

# MOUNT ROYAL UNIVERSITY

---

## COLLECTIVE AGREEMENT

The Mount Royal Staff Association  
The Board of Governors of Mount Royal University

July 1, 2014 – June 30, 2017



This AGREEMENT effective this 1st day of July 2014

between

THE BOARD OF GOVERNORS OF MOUNT ROYAL UNIVERSITY  
of the First Part

and

THE MOUNT ROYAL STAFF ASSOCIATION  
of the Second Part

**TABLE OF CONTENTS - NUMERIC**

<b><u>Article</u></b>		<b><u>Page</u></b>
1	Definitions .....	1
2	Application of Agreement .....	3
3	Term of Agreement.....	4
4	Negotiations .....	4
5	Joint Consultation .....	5
6	Association Recognition and Membership .....	5
7	Time Off for Association Officers and Members.....	6
8	Management Rights .....	8
9	Legislation and the Collective Agreement .....	8
10	Disciplinary Procedure.....	8
11	Conflict Resolution Process (Grievance Procedure).....	10
12	Non-Discrimination .....	11
13	Job Postings, Promotions and Transfers.....	11
14	Position Abolishment.....	13
15	Performance Evaluations .....	13
16	Access to Personnel Records .....	14
17	Classification.....	14
18	Occupational Health and Safety .....	15
19	Pre-Placement Medical Examination.....	16
20	Hours of Work.....	16
21	Attendance .....	18
22	Illness .....	18
23	Leaves from the University.....	20
24	Vacations and Holidays .....	24
25	Payment of Salary and Allowances .....	27
26	Acting Incumbent.....	42
27	Benefits and Insurance.....	42
28	Education, Development and Training.....	43
29	Bursaries .....	45
30	.....	45
31	Uniforms.....	45
32	Copies of Collective Agreement.....	45
33	Staff Parking .....	45
34	Resignation .....	46
35	.....	46
36	Personal Information Sharing.....	46
37	MRU Service and Community Engagement.....	48



## SALARY SCHEDULES

	<u>Page</u>
Salary Schedule A – 7 hours/day	
July 1, 2014 – June 30, 2015 .....	30
July 1, 2015 – June 30, 2016 .....	32
July 1, 2016 – June 30, 2017 .....	34
Salary Schedule B – 7.5 hours/day	
July 1, 2014 – June 30, 2015 .....	36
July 1, 2015 – June 30, 2016 .....	38
July 1, 2016 – June 30, 2017 .....	40

## APPENDICES

	<u>Page</u>
Appendix I – Pay Administration .....	50
Appendix II – Classifications and Corresponding Pay Grades .....	52
Appendix III – Long Service Salary Schedule .....	54

## MEMORANDA OF AGREEMENT

	<u>Page</u>
Working Group to Review Professional Development.....	60
Develop, Train and Lean (DTL): Unused Grant Funds.....	62
Security Representative Work Arrangement .....	63

## TABLE OF CONTENTS - ALPHABETICAL

<b><u>Article</u></b>		<b><u>Page</u></b>
16	Access to Personnel Records .....	14
26	Acting Incumbent .....	42
2	Application of Agreement .....	3
6	Association Recognition and Membership .....	5
21	Attendance .....	18
27	Benefits and Insurance .....	42
29	Bursaries .....	45
17	Classification .....	14
32	Copies of Collective Agreement .....	45
1	Definitions .....	1
10	Disciplinary Procedure .....	8
28	Education, Development and Training .....	43
11	Conflict Resolution Process (Grievance Procedure) .....	10
20	Hours of Work .....	16
22	Illness .....	18
13	Job Postings, Promotions and Transfers .....	11
5	Joint Consultation .....	5
23	Leaves from the University .....	20
9	Legislation and the Collective Agreement .....	8
8	Management Rights .....	8
37	MRU Service and Community Engagement .....	48
4	Negotiations .....	4
12	Non-Discrimination .....	11
18	Occupational Health and Safety .....	15
25	Payment of Salary and Allowances .....	27
15	Performance Evaluations .....	13
36	Personal Information Sharing .....	46
14	Position Abolishment .....	13
19	Pre-Placement Medical Examination .....	16
34	Resignation .....	46
33	Staff Parking .....	45
3	Term of Agreement .....	4
7	Time Off for Association Officers and Members .....	6
31	Uniforms .....	45
24	Vacations and Holidays .....	24
30	.....	45
35	.....	46

## **PREAMBLE**

**The parties recognize that it is in their mutual interests to promote and enhance the working relations between Mount Royal University and the Mount Royal Staff Association based upon the principles of mutual respect and cooperation, and to foster a climate appropriate for the promotion of excellence in Mount Royal University. Mount Royal University and the Mount Royal Staff Association recognize the vital role that each party plays and, therefore, commit themselves to work together towards these principles.**

## ARTICLE 1 DEFINITIONS

- 1.1 **Act:** the Public Service Employee Relations Act.
- 1.2 **Association:** the "Mount Royal Staff Association" sometimes referred to as the "MRSA".
- 1.3 **Association officers:** members appointed or elected by the membership to hold executive office.
- 1.4 **Bargaining unit:** Employees of the University in positions as described in Certificate 4-78 issued by the Public Service Employee Relations Board and consistent with any changes thereto, but excluding those positions which are designated casual.
- 1.5 **Board:** Board of Governors, Mount Royal University.
- 1.6 **Casual:** an individual who is employed by the University who cannot be defined as a Regular Full-time, Regular Part-time, Continuing Term Full-time, Continuing Term Part-time, Conditionally Funded Term Full-time, Conditionally Funded Term Part-time, Limited Term Full-time, Limited Term Part-time, Replacement Term Full-time, Replacement Term Part-time, or Probationary Employee. Casual includes students who are employed by the University on a temporary basis during a semester regardless of the frequency or number of hours worked, but not with the intention of replacing any Employee identified within Article 1.9.
- 1.7 **Code:** the Employment Standards Code.
- 1.8 **Day or Working Day:** is defined as either seven (7) hours or seven and one-half (7.5) hours depending on the Employee group as set out in Article 20.1 (a) or 20.1 (b) and corresponding with Salary Schedule A (7 hours) or Salary Schedule B (7.5 hours).

Where a full-time Employee is provided with a benefit which is defined as a "Day" or "Working Day," these periods shall be calculated on the basis of either seven (7) or seven and one-half (7.5) hours per day, as applicable. Employees working less than full-time hours either daily or weekly shall have these benefit hours prorated.

Employees who work an irregular or compressed work week shall not receive a greater benefit than those Employees working a regular seven (7) or seven and one-half (7.5) hour work day.

- 1.9 **Employee:** an individual who belongs to the bargaining unit and who is employed in one of the following categories:
- (a) **Full-time Employee** - an individual occupying a position and who works on an established schedule of not less than seven (7) hours per day and not less than thirty-five (35) hours per week.
  - (b) **Part-time Employee** - an individual occupying a position and who works on an established schedule during only part of the normal work day and/or on less than the full number of work days in each week, but not less than fourteen (14) hours per week.
  - (c) **Regular Employee** - an individual occupying a position on either a full-time or part-time basis for year-round employment, and hereinafter referred to as "Regular Full-time Employee" or "Regular Part-time Employee".
  - (d) **Continuing Term Employee** - an individual occupying a position on either a full-time or part-time basis for recurring specified periods approximately coinciding with the academic year identified in the University calendar. Such an Employee is hereinafter referred to as a "Continuing Term Full-time Employee" or a "Continuing Term Part-time Employee". The portion of a year during which a Continuing Term Employee does not work or receive salary is identified as an inactive period. Subject to Article 13.2, Continuing Term Employees will be subject to only one probationary period when initially hired by the University.
  - (e) **Conditionally Funded Term Employee** - an individual occupying a position on either a full-time or part-time basis which is not of a continuing nature and which is conditionally funded. Such an Employee works on a regular schedule, for a period not less than three (3) consecutive months and not more than twenty-



four (24) consecutive months. If this employment is continued beyond twenty-four (24) consecutive months, then the Employee and position become regular or continuing term.

- (f) **Limited Term Employee** – an individual occupying a position not of a continuing nature established for a project or business opportunity on either a full-time or part-time basis, working on a regular schedule for not less than three (3) consecutive months and not more than sixty (60) consecutive months. If this employment is continued beyond sixty (60) months, the Employee and position become regular or continuing term.
- (g) **Replacement Term Employee** – an individual occupying a position either on a full-time or part-time basis due to an incumbent's absence. Such an Employee will work on a regular schedule for a period of not less than three (3) months.
- (h) **Probationary Employee** - as defined under Article 13.2.

1.10 **Immediate Family:** Refers to the Employee and their spouse and their respective parents, step-parents, guardians, *in loco parentis*, grandparents, grandchildren, children, step-children, foster-children, siblings, and step-siblings.

1.11 **Inactive Period:** a temporary cessation of work and salary, initiated by the University, and subject to the following conditions:

- (a) during an inactive period a Continuing Term Employee shall retain the right to return to the position, or comparable position, for which the Employee was employed at the time the inactive period commenced.
- (b) for the duration of the inactive period, a full-time Continuing Term Employee who was hired after August 15, 2005 and whose inactive period is two (2) months or less, shall:
  - (i) receive their salary over twenty-four (24) pay periods; and
  - (ii) remain enrolled in the applicable benefit plans.
- (c) for the duration of the inactive period, the following groups of Continuing Term Employees:
  - (i) Continuing Term Employees who were hired prior to August 15, 2005;
  - (ii) Continuing Term Employees whose inactive period is more than two (2) months;
  - (iii) Part-time Continuing Term Employees who work twenty-five (25) hours or more per weekshall have the option of either:
  - (1) receiving their salary over twenty-four (24) pay periods and remaining enrolled in the applicable benefit plans; or
  - (2) receiving their salary during the active period only and being eligible to prepay the entire cost of premiums for the benefit plans identified in Article 28, subject to the regulations of each plan.
- (d) for the duration of the inactive period, part-time Continuing Term Employees who work twenty-four (24) hours a week or less, will receive their salary during their active period only.
- (e) for the duration of the inactive period, a Continuing Term Employee shall retain the rights provided in Article 12 (Grievance Procedure).
- (f) unless indicated otherwise in the Agreement, during the inactive period Continuing Term Employees are entitled only to the rights and privileges of the Agreement as described in (a) and (b) above.
- (g) the employment of a Continuing Term Employee shall cease and all rights be forfeited when the Employee:
  - (i) resigns or otherwise terminates services by voluntary act; or,

- (ii) fails to report for work within two days after the end of the inactive period, except where an extension has been requested prior to the expiration of the inactive period and the need for the extension is verified and justified by the Employee and approved by the employer.
- (h) inactive periods shall not change any Continuing Term Employee's anniversary date.
- 1.12 **Manager:** an individual occupying a position that is classified within the University's management group, and that is excluded from the Mount Royal Staff Association and Mount Royal Faculty Association bargaining units.
- 1.13 **Member:** a person who belongs to the bargaining unit.
- 1.14 **Policy:** The University conducts its business within the framework of Board defined policies. Within this document reference is made to specific policies. All University policies are available through online University resources.
- 1.15 **Retiring Allowance:** In accordance with Canada Revenue Agency guidelines and with reference to Article 14.1 a retiring allowance is an amount paid to Employees at the time they leave or lose employment. A retiring allowance does not include pay in lieu of notice.
- 1.16 **Spouse:** The person to whom the Employee is legally married, or a partner who has cohabited with the Employee for a minimum of twelve (12) consecutive months and who has been publicly represented as the Employee's spouse throughout this period.
- 1.17 **University:** Mount Royal University.

## ARTICLE 2 APPLICATION OF AGREEMENT

- 2.1 Except as otherwise provided within this Agreement, the application of the terms and conditions of this Agreement shall be as follows:
  - (a) Regular and Continuing Term Full-time Employees - all the terms and conditions of the Agreement;
  - (b) Regular and Continuing Term Part-time Employees - all the terms and conditions, on a prorata basis where applicable, except that the following Articles shall not apply:
    - (i) Article 27.1 Group Benefit Plans, except for those eligible under terms of the respective group plan (refer to Policies 950-5 and 950-6)
    - (ii) Article 20 Hours of Work
    - (iii) Article 25.4 Call Out Pay
  - (c) Conditionally Funded Term and Limited Term Employees – all the terms and conditions, on a prorata basis where applicable, except that the following shall not apply:
    - (i) Article 14.1
    - (ii) Article 14.2
    - (iii) Article 14.3
    - (iv) Article 14.4
    - (v) Article 14.5
  - (d) Replacement Term Employees – all the terms and conditions, on a prorata basis where applicable, except all sections of Article 14 shall not apply.
  - (e) Conditionally Funded Term, Limited Term and Replacement Term Part-Time Employees – all terms and conditions, on a prorata basis where applicable, except that the following shall not apply:
    - (i) Article 27.1 Group Benefits Plans, except for those eligible under terms of the respective group plan (refer to Policies 950-5 and 950-6)

- (f) Probationary Employees - all the terms and conditions of the Agreement shall apply on a prorata basis where applicable with the following exception:
  - (i) Article 29 Bursaries shall not apply.

### **ARTICLE 3 TERM OF AGREEMENT**

- 3.1 This Agreement shall be effective as of the 1<sup>st</sup> day of July 2014 and shall remain in full force and effect until the 30<sup>th</sup> day of June 2017. This agreement will remain in full force and effect for yearly periods thereafter unless amended or terminated.
- 3.2 Any amendments to this Collective Agreement made during the term of this Agreement shall be effective from the date of such amendment, unless otherwise agreed.

### **ARTICLE 4 NEGOTIATIONS**

- 4.1 Preceding the expiry of the term of the Agreement, either party, the MRSA or Board of Governors, shall, not earlier than 8 months and not later than 5 months, give written notice to the other party to commence collective bargaining.
- 4.2 The notice to commence collective bargaining shall:
  - (a) identify the three (3) to five (5) persons, (one of whom, in the case of the Association, must be the Association President), that are current residents of Alberta and have the authority to:
    - (i) bargain collectively,
    - (ii) conclude a collective agreement,
    - (iii) sign a collective agreement; and,
  - (b) be served personally or by registered mail to the last known business address of the addressee, in the event that the notice is mailed, the date of mailing shall be treated as the date of service.
- 4.3 Within fifteen (15) working days of receipt, the other party shall respond in writing identifying the three (3) to five (5) persons as stipulated in 4.2 (a).
- 4.4 Notice to commence collective bargaining shall also initiate the following processes:
  - (a) Prior to the exchange of interests and the commencement of negotiations, both parties shall engage in Interest-Focused Bargaining training. The cost of the training shall be shared 50/50 between both parties.
  - (b) As soon as possible, the dates for the negotiation meetings will be scheduled to provide the greatest lead time to accommodate the various schedules.
- 4.5 As soon as reasonably possible and no longer than sixty (60) working days after service of the notice to commence collective bargaining has been issued, the representatives of the Association and the Board will, unless otherwise agreed upon:
  - (a) meet and where possible / when appropriate agree upon information to be collected and exchanged prior to the commencement of collective bargaining (chair of each group only),
  - (b) meet to exchange interests and begin to bargain collectively in good faith, and
  - (c) make every reasonable effort to enter into a collective agreement.
- 4.6 Any conclusions reached in the aforementioned negotiations shall, if so agreed, be made retroactive to the 1st day of month the agreement is active of any year during the currency of this Agreement.

- 4.7 If either party has given notice pursuant to Article 4.1, this Agreement shall remain in full force and effect during any period of negotiations and shall remain in full force and effect until a settlement is reached.
- 4.8 If neither party proposes a change to a clause in the current Collective Agreement, it will be assumed the clause is not open for negotiation and is to be included in the new Agreement.
- 4.9 If the parties are unable to reach agreement, the dispute will be settled in accordance with Part 6, Resolution of Collective Bargaining Disputes, as defined in the Public Service Employee Relations Act, Sections 28-43 inclusive.

**ARTICLE 5 JOINT CONSULTATION**

- 5.1 For the purpose of resolving difficulties and for promotion of harmonious relationships, discussions concerning matters of mutual concern shall take place between designated representatives of the Association and designated representatives of the Board, at the request of either party. Such representatives shall be limited to three (3) in number in each case.

Arrangements for such meetings will be made through the Associate Vice-President, Human Resources or designate. This provision, however, shall not in any way relate to the right of the parties, or persons bound by this Collective Agreement, compelling the adjudication of a difference.

**ARTICLE 6 ASSOCIATION RECOGNITION AND MEMBERSHIP**

**6.1 BARGAINING AGENT**

The Board recognizes the Association as the sole and exclusive bargaining agent for all Employees as identified in Article 1.9.

**6.2 ASSOCIATION MEMBERSHIP AND DUES**

- (a) All Employees covered by this Agreement shall become and remain members of the Association as a condition of employment.
- (b) The University agrees to deduct the Association's regular monthly membership dues from the pay of each member.
- (c) The University shall remit to the Association dues deducted, by the first working day after the fifteenth (15th) calendar day in the month following the month in which the deduction was made. The remittance of deductions shall identify the Employee for whom the deduction was made and the period for which the deduction was made.
- (d) The Association shall advise the University, in writing, of any change in the amount of the regular monthly membership dues or specified levies to be deducted from the Employees covered by this Agreement.

Such notice shall be communicated to the University at least twenty (20) days prior to the effective date of the change.

- (e) Members of the Association shall authorize deductions of dues. All such deductions shall remain in effect from year to year, unless the Employee no longer holds a MRSA position.

**6.3 ASSOCIATION REPRESENTATIVES**

- (a) The University agrees to recognize Employees who are elected as representatives to act with and on behalf of Employees in discussions with supervisory staff, representatives of the Board as outlined in Article 5, and under the 1, 2, 3 steps of the grievance procedure. A list of the representatives shall be supplied to the University and the University shall be advised immediately by the Association, in writing, of

any change in this list.

- (b) Association representatives are entitled to convene Association meetings on the employer's premises during non-working hours.

#### 6.4 REPRESENTATION

The Mount Royal Staff Association shall have appropriate representation on institution-level committees or bodies which have a strategic focus and would benefit from the input of associations (e.g. Budget Advisory Committee).

#### 6.5 NOTICES AND COMMUNICATION

- (a) Association notices approved by a designated Association Officer and the Associate Vice-President, Human Resources or designate, may be posted on prominent notice boards.
- (b) The Association may use internal mail and email services for distribution of information to membership.

### **ARTICLE 7 TIME OFF FOR ASSOCIATION OFFICERS AND MEMBERS**

- 7.1 Time off for Association members, without loss of regular earnings, shall be granted upon approval of the responsible Manager. Employees shall consult with Managers and provide as much advance notice as possible when requesting time off to accommodate departmental and University operational requirements. No Employee shall be unduly denied the opportunity to participate in leading or assisting the running of the Association.

After holding Association officer elections, the Association shall notify the department Manager/Chair/Dean and Department of Human Resources no later than July 1<sup>st</sup> who the officers requiring replacement are, and what their designated Association work hours will be each year.

For Association officer appointments made during the year, the MRSA will inform the Employee's Manager/Chair/Dean and Department of Human Resources within thirty (30) days of the appointment.

In all instances listed below in 7.1 and 7.2, when fulfilling Association responsibilities, overtime and accumulation time should not accrue.

If not already granted time off as per 7.2(a) or (b), Time off shall be granted for:

- (a) Joint Consultation - University and Association:
  - (i) Association officers and designated representatives (not to exceed three (3) persons) for time spent meeting with representatives of the University pursuant to Article 5.
- (b) Negotiating Committee:
  - (i) members of the MRSA Negotiating Committee (not to exceed five (5) persons) during negotiation meetings and for the purpose of preparing for negotiation meetings with the Board;
  - (ii) members of the Negotiating Committee shall be granted three (3) hours per week during the eight week period immediately preceding the commencement of the formal negotiation process for the purposes of research and meetings;
  - (iii) members shall be granted one (1) hour prior to or after each negotiation meeting for the purpose of preparation; and
  - (iv) members of the MRSA Negotiating Committee are to participate in two (2) days of negotiation skills development prior to the negotiation of a new Collective Agreement (refer to Article 4).

