

College Compensation  
and Appointments  
Council

Conseil de la  
rémunération et des  
nominations dans  
les collèges

**Academic  
Collective Bargaining**

**Management  
Offer for Settlement**

December 15, 2005

**Salary Schedules for full-time Professors, Counsellors and Librarians.**

**14.03 A 1 (a)** The following table indicates the annual base salary paid at each step on the Salary Schedule to full-time Professors, Counsellors and Librarians.

Step Level	Effective Sept. 1, 2005 2%	Effective April 1, 2006 1%	Effective Sept. 1, 2006 2%	Effective April 1, 2007 1%	Effective Sept. 1, 2007 2%	Effective April 1, 2008 1%	Effective Sept. 1, 2008 2%	Effective April 1, 2009 1%
Step 3	\$45,171	\$45,622						
Step 4	\$47,456	\$47,930	\$48,889	\$49,378				
Step 5	\$49,736	\$50,234	\$51,238	\$51,751	\$52,786	\$53,314	\$54,380	\$54,924
Step 6	\$52,020	\$52,540	\$53,591	\$54,127	\$55,209	\$55,762	\$56,877	\$57,446
Step 7	\$54,304	\$54,847	\$55,944	\$56,503	\$57,633	\$58,210	\$59,374	\$59,968
Step 8	\$56,586	\$57,151	\$58,294	\$58,877	\$60,055	\$60,655	\$61,869	\$62,487
Step 9	\$58,867	\$59,456	\$60,645	\$61,252	\$62,477	\$63,101	\$64,363	\$65,007
Step 10	\$61,150	\$61,762	\$62,997	\$63,627	\$64,899	\$65,548	\$66,859	\$67,528
Step 11	\$63,433	\$64,067	\$65,348	\$66,002	\$67,322	\$67,995	\$69,355	\$70,049
Step 12	\$65,716	\$66,373	\$67,700	\$68,377	\$69,745	\$70,442	\$71,851	\$72,569
Step 13	\$67,999	\$68,679	\$70,053	\$70,753	\$72,168	\$72,890	\$74,348	\$75,091
Step 14	\$70,282	\$70,985	\$72,405	\$73,129	\$74,591	\$75,337	\$76,844	\$77,612
Step 15	\$72,566	\$73,292	\$74,757	\$75,505	\$77,015	\$77,785	\$79,341	\$80,134
Step 16	\$74,841	\$75,590	\$77,102	\$77,873	\$79,430	\$80,224	\$81,829	\$82,647
Step 17	\$77,119	\$77,890	\$79,448	\$80,243	\$81,847	\$82,666	\$84,319	\$85,162
Step 18	\$79,394	\$80,188	\$81,791	\$82,609	\$84,262	\$85,104	\$86,806	\$87,674
Step 19	\$81,669	\$82,486	\$84,136	\$84,977	\$86,677	\$87,543	\$89,294	\$90,187
Step 20	\$83,945	\$84,784	\$86,480	\$87,345	\$89,092	\$89,983	\$91,782	\$92,700
Step 21*	\$85,373	\$86,227	\$87,951	\$88,831	\$90,608	\$91,513	\$93,344	\$94,277

**\* Formerly the Recognition Allowance. A full-time employee who has remained at Step 20 on the salary grid for one year or more will move to Step 21.**

**Salary Schedules for full-time Instructors.**

**14.03 A 2 (c)** The following table indicates the annual base salary paid at each step on the Salary Schedule to full-time Instructors.

Step Level	Effective	Effective	Effective	Effective	Effective	Effective	Effective	Effective
	Sept. 1, 2005 2%	April 1, 2006 1%	Sept. 1, 2006 2%	April 1, 2007 1%	Sept. 1, 2007 2%	April 1, 2008 1%	Sept. 1, 2008 2%	April 1, 2009 1%
Minimum	\$32,719	\$33,046	\$33,707	\$34,044	\$34,725	\$35,072	\$35,773	\$36,131
Step 1	\$35,004	\$35,354	\$36,061	\$36,422	\$37,151	\$37,522	\$38,272	\$38,655
Step 2	\$37,285	\$37,658	\$38,411	\$38,795	\$39,571	\$39,967	\$40,766	\$41,174
Step 3	\$39,567	\$39,962	\$40,762	\$41,169	\$41,993	\$42,413	\$43,261	\$43,694
Step 4	\$41,852	\$42,270	\$43,116	\$43,547	\$44,418	\$44,862	\$45,759	\$46,217
Step 5*	\$44,133	\$44,575	\$45,466	\$45,921	\$46,839	\$47,308	\$48,254	\$48,736
Step 6	\$46,415	\$46,879	\$47,817	\$48,295	\$49,261	\$49,754	\$50,749	\$51,256
Step 7	\$48,699	\$49,186	\$50,170	\$50,671	\$51,685	\$52,202	\$53,246	\$53,778
Step 8	\$50,983	\$51,492	\$52,522	\$53,048	\$54,109	\$54,650	\$55,743	\$56,300
Step 9	\$53,265	\$53,798	\$54,874	\$55,423	\$56,531	\$57,097	\$58,238	\$58,821
Step 10	\$55,548	\$56,104	\$57,226	\$57,798	\$58,954	\$59,543	\$60,734	\$61,342

## Salary Schedules for Partial-Load Employees

26.04 The following tables indicate the hourly rate paid at each step for partial-load employees. For progression on the grid, refer to 26.10 B.

### Post-Secondary Partial-Load Professors

Step Level	Effective Sept. 1, 2005 2%	Effective April 1, 2006 1%	Effective Sept. 1, 2006 2%	Effective April 1, 2007 1%	Effective Sept. 1, 2007 2%	Effective April 1, 2008 1%	Effective Sept. 1, 2008 2%	Effective April 1, 2009 1%
Step 3	\$60.35	\$60.96						
Step 4	\$63.39	\$64.03	\$65.31	\$65.96				
Step 5	\$66.44	\$67.11	\$68.45	\$69.13	\$70.52	\$71.22	\$72.65	\$73.37
Step 6	\$69.51	\$70.21	\$71.61	\$72.33	\$73.77	\$74.51	\$76.00	\$76.76
Step 7	\$72.55	\$73.28	\$74.74	\$75.49	\$77.00	\$77.77	\$79.33	\$80.12
Step 8	\$75.60	\$76.36	\$77.89	\$78.66	\$80.24	\$81.04	\$82.66	\$83.49
Step 9	\$78.66	\$79.45	\$81.04	\$81.85	\$83.49	\$84.32	\$86.01	\$86.87
Step 10	\$81.69	\$82.51	\$84.16	\$85.00	\$86.70	\$87.57	\$89.32	\$90.21
Step 11	\$84.75	\$85.60	\$87.31	\$88.18	\$89.95	\$90.85	\$92.66	\$93.59
Step 12	\$87.81	\$88.69	\$90.46	\$91.37	\$93.20	\$94.13	\$96.01	\$96.97
Step 13	\$90.84	\$91.75	\$93.58	\$94.52	\$96.41	\$97.37	\$99.32	\$100.32
Step 14	\$93.90	\$94.84	\$96.74	\$97.70	\$99.66	\$100.66	\$102.67	\$103.69
Step 15	\$96.95	\$97.92	\$99.88	\$100.88	\$102.90	\$103.92	\$106.00	\$107.06
Step 16	\$99.99	\$100.99	\$103.01	\$104.04	\$106.12	\$107.18	\$109.33	\$110.42
Step 17	\$103.06	\$104.09	\$106.17	\$107.23	\$109.38	\$110.47	\$112.68	\$113.81
Step 18	\$106.10	\$107.16	\$109.30	\$110.40	\$112.61	\$113.73	\$116.01	\$117.17
Step 19	\$109.16	\$110.25	\$112.46	\$113.58	\$115.85	\$117.01	\$119.35	\$120.55
Step 20	\$112.22	\$113.34	\$115.61	\$116.77	\$119.10	\$120.29	\$122.70	\$123.92
Step 21	\$114.19	\$115.33	\$117.64	\$118.81	\$121.19	\$122.40	\$124.85	\$126.10

