENT – ALTERNATIVE WORK ARRANGEMENTS

~~Victoria University will develop guidelines and procedures for alternative work arrangements, to be adopted no later than July 31, 2022 and implemented no later than August 31, 2022. Following the implementation of these guidelines, Employees may submit requests for alternative work arrangements under the University's guidelines for alternative work arrangements as they may exist and change from time to time. **Such requests may include hybrid-remote work setting or altered work hours (e.g. earlier or later start).** It is understood that such arrangements, in and of themselves, do not trigger overtime or a change in FTE.~~

~~Once the University has completed their guidelines (to be done no later than July 31, 2022), the parties shall meet so that the Union has an opportunity to give feedback to the University on the guidelines document and to discuss the details of the implementation of the Alternative Work Arrangements Program.~~

The University's decision to grant or deny a request for alternative work arrangements shall be based on reasons of departmental operational efficiency, service effectiveness, and the University's guidelines for alternative work arrangements, **including but not limited to individual job duties, tasks and overall functions of the work.** It is understood that such arrangements may not be suitable operationally in some work units and/or for certain positions, and that the design and approval of all arrangements is a matter for University discretion. **Where two or more employees in the same Department request the same alternative work arrangement schedule and the University cannot grant both requests, the approval of the alternative work arrangement request will be based on seniority, unless the implementation of seniority is not feasible operationally.** It is further understood that such arrangements shall be approved or denied in a manner such that is not arbitrary, discriminatory or in bad faith.

The response to requests for alternative work arrangements shall be provided within fifteen (15) working days. Such requests shall be approved, approved as adjusted or denied in a written response to the employee. Responses to requests that have been approved as adjusted or denied, will include the rationale for the decision.

Alternative work arrangements will normally be approved for a minimum of four (4) months (aligned with the academic term), and not more than twelve (12) months. Alternative work arrangements will be reviewed in accordance with the University's guidelines for alternative work arrangements.

If the University alters the ongoing terms of, or ends, the alternative work arrangement(s) prior to the planned end date, then a minimum of six (6) weeks' notice will be provided to the employee(s), except in emergencies, unforeseen circumstances, and situations beyond the University's control.

The University agrees to notify the Union in advance of the implementation of any modifications to the University's guidelines for Alternative Work Arrangements.

FOR THE UNIVERSITY

J. Williams

Z. Zetter

FOR THE UNION

[Signature]

[Signature]

DATE: Oct. 19, 2023.

LETTER OF INTENT – ACCESS TO WORK AND SCHEDULING

During 2023 collective bargaining discussions, the Union raised several concerns regarding the general use of temp agency and/or contracted labour, particularly in Food Services and Groundskeeping, and access to available work by casual and part-time Food Services employees.

Without limiting the University's rights under Article 2 Scope & Recognition, the University recognizes the Union's concerns and wishes to reinforce that it is not the University's intent to utilize persons employed by the University who are not members of the bargaining unit or hire temporary agency staff, contracted-out or contracted-in positions. Likewise, it is not the University's intention or expectation to use casuals to circumvent the posting provisions and the filling of part-time and full-time bargaining unit positions. Further, it is not the University's intention or expectation to post part-time positions to reduce full-time opportunities within the bargaining unit, or to circumvent the posting of full-time bargaining unit positions.

No later than the first week of April each year, the University will provide the Union a confidential written summary on forecasted summer business activity, because it may impact access to work for employees in the Food Services and Housekeeping. The summary will be based on the best information available at the time.

In addition, the parties agree that the University will provide the Food Services weekly schedules to the Union via email.

Where there is an opportunity to schedule a single hourly-paid employee to a continuous, full-day shift rather than scheduling two employees to each work consecutive shifts to cover the full-day shift, the University will endeavor to do so. Where there is a legitimate requirement to schedule two (2) separate shifts to cover the full day shift due to unique circumstances of the event(s), or the availability of the workforce, the University reserves the right to schedule two (2) separate shorter shifts on that day.