- (c) Labour Relations Committee:
  - (i) members of the Labour Relations Committee (up to three (3) persons) to attend one (1) weekly meeting with Human Resources;
  - (ii) a representative for time spent discussing possible grievances with Supervisors and/or representatives of the University; and
  - (iii) the grievor and the representative for time spent discussing grievances with representatives of the University as outlined in Article 11.
- (d) Education, Development and Training Committee:
  - (i) members of the Education, Development and Training committee (not to exceed seven (7) persons). In order to administer education, development and training funds, each committee member shall be granted one (1) hour time off with pay per week to provide support to the Association.
- (e) Policy and Procedures Committee:
  - (i) members of the Policy and Procedures committee (not to exceed three (3) persons). In order to write and keep the policies up to date, the committee members shall be granted two (2) hours time off with pay per month to provide support to the Association.
- (f) University-Wide Committees:
  - (i) Association members appointed to represent the MRSA on committees where the University and/or MRSA requests representatives (ex, Budget Advisory Committee, Transportation Advisory Committee).

7.2 In order to allow for the flexibility of Association officers to conduct Association business in a manner conducive to efficient University operations, time off, with pay, shall be granted to Association members who:

- (a) hold the office of President. The President of the Association shall be paid their annual salary and shall be released from the full time (1.0 FTE) departmental duties to conduct Association business.
- (b) hold the office of Vice-President (1 person). This Employee shall be allowed time off with pay equal to one-half (1/2) of the Employee's normal hours of work per month to conduct Association business. In the temporary absence of the President, the Association executive may designate the President's duties and designated time off to conduct Association business to the Vice-President position as the Association deems appropriate; or  
  
hold the office of Vice-President (up to two (2) persons). These Employees shall be allowed time off with pay equal to one-quarter (1/4) of the Employee's normal hours of work per month to conduct Association business. In the temporary absence of the President, the Association executive may designate the President's duties and designated time off to conduct Association business to the Vice-President position as the Association deems appropriate.
- (c) hold the office of Treasurer/Secretary. This Employee shall be allowed time off with pay equal to three and one-half (3 1/2) of the Employee's normal hours of work per week to conduct financial business of the Association.
- (d) hold the office of Director-at-Large (not to exceed eight (8) in number). The Director-at-Large shall be allowed one (1) hour time off with pay per week to provide support to the Association.
- (e) hold the office of representative to the Board of Governors. Time off with pay shall be granted, as needed, to the Association member who represents the MRSA on the Board of Governors of Mount Royal University to attend Board meetings.

- 7.3 Time off with pay shall be granted up to a total of two (2), hours to be used in separate one (1) hour blocks to Association members for the purpose of attending the Annual General Meeting and the General Meeting provided these occur during the Employee's normal working hours. The scheduling of these meetings is subject to the operational requirements of the University.
- (a) The MRSA will give the University thirty (30) days written notice of the date and time of their Annual General Meeting and the General Meeting.
- 7.4 (a) Time off with pay shall be granted as needed to those Association members who fulfil the roles outlined in 7.1 to attend conferences related to negotiations or labour relations.
- (b) Those holding the role(s) of Vice-President(s) shall be granted five (5) days for the purpose of attending conferences.
- (c) Those holding the roles outlined in 7.2(c) or (d) shall be granted two (2) days for the purpose of attending conferences.

## **ARTICLE 8 MANAGEMENT RIGHTS**

- 8.1 All matters not specifically covered by the provisions of this Agreement are vested exclusively with the Board.
- 8.2 The Association acknowledges that it shall be the exclusive right of the University to operate and manage its business in all respects, unless otherwise provided for by this Collective Agreement.
- 8.3 In administering this Agreement, the University shall act in a manner which accounts for operational requirements and will not act in an arbitrary, discriminatory or bad faith manner.

## **ARTICLE 9 LEGISLATION AND THE COLLECTIVE AGREEMENT**

- 9.1 In the event that any law passed by the Government of Alberta renders null and void, or alters, any provision of this Agreement, the remaining provisions shall remain in effect for the term of the Agreement and the parties hereto shall promptly meet and attempt to negotiate a substitute for the provision which has been rendered null and void or altered.

## **ARTICLE 10 DISCIPLINARY PROCEDURE**

- 10.1 The Mount Royal Staff Association is the sole representative of Staff Employees at the University. All Employees are encouraged to seek representation and support from the Mount Royal Staff Association.
- 10.2 All disciplinary action shall be dealt with by the Employee's Manager who is exempt from the Mount Royal Staff Association. Input and information pertaining to the disciplinary action, however, will be given by the Employee's Immediate Supervisor who may be a member of the Mount Royal Staff Association.
- 10.3 (a) All disciplinary action shall take place within ten (10) working days of the date the Employee's Manager became aware of the Employee's involvement in the incident giving rise to the disciplinary action. The ten (10) day time limit may be extended by mutual agreement between the University and the Association.
- (b) Subject to Article 14, no Employee shall be dismissed or disciplined except for just cause.
- 10.4 Disciplinary action may commence at any Step in instances of theft, physical abuse, substance abuse on the job, insubordination, excessive or repeated lateness, failure to follow established safety procedures, or an incident of equal gravity. In the case of such action, the Employee shall be informed of their rights to the Conflict Resolution Process (Article 11).

10.5 The University recognizes the principles of progressive discipline. Prior to engaging discipline, the University, in its sole discretion, will consider whether sufficient developmental support has been provided and whether alternate means for rehabilitation are more appropriate, including, but not limited to:

- (a) a Letter of Expectation which identifies deficiencies in work performance and establishes expected performance standards; or
- (b) items listed under Articles 18.3, 22 and/or 23.

10.6 Subject to consideration of Article 10.4 and 10.5 above, the following forms of discipline shall be available when discipline of an Employee is warranted.

**Step 1** First Reprimand. The Employee shall be provided verbally with the reasons for the reprimand at the time the reprimand is given. Within five (5) working days of the verbal reprimand, written documentation detailing the reason(s) for the reprimand shall be provided to the Employee.

**Step 2** Second Reprimand. The Employee shall be provided verbally with the reasons for the reprimand at the time the reprimand is given. Within five (5) working days of the verbal reprimand, written documentation detailing the reason(s) for the reprimand shall be provided to the Employee.

**Step 3** Minor Suspension. Suspension of an Employee with or without pay for a maximum of five (5) working days shall within three (3) working days thereof, be in documented form. Such documentation shall be addressed to the Employee and shall indicate the effective date of suspension, the length of suspension and the reason(s) for such suspension.

**Step 4** Suspension. Suspension of an Employee with or without pay for a maximum of fifteen (15) working days shall within three (3) working days thereof, be in documented form. Such documentation shall be addressed to the Employee and shall indicate the effective date of suspension, the length of suspension and the reason(s) for such suspension.

**Step 5** Dismissal. Within two (2) working days of the dismissal, the dismissal shall be confirmed by written notice to the Employee and that notice shall contain the reason(s) for the dismissal.

10.7 Where required, documentation of disciplinary steps shall be in duplicate with one copy forwarded to the Department of Human Resources and one copy given to the Employee. With the written consent of the Employee, their name shall be given to the Mount Royal Staff Association.

Failure to provide documentation of disciplinary action within the prescribed time limitations and procedures shall be deemed to indicate abandonment of such disciplinary action as may have been taken and any loss of regular earnings by the Employee shall be paid to the Employee.

10.8 An Employee who has been subjected to disciplinary action may, after thirty-six (36) months from the date the disciplinary action was invoked, request the Department of Human Resources to purge the Employee's personnel file of the disciplinary action. Such request shall be granted providing:

- (a) the Employee's file does not contain any further record of disciplinary action during that thirty-six (36) month period; and/or
- (b) the disciplinary action is not the subject of an unresolved grievance.

There are occasions when the documentation of disciplinary action shall remain on the Employee's file indefinitely. These occasions are determined by the nature and/or the severity of the action which precipitated the discipline.

The decision to retain such documentation on the Employee's file shall be made by mutual agreement between the Associate Vice-President, Human Resources or designate and the President of the MRSA.



## ARTICLE 11 CONFLICT RESOLUTION PROCESS

- 11.1 Employees are encouraged to work together with their Supervisors/Managers/Chairs and co-workers to resolve conflicts. The purpose of the Conflict Resolution Process is to:
- (a) encourage open, face-to-face dialogue between the people impacted by a dispute;
  - (b) achieve timely and equitable resolutions to identify issues as close to the source as possible;
  - (c) minimize the time and costs involved in resolving disputes; and
  - (d) achieve solutions that are consistent with the terms and conditions of this Collective Agreement.
- 11.2 Prior to commencing the formal disciplinary process under Article 10 or a Grievance under this Article, parties in conflict are encouraged to work with the Department of Human Resources and the Association to determine if facilitated discussions could help.
- 11.3 A Grievance means a difference arising:
- (a) as to the interpretation, application or operation of this Agreement;
  - (b) with respect to a contravention or alleged contravention of this Agreement; or
  - (c) as to whether a difference referred to in subclauses (a) and (b) can be the subject of adjudication
- 11.4 Subject to 11.5, any Employee who feels unjustly dealt with, disciplined, discriminated against or terminated, shall have access to the Grievance Procedure and the Association shall be so informed in writing of any Grievance under this procedure.
- 11.5 Probationary Employees shall have access to the Grievance Procedure in accordance with the terms and conditions in Article 1.9(h).
- 11.6 FORMAL DISPUTE RESOLUTION – GRIEVANCE FILING
- Step 1** Within ten (10) working days from the date of the incident or knowledge of the incident, the Employee shall discuss the matter with the immediate Supervisor with a view to resolving the Grievance. An Association Representative may be present if the Employee so wishes.
- Step 2** If there is no settlement at Step 1, the Association shall submit a written statement of the Grievance to the Associate Vice-President, Human Resources, or designate, within ten (10) working days of the Step 1 meeting. Within ten (10) working days of receiving the written Grievance, the Associate Vice-President, Human Resources, or designate, shall arrange to meet with the Employee, the Supervisor, and an Association Representative with a view to resolving the Grievance.
- Step 3** Within ten (10) days of the meeting at Step 2, the University and the Association may agree to apply for Grievance mediation. If the University and the Association cannot agree, or no settlement is reached at mediation, the Grievance may proceed to arbitration as per Step 4.
- Step 4** If a settlement is not reached through the above, the Grievance may be referred to arbitration by either the University or the Association. This notification shall be submitted in writing to the other party, within fourteen (14) days of the Step 2 meeting or the end of mediation.
- The University and the Association shall attempt to agree upon an arbitrator to hear the matter and upon agreement, one party shall notify the arbitrator in writing. In the event the University and the Association cannot agree to the appointment of an arbitrator, the Grievance will be referred to arbitration pursuant to the *Public Service Employee Relations Act*.
- 11.7 The University and the Association shall bear the costs of a mediator and/or arbitrator equally.

- 11.8 Either the University or the Association may request an extension of the time limits mentioned in Article 11.6 provided that such extension is requested prior to the expiry of the time allowed. Where such extension is requested, it may not be unreasonably denied.
- 11.9 In the event the Employee or Association fails to follow the procedure and time limits established by Article 11.6, the Grievance shall be deemed to be abandoned.
- 11.10 If in the opinion of the University and the Association, an Employee has been unjustly suspended or terminated, the Employee shall be reinstated in the Employee's former position or an equivalent position without loss of salary and benefits. The Employee shall be compensated for all time lost or by any other arrangement as to compensation which is just and equitable in the opinion of the University and Association or in the opinion of the arbitrator.

## **ARTICLE 12 NON-DISCRIMINATION**

- 12.1 Neither the Board nor its representatives shall discriminate against, or harass, Employees with respect to employment on the grounds of race, religious or political beliefs, colour, gender, gender identity, sexual orientation, physical or mental disability, age, ancestry, place of origin, marital status, source of income, family status, or membership or activity in the Association as provided under the terms of this Agreement.

## **ARTICLE 13 JOB POSTINGS, PROBATIONARY EMPLOYEES, PROMOTIONS AND TRANSFERS**

### **13.1 JOB POSTINGS**

Notices outlining details of every available position shall be maintained on notice boards at prominent locations on the campus and on the Mount Royal University website. Such notices shall be posted for a period of seven (7) calendar days prior to filling the vacancy.

### **13.2 PROBATIONARY EMPLOYEE**

In the interest of ensuring a new Employee's suitability for a position, an Employee shall serve a six (6) month probationary period. This probationary period may be extended up to a further three (3) months by the University and the employment may be terminated, without recourse to the Formal Dispute Resolution – Grievance Filing under Article 11. The Employee should be given the appropriate training and opportunities for feedback during this probationary period.

- (i) On commencement of employment, a new Employee shall be provided with a copy of the position description and/or relevant documentation regarding the expected duties.
- (ii) During the course of an Employee's probationary period, they shall receive:
  - (1) appropriate orientation and training for the specific position;
  - (2) ongoing performance related feedback; and
  - (3) performance reviews in accordance with section 1.9(h) iv.
- (iii) An Employee who has previously been employed by the University in a position with similar duties, responsibilities and classification may have such previous employment considered as part of the probationary period.
- (iv) Dialogue between the Supervisor/Manager/Chair and the Employee is expected and intended to promote meaningful communication and the identification of job related issues throughout the probationary period. Supervisors/Managers/Chairs shall provide Employees with a written

interim performance review, stating performance expectations as appropriate at approximately the mid-point of the six (6) month probationary period.

- (v) The probationary period may be extended by up to three (3) months by the University. In this circumstance the Manager/Chair will provide the Employee written rationale for the extension, with a copy to the Department of Human Resources and the Association at least ten (10) working days prior to the extension.
- (vi) If a Probationary Employee, in the opinion of the University is deemed unsuitable, such Employee may be terminated at any time during the probationary period, without notice and without recourse to the grievance Formal Dispute Resolution – Grievance Filing under Article 11. In the event the Employee has been employed for three (3) or more months, the Employee will be provided with written notice or pay in lieu of notice in accordance with the applicable employment standards legislation. The University will provide the Employee written reasons for the termination.

Notwithstanding the foregoing, if:

- (1) an Employee is hired into a new position without a break in service; and
- (2) has served and completed a probationary period in another position with the University; and
- (3) the Employee is deemed unsuitable and employment is terminated during the probationary period;

the Employee may have access to Formal Dispute Resolution – Grievance Filing under Article 11.

### 13.3 PROMOTIONS

- (a) When an Employee accepts a position with a higher classification than the position he/she currently occupies, this shall be known as a promotion and the Employee shall be placed on probation in accordance with Article 1.9 (h).
- (b) Should the Employee prove to be unsuitable during the probationary period, the University shall make every effort to place the Employee in a vacant position for which the Employee is qualified, and is capable of performing. If such placement is not possible, the Employee shall be provided with termination notice or equivalent salary in lieu of notice in accordance with Article 14.1.

### 13.4 TRANSFERS

- (a) When an Employee accepts a position with the same or a lower classification than the position he/she currently occupies, this shall be known as a transfer.
- (b) When the Employee transfers to a position within the same department in the same classification, with the same job functions, and with the same supervisor, the Employee shall not be placed on probation.
- (c) When an Employee transfers to a position, not as defined in 13.3 (b), the Employee shall be placed on probation in accordance with Article 1.9 (h).
- (d) Should the Employee prove to be unsuitable during the probationary period, the University shall make every effort to place the Employee in a vacant position for which the Employee is qualified, and is capable of performing. If such placement is not possible, the Employee shall be provided with termination notice or equivalent salary in lieu of notice in accordance with Article 14.1.

## **ARTICLE 14 POSITION ABOLISHMENT**

- 14.1 (a) In the event that any position in the bargaining unit is abolished, the University shall provide to the Employee a payment for all vacation benefits accrued and a payment in respect of loss of employment of three (3) weeks of salary for each year of completed service, calculated to the nearest month, to a maximum payment of 52 weeks of salary. A partial month worked shall be counted as a full month for the purposes of determining completed service.

For clarification, a week's salary is calculated based on hours per week x hourly rate. Each month or partial month worked shall be calculated as 1/12. For example, an Employee who has completed 5 years, 4 months and 3 weeks of service shall be paid as follows:

$$\begin{aligned} 5 \text{ years of service} + 5/12 \text{ years of service} &= 5.42 \text{ years of service} \\ 5.42 \text{ years of service} \times 3 \text{ weeks} &= 16.26 \text{ weeks of salary} \end{aligned}$$

- (b) Where the Employee has completed one (1) year of service or less, the payment shall be equal to three (3) weeks of salary.
- (c) Upon mutual agreement between the Employee and their manager, any portion of the above weeks of salary provided may be used as notice in lieu of salary. As per Canada Revenue Agency, legislated lieu of notice shall be treated as employment income. Monies in excess of legislated lieu of notice, paid in respect to loss of employment, will qualify as a retiring allowance.
- 14.2 When a position, having the same job functions and classification as another position and supervised by the same person, is to be abolished the following factors shall be considered:
- (a) Employee category as per Article 1.9, and
- (b) Employee qualifications and competence.
- 14.3 Where these factors are determined to be relatively equal by the University, and where doing so will not result in a significant risk of harm to the University (for example: integrity of financial or institutional data or to the safety and well-being of Employees and students within the Mount Royal Community) the Employees shall be so notified. The position to be abolished shall be the one occupied by the Employee with the shortest length of continuing service with the University, unless another Employee volunteers in writing to have their position abolished, and the University agrees to abolish that position. The University in making all determinations shall act in good faith.
- 14.4 To assist in the development of employment related skills and increase the employment potential of individuals whose positions have been abolished, Mount Royal University will provide access to most credit and non-credit programs, courses, workshops and student services offered by Mount Royal University according to the applicable policy.
- 14.5 In the event that a position in the bargaining unit is abolished and the individual is subsequently rehired by the University within a 12 month period following abolishment, previous employment with the University will be considered for the purpose of establishing vacation entitlement and eligibility for a long service award. With respect to grid placement, however, previous employment with the University may be considered.
- 14.6 At the time of position abolishment, the University will notify the Association and provide a written rationale for the decision.

## **ARTICLE 15 PERFORMANCE EVALUATIONS**

- 15.1 Informal discussions on performance should take place between an Employee and their supervisor/manager/chair throughout the year. A formal written evaluation of each Employee shall occur on an annual basis.

- 15.2 The evaluation shall be based upon the previous year's performance and/or goals and objectives, including reference to any service contributions (as outlined in Article 37). Proposed goals, objectives and service contributions for the coming year shall also be set at this time.
- 15.3 A meeting shall take place between the Employee and their supervisor/manager/chair, following which a written summary of the evaluation shall be prepared and reviewed with the Employee and shall be signed by both parties as witness to having read the contents, but not as indication of agreement with the contents on the part of the Employee.
- 15.4 The written evaluation must be completed by the Employee's immediate supervisor (or designate) one (1) month prior to the Employee's anniversary date. In the case of a conditionally funded term, limited term, or replacement term Employee, an evaluation must be completed before the expiry of the current term.
- 15.5 The evaluation form shall include space for written comment by the Employee.
- 15.6 The Employee shall be given a copy of the signed written evaluation.
- 15.7 The original evaluation form, with signatures as described in clause 15.4 and comment or rebuttal as described in clause 15.5, shall be forwarded immediately to the Department of Human Resources for inclusion in the Employee's personnel file.
- 15.8 An unsatisfactory performance evaluation may result in an annual increment being withheld (see Article 25.5 (c)).

#### **ARTICLE 16 ACCESS TO PERSONNEL RECORDS**

- 16.1 Employees in the bargaining unit shall, upon appointment, have access to their personnel records and shall, upon request, be provided with copies of material contained in such records. Only factual information shall be corrected if inaccurate. Access shall be granted to an authorized designate of the MRSA Executive with written approval of the Employee.

