

# Collective Agreement

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between

**Ontario Public Service Employees Union/Syndicat des  
employés de la fonction publique de l'Ontario  
on behalf of its Local 608**

and

**Nipissing University - (Full-time)**

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**DURATION: May 1, 2023 – April 30, 2026**



Sector 9  
6-608-5205-20260430-9

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## **ARTICLE 1 – PURPOSE**

1.01 The general purpose of this Agreement is to establish and maintain collective bargaining relations between the University and its employees, and to provide procedures for the prompt and equitable disposition of grievances, and to establish and maintain mutually satisfactory working conditions, hours of work, and wages for all employees who are subject to the provisions of this Agreement.

Upon request, the Employer will provide a copy of this agreement in an alternative format.

## **ARTICLE 2 – RECOGNITION**

2.01 The University recognizes the Union as the sole and exclusive bargaining agent for all office, clerical and technical employees of the University in the City of North Bay and regional campuses save and except the following:

- (a) Supervisors;
- (b) Positions above the rank of Supervisor;
- (c) Positions for whom more than 50% of the wage is funded from sources outside of the Ministry of Colleges and Universities (MCU) funding\*;
- (d) Students employed during the academic year and working for less than 24 hours per week;
- (e) Students employed during the spring/summer vacation period;
- (f) Positions regularly employed for not more than twenty four (24) hours per week;
- (g) Positions excluded under the *Ontario Labour Relations Act*;
- (h) Positions employed in the offices of Human Resources and the President; and
- (i) Positions providing direct administrative support to the Vice-Presidents of Academic and Financial/Operations.

The employer agrees that persons engaged in temporary employment or persons employed in an excluded capacity referenced above will not adversely affect the rights of employees under this agreement.

Application of this article will commence upon signing of the agreement and will apply only to NEW positions, postings or competitions created after that date.

\*Requests to the bargaining unit for exclusion of the positions in (c) above will be reviewed individually by the Director, Human Resources, or designate, and the Local 608 President, or designate.

- 2.02 Should any new position be established within the University which the University claims to be excluded from the bargaining unit, the question as to its inclusion in or exclusion from the bargaining unit shall be determined by mutual agreement or, in the absence of such agreement, by resort to the Labour Relations Board.

Prior to posting a new position, the University shall provide to the Local 608 President or designate a copy of the position description as well as rationale for its exclusion. The Local 608 President, or designate, will respond as soon as possible upon receipt of the information, advising the University of its agreement with the exclusion or, in the event it does not agree, with specific reason(s) as to why it does not agree. If the Union requires additional information in order to make a decision, the Local President, or designate, will request said information within two (2) working days of receipt of the original notice from the University. The University will provide the information within two (2) working days of receiving the request. If further clarification is required, a meeting will be scheduled. Such meeting must take place within the ten (10) day timeline as identified below.

In the event the University does not receive a determination from the bargaining unit within ten (10) working days of the original notice, the University may proceed to fill the position as an excluded position. This time period can be extended upon mutual agreement of the University and the Union.

- 2.03 For the purposes of this Collective Agreement, the following definitions have been agreed upon by the parties:

(a) Seniority Employee designates an employee who has successfully passed probation.

- (b) Probationary Employee as described in Article 10.02, a newly hired, full-time permanent employee shall be considered a probationary employee until the employee has worked continuously in the same position for a period of three (3) months. At the discretion of the University, and with notice to the Union, the probation period may be extended for a further three (3) month period.
- (c) Contract Employee designates an employee who is hired on a contract of employment for a specified term of more than eight (8) weeks to fill a position that is not excluded as per Article 2. Such positions will not normally exceed (12) months except when hired as a specific replacement for an employee on pregnancy or parental leave or another leave of absence as referenced in Article 14. Upon mutual agreement of the University and the Union, the twelve (12) month period may be extended.
- (d) Casual Employee designates an employee who is hired on a casual basis for a term of up to eight (8) weeks for the purpose of supplementing the current compliment of employees or for replacing a full-time employee on a short-term leave. The casual employee can be extended at mutual agreement of the Union and the University.

#### 2.04 **Probationary Employees**

Employees who have not successfully passed probation have limited rights under this Agreement as per Article 10.02.

Probationary employees shall have no rights under the following Articles of this agreement:

Article 11 Lay-off and Recall, 2.05,  
 Article 12 Vacancies and Posting, 2.06, 2.04,  
 Article 13 Trial Period,  
 Article 14 Leaves of Absence (except for those leaves mandated by the *Employment Standards Act*),  
 Article 16.04 Floating Holidays  
 Article 17 Vacation,  
 Article 18 Group Benefits (except 18.07 Benefits for Contract Employees),  
 and  
 Article 19 Pension Plan.

#### 2.05 **Contract Employees**

Contract employees shall have limited rights under this Agreement:

Contract employees shall have no rights under the following articles of this Agreement:

Article 10 Seniority (except 10.11)  
 Article 11 Lay-off and Recall  
 Article 12 Vacancies and Posting (except for 12.05 (b) - after twelve (12) months continuous service  
 Article 13 Trial Period  
 Article 14 Leaves of Absence (except for those leaves mandated by the *Employment Standards Act*),  
 Article 15 Sick Leave (except 15.10),  
 Article 16.04 Floating Holidays,  
 Article 17 Vacation,  
 Article 18 Group Benefits (except 18.07 Benefits for Contract Employees)  
 Article 19 Pension Plan,  
 Article 21 (except 21.03),  
 Article 22 Hours of Work  
 Article 23 General (except 23.02, 23.03 and 23.07), and  
 Article 24 Technology Change.

Contract employees under this Article will receive two (2) weeks' notice of renewal where possible. Contract employees will receive termination notice as outlined in their employment contract, which will indicate the employee shall be entitled to reasonable notice equal to the specific amounts in respect of notice and severance pay if any, required under the *Ontario Employment Standards Act, 2000*, as amended from time to time. If the employee is reemployed within thirteen (13) weeks of the end date of their contract, any previously accrued service will be reinstated.

## 2.06 **Casual employees**

Casual employees have limited rights under this Agreement. Casual employees shall have no rights under the following Articles of this Agreement:

Article 10 Seniority  
 Article 11 Lay-off and Recall  
 Article 12 Vacancies and Posting (except 12.06)  
 Article 13 Trial Period  
 Article 14 Leaves of Absence (except for those leaves mandated by the *Employment Standards Act*)  
 Article 15 Sick Leave  
 Article 16 Floating Holidays (except for statutory holidays as mandated by the *Employment Standards Act*)



Article 17 Vacation  
 Article 18 Group Benefits  
 Article 19 Pension Plan  
 Article 21 (except 21.03)  
 Article 22 Hours of Work  
 Article 23 General (except 23.02 and 23.03),  
 Article 24 Technology Change, and  
 Letter of Understanding re: December Holiday Closing.

### **ARTICLE 3 – NO HARASSMENT OR DISCRIMINATION**

3.01 The parties agree that universities are enriched by diversity and inclusion and will seek ways to integrate inclusive excellence throughout Nipissing University.

3.02 In accordance with the *Ontario Human Rights Code*, there shall not be any discrimination in employment practiced by or on behalf of the University or by or on behalf of the Union with respect to any of the prohibited grounds set out in the *Ontario Human Rights Code* or other relevant legislation.

It is understood that if any article within the Collective Agreement is found to conflict with the *Ontario Human Rights Code* or other relevant legislation, the parties shall be bound by said legislation and shall amend the article to the extent required.

3.03 There shall be no discrimination, harassment, intimidation, interference, restraint or coercion practiced by or on behalf of the University or by or on behalf of the Union with respect to any employee because of membership or non-membership in the Union.

3.04 Employees shall have the right to be free from harassment and discrimination within the workplace. An employee shall follow the processes outlined in the Respectful Workplace and Learning Environments Policy and/or the Workplace Violence Prevention Policy. These policies can be found on the Nipissing University Human Resources website.

(a) The complainant may choose a Union Representative to assist them in presenting the complaint. At any point in the procedure, the complaint may begin the grievance process and be referred to the Ontario Human Rights Commission or as per Occupational Health and Safety legislation.

- (b) The Employer undertakes to investigate all complaints of workplace harassment and/or violence in as expeditious a manner as possible and will do so according to the policies listed above or as outlined in the applicable legislation.

### 3.05 **Workplace Accommodations**

The University is committed to providing workplace accommodation as required by the *Ontario Human Rights Code*, the *Accessibility for Ontarians with Disabilities Act*, and any other relevant legislation. Workplace accommodations shall be provided in accordance with the University's Employment Accommodation Policy.

- 3.06 Any changes to the policies related to Article 3 will be provided to the OPSEU/SEFPO Local for their feedback prior to implementation.

## **ARTICLE 4 – RESERVATION OF MANAGEMENT RIGHTS**

- 4.01 The Union agrees that all rights, prerogatives and authority the University had prior to signing the first Agreement are retained by the University except those specifically abridged, delegated, granted, or modified by this or any supplementary Agreements that may be made in the future, and without limiting the generality of the foregoing, the Union acknowledges that it is the exclusive function of the University to:

- (a) maintain order, discipline and efficiency and in connection therewith: to make, alter and enforce from time to time rules and regulations, policies and practices to be observed by its employees; relieve employees from duty because of lack of work or other legitimate reasons; discipline or discharge employees for cause, provided that a claim by an employee who has acquired seniority that they have been unjustly disciplined or discharged may be the subject matter of a grievance and dealt with as hereinafter provided;
- (b) select, hire, transfer, promote, demote, classify, appoint, lay off, or recall employees and select employees for positions excluded from the bargaining unit;
- (c) operate and manage the University in all respects in accordance with the University's commitments, obligations and responsibilities including the right to determine the number and location of the University's establishments and their expansion or curtailment; direction of the work force, subcontracting of work, schedules of operations, methods,

techniques, work procedures, quality and quantity standards; determine job content, establishment of work or job assignments, change, combine or abolish job classifications, qualifications of an employee to perform any particular job; require employees to have medical examinations; decide the number and type of employees needed by the University at any time, number of hours to be worked, starting and quitting times, when overtime shall be worked and require employees to work overtime; determine financial policies, including general accounting procedures.

- 4.02 An employee who has not completed their probationary period may be discharged without cause and at the sole discretion of the University.
- 4.03 The University agrees that it will not exercise its functions in Article 4 - Reservation of Management Rights in a manner inconsistent with the express provisions of this Agreement.
- 4.04 Failure to exercise any of its management rights at any time shall not be considered to be an abandonment of such rights.
- 4.05 No employee shall be terminated or laid-off as a result of work being contracted out or performed by employees outside the bargaining unit.

#### **ARTICLE 5 – UNION MEMBERSHIP**

- 5.01 The Union agrees that any employees to whom this contract applies may exercise or may refrain from exercising their right to become a member of the Union.
- 5.02 The University shall, during the life of this Agreement, commencing from the first day of employment, deduct from each employee's pay the prevailing regular uniform Union dues and remit the same to the Accounting Department of the Union, 100 Lesmill Road, North York, Ontario by the fifteenth (15) day of the month following the month in which such deductions are made. At the same time, the University will submit to the Union the list of names and employee numbers from whose pay such deductions have been made.
- 5.03 The Union shall advise the University in writing of the amount of the regular uniform Union dues authorized in accordance with the Constitution and By-Laws of the Union.
- 5.04 The Union shall indemnify and save harmless the University, its agents and/or employees acting on behalf of the University from any and all claims,

demands, actions or causes of actions arising out of or in any way connected with the collection or attempted collection of such dues.

- 5.05 All official correspondence between the parties arising out of this Agreement or incidental thereto shall pass to and from the Director, Human Resources, or designate, and the Local President of the Union with a copy to the Regional Office.

## **ARTICLE 6 – REPRESENTATION**

- 6.01 The Union and/or the employees covered by this Agreement will not engage in Union activities, solicit membership, or collect other fees during working hours or hold meetings at any time on the premises of the University without the express permission of the University or its designated representatives.
- 6.02 The University acknowledges the right of the Union to select a maximum of four (4) recognized stewards (herein called stewards).
- 6.03 The Union agrees to provide the University with the names of the stewards. The University shall not be required to recognize any stewards until such notification from the Union has been received.
- 6.04 Any member will have the right at any time to call upon the assistance of representatives of OPSEU/SEFPO. Such representatives will have reasonable access to Nipissing University premises to consult with members, Local Executive officials or the Employer.
- 6.05 The University agrees to acquaint new employees in the Bargaining Unit with the fact that a Union agreement is in effect, and the Union shall provide them with a copy of the existing collective agreement. Upon the request of the Union, when the offer letter for employment is sent to the prospective OPSEU/SEFPO member, the Director, Human Resources will send an accompanying contact name and number of the Local President or designate. A representative of Local 608 will be provided with 20 minutes during normal hours of work to meet with the new member by coordinating a mutually acceptable time with both the employee and the supervisor. This meeting will occur within ten (10) working days of the employee becoming a member.
- 6.06 The University and the Union desire each member to be familiar with the provisions of this agreement and their rights and obligations under it. For this reason, the parties agree that the agreement shall be posted on the

University's website under the Human Resources home page. As well, the parties will each be responsible for the cost of printing the number of collective agreements they require.