As it relates specifically to the Union's concerns regarding the use of temporary agency workers in Food Services, the parties agree to implement the following scheduling procedures applicable to casual and part-time employees within Food Services within 120 days of ratification:

- After the posting of weekly work scheduled in Food Services, Casual and Part-time employees will indicate their availability for work and will be added to an 'On-Call Roster' for the purpose of last-minute scheduling. For absences with notice of 24 hours or greater, provided that a casual/part-time employee has indicated their availability and is reachable by phone or text they will be canvassed and have the immediate right of first refusal, before the University resorts to the use of temporary agency workers. For same day absences with less than 24 hours' notice, or where no casual/part-time employee is available to fill the same day absence, the University reserves the right to hire temporary staff.

The Parties further agree to assess and discuss the applicability of the above scheduling procedures to other areas of operation within the University in the next round of bargaining or earlier if requested by either party.

FOR THE UNIVERSITY

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FOR THE UNION

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DATE: Oct 18 '25

Victoria University

USW

LETTER OF INTENT – FOOD SERVICES SCHEDULING

During the 2023 negotiations, the Union raised concerns regarding scheduling in Food Services. Within 120 days of the ratification of the collective agreement, the University and the Union will establish a joint management and union working committee to explore options for scheduling work for Food Services staff on statutory holidays and a minimum number of hours between shifts. The Union and the University shall each appoint up to four members to take part in the committee during work hours and the union members shall not suffer any loss of regular straight time pay.

FOR THE UNIVERSITY

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FOR THE UNION

[Signature]

[Signature]

DATE: Oct. 19, 2023.

Victoria University

USW

NEW LETTER OF INTENT – SUMMER HOURS FOR HOURLY-PAID STAFF

The conditions under which the University offers a reduction in working hours for hourly paid employees in the summer are as follows:

Hourly paid employees will receive a sixteen (16) hours work reduction without loss of pay in each calendar year. Time off work using summer hours must be scheduled by mutual agreement between the employee and the supervisor. Nothing in this letter shall be construed as a guarantee of hours of work per day or per week.

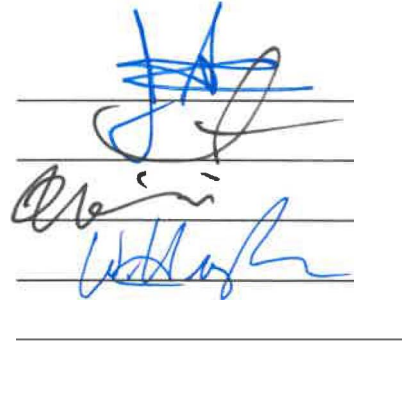
These hours will be pro-rated for each employee based on the number of days on temporary lay-off from July 1 to Labour Day in the previous year.

These hours will be prorated for each part-time employee based on the percentage of their FTE.

FOR THE UNIVERSITY


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FOR THE UNION



DATE: Oct. 19, 2023.

Victoria University

USW

Regarding notification to the Union under the collective agreement:

Article 2.03 – notice of contractors – to Victoria University Unit President with copy to notices@usw.ca

Article 2.04 – written notice of casuals hired (language – to Victoria University Unit President with copy to notices@usw.ca)

Article 3.04 – membership lists – to Victoria University Unit President with a copy to notices@usw.ca

Article 10.03 – copy of disciplinary letters – to Victoria University Unit President with a copy to notices@usw.ca

Article 12.02 (f) – seniority list - to Victoria University Unit President with a copy to notices@usw.ca

Article 12.03 (b) – annual notice of percentage of internal and external candidates – to Victoria University Unit President with a copy to notices@usw.ca

Article 12.04 (a) – notice of term employees - to Victoria University Unit President with a copy to notices@usw.ca

Article 12.04 (f) – temp agency workers - to Victoria University Unit President with a copy to notices@usw.ca

Article 12.05 (a) – copies of layoff letters - to Victoria University Unit President with a copy to notices@usw.ca

Article 21.01 – WSIB Form 7 - to Victoria University Unit President with a copy to healthandsafety@usw.ca

Schedule A – grid placements - to Victoria University Unit President with a copy to notices@usw.ca

FOR THE UNIVERSITY

FOR THE UNION

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[Signature]

DATE: Oct. 19, 2023.