#### **ARTICLE 17 CLASSIFICATION**

- 17.1 The University may alter classifications, or establish new classifications, and set salary scales related thereto as outlined in Appendix II during the term of this Agreement and shall notify the Association of any such change within fifteen (15) working days, stating the reasons.
- 17.2 Following discussions with the Department of Human Resources, if the Association is not in agreement with the salary set in accordance with 17.1, it may, within fifteen (15) working days of the date of receipt of such notification, submit the matter as a grievance commencing at the Step 3.
- 17.3 The University shall provide access to the applicable classification policies and procedures and a copy of the Employee's job description to an Employee upon request.
- 17.4 The University shall provide a list of all positions reviewed by the Classification Review Committee and their corresponding outcomes quarterly in March, June, September, and December of each calendar year.
- 17.5 When the University excludes a new classification or position from the bargaining unit, it shall advise the Association within fifteen (15) working days stating the reason(s) for such exclusion. If the Association disagrees with such exclusion the Association shall submit the matter as a grievance commencing at the Step 3 of the grievance procedure.

## ARTICLE 18 OCCUPATIONAL HEALTH AND SAFETY

### 18.1 HEALTH AND SAFETY

- (a) The University agrees to make reasonable and proper provisions for the maintenance of high standards of health and safety in the work place including a properly heated and lighted working environment that is free of pollution in accordance with applicable federal, provincial and municipal health and safety legislation and regulations.
- (b) Where the nature of the work or working conditions so require, Employees shall be supplied, at the employer's expense, with all necessary tools, protective clothing, safety footwear, safety equipment, and other protective devices, which shall be maintained and replaced, where necessary, at the employer's expense. (See also Article 31). The department will set the standard for such required protective clothing, tools, and safety equipment. Items other than the standard supplied clothing and equipment may be considered for compensation by the department provided a medical condition exists and it is supported by a medical assessment and an internal review of the particular circumstances completed by the University. Depending on the clothing and / or equipment requested, costs above the amount set by the department may be the responsibility of the Employee.
- (c) No Employee shall be disciplined or discharged for refusal to work on a job or in any work place or to operate any equipment where the Employee believes that it would be unsafe or unhealthy to do so, or where it would be contrary to applicable federal, provincial and municipal legislation or regulations. Where in such circumstances, the Employee does not work, the Employee shall not suffer a loss of pay provided that the Employee's decision is upheld by the University Occupational Health and Safety Committee. The decision of the University Occupational Health and Safety Committee shall be binding upon both the Employee and the University.

### 18.2 WORKERS' COMPENSATION

If an Employee sustains an injury in the course of the Employee's duties and is eligible for Workers' Compensation, the Employee shall continue to be paid at full salary with no reduction in the Employee's sick leave entitlement.

### 18.3 SUBSTANCE ABUSE

- (a) The University has established guidelines for the handling of substance abuse as follows:
  - (i) all Employees are eligible for assistance in obtaining treatment for substance abuse which repeatedly interferes with their job performance;
  - (ii) the provision of general illness leave Article 22 (c), shall apply;
  - (iii) at all times during the handling of an Employee problem, confidentiality shall be honoured.
- (b) Voluntary Referral:
  - (i) If any Employee experiences a problem and volunteers this information, assistance shall be given in obtaining treatment from a substance abuse treatment provider.
  - (ii) If after treatment has commenced and a pattern of poor performance persists or develops, arrangements shall be made, with the Employee's consent, to receive a report of ongoing compliance with the treatment program from the treatment provider.
  - (iii) The Employee shall be interviewed by the appropriate member of the management group and a representative of the Department of Human Resources and advised in writing that their performance must improve or appropriate disciplinary action shall be taken.

- (iv) If work performance does not improve, or if after a time of improvement, the performance again deteriorates, the treatment provider shall be consulted to confirm compliance with the treatment program.
  - (v) Continued unsatisfactory work performance may result in suspension or termination.
- (c) Compulsory Referral:
- (i) If an Employee develops a pattern of unsatisfactory job performance, the pattern of job performance shall be thoroughly documented. Factors such as absenteeism, lateness, poor physical appearance, reduced efficiency, difficulty and conflict between Employees shall be noted.
  - (ii) When a pattern of deteriorating work performance is evident, an initial interview with the appropriate management group personnel shall be held. The Employee shall be informed in writing that:
    - (1) their work performance is unacceptable; and
    - (2) assistance is available.
  - (iii) The Department of Human Resources shall, with the Employee's knowledge, arrange an assessment interview with a treatment provider.
  - (iv) Refusal or failure to attend treatment may result in suspension or termination.

## **ARTICLE 19 PRE-PLACEMENT MEDICAL EXAMINATION**

19.1 Successful job applicants may be required to undergo a pre-placement medical examination in order to determine whether they are medically fit to perform essential components of the position. In such instances, the exam will be completed at the University's expense and the University shall pre-approve the examining physician. Employment offers shall be contingent upon successfully passing this pre-placement medical examination.

## **ARTICLE 20 HOURS OF WORK**

- 20.1 The normal hours of work for Regular Full-time and Continuing Term Full-time Employees shall be:
- (a) thirty-five (35) hours per week, and seven (7) hours per day; and,
  - (b) thirty-seven and one half (37 1/2) hours per week for all non-clerical Employees in the Maintenance Department and the Department of Security Services and Public Safety; and,
  - (c) non-clerical Employees in the Department of Security Services shall normally work a fifty-six (56) day cycle consisting of a maximum of three hundred (300) hours. Each shift within that fifty-six (56) day cycle shall not be longer than twelve (12) hours; or,
  - (d) as arranged in accordance with Article 20.10 or 20.11.
  - (e) the maximum hours of work that an Employee may be scheduled to work in a day is twelve (12) hours.
- 20.2 Regular Part-time Employees will work on a normal schedule as per Article 1.9 (b).
- 20.3 An Employee's hours of work must be confined within a period of twelve (12) consecutive hours in any one work day, unless an accident occurs, urgent work is necessary or other unforeseeable or unpreventable circumstances occur. If hours of work have to be extended, they are to be increased only to the extent necessary to avoid serious interference with the ordinary working of the business, undertaking or other activity.

- 20.4 An Employee who, for personal reasons, requests to work hours in excess of the normal working day, as agreed with the Supervisor/Manager/Chair, shall receive compensation through an equal amount of release time arranged with the Supervisor/Manager/Chair.
- 20.5 The normal work week for Regular Full-time Employees with the exception of those in the Department of Security Services, shall consist of five (5) work days with two (2) consecutive days off.
- 20.6 Changes in Schedule
- (a) Where a change in schedule occurs or a rotating schedule is in effect, the weekly number of hours and days of work may be averaged over a four (4) week period without payment of overtime, provided that the total hours worked over the period to which averaging applies does not exceed the total normal hours for that period or as arranged in Article 20.10 or 20.11.
  - (b) The normal daily and weekly working schedules, in effect for Full and Regular Part-time Employees shall remain unchanged, except in cases of emergency. The University shall advise the Employee a minimum of fourteen (14) calendar days in advance of a change in schedule and the reasons for the change as it relates to the needs of the public and/or the efficient operation of the University.
  - (c) The change in schedule shall become the normal daily and weekly working schedule. This clause is not intended to apply to single or occasional instances, nor is it intended to reduce the Employee's eligibility for overtime.
  - (d) Where the University requires that an Employee's rest days be changed from Saturday and/or Sunday, such an Employee shall be eligible for the weekend premium as per Article 25.1, or as arranged in accordance with Article 20.10 or 20.11.
- 20.7 The daily hours of work shall run consecutively except that at approximately the midpoint in the work day, a meal period of not less than one half (1/2) hour, nor more than one hour shall be granted to Employees. A meal period shall not be considered working time.
- 20.8 A rest period of fifteen (15) minutes shall be permitted during each one half working day of not less than three and one half (3 1/2) hours duration and shall be considered working time. Two fifteen (15) minute rest periods may be combined to one (1) rest period of thirty (30) minutes during each working day of not less than seven (7) hours with approval of the supervisor. Rest periods cannot be used to shorten the work day and may not normally be taken immediately before or after the lunch break.
- 20.9 Employees shall have not less than ten (10) hours off between work periods except in the case of overtime or as otherwise mutually agreed.
- 20.10 Modified Hours of Work
- (a) Modified Hours of Work is a work schedule which permits temporary adjustment of the schedule of daily or weekly hours worked which takes into consideration the needs of the University and/or the Department and the desires of the Employee.
  - (b) The Supervisor/Manager/Chair and the Employee, with mutual consent and with the approval of the Manager/Chair, may agree to arrange modified hours of work on a daily or weekly basis.
  - (c) Any balance of hours created as a result of modified hours of work shall normally be taken at a mutually agreed upon time within a reasonable timeframe. The Supervisor/Manager/Chair shall not unreasonably deny the request.
- 20.11 Scheduled Flexible Hours of Work (Earned Time Off)

Scheduled Flexible Hours of Work are normal hours of work which may be varied to accommodate a flexible system of working hours, typically a compressed work week and/or additional hours worked each day over a set period of time to result in regularly scheduled "earned time off".



Where an operational unit already practices the use of Flexible Hours of Work, the Manager/Chair will discuss eligibility for, and use of, Scheduled Flexible Hours of Work with new Employees.

Employees within an operational unit may request Flexible Hours of Work subject to the following:

- (a) Flexible Hours of Work arrangements must be mutually agreed to between the Supervisor/Manager/Chair and the Employee and must take into consideration the operational requirements of the department/unit/area. While all Employee requests will be considered, operational requirements may limit the number and type of Flexible Hours of Work arrangements in any department/unit/area.
- (b) The terms of the Flexible Hours of Work agreement must be clearly stated in written form and both the Supervisor/Manager/Chair and Employee shall have a copy of this document. Scheduled Flexible Hours of Work shall be recorded on timesheets to ensure accurate management of the agreement for both the Employee and the department/unit/area.
- (c) The terms of the Flexible Hours of Work agreement shall not result in a reduction in salary or benefits to the Employee.
- (d) An Employee cannot accumulate any Flexible Hours of Work unless the Employee is working the minimum regularly scheduled hours in that day.

Overtime entitlements, and other benefits provided by this Collective Agreement shall be adjusted consistent with the variations in hours of work so as not to increase or decrease eligibility for same.

- (e) Flexible Hours of Work agreements should be regularly reviewed to determine if the arrangement is still viable for both the Employee and the operations of the unit. Changes to, or termination of, a Flexible Hours of Work agreement shall be approved in accordance with the conditions outlined above.

20.12 An Employee shall not be disciplined for refusing to enter into a modified hours of work or a scheduled flexible hours of work arrangement.

## **ARTICLE 21 ATTENDANCE**

21.1 An Employee who is unable to report for duty shall communicate daily with the Employee's immediate supervisor two (2) hours prior to the time the Employee was to report for work, or as soon as reasonably possible. In the case of the Department of Security Services, evening or night shift, to the supervisor at least two (2) hours prior to the commencement of the shift.

## **ARTICLE 22 ILLNESS**

- (a) General Conditions
  - (i) Illness means any illness or injury which causes an Employee to be absent from duty, but does not include injury due to accidents covered by Workers' Compensation.
  - (ii) An Employee who is unable to report for duty due to illness is required to inform the Employee's immediate supervisor two (2) hours prior to the time the Employee was to report for work, or as soon as reasonably possible. Failure to do so may be considered Leave of Absence without pay.
  - (iii) All doctors' certificates and/or Medical Assessment forms must be submitted directly to the Department of Human Resources.
  - (iv) If the absences are due to illness of five (5) or less consecutive working days duration, but are persistent in nature, the University may require the Employee to provide a completed Mount Royal University Medical Assessment form in reference to such absences.

- (v) Employees may be required to supply a doctor's certificate and/or a completed Mount Royal University Medical Assessment form certifying they are medically fit to return to work.
- (b) Sick Time
- (i) Sick time is any illness which causes an Employee to be absent from duty for a period of five (5) consecutive working days or less.
  - (ii) Absence with pay due to illness shall be calculated on the basis of one (1) day for each month worked, to a maximum of twelve (12) working days each calendar year. Prorating will occur as per Article 2.
  - (iii) If an Employee uses their total sick time allocation, the Employee is not eligible for further paid sick time for that year. Any further sick time taken during that year may be regarded as Leave of Absence without pay.
  - (iv) Sick time allocation applies only to days which an Employee would normally be scheduled to work.
- (c) General Illness
- (i) General Illness means an illness which causes an Employee to be absent from duty for a period of six (6) consecutive working days or more, and up to a maximum of sixty-five (65) working days.
  - (ii) An Employee must submit to the Department of Human Resources a detailed medical doctor's certificate and/or Mount Royal University Medical Assessment form, and shall do so, as soon as possible but no later than ten (10) working days after any illness of six (6) consecutive working days or more. Failure to do so shall result in the Employee being considered to be on Leave of Absence without pay for the duration of the absence. Once the detailed medical doctor's certificate and/or Mount Royal University Medical Assessment form has been received by the Department of Human Resources, the Leave of Absence without pay, as indicated above, will be reimbursed. This information will be provided in confidence as per the Freedom of Information and Protection of Privacy Act to a representative of the Department of Human Resources.
  - (iii) Employees may be required to supply a doctor's certificate and/or Mount Royal University Medical Assessment form certifying they are medically fit to return to work.
  - (iv) In order to prevent any delay in receiving Long Term Disability benefits, if eligible, Employees who have been absent from work for a period of thirty-five (35) working days and who are receiving General Illness pay must submit the appropriate Long Term Disability forms to the Long Term Disability carrier.
  - (v) Leave with pay due to General Illness shall be for a maximum of sixty-five (65) working days. An Employee who returns to work from General Illness and who is able to perform all the duties of their position without modifications, restrictions or limitations, and who within thirty (30) calendar days is absent on account of the same or related illness shall have the two absences treated as one absence for the purposes of eligibility for General Illness and Long-Term Disability. In the case of a new illness, the sixty-five (65) working days of General Illness will be reinstated immediately.
  - (vi) Benefits will continue for the duration of General Illness leave.
- (d) Long Term Disability
- (i) Upon approval of the Carrier, Long Term Disability means any illness which causes an Employee to be absent from work for longer than sixty-five (65) working days.
  - (ii) After the sixty-five (65) working days General Illness entitlement has expired, the Employee will commence on Long-Term Disability upon approval of the Carrier. The Employee will remain on Long Term Disability subject to the provisions of the Carrier.

- (iii) Employees who have been receiving Long Term Disability payments for a period of two (2) years will not be guaranteed return to their original position should they become able to return to work. Every reasonable effort will be made to place the Employee in an equivalent position.
  - (iv) Annual vacation will not accrue while on Long Term Disability.
- (e) Employee Medical and Dental Appointments

Time off for Employees to attend medical, dental or eye appointments shall be granted providing the following conditions are met:

- (i) Employees shall seek authorization from their Manager/Supervisor as soon as possible in advance of the appointment.
- (ii) Employees shall schedule medical appointments, when possible, at a time that least interferes with their current work schedule. Part time or shift Employees are expected to schedule medical appointments outside their regular working hours when possible.
- (iii) Time off for individual appointments in excess of two and a half (2.5) hours shall be charged against an Employee's Sick Leave benefit. Extenuating needs may require appointments in excess of two and a half (2.5) hours. In this event, approval can be granted by the Manager/Supervisor and may not be charged against an Employee's Sick Leave benefit.
- (iv) Medical appointments may be scheduled as necessary. However, if/when the total number of hours used for appointments exceeds 18 hours in a calendar year (January 1-December 31), the Manager/Supervisor may discuss the use of medical appointments with the Employee.

## **ARTICLE 23 LEAVES FROM THE UNIVERSITY**

### **23.1 MATERNITY, PARENTAL AND ADOPTION LEAVES**

(a) Maternity Leave

An Employee who has completed one (1) year of continuous service with Mount Royal University may apply for a maternity leave without pay for a maximum period of up to twelve (12) months. Employees must apply in writing for such leave to their Manager or Chair at least six (6) weeks' in advance of the leave.

- (i) An Employee granted leave without pay for maternity reasons pursuant to subsection (a) shall be returned to the Employee's former position or be placed in a comparable position for which the Employee is qualified provided that the Employee indicates intention to return to work by notifying the University four (4) weeks before the intended date of return.
- (ii) An Employee who has completed one year of continuous service and resigns for maternity reasons and who is re-employed in any regular capacity, within six (6) months from the date of the Employee's resignation, shall be considered as having been on leave without pay.
- (iii) Maternity leave may commence up to twelve (12) weeks before the estimated date of delivery.
- (iv) Should an Employee commence maternity leave, the Employee may continue extended health care, life insurance including accidental death and dismemberment, dental, and long term disability benefit coverage subject to the provisions of the Carrier. If the Employee exercises the option to continue any of these benefits, the Employee shall be responsible for 100% of the premium prepaid for the period of absence, except that the Employee shall not be required to prepay the employer's share of premiums for that part of the Employee's absence during which the Employee is receiving salary from the University.

- (v) The parties acknowledge that subject to the requirements of Human Resources and Skills Development Canada (HRSDC), the Supplemental Employment Insurance Benefit Plan ("SUB" plan) shall remain in effect for the duration of this agreement.
- (vi) Service with the University continues to accrue for the duration of the maternity leave, up to a maximum of one (1) year, for the purposes of vacation entitlement and Employee award only. Employees do not accrue actual vacation hours while on maternity leave from the University.

(b) Parental Leave

An Employee who is not eligible for maternity leave as described above and who has completed one (1) year of continuous service at the time of application shall be granted up to twelve (12) months parental leave without pay, providing such leave is completed by the end of the 52<sup>nd</sup> week following the birth of the child. The Employee shall provide proof of the birth of the child and shall give the University six (6) weeks' notice in writing of the expected day on which the leave is to commence.

- (i) An Employee granted parental leave without pay as noted above, shall be returned to the Employee's former position or be placed in a comparable position for which the Employee is qualified provided that the Employee indicates intention to return to work by notifying the University four (4) weeks before the intended date of return.
- (ii) An Employee shall be granted two (2) days leave with pay to attend to the Employee's spouse in the event of the childbirth.
- (iii) Should an Employee commence parental leave without pay, the Employee may continue extended health care, dental, life insurance including accidental death and dismemberment and long term disability benefit coverage subject to the provisions of the Carrier. If the Employee exercises the option to continue any of these benefits, the Employee shall be responsible for 100% of the premium prepaid for the period of absence.
- (iv) Service with the University continues to accrue for the duration of the parental leave, up to a maximum of one (1) year, for the purposes of vacation entitlement and Employee award only. Employees do not accrue actual vacation hours while on parental leave from the University.
- (v) If more than one parent is employed by the University, only one parental leave shall be granted and may be shared by both parents.

(c) Adoption Leave

An Employee who has completed one (1) year of continuous service, and upon application six (6) weeks' notice being given to the University, an Employee (one adopting parent) shall be granted leave of absence without pay for up to twelve (12) months, providing such leave is completed by the end of the 52<sup>nd</sup> week from the date of the child's placement. The Employee shall be required to furnish proof of adoption.

- (i) An Employee granted leave without pay for adoption reasons pursuant to subsection (i) shall be returned to the Employee's former position or be placed in a comparable position for which the Employee is qualified provided that the Employee indicates intention to return to work by notifying the University four (4) weeks before the Employee's intended date of return.
- (ii) An Employee who does not take Adoption Leave, shall be granted two (2) days leave with pay to be present at the proceedings for the adoption of the child.
- (iii) Should an Employee commence adoption leave, the Employee may continue extended health care, dental, life insurance including accidental death and dismemberment and long term disability benefit coverage subject to the provisions of the Carrier. If the Employee exercises the option to continue any of these benefits, the Employee shall be responsible for 100% of the premium prepaid for the period of the absence.

- (iv) Service with the University continues to accrue for the duration of the adoption leave, up to a maximum of one (1) year, for the purposes of vacation entitlement and Employee award only. Employees do not accrue actual vacation hours while on adoption leave from the University.
- (v) The parties acknowledge that subject to the requirements of Human Resources and Skills Development Canada (HRSDC), the Supplemental Employment Insurance Benefit Plan ("SUB" plan) agreed upon shall remain in effect for the duration of this agreement.