## Non-Post-Secondary Partial-Load Professors

Step Level	Effective Sept. 1, 2005 2%	Effective April 1, 2006 1%	Effective Sept. 1, 2006 2%	Effective April 1, 2007 1%	Effective Sept. 1, 2007 2%	Effective April 1, 2008 1%	Effective Sept. 1, 2008 2%	Effective April 1, 2009 1%
Step 3	\$54.30	\$54.85						
Step 4	\$57.07	\$57.64	\$58.79	\$59.38				
Step 5	\$59.80	\$60.40	\$61.61	\$62.22	\$63.47	\$64.10	\$65.39	\$66.04
Step 6	\$62.57	\$63.19	\$64.46	\$65.10	\$66.40	\$67.07	\$68.41	\$69.09
Step 7	\$65.29	\$65.94	\$67.26	\$67.93	\$69.29	\$69.99	\$71.39	\$72.10
Step 8	\$68.04	\$68.72	\$70.10	\$70.80	\$72.22	\$72.94	\$74.40	\$75.14
Step 9	\$70.79	\$71.50	\$72.93	\$73.66	\$75.13	\$75.88	\$77.40	\$78.17
Step 10	\$73.53	\$74.27	\$75.75	\$76.51	\$78.04	\$78.82	\$80.40	\$81.20
Step 11	\$76.28	\$77.04	\$78.58	\$79.36	\$80.95	\$81.76	\$83.40	\$84.23
Step 12	\$79.02	\$79.81	\$81.41	\$82.22	\$83.86	\$84.70	\$86.40	\$87.26
Step 13	\$81.77	\$82.59	\$84.24	\$85.09	\$86.79	\$87.65	\$89.41	\$90.30
Step 14	\$84.52	\$85.36	\$87.07	\$87.94	\$89.70	\$90.60	\$92.41	\$93.33
Step 15	\$87.25	\$88.12	\$89.89	\$90.78	\$92.60	\$93.53	\$95.40	\$96.35
Step 16	\$90.00	\$90.90	\$92.72	\$93.65	\$95.52	\$96.48	\$98.41	\$99.39
Step 17	\$92.75	\$93.68	\$95.55	\$96.51	\$98.44	\$99.42	\$101.41	\$102.42
Step 18	\$95.50	\$96.46	\$98.39	\$99.37	\$101.36	\$102.37	\$104.42	\$105.46
Step 19	\$98.26	\$99.24	\$101.22	\$102.24	\$104.28	\$105.32	\$107.43	\$108.50
Step 20	\$102.22	\$103.25	\$105.31	\$106.36	\$108.49	\$109.58	\$111.77	\$112.89
Step 21	\$104.76	\$105.81	\$107.92	\$109.00	\$111.18	\$112.29	\$114.54	\$115.69

## Post-Secondary Partial-Load Instructors

Step Level	Effective Sept. 1, 2005 2%	Effective April 1, 2006 1%	Effective Sept. 1, 2006 2%	Effective April 1, 2007 1%	Effective Sept. 1, 2007 2%	Effective April 1, 2008 1%	Effective Sept. 1, 2008 2%	Effective April 1, 2009 1%
Minimum	\$43.70	\$44.13	\$45.02	\$45.47	\$46.38	\$46.84	\$47.78	\$48.25
Step 1	\$46.77	\$47.23	\$48.18	\$48.66	\$49.63	\$50.13	\$51.13	\$51.64
Step 2	\$49.81	\$50.30	\$51.31	\$51.82	\$52.86	\$53.39	\$54.46	\$55.00
Step 3	\$52.86	\$53.38	\$54.45	\$55.00	\$56.10	\$56.66	\$57.79	\$58.37
Step 4	\$55.91	\$56.47	\$57.59	\$58.17	\$59.33	\$59.93	\$61.13	\$61.74
Step 5*	\$58.98	\$59.57	\$60.76	\$61.37	\$62.59	\$63.22	\$64.48	\$65.13
Step 6	\$62.02	\$62.64	\$63.89	\$64.53	\$65.82	\$66.48	\$67.81	\$68.48
Step 7	\$65.06	\$65.71	\$67.02	\$67.69	\$69.04	\$69.73	\$71.13	\$71.84
Step 8	\$68.10	\$68.78	\$70.15	\$70.85	\$72.27	\$72.99	\$74.45	\$75.20
Step 9	\$71.13	\$71.85	\$73.28	\$74.02	\$75.50	\$76.25	\$77.78	\$78.55
Step 10	\$74.22	\$74.96	\$76.46	\$77.22	\$78.77	\$79.55	\$81.14	\$81.96

## Non-Post-Secondary Partial-Load Instructors

Step Level	Effective Sept. 1, 2005 2%	Effective April 1, 2006 1%	Effective Sept. 1, 2006 2%	Effective April 1, 2007 1%	Effective Sept. 1, 2007 2%	Effective April 1, 2008 1%	Effective Sept. 1, 2008 2%	Effective April 1, 2009 1%
Minimum	\$39.33	\$39.72	\$40.52	\$40.92	\$41.74	\$42.16	\$43.00	\$43.43
Step 1	\$42.08	\$42.50	\$43.35	\$43.78	\$44.65	\$45.10	\$46.00	\$46.46
Step 2	\$44.82	\$45.27	\$46.17	\$46.63	\$47.57	\$48.04	\$49.00	\$49.49
Step 3	\$47.58	\$48.06	\$49.02	\$49.51	\$50.50	\$51.01	\$52.03	\$52.55
Step 4	\$50.30	\$50.80	\$51.82	\$52.33	\$53.38	\$53.91	\$54.99	\$55.54
Step 5*	\$53.06	\$53.59	\$54.66	\$55.21	\$56.31	\$56.88	\$58.01	\$58.59
Step 6	\$55.80	\$56.36	\$57.49	\$58.06	\$59.23	\$59.82	\$61.01	\$61.62
Step 7	\$58.54	\$59.12	\$60.31	\$60.91	\$62.13	\$62.75	\$64.00	\$64.64
Step 8	\$61.30	\$61.92	\$63.15	\$63.78	\$65.06	\$65.71	\$67.03	\$67.70
Step 9	\$64.03	\$64.67	\$65.96	\$66.62	\$67.95	\$68.63	\$70.00	\$70.70
Step 10	\$66.80	\$67.47	\$68.82	\$69.51	\$70.90	\$71.60	\$73.04	\$73.77

**Article 4  
NO DISCRIMINATION**

**4.01 B** It is understood that nothing contained in 4.01 A limits the right of an employee to grieve in accordance with the procedure as set forth in Article 32, Grievance Procedures.

