

**COLLECTIVE AGREEMENT**  
**BETWEEN**  
**YUKON COLLEGE**  
**AND**  
**THE PUBLIC SERVICE ALLIANCE OF CANADA**

**Term of Agreement**  
**July 1, 2010 to June 30, 2013**

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## **GENERAL/INTRODUCTION**

### **ARTICLE 1 - PURPOSE OF AGREEMENT**

- 1.01 The purpose of this Agreement is to maintain harmonious and mutually beneficial relationships between the Employer, the employees, and the Alliance, to set forth certain terms and conditions of employment relating to pay, hours of work, employee benefits, and general working conditions affecting employees covered by this Agreement and to ensure that all reasonable measures are provided for the occupational health and safety of the employees.
- 1.02 The parties to this Agreement share a desire to improve the quality of educational services provided by the College, promote well-being, and to increase the productivity of the employees. Accordingly, the parties are determined to establish within the framework provided by law, an effective working relationship at all levels in which members of the Bargaining Unit are employed.

### **ARTICLE 2 - APPLICATION**

- 2.01 The provisions of this Agreement apply to the Alliance, the employees, and the Employer.

### **ARTICLE 3 - INTERPRETATION AND DEFINITIONS**

- 3.01 (a) "Alliance" means the Public Service Alliance of Canada;
- (b) "Allowance" means compensation payable to an employee for the performance of special or additional duties;
- (c) "Continuous Service" excludes periods of leave without pay in excess of one month, except maternity, parental and adoption leave.
- (d) (i) "Day of Rest" in relation to an employee means a day other than a holiday on which that employee is not ordinarily required to perform the duties of their position other than by reason of their being on leave of absence;
- (ii) "First day of rest" is defined as the twenty-four (24) hour period commencing at midnight on the calendar day on which the employee completed their last regular shift; and
- (iii) When the first and second or subsequent day of rest is consecutive, "second or subsequent day of rest" is defined as the period immediately following expiration of the first day of rest and ending at the time of commencement of the employee's next regular shift;
- (e) "Employee" means a member of the Bargaining Unit.

- (f) "Part-time employee" means an employee who is required to work fewer hours per week on a continuous basis than those specified in Article 25 as appropriate for their particular occupation;
- (g) "Full-time employee" means an employee who is required to work those hours specified in Article 25 as appropriate for their particular occupation;
- (h) "Employer" means the Yukon College Board of Governors or the President;
- (i) "Employer Complaints" means a matter referred to arbitration by the employer arising from a dispute pertaining to or dealing with the Collective Agreement or the employment relationship. The arbitrator shall be selected from the list of arbitrators in the Collective Agreement. The arbitrator selected shall hear and determine the matter as though it were a grievance under clauses 12.18 through 12.22 of the Collective Agreement.
- (j) "Fiscal year" means the period of time from July 1st in one year to June 30th, in the following year;
- (k) "Grievance" means a complaint in writing that an employee, group of employees, or the Alliance submits to management to be processed through the grievance procedure
- (l) "Headquarters" and "Headquarters area" have the same meaning as given to the expressions in the Travel Regulations;
- (m) "Holiday" means
  - (i) in the case of a shift that does not commence and end on the same day, the twenty-four (24) hour period commencing from the time at which the shift commenced on a day designated as a paid holiday in this Agreement;
  - (ii) in any other case, the twenty-four (24) hour period commencing at 12:01 a.m. of a day designated as a paid holiday in this Agreement.
- (n) "Leave of Absence" means permission to be absent from duty;
- (o) "Market supplement" is an additional constant dollar amount which may be added from time to time to the base pay rate of an occupational field. Market supplement is considered part of pay for purposes of overtime, pension plan and other wage related benefits. It is not considered part of pay, however, for purposes of calculating performance increases or increases on promotion and reclassification;
- (p) "May" shall be regarded as permissive, "Shall" and "Will" as imperative, and "Should" as informative only;
- (q) "Membership dues" means the dues established pursuant to the constitution of the Alliance as the dues payable by its members as a consequence of their membership in the Alliance, and the Union, and shall not include any initiation fee, insurance premium, or special levy;

- (r) "Merit" means the knowledge, abilities and suitability of a person in relation to the requirements for a position;
- (s) (i) (a) "Overtime" means work performed by a full-time employee with the prior approval by the Employer in excess or outside of their regularly scheduled hours of work but excludes time worked on a designated paid holiday; and
  - (b) "Overtime" means work performed by a part-time employee with the prior approval of the Employer in excess of the normal daily or weekly hours of work performed by a full-time employee in the same classification.
- (ii) "Straight time rate" means the hourly rate of remuneration;
- (iii) "Time and one-half" (1½T) means one and one-half times the straight time rate;
- (iv) "Double time" (2T) means twice the straight time rate.
- (t) "Rates of Pay"
  - (i) "Weekly Rate of Pay" means an employee's annual salary divided by 52.176;
  - (ii) "Bi-weekly Rate of Pay" means an employee's annual salary divided by 26.088;
  - (iii) "Daily Rate of Pay" means:
    - (a) In the case of an employee who is paid an annual salary, their bi-weekly rate of pay divided by 10; and
    - (b) In the case of an employee who is paid by the hour, their hourly rate of pay times their normal number of hours worked per day.
- (u) "Representative" means an employee who has been elected or appointed as an area Steward or who represents the Union or the Alliance at meetings with management;
- (v) "Shifts" shall be identified as follows:
  - (i) "graveyard" — that shift, the majority of which falls within the first third of the 24:00 hour clock;
  - (ii) "day" — that shift, the majority of which falls within the second third of the 24:00 hour clock;
  - (iii) "evening" — that shift, the majority of which falls within the last third of the 24:00 hour clock.