- 6.07 An employee who is required to participate in an investigation or to receive a verbal reprimand, a written reprimand, suspension, or who is to be discharged or disciplined, shall have the right to have a Union representative who is available at the time attend the meeting. Under normal circumstances, the Employer will give the employee one working days' notice to secure Union representation. It is understood that notice shall be given during the employee's normal working day. The meeting notification will include the subject matter and any information required to participate.
- 6.08 Members who are acting in a temporary assignment and/or temporary vacancy outside of the bargaining unit that includes a supervisory capacity of any other bargaining unit member will have restricted access to only relevant personal employee information that would be necessary to perform their duties.
- 6.09 Within sixty (60) days after the signing of this Agreement, the University will place a secure searchable PDF copy of the Agreement on the Nipissing University Human Resources website. The searchable PDF will exclude the signatures.
- 6.10 The privilege of a steward to leave their work without loss of basic pay to attend a meeting with the University is granted on the following conditions:
- (a) The steward concerned shall request permission of the Director, Human Resources, or designate, for an appointment time before leaving their work.
  - (b) The time shall be devoted to the prompt handling of necessary business.
  - (c) The University reserves the right to limit time if it deems the time to be excessive.
- 6.11 **Negotiating Team**
- The University will recognize up to a maximum of three (3) union members to meet with the University to negotiate the renewal of this Agreement. Leave of absence with no loss of pay and with no loss of credits shall be granted to a member of the Union who participates in negotiations.

6.12 At least two (2) bargaining unit employees will be included on the selection committee for the annual staff awards for exceptional performance and/or service.

6.13 At least four (4) bargaining unit employees will be included on the Pension and Benefits Advisory Committee.

6.14 **Occupational Health and Safety**

The Employer and the Union agree that they mutually desire to maintain standards of health and safety at the University in order to prevent accidents, injury and illness. The Employer and the Union will work collaboratively to meet all of their requirements under the *Occupational Health and Safety Act*, including the composition of the Joint Health and Safety Committee.

- (a) Any worker representative on the Joint Health and Safety Committee shall participate in a training program within three (3) months of their appointment to the JHSC. The Director, Human Resources and the Local President will select a mutually agreed upon provider for the training from the approved list from the Ministry of Labour.
- (b) The employer will pay the costs of the registration and materials for the training program(s) identified in 6.13(a). Employees will also be able to access the appropriate policy to cover meals, mileage and travel should it be applicable
- (c) The employee will not suffer the loss of any regular wages during the training period.
- (d) Any changes to the Terms of Reference for the JHSC will be provided to the OPSEU/SEFPO Local for their feedback prior to implementation.

6.15 **Employer/Employee Relations Committee**

- (a) An Employer/Employee Relations committee has been established to consult on matters of mutual interest.
- (b) The committee will meet once every three (3) months at the initiative of either party unless mutually agreed is not required. Agenda items may be advanced by any member of the committee and will be circulated to all committee members at least ten days in advance of the meeting.

- (c) Additional meetings may be scheduled with the agreement of the committee.
- (d) The meetings shall be scheduled during regular working hours, and there shall be no loss of regular pay or seniority for committee members to attend the meeting.
- (e) This committee shall not have the authority to amend the collective agreement.
- (f) The executive of Local 608 will inform the employer of the four (4) members representing the Union. At least two members must be present at each ERC meeting. It is understood that the composition of the ERC also includes members from the part-time bargaining unit in addition to the four (4) members mentioned here.
- (g) The Director, Human Resources (or designate) will assign a recording secretary to take minutes at the meetings. The minutes will be circulated within one week following the meeting to the committee for review and subsequent approval at the next meeting.

## **ARTICLE 7 – NO STRIKES - NO LOCKOUTS**

- 7.01 (a) In view of the orderly procedures established by this Agreement for the settling of disputes and the handling of grievances, the Union agrees that during the life of this Agreement, there will be no strike, slowdown, or stoppage of work, either complete or partial or work to rule.
- (b) The University agrees that there will be no lockout of employees during the life of this Agreement.
- 7.02 The words "strike" and "lockout" shall be defined as in the *Labour Relations Act*.
- 7.03 The University shall have the right to discharge or otherwise discipline employees who take part in or instigate any illegal strike, stoppage or slowdown, but a claim of unjust discharge or treatment may be the subject of a grievance and dealt with as provided in Articles 8 and 9.
- 7.04 The parties further agree that it will not involve any employee of the University or the University itself in any dispute which may arise between any other employer and the employees of such other employer. The

restriction on employees shall not apply during time the employee is not scheduled to work provided the employee's activity does not adversely affect the University.

- 7.05 In the event that there is a strike of another bargaining unit within the University, the Employer agrees that it will not assign such work or tasks that are normally performed by the other bargaining unit to any members of this bargaining unit.

## **ARTICLE 8 – GRIEVANCE PROCEDURE**

- 8.01 For the purpose of this Agreement, a grievance is defined as a difference arising between the parties relating to the interpretation, application, administration or alleged violation of the Agreement including any question as to whether the matter is arbitrable.

- 8.02 It is the mutual desire of the parties that all complaints and grievances will be adjusted as quickly as possible. It is understood that any employee may present an oral and/or written complaint at any time to their immediate supervisor without resorting to the grievance procedures. Except where otherwise provided, it is understood that an employee has no grievance unless and until the matter is first discussed with the employee's immediate supervisor. Such complaint shall be discussed with the immediate supervisor within ten (10) working days from the event giving rise to the complaint or from the date the employee should have reasonably become aware of the event giving rise to the complaint. The immediate supervisor shall provide a decision regarding the complaint within seven (7) working days of receiving the complaint from the employee. If upon receipt of the decision the matter is not resolved to the satisfaction of the employee, it may be grieved and disposed of in the following manner:

### **STEP 1**

The employee shall submit a written (paper or electronic) grievance to their immediate supervisor. Such grievance shall be submitted within ten (10) working days of the occurrence of the event which gave rise to the grievance and must be signed by the employee claiming to be grieved at which time the matter will be discussed. If an extension to this timeline is required, it shall not unreasonably be denied. The grievance shall cite the specific article of this contract which the grievor claims has been violated and shall also specify redress being sought. The employee may be accompanied by a Union steward if desired. The immediate supervisor shall submit their response in writing within seven (7) working days of



filing of the grievance at Step 1. A copy of all correspondence pertaining to a grievance will be sent to the Director, Human Resources or designate and the Local 608 President or designate.

## **STEP 2**

Failing settlement of the grievance at Step 1 or failure of the immediate supervisor to submit a response within the described period, the employee shall present the grievance in writing to the Director, Human Resources, or designate, within five (5) working days after the response is received or should have been received in Step 1. The Director, Human Resources, or designate, shall convene a meeting with the immediate supervisor, the grievor and their representative(s) to consider the grievance within five (5) working days (or at such other time as is mutually agreed upon by the parties) of the filing of the grievance at Step 2. Should the Director, Human Resources or the Local President determine that additional participants should attend the grievance meeting, they shall inform the parties at least twenty-four (24) hours prior to the meeting of the names of the additional participants.

The grievor shall be represented by the steward, and the grievor shall be present. It is understood that a staff representative of the Union may also attend at the request of either party. The Director, Human Resources, or designate, shall have ten (10) working days from the date of such meeting to render a decision.

It is expressly understood that an employee who has a complaint or a grievance shall follow the procedures as outlined in this Article, and pending the investigation and determination of the validity of such claim, shall continue to perform the duties assigned to them by their immediate supervisor (unless the employee has been suspended or discharged), providing such duties do not jeopardize the life, health or safety of the employee.

- 8.03 For grievances in relation to Article 3, any timeline extensions shall not be unreasonably denied.
- 8.04 (a) The Union may file a "Policy Grievance" at Step 2 of the grievance procedure. A "Policy Grievance" may not be used to bypass the regular grievance procedure. A policy grievance is defined as one which alleges a misinterpretation or violation of a provision of this Agreement and which, because of the nature or scope of the subject matter, could not otherwise be instituted as an individual employee grievance commencing at Step 1. Such policy grievance shall be filed in writing

within ten (10) working days of the initial incident giving rise to the complaint. The grievance must be signed by the Local President.

- (b) The University shall have the right to lodge a grievance with the Union concerning the meaning, application or interpretation of any provision of this Agreement commencing at Step 2 of the grievance procedure. The grievance shall be filed in writing within ten (10) working days of the initial incident giving rise to the complaint. A meeting shall be held between representatives of the University and the Union within seven (7) working days (or such other time as may be mutually agreed upon by the parties) of filing of the grievance. The grievance shall be answered in writing by the Union within ten (10) working days of such meeting.

- 8.05 An employee, other than a probationary employee, claiming that they have been discharged from employment without cause, shall file a signed, dated, written statement of such grievance setting out the nature of the grievance and the specific remedy sought at Step 2 of the grievance procedure providing such grievance is lodged with the Director, Human Resources, or designate, within five (5) working days of the discharge.
- 8.06 Saturday, Sunday and paid holidays shall not be considered in the calculation of time limits as outlined in this Article.
- 8.07 Any complaint or grievance which is not commenced or processed through the next stage of the grievance procedure within the time specified shall be deemed to have been dropped, and if commenced, considered to have been settled on the basis of the University's reply to the grievance. However, time limits specified in the grievance procedure may be extended by mutual agreement in writing between the University and the Union. If no written answer has been given to the grievance within the time limits specified, the employee shall be entitled to submit the grievance to the next stage including arbitration. In consideration of the mandatory nature of the time limits section 48(7) of the *Labour Relations Act* R.S.O. 1995 shall not apply to grievances involving lay off, suspension or discharge.
- 8.08 Any step of the grievance procedure may be waived by mutual agreement in writing between the University and the Union.
- 8.09 Decisions arrived at between the University, the employee and the Union on the disposition of any specific employee, Union or University grievance shall be final and binding upon the University, the Union and the employee or employees concerned.

- 8.10 If final settlement of the grievance is not reached at Step 2, then the grievance may be referred in writing by either party to arbitration as provided in Article 9 - Arbitration, at any time within ten (10) working days after the final decision is given in Step 2. If no such written request for arbitration is received within the time limits, then the grievance shall be deemed to have been abandoned.
- 8.11 Notices required to be in writing shall be deemed to be properly given if given orally or by telephone and confirmed by letter postmarked no later than the final day for giving notice.

## **ARTICLE 9 – ARBITRATION**

- 9.01 Both parties to this Agreement agree that a properly constituted grievance as defined in Article 8 - Grievance Procedure, paragraph 8.01, which has been properly carried through all the requisite steps of the grievance procedure as outlined in Article 8 and which has not been settled or abandoned, may be referred to arbitration, at the written request of either of the parties thereto.
- 9.02 All agreements reached under the grievance procedure between the representatives of the Employer, the representatives of the Union and the grievor(s) will be final and will be considered resolved.
- 9.03 When either party requests that any matter be submitted to arbitration as provided in this Article, it shall make such request in writing addressed to the other party to this Agreement, and at the same time identify a choice for a sole arbitrator. Within ten (10) calendar days thereafter, the other party shall identify its' choice of a sole arbitrator. The parties may confer in an effort to seek agreement on a sole arbitrator, or where there is no agreement within a period of twenty (20) calendar days, the Minister of Labour for the Province of Ontario shall have the power to make such appointment upon application thereto by the party invoking the arbitration procedure.

Where a party prefers to use a full panel for arbitration, such panel shall be referred to as the Arbitration Board, and each side as noted above shall identify a nominee to the Arbitration Board. The parties shall attempt to agree upon a Chair. If they are unable to agree upon such a Chair within a period of twenty (20) calendar days, they shall then request the Minister of Labour for the Province of Ontario to appoint a Chair.

Each of the parties will bear the expense of its nominee, where necessary, and the parties will share equally the fees and expenses of the Chair of the Arbitration Board.

- 9.04 No person may be appointed as an Arbitrator who has been involved in an attempt to negotiate or settle the grievance, except as herein provided.
- 9.05 No matter may be submitted to arbitration which has not been properly carried through all requisite steps of the grievance procedure.
- 9.06 The Arbitrator or Arbitration Board shall not be authorized to make any decision inconsistent with the provisions of this Agreement, or to alter, modify, add to or amend any part of this Agreement.
- 9.07 The proceedings of the arbitration hearing will be expedited by the parties. The decision of the majority, and where there is no majority, the decision of the Chair, will be final and binding upon the parties hereto and the employee(s).
- 9.08 The time limits set out in this article are mandatory and failure to comply strictly with such time limits, except by written agreement of the parties, shall result in the grievance being deemed to have been abandoned.
- 9.09 Notwithstanding the time limits as set out herein, in the interest of bringing the matter to an expeditious conclusion, where the decision or response is provided in less than the number of days provided above, any subsequent response will measure from the receipt of the response.
- 9.10 Employees who are summoned or subpoenaed and whose attendance is required at arbitration hearings shall receive permission to be absent from work with pay.
- 9.11 The Arbitrator or Arbitration Board shall be governed by the following provisions:
- (a) The Arbitrator or Arbitration Board shall hear and determine the grievance and issue a decision which is final and binding on the parties and upon any employee affected by it.
  - (b) The decision of the majority is the decision of the Arbitration Board, but if there is no majority, the decision of the Chair governs.
  - (c) The Arbitrator or Arbitration Board shall determine its own procedure but shall give full opportunity to all parties to present evidence and make representations.