- *Agreed-to by the parties on May 24, 2005, pending ratification.*

Where an employee has a complaint about workload based upon the provisions in the *Ontario Human Rights Code*, the employee shall have a right to pursue the complaint in accordance with the procedures set out in Article 11.02.

**Article 8  
UNION BUSINESS**

~~8.03 A The Colleges agree to provide paid leaves of absence for the seven employees who are the members of the Union's negotiating team. These leaves shall extend from the beginning of bargaining for a new contract until such date as it is completed, not just for the specific times at which direct negotiations are being conducted.~~

Leave of absence shall be granted to not more than seven (7) employee representatives selected to negotiate the renewal of the Collective Agreement for necessary time off including travel time, direct negotiating time, and necessary preparation time. The Union shall reimburse the College for all pay during such leave except for the days scheduled by the parties for direct negotiations and up to a maximum of ten (10) days if required, for meetings of the Union Negotiating Committee to prepare for and to complete bargaining.

- *Revise the paid time-off for negotiations to better reflect the norms in other collective agreements. The existing time-off for the Union's negotiating team (from the time of notice to bargain until the time the negotiations are concluded) is without precedent in other collective agreements.*

~~8.03 B The regular salary, pension contributions, sick leave entitlements, group insurance benefits, and other fringe benefits of employees released from duty under 8.03 A shall continue to be paid by the College. Such leave shall be with full accumulation of seniority. Employees on leave under this Article shall enjoy all rights provided by the Agreement and shall be deemed to have completed satisfactorily the total duties they could otherwise have been assigned.~~

- *Adjust language to correspond to the change in 8.03 A.*

## Article 11 WORKLOAD

**11.01 A** Each teacher shall have a workload that adheres to the provisions of this Article. In order to allow for more advanced planning of a teacher's professional responsibilities, each year the supervisor and the teacher(s) may discuss the teacher's professional activities for the twelve month period beginning in May 1<sup>st</sup> of that year. This discussion could include teaching assignments, curriculum development, student support activities, professional development and other complementary activities that may be undertaken during the following 12 months. This annual plan of responsibilities may be documented, recognizing that such responsibilities may be changed, based on emerging circumstances.

- *During the workload task force visits faculty and managers expressed an interest in more comprehensive planning. Faculty in particular were interested in knowing their teaching assignments further in advance to be able make better choices relating to professional development, curriculum development and other activities.*

**11.01 B 1** Total workload assigned and attributed by the College to a teacher shall not exceed 44 hours in any week for up to 36 weeks in which there are may be teaching contact hours for teachers in post-secondary programs and for up to 38 weeks in which there are may be teaching contact hours in the case of teachers not in post-secondary programs.

- *Clarify that Colleges may make teaching or non-teaching assignments within the teaching period and clarify that Article 11.08 applies to the remainder of the academic year.*

The balance of the academic year beyond the 36-week period or the 38-week period shall be referred to as the non-teaching period and shall be reserved for complementary functions and professional development pursuant to Article 11.08.

Workload factors to be considered are:

- (i) teaching contact hours
- (ii) attributed hours for preparation
- (iii) attributed hours for evaluation and feedback
- (iv) attributed hours for complementary functions

**11.01 D 3** For purposes of the formula: (...)

~~(ix) Hours for curriculum review or course development assigned to a teacher on an ongoing basis, in lieu of teaching or in a non-teaching period, shall be attributed on an hour for hour basis and recorded on the SWF.~~

- *Covered by 11.01 F.*

11.01 F Complementary functions appropriate to the professional role of the teacher may be assigned to a teacher by the College. Hours for such functions shall be attributed on an hour for hour basis.

An allowance of a minimum of ~~five~~ **six** hours of the 44 hour maximum weekly total workload shall be attributed as follows:

~~three~~ **four** hours for routine out-of-class assistance to individual students  
two hours for normal administrative tasks.

In order to enhance the availability of teachers to students for routine out-of-class assistance, each teacher shall publish the times and types of his/her availability, including office hours and/or electronic access. It is recognized that published hours may vary from week to week depending on student needs throughout the semester and that the 4 hour allowance is an average level of availability. Where appropriate, exceptions may be made with the approval of the teacher's supervisor.

11.01 H 1 The College shall allow each teacher at least ten working days of professional development in each academic year. Professional development should enhance the ability of the employee to fulfil his/her professional responsibilities at the College.

11.01 H 4 (New) The employee may be reimbursed for any necessary and reasonable costs associated with such professional development, as approved by his/her supervisor.

11.01 I 1 Teaching contact hours for a teacher in post-secondary programs shall not exceed 18 in any week. Teaching contact hours for a teacher not in post-secondary programs shall not exceed 20 in any week.

*Changes to 11.01 F are conditional on the Union's acceptance of Council's proposals on 11.01 I 1, 11.01 I 2 and 15.01 A.*

- *Improve students access to faculty by providing more time to faculty for out-of-class assistance.*
- *To ensure that students are aware of the teachers' out-of-class availability.*
- *Add a definition to "professional development" days to ensure it is relevant to the teacher/student learning experience.*
- *Changes to 11.01 H 4 are conditional on the Union's acceptance of Council's proposals on 11.01 H 1.*

11.01 I 2 (New) Notwithstanding 11.01 I 1, in order to better meet the needs of specific programs, and only with the agreement of the teacher and his/her supervisor, in any academic year, teaching contact hours for a teacher may be averaged, provided that:

- *If faculty agree, allow them to average their workload to better meet the needs of their programs without increasing their overall workload.*

- (i) the teacher's total workload hours for the contact weeks in the Averaging Year do not exceed the total workload hours of the teacher for the contact weeks in the Base Year and;
- (ii) the number of weeks during which teaching contact is assigned to the teacher does not exceed the number of weeks in which teaching contact was assigned to the teacher in the Base Year and;
- (iii) the average number of teaching contact hours per week does not exceed the limit in 11.01 I 1 and;
- (iv) the average number of the total workload hours per week and the number of weeks of teaching do not exceed the limits in Article 11.01 B 1.