- (w) "Spouse" means a lawful husband or wife; a common-law spouse relationship, including same-sex spousal relationship, is said to exist when, for a continuous period of at least one year, an employee has lived with a person, publicly represented that person to be his/her spouse, and lives and intends to continue to live with that person as if that person were his/her spouse.
- (x) "Union" means Yukon College Employees' Union.
- (y) "Faculty" means full-time, part-time and term employees including instructors, counsellors, librarians, lab assistants, faculty advisors and coordinators whose duties include providing instruction and counselling to students.
- (z) "Non-Faculty" means any employee who does not fit the definition of "Faculty".
- (aa) "Casual Employee" means a person performing duties where the expected duration is less than four (4) continuous months or less than 560 hours in a fiscal year. Casual employees are not members of the bargaining unit. In exceptional circumstances and with the consent of the Union, where a person has been hired and the duties exceed the above expected limits, but will not exceed six (6) continuous months or 840 hours in a fiscal year, a casual employee may be extended beyond the original parameters. In this case, or when a casual is converted to a term employee because the limit will be exceeded, the employee shall receive the same salary as a term employee retroactive to the beginning of the casual assignment.
- (bb) "Term Employee" means a person employed on a full-time basis or a part-time basis where one or more of the following conditions apply:
  - (i) the person is backfilling for another person who is temporarily unable to perform the duties for whatever reason;
  - (ii) the function is financially supported by a funder who has established a date on which the program funding will cease;
  - (iii) the function is new and is being set up on a trial basis;
  - (iv) the position has been created to respond to an unanticipated volume of student registrations or client demand, which is not suspected to be sustained;
  - (v) the work pertains to a specific project which is not of an ongoing nature;
  - (vi) it is foreseen that the work will end on a known date in the future.

Prior to extending an employee beyond twenty-four (24) months the Employer and the Union shall determine by mutual agreement if the position shall be extended or made permanent. In the case of the backfill for a Chair position this provision will be applied at thirty-six (36) months.

Term employees will be entitled to the terms and conditions of this agreement with the exception of Article 7.



(cc) "Students" - The parties recognize the benefits of employing student employees, co-op students and work experience students. Students are classified as casual employees, except when working back-to-back co-op work terms or as term employees. Students will not be employed where it results in the layoff of a member of the bargaining unit.

(dd) "Seasonal employee" means a non-instructional employee appointed to a position in the cafeteria which is expected to re-occur annually for periods of seven (7) months or more on a regular basis. These employees have no anticipated termination date other than regularly scheduled layoffs. Other non-instructional employees may become seasonal employees with the mutual agreement of the Union and the College.

(ee) For the purpose of time limits stipulated in this Collective Agreement, a day means all days except Saturdays, Sundays and designated paid holidays.

(ff) Copyright shall bear the same meaning as contained in the Copyright Act (Canada).

3.02 Except as otherwise provided in this Agreement, expressions used in this Agreement, if defined in the Canada Labour Code, have the same meaning as given to them in that Code.

#### **ARTICLE 4 - STATE SECURITY AND LEGISLATION**

4.01 Nothing in this Agreement shall be construed to require the Employer to do or refrain from doing anything contrary to any instruction, direction or regulations given or made by or on behalf of the Government of Canada or of any act of the Yukon or any state in the interest of the safety or security of Canada, the Yukon or any state allied or associated with Canada.

4.02 In the event that any law passed by Parliament or by the Government of the Yukon applying to employees covered by this Agreement renders null and void any provisions of this Agreement, the remaining provisions of the Agreement shall remain in effect for the term of the Agreement. When this occurs, the parties agree at the request of either side, to discuss the impact of such an annulment and what changes, if any, can be made to the agreement.

## **JOB SECURITY AND LAYOFF**

### **ARTICLE 5 - JOB SECURITY**

- 5.01 (a) During the life of this agreement, the employer will make every reasonable effort to provide continued employment for full-time and part-time employees, excluding term employees. Should a re-organization occur, every reasonable effort will be made to provide alternate employment opportunities to the affected employees at equivalent levels within the same geographic region. The employer will provide retraining as an alternative to layoff when a vacancy exists and the employee can demonstrate an aptitude to meet the new job requirements within a reasonable period of time.
- (b) The employer further agrees that during the life of this agreement full-time and part-time employees, excluding term employees, will not be laid off or have their hours reduced as a result of the employer contracting out work.

### **ARTICLE 6 - NOTICE OF LAY-OFF**

- 6.01 When, at the direction of the Employer a position is eliminated or the hours of work are reduced by more than 25%, the employer will provide the affected employee(s) with notice of lay-off. The employee shall be given three months notice in writing of the effective date of lay-off or three (3) months salary and benefits in lieu of such notice, except where the laid off employee exercises his/her right to bump another employee in accordance with the provisions of Article 7.04b) in which case the laid off employee has no entitlement to payment under this Article. . The option of providing three (3) months notice or payment in lieu of such notice shall be decided by the employer. With the mutual agreement of the employee and the employer, a combination of notice and payment in lieu of such notice may be arranged. A cumulative reduction by the Employer in the hours of work of more than 25% within a 36 month period shall be considered to be a lay-off and treated accordingly under the provisions of this Agreement.

### **ARTICLE 7 - LAY-OFF, SENIORITY AND RECALL**

- 7.01 For the purpose of this Article, layoff means the termination or reduction of more than 25% of working hours per week of an employee's employment as a consequence of curriculum change, insufficient enrollment, reductions or reorganization of workload, discontinuation of a service or services, elimination of a program or programs, inadequate funding or as a result of being bumped.
- 7.02 Seniority
- (a) When a need to do a layoff is identified, if the ability, qualifications and experience are relatively equal, the employee with the least seniority will be designated for layoff.

- (b) A full-time or part-time employee who has been given layoff notice or who has been bumped by another employee has the right to exercise seniority and is entitled to provisions of this article.
- (c) Seniority for a bargaining unit member shall be the total number of continuous days of service (rounded to the nearest half day) an employee has been employed in any position at the College. Notwithstanding any other provision of this agreement, approved leaves of absence with or without pay shall not interrupt continuous service for the purpose of calculating seniority.
- (d) An employee's length of service shall be maintained while on the recall list.

### 7.03 Recall

- (a) Employees on the recall list shall be recalled, in accordance with their seniority, provided they have the necessary ability, qualifications and experience to do the available work.
- (b) An employee laid off will remain on the recall list for a period of 18 months commencing with the date of layoff.
- (c) An Employee recalled shall not be required to serve a new probationary period.
- (d) Where an employee refuses a recall to a comparable permanent position of equivalent hours to the position held prior to the layoff, the local union will be notified. Where the same employee refuses a subsequent recall to a comparable permanent position of equivalent hours to the position during the same recall period, the employee's recall rights will be terminated unless the parties mutually agree otherwise.