**ARTICLE 10 – SENIORITY**

- 10.01 Seniority, as referred to in this Agreement, shall mean length of continuous full-time service in the employ of the University within the bargaining unit but adjusted to recognize any period of absence in which seniority was maintained but did not accumulate.
- 10.02 A newly hired employee shall be considered a probationary employee until the employee has worked continuously in the same position for a period of three (3) months. At the discretion of the University, and with notice to the Union, the probation period may be extended for a further three (3) month period. In such case, an evaluation of the employee's progress and performance shall be made at the end of the initial three (3) month period. The employee shall be notified in writing that the probationary period has been completed. If the probationary period is to be extended, both the employee and the Local 608 President or designate will be notified in writing by the Director, Human Resources or designate. During the probation period, the employee shall have no seniority rights and limited rights as set out in Article 2.04. It is expressly understood by both parties that during the probationary period, an employee shall be considered as being employed on a trial basis and may be discharged at any time at the sole discretion of the University. The discharge, lay-off or failure to recall after lay-off of a probationary employee shall not be the subject of a grievance and/or arbitration pursuant to this Agreement. If retained after the probationary period, the employee shall be credited with seniority accrued from their date of hire or in accordance with articles 10.09 and/or 10.10.
- 10.03 The University agrees to furnish to the Union and to distribute by e-mail by April 1, August 1 and December 1 of each year a current seniority list. Employees who have bona fide proof to challenge their seniority date shall present such proof within five (5) working days from the date their name first appears on a seniority list distributed via e-mail or within five (5) working days from the date that their seniority standing is adjusted as per 10.01. Failing such a challenge, seniority standings shall be deemed correct as contained on the University's records. Employees acquiring seniority on the same date shall be added to the seniority list in alphabetical order.
- 10.04 Seniority is the principle of granting preference to employees for promotions, non-disciplinary demotions, lay-offs, and rehire after lay-offs in accordance with the length of continuous full-time service with the University. In all cases, the following two (2) factors shall be considered by the University in determining which employee shall be affected:

- (a) the skill, ability, experience and qualifications of the individual to perform the requirements of the job in a competent manner and the capability of the individual to assume responsibility.
- (b) the seniority ranking of the employees affected.

When in the judgement of the University, which shall not be exercised in a discriminatory manner, the factor (a) is relatively equal as between two (2) or more employees, then and only then shall factor (b) govern.

10.05

An employee's seniority shall be forfeited and their employment shall be deemed to be terminated and there shall be no obligation to rehire under the following conditions:

- (a) the employee voluntarily resigns or quits. An employee shall be deemed to have resigned when:
  - (b) (i) the employee gives notice in writing of their desire to leave the University's employment.
  - (ii) the employee is absent without leave for three (3) consecutive working days during which time they have not contacted the Human Resources Department directly with a reason acceptable to the University when the employee has had an opportunity to do so. Proof of the matter is the responsibility of the employee;
  - (iii) the employee fails to report for work at the expiration of a leave of absence without reasonable justification satisfactory to the University, or an employee accepts gainful employment while on leave of absence without first obtaining the consent of the University in writing;
  - (iv) the employee utilizes a leave of absence for purposes other than that for which the leave of absence may have been granted.
- (c) the employee retires;
- (d) the employee is discharged and not reinstated through the grievance procedure;
- (e) the employee is laid off for a period of twelve (12) months;
- (f) the employee fails to respond to a recall to work to their last known address or phone number on the University's records within five (5)

days. The recall will be confirmed by Registered Letter. The onus is on employees to inform the University of their current address and telephone number;

- (g) the employee is absent from work for twenty-four (24) months due to accident or illness; or becomes totally and permanently disabled;

10.06 Employees on lay-off will have their names retained on the seniority list for the purposes of recall only and during such lay-off seniority will not accrue.

10.07 Seniority shall be accumulated in the following circumstances only:

- (a) when absent from work due to sickness or accident in which case seniority will continue to accumulate for a period of twenty-four (24) months;
- (b) when off the payroll due to personal leave of absence, then seniority will continue to accumulate for nine (9) months;
- (c) when working for the University outside the bargaining unit, then seniority will continue to accumulate for three (3) months;
- (d) when absent on vacation or on paid holidays;
- (e) when actually at work in a bargaining unit position for the University;
- (f) when absent on pregnancy and parental leave;
- (g) when absent on Union leave or any protected leaves under the *Employment Standards Act* and/or the *Ontario Human Rights Code*.

10.08 **Seniority Rights – Less than 12 Month Positions**

Where less than full time employment is identified prior to the time of hiring, the University may effect a lay-off for a period of up to but not greater than four (4) months in any employment year without regard to the provisions of Article 11 – Lay-Off and Recall. Notwithstanding the foregoing, seniority and service shall accumulate for all purposes under the Collective Agreement during such period of lay-off. This provision shall have no application where the employee in lieu of lay-off hereunder has been granted a leave of absence in which case Article 10.07 (b) shall have application.

- 10.09 When a part-time employee is successful in a job competition for a full-time bargaining unit position, the part-time employee will have their part-time seniority converted to years by dividing their part-time hours of work by 1820. Should a full-time employee be successful in a part-time job competition, or have their position reduced permanently to a part-time position, the full-time employee will have their full-time seniority converted to hours by multiplying their number of years of seniority by 1820.
- 10.10 When a contract employee is successful in a job competition for a full-time complement position, the contract employee will have their seniority converted to years by dividing their contract hours of work by 1820, provided there has not been a break in service.
- 10.11 Unbroken service is defined as service which is not interrupted by separation from employment with the University for periods that are greater than thirteen (13) weeks. It is understood that approved leaves and leaves covered under the *Employment Standards Act* and *Ontario Human Rights Code* will not be considered to be included in any calculation of break in service.

#### **ARTICLE 11 – LAY-OFF AND RECALL**

- 11.01 The University, where possible, will enter into discussions with the Union when contemplating lay-offs two months prior to the layoffs taking place. Once positions have been identified for lay-off, the University shall notify the Union as soon as possible or at least prior to the affected employee(s) being notified.
- The University agrees to meet with the Union during this period, at the Union's request, to discuss potential layoff(s). The discussion will include the following:
- (a) the operational changes and/or other causes for the layoff;
  - (b) possible alternatives to layoff(s);
  - (c) the process of implementation; and
  - (d) the manner in which the University may assist employees through the transition.
- 11.02 In determining when employees are to be laid off and recalled from lay-off, the University shall consider the following factors:



- (a) the seniority ranking of the employees affected;
- (b) the skill, ability and qualifications of the individual to perform the requirements of the job in a competent manner and the capability of the individual to assume responsibility.

11.03 There will be no lay-off of employees with seniority in a classification until all probationary, contract and casual employees within the same job class have been laid off or terminated.

11.04 Employees who are displaced and who cannot maintain their classification will have their rate "red-circled" (i.e. maintained at the current rate) and will not receive any further increases until the rate for the classification surpasses their "red-circled" rate. The period of red circling will be limited to twelve (12) months from the date of placement in the lower classification. While "red-circled", the employee shall also retain recall rights to their former position for twelve (12) months from the point of being displaced.

Application of this article will commence on February 9, 2018, and will apply only to employees whose rates are red-circled after that date.

11.05 **Procedures for Lay-Off**

The University will not fill any positions covered by this agreement for which the employee is eligible as outlined in Article 11.06.

All employees under potential notice of lay-off will be subject to one of the following three activities:

- (a) placed in a vacant position;
- (b) placed in a position occupied by a junior employee (as per Article 11.06 below); or
- (c) placed on the recall list.

11.06 In the event a position within the bargaining unit becomes redundant, or should a lay-off occur, the employee shall, in order of seniority, be placed in a vacant position or exercise bumping rights in the following order:

- (a) To fill a vacant position within the same classification. If there is no such position, then;
- (b) To fill the position held by the most junior employee within the same classification. All junior employees within that classification must be considered. If there is no such position, or the list of potential positions held by junior employees within the same classification has been exhausted, then;
- (c) To fill a vacant position within the next lowest classification. All junior employees within that classification must be considered. If there is no such position, or the list of potential positions held by junior employees within the next lowest classification has been exhausted, then;
- (d) To fill a position held by the most junior employee within the next lowest classification to the employee's own classification. If there is no such position, then;
- (e) The process is repeated until all classifications have been reviewed in descending order and either a vacant position or a position held by a more junior employee is identified. If no position exists, then the employee shall be placed on the recall list.
- (f) All employees displaced during the process outlined above will follow the same procedures to obtain a new position.

11.07 At each step of this process, it is the responsibility of the Director, Human Resources to inform the employee of their appropriate seniority and bumping rights.

An employee who has the right to displace another employee or to move to a vacant position shall have the right to the same training period as would typically be accorded to an employee under Article 13 – Trial Period. The University reserves the right to test employees to ensure they have the skill, ability and qualifications to perform the requirements of the job in a competent manner. The Local President and the University will mutually agree on the evaluation process.

11.08 The University will place an employee under notice of layoff in a position if they have the skill, ability, experience and qualifications to perform the requirements of the position. The member will be provided with a period of orientation and training of two (2) months to become familiarized with the new position.

- 11.09 Members will be afforded five (5) working days to either accept the offered position or to declare that they prefer to be placed on the recall list. The Director, Human Resources will consider requests for an extension to the two-day limit.
- 11.10 Notwithstanding the above, in order to assist in the limitation of the number of required layoffs or to minimize the effects of position redundancies, the University may, under 4.01(b), with notice to the Union, transfer members under potential notice of lay-off to like positions in areas of need or to select members under potential notice of lay-off in accordance of seniority and who meet the requirements of Article 11.08 for other vacant positions prior to beginning the lay-off procedures.
- 11.11 **Severance Pay**
- (a) The University shall provide notice pay (where applicable) and severance pay (where applicable) according to the *Employment Standards Act* requirements. In addition, the University shall provide one (1) additional week of severance pay per year of service.
  - (b) An employee may elect, at any time during the recall period, to terminate their employment and receive severance pay. The employee's name will be removed from the recall list and the Employer will have no further obligation to the respective employee.
- 11.12 **Recall**
- (a) Employees who are laid off shall be placed on a recall list and shall retain but not accrue seniority for twelve (12) months.
  - (b) The University shall recall employees in order of seniority to vacant bargaining unit positions in accordance with Article 11.08. Notice of recall shall be sent by registered mail to the employee's last known address, and the employee shall respond to the recall notice within five (5) business days of the receipt of such. If the employee does not respond within five (5) business days, they will be removed from the recall list.
  - (c) An employee who is recalled and reinstated to a position with a lower rate of pay than the position occupied at the time of layoff shall be subject to Article 11.04.

- (d) The University will rehire employees from the recall list who are properly qualified for the available positions before hiring from the open market.
- (e) All employees who have been laid off and are on the recall list shall maintain their eligibility under the Tuition Subsidy Policy.
- (f) All employees who have been laid off and are on the recall list shall maintain their eligibility under the Employee Assistance Program for a period of six (6) months.

## **ARTICLE 12 – VACANCIES AND POSTINGS**

12.01 Nipissing University and the Union are committed to employment equity and strongly encourages applications, which may include self-identification in a cover letter from Indigenous persons, women, persons with disabilities, persons who identify as 2SLGBTQIA+ and racialized minorities.

- (a) A full-time vacancy occurs when:
  - i) An existing full-time complement position is vacated by the incumbent on a permanent basis; or
  - ii) A new full-time complement position is established.
- (b) A temporary vacancy occurs when:
  - i) An incumbent has vacated a permanent position for a specified period of time and the incumbent retains propriety rights to the vacant position;
  - ii) A non-recurring position is created for a special project or initiative or in response to an unexpected increased need in specific areas;
  - iii) The position is not to exceed twelve (12) months, except when hired as a specific replacement for an employee on pregnancy or parental leave, on WSIB or sick leave, or on another leave of absence as referenced in Article 14.

12.02 In selecting a candidate to fill a permanent or temporary vacancy which the University wishes to fill in the bargaining unit, the University shall consider:

(a) The skill, ability and qualifications of the individual to perform the requirements of the job in a competent manner and the capability of the individual to assume responsibility.

(b) The seniority ranking of the employees affected, if applicable.

12.03 When in the judgment of the University, which shall not be exercised in a discriminatory manner, the factor (a) is relatively equal as between two (2) or more employees, then and only then shall factor (b) govern.

12.04 The University maintains the right to fill vacancies at its discretion in accordance with the Collective Agreement. The Director, Human Resources or designate will notify the President of Local 608 or designate of its intentions regarding the filling of all vacant positions.

12.05 **Filling Full-time Vacancies**

(a) The University agrees that notices shall be posted for a period of seven (7) working days for all full-time vacancies in the bargaining unit.

(b) The University shall consider applications with the following priority:

i) Seniority employees in the bargaining unit and/or from part-time bargaining unit employee with more than 355 hours of service who currently holds the position;

ii) Part-time bargaining unit who has completed their probationary period; then,

iii) Contract employee who has twelve (12) months of continuous service.

If no such member possesses the necessary overall qualifications, the University shall subsequently consider first those applicants from the employees in the part-time bargaining unit who have passed their probationary period; and then from a contract employee who has twelve (12) months of continuous service.

(c) After all applications from bargaining unit employees have been received and it is determined that none possesses the necessary overall qualifications, the vacancy may be filled from outside the bargaining unit.

- (d) Where the job is filled from inside the bargaining unit through the job posting procedure, the University will pay the successful applicant at their new rate within thirty (30) days from the date of the appointment and will endeavour to move the successful applicant within sixty (60) days of the appointment.
- (e) When the job posting procedure does not result in the filling of a position, the Director, Human Resources or designate shall notify the President of Local 608 or designate within 60 days of the closing of the posting. This timeline may be extended by mutual agreement.
- (f) Candidates selected for an interview will be provided with the interview format including any supplemental testing/presentation components and assessment breakdown of the selection process.

#### 12.06 **Filling Temporary Vacancies**

- (a) The University may fill vacant positions or new positions on a temporary basis (six months or less) at its discretion.
- (b) All vacancies that extend beyond six (6) months will be posted and filled through the competitive bid process unless otherwise agreed to by the parties.
- (c) Where an employee is the successful applicant in a temporary vacancy within the bargaining unit, they shall be guaranteed a return to their home position at the conclusion of the temporary vacancy.
- (d) The University may fill vacant or new positions on a temporary basis with Contract Employees.
- (e) The University may fill vacant or new positions on a casual basis for up to eight (8) weeks with Casual Employees.