It is possible that the total number of contact weeks in the Averaging Year will be fewer than the total number of contact weeks in the Base Year. In that case, a College may not assign any workload, complementary functions, or other activities, during those weeks freed up by the averaging arrangements.

Averaging workload in this manner will not attract overtime payment.

The Base Year is the academic year prior to the year in which the teacher begins participating in the averaging of his/her total workload. Total workload hours for the Base Year is the sum of the total workload hours for all SWFs issued for that year. If averaging of the teacher's workload is discontinued for an academic year, the Base Year is the academic year prior to the year in which the teacher's workload is again averaged.

The total workload hours for the Averaging Year is the sum of the total workload hours for all SWFs issued for that year.

The total workload hours for each SWF is the number of workload hours per week times the number of weeks covered by that SWF.

**11.02 A 2** The SWF shall include all details of the total workload including any teaching contact hours, accumulated contact days, accumulated teaching contact hours, number of sections, type and number of preparations, type of evaluation/feedback required by the curriculum, class size, attributed hours, contact days, language of instruction and/or complementary functions.

- *Clarify that teachers may be assigned functions in lieu of teaching during the teaching period.*

**11.02 C 2** The WMG shall in its consideration have regard to such variables affecting assignments as:

- *The requirement to translate materials may have an impact on workload.*

**New (xiv) requirement to translate materials.**

**11.02 D 3** The WMG or any member of it may require the presence of the supervisor and/or the teacher before it to assist it in carrying out its responsibilities, giving consideration to the scheduling of the meeting at a mutually convenient time.

- *Change the language to ensure meetings are scheduled at appropriate time taking into account the availability of the supervisor or teacher.*

**11.02 F 1** One or more WRAs shall be jointly selected by the College President or the President's designee and the Union Local President. The appointment of a WRA shall be from July 1 until June 30 of the following year unless both parties otherwise agree in writing. A WRA shall act on a rotation basis or as otherwise agreed.

- *Agreed-to by the parties on May 24, 2005, pending ratification.*

**11.02 F 2** A WRA shall indicate to the College President or the President's designee and the Union Local President, in writing, willingness to act within the time frames specified in this Article.

- *Agreed-to by the parties on May 24, 2005, pending ratification.*

**11.02 F 3** In the event that the College President or the President's designee and the Union Local President are unable to agree upon the appointment of a WRA, either the College or the Union Local may request the College Relations Commission to appoint a WRA and the WRA shall, upon appointment by the College Relations Commission, have the same powers as if the appointment had been made by the College and the Union Local as provided herein.

- *Agreed-to by the parties on May 24, 2005, pending ratification.*

**11.04 B 1** The College shall allow each Counsellor and Librarian at least ten working days of professional development in each academic year. Professional development should enhance the ability of the employee to fulfil his/her professional responsibilities at the College.

- *Add a definition to "professional development" days to ensure it is relevant to the teacher/student learning experience.*

**11.04 B 4 (New)** The employee may be reimbursed for any necessary and reasonable costs associated with such professional development, as approved by his/her supervisor.

*Changes to 11.04 B 4 are conditional on the Union's acceptance of Council's proposals on 11.04 B 1.*

**11.08** In keeping with the professional responsibility of the teacher, non-teaching periods are used for activities initiated by the teacher and by the College as part of the parties' mutual commitment to professionalism, the quality of education and professional development.

- *Ensure that teachers and the College have a clear mutual understanding of any activities to be undertaken during the non-teaching period of the academic year.*

Such activities will be undertaken by mutual consent and agreement will not be unreasonably withheld.

~~Such activities will neither be recorded nor scheduled except as in accordance with 11.01 G 1.~~

No SWF will be issued but such activities will be documented. Such activities will not be scheduled except in accordance with 11.01 G 1.

## Article 14 SALARIES

### Maximum Salary Table

14.03 A 1 (b) The following table indicates the maximum salary level attainable by an employee based on that employee's relevant formal education levels and equivalencies.

Maximum Step Level Attainable	Required Qualifications
<del>Maximum Step on the salary schedule (maximum) Step 21</del>	<del>A minimum of a 4-year Canadian University Degree or equivalent or more; C.G.A.; P.Eng.; C.A.; C.M.A. (formerly R.I.A.)</del>
<del>One Step below Maximum Step 19</del>	<del>3-year CAAT Diploma or General Pass University Degree or Certified Journeyman* holding equivalent qualifications**</del>
<del>Two Steps below Maximum Step 18</del>	<del>2-year CAAT Diploma or Certified Journeyman*.</del>
<del>Three Steps below Maximum Step 17</del>	<del>1-year post-secondary certificate</del>
<del>Four Steps below Maximum Step 16</del>	<del>No formal post-secondary diploma, certificate or degree</del>

- Revised to take into account new step 21.

NOTE: Formal educational qualifications not specified above will be subject to evaluation by the Joint Educational Qualifications Subcommittee, as described in Appendix II.

\* ~~"Journeyman" is to be replaced with appropriate term when the *Trades Qualification and Apprenticeship Act* is amended.~~

**The term "Journeyman" shall have the meaning attributed to it by the *Trades Qualification and Apprenticeship Act*.**

\*\* Equivalent qualifications for a certified Journeyman\* or someone treated as such, shall mean the successful completion of five full-year CAAT courses at the technologists level of which two are directly related to the individual's area of expertise, or the equivalent. The course of study leading to equivalent qualifications for a certified Journeyman\* or someone treated as such, shall be approved in advance by the College.

- Housekeeping

## Control Point Table

14.03 A 2 (b) The following table indicates the control point relevant for an employee based on the maximum base salary level that employee may attain in the salary schedule. The control point relevant to full-time instructors is contained within the wage schedule 14.03 A 2 (c).

Maximum Step Attainable	Control Point
Step 16	Step 9
Step 17	Step 10
Step 18	Step 10
Step 19	Step 11
Step <del>20</del> 21	Step <del>11</del> 12

- Revised to take into account new step 21.

~~14.03 A 6 Recognition Allowance~~ - Effective September 1, 2002, a full-time employee who has remained at Step 20 on the salary grid for one year or more will receive an annual recognition allowance of \$700 to be applied to his or her base salary. Effective April 1, 2005, the recognition allowance will be adjusted so that a full-time employee who has remained at Step 20 on the salary grid for one year or more will receive an annual recognition allowance of \$1,400 to be applied to his or her base salary.

*Delete. Recognition Allowance now included in the salary grid. Renumber subsequent articles.*

## Article 15 VACATIONS

15.01 A A full-time employee who has completed one full academic year's service with the College shall be entitled to a vacation of two months as scheduled by the College. A full-time employee who has completed less than one full academic year's service with the College shall be entitled to a two month vacation period and shall be paid the remainder of the employee's prorated annual salary. A full-time employee may request and, with the approval of the College, may have a vacation that is scheduled in periods other than a contiguous two-month block. The request of the employee shall be in writing and a copy provided to the Union Local President.