## 23.2 LEAVE WITH PAY

### (a) Definition of terms:

- (i) Spouse means the person to whom the Employee is legally married, or a partner who has cohabited with the Employee for a minimum of twelve (12) consecutive months and who has been publicly represented as the Employee's spouse throughout this period.
- (ii) Immediate Family means spouse, parent, step-parent, guardian, in "loco parentis", grandparent, grandchild, aunt, uncle, son, stepson, daughter, stepdaughter, foster-child, brother or sister of the Employee or spouse. Other persons whom the Employee considers to be immediate family may be approved at the discretion of the Supervisor/Manager/Chair.

### (b) Compassionate Leave

- (i) In the event of a death in an Employee's Immediate Family (Article 1.10), that Employee shall be allowed leave, without loss of regular pay, not to exceed five (5) working days, together with any necessary travelling time not to exceed two (2) working days.
- (ii) If the death occurs during a period of vacation the Employee shall be allowed Compassionate Leave as described above and vacation shall be credited accordingly.
- (iii) Employees shall be granted leave not to exceed one half (½) day without loss of pay to attend a funeral as a pallbearer or mourner of persons other than those specified above, upon approval of the immediate supervisor. A request for time in excess of one half (½) day shall be approved at the discretion of the Supervisor/Manager/Chair.
- (iv) Full-time Employees who receive Compassionate Care Benefits and are subject to the two week waiting period pursuant to the provisions of the Employment Insurance Compassionate Care Benefits plan shall be entitled to the following additional payment from the University:
  - (1) The University shall pay ninety-five (95) percent of the Employee's regular salary during the two (2) week waiting period immediately prior to the date the Employee receives Employment Insurance benefits.

### (c) Special Leave

- (i) The annual leave specified for each circumstance below shall not be exceeded, and the total cumulative days of Special Leave will not exceed six (6) working days per calendar year. Special Leave will be pro-rated for Part-time Employees and will not be carried forward or paid out.
- (ii) Special Leave may be approved by the Supervisor/Manager/Chair without loss of pay for an Employee who requires time off work under the following circumstances:
  - (1) Immediate Family Matters, not to exceed five (5) days in total, defined as:
    - (a) taking an Immediate Family member (Article 1.10) to medical, dental, optical or other such appointments;
    - (b) illness of an Immediate Family member; or

- (c) unforeseen matters which require the presence of the Employee to care for an Immediate Family member who cannot care for themselves.
- (2) Disaster Conditions, not to exceed one (1) day, defined as: natural disasters such as flood, fire or residential emergencies which create a critical condition and require an Employee's personal attention.

Additional leave for Immediate Family Matters and Disaster Conditions may be granted at the discretion of the Manager/Chair.

- (3) Change of Domicile, not to exceed one (1) day, defined as: An Employee who changes place of residence which necessitates the moving of household effects during the Employee's normal work hours. Employees who have provided written notice of resignation are not eligible for this leave.
- (4) Writing Examination(s), not to exceed two (2) days, for course(s) or attending the Employee's graduation.
- (5) Estate Administration, not to exceed one (1) day, for when an Employee has been designated as an executor or administrator of the estate.
- (6) Attendance at a formal hearing to become a Canadian citizen, not to exceed one (1) day.

To accommodate a request for additional leave for any of the above, a short-term Modified or Flexible Hours of Work arrangement, as specified in Article 20.10 or 20.11 or a Leave of Absence without Pay, as specified in Article 23.3, may be arranged with mutual consent of the Employee and the Manager/Chair.

(d) Personal Leave

- (i) Each calendar year an Employee shall be granted two (2) Personal Leave days with pay for discretionary use by the Employee for situations that are not covered elsewhere in this agreement. Personal Leave will be pro-rated for Part-time Employees.
- (ii) Personal Leave day(s) will be allotted January 1. Personal Leave days must be used in the same calendar year as they will not be carried forward or paid out.
- (iii) Personal Leave days shall be reduced to one (1) day for Employees starting on or after July 1.
- (iv) Personal Leave days will not be allotted to Employees starting on or after December 1 of the current year.
- (v) Personal Leave days must be mutually agreed by the Employee and the Manager/Supervisor/Chair and scheduled in advance. Such requests shall not be unreasonably denied.

(e) Attendance at Court Proceedings

An Employee summoned to appear as a witness during court proceedings or to serve jury duty shall be allowed leave with pay but any fee received shall be paid to the University.

### 23.3 LEAVE OF ABSENCE WITHOUT PAY

- (a) Leave of absence may be approved without pay.
  - (i) A leave of absence of two (2) weeks (10 working days) or less may be approved by the

Manager/Chair after an application for such leave has been submitted in writing through the appropriate supervisory channels. If approved, the Manager/Chair will notify the Employee and the Department of Human Resources in writing.

- (ii) An application for a leave of absence for a period longer than ten (10) working days, shall be submitted in writing, through the appropriate supervisory channels to the Manager/Chair for approval by the appropriate Dean/Director. If approved by the Dean/Director, the Manager/Chair will notify the Employee and the Manager of Human Resources in writing.
- (b) Leave of absence may be granted to an Employee when the Employee, Manager/Chair and/or Vice-President agree the request is of sufficient concern to the Employee to warrant disruption to the normal routine of the University.
- (c) A false statement of application for a leave of absence may result in termination.
- (d) An Employee who is unable to return from a leave of absence of less than six months shall notify the University at least two (2) weeks prior to the intended date of return. If the leave of absence exceeds six months, four (4) weeks of prior notice shall be required. In extenuating circumstances, notification will be provided as soon as is possible.
- (e) Where position abolishments are being considered, the University cannot guarantee the position held by an Employee on a Leave of Absence without Pay will not be abolished.
- (f) Service with the University continues to accrue for the duration of the Leave of Absence without Pay, up to a maximum of one (1) year, for the purposes of vacation entitlement and Employee award only. Employees do not accrue actual vacation hours while on Leave of Absence without Pay from the University.

#### 23.4 POLITICAL PARTICIPATION

On approval of the Board, the following conditions shall apply for granting time off to Employees for political participation:

- (a) Municipal

The University endorses full participation at this level, and the Employee's University responsibilities should be rearranged to facilitate this participation; unless, however, the Employee's municipal responsibility becomes so large, i.e. a mayor, then the principles established for the provincial and federal levels should be applied.

- (b) Provincial, Federal

The University again endorses participation at this level. However, due to the increased responsibilities, the Employee must take an unpaid leave of absence. A contract for the Employee's continued responsibility in the University, on a partial basis, may be negotiated at the request of the Employee.

### ARTICLE 24 VACATIONS AND HOLIDAYS

#### 24.1 VACATIONS

- (a) The year on which normal annual vacation entitlements are based is defined as January 1<sup>st</sup> to December 31<sup>st</sup>.
  - (i) Vacation leave accrued during each year shall be taken no later than twelve months after the end of that vacation year.
  - (ii) A total of one year's vacation entitlement may be carried forward to the next vacation year.

- (iii) An Employee and Manager/Supervisor/Chair may by mutual written agreement request that any vacation balance in excess of one year's vacation entitlement as of December 31<sup>st</sup> (see 24.1(a)(ii) above) be carried forward and used up no later than January 31, or it will be paid out on the pay period ending February 28/29<sup>th</sup> of each year.
- (iv) The scheduling of an Employee's vacation must be mutually agreed by the Employee and the Manager/Supervisor/Chair. Such requests shall not be unreasonably denied.
- (v) If a Manager/Supervisor/Chair and an Employee are unable to agree on a mutually satisfactory date to start the Employee's annual vacation, the Manager/Supervisor/Chair shall give the Employee at least 2 weeks' written notice of the date on which the Employee's annual vacation is to start, and the Employee shall take the vacation at that time.

(b) The following schedules will apply from date of hiring:

- (i) Less than one year of service from date of hiring - 1 1/4 working days per month.
- (ii) One year of service and up to 6 years - 15 working days annually.
- (iii) Six years of service completed - 20 working days annually.
- (iv) Fifteen years of service completed - 25 working days annually.
- (v) Twenty-five years of service completed - 30 working days annually.

Effective April 1, 2015, the following schedules will apply:

- (i) Less than one year of service from date of hiring - 1 1/4 working days per month.
- (ii) Two years and up to Four years of completed service - 15 working days annually.
- (iii) Five years and up to Twelve years of completed service - 20 working days annually.
- (iv) Thirteen years and up to Twenty years of completed service - 25 working days annually.
- (v) Twenty-one years of service and up completed - 30 working days annually.

- (c) If one or more paid holidays falls during an Employee's annual vacation period, another day or days shall be taken at a time agreed upon by the Employee and the Employee's immediate supervisor.
- (d) Upon termination of employment, all hours remaining in an Employee's vacation balance will be paid out in full.
- (e) Vacation entitlements shall not be earned during a leave of absence without pay in excess of 30 working days.

## 24.2 PAID HOLIDAYS

- (a) Subject to Provincial and Federal regulations and civic proclamations, the following paid holidays will be observed:

New Year's Day	Heritage Day
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Stampede Parade Morning	

(paid holiday portion is equal to half normal working hours for the day)



and any other holidays designated by the President of the University.

Subject to Article 24.2 (b) Employees shall, in addition to the holidays specified above, be granted the period between December 26 and January 1 as paid Christmas Float Days:

- (i) on December 27, 28, and 29 when Christmas Day falls on a Monday,
  - (ii) on December 27, 28, and 31 when Christmas Day falls on a Tuesday,
  - (iii) on December 27, 30, and 31 when Christmas Day falls on a Wednesday,
  - (iv) on December 29, 30, and 31 when Christmas Day falls on a Thursday or Friday,
  - (v) on December 29, 30, and 31 when Christmas Day falls on a Saturday,
  - (vi) on December 28, 29, and 30 when Christmas Day falls on a Sunday.
- (b) The University President may, subject to operational requirements, designate specified essential services to remain open during one or all of the Christmas Float Days.
- (c) Employees who work in Departments of the University that operate 24 hours a day, 7 days a week and where the scheduling of Employees does not vary as a result of the Christmas break, shall be paid as follows for the Christmas Float Days.
- (i) Hours worked on Christmas Float Days shall be paid at the rate of straight time. In addition, the Employee shall be provided with a day(s) off in lieu as referred to in Article 24.2(e).
  - (ii) Where a Christmas Float Day(s) falls on an Employee's regularly scheduled day(s) off, the Employee shall be entitled to another day (in lieu of the Christmas Float Days(s)) to be taken at a time agreed upon by the Employee and the Employee's immediate supervisor or payment at the Employee's regular rate of pay.
- (d) Employees who work in Departments of the University that operate during the period between December 26 and January 1 and who are scheduled to work on any day(s) during that period, excluding paid holidays, shall be paid at the rate of straight time. In addition the Employee shall be provided with a day(s) off in lieu as referred to in Article 24.2(e). Those Employees who are scheduled to work on paid holidays shall be paid in accordance with Article 25.3(g).
- (e) Paid Holiday on Scheduled Day Off:
- Where a holiday falls on an Employee's scheduled day off, the Employee shall be entitled to another day off (in lieu of that holiday) to be taken at a time agreed upon by the Employee and the Employee's immediate supervisor or payment at the Employee's regular rate of pay.
- (f) Any Employee absent from work on the regularly scheduled work day immediately preceding or immediately following a paid holiday shall not be entitled to pay for such holiday unless the absence was:
- (i) a paid absence;
  - (ii) a leave of absence of not more than five (5) days duration; or
  - (iii) a result of an inactive period for which the Employee received prior authorization.
- (g) Where a paid holiday falls on a Saturday or Sunday, the paid holiday shall be observed on the following Monday.

## ARTICLE 25 PAYMENT OF SALARY AND ALLOWANCES

### 25.1 WEEKEND PREMIUM

- (a) Regular Full-time Employees and Regular Part-time Employees whose regular schedule requires work on a calendar Saturday and/or Sunday shall be paid a weekend premium of one dollar and twenty-five cents per hour for work performed at regular rates on a Saturday and/or Sunday.
- (b) Payment of the weekend premium does not apply to persons who have a flexible hours of work agreement in place.

### 25.2 SHIFT DIFFERENTIAL

- (a) Regular Full-time Employees and Regular Part-time Employees, who are on a shift, shall be eligible for a shift premium of one dollar and twenty-five cents per hour for work performed at regular rates on shifts in which 50% or more of the hours are worked between 4:30 p.m. and 6:00 a.m.
- (b) Payment of the Shift Differential will be paid for only those hours worked between 4:30 p.m. and 6:00 a.m. and does not apply to persons who have a flexible hours of work agreement in place.
- (c) Shift Differential does not apply on Saturdays or Sundays.

### 25.3 OVERTIME

- (a) All overtime to be worked requires the prior approval of the supervisor and the consent of the Employee. Prior to scheduling the overtime, the Employee and the Supervisor/Manager/Chair shall agree to the time to be worked and the method of compensation. The method of compensation may be changed by mutual consent.
- (b) An Employee shall be compensated at straight time if the amount of extra time worked is:
  - (i) one half hour or less in excess of the Employee's normal hours of work in their present position (as per Article 20.1, 20.10 and 20.11);
  - (ii) hours outside of regular position(s) up to the hourly, daily and weekly maximums as outlined in 20.1, 20.10 and 20.11.
- (c) Time worked in excess of normal hours of work in present position (as per Article 20.1) shall be compensated at one and one half (1 ½) times the regular rate except as provided for in Article 20.10, 20.11 and 25.3 (b).

When time worked in excess of the Employee's normal hours of work exceeds three (3) hours, the overtime rate shall be one and one half (1 ½) times the regular rate up to and including three (3) hours, and two (2) times the Employee's regular rate for those hours worked in excess of three (3) hours.

- (d) Notification shall be sent to the Employee and their Supervisor/Manager/Chair by November of each year, indicating the Employee's accrued number of overtime hours.
  - (i) Any balance of an Employee's accrued overtime hours that exist on December 31<sup>st</sup> of each year shall be paid out in full on the pay period ending January 31<sup>st</sup> of the following year.
  - (ii) In extenuating circumstances and upon mutual agreement, the Employee and Manager/Supervisor/Chair may request that the accrued overtime not be paid out in accordance with 25.3 (d)(i) above. If, however, the accrued overtime has not been taken by June 30<sup>th</sup>, it shall be paid out on the pay period ending July 31<sup>st</sup> of each year.
- (e) Part-time Employees working less than the normal hours of full-time employment (as per Article 20.1) and who are required to work longer than their regular daily or weekly hours, shall be paid at the rate of straight time for the hours so worked up to the normal hours for full-time Employees in the working day or week,

after which the overtime provisions of Article 25.3 (c) shall apply.

- (f) An Employee required to work on a normal day(s) off shall be paid at the overtime rate (one and one half (1 ½) times their regular rate) or be granted time off equal to the overtime rate. Time off shall be taken at a time mutually agreed by the Employee and the Employee's supervisor.

When an Employee is required to work on a normal day(s) off, the overtime rate shall be paid at the overtime rate (one and one half (1 ½) their regular rate) or the Employee shall be granted time off equal to the overtime rate. The overtime rate for those hours worked in excess of three (3) hours shall be two (2) times the Employee's regular rate.

- (g) An Employee required to work on a paid holiday shall be paid the regular rate of pay as established by this Agreement, plus one and one half (1 ½) times regular rate of pay for all hours worked up to the equivalent of full normal daily hours and two and one-half (2 ½) times regular rate thereafter or equivalent time off.

An Employee required to work on a paid holiday shall be paid the regular rate of pay as established by this agreement plus the overtime rate of two (2) times the Employee's regular rate for those hours worked in excess of three (3) hours or equivalent time off.

Time off shall be taken at a time mutually acceptable to the Employee and the Employee's supervisor.

#### 25.4 CALL OUT PAY

- (a) When by reason of an emergency, a Full-time Employee is called to work at a time outside the Employee's normal working hours, the Employee shall be compensated as follows:

- (i) If the time worked during the call out forms a continuous period with the Employee's normal working hours, the Employee shall be paid at the applicable overtime rates for the period of the call out and the guaranteed minimum shall not apply.
- (ii) The Employee shall be compensated at the applicable overtime rates for the actual hours worked during the call back and shall be guaranteed a minimum of two (2) hours pay at the overtime rates or the equivalent in time off.

The Employee shall be guaranteed a minimum of three (3) hours pay at the overtime rates or the equivalent in time off. For clarification, the first three (3) hours of call out pay shall be at one and one-half (1 ½) times the Employee's regular rate; only hours worked in excess of three (3) shall be compensated at two (2) times the Employee's regular rate. Compensation for travel time shall be a flat rate of \$20.00.

- (iii) Where an Employee is able to perform the work remotely and is not required to be present at the worksite, compensation shall be a minimum of one-half (1/2) hours pay at the overtime rate. Two (2) or more contacts received within the first thirty (30) minute period will be considered a single call.
- (b) When a call out forms a continuous period with the Employee's normal working hours, the normal working hours shall not be reduced as a result of the call out. The maximum continuous period of work shall not exceed twelve (12) hours. (See Article 20.3)

#### 25.5 SALARY ADMINISTRATION

- (a) Employees shall be paid for work performed at rates of pay no less than those specified in the Salary Schedule and no less than the salary grid for the classification of the position to which the Employee is appointed.
- (b) An Employee registered as an apprentice, as defined by the Apprenticeship and Industry Training Act, shall be paid salary in accordance with the provisions of that Act.
- (c) The salary of an Employee shall be increased annually (except as described in Article 25.6) by one

increment within the pay grade applicable to the class to which the Employee's position is allocated, unless otherwise indicated in the Employee's annual performance evaluation (as per Article 15.8), until the maximum step is reached.

- (d) Where a salary increment provided for under the Agreement is withheld, the salary increment may be granted on any subsequent first day of a month up to six (6) months after the date upon which the increment was withheld.
- (e) Employees shall be paid twice monthly – on the 15th day of the month and on the 3rd to last banking day of the month.

**Note: For further details regarding pay administration see Appendix I.**

#### 25.6 LONG SERVICE INCREMENTS

- (a) Long Service Increment 1 (LSI 1): an Employee who has completed eight (8) consecutive years service at Mount Royal University and has been paid at grid level 7 (seven) during the immediately preceding two years shall be paid at the corresponding pay grid as per Appendix III.
- (b) Long Service Increment 2 (LSI 2): an Employee who has completed ten (10) consecutive years service at Mount Royal University and has received LSI 1 during the immediately preceding two years shall be paid at the corresponding pay grid as per Appendix III.
- (c) Leaves granted under Article 23.1 or the Memorandum of Agreement regarding PARENTAL LEAVE, shall not be deemed to interrupt the progression towards a long service increment.
- (d) Long Service Increments shall be effective on the qualified Employee's anniversary date.

#### 25.7 STANDBY PAY

- (a) When an Employee is scheduled to be immediately available to return to work when not on regular duty, compensation shall be the amount of one-half (1/2) hours pay at the regular rate or the equivalent time in lieu for each four (4) hours on standby or any portion thereof on a day that is not a paid holiday. For standby on a paid holiday, the compensation shall be one (1) hours pay at the regular rate or the equivalent time in lieu for each four (4) hours on standby or any portion thereof.
- (b) When an Employee, while on standby, is unable to report to work when required, no compensation shall be granted for the total standby period.
- (c) When an Employee is called out to work when on standby, compensation shall be pursuant to Clause 25.7 (a) for the hours on standby in addition to compensation pursuant to Article 25.4 for the hours worked on call out.
- (d) Except in cases of emergency, an Employee shall not normally be required to be on standby for three (3) consecutive weekends or two (2) consecutive paid holidays.
- (e) Should the University require an Employee to be on standby for three (3) consecutive weekends, the Employee shall be released from standby duty for a future weekend.
- (f) Where an Employee requests time off in lieu, time off shall be taken at a time mutually acceptable to the Employee and the Employee's supervisor.
- (h) Under normal circumstances and except in cases of emergency, a schedule for standby duty shall be available to Employees at least one (1) month in advance of their being on standby. The standby schedule shall be determined by the Employee's Manager/Supervisor/Chair.