#### 12.07 **Temporary Assignments Within the Bargaining Unit**

- (a) All temporary assignments shall be pre-approved by the Director, Human Resources, or designate.
- (b) An employee who is temporarily assigned to perform a higher rated position, other than for vacations, for a minimum of five (5) working days shall be paid at least one step higher than their present rate, commencing on the first day of the new assignment.

- (c) An employee who is temporarily assigned to perform a lower rated position shall continue to be paid their current rate for the duration of such assignment.
- (d) An employee who is temporarily assigned higher or lower related duties within the bargaining unit will be provided an outline, in writing, of the expected duties and the duration of the temporary assignment.
- (e) Temporary assignments within the bargaining unit will be reviewed by the Director, Human Resources, or designate, and the Local President every three (3) months up to the end of the assignment, and shall not exceed twelve (12) months without mutual agreement.

#### 12.08

#### **Temporary Assignments Outside of the Bargaining Unit**

- (a) All temporary assignments shall be pre-approved by the Director, Human Resources, or designate.
- (b) An employee may refuse to accept a temporary assignment which falls outside the bargaining unit.
- (c) Employees may temporarily be assigned some duties that would normally be performed by positions outside of the bargaining unit, while maintaining most of their work from their original bargaining unit position.
- (d) An employee who is temporarily assigned to perform duties that fall outside of the bargaining unit, other than for vacations, for a minimum of five (5) working days shall be paid at least one step higher than their present rate, coming on the first day of the temporary assignment.
- (e) Temporary assignments outside of the bargaining unit will be reviewed by the Director, Human Resources, or designate, and the Local President every three (3) months up to the end of the assignment, and shall not exceed twelve (12) months without mutual agreement.
- (f) An employee who is temporarily assigned some duties outside of the bargaining unit will be provided an outline, in writing, of the expected duties and the duration of the temporary assignment.

- (g) Employees who accept a temporary full transfer of duties outside of the bargaining unit and/or accept a temporary contract that falls outside of the bargaining unit shall continue to accrue seniority and pay Union dues based on the wage of their temporary assigned position for up to three (3) months while filling the temporary position.
- (h) Members working outside the bargaining unit for the employer as outlined in 12.08 (g) for more than three (3) months will cease to accrue seniority within this bargaining unit.

### **ARTICLE 13 – TRIAL PERIOD**

- 13.01 In the event the successful applicant is a fulltime staff member of the bargaining unit, then they shall be placed on trial for a period of two (2) months. In the event the successful applicant proves unsatisfactory in the position during the trial period, or if the employee chooses not to remain in the new position, they shall be returned to their former position and wage rate without loss of seniority. The Human Resources department will notify the employee in writing of the successful or unsuccessful completion of the two month trial period within five (5) working days of the end of the trial period. If the employee chooses not to stay in the new position, they will notify the Director, Human Resources or designate within five (5) working days of the end of the trial period.

### **ARTICLE 14 – LEAVES OF ABSENCE**

- 14.01 The University may grant leave of absence with or without pay at its discretion. Such leave shall be for a stated period and shall not normally exceed twelve (12) months. All leaves of absence shall be applied for in writing to the Director, Human Resources, or designate, who shall respond in writing.
- 14.02 Employees who are on leave of absence for any reason will not engage in gainful employment while on such leave, and if an employee does engage in gainful employment while on such leave without the written consent of the University, they will forfeit all seniority rights and shall be deemed terminated.
- 14.03 **Bereavement Leave**



- (a) Bereavement leave will be allowed in the event of a death in the immediate family of an employee's parent, spouse, common-law spouse, child, brother, sister, mother-in-law, father-in-law, step-child, step-parent, grandchild or grandparent, of up to five (5) working days without loss of pay. A common-law spouse shall be defined as one who cohabitates for twelve (12) consecutive months. In the event of death in the distant family of a brother-in-law, sister-in-law, aunt, uncle, niece or nephew, or the grandparent of the employee's spouse, one (1) working day shall be allowed with pay. Reasonable traveling time, as determined by the Director, Human Resources, or designate, may be allowed with or without pay.

In the event of the death of an individual whose relationship to an employee is not defined above but the impact of which is comparable, a request may be submitted to the Director, Human Resources, for consideration of bereavement leave, the duration of which will be determined based on the circumstances.

- (b) Where bereavement leave in accordance with this Article occurs during an employee's vacation period, the employee may substitute bereavement leave for the period in question provided that the employee contacts their supervisor during the vacation period and provides evidence satisfactory to the supervisor. The employee would then be eligible to schedule the unused portion of their vacation at a later date.

#### 14.04 **Jury Duty**

An employee who is called for Jury Duty will receive paid leave at full pay less the amount of the jury fee received as outlined by the Ministry of the Attorney General. The employee must furnish the University with their jury duty summons. Where an employee is on call for Jury Duty and where not required after twelve (12) o'clock (noon), the employee will report for work to complete the balance of the day. The subpoena for jury duty shall be given to the Human Resources Department.

#### 14.05 **Witness**

An employee who is subpoenaed to a court of law as a witness (excludes arbitrations and labour board hearings) will be granted the necessary time off without loss of regular pay. The employee will pay to the University any fees received less the portion applicable for travel and meal expenses.

#### 14.06 (a) **Pregnancy and Parental Leave**

Leave of absence for pregnancy shall be granted in accordance with the *Employment Standards Act*.

On request, in writing, leave of absence, without accumulation of seniority, pay or benefits, beyond that provided under the *Employment Standards Act* may be granted to an employee on pregnancy and parental leave up to a maximum leave (including leave available under the legislation) of seventy-eight (78) weeks. The University, in considering any request for an extension in pregnancy and parental leave in excess of that provided under the legislation, shall give consideration to any medical or other relevant reasons.

Seniority shall continue to accumulate for the duration of the pregnancy and parental leave. At the employee's option, they may, by written notice to the University, elect to pay for the employee portion of the premium package of benefits. In such case, the University will continue to pay its portion of the premium cost for the benefits set out in Article 18.01 for the duration of the pregnancy and parental leave.

At the employee's option, they may elect to continue pension contributions, based on either their nominal salary or on the supplementary employment insurance benefit. In such case, the University will continue to match the employee's contribution as set out in Article 19 for the duration of the pregnancy and parental leave.

On returning from Pregnancy and/or Parental Leave, the employee will be placed in their former position or in a position equivalent to their former position.

#### (b) **Supplementary Employment Top Up Benefit**

An employee entitled to pregnancy leave under this Article who provides the University with proof that they have applied for and are eligible to receive Employment Insurance (EI) benefits pursuant to the *Employment Insurance Act*, will be paid an allowance in accordance with Supplementary Employment top up benefit. In respect of the period of pregnancy leave, payments made according to Supplementary Employment top up benefit will consist of the following:

- i) for the first week, payments equivalent to ninety-five (95%) percent of the nominal salary for their rank, which they were

receiving on the last day worked prior to the commencement of the pregnancy leave, and

- ii) up to a maximum of sixteen (16) additional weeks, payments equivalent to the difference between the sum of weekly EI benefits the employee is eligible to receive and any other earnings received by the employee, and ninety-five (95%) percent of the actual salary for the rank which they were receiving on the last day prior to the commencement of the pregnancy leave.
- iii) According to the Ontario *Employment Standards Act*, the employee, after pregnancy leave, is also entitled to an unpaid parental leave of up to sixty-one (61) weeks.
  - (i) The employee may elect to make application for Employment Insurance (EI) for one of the following:
    - i. The standard rate of parental benefits at fifty-five (55%) percent (or a maximum determined by Service Canada) for up to thirty-five (35) weeks; or
    - ii. Extended parental leave benefits at thirty-three (33%) percent (or a maximum determined by Service Canada) for up to sixty-one (61) weeks.
  - (ii) An employee who provides the University with proof that they continue to be eligible to receive Employment Insurance (EI) benefits pursuant to the *Employment Insurance Act* as amended will be paid, for fourteen (14) weeks, the difference between the sum of weekly EI at the standard rate of fifty-five (55%) percent and ninety-five (95%) percent of the rate of pay they were receiving on the last day prior to the commencement of the leave.
  - (iii) The employee may also request approval to utilize any accumulated vacation entitlement.

**(c) Parental Leave for the Parent Who Has Not Given Birth/Adoption Leave**

According to the *Employment Standards Act* after thirteen (13) weeks of continuous employment, an employee is entitled to parental leave if they claim the status of primary caregiver.

- i) Parental Leave will commence no later than seventy-eight (78) weeks after the child is born or came into the employee's custody, care and control for the first time.
- ii) An employee who provides the University with proof that they have applied for and are eligible to receive employment insurance benefits shall be paid, for the first week, payments equivalent to ninety-five (95%) percent of the rate of pay for their classification which they were receiving on the last day worked prior to the commencement of the parental leave, and
  - (i) The employee may elect to make application for Employment Insurance (EI) for one of the following:
    - i. The standard rate of parental benefits at fifty-five (55%) percent (or a maximum determined by Service Canada) for up to thirty-five (35) weeks; or
    - ii. Extended parental leave benefits at thirty-three (33%) percent (or a maximum determined by Service Canada) for up to sixty-three (63) weeks.
  - (iii) An employee who provides the University with proof that they continue to be eligible to receive Employment Insurance (EI) benefits pursuant to the *Employment Insurance Act* will be paid, for thirteen (13) weeks, the difference between the sum of weekly EI at the standard rate of fifty-five (55%) percent and ninety-five (95%) percent of the rate of pay they were receiving on the last day prior to the commencement of the leave.
- iv) On returning from parental leave, the employee will be placed in their former position or in a position equivalent to their former position. If the position does not exist, Article 11.05 and 11.06 will prevail.
- v) Seniority will continue to accumulate during the period of parental leave.
- vi) For the duration of the parental leave, the University will continue to pay its portion of the benefit costs unless the employee has advised the University in writing that they do not wish to make the required employee contributions.

- vii) If additional leave is required, the employee may request unpaid leave or utilize their accumulated vacation entitlement.
- viii) After fourteen (14) weeks (weeks 15-63), the employee will not receive pay from the University. The University will continue to pay its portion of the benefit costs unless the employee has advised the University in writing that they do not wish to make the required employee contribution. The employee shall pay their portion of the benefit premium during the period of leave if their benefits are to be continued.

14.07      **Absent Without Permission**

If an employee does not report to work because of illness or any other reason and fails to notify their supervisor (and if not available their designate), during the first day of absence, the employee will be considered as absent without permission and the days lost will be deducted from their pay. If an employee is absent without permission three (3) days during any two (2) month period, they will be given a written warning. An employee will be liable for dismissal after a second warning. If an employee is absent without permission for three (3) consecutive working days, they will be considered as having left the service of the University.

14.08      **Marriage Leave**

A seniority employee will be allowed marriage leave of three (3) working days without loss of pay.

14.09      **Medical/Dental Appointments**

An employee who has a medical or dental appointment or who requires time off for other medical reasons, having obtained permission from their supervisor, shall be granted such time. Whenever possible, appointments should be scheduled early in the morning, during lunch or late in the afternoon so as not to interfere with regularly scheduled work.

14.10      **Paid Leave Benefits**

Subject to the terms of the benefit plans, the University agrees to pay its portion of the premium for employee benefits as provided in this Agreement while an employee is on a paid leave of absence. The employee shall similarly pay their portion of the premium.

#### 14.11 **Unpaid Leave Benefits**

Subject to the terms of the benefit plans, excluding short-term disability and long-term disability, an employee shall be allowed to continue enrolment in all employee benefit plans at their own expense while on an unpaid leave of absence.

Employees are not eligible to participate in the pension plan while on an unpaid leave of absence.

#### 14.12 **Union Leave**

The cumulative total leave of absence under (a) and (b) shall not exceed twenty (20) days per year. If there are specific situations that arise, the Local President may submit a request to the Director, Human Resources, to consider an increase to the twenty (20) day limit. The decision of the Director, Human Resources, to approve or deny these additional days is not grievable.

##### (a) Union Leave – Salary Continuance

Leave of absence without pay may be granted to attend Union conventions or conferences. The Union shall reimburse the University for wage and benefit costs.

The University will allow salary continuance for approved leave(s) for members upon receipt of pre-approval by OPSEU/SEFPO. The University will prepare the invoice for reimbursement for wage and benefits costs for the leave and submit the invoice to the appropriate OPSEU/SEFPO office for reimbursement. OPSEU/SEFPO will endeavor to reimburse the University for wage and benefit costs associated with the leave within one month (30 days) of receipt of the invoice. The University will request status updates for any overdue invoices.

The University has the right to discontinue salary continuance for nonpayment of invoices.

Such leaves without pay will only be granted in situations where no additional cost or burden shall be borne by the University or the department. The parties are encouraged to provide a plan to ensure that operational requirements are met.

##### (b) Union Leave – Without Pay

The University shall endeavour to grant a leave of absence without pay for any member of the bargaining unit for the purpose of attending conferences or seminars related to activities of the Union. Such leaves without pay will only be granted in situations where no additional cost or burden shall be borne by the University or the department.

A request for such leave will be submitted by the Local 608 President, or designate, on behalf of the member, to the member's immediate supervisor with a copy to the Director, Human Resources, or designate, as soon as possible, but no later than ten (10) working days in advance. The supervisor will consult with the Director, Human Resources, before any approval for such leave is granted. The parties are encouraged to provide a plan to ensure that operational requirements are met. These requests shall not be unreasonably denied.

No more than four (4) employees shall be absent on Union Leave [(a) and/or (b) above] at the same time. No more than two (2) employees shall be absent from the same department on Union Leave [(a) and/or (b) above] at the same time. In special circumstances, the Local President may submit a request to the Director, Human Resources for an exception to this limit.