*Changes to 15.01 A are conditional on the Union's acceptance of Council's proposals on 11.01 F, 11.01 I 1, 11.01 I 2.*

- Provide greater flexibility in scheduling vacations to accommodate program needs and faculty preferences. For example, vacations during the winter months may be possible for faculty who are averaging their workload.

Article 19  
OTHER INSURANCE PLANS

Survivor Benefits

19.03 A 1 The College shall continue coverage of Extended Health (including Vision and Hearing Care) and Dental Plans if such benefits were in force at the date of death for the dependent survivor of a deceased employee for six months at no cost to the survivor. Thereafter, effective September 24, 1998, at the option of the dependent survivor, and subject to 19.03 A 2, the College shall continue such benefits as were in force for the deceased employee at the date of death. ~~—e Coverage continues until the end of the month the deceased employee would have reached age 65. at which point~~ Thereafter, the survivor who is in receipt of a lifetime monthly survivor pension, may elect to continue the normal participate in retirement benefits provided such election is made within 31 days from the end of the month the deceased employee would have reached age 65 and the survivor continues to be eligible for benefits under OHIP or another Canadian medicare plan equivalent to OHIP from another province or territory.

- *Language changes have been made to reflect same eligibility requirements as full-time employees.*

19.03 A 2 In order to maintain benefit coverage pursuant to 19.03 A 1, the dependent survivor shall:

- (i) enroll in the Extended Health and Dental Plans as specified by the insurer;
- (ii) keep the College informed of any change of address or other information as the College or the insurer may require; and,
- (iii) pay the College quarterly in advance the full cost of the plans.

~~Post-Retirement Extended Health and Dental Coverage~~

Retirement Benefits

19.09 A The Colleges agree to provide eligible retired employees the option of enrolling in the CAAT Retiree Benefit Plan, which includes Life Insurance, Extended Health Care and the Dental Care at the option of the employee under the following conditions:

- (i) The retired employee shall pay to the College quarterly in advance, the full cost of benefits that he/she enrolled in, either or both of the plan(s) from the date of retirement.

- *Introducing new Benefit Plans for Retirees that provide more flexibility and are more cost effective.*

- (ii) Eligibility for such coverage shall be dependent upon:
- The employee qualifying for and commencing to receive a lifetime monthly pension from ~~benefits under the Colleges of Applied Arts and Technology Pension Plan or the Teachers' Pension Plan~~ immediately upon his/her retirement;
  - The retired employee electing such coverage within thirty-one (31) days of his/her retirement date;
  - The retired employee maintaining eligibility for benefits under OHIP or another Canadian medicare plan equivalent to OHIP from another province or territory;
  - The employee commenced retirement on or after May 1, 1988.
- (iii) Insurable benefits payable under OHIP or the Ontario Drug Benefit Plan shall not be payable under the Extended Health Care Plans or Dental Care Plan.

Details of the Plan are published in the CAAT Retiree Benefit Plan booklet.

### Survivor Benefits for Retirees

19.09 B At the option of the dependent survivor of a retired employee and subject to Article 19.09 B 1, he/she can continue coverage in the CAAT Retiree Benefit Plan, excluding Life Insurance, ~~the College shall continue the benefits set out in 19.09 A under the same terms and conditions provided that such benefits were in force at the date of death.~~

19.09 B 1 In order to maintain coverage pursuant to Article 19.09 B, the eligible dependent survivor of a retired employee shall:

- i) enroll in the benefit plans as specified by the insurer;
- ii) keep the College informed of any change of address or other information as the College or the insurer may require; and

iii) pay the College quarterly in advance the full cost of the benefits that the survivor has enrolled in.

19.09 C ~~Effective October 1, 1992~~ (the first of the month following ratification), the College shall make available to a retiring employee, at the time of retirement, life insurance coverage ~~to age 75~~ in the amount of \$10,000, with the retiree to pay 100% of the premium. The retired employee shall pay to the College quarterly in advance, the full cost of the coverage. It is understood that for experience rating purposes, active employees shall constitute one group and retirees shall ~~be~~ considered to constitute one another group.

- *Allow retirees to continue Life Insurance coverage beyond age 75.*

### Article 23 PREPAID LEAVE PLAN (PLP)

23.05 F Should a participant die while enrolled in the PLP, any monies accumulated, plus interest accrued to the date of payment will be paid to the employee's estate. Every agreement entered into under 23.03 F shall state that monies paid to the estate of an employee under this section are a "right or thing" within the meaning of the *Income Tax Act (Canada)* and shall be taxable as income in the year of the employee's death in accordance with the *Income Tax Act (Canada)*.

- *Agreed-to by the parties on May 24, 2005, pending ratification.*

23.06 During each taxation year the participating employee's income tax liability shall be in accordance with the ~~Canadian~~ *Income Tax Act (Canada)* and the amount of the withholding tax deducted at source by the College shall be based on monies actually received by the employee in each taxation year subject to the acceptance of this PLP by ~~Revenue Canada~~ Revenue Agency.

- *Agreed-to by the parties on May 24, 2005, pending ratification.*

### Article 27 JOB SECURITY

27.02 A 2 The probationary period for the following will be one year's continuous employment:

- (i) a full-time employee who has completed a probationary period at the same, or another Ontario College of Applied Arts and Technology,

- *Extend recognition of prior teaching experience to all Canadian jurisdictions.*

and is hired by the College in the same classification which the employee held during the previous probationary period.

(ii) a full-time teacher who holds one of the following professional qualifications and who has one year or more of full-time teaching experience in **Ontario a Canadian Province or Territory**:

- valid Ontario Teacher's Certificate;
- Bachelor of Education Degree;
- Master of Education Degree.

(iii) a full-time counsellor who holds one of the following professional qualifications and who has one year or more of full-time counselling experience in an educational institution in **Ontario a Canadian Province or Territory**:

- valid Ontario Guidance Specialist's Certificate;
- Master's Degree in Counselling or Guidance;

(iv) a full-time librarian who holds a Bachelor's Degree in Library Science or a Master's Degree in Library Science and who has one year or more of full-time experience as a professional librarian in **Ontario a Canadian Province or Territory**.

**27.02 C** Notwithstanding anything in this Agreement, it is agreed that every new full-time employee in the bargaining unit, ~~except those on leaves under Article 22, Pregnancy and Parental Leave,~~ shall serve at least one year of active full-time employment in the bargaining unit as a probationary period.

- *Ensure that all faculty have a minimum of one year probation regardless of circumstances.*

**27.11 A** Notice will be posted in the College of all vacancies of full-time positions in the bargaining unit. Such notice will be posted for at least five working days. At the same time, notice of these vacancies will be sent to the Union Local President ~~for distribution to the other Union Local Presidents~~ **and shall be forwarded to the electronic Central Registry, maintained by the Council, where the notice shall remain posted for at least five working days.**

- *Change the language to take into consideration the implementation of the Central Registry for job postings.*

~~The College will also forward copies of the notice to the other Colleges with the intention that they be posted.~~

**27.11 B** Where a vacancy of a full-time position in the bargaining unit occurs and is not filled internally, the College will give consideration to applications received from academic employees laid off at other Colleges before giving consideration to other external applicants. For the purposes of this article, full-time and current partial-load bargaining unit employees or persons who have been partial-load employees within one month prior to the posting shall be considered internal applicants. Such consideration shall be given for up to and including ten working days from the date of posting as described in 27.11 A.