### 7.04 Alternatives to Layoff

- (a) Two (2) weeks before a notice of layoff is issued, a Layoff Review Committee consisting of the appropriate Director/Dean (or designate), two Union Representatives and the Human Resource Services Director will begin meeting with the affected employee(s) and review the merits of and consider the available alternatives. The Committee will review the current ability, qualifications and experience of an employee affected by layoff and consider
  - i) whether the employee has the ability and qualifications for appointment to a vacant position
  - ii) whether bumping is a reasonable alternative
  - iii) whether retraining for a vacant position is a reasonable alternative
  - iv) whether job sharing is a reasonable alternative
  - v) whether a leave of absence would assist a recall opportunity

The Layoff Review Committee will recommend any appropriate alternatives, if available, to the President. Should the Committee not be able to agree, the Committee members will forward their individual recommendations.

- (b) An employee who has been given notice of layoff or who has been bumped, and who has the necessary ability, qualifications, experience and seniority, has the right to displace another employee within the same or the next two lower pay levels and receive the appropriate classification rate of pay
- (c) The decision to bump another employee must be made within fifteen (15) working days of the notice of layoff.
- (d) As an alternative to layoff the Employer will provide retraining to an employee where a vacancy exists and the employee can demonstrate an aptitude to meet the new job requirements within a reasonable period of time.
- (e) As an alternative to layoff, the Employer will consider requests for "job sharing" where the employees directly concerned agree to participate; where the educational and/or support services are not diminished; and where there are no significant additional costs to the Employer.
- (f) As an alternative to layoff and where there is a reasonable expectation that the employee will benefit from a leave of absence and there is an expectation by the Employer that the employee will be recalled to work, then a request for a leave of absence will be considered. Where leave is granted then recall rights will commence upon expiration of the leave.
- (g) As an alternative to recall, bumping and other provisions of Article 7.03, the employer may offer a sum of money in exchange for an employee's rights under this Article.
- (h) In circumstances where an employee's hours have been decreased, it is agreed that the employee shall have first claim on returning to full time:
  - (i) where there is a reinstatement of the former work or,
  - (ii) where similar duties can be assigned on an operationally feasible basis, where the educational and or support services are not diminished, and where there are no significant additional costs to the Employer. In the case of instruction, the affected instructor must possess the ability, qualifications and experience to teach the relevant subjects.
- (i) Employee Assistance Program and career counseling will be available for laid off employees for a period of up to 18 months after the effective date of layoff.

## **ARTICLE 8 - TECHNOLOGICAL CHANGE**

- 8.01 It is agreed that the technological change provisions of the Canada Labour Code, Part 1, apply to this collective agreement.

- 8.02 Technological Change is
- (a) The introduction by the Employer, into its work, undertaking or business, of equipment or material of a different nature or kind than that previously utilized by the Employer in the operation of the work, undertaking or business; and
  - (b) The change in the manner in which the Employer carries on the work, undertaking or business which is directly related to the introduction of that equipment or material.
- 8.03
- (a) Where the Employer proposes to effect a technological change that is likely to affect the term and conditions or security of employment of a significant number of employees, the Employer shall give notice to the Union not less than six (6) months prior to the date on which the technological change is to be implemented.
  - (b) When technological change pursuant to 8.03(a) requires additional knowledge and skill on the part of the employees, the Employees shall be given the appropriate training practical to qualify employees to retain their employment. A reasonable time will be afforded to the Employees in which to qualify. Any instruction or training shall be done at the employee's regular rate and during scheduled working hours.
- 8.04 The provisions of the Canada Labour Code regarding notice and negotiation will be applied in instances of technological change.

## **EMPLOYER RIGHTS AND RESPONSIBILITIES**

### **ARTICLE 9 - MANAGEMENT RIGHTS AND RESPONSIBILITIES**

- 9.01 Subject to the provisions of this Collective Agreement, except where otherwise specified in the agreement, the Employer has the obligation and right to manage the business and educational affairs of the College.

The Employer's obligations include, but are not limited to

- (a) maintaining the efficiency and making, altering, and enforcing rules and regulations to be observed by employees;
- (b) directing, hiring, promoting, establishing probationary periods, demoting, transferring and laying off employees;
- (c) suspending, disciplining or dismissing employees for just cause; and
- (d) evaluating jobs, classifying positions, establishing qualification requirements of employees and specifying the employee's duties.

## **ARTICLE 10 - STATEMENT OF DUTIES**

10.01 Within one month of receiving an employee's written request, the Employer shall provide the employee with a current statement containing the duties and responsibilities including factor - point rating assigned to the position he/she occupies.

## **ARTICLE 11 - DISCIPLINE**

11.01 Disciplinary measures are intended to be corrective rather than punitive in nature. They should serve to

- (a) correct an employee's misconduct by deterring similar acts of misconduct in the future; and
- (b) motivate that employee to observe required standards of conduct.

11.02 Discipline and Discharge Application

Before disciplinary action can be taken against an employee

- (a) there must have been an incident or act calling for a reaction;
- (b) there must be proof of the employee's involvement in the incident or commission of the act; and
- (c) the employee must be aware of the grounds for the action taken and be given an opportunity to present their version of the facts. When an employee is required to attend a meeting, the purpose of which is an investigation which may result in formal discipline concerning him/her or the purpose of which is to render formal discipline concerning him/her, the employee is entitled to have at his or her request a representative of the Union attend the meeting. Where practicable, the employee shall receive a minimum of one (1) day's notice of such a meeting.

11.03 A report of an employee's misconduct shall be initiated without unreasonable delay, normally within three (3) working days of the day on which the offence is discovered or, if the employee is absent, within three (3) working days of returning to work.

11.04 All employees must be provided with written notice of discipline and discharge which must state

- (a) the reasons for the discipline or discharge;
- (b) the effective date of the discipline or discharge; and
- (c) what arrangements will be made regarding the financial entitlements as a result of the discipline or discharge.