**SALARY SCHEDULE A**  
**7 HOURS/DAY**  
**July 1, 2014 – June 30, 2015**  
**Annual, Semi-monthly, Hourly Rates**  
**24 pay periods/year**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>13</b>	33,808 1408.67 18.50	35,157 1464.88 19.24	36,556 1523.17 20.01	38,016 1584.00 20.81	39,523 1646.79 21.63	41,085 1711.88 22.49	42,699 1779.13 23.37
<b>14</b>	35,157 1464.88 19.24	36,556 1523.17 20.01	38,016 1584.00 20.81	39,523 1646.79 21.63	41,085 1711.88 22.49	42,699 1779.13 23.37	44,430 1851.25 24.32
<b>15</b>	36,556 1523.17 20.01	38,016 1584.00 20.81	39,523 1646.79 21.63	41,085 1711.88 22.49	42,699 1779.13 23.37	44,430 1851.25 24.32	46,210 1925.42 25.29
<b>16</b>	38,016 1584.00 20.81	39,523 1646.79 21.63	41,085 1711.88 22.49	42,699 1779.13 23.37	44,430 1851.25 24.32	46,210 1925.42 25.29	48,040 2001.67 26.29
<b>17</b>	39,523 1646.79 21.63	41,085 1711.88 22.49	42,699 1779.13 23.37	44,430 1851.25 24.32	46,210 1925.42 25.29	48,040 2001.67 26.29	49,979 2082.46 27.35
<b>18</b>	41,085 1711.88 22.49	42,699 1779.13 23.37	44,430 1851.25 24.32	46,210 1925.42 25.29	48,040 2001.67 26.29	49,979 2082.46 27.35	51,974 2165.58 28.45
<b>19</b>	42,699 1779.13 23.37	44,430 1851.25 24.32	46,210 1925.42 25.29	48,040 2001.67 26.29	49,979 2082.46 27.35	51,974 2165.58 28.45	54,074 2253.08 29.60
<b>20</b>	44,430 1851.25 24.32	46,210 1925.42 25.29	48,040 2001.67 26.29	49,979 2082.46 27.35	51,974 2165.58 28.45	54,074 2253.08 29.60	56,234 2343.08 30.78
<b>21</b>	46,210 1925.42 25.29	48,040 2001.67 26.29	49,979 2082.46 27.35	51,974 2165.58 28.45	54,074 2253.08 29.60	56,234 2343.08 30.78	58,492 2437.17 32.01
<b>22</b>	48,040 2001.67 26.29	49,979 2082.46 27.35	51,974 2165.58 28.45	54,074 2253.08 29.60	56,234 2343.08 30.78	58,492 2437.17 32.01	60,811 2533.79 33.28
<b>23</b>	49,979 2082.46 27.35	51,974 2165.58 28.45	54,074 2253.08 29.60	56,234 2343.08 30.78	58,492 2437.17 32.01	60,811 2533.79 33.28	63,236 2634.83 34.61
<b>24</b>	51,974 2165.58 28.45	54,074 2253.08 29.60	56,234 2343.08 30.78	58,492 2437.17 32.01	60,811 2533.79 33.28	63,236 2634.83 34.61	65,770 2740.42 36.00
<b>25</b>	54,074 2253.08 29.60	56,234 2343.08 30.78	58,492 2437.17 32.01	60,811 2533.79 33.28	63,236 2634.83 34.61	65,770 2740.42 36.00	68,409 2850.38 37.44
<b>26</b>	56,234 2343.08 30.78	58,492 2437.17 32.01	60,811 2533.79 33.28	63,236 2634.83 34.61	65,770 2740.42 36.00	68,409 2850.38 37.44	71,154 2964.75 38.94

**SALARY SCHEDULE A**  
**7 HOURS/DAY**  
**July 1, 2014 – June 30, 2015**  
**Annual, Semi-monthly, Hourly Rates**  
**24 pay periods/year**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>27</b>	58,492 2437.17 32.01	60,811 2533.79 33.28	63,236 2634.83 34.61	65,770 2740.42 36.00	68,409 2850.38 37.44	71,154 2964.75 38.94	74,019 3084.13 40.51
<b>28</b>	60,811 2533.79 33.28	63,236 2634.83 34.61	65,770 2740.42 36.00	68,409 2850.38 37.44	71,154 2964.75 38.94	74,019 3084.13 40.51	76,980 3207.50 42.13
<b>29</b>	63,236 2634.83 34.61	65,770 2740.42 36.00	68,409 2850.38 37.44	71,154 2964.75 38.94	74,019 3084.13 40.51	76,980 3207.50 42.13	80,050 3335.42 43.81
<b>30</b>	65,770 2740.42 36.00	68,409 2850.38 37.44	71,154 2964.75 38.94	74,019 3084.13 40.51	76,980 3207.50 42.13	80,050 3335.42 43.81	83,229 3467.88 45.55
<b>31</b>	68,409 2850.38 37.44	71,154 2964.75 38.94	74,019 3084.13 40.51	76,980 3207.50 42.13	80,050 3335.42 43.81	83,229 3467.88 45.55	86,575 3607.29 47.38
<b>32</b>	71,154 2964.75 38.94	74,019 3084.13 40.51	76,980 3207.50 42.13	80,050 3335.42 43.81	83,229 3467.88 45.55	86,575 3607.29 47.38	90,022 3750.92 49.27
<b>33</b>	74,019 3084.13 40.51	76,980 3207.50 42.13	80,050 3335.42 43.81	83,229 3467.88 45.55	86,575 3607.29 47.38	90,022 3750.92 49.27	93,633 3901.38 51.25
<b>34</b>	76,980 3207.50 42.13	80,050 3335.42 43.81	83,229 3467.88 45.55	86,575 3607.29 47.38	90,022 3750.92 49.27	93,633 3901.38 51.25	97,350 4056.25 53.28
<b>35</b>	80,050 3335.42 43.81	83,229 3467.88 45.55	86,575 3607.29 47.38	90,022 3750.92 49.27	93,633 3901.38 51.25	97,350 4056.25 53.28	101,228 4217.83 55.40
<b>36</b>	83,229 3467.88 45.55	86,575 3607.29 47.38	90,022 3750.92 49.27	93,633 3901.38 51.25	97,350 4056.25 53.28	101,228 4217.83 55.40	105,274 4386.42 57.62
<b>37</b>	86,575 3607.29 47.38	90,022 3750.92 49.27	93,633 3901.38 51.25	97,350 4056.25 53.28	101,228 4217.83 55.40	105,274 4386.42 57.62	109,477 4561.54 59.92
<b>38</b>	90,022 3750.92 49.27	93,633 3901.38 51.25	97,350 4056.25 53.28	101,228 4217.83 55.40	105,274 4386.42 57.62	109,477 4561.54 59.92	113,859 4744.13 62.32
<b>39</b>	93,633 3901.38 51.25	97,350 4056.25 53.28	101,228 4217.83 55.40	105,274 4386.42 57.62	109,477 4561.54 59.92	113,859 4744.13 62.32	118,414 4933.92 64.81
<b>40</b>	97,350 4056.25 53.28	101,228 4217.83 55.40	105,274 4386.42 57.62	109,477 4561.54 59.92	113,859 4744.13 62.32	118,414 4933.92 64.81	123,151 5131.29 67.40

**SALARY SCHEDULE A**  
**7 HOURS/DAY**  
**July 1, 2015 – June 30, 2016**  
**Annual, Semi-monthly, Hourly Rates**  
**24 pay periods/year**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>13</b>	34,569 1440.38 18.92	35,949 1497.88 19.68	37,379 1557.46 20.46	38,872 1619.67 21.28	40,413 1683.88 22.12	42,010 1750.42 22.99	43,660 1819.17 23.90
<b>14</b>	35,949 1497.88 19.68	37,379 1557.46 20.46	38,872 1619.67 21.28	40,413 1683.88 22.12	42,010 1750.42 22.99	43,660 1819.17 23.90	45,430 1892.92 24.86
<b>15</b>	37,379 1557.46 20.46	38,872 1619.67 21.28	40,413 1683.88 22.12	42,010 1750.42 22.99	43,660 1819.17 23.90	45,430 1892.92 24.86	47,250 1968.75 25.86
<b>16</b>	38,872 1619.67 21.28	40,413 1683.88 22.12	42,010 1750.42 22.99	43,660 1819.17 23.90	45,430 1892.92 24.86	47,250 1968.75 25.86	49,121 2046.71 26.88
<b>17</b>	40,413 1683.88 22.12	42,010 1750.42 22.99	43,660 1819.17 23.90	45,430 1892.92 24.86	47,250 1968.75 25.86	49,121 2046.71 26.88	51,104 2129.33 27.97
<b>18</b>	42,010 1750.42 22.99	43,660 1819.17 23.90	45,430 1892.92 24.86	47,250 1968.75 25.86	49,121 2046.71 26.88	51,104 2129.33 27.97	53,144 2214.33 29.09
<b>19</b>	43,660 1819.17 23.90	45,430 1892.92 24.86	47,250 1968.75 25.86	49,121 2046.71 26.88	51,104 2129.33 27.97	53,144 2214.33 29.09	55,291 2303.79 30.26
<b>20</b>	45,430 1892.92 24.86	47,250 1968.75 25.86	49,121 2046.71 26.88	51,104 2129.33 27.97	53,144 2214.33 29.09	55,291 2303.79 30.26	57,500 2395.83 31.47
<b>21</b>	47,250 1968.75 25.86	49,121 2046.71 26.88	51,104 2129.33 27.97	53,144 2214.33 29.09	55,291 2303.79 30.26	57,500 2395.83 31.47	59,809 2492.04 32.73
<b>22</b>	49,121 2046.71 26.88	51,104 2129.33 27.97	53,144 2214.33 29.09	55,291 2303.79 30.26	57,500 2395.83 31.47	59,809 2492.04 32.73	62,180 2590.83 34.03
<b>23</b>	51,104 2129.33 27.97	53,144 2214.33 29.09	55,291 2303.79 30.26	57,500 2395.83 31.47	59,809 2492.04 32.73	62,180 2590.83 34.03	64,659 2694.13 35.39
<b>24</b>	53,144 2214.33 29.09	55,291 2303.79 30.26	57,500 2395.83 31.47	59,809 2492.04 32.73	62,180 2590.83 34.03	64,659 2694.13 35.39	67,250 2802.08 36.81
<b>25</b>	55,291 2303.79 30.26	57,500 2395.83 31.47	59,809 2492.04 32.73	62,180 2590.83 34.03	64,659 2694.13 35.39	67,250 2802.08 36.81	69,949 2914.54 38.28
<b>26</b>	57,500 2395.83 31.47	59,809 2492.04 32.73	62,180 2590.83 34.03	64,659 2694.13 35.39	67,250 2802.08 36.81	69,949 2914.54 38.28	72,755 3031.46 39.82

**SALARY SCHEDULE A**  
**7 HOURS/DAY**  
**July 1, 2015 – June 30, 2016**  
**Annual, Semi-monthly, Hourly Rates**  
**24 pay periods/year**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>27</b>	59,809 2492.04 32.73	62,180 2590.83 34.03	64,659 2694.13 35.39	67,250 2802.08 36.81	69,949 2914.54 38.28	72,755 3031.46 39.82	75,685 3153.54 41.42
<b>28</b>	62,180 2590.83 34.03	64,659 2694.13 35.39	67,250 2802.08 36.81	69,949 2914.54 38.28	72,755 3031.46 39.82	75,685 3153.54 41.42	78,713 3279.71 43.08
<b>29</b>	64,659 2694.13 35.39	67,250 2802.08 36.81	69,949 2914.54 38.28	72,755 3031.46 39.82	75,685 3153.54 41.42	78,713 3279.71 43.08	81,852 3410.50 44.80
<b>30</b>	67,250 2802.08 36.81	69,949 2914.54 38.28	72,755 3031.46 39.82	75,685 3153.54 41.42	78,713 3279.71 43.08	81,852 3410.50 44.80	85,102 3545.92 46.58
<b>31</b>	69,949 2914.54 38.28	72,755 3031.46 39.82	75,685 3153.54 41.42	78,713 3279.71 43.08	81,852 3410.50 44.80	85,102 3545.92 46.58	88,523 3688.46 48.45
<b>32</b>	72,755 3031.46 39.82	75,685 3153.54 41.42	78,713 3279.71 43.08	81,852 3410.50 44.80	85,102 3545.92 46.58	88,523 3688.46 48.45	92,048 3835.33 50.38
<b>33</b>	75,685 3153.54 41.42	78,713 3279.71 43.08	81,852 3410.50 44.80	85,102 3545.92 46.58	88,523 3688.46 48.45	92,048 3835.33 50.38	95,740 3989.17 52.40
<b>34</b>	78,713 3279.71 43.08	81,852 3410.50 44.80	85,102 3545.92 46.58	88,523 3688.46 48.45	92,048 3835.33 50.38	95,740 3989.17 52.40	99,541 4147.54 54.48
<b>35</b>	81,852 3410.50 44.80	85,102 3545.92 46.58	88,523 3688.46 48.45	92,048 3835.33 50.38	95,740 3989.17 52.40	99,541 4147.54 54.48	103,506 4312.75 56.65
<b>36</b>	85,102 3545.92 46.58	88,523 3688.46 48.45	92,048 3835.33 50.38	95,740 3989.17 52.40	99,541 4147.54 54.48	103,506 4312.75 56.65	107,643 4485.13 58.91
<b>37</b>	88,523 3688.46 48.45	92,048 3835.33 50.38	95,740 3989.17 52.40	99,541 4147.54 54.48	103,506 4312.75 56.65	107,643 4485.13 58.91	111,941 4664.21 61.27
<b>38</b>	92,048 3835.33 50.38	95,740 3989.17 52.40	99,541 4147.54 54.48	103,506 4312.75 56.65	107,643 4485.13 58.91	111,941 4664.21 61.27	116,421 4850.88 63.72
<b>39</b>	95,740 3989.17 52.40	99,541 4147.54 54.48	103,506 4312.75 56.65	107,643 4485.13 58.91	111,941 4664.21 61.27	116,421 4850.88 63.72	121,079 5044.96 66.27
<b>40</b>	99,541 4147.54 54.48	103,506 4312.75 56.65	107,643 4485.13 58.91	111,941 4664.21 61.27	116,421 4850.88 63.72	121,079 5044.96 66.27	125,922 5246.75 68.92



**SALARY SCHEDULE A**  
**7 HOURS/DAY**  
**July 1, 2016 – June 30, 2017**  
**Annual, Semi-monthly, Hourly Rates**  
**24 pay periods/year**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>13</b>	35,434 1476.42 19.39	36,848 1535.33 20.17	38,314 1596.42 20.97	39,844 1660.17 21.81	41,424 1726.00 22.67	43,061 1794.21 23.57	44,752 1864.67 24.49
<b>14</b>	36,848 1535.33 20.17	38,314 1596.42 20.97	39,844 1660.17 21.81	41,424 1726.00 22.67	43,061 1794.21 23.57	44,752 1864.67 24.49	46,566 1940.25 25.49
<b>15</b>	38,314 1596.42 20.97	39,844 1660.17 21.81	41,424 1726.00 22.67	43,061 1794.21 23.57	44,752 1864.67 24.49	46,566 1940.25 25.49	48,432 2018.00 26.51
<b>16</b>	39,844 1660.17 21.81	41,424 1726.00 22.67	43,061 1794.21 23.57	44,752 1864.67 24.49	46,566 1940.25 25.49	48,432 2018.00 26.51	50,350 2097.92 27.56
<b>17</b>	41,424 1726.00 22.67	43,061 1794.21 23.57	44,752 1864.67 24.49	46,566 1940.25 25.49	48,432 2018.00 26.51	50,350 2097.92 27.56	52,382 2182.58 28.67
<b>18</b>	43,061 1794.21 23.57	44,752 1864.67 24.49	46,566 1940.25 25.49	48,432 2018.00 26.51	50,350 2097.92 27.56	52,382 2182.58 28.67	54,473 2269.71 29.81
<b>19</b>	44,752 1864.67 24.49	46,566 1940.25 25.49	48,432 2018.00 26.51	50,350 2097.92 27.56	52,382 2182.58 28.67	54,473 2269.71 29.81	56,674 2361.42 31.02
<b>20</b>	46,566 1940.25 25.49	48,432 2018.00 26.51	50,350 2097.92 27.56	52,382 2182.58 28.67	54,473 2269.71 29.81	56,674 2361.42 31.02	58,938 2455.75 32.26
<b>21</b>	48,432 2018.00 26.51	50,350 2097.92 27.56	52,382 2182.58 28.67	54,473 2269.71 29.81	56,674 2361.42 31.02	58,938 2455.75 32.26	61,305 2554.38 33.55
<b>22</b>	50,350 2097.92 27.56	52,382 2182.58 28.67	54,473 2269.71 29.81	56,674 2361.42 31.02	58,938 2455.75 32.26	61,305 2554.38 33.55	63,735 2655.63 34.88
<b>23</b>	52,382 2182.58 28.67	54,473 2269.71 29.81	56,674 2361.42 31.02	58,938 2455.75 32.26	61,305 2554.38 33.55	63,735 2655.63 34.88	66,276 2761.50 36.27
<b>24</b>	54,473 2269.71 29.81	56,674 2361.42 31.02	58,938 2455.75 32.26	61,305 2554.38 33.55	63,735 2655.63 34.88	66,276 2761.50 36.27	68,932 2872.17 37.73
<b>25</b>	56,674 2361.42 31.02	58,938 2455.75 32.26	61,305 2554.38 33.55	63,735 2655.63 34.88	66,276 2761.50 36.27	68,932 2872.17 37.73	71,698 2987.42 39.24
<b>26</b>	58,938 2455.75 32.26	61,305 2554.38 33.55	63,735 2655.63 34.88	66,276 2761.50 36.27	68,932 2872.17 37.73	71,698 2987.42 39.24	74,574 3107.25 40.82

**SALARY SCHEDULE A**  
**7 HOURS/DAY**  
**July 1, 2016 – June 30, 2017**  
**Annual, Semi-monthly, Hourly Rates**  
**24 pay periods/year**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>27</b>	61,305 2554.38 33.55	63,735 2655.63 34.88	66,276 2761.50 36.27	68,932 2872.17 37.73	71,698 2987.42 39.24	74,574 3107.25 40.82	77,578 3232.42 42.46
<b>28</b>	63,735 2655.63 34.88	66,276 2761.50 36.27	68,932 2872.17 37.73	71,698 2987.42 39.24	74,574 3107.25 40.82	77,578 3232.42 42.46	80,681 3361.71 44.16
<b>29</b>	66,276 2761.50 36.27	68,932 2872.17 37.73	71,698 2987.42 39.24	74,574 3107.25 40.82	77,578 3232.42 42.46	80,681 3361.71 44.16	83,899 3495.79 45.92
<b>30</b>	68,932 2872.17 37.73	71,698 2987.42 39.24	74,574 3107.25 40.82	77,578 3232.42 42.46	80,681 3361.71 44.16	83,899 3495.79 45.92	87,230 3634.58 47.74
<b>31</b>	71,698 2987.42 39.24	74,574 3107.25 40.82	77,578 3232.42 42.46	80,681 3361.71 44.16	83,899 3495.79 45.92	87,230 3634.58 47.74	90,737 3780.71 49.66
<b>32</b>	74,574 3107.25 40.82	77,578 3232.42 42.46	80,681 3361.71 44.16	83,899 3495.79 45.92	87,230 3634.58 47.74	90,737 3780.71 49.66	94,350 3931.25 51.64
<b>33</b>	77,578 3232.42 42.46	80,681 3361.71 44.16	83,899 3495.79 45.92	87,230 3634.58 47.74	90,737 3780.71 49.66	94,350 3931.25 51.64	98,134 4088.92 53.71
<b>34</b>	80,681 3361.71 44.16	83,899 3495.79 45.92	87,230 3634.58 47.74	90,737 3780.71 49.66	94,350 3931.25 51.64	98,134 4088.92 53.71	102,030 4251.25 55.84
<b>35</b>	83,899 3495.79 45.92	87,230 3634.58 47.74	90,737 3780.71 49.66	94,350 3931.25 51.64	98,134 4088.92 53.71	102,030 4251.25 55.84	106,094 4420.58 58.07
<b>36</b>	87,230 3634.58 47.74	90,737 3780.71 49.66	94,350 3931.25 51.64	98,134 4088.92 53.71	102,030 4251.25 55.84	106,094 4420.58 58.07	110,335 4597.29 60.39
<b>37</b>	90,737 3780.71 49.66	94,350 3931.25 51.64	98,134 4088.92 53.71	102,030 4251.25 55.84	106,094 4420.58 58.07	110,335 4597.29 60.39	114,740 4780.83 62.80
<b>38</b>	94,350 3931.25 51.64	98,134 4088.92 53.71	102,030 4251.25 55.84	106,094 4420.58 58.07	110,335 4597.29 60.39	114,740 4780.83 62.80	119,332 4972.17 65.31
<b>39</b>	98,134 4088.92 53.71	102,030 4251.25 55.84	106,094 4420.58 58.07	110,335 4597.29 60.39	114,740 4780.83 62.80	119,332 4972.17 65.31	124,106 5171.08 67.92
<b>40</b>	102,030 4251.25 55.84	106,094 4420.58 58.07	110,335 4597.29 60.39	114,740 4780.83 62.80	119,332 4972.17 65.31	124,106 5171.08 67.92	129,071 5377.96 70.64