#### 14.13

#### **Union Leave**

- (a) An employee who is elected as a member of the Board of OPSEU/SEFPO or selected for a full-time position with the Union, shall be granted leave of absence without loss of seniority and without pay for the duration of the current term of office.
- (b) This Article will also apply to a member who is elected to a Provincial Sector or Committee for OPSEU/SEFPO. In the event of an appointment to a position that is other than full-time book off, the employer shall allow salary continuance for approved leave(s) for members upon receipt of pre-approval by OPSEU/SEFPO. The University will prepare the invoice for reimbursement for wage and benefits costs for the leave and submit the invoice to the appropriate OPSEU/SEFPO office for reimbursement. OPSEU/SEFPO will endeavour to reimburse the University for wage and benefit costs associated with the leave within one month (30 days) of receipt of the invoice.
- (c) The cumulative total leave of absence under (b) shall not exceed twenty (20) days per year.

- (d) Members will prioritize their work for the employer and consider all outstanding projects when making requests for leave of absence under (b).

#### 14.14 **Local Union Paid Time Off**

In addition to time off granted under Articles 14.12 and 14.13, the University recognizes that additional time off without loss of pay during regular working hours may be necessary for the purpose of assisting employees and the Local Union in the administration of the Collective Agreement and the business directly pertinent thereto (for example, job evaluation, inclusion/exclusion, grievance meetings, etc.) Either the President of the Local or designee shall be granted leave with pay and no loss of credits for not more than three (3) hours every two (2) weeks to attend to such business.

Paid time off under this article shall not accumulate.

#### 14.15 **Union Leave – Meetings**

Notification for attendance at any of the meetings listed below will be submitted to the appropriate supervisor/manager as soon as possible. Participation in these meetings should not be denied unless there are mitigating circumstances.

##### (a) Joint Employer-Union Committees

The Union's designated representatives on joint Employer-Union Committees shall suffer no loss of normal salary while attending meetings with the University where their presence is required or permitted under the terms of this Agreement.

##### (b) Ratification Meeting

Members of the bargaining unit shall, subject to operational requirements, be allowed to attend, without loss of pay or benefits, a meeting called by the local Union for purposes of ratifying collective agreements during working hours. The ratification meeting shall be set on a date mutually agreed to by the parties and shall commence not earlier than 2:30 p.m. on that day.

##### (c) Grievance and Arbitration/Mediation



Step 1 (Article 8.02): Union Steward and complainant for presentation of complaint to management.

Step 2 (Article 8.02): Union Steward, Chief Steward and grievor for duration of meeting.

Arbitration/Mediation (Article 9): Local President or Vice, Union Steward, Chief Steward and grievor for days of hearing and subpoenaed bargaining unit members.

It is understood that Article 14.14 applies to meetings held during the employee's normal working hours and that overtime compensation will be granted for meetings scheduled by the employer that extend beyond the employee's normal working hours.

#### 14.16 **Day of Mourning**

The parties recognize April 28 as the annual day of remembrance for workers killed or injured on the job. The Local President or designate may make a request to attend Day of Mourning ceremonies in the community.

#### 14.17 **Public Office Leave**

An employee who is an official candidate for election to the parliament of Canada, to a provincial legislature or assembly, or to any Public office requiring a similar time commitment, as determined by the Employer, may request a leave of absence with no loss of remuneration and no effect on benefits for a period from the date of issuance of the writ of election until voting day, during which the employee is campaigning for office. An employee may request a leave of absence without pay for any period up to six (6) years in which the employee holds one of the aforementioned offices. A leave of absence to campaign for or to hold one of the aforementioned offices will not be denied without valid administrative reasons.

#### 14.18 **Other Leaves**

The Employer will abide by its statutory obligations with regard to the granting of leaves, paid or unpaid, as outlined in the *Employment Standards Act* or other applicable legislation including leaves for Personal Emergency, Family Caregiver, Family Medical, Critical Illness, Organ Donor, Domestic Violence, Military Leave, Crime related Disappearance and Child Death Leave.

A link to the *Employment Standards Act* can be found on the Human Resources page of the Nipissing University website.

## **ARTICLE 15 – SICK LEAVE**

- 15.01 Employees will accumulate one (1) day sick leave credit per month until a maximum of fifteen (15) days have accumulated. Effective May 1, 2021, the maximum accumulation shall be twenty-seven (27) days. Effective May 1, 2022, the maximum accumulation shall be thirty (30) days.
- 15.02 Sick leave credits may be used only for absences due to sickness or legitimate medical reasons. The employee must work at least ten (10) days in the month to receive credit for that month. An employee employed for less than twelve (12) months per year is entitled to earn a proportional number of sick leave credits.
- 15.03 An employee who has reached the applicable maximum accumulation of sick leave credits and who has used any portion of their accumulated sick leave, will be eligible to re-accumulate as per Article 15.01.
- 15.04 An employee shall not be paid for sick leave while entitled to Workplace Safety Insurance Board benefits.
- 15.05 An employee who cannot report for work due to illness shall immediately notify their direct supervisor (and if not available their designate) by a mutually agreed upon mode of communication. As soon as possible thereafter, the employee will input their absence into the leave tracking system.
- 15.06 An employee who is receiving weekly Short-Term Disability payments may top up their Short-Term Disability benefit to a maximum of a regular day's wages by using unused sick leave credits first, then unused vacation credits.
- 15.07 If an employee is sick for more than five (5) consecutive days, they shall be required to present to the Director, Human Resources or designate, a doctor's certificate. In addition, a doctor's note may be required for any day of absence where the University has reasonable grounds to question whether the absence is due to sickness or other legitimate medical reasons. It is the employee's responsibility to provide satisfactory medical proof of illness necessitating absence from work in order to qualify for and substantiate ongoing entitlement to sick leave.

- 15.08 An employee who cannot return to work after 182 consecutive days of illness shall apply for long term disability (LTD). Upon satisfactory medical proof of illness, the employee will receive LTD as provided by the group insurance plan.
- 15.09 In reviewing employees' sick leave usage, Human Resources may request a meeting with an employee if usage appears to be excessive, to determine if there are any possible accommodation issues and to seek out any possible solutions to such. Should the University determine that the circumstances, pattern and usage of sick leave warrant it, a doctor's note/certificate may be requested for periods of sick leave of any duration.
- The University, under this Article (15.09) will assume the cost of the required doctor's note/certificate. The employee will present the receipt from the doctor's office, clearly indicating employer required certification of illness, to the Human Resources Department for reimbursement.
- 15.10 Once a Contract Employee has worked in a position for six (6) months, they shall be entitled to sick leave. Beginning in the seventh month of a continuing contract, the employee will accumulate one (1) day sick leave credit per month. The maximums and other parameters identified in Article 15.01 and 15.02 shall apply.

## **ARTICLE 16 – HOLIDAYS**

- 16.01 An employee is entitled to holiday pay for the following:
- New Year's Day
  - Family Day
  - Good Friday
  - Easter Monday
  - Victoria Day
  - Canada Day
  - Civic Holiday
  - Labour Day
  - National Day for Truth and Reconciliation
  - Thanksgiving Day
  - Remembrance Day
  - Christmas Day
  - Boxing Day

- 16.02 In order to qualify for payment of the holiday concerned, the employee must work the full scheduled hours of work on the day immediately before the holiday and the full scheduled hours of work on the work day immediately following the holiday period unless absent for all or part of such days for reasons satisfactory to the University.
- 16.03 When a holiday or holidays as defined in Article 16.01 falls on a Saturday or Sunday, the University shall designate the preceding Friday and/or Monday following as a substitute day off period.
- 16.04
- (a) Bargaining unit employees will be allowed one (1) floating holiday for the first (1st), second (2nd), and third (3rd) year of service.
  - (b) Employees with three (3) or more years of continuous service will be allowed a total of three (3) floating holidays per fiscal year.
  - (c) Employees with ten (10) or more years of continuous service will be allowed a total of four (4) floating holidays per fiscal year.
  - (d) Employees with fifteen (15) or more years of continuous service will be allowed a total of five (5) floating holidays per fiscal year.
  - (e) A leave form approved by the Supervisor must be completed at least three (3) working days prior to the employee being granted a requested floater holiday.
  - (f) Floater days are to be used in the year they are allotted.
- 16.05 Employees will be entitled to any other day declared as a holiday by the President of the University or declared a statutory holiday by the federal or provincial authorities.

## **ARTICLE 17 – VACATION**

- 17.01 A full-time employee (1820 hours) on the active payroll shall accumulate annual vacation credits in accordance with the following scale:

<u>Years of Continuous Service</u>	<u>Monthly Equivalent</u>	<u>Maximum Annual Vacation Credit</u>
Up to 1 year	.83 days	10 days
After 1 years	1.25 days	15 days
After 5 years	1.42 days	17 days
After 7 years	1.83 days	22 days

After 10 years	2.08 days	25 days
After 15 years	2.25 days	27 days
After 25 years	2.50 days	30 days

Note: Vacation credits as allotted on May 1 of each year are those earned in the preceding year – e.g. vacation allocated on May 1, 2023, is that which is earned from May 1, 2022, to April 30, 2023.

- 17.02 Vacation pay shall be computed on the basis of the employee's regular wages based on their normal hours of work. An employee must work at least ten (10) days in the month, excluding vacation credits utilized that month, to accrue their respective monthly allotment of vacation. An employee employed for less than twelve (12) months is entitled to a proportionally shorter vacation accrual in accordance with the schedule of vacation set out in this article. Vacation for employment service over the twelve (12) months to April 30 which is less than 1820 hours will be appropriately pro-rated.
- 17.03 For the portion of the year worked before May 1 in the first year of employment and for the year in which a change in the accrual rate of vacation credit accumulation occurs, vacation credits will be calculated as follows: One year is to be taken from the date of employment and one month is to be any calendar month in which at least ten (10) days were worked.
- 17.04 An employee whose employment is terminated subsequent to April 30th in any year shall receive a lesser vacation pay pro-rated in accordance with the schedule of vacations set out in this Article.
- 17.05 The University reserves the right to schedule vacation to meet its operating requirements but agrees to consider the wishes of employees. Actual dates for vacations must be submitted by the employee with a reasonable amount of notice. Supervisors shall provide a response within a reasonable timeframe. Where scheduling conflicts arise, seniority will be considered by the supervisor when resolving the conflict. While the responsibilities of certain jobs will require the scheduling of vacations during other periods, alternative arrangements may be made at the discretion of the supervisor and department head. The employee and the supervisor are encouraged to meet to collaboratively plan use of vacation time.
- 17.06 If an employee becomes ill during their vacation period and said employee would otherwise have been eligible to receive sick leave as per Article 15,

and is able to provide a doctor's certificate, vacation credits shall be restored to the extent of any sick leave granted.

- 17.07 Full-time employees shall be allowed to carry a maximum of ten (10) days of vacation forward to the next fiscal year. In exceptional circumstances, and in consultation with the supervisor, the Director, Human Resources will consider an employee's request to carry over unused vacation days in excess of the maximum ten (10) days permitted by this article.
- 17.08 As of May 1, 2023, new employees will be able to access accrued vacation credits earned on a monthly basis. Existing employees will remain on the current leave accrual system.

## **ARTICLE 18 – BENEFITS**

### **18.01 Group Benefits for Members up to Age 65**

- (a) Group insurance benefits for active employees under 65 years of age will be no less than those in effect as of May 1, 2020. The Local President, or designate, will be informed in writing of any increases in the benefits during the life of this collective agreement.
- (i) Basic Life Insurance coverage equal to twice the nominal salary; maximum nominal salary is \$250,000 annually such that maximum coverage is \$500,000;
  - (ii) Dependent Life Insurance;
  - (iii) Long Term Disability Insurance;
  - (iv) Short Term Disability Insurance;
  - (v) Extended Health Insurance (including Vision Care);
  - (vi) Dental Insurance (current dental fee guide);
  - (vii) Basic Accidental Death and Dismemberment Insurance;
  - (viii) Optional Member Life Insurance and Optional Dependent Life Insurance;
  - (ix) Voluntary Accidental Death and Dismemberment Insurance.

- (b) Specific coverage details for the benefits listed in Article 18.01(a) can be found on the Human Resources page of the Nipissing University website or by calling the Human Resources Department.
- (c) For employees who are eligible, membership in the group benefit plans listed in Article 18.01(a) (i) through (vii) is compulsory.

18.02 **Cost Sharing Arrangements of Group Benefits for Active Members up to Age 65**

- (a) The Employer will contribute eighty (80%) percent of the cost of premiums of the Benefit Plans listed in Article 18.01 (a)(i) through (vii).
- (b) The cost of premiums for the Benefit Plans listed in Article 18.01 (a)(viii) and (ix) will be borne wholly by the Member who applies for and is granted such coverage.

18.03 **Group Benefits for Active Members over Age 65**

- (a) For active Members, beginning on the 65<sup>th</sup> birthday, all the benefits listed in Article 18.01 (a) will be provided with the following exceptions:
  - (i) Basic Life Insurance will be provided up to age 70 but will be limited to an amount of coverage equal to nominal annual salary to a maximum of \$125,000.
  - (ii) Long-Term Disability Insurance will not be provided.
  - (iii) Optional Member Life Insurance and Optional dependent Life Insurance will not be provided.
- (b) For Members who are eligible, membership in the group benefit plans listed in Article 18.01(a)(i) through (vii), with noted exceptions in Article 18.03(a), is compulsory.

18.04 **Cost Sharing Arrangements of Group Benefits for Active Members over Age 65**

- (a) The Employer will contribute eighty (80%) percent of the cost of premiums of the Benefit Plans listed in Article 18.01(a)(i) through (vii), excluding (iii) and noting the additional exceptions in 18.03(a).