11.05 Discipline and discharge shall only be for just cause.

- 11.06 An employee's personnel file is the official record of performance appraisals, letters of reprimand, or other written communication between the Employer and the employee. No documentation will be entered into this file unless the employee is advised of it and has the opportunity to respond. Any response shall be part of the personnel file. An employee shall be allowed to peruse his/her own personnel file. The employee shall be allowed to copy any contents of the file.
- 11.07 A document or written statement specifically related to disciplinary action or performance which may have been placed on the personnel file of an employee, shall at the request of the employee, be destroyed after twenty-four months has elapsed since the disciplinary action was taken and provided that no further disciplinary action has been recorded during this period.
- 11.08 The Employer agrees not to introduce as evidence in a hearing relating to a disciplinary action any document including any performance evaluation review, from the file of an employee, the existence of which the employee was not aware at the time of filing, or within a reasonable period thereafter.
- 11.09 Access to an employee's personnel file will be authorized through:
- a) Written authorization from the employee.
  - b) The employee signing a grievance form (which authorizes the Union to full access to the file unless the employee has indicated limited access).
  - c) The normal course of duties for Human Resources Services staff or the employee's supervisor.

The parties agree that appropriate confidentiality will be maintained in all situations.

## **ARTICLE 12 - PROCESSING OF GRIEVANCES**

- 12.01 If they so desire, an employee may be assisted and/or represented by the Alliance at the complaint level and/or when presenting a Grievance at any level.
- 12.02 An employee who wishes to present a Grievance at any prescribed level in the grievance procedure, shall transmit this Grievance to their immediate supervisor or YCEU Local or YEU officer in charge who shall forthwith
- (a) forward the Grievance to the representative of the Employer authorized to deal with Grievances at the appropriate level; and
  - (b) provide the employee with a receipt stating the date on which the Grievance was received by him.

Before an employee submits their complaint as a Grievance, the employee is encouraged to discuss the complaint with the appropriate immediate supervisor, Dean or Director in an attempt to resolve it.

- 12.03 A Grievance of an employee shall not be deemed to be invalid by reason only of the fact it is not in accordance with the form supplied by the Employer.

- 12.04 An employee who feels that they have been treated unjustly or consider himself/herself aggrieved by any action or lack of action by the Employer, is entitled to present a Grievance in the manner prescribed in Clause 12.02, except that where there is another administrative procedure provided by or under any other Act to deal with their specific complaint, such procedure must be followed. A "policy grievance" which, due to its nature, is not properly the subject of an employee grievance, may be initiated by the Alliance.
- 12.05 Except as otherwise provided in this Agreement, a Grievance shall be processed by recourse to the following steps:
- First Level — Appropriate Staff with the Director of the Division or Appropriate Dean;
  - Second Level — the Director of Human Resource Services;
  - Final Level — President
- 12.06 The Union or the Alliance shall have the right to consult with the appropriate Employer's representative(s), other than the President, with respect to a Grievance at each or any level of the grievance procedure, subject to Clause 12.01.
- 12.07 An employee may present a Grievance to the First Level of the procedure, in the manner prescribed in Clause 12.02 no later than fifteen (15) working days after the date on which they are notified orally or in writing or on which they first become aware of the action or circumstances giving rise to the Grievance.
- 12.08 An employee may present a Grievance at each succeeding level in the grievance procedure beyond the First Level either
- (a) where the decision or settlement is not satisfactory to them, within fifteen (15) working days after that decision or settlement has been conveyed in writing to them by the Employer's representative for that Level; or
  - (b) where the Employer's representative for that Level has not conveyed a decision to them, within fifteen (15) working days after they presented the Grievance at the previous level.
- 12.09 The Employer shall normally reply to an employee's Grievance at the first level of the grievance procedure within fifteen (15) working days after the Grievance is presented, and within twenty (20) working days where the Grievance is presented at the final level.
- 12.10 Where an employee has been represented by the Union or the Alliance in the presentation of their Grievance, the Employer will provide the appropriate representative of the Alliance with a copy of the Employer's decision at each level of the grievance procedure at the same time that the Employer's decision is conveyed to the employee.
- 12.11 The decision given by the Employer at the Final Level in the grievance procedure shall be final and binding upon the employee, unless the Grievance is a class of Grievance that may be referred to arbitration. Grievance with respect to the interpretation or



application of the collective agreement can only be referred to arbitration with the consent of the bargaining agent.

- 12.12 Where the provisions of Clause 12.02 cannot be complied with and it is necessary to present a Grievance by mail, the Employer shall be deemed to have delivered a reply at any level on the date on which the letter containing the reply is postmarked, but the time limit within which the grievor may present their Grievance at the next higher level shall be calculated from the date on which the Employer's reply was delivered to the address shown on the grievance form.
- 12.13 The time limits stipulated in this procedure may be extended by mutual agreement between the Employer and the employee and, where appropriate, the Union or Alliance representative.
- 12.14 Where it appears that the nature of this Grievance is such that a decision cannot be given below a particular level of authority, any or all the levels except the Final Level may be eliminated by agreement between the Employer and the employee, and, where applicable, the Alliance.
- 12.15 Except as provided in Clause 12.19, an employee may, by written notice to their immediate supervisor or officer in charge, abandon a Grievance.
- 12.16 Any employee who fails to present a Grievance to the next higher level within the prescribed time limits shall be deemed to have abandoned the Grievance unless, due to circumstances beyond their control, they were unable to comply with the prescribed time limits.
- 12.17 No person who is employed in a managerial or confidential capacity shall seek by intimidation, by threat of dismissal or by any other kind of threat to cause an employee to abandon their Grievance or refrain from exercising their right to present a Grievance, as provided in the Collective Agreement.
- 12.18 Where an employee has presented a Grievance up to and including the Final Level in the grievance procedure with respect to the interpretation or application of this Collective Agreement, and their Grievance has not been dealt with to their satisfaction, they may refer the Grievance to arbitration in accordance with the provisions of the Canada Labour Code.
- 12.19 (a) An employee must obtain the approval of the Alliance and be represented by the Alliance before a Grievance can be referred to arbitration with respect to the application or interpretation of the collective agreement.  
  