- *Extend prior consideration to recently released partial-load employees in circumstances where laid-off employees from other Colleges have applied to a posting.*

Consideration will include review of the competence, skill and experience of the applicants in relation to the requirements of the vacant position.

## **Article 28 EMPLOYMENT STABILITY**

**28.09 B** There shall be an Employment Stability Reserve Fund Arbitrator established at each College to be appointed by agreement of the President of the College or the President's designee and the President of the Union Local. The appointment, which may be renewable by mutual agreement, shall be for one year, commencing on September 1 and expiring on August 31. In the event that the President of the College or the President's designee and the President of the Union Local are unable to agree upon the appointment of an ESRFA, either the College or the Union Local may request the College Relations Commission to appoint an ESRFA and the ESRFA shall, upon appointment by the College Relations Commission, have the same powers as if the appointment had been made by the College and the Union Local.

- *Agreed-to by the parties on May 24, 2005, pending ratification.*

## **Article 29 EXTRAORDINARY FINANCIAL EXIGENCY EXTENDED STAFF REDUCTION**

**29.01** When a College plans to reduce the number of full-time regular employees who have completed the probationary period by lay-off of five percent or 20 employees whichever is less ~~because of an extraordinary financial exigency~~ the following provisions shall apply prior to the application of the procedures set out in 27.05 (vii) and 27.06 A.

- *The prior reference to "extraordinary financial exigency" can mislead the community as to the nature of the restructuring.*

**29.02** In the above circumstances the College shall give written notification to the Union Local President and the College Employment Stability Committee (CESC) of the College's plan to reduce the number of full-time regular employees who have completed the probationary period by lay-off of five percent or 20 employees whichever is less and indicate the courses, programs and services to be reduced or eliminated and provide the Union Local and the CESC with the budgetary data used by the College in reaching its tentative decision for a planned staff reduction.

**29.03** During the 30 calendar day period following such notification, the CESC shall be given an opportunity to present its recommendations or advice on measures to deal with the ~~extraordinary financial exigency~~ lay off that may include:

- (i) the budgetary measures other than, or in addition to, reduction in the full-time academic salary budget, which might be resorted to in order to prevent or minimize such salary budget reduction;
- (ii) whether the utilization of other means such as normal retirement, voluntary early retirements, leaves or transfers can postpone or alleviate the need to discontinue appointments;
- (iii) the size of the required reduction, if any, in the full-time academic salary budget;
- ~~(iv) a set of priorities for meeting the exigency and a proposal on how any required reductions in the full-time academic salary budget could be accommodated within such priorities;~~
- (iv) whether or not, and to what extent, any required reductions could be accommodated, in whole or in part by:
  - (a) adjusting faculty instructional assignments;
  - (b) curtailing certain academic programs.

## Article 32 GRIEVANCE PROCEDURES

~~**32.01** Articles 32.02 to 32.05 and 33.01 to 33.06 inclusive apply to an employee who has been employed continuously for at least the preceding four months:~~

(Renumber subsequent articles)

**32.04 A** If a matter is referred to arbitration, the process contained in this Article shall apply or, by mutual agreement of the College and the Union Local, the process contained in Article 33, Expedited Arbitration Process,

- *Agreed-to by the parties on August 22, 2005, pending ratification.*

may be utilized. Any matter so referred to arbitration, including any question as to whether a matter is arbitrable, shall be heard by a Board of three arbitrators composed of an arbitrator appointed by each of the College and the Union and a third arbitrator who shall be Chair. The Chair shall be selected from the following panel:

G. Brent	R. McLaren
H. Brown	<del>M. Mitchnick</del>
D. Carter	M. Picher
L. Davie	P. Picher
J. Devlin	O. Shime
R. Howe	D. Starkman
P. Knopf	S. Tacon
R. MacDowell	

Representatives of the Council and the Union shall meet monthly to review the matters referred to arbitration and agree to the assignment of a Chair to hear each of the grievances. The Chair shall be assigned either by agreement or, failing agreement, by lot. The parties may from time to time, by mutual agreement, add further names to such panel. Also, the parties may agree to a supplementary list of persons to act on a single or number of occasions. Following selection of a Chair, the College and the Union shall each appoint its arbitrator within ten days and forthwith notify the other party and the Chair. However the College and Union may mutually agree, prior to selection of a Chair, to arbitration by a sole arbitrator. The sole arbitrator shall be selected from the panel or the supplementary list as in the case of a Chair and the other provisions referring to an arbitration board shall appropriately apply.

### Article 35 DEFINITIONS

**35.01 A** The terms "base salary" and "annual base salary" when used in this Collective Agreement refer to the employee's rate of compensation resulting from the employee's step placement on the applicable Salary Schedule ~~plus the Recognition Allowance under 14.03 A 6~~, but exclusive of additional amounts as referred to in 35.01B.

- *Modify to take into account folding the Recognition Allowance into the wage schedule.*

**APPENDIX I  
STANDARD WORKLOAD FORM**

*Modify the language on the SWF Form by:*

- *removing all references to "part-time", "partial-load" and "sessional" faculty.*
- *changing "Complementary Functions for Academic Year" to "Complementary Functions for SWF period".*

**APPENDIX IV  
JOINT INSURANCE COMMITTEE**

**Name of the Committee**

**The Committee shall be referred to as the Joint Insurance Committee (Academic Employees).**

**Purpose of the Committee**

**1 A** The purpose of the Joint Insurance Committee is to facilitate communication between the College Compensation and Appointments Council and OPSEU on the subject of group insurance applicable to the Academic Staff Bargaining Unit, including Basic Life, Supplementary Life Insurance, Critical Illness, Extended Health Insurance, Long Term Disability Insurance, the Dental Plan and such other negotiated benefits that may, from time to time, be included in the group insurance plan.

- *Rename the committee to take into account the creation of the new CAAT Retirees Group Insurance Advisory Committee.*

- *Add responsibilities for Critical Illness Insurance.*

**(NEW) APPENDIX VII  
CAAT RETIREES GROUP INSURANCE  
ADVISORY COMMITTEE**

**1. Name of Committee**

**The Committee shall be referred to as the CAAT Retirees Group Insurance Advisory Committee.**

- *Create a CAAT Retirees Group Insurance Advisory Committee.*

## 2. Purpose of the Committee

The Committee acts as an advisory body and assists the College Compensation and Appointments Council (Council) in ensuring the appropriate benefit design and cost effectiveness of the group insurance benefit plans available for all eligible retirees.