**SALARY SCHEDULE B**  
**7.5 HOURS/DAY**  
**July 1, 2014 – June 30, 2015**  
**Annual, Semi-Monthly, Hourly Rates**  
**24 pay periods/year**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>13</b>	33,808 1408.67 17.27	35,157 1464.88 17.96	36,556 1523.17 18.68	38,016 1584.00 19.42	39,523 1646.79 20.19	41,085 1711.88 20.99	42,699 1779.13 21.81
<b>14</b>	35,157 1464.88 17.96	36,556 1523.17 18.68	38,016 1584.00 19.42	39,523 1646.79 20.19	41,085 1711.88 20.99	42,699 1779.13 21.81	44,430 1851.25 22.70
<b>15</b>	36,556 1523.17 18.68	38,016 1584.00 19.42	39,523 1646.79 20.19	41,085 1711.88 20.99	42,699 1779.13 21.81	44,430 1851.25 22.70	46,210 1925.42 23.61
<b>16</b>	38,016 1584.00 19.42	39,523 1646.79 20.19	41,085 1711.88 20.99	42,699 1779.13 21.81	44,430 1851.25 22.70	46,210 1925.42 23.61	48,040 2001.67 24.54
<b>17</b>	39,523 1646.79 20.19	41,085 1711.88 20.99	42,699 1779.13 21.81	44,430 1851.25 22.70	46,210 1925.42 23.61	48,040 2001.67 24.54	49,979 2082.46 25.53
<b>18</b>	41,085 1711.88 20.99	42,699 1779.13 21.81	44,430 1851.25 22.70	46,210 1925.42 23.61	48,040 2001.67 24.54	49,979 2082.46 25.53	51,974 2165.58 26.55
<b>19</b>	42,699 1779.13 21.81	44,430 1851.25 22.70	46,210 1925.42 23.61	48,040 2001.67 24.54	49,979 2082.46 25.53	51,974 2165.58 26.55	54,074 2253.08 27.62
<b>20</b>	44,430 1851.25 22.70	46,210 1925.42 23.61	48,040 2001.67 24.54	49,979 2082.46 25.53	51,974 2165.58 26.55	54,074 2253.08 27.62	56,234 2343.08 28.73
<b>21</b>	46,210 1925.42 23.61	48,040 2001.67 24.54	49,979 2082.46 25.53	51,974 2165.58 26.55	54,074 2253.08 27.62	56,234 2343.08 28.73	58,492 2437.17 29.88
<b>22</b>	48,040 2001.67 24.54	49,979 2082.46 25.53	51,974 2165.58 26.55	54,074 2253.08 27.62	56,234 2343.08 28.73	58,492 2437.17 29.88	60,811 2533.79 31.07
<b>23</b>	49,979 2082.46 25.53	51,974 2165.58 26.55	54,074 2253.08 27.62	56,234 2343.08 28.73	58,492 2437.17 29.88	60,811 2533.79 31.07	63,236 2634.83 32.31
<b>24</b>	51,974 2165.58 26.55	54,074 2253.08 27.62	56,234 2343.08 28.73	58,492 2437.17 29.88	60,811 2533.79 31.07	63,236 2634.83 32.31	65,770 2740.42 33.60
<b>25</b>	54,074 2253.08 27.62	56,234 2343.08 28.73	58,492 2437.17 29.88	60,811 2533.79 31.07	63,236 2634.83 32.31	65,770 2740.42 33.60	68,409 2850.38 34.95
<b>26</b>	56,234 2343.08 28.73	58,492 2437.17 29.88	60,811 2533.79 31.07	63,236 2634.83 32.31	65,770 2740.42 33.60	68,409 2850.38 34.95	71,154 2964.75 36.35
<b>27</b>	58,492 2437.17 29.88	60,811 2533.79 31.07	63,236 2634.83 32.31	65,770 2740.42 33.60	68,409 2850.38 34.95	71,154 2964.75 36.35	74,019 3084.13 37.81

**SALARY SCHEDULE B**  
**7.5 HOURS/DAY**  
**July 1, 2014 – June 30, 2015**  
**Annual, Semi-Monthly, Hourly Rates**  
**24 pay periods/year**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>28</b>	60,811	63,236	65,770	68,409	71,154	74,019	76,980
	2533.79	2634.83	2740.42	2850.38	2964.75	3084.13	3207.50
	31.07	32.31	33.60	34.95	36.35	37.81	39.33
<b>29</b>	63,236	65,770	68,409	71,154	74,019	76,980	80,050
	2634.83	2740.42	2850.38	2964.75	3084.13	3207.50	3335.42
	32.31	33.60	34.95	36.35	37.81	39.33	40.90
<b>30</b>	65,770	68,409	71,154	74,019	76,980	80,050	83,229
	2740.42	2850.38	2964.75	3084.13	3207.50	3335.42	3467.88
	33.60	34.95	36.35	37.81	39.33	40.90	42.52
<b>31</b>	68,409	71,154	74,019	76,980	80,050	83,229	86,575
	2850.38	2964.75	3084.13	3207.50	3335.42	3467.88	3607.29
	34.95	36.35	37.81	39.33	40.90	42.52	44.23
<b>32</b>	71,154	74,019	76,980	80,050	83,229	86,575	90,022
	2964.75	3084.13	3207.50	3335.42	3467.88	3607.29	3750.92
	36.35	37.81	39.33	40.90	42.52	44.23	45.99

**SALARY SCHEDULE B**  
**7.5 HOURS/DAY**  
**July 1, 2015 – June 30, 2016**  
**Annual, Semi-Monthly, Hourly Rates**  
**24 pay periods/year**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>13</b>	34,569 1440.38 17.66	35,949 1497.88 18.37	37,379 1557.46 19.10	38,872 1619.67 19.86	40,413 1683.88 20.65	42,010 1750.42 21.46	43,660 1819.17 22.30
<b>14</b>	35,949 1497.88 18.37	37,379 1557.46 19.10	38,872 1619.67 19.86	40,413 1683.88 20.65	42,010 1750.42 21.46	43,660 1819.17 22.30	45,430 1892.92 23.21
<b>15</b>	37,379 1557.46 19.10	38,872 1619.67 19.86	40,413 1683.88 20.65	42,010 1750.42 21.46	43,660 1819.17 22.30	45,430 1892.92 23.21	47,250 1968.75 24.14
<b>16</b>	38,872 1619.67 19.86	40,413 1683.88 20.65	42,010 1750.42 21.46	43,660 1819.17 22.30	45,430 1892.92 23.21	47,250 1968.75 24.14	49,121 2046.71 25.09
<b>17</b>	40,413 1683.88 20.65	42,010 1750.42 21.46	43,660 1819.17 22.30	45,430 1892.92 23.21	47,250 1968.75 24.14	49,121 2046.71 25.09	51,104 2129.33 26.11
<b>18</b>	42,010 1750.42 21.46	43,660 1819.17 22.30	45,430 1892.92 23.21	47,250 1968.75 24.14	49,121 2046.71 25.09	51,104 2129.33 26.11	53,144 2214.33 27.15
<b>19</b>	43,660 1819.17 22.30	45,430 1892.92 23.21	47,250 1968.75 24.14	49,121 2046.71 25.09	51,104 2129.33 26.11	53,144 2214.33 27.15	55,291 2303.79 28.25
<b>20</b>	45,430 1892.92 23.21	47,250 1968.75 24.14	49,121 2046.71 25.09	51,104 2129.33 26.11	53,144 2214.33 27.15	55,291 2303.79 28.25	57,500 2395.83 29.38
<b>21</b>	47,250 1968.75 24.14	49,121 2046.71 25.09	51,104 2129.33 26.11	53,144 2214.33 27.15	55,291 2303.79 28.25	57,500 2395.83 29.38	59,809 2492.04 30.55
<b>22</b>	49,121 2046.71 25.09	51,104 2129.33 26.11	53,144 2214.33 27.15	55,291 2303.79 28.25	57,500 2395.83 29.38	59,809 2492.04 30.55	62,180 2590.83 31.77
<b>23</b>	51,104 2129.33 26.11	53,144 2214.33 27.15	55,291 2303.79 28.25	57,500 2395.83 29.38	59,809 2492.04 30.55	62,180 2590.83 31.77	64,659 2694.13 33.03
<b>24</b>	53,144 2214.33 27.15	55,291 2303.79 28.25	57,500 2395.83 29.38	59,809 2492.04 30.55	62,180 2590.83 31.77	64,659 2694.13 33.03	67,250 2802.08 34.36
<b>25</b>	55,291 2303.79 28.25	57,500 2395.83 29.38	59,809 2492.04 30.55	62,180 2590.83 31.77	64,659 2694.13 33.03	67,250 2802.08 34.36	69,949 2914.54 35.73
<b>26</b>	57,500 2395.83 29.38	59,809 2492.04 30.55	62,180 2590.83 31.77	64,659 2694.13 33.03	67,250 2802.08 34.36	69,949 2914.54 35.73	72,755 3031.46 37.17
<b>27</b>	59,809 2492.04 30.55	62,180 2590.83 31.77	64,659 2694.13 33.03	67,250 2802.08 34.36	69,949 2914.54 35.73	72,755 3031.46 37.17	75,685 3153.54 38.67

**SALARY SCHEDULE B**  
**7.5 HOURS/DAY**  
**July 1, 2015 – June 30, 2016**  
**Annual, Semi-monthly, Hourly Rates**  
**24 pay periods/year**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>28</b>	62,180 2590.83 31.77	64,659 2694.13 33.03	67,250 2802.08 34.36	69,949 2914.54 35.73	72,755 3031.46 37.17	75,685 3153.54 38.67	78,713 3279.71 40.21
<b>29</b>	64,659 2694.13 33.03	67,250 2802.08 34.36	69,949 2914.54 35.73	72,755 3031.46 37.17	75,685 3153.54 38.67	78,713 3279.71 40.21	81,852 3410.50 41.82
<b>30</b>	67,250 2802.08 34.36	69,949 2914.54 35.73	72,755 3031.46 37.17	75,685 3153.54 38.67	78,713 3279.71 40.21	81,852 3410.50 41.82	85,102 3545.92 43.48
<b>31</b>	69,949 2914.54 35.73	72,755 3031.46 37.17	75,685 3153.54 38.67	78,713 3279.71 40.21	81,852 3410.50 41.82	85,102 3545.92 43.48	88,523 3688.46 45.22
<b>32</b>	72,755 3031.46 37.17	75,685 3153.54 38.67	78,713 3279.71 40.21	81,852 3410.50 41.82	85,102 3545.92 43.48	88,523 3688.46 45.22	92,048 3835.33 47.02

**SALARY SCHEDULE B**  
**7.5 HOURS/DAY**  
**July 1, 2016 – June 30, 2017**  
**Annual, Semi-Monthly, Hourly Rates**  
**24 pay periods/year**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>13</b>	35,434 1476.42 18.10	36,848 1535.33 18.82	38,314 1596.42 19.57	39,844 1660.17 20.36	41,424 1726.00 21.16	43,061 1794.21 22.00	44,752 1864.67 22.86
<b>14</b>	36,848 1535.33 18.82	38,314 1596.42 19.57	39,844 1660.17 20.36	41,424 1726.00 21.16	43,061 1794.21 22.00	44,752 1864.67 22.86	46,566 1940.25 23.79
<b>15</b>	38,314 1596.42 19.57	39,844 1660.17 20.36	41,424 1726.00 21.16	43,061 1794.21 22.00	44,752 1864.67 22.86	46,566 1940.25 23.79	48,432 2018.00 24.74
<b>16</b>	39,844 1660.17 20.36	41,424 1726.00 21.16	43,061 1794.21 22.00	44,752 1864.67 22.86	46,566 1940.25 23.79	48,432 2018.00 24.74	50,350 2097.92 25.72
<b>17</b>	41,424 1726.00 21.16	43,061 1794.21 22.00	44,752 1864.67 22.86	46,566 1940.25 23.79	48,432 2018.00 24.74	50,350 2097.92 25.72	52,382 2182.58 26.76
<b>18</b>	43,061 1794.21 22.00	44,752 1864.67 22.86	46,566 1940.25 23.79	48,432 2018.00 24.74	50,350 2097.92 25.72	52,382 2182.58 26.76	54,473 2269.71 27.83
<b>19</b>	44,752 1864.67 22.86	46,566 1940.25 23.79	48,432 2018.00 24.74	50,350 2097.92 25.72	52,382 2182.58 26.76	54,473 2269.71 27.83	56,674 2361.42 28.95
<b>20</b>	46,566 1940.25 23.79	48,432 2018.00 24.74	50,350 2097.92 25.72	52,382 2182.58 26.76	54,473 2269.71 27.83	56,674 2361.42 28.95	58,938 2455.75 30.11
<b>21</b>	48,432 2018.00 24.74	50,350 2097.92 25.72	52,382 2182.58 26.76	54,473 2269.71 27.83	56,674 2361.42 28.95	58,938 2455.75 30.11	61,305 2554.38 31.32
<b>22</b>	50,350 2097.92 25.72	52,382 2182.58 26.76	54,473 2269.71 27.83	56,674 2361.42 28.95	58,938 2455.75 30.11	61,305 2554.38 31.32	63,735 2655.63 32.56
<b>23</b>	52,382 2182.58 26.76	54,473 2269.71 27.83	56,674 2361.42 28.95	58,938 2455.75 30.11	61,305 2554.38 31.32	63,735 2655.63 32.56	66,276 2761.50 33.86
<b>24</b>	54,473 2269.71 27.83	56,674 2361.42 28.95	58,938 2455.75 30.11	61,305 2554.38 31.32	63,735 2655.63 32.56	66,276 2761.50 33.86	68,932 2872.17 35.22
<b>25</b>	56,674 2361.42 28.95	58,938 2455.75 30.11	61,305 2554.38 31.32	63,735 2655.63 32.56	66,276 2761.50 33.86	68,932 2872.17 35.22	71,698 2987.42 36.63
<b>26</b>	58,938 2455.75 30.11	61,305 2554.38 31.32	63,735 2655.63 32.56	66,276 2761.50 33.86	68,932 2872.17 35.22	71,698 2987.42 36.63	74,574 3107.25 38.10
<b>27</b>	61,305 2554.38 31.32	63,735 2655.63 32.56	66,276 2761.50 33.86	68,932 2872.17 35.22	71,698 2987.42 36.63	74,574 3107.25 38.10	77,578 3232.42 39.63

**SALARY SCHEDULE B**  
**7.5 HOURS/DAY**  
**July 1, 2016 – June 30, 2017**  
**Annual, Semi-monthly, Hourly Rates**  
**24 pay periods/year**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>28</b>	63,735 2655.63 32.56	66,276 2761.50 33.86	68,932 2872.17 35.22	71,698 2987.42 36.63	74,574 3107.25 38.10	77,578 3232.42 39.63	80,681 3361.71 41.22
<b>29</b>	66,276 2761.50 33.86	68,932 2872.17 35.22	71,698 2987.42 36.63	74,574 3107.25 38.10	77,578 3232.42 39.63	80,681 3361.71 41.22	83,899 3495.79 42.86
<b>30</b>	68,932 2872.17 35.22	71,698 2987.42 36.63	74,574 3107.25 38.10	77,578 3232.42 39.63	80,681 3361.71 41.22	83,899 3495.79 42.86	87,230 3634.58 44.56
<b>31</b>	71,698 2987.42 36.63	74,574 3107.25 38.10	77,578 3232.42 39.63	80,681 3361.71 41.22	83,899 3495.79 42.86	87,230 3634.58 44.56	90,737 3780.71 46.35
<b>32</b>	74,574 3107.25 38.10	77,578 3232.42 39.63	80,681 3361.71 41.22	83,899 3495.79 42.86	87,230 3634.58 44.56	90,737 3780.71 46.35	94,350 3931.25 48.20



## **ARTICLE 26 ACTING INCUMBENT**

Acting Incumbency Pay and Acting Appointments are intended to be temporary in nature and shall not exceed twelve (12) months in duration. Extensions beyond 12 months to Acting Incumbency Pay and Acting Appointments can occur with agreement from the Association.

### **26.1 ACTING INCUMBENCY PAY**

To be eligible for Acting Incumbency Pay, an Employee shall be required to perform the principal duties of the higher position for a minimum of four (4) consecutive work days, during which time the Employee may also be required to perform some of the duties of the Employee's regular position. On completion of the minimum four (4) day qualifying period for Acting Incumbency Pay, an Employee shall be paid for the total period of Acting Incumbency Pay including the four (4) day qualifying period.

- (a) Acting Incumbency Pay shall not apply in situations where an Employee is required to perform additional limited duties.
- (b) When an Employee qualifies for Acting Incumbency Pay, the Employee shall receive regular salary, plus a premium of five percent (5%) of the Employee's regular salary, or the minimum salary for the classification of the higher position, whichever is greater.

### **26.2 ACTING APPOINTMENT**

An Acting Appointment will occur when an Employee is temporarily assigned by the appropriate Manager/Chair to assume full responsibilities of a vacant position in a higher classification. During the Acting Appointment, the Employee will vacate the original position.

- (a) During an Acting Appointment, the Employee shall receive the lesser of:
  - (i) the Employee's regular salary, plus a premium of five percent (5%) of the Employee's regular salary; or
  - (ii) the salary equivalent to what the Employee would receive if placed permanently in the higher classified position.
- (b) An Employee in an Acting Appointment shall be able to return to the original position, subject to operational requirements. An Employee may request a return to the original position prior to the anticipated end of the Acting Appointment with one (1) month's notice.
- (c) The Employee shall be entitled to refuse an Acting Appointment without jeopardizing current employment, except in cases where operational necessities and/or statutory requirements for the University will not be met. There must be discussion between the Manager/Director and Employee.
- (d) Upon returning to the original position, the Employee shall have the salary adjusted to that which would have been in effect if the Employee had continuously occupied the original position.

## **ARTICLE 27 BENEFITS AND INSURANCE**

- 27.1 (a) The University shall administer the following benefits, subject to the terms and conditions of the applicable contracts, and/or government regulations: extended health care; a Health Care Spending Account of \$835.00 for full-time Employees, and \$500 for part-time Employees; dental care; life insurance including accidental death and dismemberment; long term disability insurance. The Carrier for benefits other than Local Authority Pension Plan shall be selected in consultation between the University and the Association.
- (b) The University shall deduct the monthly contributions from the salary of any Employee who is a member of a plan, and shall remit same to the appropriate company or companies.