(b) A Grievance referred to arbitration can only be withdrawn by the employee with the prior approval of the Alliance.
- 12.20 An employee, subject to Clause 12.19, shall notify the Employer in writing within thirty (30) working days following the date of receipt of the decision at the Final Level of the grievance procedure of their intention to appeal the decision to arbitration.
- 12.21 There will be a list established by mutual agreement of persons to act as Arbitrators. The costs of the hearings are to be shared equally by the parties. A representative for

the employer and a representative for the employees agree to work together to identify and select local arbitrators. Local arbitrators will be limited to appeals under Article 14.02, unless both parties agree to use the arbitrator for an unprecedented case.

#### 12.22 Suspension, Discharge or Community Transfer

Cases of alleged wrongful suspension, alleged wrongful discharge or an alleged unreasonable community transfer shall be governed under the *Policy, Guidelines, Regulations and Procedures Manual*, and the Grievance shall be processed at the Final Level of the grievance procedure.

### **ARTICLE 13 - TIME-OFF FOR GRIEVANCE PROCESS**

#### 13.01 Time off for Representatives

A representative shall obtain the permission of their immediate supervisor before leaving their work to investigate a grievance or a complaint of an urgent nature, to meet with local management for the purpose of dealing with grievances, and to attend meetings called by management. Such permission shall not be unreasonably withheld.

#### 13.02 Grievance Hearings

##### (a) Employee presenting a grievance

- (i) An employee who presents a grievance is entitled to be present at the hearing of the grievance at any step in the grievance process, and where the grievance is heard during working hours, they shall be entitled to attend the hearing without loss of pay.
- (ii) Where an employee attends the hearing of their grievance outside their headquarters area, the Employer shall not be liable for any expenses related thereto.

##### (b) Employee who acts as Representative

- (i) Where an employee represents a grievor, at a meeting held with the Employer, the Employer will grant time off with pay to the Representative when the meeting takes place during normal working hours.
- (ii) Where the meeting occurs outside the Representative's headquarters area, any expense incurred by the Representative arising out of their attendance at the meeting shall not be borne by the Employer.

### 13.03 Grievance Investigations

Where an employee has asked or is obliged to be represented by the Alliance in relation to presentation of a grievance, and an employee acting on behalf of the Alliance wishes to discuss the grievance with that employee

- (a) the employee will, where operational requirements permit, be given reasonable time off with pay for this purpose when the discussion takes place in their headquarters area and reasonable leave without pay when it takes place outside their headquarters area; and
- (b) the representative of the employee will, where operational requirements permit, be given reasonable time off with pay for this purpose when the discussion takes place in their headquarters area and reasonable leave without pay when it takes place outside their headquarters area.

## **ARTICLE 14 - COMPETITION APPEAL AND STAFFING PROCESS**

### 14.01 Competition Process

Notice of all vacancies exceeding four (4) months in duration, that are not filled though the recall provisions of Article 7, shall be posted on designated College bulletin boards in each College centre and forwarded to any employee laid off within the previous eighteen (18) months, no later than the first date of an internal or external posting, whichever occurs first. A copy of such positions will be forwarded to the Union.

Posting of vacancies shall appear at least ten (10) College working days before the competition is closed. All postings shall include salary range, summary of the position description, required qualifications, hours of work and work location.

The vacancy that is not filled through the recall provisions of Article 7, will be filled by open or restricted competition, appointment without competition or short-term assignment as determined by the Director of Human Resource Services, in consultation with the appropriate Dean or Director.

- 14.02 When the College determines to take staffing action to fill a vacant or new position, a selection committee will be formed, pursuant to Article 61. The selection committee, through a consensus process, will select candidates for interview, set and hold interviews, rate and rank candidates and review reference information. The most meritorious candidates will be interviewed and ranked against requirements for the position and merits of other candidates. From this group the Committee will recommend for appointment the most meritorious candidate. Length of satisfactory service with the Employer will be considered in the determination of the successful candidate.

#### 14.03 Merit Principle

All appointments to positions at Yukon College, other than recall from layoff, shall be based on merit. The process for assessing merit shall include an objective statement of qualifications for each position, a fair test of the factors, open access to information about the position and process, and timely decisions made by a representative selection committee whose members are free from conflict with regard to the process and all of the candidates.

Merit includes the knowledge, abilities and personal suitability of a person to perform the position and may be assessed from the resumes/curriculum vitae, interviews, reference checks, reasonable and relevant tests and/or prior documented work history with Yukon College.

#### 14.04 Competition Appeal Process

Any bargaining unit candidate who is unsuccessful on competition and who believes their qualifications were not properly assessed may appeal provided the appeal is brought forward by the Union.

The appeal must be presented to the Director, Human Resource Services within five (5) working days from the date that the candidates were advised that the decision has been made.

The appeal will proceed immediately to expedited arbitration. The Arbitrator will be selected in rotation from the list of Yukon-based arbitrators acceptable to both the Union and the Employer. No appointment will be made from the competition that gave rise to the appeal until such time as the arbitrator's decision is rendered and complied with. If a Yukon based arbitrator is not available or agreed to within five (5) days of the appeal being received, the position may be filled as a term appointment until an arbitrator's decision can be rendered.

The arbitration will occur within five (5) days of the appeal being filed and the arbitrator will render a decision within five (5) days of the hearing date. The decision will be final and binding. A copy of the decision will be forwarded to the appellant, the Union and the Employer.

The arbitrator shall have jurisdiction to decide whether the Employer has properly assessed the appellant's qualifications and whether the employer has properly conducted the competition to assess fairly the relative merits of the appellant vis-à-vis those of the successful candidate. If they determine that it was not, then the arbitrator may direct that any portion of, or the entire competition be redone.

#### 14.05 Appointment Without Competition

Where it is determined under Article 14.01 that a position should be filled by appointment without competition, a notice of appointment will be posted on College bulletin boards for at least ten (10) working days. If an employee feels his/her promotional opportunities have been prejudicially affected they may, with the consent of the Union, file an appeal with the Director, Human Resource Services. If an appeal is filed, the appointment without competition will be cancelled and an internal competition will be held.