## 3. Composition of the Committee

The Committee will comprise:

- : one (1) retiree appointed by OPSEU CAAT Academic
- : one (1) retiree appointed by OPSEU CAAT Support
- : one (1) retiree appointed by the Ontario Colleges Administrative Staff Association (OCASA)
- : three (3) management representatives appointed by the Council
- : one (1) resource person appointed by OPSEU
- : one (1) resource person appointed by OCASA
- : one (1) resource person appointed by the Council

Additionally, when necessary, representatives of insurance carriers shall attend meetings to provide information but shall not act as resource persons for any of the parties.

## 4. Meetings

The Committee will meet at least once a year to review the financial experience of the retiree plans. Additional meetings may be scheduled by the Committee to address specific issues.

## 5. Duties of the Committee

The Committee will be responsible for developing recommendations based on consensus (agreement and/or abstinence constitutes consensus) for the CAAT retirees' group insurance plans. The duties of the Committee are to:

- a) facilitate communication between OPSEU , OCASA, the Colleges, the Council, and retirees;
- b) understand the retiree benefit plans;

- c) consider the impact of proposed new benefit improvements or the deletion or modification of existing benefits and recommend to the Council any change to the retiree group insurance benefit plans;
- d) monitor the administration of the retiree plans;
- e) assist in the design of the communication materials;
- f) review contentious claims and make recommendations when such claim problems have not been resolved through the existing administrative procedure;
- g) review proposed premium rate renewals and make recommendations to the Council.

6. Administration

- a) Services of a consultant are to be paid from deposit funds;
- b) Agreed upon committee expenses are to be paid from deposit funds.

## LETTERS OF UNDERSTANDING

- Delete Letter re: Workload Task Force.
- Delete Letter re: Ontario Health Insurance Plan
- Delete Letter re: Salary Issue
- Delete Letter re: Return-to-Work

### New Letter

#### Re: Workload Pilots

In order to investigate alternative methods for teacher workload assignment, the parties agree to allow for the implementation of pilot workload projects.

The goal of each pilot project is to assess whether the model:

1. enhances or diminishes the quality of learning for students.
2. leads to improvements in teaching and learning.
3. leads to a reduction in the use of part-time staff and better usage of full-time teachers.
4. distributes work more equitably amongst the participating teachers.
5. could be applied to other departments/programs/colleges.
6. leads to greater satisfaction with workload assignments than the current model.
7. would be an efficient workload assignment process.

The following key principles will apply to each pilot:

1. Participation will be voluntary.
2. In order for a pilot project to be implemented in a department/program, at least two thirds (2/3) of the non-

- *Agreed-to by the parties on May 24, 2005, pending ratification.*
- *Letter is old.*
- *Letter is spent.*
- *Letter is spent.*
- *In order to investigate alternative methods of workload delivery and to provide for pilot workload projects.*

probationary full-time teachers in that department/program and the manager of that department/program must agree to implement and participate in the pilot project. Once a teacher has agreed to participate in the pilot project, the teacher will remain in the pilot project until its conclusion.

3. Teachers who have chosen not to participate in a pilot project, including those teachers working in departments/programs which are conducting pilot projects and who have chosen not to participate, will have the regular provisions of Article 11 apply to their workload assignments.
4. Results of each pilot project will be assessed and reported.
5. There will be a financial recognition for participating in the research related to the pilot project. Financial resources for the pilot projects will be held and distributed by the Council.
6. Pilot projects should be implemented in Colleges of various sizes and in different department/program areas.
7. Each College shall identify to the Steering Committee the pilot projects operating at that College.
8. No College shall have more than 10% of its full-time teaching faculty or 20 full-time teaching faculty, whichever is greater, participating in pilot projects at any time.
9. Participation shall be exclusive to teachers who have completed their probationary period.

Each pilot project shall be implemented in the following manner:

1. A pilot project must run for at least 28 weeks in order to qualify. Pilot projects using the Departmental/Program Model must cover the full academic year or a twelve month period. No pilot projects may run for more than twelve months.
2. The terms and conditions of each pilot project will be documented such that the goals can be appropriately assessed. The documentation related to the pilot project will be provided to the Pilot Project Steering Committee and a copy provided to the Union Local.

3. Each pilot project shall have evaluation reports and/or surveys to assess the pilot project's effectiveness in achieving the goals set out on page 1. The manager and each teacher involved in the pilot project shall participate in the evaluation reports and/or surveys. Such reports and/or surveys shall also assess possible improvements and/or modifications of the model.

Remuneration:

1. Each full-time teacher participating in a pilot project will receive \$1,000 as a research allowance upon completing the pilot project.

- *Provide appropriate compensation for participation.*

Steering Committee:

The parties agree that there shall be a Pilot Project Steering Committee comprising two persons appointed by OPSEU and two persons appointed by the Council. It will be the responsibility of the members of the Steering Committee to:

1. Collect the documentation related to the terms and conditions of each pilot project from the Colleges.
2. Request clarification of such documentation as may be required.
3. Assess Alternate Pilot Project proposals to determine their validity and viability in respect of the pilot project goals, principles, and implementation requirements, and to determine whether the project may be implemented.
4. If the Steering Committee is not able to come to agreement as to whether an Alternate Pilot Project should be implemented an independent Arbitrator will make that determination which will be binding on the parties. The Arbitrator will be drawn by lot from the list of Arbitrators in Article 32.
5. Ensure that no more than 10% of the full-time teaching faculty or 20 full-time teaching faculty, whichever is greater, at any College are participating in pilot projects and that all pilot projects are in compliance with the principles and implementation requirements as set out in this Letter of Understanding.

6. Select an independent research firm to develop appropriate assessment tools and surveys and report pilot project results to the parties.
7. If the Steering Committee is not able to come to agreement on the independent research firm within four months after the ratification of the Collective Agreement, each party will identify the research firm which they prefer and an independent Arbitrator will make the selection which will be binding on the parties. The Arbitrator will be drawn by lot from the list of Arbitrators in Article 32.
8. Receive the reports from the teachers and managers participating in the pilot projects.
9. Authorize the release of funds to the independent research company.
10. Authorize the release of funds to the teachers (departments/programs) on completion of the pilot project, which will include participating in the necessary research.

The Council will pay any costs associated with the selection and work of the independent research firm. The College will be reimbursed for time spent by the Union representatives on the Steering Committee in accordance with Article 8.02.

#### ALTERNATE WORKLOAD ARRANGEMENTS

##### 1. Departmental/Program Model

Instead of the workload arrangements specified in Articles 11.01 B 1, 11.01 C, 11.01 D 1 through 11.01 F, 11.01 G 2, 11.01 I 1 and 11.01 I 2 (new), 11.01 J, 11.02 A 1 (a), 11.02 A 2, 11.02 A 3, 11.02 A 4, 11.02 A 5 and 11.08, the participating full-time teachers and their manager agree to implement a Departmental/Program Model.