Effective: July 1, 2023

9% ATB

1-Jul-23	0	1	2	3	4	5	6	7	8
1	38,514.00	40,055.00	41,657.00	43,325.00	44,621.00	45,963.00	47,341.00	48,288.00	49,253.00
2	40,896.00	42,533.00	44,233.00	46,003.00	47,382.00	48,804.00	50,269.00	51,275.00	52,299.00
3	43,425.00	45,163.00	46,968.00	48,848.00	50,314.00	51,823.00	53,378.00	54,446.00	55,534.00
4	46,110.00	47,956.00	49,874.00	51,869.00	53,425.00	55,028.00	56,679.00	57,810.00	58,968.00
5	48,962.00	50,922.00	52,955.00	55,076.00	56,727.00	58,429.00	60,184.00	61,387.00	62,615.00
6	51,992.00	54,071.00	56,233.00	58,481.00	60,238.00	62,045.00	63,903.00	65,183.00	66,486.00
7	55,202.00	57,415.00	59,710.00	62,095.00	63,959.00	65,881.00	67,854.00	69,212.00	70,597.00
8	58,617.00	60,963.00	63,400.00	65,938.00	67,915.00	69,953.00	72,051.00	73,494.00	74,964.00
9	62,242.00	64,732.00	67,322.00	70,015.00	72,117.00	74,278.00	76,504.00	78,037.00	79,596.00
10	66,092.00	68,735.00	71,484.00	74,346.00	76,575.00	78,871.00	81,240.00	82,863.00	84,521.00
11	70,177.00	72,985.00	75,903.00	78,940.00	81,310.00	83,748.00	86,263.00	87,987.00	89,746.00
12	74,519.00	77,500.00	80,600.00	83,822.00	86,340.00	88,929.00	91,597.00	93,427.00	95,298.00
13	79,126.00	82,293.00	85,584.00	89,004.00	91,676.00	94,429.00	97,260.00	99,206.00	101,188.00
14	84,019.00	87,380.00	90,873.00	94,508.00	97,345.00	100,266.00	103,273.00	105,339.00	107,445.00
15	89,213.00	92,782.00	96,496.00	100,355.00	103,365.00	106,464.00	109,661.00	111,853.00	114,089.00
16	94,730.00	98,519.00	102,461.00	106,559.00	109,754.00	113,050.00	116,441.00	118,769.00	121,145.00
17	100,591.00	104,612.00	108,796.00	113,150.00	116,543.00	120,040.00	123,641.00	126,115.00	128,635.00
18	106,810.00	111,082.00	115,524.00	120,146.00	123,751.00	127,461.00	131,287.00	133,911.00	136,590.00
19	113,413.00	117,951.00	122,668.00	127,575.00	131,402.00	135,344.00	139,404.00	142,194.00	145,035.00
20	120,429.00	125,242.00	130,253.00	135,464.00	139,528.00	143,712.00	148,027.00	150,986.00	154,005.00