#### 14.06 Short Term Assignments

The parties acknowledge that it is in the best interest of the College to provide opportunities for employee development through cross-training and acting assignments. It is also in the College's interest to have short-term vacancies staffed in an expeditious and effective manner. Where operationally feasible, the employer agrees to give preference to qualified College employees when staffing short-term assignments or vacancies for positions more than one month and less than four months in duration.

Human Resource Services Department will notify all employees of short-term vacancies as they arise and employees may apply for these positions.

The supervisor of a selected employee will determine whether or not it is operationally feasible to approve the temporary absence of the selected employee. Her/his approval will not be unreasonably denied.

The employment status of an employee who accepts a Short Term Assignment will not change during the period of the assignment. When an employee applies for and accepts a short term assignment that is at a lower pay level than the position he/she currently holds, the employee shall be paid at the rate within the pay range for the position that is closest to his/her current salary.

### **UNION BUSINESS**

#### **ARTICLE 15 - UNION RECOGNITION**

15.01 The Employer recognizes the Alliance as the exclusive bargaining agent for all employees in the Bargaining Unit.

15.02 The Employer agrees that there shall be no intimidation or discrimination against any employee by reason of their membership in the Alliance, and the Alliance agrees that there shall be no intimidation or discrimination on its part towards any employee of the Employer.

- 15.03 The Employer agrees that, given reasonable notice to Yukon College, permission may be granted for an accredited representative of the Alliance to enter the work premises for the purpose of investigating a grievance or a complaint by an employee or the Union, provided the Alliance Representative requests access directly or through an Officer of the local Union. Such permission will not be withheld unreasonably.
- 15.04 Where an accredited representative of the Alliance enters the work premises as provided in 15.03, he/she shall report to the supervisor of the employee before approaching the employee.
- 15.05 The following positions are excluded from the Bargaining Unit:
- President
  - Vice-President
  - Dean
  - Director
  - Registrar/Manager, Student Services
  - NRI Coordinator
  - Institutional Research and Planning Officer
  - Communications Officer
  - Supervisor Financial Services
  - Budget Officer
  - Human Resource Services Advisor
  - Human Resources Administrative Clerk
  - Executive Assistants to the
    - Board of Governors
    - President
    - Vice-President Education and Training

It is agreed by the Parties that the position of Executive Director of YNTEP is a bargaining unit position.

## **ARTICLE 16 - SCOPE OF THE BARGAINING UNIT**

The parties agree that the criteria used by the Canada Labour Relations Board to determine exclusions will be used by an Arbitrator in settling disputes that arise during the life of the agreement concerning scope of the Bargaining Unit.

## **ARTICLE 17 - UNION SECURITY**

- 17.01 All employees within the bargaining unit covered by this agreement shall be required to pay the Alliance (through bi-weekly payroll deduction) a sum of money equivalent to the membership dues of the Alliance. Signing of the Employer's Commencement Forms shall serve as the employee's authorization for the Employer to deduct such dues.
- 17.02 New employees, upon commencement of employment shall, as a condition of employment, be or become a member of the Alliance and shall as a condition of employment, maintain their membership thereafter.

- 17.03 An employee who satisfies the Employer to the extent that they declare in an affidavit that they are a member of a religious organization, "registered pursuant to the Income Tax Act", whose doctrine prevents him as a matter of conscience from making financial contributions to an employee organization, and that they will make contributions to a charitable organization equal to dues, shall not be subject to this Article, provided that the affidavit submitted by the employee shows the registered number of the religious organization and is countersigned by an official representative of the religious organization involved.
- 17.04 The Alliance shall inform the Employer in writing of the authorized bi-weekly deduction to be checked off for each employee defined in Clause 17.01.
- 17.05 For the purpose of applying Clause 17.01, deductions from pay from each employee in respect of each pay period will start with the first full pay period of employment or membership to the extent that earnings are available. Where an employee does not have sufficient earnings in respect of any pay period to permit deductions, the Employer shall not be obligated to make such deductions from subsequent salary.
- 17.06 No employee organization, as defined by the Canada Labour Code, other than the Alliance, shall be permitted to have membership dues and/or other monies deducted by the Employer from the pay of employees in the Bargaining Unit.
- 17.07 The amounts deducted in accordance with Clause 17.01 shall be remitted to the Comptroller of the Alliance by cheque within a reasonable period of time after deductions are made and shall be accompanied by particulars identifying each employee and the deductions made on their behalf.
- 17.08 The Employer agrees to continue the past practice of making deductions for other purposes on the basis of production of appropriate documentation.
- 17.09 The Alliance agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of this Article except for any claim or liability arising out of an error committed by the Employer.

## **ARTICLE 18 - APPOINTMENT OF REPRESENTATIVES**

- 18.01 The Alliance has the right to appoint employees as representatives.
- 18.02 The Alliance shall determine the number of representatives and the jurisdiction of each representative, having regard to the plan of organization, the distribution of employees at the work place and the administrative structure implied by the grievance procedure covered by this Agreement. In any event, the maximum number of Union representatives shall be seven (7) excluding the Union Executive.
- 18.03 The Alliance shall provide the Employer with a list of its accredited representatives and will inform the Employer of any revision of the list that may be made from time to time, and the Employer shall provide the Alliance with a list of employees representing the Employer at the various levels of the grievance process.

## ARTICLE 19 - TIME OFF FOR REPRESENTATIVES AND ALLIANCE BUSINESS

### 19.01 Canada Labour Relations Board Hearings

- (a) Complaints made to the Canada Labour Relations Board pursuant to the Canada Labour Code.  
The Employer will grant leave with pay
  - (i) to an employee who makes a complaint on their own behalf, and
  - (ii) to an employee who acts on behalf of an employee making a complaint, or who acts on behalf of the Alliance making a complaint.
- (b) Applications for Certification, Representations, and Interventions with respect to Applications for Certification. Where operational requirements permit, the Employer will grant leave without pay
  - (i) to an employee who represents the Alliance in an Application for Certification or in an Intervention, and
  - (ii) to an employee who makes personal representation in opposition to a Certification.
- (c) The Employer will also grant leave with pay
  - (i) to an employee called as a witness by the Canada Labour Relations Board, and
  - (ii) where operational requirements permit, to an employee called as a witness by an employee or the Alliance.