- (c) The total cost of benefit premiums for dental and extended health care shall be shared between the University and Mount Royal Staff Association members.
  - (i) The total contribution of an individual member shall not exceed 50% of the total cost of the dental premium and 25% of the total cost of the extended health care premium.
- (d) The total cost of the Health Care Spending Account is paid by the University.
- (e) The total cost of benefit premiums for life insurance, including accidental death and dismemberment shall be paid 100% by the University.
- (f) Employees shall participate in a group long term disability insurance plan. The contributions by all Employees shall always be an amount to cover one hundred percent (100%) of the cost of the long term disability premium.
- (g) Employees shall participate in the Local Authorities Pension Plan as per Policy #950-6. For details of this Policy please see MyMRU or contact your HR Consultant or MRSA representative.

27.2 Should an Employee commence a leave of absence for a period of one (1) to twelve (12) months the Employee may continue extended health care, dental, life insurance including accidental death and dismemberment and long term disability benefits subject to the provisions of the Carrier. If the Employee exercises the option to continue any of these benefits, the Employee shall be responsible for 100% of the premium prepaid for the period of the absence, except that an Employee on maternity leave shall not be required to prepay the employer's share of premiums for that part of the absence during which the Employee is receiving salary from the University.

27.3 Employees and former Full-time Employees who have retired from the University shall be entitled to receive a recreation membership free of charge which entitles them to the use of recreation facilities and equipment as determined by the regulations and policies governing Mount Royal Recreation.

## **ARTICLE 28 EDUCATION, DEVELOPMENT AND TRAINING**

28.1 Mount Royal University values career development for Employees. In support of this value, Supervisors/Managers/Chairs are encouraged to discuss opportunities with Employees which would enhance the Employee's career development plans while providing value to the unit and to the institution in achieving its goals. This may include, but is not limited to, education and professional/personal development opportunities for Employees.

Regardless of whether the Employee is eligible for or receives funding as outlined in this Article, Employees who have received approval from their Supervisor/Manager/Chair to attend educational, professional/personal development training or equivalent during normal working hours, may be supported through alternate work arrangements or leave with pay as agreed upon by their Supervisor/Manager/Chair.

The Board will provide an annual grant for the purpose of reimbursing the tuition/fees paid by MRSA members for professional and personal development activities as described below in Article 28.3 and 28.4. Probationary Employees new to the institution are not eligible for these funds.

- (a) Employees who are required by a Supervisor/Manager/Chair to attend educational, professional/personal development training or equivalent outside of regularly scheduled working hours or on a regularly scheduled day off shall be granted equivalent time off in lieu.

28.2 Funding for the combined sum of \$95,000 as described below will be allocated via the Education, Development and Training Committee (EDT) policies to ensure an equitable and fair distribution of funds to Association members as per the guidelines established by the EDT Joint Committee outlined in Article 28.5. To receive 100% of the annual grant, the Association shall provide a final report regarding the allocation of funds to the Department of Human Resources each year. Any unused portion shall be retained by the Association EDT Committee for future educational assistance purposes.

### 28.3 Professional Development

- (a) To support professional development, the Board will provide an annual grant of \$70,000 for the purpose of Employee education, professional development and training. Eligible education and professional development activities may include:
  - (i) post-secondary courses at Mount Royal University or other accredited post-secondary institutions;
  - (ii) professional designations and related course work, including non-credit coursework where appropriate; and
  - (iii) professional development seminars/conferences/workshops.

### 28.4 Personal Development/Interest

- (a) To support personal development, interest, and wellness, the Board will provide an annual grant of \$25,000 for the purpose of personal development/interest based activities.

Eligible activities may include:

- (i) group (4 or more attendees) health and wellness; and
- (ii) personal interest / conferences/workshops.

Note: professional development activities will not be reimbursed through this funding.

### 28.5 Guidelines, criteria and policies for the Education, Development and Training funding will be reviewed yearly by the EDT Joint committee:

- (a) Membership:
  - (i) two (2) members from the current MRSA EDT committee;
  - (ii) one (1) member from Management; and
  - (iii) one (1) member from Human Resources.
- (b) Purpose:
  - (i) to review guidelines, policies and procedures for the eligibility criteria and allocation of EDT funding;
  - (ii) to review the established policies and procedures and work collaboratively with the MRSA Education, Development and Training (EDT) Committee to review the annual report submitted to Human Resources to ensure compliance with the intent of Article 28; and
  - (iii) to forward any recommendations regarding change to the strategic direction of the funding to the MRSA and the University.

### 28.6 Employees shall be eligible to enrol free of charge in any non-credit course offered by the University, subject to the approval of the Dean of the Faculty of Continuing Education and Extension (exclusions may apply).

28.7 Spouses and Dependants of Employees shall be eligible to enrol at 50% of the charge in any non-credit course offered by the University, subject to the approval of the Dean of the Faculty of Continuing Education and Extension (exclusions may apply), The University reserves the right to request proof of Spousal or Dependant status from the Employee.

## **ARTICLE 29 BURSARIES FOR DEPENDANTS/SPOUSES**

- 29.1 A sum of \$16,000 shall be granted for the purpose of providing bursaries for children under the age of 25 and spouses of all MRSA members (excluding Probationary Employees) subject to the conditions below:
- (a) the children or spouse must be registered as Full-time Students in credit courses at Mount Royal University during the Fall or Winter semesters;
  - (b) the children or spouse are subject to normal admission, selection and registration procedures and may not pre-empt other students;
  - (c) provision of bursaries for a semester is contingent upon the attainment of at least a grade point average of 2.0 across all of the courses in which a student is registered for that semester;
  - (d) no student shall receive more funding than the cost of their total tuition; and
  - (e) the Association shall provide the Department of Human Resources a list of bursary recipients within sixty (60) working days of the end of the Fall and Winter semesters. Any unused portion of the \$16,000 shall be retained by the University.

## **ARTICLE 30**

Intentionally left blank

## **ARTICLE 31 UNIFORMS**

- 31.1 Uniforms, including work / weather dependent clothing, will be supplied for Employees in appropriate departments as per departmental practices. Employees requesting items other than those supplied may, at the discretion of the department, be compensated up to the designated amount of the supplied item.
- 31.2 For all other safety related clothing and equipment, see Article 18.

## **ARTICLE 32 COPIES OF COLLECTIVE AGREEMENT**

- 32.1 The Mount Royal Staff Association members will access the Collective Agreement electronically.
- 32.2 The University shall provide copies, at no cost, of the Collective Agreement to the Mount Royal Staff Association as operationally required.

## **ARTICLE 33 STAFF PARKING**

- 33.1 All Employees are required to pay a fee for the use of the University's parking facilities. Payment shall be on a monthly basis by payroll deduction or as a lump sum payable by September 1<sup>st</sup> each year. If payment occurs by a lump sum and a refund becomes necessary, then a prorated refund will be provided.
- 33.2 The parking fee shall be established after consultation between the University and the Association.

## **ARTICLE 34 RESIGNATION**

- 34.1 (a) Employees leaving their employment with Mount Royal University are asked to provide as much notice as possible.
- (i) Employees voluntarily leaving are asked to provide at least two (2) weeks' notice.
  - (ii) Employees retiring from their positions are asked to provide at least four (4) weeks' notice.
- (b) The notice shall be in written form and shall be submitted to the immediate supervisor with a copy to the Department of Human Resources.

## **ARTICLE 35**

Intentionally left blank

## **ARTICLE 36 PERSONAL INFORMATION SHARING**

### **36.1 PURPOSE**

- (a) The purpose of this article is to establish rules and procedures for the disclosure of personal information in the Employee records of the University to the MRSA in accordance with section 40 (1) (e) of the *FOIP Act*.

### **36.2 DISCLOSURE OF PERSONAL INFORMATION OF UNIVERSITY EMPLOYEES**

- (a) The Board shall disclose to the MRSA the following personal information of each Employee who is a member of the MRSA
- (i) Name
  - (ii) Home address
  - (iii) Home telephone number
  - (iv) Department
  - (v) Classification
  - (vi) Employment status
  - (vii) Length of service
  - (viii) Dues paid
- (b) The Board shall provide the names of all newly hired and terminated Employees who are or were members of the MRSA.
- (c) For the purposes of clause 36.2, the Board shall provide the personal information of the Employee to the MRSA in hardcopy or electronic format at such intervals as are mutually agreed upon by the parties.

### **36.3 USE OF PERSONAL INFORMATION OF EMPLOYEES BY THE MRSA**

- (a) The MRSA shall not, either directly or indirectly, use or disclose any personal information of the Employee provided to it under the terms and conditions of this article except for purposes of representing the Employees in the employment relationship (i.e. to communicate with them and receive their input during the collective bargaining process).

### **36.4 ACCESS, ACCURACY, COMPLETENESS AND CORRECTION OF PERSONAL INFORMATION**

- (a) The Board will make every reasonable effort to ensure that all personal information provided to the MRSA is both complete and accurate.

- (b) The MRSA agrees that individual Employees have the right to access their personal information that has been disclosed to the MRSA by the Board.
- (c) Upon receipt of updated Employee personal information, the MRSA undertakes to ensure that the previous version is appropriately destroyed in a secure manner.

#### 36.5 DISCONTINUATION

- (a) The MRSA will discontinue using the personal information for all purposes, of any individual Employee who so requests.

#### 36.6 PROTECTION AND SECURITY OF PERSONAL INFORMATION

- (a) The MRSA undertakes to fully maintain and respect the confidentiality of the personal information subject to this article and not to disclose it to anyone unless such disclosure is authorized by this article or by consent of the individual who is the subject of the information or by law.
- (b) Only the following Association positions are authorized to have access to the information:
  - (i) President
  - (ii) Vice-President
- (c) The MRSA will have reasonable security arrangements in place to safeguard the personal information subject to this article against such risks as unauthorized access, collection, use, disclosure, modification, destruction or disposition.
- (d) All such arrangements will comply with any information security policies and guidelines that may be in force for the University, including:
  - (i) storing hard copy records in locked filing cabinets and in secure areas where they cannot be accessed by unauthorized persons;
  - (ii) storing electronic records in a secure manner so that they cannot be accessed by unauthorized persons;
  - (iii) keeping hard copy and electronic records containing personal information about members separate and apart from other MRSA records.
- (e) The MRSA undertakes to notify the Board of any unauthorized access, use or disclosure of personal information subject to this article and to promptly furnish the Board with full details of such unauthorized access, use or disclosure to the extent known by the MRSA.
- (f) In the event of an occurrence as described in Clause 36.6 (e) above, the MRSA will immediately take all reasonable steps to prevent a reoccurrence of the event.

#### 36.7 DESTRUCTION OF RECORDS

- (a) Records containing the personal information of the Employees, including electronic records media, must be disposed, when required to do so for any reason, by all parties, in such a fashion that ensures that confidentiality is maintained.

#### 36.8 GENERAL

- (a) Any notice under this article is effectively given if personally delivered, sent by facsimile or by registered mail to the following addresses:

The Board:  
c/o Human Resources  
Mount Royal University  
4825 Mount Royal Gate S.W.  
Calgary, Alberta T3E 6K6

The MRSA:  
President, Mount Royal Staff Association  
Mount Royal University  
4825 Mount Royal Gate S.W.  
Calgary, Alberta T3E 6K6

- (b) Notice by mail shall be deemed to be good and sufficient five (5) days after mailing.
- (c) If any provision of this article is deemed to be illegal, invalid or contrary to the law, then that portion of the article shall be deemed to have been severed from the remainder of the article.

**ARTICLE 37 MRU SERVICE and COMMUNITY ENGAGEMENT**

- 37.1 (a) Mount Royal University values Employee engagement and involvement and the contributions Employees make to the mission of the University. To support this engagement, Supervisors/Managers/Chairs are expected to encourage Employee involvement and service to the Mount Royal Staff Association and the Mount Royal University community.
- (b) This includes, but is not limited to, participation on the MRSA Executive and other Association committees, departmental or institutional committees, convocation and student orientation and MRU community activities such as United Way fundraising and corporate challenge events.
  - (c) Scheduling of, and participation in, service and community engagement activities should be mutually agreed upon by the Employee and the Supervisor/Manager/Chair.

**IN WITNESS WHEREOF** the parties have executed this Agreement by their authorized officers the day, month and year first above written.

THE BOARD OF GOVERNORS OF MOUNT ROYAL UNIVERSITY

Per: \_\_\_\_\_  
Bryan Pinney, Chair  
Board of Governors  
Mount Royal University

\_\_\_\_\_  
Date

Per: \_\_\_\_\_  
D. Docherty, President  
Mount Royal University

\_\_\_\_\_  
Date

THE MOUNT ROYAL STAFF ASSOCIATION

\_\_\_\_\_  
Baset Zarrug, President  
Mount Royal Staff Association

\_\_\_\_\_  
Date



## APPENDIX I PAY ADMINISTRATION

1. When an Employee is promoted to a position, where the new classification is higher than that of the Employee's former position, the Employee shall receive no less than:
  - (a) the minimum rate for the new position where the Employee presently earns less than the minimum salary established for the new position; or,
  - (b) one increment where the Employee presently earns the same as or more than the minimum but less than the maximum salary for the new position.
2. When an Employee is transferred to a position where the classification level is the same as the Employee's former position the Employee's salary and anniversary date shall normally remain unchanged.
3. When an Employee transfers to a position where the classification is lower than the classification of the Employee's former position, the rate of pay on appointment to that position shall normally be equal to or nearest to the rate paid in the Employee's former position.
4. **Upon reclassification:**
  - A. Where an Employee occupies a position which is reclassified, resulting in a higher classification, the Employee shall receive at least:
    - (i) step 1 of the new classification, if the Employee's salary prior to reclassification is less than that amount; or,
    - (ii) the corresponding salary plus one step on the new grid where the Employee's salary prior to reclassification is the same as or more than the minimum of that new grid.
  - B. Where an Employee occupies a position which is reclassified resulting in a classification that has the same corresponding grid as the Employee's position prior to reclassification, the salary payable to the Employee shall normally remain unchanged.
  - C. Where an Employee occupies a position which is reclassified resulting in a lower classification,
    - (i) the Employee shall be placed on the step of the lower grid which corresponds to their salary prior to reclassification, resulting in no change to actual salary to be paid to the Employee; or,
    - (ii) where there is no step on the lower grid that corresponds to the salary the Employee has been receiving prior to reclassification, the Employee shall remain on their current grid. The Employee shall receive general negotiated increases to the salary schedule, however, will not receive any annual increments.
  - D. The effective date of any salary adjustment due to reclassification will normally be the date a written job description is received in the Department of Human Resources.
5. An Employee who either occupies a position which is reclassified or is promoted to a position with a higher classification and who has already satisfied all conditions as stipulated in Article 25.6 shall not have to serve the two (2) year waiting period at either step 7 of the new grid or LSI 1 in order to move to the next step or LSI.

Where an Employee at LSI 2 occupies a position which is reclassified to a higher classification, the Employee shall move up in the new classification to the nearest corresponding higher salary, plus one step. Employees will be considered to have served their waiting period, and are eligible to move through the long service increments of the new salary schedule. At no time will the new salary exceed the maximum of the new salary schedule.

6. **Regrading:**

When all positions in a classification are assigned to a new pay grade this shall be considered a regrade.

When the positions in a classification are regraded to a higher pay grade, the salary of each Employee in a position in that classification shall be at least at the same step of the new salary grid as he/she was in the old grid, except that at no time will the new salary exceed the maximum of the new grid.

7. **Application of Anniversary Date:**

- A. The anniversary date of an Employee who commences service or is promoted, or reclassified, resulting in a salary increase shall be:
  - (i) the first day of the month if the transaction occurred prior to the 16th day of the month; or
  - (ii) the first day of the month following if the transaction occurred on or after the 16<sup>th</sup> day of the month.
- B. The anniversary date of an Employee who is appointed to a position or whose position is reclassified not resulting in a salary increase shall remain unchanged.
- C. The anniversary date of an Employee who has been on leave of absence without pay in excess of six (6) continuous months shall be moved to a date which provides for a total of twelve months of paid employment between anniversary dates.

8. **Retroactive Regrading or Reclassification:**

Where the reclassification of a position or the regrading of a classification is to take effect retroactively, only Employees on staff on the date of implementation of such change shall be entitled to receive any retroactive benefits that might accrue.

9. **Pay Transaction Priorities:**

Where a salary increment and any other transaction such as reclassification, promotion, regrading or salary revision are effective on the same date, the salary increment shall be processed first followed by the other transactions.

10. **Ratification after Collective Agreement Expiry Date:**

When ratification of the Collective Agreement occurs after the previous agreement has expired, any resulting retroactive payments due to changes in the salary schedule shall only be paid to those Employees who are actively employed with the University on the date of ratification.

**APPENDIX II CLASSIFICATIONS AND CORRESPONDING PAY GRADES**

<b>CLASSIFICATIONS</b>		<b>PAY GRID</b>
SAD02	Administrative Support II	13
SAD03	Administrative Support III	15
SAD04	Administrative Support IV	17
SAD05	Administrative Support V	19
SAD06	Administrative Support VI	21
SAD07	Administrative Support VII	24
SAD08	Administrative Support VIII	26
SAD09	Administrative Support IX	28
SAD10	Administrative Support X	30
SAD11	Administrative Support XI	32
SAD12	Administrative Support XII	34
SAD13	Administrative Support XIII	36
SAC05	Academic Support V	19
SAC06	Academic Support VI	22
SAC07	Academic Support VII	24
SAC08	Academic Support VIII	26
SAC09	Academic Support IX	28
SAC10	Academic Support X	30
SAC11	Academic Support XI	32
SLB01	Library Assistant I	13
SLB02	Library Assistant II	14
SLB03	Library Assistant III	15
SLB04	Library Assistant IV	19
SLB05	Library Assistant V	20
SLB06	Library Assistant VI	22
SLB07	Library Assistant VII	24
SLB08	Library Assistant VIII	26
SLB09	Library Assistant IX	28
SLB10	Library Systems Analyst	30
SPB01	Public Relations Assistant I	17
SPB02	Public Relations Assistant II	19
SPB03	Public Relations Assistant III	22
SPB04	Public Relations Assistant IV	25
SPB05	Public Relations Assistant V	26
SPB06	Public Relations Assistant VI	28
SPB07	Public Relations Assistant VII	30
SPB08	Public Relation Assistant VIII	32
SCS01	Client Support I	24
SCS02	Client Support II	26
SCS03	Client Support III	30
SCSPV	Client Support Supervisor	34
SDA01	Data Analyst I	30

SDA02	Data Analyst II	32
SDB01	Database Analyst I	32
SDB02	Database Analyst II	34
SDBAD	Database Administrator	36 - 38
SCPTC	Computer Technician	26
SET01	Electronic Technologist I	28
SET02	Electronic Technologist II	30
STSPV	Technical Services Supervisor	34
SLA01	Lab Support Analyst I	26
SLA02	Lab Support Analyst II	30
SLSPV	Lab Support Supervisor	34
SNA01	Network/Senior Technical Analyst I	28
SNA02	Network/Senior Technical Analyst II	32
SNA03	Network/Senior Technical Analyst III	34 - 37
SNADM	Network/Server Data Centre Administrator	37 - 40
SPA01	Programmer Analyst I	28
SPA02	Programmer Analyst II	32
SSA01	Systems Analyst I	32
SSA02	Systems Analyst II	34
SSA03	Systems Analyst III	36
STA01	Technology Assistant I	21
STA02	Technology Assistant II	24
STA03	Technology Assistant III	26
STA04	Technology Assistant IV	28
STA05	Technology Assistant V	30
STA06	Technology Assistant VI	32
STA07	Technology Assistant VII	34
STA08	Technology Assistant VIII	36
SWBMT	Web Master	34
SPH00	Physical Services	13
SPH01	Physical Services I	15
SPH02	Physical Services II	17
SPH03	Physical Services III	19
SPH04	Physical Services IV	22
SPH05	Physical Services V	24
SPH06	Physical Services VI	26
SPH07	Physical Services VII	28
SPH08	Physical Services VIII	30
SPH09	Physical Services IX	32