Effective: July 1, 2024

2% ATB

1-Jul-24	0	1	2	3	4	5	6	7	8
1	39,284.00	40,856.00	42,490.00	44,192.00	45,513.00	46,882.00	48,288.00	49,254.00	50,238.00
2	41,714.00	43,384.00	45,118.00	46,923.00	48,330.00	49,780.00	51,274.00	52,301.00	53,345.00
3	44,294.00	46,066.00	47,907.00	49,825.00	51,320.00	52,859.00	54,446.00	55,535.00	56,645.00
4	47,032.00	48,915.00	50,871.00	52,906.00	54,494.00	56,129.00	57,813.00	58,966.00	60,147.00
5	49,941.00	51,940.00	54,014.00	56,178.00	57,862.00	59,598.00	61,388.00	62,615.00	63,867.00
6	53,032.00	55,152.00	57,358.00	59,651.00	61,443.00	63,286.00	65,181.00	66,487.00	67,816.00
7	56,306.00	58,563.00	60,904.00	63,337.00	65,238.00	67,199.00	69,211.00	70,596.00	72,009.00
8	59,789.00	62,182.00	64,668.00	67,257.00	69,273.00	71,352.00	73,492.00	74,964.00	76,463.00
9	63,487.00	66,027.00	68,668.00	71,415.00	73,559.00	75,764.00	78,034.00	79,598.00	81,188.00
10	67,414.00	70,110.00	72,914.00	75,833.00	78,107.00	80,448.00	82,865.00	84,520.00	86,211.00
11	71,581.00	74,445.00	77,421.00	80,519.00	82,936.00	85,423.00	87,988.00	89,747.00	91,541.00
12	76,009.00	79,050.00	82,212.00	85,498.00	88,067.00	90,708.00	93,429.00	95,296.00	97,204.00
13	80,709.00	83,939.00	87,296.00	90,784.00	93,510.00	96,318.00	99,205.00	101,190.00	103,212.00
14	85,699.00	89,128.00	92,690.00	96,398.00	99,292.00	102,271.00	105,338.00	107,446.00	109,594.00
15	90,997.00	94,638.00	98,426.00	102,362.00	105,432.00	108,593.00	111,854.00	114,090.00	116,371.00
16	96,625.00	100,489.00	104,510.00	108,690.00	111,949.00	115,311.00	118,770.00	121,144.00	123,568.00
17	102,603.00	106,704.00	110,972.00	115,413.00	118,874.00	122,441.00	126,114.00	128,637.00	131,208.00
18	108,946.00	113,304.00	117,834.00	122,549.00	126,226.00	130,010.00	133,913.00	136,589.00	139,322.00
19	115,681.00	120,310.00	125,121.00	130,127.00	134,030.00	138,051.00	142,192.00	145,038.00	147,936.00
20	122,838.00	127,747.00	132,858.00	138,173.00	142,319.00	146,586.00	150,988.00	154,006.00	157,085.00

Effective: July 1, 2025

1.8% ATB

1-Jul-25	0	1	2	3	4	5	6	7	8
1	39,991.00	41,591.00	43,255.00	44,987.00	46,332.00	47,726.00	49,157.00	50,141.00	51,142.00
2	42,465.00	44,165.00	45,930.00	47,768.00	49,200.00	50,676.00	52,197.00	53,242.00	54,305.00
3	45,091.00	46,895.00	48,769.00	50,722.00	52,244.00	53,810.00	55,426.00	56,535.00	57,665.00
4	47,879.00	49,795.00	51,787.00	53,858.00	55,475.00	57,139.00	58,854.00	60,027.00	61,230.00
5	50,840.00	52,875.00	54,986.00	57,189.00	58,904.00	60,671.00	62,493.00	63,742.00	65,017.00
6	53,987.00	56,145.00	58,390.00	60,725.00	62,549.00	64,425.00	66,354.00	67,684.00	69,037.00
7	57,320.00	59,617.00	62,000.00	64,477.00	66,412.00	68,409.00	70,457.00	71,867.00	73,305.00
8	60,865.00	63,301.00	65,832.00	68,468.00	70,520.00	72,636.00	74,815.00	76,313.00	77,839.00
9	64,630.00	67,215.00	69,904.00	72,700.00	74,883.00	77,128.00	79,439.00	81,031.00	82,649.00
10	68,627.00	71,372.00	74,226.00	77,198.00	79,513.00	81,896.00	84,357.00	86,041.00	87,763.00
11	72,869.00	75,785.00	78,815.00	81,968.00	84,429.00	86,961.00	89,572.00	91,362.00	93,189.00
12	77,377.00	80,473.00	83,692.00	87,037.00	89,652.00	92,341.00	95,111.00	97,011.00	98,954.00
13	82,162.00	85,450.00	88,867.00	92,418.00	95,193.00	98,052.00	100,991.00	103,011.00	105,070.00
14	87,242.00	90,732.00	94,358.00	98,133.00	101,079.00	104,112.00	107,234.00	109,380.00	111,567.00
15	92,635.00	96,341.00	100,198.00	104,205.00	107,330.00	110,548.00	113,867.00	116,144.00	118,466.00
16	98,364.00	102,298.00	106,391.00	110,646.00	113,964.00	117,387.00	120,908.00	123,325.00	125,792.00
17	104,450.00	108,625.00	112,969.00	117,490.00	121,014.00	124,645.00	128,384.00	130,952.00	133,570.00
18	110,907.00	115,343.00	119,955.00	124,755.00	128,498.00	132,350.00	136,323.00	139,048.00	141,830.00
19	117,763.00	122,476.00	127,373.00	132,469.00	136,443.00	140,536.00	144,751.00	147,649.00	150,599.00
20	125,049.00	130,046.00	135,249.00	140,660.00	144,881.00	149,225.00	153,706.00	156,778.00	159,913.00