### 19.02 Conciliation Board Hearings

- (a) The Employer will grant leave with pay to an employee representing the Alliance before a Conciliation Officer, Conciliation Board or Conciliation Commissioner.
- (b) The Employer will grant leave with pay to an employee called as a witness by a Conciliation Officer, Conciliation Board, or the Alliance.

### 19.03 Arbitration

- (a) The Employer will grant leave with pay to an employee who is a party to the arbitration.
- (b) The Employer will grant leave with pay to the representative of an employee who is a party to the arbitration.
- (c) The Employer will grant leave with pay to a witness called by an employee who is a party to the arbitration.



#### 19.04 Contract Negotiations Meetings

- (a) Where operational requirements permit, the Employer will grant leave without pay to a maximum of four (4) employees for the purpose of attending contract negotiation meetings on behalf of the Alliance. The Employer agrees that while employees are attending contract negotiations meetings the Employer shall continue their fringe benefit contributions and employees shall continue to earn normal credits.
- (b) The parties have agreed that one of the four (4) employees attending contract negotiation meetings in (a) above, where practicable, will be from a location outside the City of Whitehorse.
- (c) Notwithstanding subsection (a), where the employee has been granted leave without pay to attend the initial contract negotiation meeting on behalf of the Alliance, the Employer will grant leave without pay to the employee for all subsequent contract negotiation meetings.

#### 19.05 Preparatory Contract Negotiation Meetings

Where operational requirements permit, the Employer will grant leave without pay to a reasonable number of employees to attend preparatory contract negotiation meetings.

#### 19.06 Meetings Between Employee Organizations and Management

Where operational requirements permit, the Employer will grant leave with pay to a reasonable number of employees who are meeting with management on behalf of the Alliance.

#### 19.07 Employee Organization Executive Council Meetings, Congress, and Conventions

Where operational requirements permit, the Employer will grant leave without pay to a reasonable number of employees to attend Executive Council meetings and conventions of the Alliance, Executive Council meetings, conventions of Yukon Federation of Labour, the Canadian Labour Congress, and Local Executive meetings of an urgent nature. Such leave shall not be unreasonably withheld.

#### 19.08 Representatives Training Courses

Where operational requirements permit, the Employer will grant leave without pay to employees who exercise the authority of a Representative on behalf of the Alliance to undertake training related to the duties of a Representative and/or to travel on Union business within the Yukon.

#### 19.09 Leave for Union President

Provided the President of the Union is a member of the Bargaining Unit, the Employer agrees to provide the equivalent of one-half of a full-time position as leave with pay (salary and benefits only) from the date of ratification of this agreement. The intent of this undertaking is to improve communication with management and representation on joint-management initiatives such as, but not limited to Joint Consultation, Staff Development and Training, and the Joint Workload Dispute Committee

19.10 When an employee is on leave without pay for union business pursuant to this Article and where such leave is approved by the Alliance, the Employer agrees to continue payment of his or her wages as the result of such leave. The Alliance will reimburse the College for total costs within 30 days of the receipt of billing.

### **ARTICLE 20 - LEAVE OF ABSENCE FOR ELECTED UNION PRESIDENT**

The Employer agrees to authorize a leave of absence to an employee who is elected as President of the Yukon Employee's Union, First Vice-President of the Yukon Employees' Union, or Regional Executive Vice-President of the Public Service Alliance of Canada subject to the following conditions:

- (a) The authorized leave will be for the term of appointment designated by the Union to a maximum of three years.
- (b) Regarding the office of President of the Yukon Employees' Union, if the employee ceases to hold office during the initial term of office or upon the expiry of the initial term of office, the employee will assume the duties of the position held by her/him prior to the leave of absence.

Regarding the offices of First Vice-President of the Yukon Employee's Union, or Regional Executive Vice-President of the Public Service Alliance of Canada, if the employee ceases to hold office or upon the expiry of the term of office, the employee will be guaranteed a position at the same classification level she/he held before her/his leave.

If the employee is re-elected for subsequent terms, she/he shall continue to be on leave. If the employee ceases to hold office during a subsequent term or upon completion of the subsequent term of office, the employee will be guaranteed a position at the same classification level she/he held before her/his leave.

- (c) During the leave of absence, the Employer will pay 100% of salary and benefits and will invoice the Union Quarterly for 100% of all costs of salary and benefits (which means gross salary plus all benefits).
- (d) During the leave of absence the employee will earn normal leave credits.
- (e) Leave applications will be submitted to the Employer for processing, for administrative reasons only.

- (f) The Union agrees to provide the Employer with at least one month's written notice of the commencement and three months' written notice of termination of this leave of absence.
- (g) Upon the expiry of the term of office, the employee will assume the duties of the position held by the employee prior to the leave of absence.
- (h) If the employee is re-elected for subsequent terms, she/he shall continue to be on leave. Upon completion of their term of office the employee will be guaranteed a position at the same level they held before their leave.
- (i) If the employee ceases to hold office, the employee will return to the position held by the employee prior to the leave of absence.
- (j) During the leave of absence the Employer will pay 100% of salary and benefits and will invoice the Union quarterly for 100% of all costs of salary and benefits (which means gross salary plus all benefits).
- (k) During the leave of absence the employee will earn normal leave credits.
- (l) Leave applications will be submitted to the Employer for processing, for administrative reasons only.
- (m) The Union agrees to provide the Employer with one month's written notice of the commencement and termination of this leave of absence.

## **ARTICLE 21 - INFORMATION ON EMPLOYEE STATUS**

- 21.01
- (a) The Employer agrees to supply the Alliance and the Yukon College Employees' Union with a quarterly report specifying the name of each person engaged and each person terminated. The report shall separate bargaining unit members from non-bargaining unit members and include persons hired through a third party contract.
  - (b) The Employer agrees to supply the Alliance with a quarterly report specifying the location and classification, including position point rating, applicable to each employee on staff.
  - (c) The Employer shall inform each employee appointed from outside Yukon College to a position in the Bargaining Unit of the provisions of Article 17 - Union Security, pursuant to this agreement.
  - (d) At the time of hire, the Employer will undertake to inform all persons newly appointed to positions in the Bargaining Unit of the name of the Alliance Representative at their place of work.
  - (e) The Employer shall inform the Alliance of all vacant positions in the bargaining unit on a monthly basis.