- (b) The cost of premiums for the Benefit Plans listed in Article 18.01(a)(ix) will be borne wholly by the Member who applies for and is granted such coverage.

## 18.05

### **Short-Term Disability (STD)**

- (a) The University agrees to contribute eighty (80%) percent of the Short-Term Disability monthly premiums of the current STD plan which provides immediate coverage in case of an accident or hospitalization and after seven (7) calendar days of sickness at seventy-five (75%) percent of regular weekly earnings as at the commencement of disability payable to a maximum of twenty-six (26) weeks. In order to qualify for STD benefits, the employee must comply with the requirements of the group benefit carrier. It is the employee's responsibility to attend regular medical appointments and to provide satisfactory medical proof of illness necessitating absence from work in order to qualify for and substantiate on-going entitlement to STD benefits. STD is not automatic and is determined by the benefit carrier.
- (b) During the period of eligibility (i.e. seven (7) calendar days except in the case of an accident or hospitalization), the employee will be permitted to use any available sick leave credits.
- (c) Salary continuance at seventy-five (75%) percent of pre-disability earnings may occur for up to thirty (30) calendar days following any applicable period of eligibility. Employees will have the option to use any available attendance credits (i.e. sick leave or vacation credits) to top up their wage to one hundred (100%) percent during the salary continuance period.
- (d) During this period of salary continuance, the employee will be responsible for obtaining the necessary medical documentation as required by the benefit carrier and will ensure that the Human Resources Department continues to be advised of the progress of their claim. The cost of any such necessary medical documentation will be borne by the Employer.
- (e) Should the insurance carrier approve the short-term disability benefit, the employee will be permitted to use any available attendance credits (i.e. sick leave or vacation credits) to top up their wages to one hundred (100%) percent.



- (f) Should the insurance carrier deny the disability claim, the employee will be required to reimburse the University for any unearned wages paid during the salary continuance period. In addition, the employee will have the option to return to work, with medical clearance, or to request an unpaid leave of absence. This will not affect the ability of the employee to appeal the insurance carrier's decision.

#### 18.06 **Long-Term Disability (LTD)**

The University agrees to contribute eighty (80%) percent of the monthly premium of the current LTD long term disability plan which after twenty-six (26) weeks provides for payment of seventy-five (75%) percent of basic monthly earnings to a maximum of ten thousand (\$10,000) per month, and to a member of the pension plan, a further ten (10%) percent minus the 1999 CPP contribution rate of three and one half (3.5%) percent of basic monthly earnings, not to exceed eight hundred dollars (\$800.00). The monthly payment to the pension plan shall be paid to the University who will match the amount and remit it to the pension carrier. It is the employee's responsibility to provide satisfactory medical proof of illness necessitating absence from work in order to qualify for and substantiate on-going entitlement to LTD benefits. LTD is not automatic. The benefit carrier will determine medical eligibility.

LTD Coverage is not provided to active employees over the age of 65.

#### 18.07 **Benefits for Contract Employees**

Employees who have been in a position for twelve (12) months are eligible for Contract Benefits. These benefits are optional. Details can be found on the Human Resources page of the Nipissing University website or by calling the Human Resources Department.

Notwithstanding the above, contract employees are eligible to utilize the Employee Assistance Program (EAP) upon making a confidential request to the Director, Human Resources.

#### 18.08 **Benefits for Retired Employees**

- (a) Employees who retire at or after fifty-five (55) years of age and who have at least ten (10) years of continuous service with the University, and who were members of the respective Plans as referred to in Article 18.01 (a) (i), (iv) and (v), shall continue as members of the

Plans until death or age sixty-five (65), whichever occurs first, with the premiums paid for wholly by the employer.

- (b) Employees who retire at or after fifty-five (55) years of age and who have at least ten (10) years of continuous service with the University shall continue to have access to the University library and athletic facilities on the same basis as Bargaining Unit members.

#### 18.09 **Provision of Safety Equipment**

- (a) Where an employee is required by the University, or by legislation, to acquire and wear protective footwear in order to perform their duties, the University shall pay to such employee, annually in May, an allowance up to \$250.00. The employee will be reimbursed after presenting the invoice for the purchase to Human Resources.
- (b) if the employer determines that personal protective equipment (PPE) is required, or if such PPE is required by legislation, such equipment will be provided.

#### 18.10 **Tuition Subsidy**

The University agrees to provide tuition fee subsidy as follows:

- (a) Full-time employees, their dependents and spouses, will be eligible for a tuition subsidy (not including incidental fees or any foreign fee supplement) following their period of probation. This also applies to retirees, dependents of retired employees, dependents of employees who become deceased while in the full-time employ of the University, and dependents of employees on LTD in the employ of the University.
- (b) A dependent is defined as a child of an employee who is entitled to be claimed as a dependent child within the meaning of the *Income Tax Act* in the years in which the tuition fee subsidy is requested and who is under the age of 26 years.
- (c) The tuition fee subsidy applies only to Undergraduate and Masters Level courses subject to the enrolment cap in the course.
- (d) Tuition fee subsidy does not apply to continuation or extension fees and it does not cover the cost of exams, incidental fees, student union fees or foreign fees.

- (d) Employees wishing to access the tuition fee subsidy must submit a completed application form to the Human Resources Office prior to registering. In addition, if the course is scheduled during normal working hours, the employee must provide the Director, Human Resources, with a letter outlining how they will make up the time missed from work. The maximum allowable time away from work is five (5) hours per week.

## **ARTICLE 19 – THE NIPISSING UNIVERSITY PENSION PLAN**

19.01 The Nipissing University Pension Plan (NUPP), a defined contribution plan, will continue for the term of this agreement unless both parties agree otherwise.

- (a) The employer and employee will each contribute ten (10%) percent of a Member's annual salary, less the 1999 Canada Pension Plan (CPP) rate of three and one-half (3.5%) percent, to a maximum of one-half of the Canada Revenue Agency limit for contributions to a defined contribution plan.
- (b) The NUPP is administered by an independent trustee selected by the Board of Governors after due consideration of advice from the Pension and Benefits Advisory Committee.
- (c) The NUPP is available to all seniority employees on an optional basis after completing six (6) full months continuous service.
- (d) On termination of an employee's employment for any reason other than death, disability or retirement, the employee may elect a cash refund or transfer as stipulated by the NUPP and as allowed by the *Ontario Pension and Benefits Act*.
- (e) The employer will make reasonable efforts to assist members to transfer pension funds to or from their respective plans.

## **ARTICLE 20 – REST PERIOD**

20.01 The University will allow two (2) fifteen (15) minute rest periods, one in the forenoon and one in the afternoon as scheduled by the supervisor.

**ARTICLE 21 – COMPENSATION**

- 21.01 Positions covered by this Agreement shall be classified as clerical, secretarial, and technical employees.
- 21.02 The wage scale for full-time employees will be implemented as follows:
- (a) May 1, 2023 – An economic increase (EI) of 3.0%; and one (1) career development increment – CDI (step/increment);
  - (b) May 1, 2024 – An economic increase (EI) of 2.0%; and one (1) career development increment – CDI (step/increment);
  - (c) May 1, 2025 – An economic increase (EI) of 2.25%; and one (1) career development increment – CDI (step/increment).
- 21.03 A new employee's starting wage will be determined by the experience of the new employee and the availability of other suitable candidates, and may be anywhere within the wage range for their classification, at the discretion of the Director, Human Resources, or designate.
- 21.04 For the purposes of wage movement along the wage grid, as agreed to in collective bargaining, the effective date to be used will be May 1 annually.
- 21.05 At the time of hire or job change, each employee shall receive a letter stating their starting wage and classification according to Schedule "A" and a statement including a description of the job for which they have been hired. The job description is not a grievable matter. Failure to give the letter is grievable.
- 21.06 Employees will receive a premium of \$0.75 per hour for the regularly scheduled hours of work that fall between 7:00 p.m. and 12:00 a.m. Employees will receive a premium of \$1.00 per hour for the regularly scheduled hours of work that fall between 12:00 a.m. and 7:00 a.m.

**ARTICLE 22 – HOURS OF WORK**

- 22.01 The standard work week shall be thirty-five (35) hours per week and the standard work day shall be seven (7) hours. It is expressly understood that the provisions of this article are intended only to provide a basis for calculating time worked and shall not be, or construed to be, a guarantee of hours of work per day nor as to the days of work per week. The University is open seven (7) days per week, and week-end work is required. The work

week extends from Monday to Sunday and normally will be worked in five shifts consecutively.

- 22.02 The work schedule to meet the operational requirements of the University may be varied. If the schedule is varied, employees shall be notified in writing four (4) weeks in advance. In the case of individual or minor revisions required by illness, holidays, vacations, leave of absence, terminations and the like, the University will make every endeavour to give the employee or employees concerned at least two (2) days' notice. Such notice may not be possible in cases of illness, bereavement or other emergency.
- 22.03 An employee who requires a formal accommodation under the *Human Rights Code* and who may be affected by a permanent change to their hours of work will be provided with a reasonable notice and an opportunity to meet with their Union Steward and Human Resources to discuss such needs prior to the implementation of the change in hours or days of the week.
- 22.04 **Overtime**
- (a) Authorized overtime shall be paid to employees within the bargaining unit at the rate of one and one-half (1½) times the employee's wage for every overtime hour worked.
  - (b) Time off at the rate of one and one-half (1½) hours for every hour, may be granted in lieu of wages by mutual agreement. If the banked time off is not taken by April 30 of each year, the employee will be paid.
  - (c) Should there be overtime shifts scheduled in the department, the shifts shall be assigned by seniority on a rotational basis to employees who have the skills and qualifications necessary.
  - (d) When an employee or group of employees have cause to believe they are being asked to work overtime they consider to be excessive, such concern will be raised with their immediate supervisor.
  - (e) Where a resolution is not reached, such concern may be forwarded for discussion to the Director, Human Resources and the Local President.
  - (f) All overtime (banked or paid) will be recorded and submitted using the University's electronic leave system.

22.04 In no event shall overtime or premium compensation be duplicated, compounded, or pyramided.

22.05 **Call in/Emergency**

- (a) When an employee is required to work 30 minutes or more after their normal work day or is responding to a call-in or emergency, they shall be paid either a minimum of four (4) hours at straight time or time and one-half (1½) for the hours worked, whichever is greater. If the work is pre-scheduled with 72 hours notice, this article shall not apply.
- (b) Overtime call-ins that are made under Article 22.06 will be made on a seniority basis on a rotational basis to employees with the skills and qualifications necessary. If the call is not answered immediately by the employee, the supervisor has the option of moving to the next individual on the seniority list.

22.06 **Working on a Statutory Holiday and Non-Statutory Holiday**

If an employee is required to work on any of the statutory holidays for which they qualify, the supervisor will provide the details in writing (email). The employee will be paid time and one half for hours worked, plus the compensation for a normal day (two and one-half times normal rate), or; pay for all hours worked on such day at the rate of one and one-half (1½) times the employee's regular straight time rate of pay and a lieu day off at regular straight time rate of pay taken at a time mutually agreeable to the employee and the supervisor; or the employee may elect to take time off with pay in an amount equal to the overtime rate for hours worked and any applicable holiday pay at a time mutually agreeable to the employee and the supervisor. If the time is not taken by April 30 of each year, the employee will receive equivalent pay.

If an employee is required to work on any of the non-statutory holidays for which they qualify, such as the December Holiday closing, the supervisor will provide the details in writing (email). The employee will receive a mutually convenient alternate day off with pay. If the time is not taken off by April 30 of each year, the employee will be paid at straight time.

**ARTICLE 23 – GENERAL**

### 23.01 **Union Notices**

- (a) If the Union steward desires to post a Union notice on a bulletin board provided for such purpose, such notice shall be first submitted to the Director, Human Resources, or their designate, for approval. Such approval shall not be unreasonably withheld. Neither the University, nor the Union, nor any employee shall make any change in such notice thereafter.
- (b) Distribution or posting by employees or the Union of OPSEU/SEFPO materials shall follow University processes and policies.

### 23.02 **Payroll Frequency**

The University will pay employees every two (2) weeks. New employees will be paid on the subsequent pay period. The University will include payment for overtime worked in the first pay period following the receipt of the approved overtime sheet by the Payroll Department.

### 23.03 **Change of Address and Status**

It is the responsibility of the employee to immediately notify the Human Resources Office of any change of address and/or status. Failure to notify the University will relieve the University of any responsibility arising therefrom.

### 23.04 **Bilingual Policy**

The University will not cause anyone to be laid off or displaced as a result of its policy on bilingualism. The University will endeavour to meet its policy on bilingualism by designating positions as bilingual or requiring a level of competency in another language for vacant or new positions.

### 23.05 **Use of University Equipment & Facilities**

The use of University meeting rooms and equipment by the Union will be permitted with prior authorization of the Director, Human Resources. Facilities and equipment will be booked utilizing the regular booking process and when required, video conferencing equipment will also be made available.

The use of University electronic mail services by the Union will also be permitted with the prior authorization of the Director, Human Resources.

The University agrees that the Union may provide and maintain a central bulletin board at all campus locations as mutually agreed upon between the University and the Union.

23.06

**Disclosure**

Information from the University to the Union:

- (a) The University will send to the President of Local 608, or designate, on or about July 1 of each year, the following information for each member:
  - i) current wage grade;
  - ii) classification; and
  - iii) wage step
  
- (b) The University will provide the President of Local 608, or designate, with weekly updates when the following changes occur:
  - i) new hires;
  - ii) transfers;
  - iii) promotions;
  - iv) demotions;
  - v) appointments;
  - vi) lay-offs and recalls;
  - vii) retirements;
  - viii) redeployments;
  - ix) approved leave of absences;
  - x) terminations;
  - xi) probation and trial periods;
  - xii) vacant positions;



- xiii) temporary assignments including wage grades and duties assigned.