**APPENDIX III LONG SERVICE SALARY SCHEDULE**

**7 HOURS/DAY  
LONG SERVICE SALARY SCHEDULE  
July 1, 2014 – June 30, 2015  
Annual, Semi-monthly, Hourly Rates  
24 pay periods/year**

<b>Pay Grid</b>	<b>LSI 1</b>	<b>LSI 2</b>
<b>13</b>	44,430	46,673
	1851.25	1944.71
	24.32	25.54
<b>14</b>	46,210	48,522
	1925.42	2021.75
	25.29	26.56
<b>15</b>	48,040	50,480
	2001.67	2103.33
	26.29	27.63
<b>16</b>	49,979	52,495
	2082.46	2187.29
	27.35	28.73
<b>17</b>	51,974	54,614
	2165.58	2275.58
	28.45	29.89
<b>18</b>	54,074	56,796
	2253.08	2366.50
	29.60	31.08
<b>19</b>	56,234	59,075
	2343.08	2461.46
	30.78	32.33
<b>20</b>	58,492	61,418
	2437.17	2559.08
	32.01	33.61
<b>21</b>	60,811	63,868
	2533.79	2661.17
	33.28	34.96
<b>22</b>	63,236	66,427
	2634.83	2767.79
	34.61	36.36
<b>23</b>	65,770	69,092
	2740.42	2878.83
	36.00	37.81
<b>24</b>	68,409	71,865
	2850.38	2994.38
	37.44	39.33
<b>25</b>	71,154	74,759
	2964.75	3114.96
	38.94	40.92
<b>26</b>	74,019	77,750
	3084.13	3239.58
	40.51	42.55

<b>Pay Grid</b>	<b>LSI 1</b>	<b>LSI 2</b>
<b>27</b>	76,980	80,852
	3207.50	3368.83
	42.13	44.25
<b>28</b>	80,050	84,062
	3335.42	3502.58
	43.81	46.01
<b>29</b>	83,229	87,441
	3467.88	3643.38
	45.55	47.86
<b>30</b>	86,575	90,921
	3607.29	3788.38
	47.38	49.76
<b>31</b>	90,022	94,571
	3750.92	3940.46
	49.27	51.76
<b>32</b>	93,633	98,323
	3901.38	4096.79
	51.25	53.81
<b>33</b>	97,350	102,242
	4056.25	4260.08
	53.28	55.96
<b>34</b>	101,228	106,325
	4217.83	4430.21
	55.40	58.19
<b>35</b>	105,274	110,572
	4386.42	4607.17
	57.62	60.52
<b>36</b>	109,477	114,998
	4561.54	4791.58
	59.92	62.94
<b>37</b>	113,859	119,598
	4744.13	4983.25
	62.32	65.46
<b>38</b>	118,414	124,384
	4933.92	5182.67
	64.81	68.08
<b>39</b>	123,151	129,359
	5131.29	5389.96
	67.40	70.80
<b>40</b>	128,079	134,531
	5336.63	5605.46
	70.10	73.63

**7.5 HOURS/DAY  
LONG SERVICE SALARY SCHEDULE  
July 1, 2014 – June 30, 2015  
Annual, Semi-monthly, Hourly Rates  
24 pay periods/year**

Pay Grid	LSI 1	LSI 2
<b>13</b>	44,430	46,673
	1851.25	1944.71
	22.70	23.84
<b>14</b>	46,210	48,522
	1925.42	2021.75
	23.61	24.79
<b>15</b>	48,040	50,480
	2001.67	2103.33
	24.54	25.79
<b>16</b>	49,979	52,495
	2082.46	2187.29
	25.53	26.82
<b>17</b>	51,974	54,614
	2165.58	2275.58
	26.55	27.90
<b>18</b>	54,074	56,796
	2253.08	2366.50
	27.62	29.02
<b>19</b>	56,234	59,075
	2343.08	2461.46
	28.73	30.18
<b>20</b>	58,492	61,418
	2437.17	2559.08
	29.88	31.38
<b>21</b>	60,811	63,868
	2533.79	2661.17
	31.07	32.63
<b>22</b>	63,236	66,427
	2634.83	2767.79
	32.31	33.94

Pay Grid	LSI 1	LSI 2
<b>23</b>	65,770	69,092
	2740.42	2878.83
	33.60	35.30
<b>24</b>	68,409	71,865
	2850.38	2994.38
	34.95	36.71
<b>25</b>	71,154	74,759
	2964.75	3114.96
	36.35	38.19
<b>26</b>	74,019	77,750
	3084.13	3239.58
	37.81	39.72
<b>27</b>	76,980	80,852
	3207.50	3368.83
	39.33	41.30
<b>28</b>	80,050	84,062
	3335.42	3502.58
	40.90	42.94
<b>29</b>	83,229	87,441
	3467.88	3643.38
	42.52	44.67
<b>30</b>	86,575	90,921
	3607.29	3788.38
	44.23	46.45
<b>31</b>	90,022	94,571
	3750.92	3940.46
	45.99	48.31
<b>32</b>	93,633	98,323
	3901.38	4096.79
	47.83	50.23

**7 HOURS/DAY  
LONG SERVICE SALARY SCHEDULE  
July 1, 2015 – June 30, 2016  
Annual, Semi-monthly, Hourly Rates  
24 pay periods/year**

Pay Grid	LSI 1	LSI 2
<b>13</b>	45,430	47,724
	1892.92	1988.50
	24.86	26.12
<b>14</b>	47,250	49,614
	1968.75	2067.25
	25.86	27.15
<b>15</b>	49,121	51,616
	2046.71	2150.67
	26.88	28.25
<b>16</b>	51,104	53,677
	2129.33	2236.54
	27.97	29.38
<b>17</b>	53,144	55,843
	2214.33	2326.79
	29.09	30.56
<b>18</b>	55,291	58,074
	2303.79	2419.75
	30.26	31.78
<b>19</b>	57,500	60,405
	2395.83	2516.88
	31.47	33.06
<b>20</b>	59,809	62,800
	2492.04	2616.67
	32.73	34.37
<b>21</b>	62,180	65,306
	2590.83	2721.08
	34.03	35.74
<b>22</b>	64,659	67,922
	2694.13	2830.08
	35.39	37.17
<b>23</b>	67,250	70,647
	2802.08	2943.63
	36.81	38.67
<b>24</b>	69,949	73,482
	2914.54	3061.75
	38.28	40.22
<b>25</b>	72,755	76,442
	3031.46	3185.08
	39.82	41.84
<b>26</b>	75,685	79,500
	3153.54	3312.50
	41.42	43.51

Pay Grid	LSI 1	LSI 2
<b>27</b>	78,713	82,672
	3279.71	3444.67
	43.08	45.25
<b>28</b>	81,852	85,954
	3410.50	3581.42
	44.80	47.04
<b>29</b>	85,102	89,409
	3545.92	3725.38
	46.58	48.93
<b>30</b>	88,523	92,967
	3688.46	3873.63
	48.45	50.88
<b>31</b>	92,048	96,699
	3835.33	4029.13
	50.38	52.92
<b>32</b>	95,740	100,536
	3989.17	4189.00
	52.40	55.02
<b>33</b>	99,541	104,543
	4147.54	4355.96
	54.48	57.22
<b>34</b>	103,506	108,718
	4312.75	4529.92
	56.65	59.50
<b>35</b>	107,643	113,060
	4485.13	4710.83
	58.91	61.88
<b>36</b>	111,941	117,586
	4664.21	4899.42
	61.27	64.36
<b>37</b>	116,421	122,289
	4850.88	5095.38
	63.72	66.93
<b>38</b>	121,079	127,183
	5044.96	5299.29
	66.27	69.61
<b>39</b>	125,922	132,270
	5246.75	5511.25
	68.92	72.39
<b>40</b>	130,961	137,558
	5456.71	5731.58
	71.68	75.29

**7.5 HOURS/DAY  
LONG SERVICE SALARY SCHEDULE  
July 1, 2015 – June 30, 2016  
Annual, Semi-monthly, Hourly Rates  
24 pay periods/year**

Pay Grid	LSI 1	LSI 2
<b>13</b>	45,430	47,724
	1892.92	1988.50
	23.21	24.38
<b>14</b>	47,250	49,614
	1968.75	2067.25
	24.14	25.35
<b>15</b>	49,121	51,616
	2046.71	2150.67
	25.09	26.37
<b>16</b>	51,104	53,677
	2129.33	2236.54
	26.11	27.42
<b>17</b>	53,144	55,843
	2214.33	2326.79
	27.15	28.53
<b>18</b>	55,291	58,074
	2303.79	2419.75
	28.25	29.67
<b>19</b>	57,500	60,405
	2395.83	2516.88
	29.38	30.86
<b>20</b>	59,809	62,800
	2492.04	2616.67
	30.55	32.08
<b>21</b>	62,180	65,306
	2590.83	2721.08
	31.77	33.36
<b>22</b>	64,659	67,922
	2694.13	2830.08
	33.03	34.70

Pay Grid	LSI 1	LSI 2
<b>23</b>	67,250	70,647
	2802.08	2943.63
	34.36	36.09
<b>24</b>	69,949	73,482
	2914.54	3061.75
	35.73	37.54
<b>25</b>	72,755	76,442
	3031.46	3185.08
	37.17	39.05
<b>26</b>	75,685	79,500
	3153.54	3312.50
	38.67	40.61
<b>27</b>	78,713	82,672
	3279.71	3444.67
	40.21	42.23
<b>28</b>	81,852	85,954
	3410.50	3581.42
	41.82	43.91
<b>29</b>	85,102	89,409
	3545.92	3725.38
	43.48	45.68
<b>30</b>	88,523	92,967
	3688.46	3873.63
	45.22	47.49
<b>31</b>	92,048	96,699
	3835.33	4029.13
	47.02	49.40
<b>32</b>	95,740	100,536
	3989.17	4189.00
	48.91	51.36



**7 HOURS/DAY  
LONG SERVICE SALARY SCHEDULE  
July 1, 2016 – June 30, 2017  
Annual, Semi-monthly, Hourly Rates  
24 pay periods/year**

Pay Grid	LSI 1	LSI 2
<b>13</b>	46,566	48,918
	1940.25	2038.25
	25.49	26.77
<b>14</b>	48,432	50,855
	2018.00	2118.96
	26.51	27.83
<b>15</b>	50,350	52,907
	2097.92	2204.46
	27.56	28.96
<b>16</b>	52,382	55,019
	2182.58	2292.46
	28.67	30.11
<b>17</b>	54,473	57,240
	2269.71	2385.00
	29.81	31.33
<b>18</b>	56,674	59,526
	2361.42	2480.25
	31.02	32.58
<b>19</b>	58,938	61,916
	2455.75	2579.83
	32.26	33.89
<b>20</b>	61,305	64,370
	2554.38	2682.08
	33.55	35.23
<b>21</b>	63,735	66,939
	2655.63	2789.13
	34.88	36.64
<b>22</b>	66,276	69,621
	2761.50	2900.88
	36.27	38.10
<b>23</b>	68,932	72,414
	2872.17	3017.25
	37.73	39.63
<b>24</b>	71,698	75,320
	2987.42	3138.33
	39.24	41.22
<b>25</b>	74,574	78,354
	3107.25	3264.75
	40.82	42.88
<b>26</b>	77,578	81,488
	3232.42	3395.33
	42.46	44.60

Pay Grid	LSI 1	LSI 2
<b>27</b>	80,681	84,739
	3361.71	3530.79
	44.16	46.38
<b>28</b>	83,899	88,103
	3495.79	3670.96
	45.92	48.22
<b>29</b>	87,230	91,645
	3634.58	3818.54
	47.74	50.16
<b>30</b>	90,737	95,292
	3780.71	3970.50
	49.66	52.15
<b>31</b>	94,350	99,117
	3931.25	4129.88
	51.64	54.25
<b>32</b>	98,134	103,050
	4088.92	4293.75
	53.71	56.40
<b>33</b>	102,030	107,157
	4251.25	4464.88
	55.84	58.65
<b>34</b>	106,094	111,436
	4420.58	4643.17
	58.07	60.99
<b>35</b>	110,335	115,887
	4597.29	4828.63
	60.39	63.43
<b>36</b>	114,740	120,526
	4780.83	5021.92
	62.80	65.97
<b>37</b>	119,332	125,347
	4972.17	5222.79
	65.31	68.60
<b>38</b>	124,106	130,363
	5171.08	5431.79
	67.92	71.35
<b>39</b>	129,071	135,577
	5377.96	5649.04
	70.64	74.20
<b>40</b>	134,236	140,997
	5593.17	5874.88
	73.47	77.17

**7.5 HOURS/DAY  
LONG SERVICE SALARY SCHEDULE  
July 1, 2016 – June 30, 2017  
Annual, Semi-monthly, Hourly Rates  
24 pay periods/year**

Pay Grid	LSI 1	LSI 2
<b>13</b>	46,566	48,918
	1940.25	2038.25
	23.79	24.99
<b>14</b>	48,432	50,855
	2018.00	2118.96
	24.74	25.98
<b>15</b>	50,350	52,907
	2097.92	2204.46
	25.72	27.03
<b>16</b>	52,382	55,019
	2182.58	2292.46
	26.76	28.11
<b>17</b>	54,473	57,240
	2269.71	2385.00
	27.83	29.24
<b>18</b>	56,674	59,526
	2361.42	2480.25
	28.95	30.41
<b>19</b>	58,938	61,916
	2455.75	2579.83
	30.11	31.63
<b>20</b>	61,305	64,370
	2554.38	2682.08
	31.32	32.88
<b>21</b>	63,735	66,939
	2655.63	2789.13
	32.56	34.20
<b>22</b>	66,276	69,621
	2761.50	2900.88
	33.86	35.57

Pay Grid	LSI 1	LSI 2
<b>23</b>	68,932	72,414
	2872.17	3017.25
	35.22	36.99
<b>24</b>	71,698	75,320
	2987.42	3138.33
	36.63	38.48
<b>25</b>	74,574	78,354
	3107.25	3264.75
	38.10	40.03
<b>26</b>	77,578	81,488
	3232.42	3395.33
	39.63	41.63
<b>27</b>	80,681	84,739
	3361.71	3530.79
	41.22	43.29
<b>28</b>	83,899	88,103
	3495.79	3670.96
	42.86	45.01
<b>29</b>	87,230	91,645
	3634.58	3818.54
	44.56	46.82
<b>30</b>	90,737	95,292
	3780.71	3970.50
	46.35	48.68
<b>31</b>	94,350	99,117
	3931.25	4129.88
	48.20	50.64
<b>32</b>	98,134	103,050
	4088.92	4293.75
	50.13	52.65

**MEMORANDUM OF AGREEMENT**  
**BETWEEN**  
**THE BOARD OF GOVERNORS OF MOUNT ROYAL UNIVERSITY**  
**And**  
**THE MOUNT ROYAL STAFF ASSOCIATION**

Mount Royal University values education and professional development for all Employees. To ensure professional and educational development of staff, encourage professional growth, productive work lives, skill identification, development and currency, and further the goals of Mount Royal, the University and Association agree to establish a joint working group to review professional development offerings, support and funding for MRSA members.

**Working Group membership:**

The Working Group will be comprised of the following representatives:

- One (1) MRSA executive
- Up to two (2) HR representatives; one (1) being the HR Manager or designate
- One (1) Management representative
- Two (2) MRSA members

**Mandate:**

Working within the context and recommendations of the institutional Strategic Plan, the Working Group will be responsible for the following:

- Identify and align the professional development philosophy for staff members
- Identify professional development needs of all staff members/positions and the University
- Review existing professional development opportunities and support available to MRSA members
- Consider models of professional development to support identified needs/gaps and build on strengths
- Develop recommendations for the University regarding strategies to meet needs and to address any gaps in support

The Working Group shall commence work as soon as practical following the ratification of this agreement. Progress towards the mandate will be reviewed after 6 months with the MRSA executive and the AVP of Human Resources.

Once the mandate of the Working Group has been achieved, recommendations shall be shared with the AVP Human Resources and the MRSA executive (ideally within 18 months after the start date).

The Working Group will be disbanded following the submission of recommendations.

---

Carol Shepstone  
Board of Governor's  
Negotiating Committee

---

Baset Zarrug  
Mount Royal Staff Association  
Negotiating Committee

---

Date

**MEMORANDUM OF AGREEMENT**  
**BETWEEN**  
**THE BOARD OF GOVERNORS OF MOUNT ROYAL UNIVERSITY**  
**And**  
**THE MOUNT ROYAL STAFF ASSOCIATION**

**DEVELOP, TRAIN AND LEARN (DTL): UNUSED GRANT FUNDS**

It is hereby agreed that the unused funds from previous DTL grants left within the MRSA DTL bank account (as per the date of ratification of this Collective Agreement) will be reallocated as follows:

- (a) the MRSA will use a one-time grant of \$10,000 to host the MRSA Professional Development Day; and
- (b) the MRSA will allocate the remainder towards the EDT Professional Development Fund in equal allotments per year, until the end of the current Collective Agreement. Information on the allocation of this money will be provided within the EDT yearly report to Human Resources.

\_\_\_\_\_  
Carol Shepstone  
Board of Governor's  
Negotiating Committee

\_\_\_\_\_  
Baset Zarrug  
Mount Royal Staff Association  
Negotiating Committee

\_\_\_\_\_  
Date

**MEMORANDUM OF AGREEMENT**  
**BETWEEN**  
**THE BOARD OF GOVERNORS OF MOUNT ROYAL UNIVERSITY**  
**AND**  
**THE MOUNT ROYAL STAFF ASSOCIATION**

**SECURITY REPRESENTATIVE WORK ARRANGEMENT**

It is agreed that the University and MRSA shall undertake the terms and conditions outlined herein regarding those Security Representatives employed in the Department of Security Services who work a 12 (twelve) hour shift.

1. 12 Hour Shift and Hours of Work

It is agreed that Security Representatives shall undertake a work week consisting of twelve (12) hour shifts. It is further agreed to by both parties that this work week is compressed in its nature and meets requirements set out in Article 20. Security Representatives shall normally work a fifty-six (56) day cycle consisting of a maximum of three hundred (300) hours. Each shift within that fifty-six (56) day cycle shall not be longer than twelve (12) hours.

2. Working Day - Application of Time Owing

Although Security Representatives work a twelve (12) hour shift, allotment of leaves, vacation, and holidays shall be calculated and received the same as thirty-seven and one half (37.5) hour Employees. This includes but is not restricted to the application of leave with pay (e.g. sick leave, general illness, long term disability, and special leaves), vacation and holidays. For clarity, this means that Security Representatives would receive seven and one-half (7.5) hours allotment for benefits listed above when a day or work day is referred to.

3. Working Day - Application of Time Used

Security Representatives working a twelve (12) hour shift using leaves with pay (e.g. sick leave, general illness, long term disability, and special leaves), vacation and holidays shall reflect this time as actual time used. For example, this means that Security Representatives would record twelve (12) hours when utilizing time listed above for each day or work day.

4. Meal Periods

Due to the nature of the work being performed, Security Representatives shall be provided with a paid meal period(s), which shall be considered working time.

5. Operating Costs and Services Provided

It is the intent of both parties that the University's operating costs shall not increase nor will the services provided by the Department be hampered by implementation of this agreement. Should a problem arise with respect to increased operating costs or services being hampered the parties shall meet to seek a solution.

6. Termination of Memorandum of Agreement

It is agreed that prior to the desire by either party to terminate or change any terms / conditions of this agreement, the parties shall meet in joint consultation in an attempt to effect a settlement. Should a settlement not be arrived at, upon giving ninety (90) calendar days' written notice to the other party, either party may terminate the terms and conditions of this memorandum of agreement. In this event, the work shift shall revert to the standard thirty-seven and one half (37.5) hour work week.

---

Carol Shepstone  
Board of Governor's  
Negotiating Committee

---

Baset Zarrug  
Mount Royal Staff Association  
Negotiating Committee

---

Date