The manager of the department/program shall identify the instructional, administrative, and other non-instructional activities that must be performed by the department/program during the academic year and the teachers and other resources which are available to perform such activities. The full-time teachers in a department/program will agree to the appropriate workload

assignments for each full-time teacher participating in the pilot project for the academic year. The method of agreement of participating teachers shall be determined by the group (ie. consensus, majority, or some other method).

In determining workload assignments, the following non-exclusive list of factors shall be taken into account by the department/program:

- number of students per instructional grouping
- nature of courses
- number of different courses
- skills of available teachers
- marking requirements
- need for and availability of instructional support
- other instructional activities, administrative and other non-instructional responsibilities
- out-of-class assistance to students
- whether the teacher is teaching the course for the first time
- variation or changes to the curriculum
- specific instructional needs of students
- professional development

Subject to the agreement of the manager, the workload of the department/program will be assigned in accordance with the decisions of the participating teachers.

Each teacher's assignment for the academic year will be documented.

The pilot project documentation shall be provided to the Pilot Project Steering Committee and the Union Local.

If after a full-time teacher has received his/her workload assignment, he/she is not in agreement with it, then the teacher shall indicate in writing the nature of his/her disagreement and submit it to his/her supervisor who shall convene a meeting of the department/program to consider the issues identified.

In the event that the teacher is not satisfied by the outcome of the meeting and wishes to have the workload reviewed by the WMG, the teacher must so indicate in writing within three working days of the department/program meeting. Absent such indication, the teacher will be considered to be in agreement with the workload.

A timetable setting the schedule and location of assigned workload hours shall be put out on a timetable form to be provided by the College, and a copy shall be given to the teacher no less than two weeks prior to the beginning of the period covered by the timetable.

In the event of any difference arising from the interpretation, application, administration or alleged contravention of the applicable provisions of 11.01 or 11.02 or where issues remain outstanding concerning the teacher workload assignments, Article 11.02 A 6 (a) through Article 11.02 G shall apply.

## 2. Simplified Model

Instead of the workload arrangements specified in Articles 11.01 B 1, 11.01 D 1 through 11.01 F, 11.01 G 2, 11.01 I 1 and 11.01 I 2 (new), 11.01 J, 11.01 K 3, 11.01 K 4 (ii), 11.02 A 1 (a), 11.02 A 2, 11.02 A 3, 11.02 A 4, 11.02 A 5, and 11.08, the participating full-time teachers in a department or program within a College may agree with their manager to work an average of no more than 16 teaching contact hours per week, over a maximum of 36 weeks during any academic year.

The participating teacher is responsible to ensure that appropriate preparation, evaluation, feedback and other complementary functions associated with these teaching contact hours are performed.

Teaching contact hours for a teacher shall not exceed 576 teaching contact hours per academic year for a teacher. Compensation for work in excess of this maximum shall be paid by the College to the teacher on the basis of 0.1% of the teacher's annual regular salary for each teaching contact hour in excess of the maximum.

The manager and each participating teacher will agree to and document how the non-teaching time in the academic year will be utilized.

No SWF will be provided but the assignment shall be recorded and provided to the Union Local and the project documentation shall be provided to the Pilot Project Steering Committee.

If after a participating full-time teacher has received his/her workload assignment, he/she is not in agreement with it and wishes to submit it to the WMG, then the teacher shall so indicate in writing within three

working days of receipt. Absent such indication, the teacher will be considered to be in agreement with the workload.

A timetable setting the schedule and location of assigned workload hours shall be put out on a timetable form to be provided by the College, and a copy shall be given to the teacher no less than two weeks prior to the beginning of the period covered by the timetable.

In the event of any difference arising from the interpretation, application, administration or alleged contravention of the applicable provisions of 11.01 or 11.02 or where issues remain outstanding concerning the teacher workload assignments, Article 11.02 A 6 (a) through Article 11.02 G shall apply.

### 3. ALTERNATE MODELS

A department/program manager and the teachers in that department/program may agree to implement an Alternate Model Pilot Project. The terms and conditions of the Alternate Model Pilot Project will be appropriately documented.

Prior to implementation, proposals for Alternate Models must be approved by the Pilot Project Steering Committee.

# CLASSIFICATION PLAN FOR PROFESSORS AND COUNSELLORS AND LIBRARIANS

## FACTORS

### B) Relevant Formal Qualifications

Formal qualifications are those which constitute the norm in institutions of post-secondary education in the Province of Ontario. Only full years of post-secondary education at successively higher levels, and leading to a diploma, professional accreditation or degree, are recognized. For example, a graduate of a three-year technology program in a College would be given 1½ points for each of the three years, regardless of the length of time actually spent by the individual in obtaining the diploma.

No credit is to be given for a year of study in which there was significant duplication of other studies. Therefore only the highest qualification will be used in computation unless the subject areas are from different disciplines and all relevant to the appointment.

- CAAT Diploma or Post-Secondary Certificate -  
per year (level) completed: 1½ points  
(Maximum of 4 years)
- University Degree - per year (level) completed: 1½ points  
(Maximum of 6 years)
- Formal integrated work/study program such as  
P.Eng., C.A., C.G.A., C.M.A. (formerly R.I.A.),  
Certified Journeyman\* - per year (level) completed: 1½ points  
(Maximum of 5 years)

(Note that years included herein are not also to be included under Factor A)

\* ~~"Journeyman" to be replaced with appropriate term when the *Trades Qualification and Apprenticeship Act* is amended. The term "Journeyman" shall have the meaning attributed to it by the *Trades Qualification and Apprenticeship Act*.~~

- *Housekeeping*

## CLASSIFICATION PLAN FOR INSTRUCTORS

### FACTORS

#### B) Relevant Formal Qualifications

Formal qualifications are those which constitute the norm in institutions of post-secondary education in the Province of Ontario. Only full years of post-secondary education at successively higher levels, and leading to a diploma, professional accreditation or degree, are recognized. For example, a graduate of a three-year technology program in a College would be given 1½ points for each of the three years, regardless of the length of time actually spent by the individual in obtaining the diploma.

No credit is to be given for a year of study in which there was significant duplication of other studies. Therefore only the highest qualification will be used in computation unless the subject areas are from different disciplines and all relevant to the appointment.

- CAAT Diploma or Post-Secondary Certificate -  
per year (level) completed: 1½ points  
(Maximum of 4 years)
- University Degree - per year (level) completed: 1½ points  
(Maximum of 6 years)
- Formal integrated work/study program such as  
P.Eng., C.A., C.G.A., C.M.A. (formerly R.I.A.),  
Certified Journeyman\* - per year (level) completed: 1½ points  
(Maximum of 5 years)

(Note that years included herein are not also to be included under Factor A)

~~\* "Journeyman" to be replaced with appropriate term when the *Trades Qualification and Apprenticeship Act* is amended. The term "Journeyman" shall have the meaning attributed to it by the *Trades Qualification and Apprenticeship Act*.~~

• *Housekeeping*