### 23.07 **Restructuring**

In the case of a reorganization or restructuring of a department that affects members of the Union, the Union and the affected employees shall, as far in advance as possible, be advised of the changes before implementation. The University shall give the Union the opportunity to present their views and input before implementation.

In the case of a reorganization or restructuring of a department that affects members of the Union, the Union and the affected employees shall, as far in advance as possible, be advised of the changes no less than thirty (30) calendar days before implementation except in situations where the University is faced with a sudden and unexpected reorganization or restructuring. In those sudden and unexpected cases, the University shall advise the Union and the affected employees as far in advance as possible or immediately following in cases where it may not be possible to inform the Union in advance.

- 23.08 The University shall enter into discussions with the Union when considering academic & non-academic programs changes that will impact the membership, as soon as reasonably possible.

## **ARTICLE 24 – TECHNOLOGICAL CHANGE**

- 24.01 Where the University has decided to introduce a technological change which will significantly alter the status of an employee within the bargaining unit, the University undertakes to meet with the Union to consider retraining and the minimization of adverse effects (if any) upon the employees concerned.

Employees to be displaced will be given first opportunity for retraining to the new position provided they possess the minimum necessary qualifications established by the University. During the retraining period, the position may be filled by a temporary employee.

## **ARTICLE 25 – EXPENSES**

- 25.01 Mileage rates paid to employees using their cars on the University's business, with the approval of the University, shall be paid a mileage allowance established by the University.
- 25.02 When an employee is required by the University to travel out of the city on University business, the University will reimburse the employee for reasonable expenses in accordance with the policy of the University.

## **ARTICLE 26 – PROFESSIONAL DEVELOPMENT**

- 26.01 Full-time employees will qualify for a maximum of two hundred and fifty (\$250) dollars in professional development funds on an annual basis.
- 26.02 The purpose of the two hundred and fifty (\$250) dollar professional development fund is to provide assistance to employees who wish to take courses or attend seminars or workshops related to their job.
- 26.03 The two hundred and fifty (\$250) is not intended to cover all the expenses incurred, but can be used as follows:
- (a) eligible travel expenses, including transportation, food and accommodation as outlined in the University's Travel Expense Policy;
  - (b) tuition fees for courses external to Nipissing University;
  - (c) registration fees for attendance at conferences, seminars, workshops and similar activities;
  - (d) books and subscriptions to professional and/or scholarly journals; and
  - (e) membership fees for professional designations that are a bona fide requirement of the employee's job and/or learned societies related to the employee's professional development.
- 26.04 Prior to undertaking the activity, employees must complete an Application for Support Staff Professional Development Funds which is available on the Human Resources website. The application must provide as much detail as possible and must be pre-approved by the supervisor prior to submission to the Director, Human Resources. The Director, Human Resources will review all applications and will notify the employee whether or not their application is approved.
- 26.05 All fees/purchases must adhere to Nipissing University purchasing policies.

- 26.06 Unspent amounts in an employee's Professional Development fund will not carry forward; however, with the approval of the supervisor and the Director, Human Resources, employees may make an application for consideration of carrying forward one (1) year's entitlement for participation in a more expensive activity.

#### **ARTICLE 27 – PERSONNEL FILE**

- 27.01 Employees may request in writing to the Director, Human Resources, or designate, to see their personnel file (personal references excluded) not more than twice (2x) per year. The employee shall review the file in the Human Resources Department.
- 27.02 Two (2) years after a warning or reprimand has been issued, the warning or reprimand so given will not be considered in any subsequent disciplinary action and will be removed from the employee's employment records provided the employee has not been disciplined during that two (2) year period.

#### **ARTICLE 28 – ANNUAL PERFORMANCE AND DEVELOPMENT PROCESS**

- 28.01 A supervisor will conduct an annual performance appraisal using the Performance and Development Process outlined in the Letter of Understanding.

## **ARTICLE 29 – TERMINATION OF AGREEMENT**

This agreement shall remain in full force and effect from May 1, 2023, to April 30, 2026, and shall continue in force from year to year thereafter unless no more than ninety (90) days before the date of termination either party furnishes the other with notice of termination or proposed revision of this Agreement.

## SCHEDULE "A" - WAGE GRID

### FULL-TIME SUPPORT STAFF WAGE GRID

FOR THE PERIOD MAY 1, 2023 TO APRIL 30, 2024 (YEAR 1 - 3.00%)

WAGE GRADE	POINT BAND	1	2	3	4	5	6	7	8	CLASSIFICATION
120	699-744	\$39.07	\$40.37	\$41.67	\$42.98	\$44.29	\$45.58	\$46.88	\$48.17	Business Analyst
110	653-698	\$36.85	\$38.09	\$39.33	\$40.56	\$41.79	\$43.03	\$44.28	\$45.50	Technologist F
100	607-652	\$34.76	\$35.94	\$37.10	\$38.26	\$39.44	\$40.61	\$41.77	\$42.94	Technologist E
90	561-606	\$32.82	\$33.90	\$34.99	\$36.08	\$37.16	\$38.24	\$39.35	\$40.43	Technologist D, Coordinator E
80	515-560	\$30.94	\$31.97	\$32.99	\$34.02	\$35.04	\$36.06	\$37.09	\$38.11	Technologist C, Coordinator D
70	469-514	\$29.20	\$30.14	\$31.11	\$32.06	\$33.01	\$33.97	\$34.94	\$35.87	Technologist B, Coordinator C
60	423-468	\$27.52	\$28.45	\$29.36	\$30.28	\$31.18	\$32.09	\$33.00	\$33.92	Technologist A, Coordinator B, Technician D
50	377-422	\$25.99	\$26.85	\$27.73	\$28.58	\$29.45	\$30.33	\$31.19	\$32.06	Clerk D, Coordinator A, Technician C, Secretary D
40	331-376	\$24.53	\$25.33	\$26.13	\$26.93	\$27.74	\$28.53	\$29.33	\$30.13	Clerk C, Secretary C, Technician B
30	285-330	\$23.10	\$23.89	\$24.64	\$25.40	\$26.17	\$26.94	\$27.72	\$28.48	Clerk B, Secretary B, Technician A
20	239-284	\$21.81	\$22.52	\$23.25	\$23.98	\$24.70	\$25.41	\$26.14	\$26.86	Clerk A, Secretary A

Note: May 1, 2023 – An economic increase (EI) of 3.0%; and one (1) career development increment – CDI

**FULL-TIME SUPPORT STAFF WAGE GRID  
FOR THE PERIOD MAY 1, 2024 TO APRIL 30, 2025 (YEAR 2 - 2.00%)**

WAGE GRADE	POINT BAND	1	2	3	4	5	6	7	8	9	CLASSIFICATION
120	699-744	\$39.85	\$41.18	\$42.50	\$43.84	\$45.18	\$46.49	\$47.82	\$49.13	\$50.44	Business Analyst
110	653-698	\$37.59	\$38.85	\$40.12	\$41.37	\$42.63	\$43.89	\$45.17	\$46.41	\$47.65	Technologist F
100	607-652	\$35.46	\$36.66	\$37.84	\$39.03	\$40.23	\$41.42	\$42.61	\$43.80	\$44.99	Technologist E
90	561-606	\$33.48	\$34.58	\$35.69	\$36.80	\$37.90	\$39.00	\$40.14	\$41.24	\$42.34	Technologist D, Coordinator E
80	515-560	\$31.56	\$32.61	\$33.65	\$34.70	\$35.74	\$36.78	\$37.83	\$38.87	\$39.91	Technologist C, Coordinator D
70	469-514	\$29.78	\$30.74	\$31.73	\$32.70	\$33.67	\$34.65	\$35.64	\$36.59	\$37.54	Technologist B, Coordinator C
60	423-468	\$28.07	\$29.02	\$29.95	\$30.89	\$31.80	\$32.73	\$33.66	\$34.60	\$35.54	Technologist A, Coordinator B, Technician D
50	377-422	\$26.51	\$27.39	\$28.28	\$29.15	\$30.04	\$30.94	\$31.81	\$32.70	\$33.59	Clerk D, Coordinator A, Technician C, Secretary D
40	331-376	\$25.02	\$25.84	\$26.65	\$27.47	\$28.29	\$29.10	\$29.92	\$30.73	\$31.54	Clerk C, Secretary C, Technician B
30	285-330	\$23.56	\$24.37	\$25.13	\$25.91	\$26.69	\$27.48	\$28.27	\$29.05	\$29.83	Clerk B, Secretary B, Technician A
20	239-284	\$22.25	\$22.97	\$23.72	\$24.46	\$25.19	\$25.92	\$26.66	\$27.40	\$28.14	Clerk A, Secretary A

Note: May 1, 2024 – An economic increase (EI) of 2.0%; and one (1) career development increment – CDI

**FULL-TIME SUPPORT STAFF WAGE GRID  
FOR THE PERIOD MAY 1, 2025 TO APRIL 30, 2026 (YEAR 3 - 2.25%)**

WAGE GRADE	POINT BAND	1	2	3	4	5	6	7	8	9	CLASSIFICATION
120	699-744	\$40.75	\$42.11	\$43.46	\$44.83	\$46.20	\$47.54	\$48.90	\$50.24	\$51.57	Business Analyst
110	653-698	\$38.44	\$39.72	\$41.02	\$42.30	\$43.59	\$44.88	\$46.19	\$47.45	\$48.72	Technologist F
100	607-652	\$36.26	\$37.48	\$38.69	\$39.91	\$41.14	\$42.35	\$43.57	\$44.79	\$46.00	Technologist E
90	561-606	\$34.23	\$35.36	\$36.49	\$37.63	\$38.75	\$39.88	\$41.04	\$42.17	\$43.29	Technologist D, Coordinator E
80	515-560	\$32.27	\$33.34	\$34.41	\$35.48	\$36.54	\$37.61	\$38.68	\$39.74	\$40.81	Technologist C, Coordinator D
70	469-514	\$30.45	\$31.43	\$32.44	\$33.44	\$34.43	\$35.43	\$36.44	\$37.41	\$38.38	Technologist B, Coordinator C
60	423-468	\$28.70	\$29.67	\$30.62	\$31.59	\$32.52	\$33.47	\$34.42	\$35.38	\$36.34	Technologist A, Coordinator B, Technician D
50	377-422	\$27.11	\$28.01	\$28.92	\$29.81	\$30.72	\$31.64	\$32.53	\$33.44	\$34.35	Clerk D, Coordinator A, Technician A, Technician C, Secretary D
40	331-376	\$25.58	\$26.42	\$27.25	\$28.09	\$28.93	\$29.75	\$30.59	\$31.42	\$32.25	Clerk C, Secretary A, Technician B
30	285-330	\$24.09	\$24.92	\$25.70	\$26.49	\$27.29	\$28.10	\$28.91	\$29.70	\$30.50	Clerk B, Secretary B, Technician A
20	239-284	\$22.75	\$23.49	\$24.25	\$25.01	\$25.76	\$26.50	\$27.26	\$28.02	\$28.77	Clerk A, Secretary A

Note: May 1, 2025 – An economic increase (EI) of 2.25%; and one (1) career development increment – CDI

## **LETTER OF UNDERSTANDING RE: SUMMER HOURS**

between

NIPISSING UNIVERSITY

and

ONTARIO PUBLIC SERVICE EMPLOYEES UNION / SYNDICAT DES  
EMPLOYÉS DE LA FONCTION PUBLIQUE DE L'ONTARIO  
(LOCAL 608) FULL-TIME

The parties agree to the following with regard to SUMMER HOURS:

This letter will confirm the understanding given at the recently concluded negotiations for the Collective Agreement which expires April 30, 2026, to the effect that for the duration of this Collective Agreement, the University will continue the present practice of having summer hours. During the period of summer hours, employees will have a one-half (1/2) hour meal period instead of the normal one (1) hour meal period.

Any employee may request an alternative work arrangement as outlined in the Letter of Understanding – Alternative Work Arrangement.

The above is subject to the operational requirements of the departments and the University.



**LETTER OF UNDERSTANDING RE: EARLY RETIREMENT**

between

NIPISSING UNIVERSITY

and

ONTARIO PUBLIC SERVICE EMPLOYEES UNION / SYNDICAT DES  
EMPLOYÉS DE LA FONCTION PUBLIQUE DE L'ONTARIO  
(LOCAL 608) FULL-TIME

The parties agree to the following with regard to EARLY RETIREMENT:

In the event of a layoff, the University agrees to meet with the Union to discuss early retirement options. The parties agree that these discussions will not be a subject of a grievance.

## **LETTER OF UNDERSTANDING RE: DECEMBER HOLIDAY CLOSING**

between

NIPISSING UNIVERSITY

and

ONTARIO PUBLIC SERVICE EMPLOYEES UNION / SYNDICAT DES  
EMPLOYÉS DE LA FONCTION PUBLIQUE DE L'ONTARIO  
LOCAL 608 FULL-TIME

The parties agree to the following with regard to DECEMBER HOLIDAY CLOSING:

This letter will confirm the understanding that during the term of this Agreement, if the University closes for the December Holiday Break, employees will not suffer any loss of regular wages during the period of closure.

The University will be closed for a minimum of 7 business days during the December Holiday closure, which will include the three statutory holidays: Christmas Day, Boxing Day and New Years Day.

Employees will be notified of the December Holiday Break dates by October 15th.