Effective: July 1, 2023

9% ATB

Pay Bands	Job Class	Hiring Rate Probationary Rate (1 to 60 working days)	Step 1 Confirmed Rate (after 60 active working days for full time or after 480 hours worked for part- time employees)	Step 2 After 1 year for of full- time employment, or equivalent hours for part- time employees (2080 hours including vacation & authorized leaves)
1	Dishwasher/Porter Mailroom Clerk	\$19.71	\$21.28	\$23.84
2	Food Service Production Housekeeper Cashier Cleaner-Food Services Cook Apprentice	\$21.08	\$22.78	\$25.52
3	Printer Groundskeeper	\$22.14	\$23.91	\$26.78
4	Cook/Baker Reception/Residence Front Desk Day/Evening	\$23.47	\$25.35	\$28.38
5	Maintenance Helper Building Services Technician Reception/Residence Front Desk Overnight	\$24.86	\$26.86	\$30.08
6	Handyperson Lead Hand Food Service Nightwatch AV Support- Mailroom Lead Hand Housekeeper	\$26.37	\$28.48	\$31.89
7	Building Operator	\$27.95	\$30.17	\$33.80
8	Lead Hand Nightwatch Lead Hand Residence Front Desk	\$29.63	\$31.98	\$35.83
9	Lead Hand Groundskeeper First Cook Locksmith	\$31.40	\$33.92	\$37.99
10	Sous Chef	\$33.29	\$35.94	\$40.28
11	Tradesperson (Electrician/HVAC/Plumber/ Carpenter)	\$35.28	\$38.11	\$42.67

Pay Bands	Job Class	Hiring Rate Probationary Rate (1 to 60 working days)	Step 1 Confirmed Rate (after 60 active working days for full time or after 480 hours worked for part- time employees)	Step 2 After 1 year for of full- time employment, or equivalent hours for part- time employees (2080 hours including vacation & authorized leaves)
12		\$37.41	\$40.40	\$45.24
13	Lead Hand Tradesperson	\$39.63	\$42.82	\$47.95
14		\$42.00	\$45.38	\$50.82
15		\$44.53	\$48.10	\$53.87
16		\$47.22	\$51.00	\$57.11
17		\$50.04	\$54.05	\$60.54
18		\$53.05	\$57.29	\$64.18
19		\$56.22	\$60.72	\$68.03
20		\$59.60	\$64.36	\$72.10

Effective: July 1, 2024

2% ATB

Pay Bands	Job Class	Hiring Rate Probationary Rate (1 to 60 working days)	Step 1 Confirmed Rate (after 60 active working days for full time or after 480 hours worked for part- time employees)	Step 2 After 1 year for of full- time employment, or equivalent hours for part- time employees (2080 hours including vacation & authorized leaves)
1	Dishwasher/Porter Mailroom Clerk	\$20.10	\$21.71	\$24.32
2	Food Service Production Housekeeper Cashier Cleaner-Food Services Cook Apprentice	\$21.50	\$23.24	\$26.03
3	Printer Groundskeeper	\$22.58	\$24.39	\$27.32