## LETTER OF UNDERSTANDING RE: MARKET VALUE ADJUSTMENT

between

NIPISSING UNIVERSITY

and

ONTARIO PUBLIC SERVICE EMPLOYEES UNION / SYNDICAT DES  
EMPLOYÉS DE LA FONCTION PUBLIQUE DE L'ONTARIO  
LOCAL 608 FULL-TIME

The parties agree to the following with regard to MARKET VALUE ADJUSTMENT:

The parties agree that the University may, in its discretion, develop and implement market value adjustment, as the need arises, for selected job classes within the bargaining unit.

A market value adjustment shall adhere to the following criteria:

1. Market value adjustments shall be used for a specific purpose (e.g. recruitment and/or retention) and shall be for a specific and limited period of time. As such, market value adjustments shall be treated as non-base salaries.
2. Market value adjustments shall be paid on a quarterly basis on the first (1st) pay date after the completion of the quarter.
3. An eligible employee shall receive quarterly adjustments (one-time lump sum payments) provided that they continue active employment in their position for each of the quarters.

An eligible employee who commences employment with the University during a quarter shall have their non-base market adjustments for the quarter pro-rated accordingly (i.e. relative to the length of time they are employed during the quarter).

An eligible employee who resigns from the University within the quarter shall not be eligible to receive the applicable market value adjustment, even on a pro-rated basis.

The market value adjustment shall have no impact on the level of the employee's salary nor on the employee's level of benefits.

4. Each market value adjustment will document the following:

- (a) the rationale for the market value adjustment; e.g. skills shortage and high demand for a specific set of competencies, skills or professions
  - (b) the specific job class(es) eligible for consideration by the market value adjustment
  - (c) labour market information related to the market value adjustment
  - (d) the value of the market value adjustment
5. If the University determines that a market value adjustment is necessary for a specific job class(es), requests for consideration will be made at the departmental level, but shall require the authorization and approval of the Director, Human Resources & Employee Relations before consideration at the University level.
  6. Once the University develops a market value adjustment and related criteria, the Union shall be provided with an opportunity to review and provide feedback related to 4(a)-(d) delineated above. The University shall seriously consider advice and feedback received from the Union. The Union shall be provided with a copy of the market value adjustment and the attendant procedures.
  7. Once a market value adjustment is implemented, the adjustment shall be reviewed annually to determine if the adjustment should continue, discontinue or requires changes.
  8. In the event that a decision is made by the University to discontinue the program in its entirety, the University shall provide both the Union and affected employees with a three (3) month notice of discontinuation of the market value adjustment.
  9. In the event that the value of the annual market value adjustment is reduced, the individual employee affected will be provided with a two (2) week notice of such reduction.
  10. The parties agree that the market value adjustment and any and all issues surrounding development, implementation, application, administration and termination shall not become the subject matter of a grievance (policy or individual) and shall not become the subject matter to which an Arbitrator or Arbitration Board has jurisdiction.

**LETTER OF UNDERSTANDING RE: INCLUSION/EXCLUSION**

between

NIPISSING UNIVERSITY

and

ONTARIO PUBLIC SERVICE EMPLOYEES UNION / SYNDICAT DES  
EMPLOYÉS DE LA FONCTION PUBLIQUE DE L'ONTARIO  
LOCAL 608 FULL-TIME

The parties agree to the following with regard to INCLUSION/EXCLUSION:

The parties recognize that, from time to time, positions below the level of supervisor, that were previously excluded, may no longer meet the exclusion criteria listed in Article 2. When such a position becomes vacant, and the University determines that the position should remain excluded based on the current criteria, Article 2.02 shall apply.

## **LETTER OF UNDERSTANDING RE: FLEXIBLE HOURS**

between

NIPISSING UNIVERSITY

and

ONTARIO PUBLIC SERVICE EMPLOYEES UNION / SYNDICAT DES  
EMPLOYÉS DE LA FONCTION PUBLIQUE DE L'ONTARIO  
LOCAL 608 FULL-TIME

The parties agree to the following with regard to FLEXIBLE HOURS:

"Flexible Hours" is a scheduling arrangement, made at the request of the employee that permits variations in the employee's regularly scheduled starting and ending times between the hours of 7:00 a.m. and 6:00 p.m., but does not change the total number of hours worked in a day.

The University and the Union recognize that departments have an obligation to provide the highest level of service possible to the broader University community. Furthermore, it is recognized that the University has certain operational requirements that must be met, including having sufficient number of staff available during the hours that an employee's department is open. Any request for flexible hours must consider obligations and requirements and may be denied by the University if service or operational requirements are adversely affected.

The minimum meal period of thirty minutes and/or fifteen minute rest periods (forenoon and afternoon) may not be used towards any flexible hours arrangement.

A request for flexible hours will be submitted to the employee's supervisor who will forward such request to Human Resources prior to commencement.

Flexible work arrangements may be revoked with two weeks' notice if service or operational requirements change or if job performance is negatively affected. Employees may only modify the schedule with the department's prior consent. The supervisor will notify Human Resources of any such modifications.

The Director of Human Resources will provide quarterly listings of the flexible time usage to the Local President.

## LETTER OF UNDERSTANDING RE: VOLUNTARY EXIT OPTION

between

NIPISSING UNIVERSITY

and

ONTARIO PUBLIC SERVICE EMPLOYEES UNION / SYNDICAT DES  
EMPLOYÉS DE LA FONCTION PUBLIQUE DE L'ONTARIO  
LOCAL 608 FULL-TIME

The parties agree to the following with regard to VOLUNTARY EXIT OPTION:

Where the University has identified a need for layoffs, or where an employee expresses interest in voluntarily leaving the employment of the University, upon mutual agreement, a Voluntary Exit Option (VEO) may be implemented as follows:

- (A) In the event the University identifies a need for layoff:
  - (a) An offer of a VEO may be provided to the Employee in writing;
  - (b) In the event the employee does not accept the VEO, a notice will go out to the remaining employees in the same classification in which the layoff will occur inviting those employees to express interest in voluntarily leaving the employment of the University;
  - (c) An employee who decides to accept a VEO must do so within two (2) working days. The Director, Human Resources, will consider requests for an extension to the two-day time limit.
  - (d) An Employee who decides to accept a VEO will be deemed to have terminated their employment with the University effective the date identified in the offer letter. For the purposes of eligibility for employment insurance, the University will provide a letter confirming that loss of employment is due to a workforce reduction.
  - (e) The University shall provide notice pay (where applicable) and severance pay (where applicable) according to the ESA

requirements. In addition, the University shall provide one (1) additional week of severance pay per year of service.

- (B) Where an employee expresses interest in voluntarily leaving the employment of the University:
  - (a) A request for a VEO will be provided to the University in writing;
  - (b) The University will respond, in writing, with a decision within twenty (20) working days;
  - (c) If approved, the University shall provide severance pay (where applicable) according to ESA requirements. In addition, the University shall provide one additional week of severance pay per year of service.



## **LETTER OF UNDERSTANDING RE: ALTERNATIVE WORK ARRANGEMENTS**

between

NIPISSING UNIVERSITY

and

ONTARIO PUBLIC SERVICE EMPLOYEES UNION / SYNDICAT DES  
EMPLOYÉS DE LA FONCTION PUBLIQUE DE L'ONTARIO  
LOCAL 608 FULL-TIME

The parties agree to the following with regard to ALTERNATIVE WORK ARRANGEMENTS:

The University and the Union recognize that departments have an obligation to provide the highest level of service possible to the broader University community. Furthermore, it is recognized that the University has certain operational requirements that must be met, including having sufficient number of staff available on site. Any request for alternative work arrangements must consider obligations and requirements and may be denied by the University if service or operational requirements are adversely affected.

Any employee may make a request to enter into an alternative work arrangement which may include working offsite. The employee will make such request of their supervisor who will forward such request to the Director, Human Resources for consideration.

It is understood that employees participating in an alternative work arrangement will maintain their normal number of weekly hours of work, wage level, and job responsibilities.

Should the request for alternative work arrangements be approved, it will be formalized in writing, signed by the Director, Human Resources, the Local President, the employee and the supervisor. Such approval is specific to the position the employee currently holds. Should the employee change positions, the alternative work arrangement will be null and void, and a new request must be submitted should the employee wish to have an alternative work arrangement in their new position.

Alternative work arrangements may be revoked with two weeks' notice if service or operational requirements change or if job performance is negatively affected.

The decision to approve or deny any request for an alternative work arrangement is the exclusive right of the University.

**LETTER OF UNDERSTANDING RE: PUBLIC TRANSIT**

between

NIPISSING UNIVERSITY

and

ONTARIO PUBLIC SERVICE EMPLOYEES UNION / SYNDICAT DES  
EMPLOYÉS DE LA FONCTION PUBLIQUE DE L'ONTARIO  
LOCAL 608 FULL-TIME

The parties agree to the following with regard to PUBLIC TRANSIT:

The parties recognize and share a common commitment to sustainable environmental practices in the workplace. As such, the Employer commits to entering into discussions with officials from the City of North Bay that will explore options for University student rates for University employees with regard to use of the City's public transit system.

The University will endeavour to enter into such discussions with City Officials within thirty (30) days of the ratification of this agreement. The Director, Human Resources, and the Local 608 President will be notified of the results of those discussions.

## **LETTER OF UNDERSTANDING RE: PANDEMIC RESPONSE**

between

NIPISSING UNIVERSITY

and

ONTARIO PUBLIC SERVICE EMPLOYEES UNION / SYNDICAT DES  
EMPLOYÉS DE LA FONCTION PUBLIQUE DE L'ONTARIO  
LOCAL 608 FULL-TIME

The parties agree to the following with regard to PANDEMIC RESPONSE:

As outlined in Article 6.13, the Employer and the Union agree that they mutually desire to maintain standards of health and safety at the University in order to prevent accidents, injury and illness.

As such, the University will adhere to Public Health Guidelines and recommendations.

In the event a pandemic is declared, the University will invite the OPSEU/SEFPO Local to participate in discussions and engagement in related policy/procedure decisions that will impact employees or the working environment.

Should additional safety measures be necessary, the Union or the University may initiate discussions.

## **LETTER OF UNDERSTANDING RE: WORKSPACE ALLOCATION**

between

NIPISSING UNIVERSITY

and

ONTARIO PUBLIC SERVICE EMPLOYEES UNION / SYNDICAT DES  
EMPLOYÉS DE LA FONCTION PUBLIQUE DE L'ONTARIO  
LOCAL 608 FULL-TIME

The parties agree to the following with regard to WORKSPACE ALLOCATION:

The Office Space Policy will be updated to include that the following will be taken into consideration in relation to office allocation:

- Access to natural light
- Ergonomics
- Noise pollution
- Size of workspace
- Other related items

## **LETTER OF UNDERSTANDING RE: ANNUAL PERFORMANCE AND DEVELOPMENT PROCESS**

between

NIPISSING UNIVERSITY

and

ONTARIO PUBLIC SERVICE EMPLOYEES UNION / SYNDICAT DES  
EMPLOYÉS DE LA FONCTION PUBLIQUE DE L'ONTARIO  
LOCAL 608 FULL-TIME

The parties agree to the following with regard to ANNUAL PERFORMANCE AND DEVELOPMENT PROCESS:

The Performance and Development Process is administered through Human Resources. It will provide a framework for ongoing communication between employees and their supervisors regarding the employees' job performance and development.

Prior to the initial annual process being implemented, the OPSEU/SEFPO Local will be consulted for their feedback.

The Performance and Development Process will be conducted on an annual basis.

An employee and supervisor shall mutually agree on a scheduled time for the Performance and Development meeting. This meeting shall not be unreasonably delayed.

The employee shall be given a copy of the Performance and Development Form before it is placed in their personnel file. The Performance and Development Process is a two-way dialogue that will include an opportunity for the employee to respond in writing, and such response shall form part of the personnel file. All comments from supervisors and employees shall be confidential.

The Supervisor shall forward the Performance and Development Form to the Human Resources Department for review.

**Feedback/Review of Process**

Following the initial annual process, the Human Resources department will invite relevant feedback regarding the Annual Performance and Development Process. Such feedback must comply with Human Rights legislation and Nipissing University's Respectful Workplace Policy and Learning Environments policy.

The Performance and Development Process will be subject to amendments and adjustments over the duration of this collective agreement.

Any changes to this process will be provided to the OPSEU/SEFPO Local for their feedback prior to implementation.

## **LETTER OF UNDERSTANDING RE: EQUITY, DIVERSITY, AND INCLUSION**

between

NIPISSING UNIVERSITY

and

ONTARIO PUBLIC SERVICE EMPLOYEES UNION / SYNDICAT DES  
EMPLOYÉS DE LA FONCTION PUBLIQUE DE L'ONTARIO  
LOCAL 608 FULL-TIME

The parties agree to the following with regard to EQUITY, DIVERSITY AND INCLUSION:

As reflected in our discussions during bargaining, the University and members of OPSEU/SEFPO recognize the importance of a commitment to Equity, Diversity and Inclusion.

The Local 608 President or designate will have the opportunity to provide feedback during the Equity Audit process and review any recommendations from the audit as it relates to this Collective Agreement.



**LETTER OF UNDERSTANDING RE: EMPLOYEE RELATIONS  
COMMITTEE (ERC)**

between

NIPISSING UNIVERSITY

and

ONTARIO PUBLIC SERVICE EMPLOYEES UNION / SYNDICAT DES  
EMPLOYÉS DE LA FONCTION PUBLIQUE DE L'ONTARIO  
LOCAL 608 FULL-TIME

The parties agree to the following with regard to the Employee Relations Committee (ERC):

Within thirty (30) days of ratification, the parties agree to meet to jointly create a term of reference for the ERC committee.

The Parties affirm that there is a commitment to continuing discussions related to the following issues:

- Workload Issues;
- Career Development
- Staff Lounge
- EDI Related Issues; and
- Recognition and Acknowledgement of Work.