Pay Bands	Job Class	Hiring Rate Probationary Rate (1 to 60 working days)	Step 1 Confirmed Rate (after 60 active working days for full time or after 480 hours worked for part- time employees)	Step 2 After 1 year for of full- time employment, or equivalent hours for part- time employees (2080 hours including vacation & authorized leaves)
4	Cook/Baker Reception/Residence Front Desk Day/Evening	\$23.94	\$25.86	\$28.95
5	Maintenance Helper Building Services Technician Reception/Residence Front Desk Overnight	\$25.36	\$27.40	\$30.68
6	Handyperson Lead Hand Food Service Nightwatch AV Support- Mailroom Lead Hand Housekeeper	\$26.90	\$29.05	\$32.53
7	Building Operator	\$28.51	\$30.77	\$34.48
8	Lead Hand Nightwatch Lead Hand Residence Front Desk	\$30.22	\$32.62	\$36.55
9	Lead Hand Groundskeeper First Cook Locksmith	\$32.03	\$34.60	\$38.75
10	Sous Chef	\$33.96	\$36.66	\$41.09
11	Tradesperson (Electrician/HVAC/Plumber/ Carpenter)	\$35.99	\$38.87	\$43.52
12		\$38.16	\$41.21	\$46.14
13	Lead Hand Tradesperson	\$40.42	\$43.68	\$48.91
14		\$42.84	\$46.29	\$51.84
15		\$45.42	\$49.06	\$54.95
16		\$48.16	\$52.02	\$58.25
17		\$51.04	\$55.13	\$61.75
18		\$54.11	\$58.44	\$65.46
19		\$57.34	\$61.93	\$69.39
20		\$60.79	\$65.65	\$73.54

Effective: July 1, 2025

1.8% ATB

Pay Bands	Job Class	Hiring Rate Probationary Rate (1 to 60 working days)	Step 1 Confirmed Rate (after 60 active working days for full time or after 480 hours worked for part- time employees)	Step 2 After 1 year for of full- time employment, or equivalent hours for part- time employees (2080 hours including vacation & authorized leaves)
1	Dishwasher/Porter Mailroom Clerk	\$20.46	\$22.10	\$24.76
2	Food Service Production Housekeeper Cashier Cleaner-Food Services Cook Apprentice	\$21.89	\$23.66	\$26.50
3	Printer Groundskeeper	\$22.99	\$24.83	\$27.81
4	Cook/Baker Reception/Residence Front Desk Day/Evening	\$24.37	\$26.33	\$29.47
5	Maintenance Helper Building Services Technician Reception/Residence Front Desk Overnight	\$25.82	\$27.89	\$31.23
6	Handyperson Lead Hand Food Service Nightwatch AV Support- Mailroom Lead Hand Housekeeper	\$27.38	\$29.57	\$33.12
7	Building Operator	\$29.02	\$31.32	\$35.10
8	Lead Hand Nightwatch Lead Hand Residence Front Desk	\$30.76	\$33.21	\$37.21
9	Lead Hand Groundskeeper First Cook Locksmith	\$32.61	\$35.22	\$39.45
10	Sous Chef	\$34.57	\$37.32	\$41.83
11	Tradesperson (Electrician/HVAC/Plumber/ Carpenter)	\$36.64	\$39.57	\$44.30
12		\$38.85	\$41.95	\$46.97

Pay Bands	Job Class	Hiring Rate Probationary Rate (1 to 60 working days)	Step 1 Confirmed Rate (after 60 active working days for full time or after 480 hours worked for part- time employees)	Step 2 After 1 year for of full- time employment, or equivalent hours for part- time employees (2080 hours including vacation & authorized leaves)
13	Lead Hand Tradesperson	\$41.15	\$44.47	\$49.79
14		\$43.61	\$47.12	\$52.77
15		\$46.24	\$49.94	\$55.94
16		\$49.03	\$52.96	\$59.30
17		\$51.96	\$56.12	\$62.86
18		\$55.08	\$59.49	\$66.64
19		\$58.37	\$63.04	\$70.64
20		\$61.88	\$66.83	\$74.86