- (f) The Employer agrees to provide the union with a bi-weekly listing showing total hours paid to date, for those casual employees who have worked more than 400 hours in a fiscal year.
  - (g) The Employer further agrees to provide information required under this Article to the Yukon College Employees' Union.
- 21.02 (a) The Employer agrees to provide for the printing and distribution of the copies of the Collective Agreement to employees in the Bargaining Unit.
- (b) Where a Collective Agreement has been renewed or amended, prior to printing the renewed or amended Collective Agreement, the Employer will send a draft copy to the Alliance and one copy to the Local Representative for their approval.

## **ARTICLE 22 - PROVISIONS OF BULLETIN BOARD SPACE**

- 22.01 The Employer shall provide bulletin board space in a reasonable number of locations clearly identified for the use of the Union for posting notices pertaining to elections, appointments, meeting dates, news items, and social/recreational affairs. Such notices which do not fall within the above-mentioned headings may be removed from the board by the Employer.

## **ARTICLE 23 - PICKET LINES**

- 23.01 Employees may refuse to cross a legal picket line. Where employees refuse to cross a legal picket line, they shall be considered on authorized leave without pay.

## **CLASSIFICATION**

### **ARTICLE 24 - CLASSIFICATION**

- 24.01 (a) The Public Service Alliance of Canada and the Board of Governors agree that Yukon College will use the Classification System approved by the Joint Classification Committee, dated July 9, 1992 and referenced in Appendix A. Any changes to this Classification System will be done by mutual consent of the parties.
- (b) All position evaluations shall adhere to sound classification principles.
- (c) For all classifications and reclassifications performed on or after July 1, 2000, an employee shall be provided a summary of her/his classification upon request, including the rationale for the points awarded. Such information will also be provided, upon request, for classifications and reclassifications performed prior to July 1, 2000 if available.

- (d) In accordance with Articles 45 and 46, the Employer shall make available at least every two (2) years, a course on the Yukon College Classification system.
- 24.02 (a) Any bargaining unit employee may appeal their classification provided the appeal is brought forward by the Union in accordance with 24.04.
  - (b) The Employer shall respond to a classification appeal within thirty (30) working days.
- 24.03 The Public Service Alliance of Canada and the Board of Governors agree that there will be a list established by mutual agreement of persons to act as Classification Appeal Board Chairpersons. The Chairperson will deny or uphold the appeal. The costs of the hearings are to be shared equally by the parties.
- 24.04 The Alliance shall notify the Employer in writing within thirty (30) working days that a dispute exists and the parties will establish a Classification Appeal Board within thirty (30) working days of the aforementioned notice.

## **ARTICLE 25 - HOURS OF WORK**

### **25.01 HOURS OF WORK – NON-INSTRUCTIONAL STAFF**

- (a) Hours of work shall be scheduled so that full-time employees other than those specified in Article 25.02 below, work thirty-seven and one-half (37-1/2) hours from Monday to Friday inclusive and seven and one-half (7 1/2) consecutive hours per day, exclusive of a meal period.
- (b) Notwithstanding 25.01 (a),
  - (i) employees hired prior to December 1993 may voluntarily agree to a work week of five consecutive days other than Monday to Friday;
  - (ii) the Employer will inform new employees in writing at the time of hire, that such employees may be assigned to a work week of five consecutive days other than Monday to Friday; and
  - (iii) current employees will not suffer a job loss as a direct result of a change in the work week.

25.02 (a) Hours of work for those employees listed below shall be scheduled so that full-time employees work thirty-seven and a half (37.5) hours per week and seven and a half (7.5) consecutive hours per day exclusive of a meal period:

Custodial Worker  
Custodial Supervisor  
Library Staff  
Student Residence Supervisor  
Relief Student Residence Supervisor

(b) Hours of work for those employees listed below shall be scheduled so that full-time employees work forty (40) hours per week and eight (8) consecutive hours per day inclusive of a one-half (1/2) hour meal period:

Cooks  
Food Service Workers

### 25.03 Shift Work

The employer will make every reasonable effort

(a) not to schedule the commencement of a shift within sixteen (16) hours of the completion of the employee's previous shift, and

(b) to avoid excessive fluctuation in hours of work.

25.04 Provided sufficient advance notice is given in writing, and approval of the Employer is obtained, employees may exchange shifts if there is no increase in cost to the Employer.

25.05 An employee shall not work more than two (2) consecutive shifts.

### 25.06 Normal Work Schedule

Except where the alteration is at the request of the employee or otherwise agreed to by the employer and the employee, the employee's working schedule will not be altered unless they have been given a minimum of seven (7) working days' advance notice of the alteration. Where the Employer fails to give an employee seven (7) working days' advance notice of an alteration in their normal work schedule, the Employer shall pay the employee at the rate of time and one-half (1½T) for all regular hours worked on the first day or shift worked following receipt of the notice of the change. Subsequent days or shifts worked on the revised hours shall be paid at straight-time, subject to the overtime provisions of this Agreement.

### 25.07 Rest Periods

(a) The Employer shall schedule two paid rest periods per day of fifteen (15) minutes duration. Each rest period shall be scheduled as near as possible to the mid-point of the work periods before and after the meal break.

(b) Meal Breaks

The Employer shall schedule a lunch period or a meal break as close as possible to the mid-point of an employee's shift. The duration of the lunch or meal break may vary but shall not be less than one-half (½) hour duration. The Employer agrees that, except by prior agreement with the Alliance, the duration of the meal break will not be altered for any employee.

#### 25.08 No Guarantee

This Article shall not be construed as guaranteeing the employee a minimum or maximum number of hours of work.

#### 25.09 Flexible Hours

(a) Notwithstanding the provisions of this Article in respect of normally scheduled hours of work, where employees wish to vary their hours of work,

(i) upon request of the bargaining agent, representing a group of employees in a particular work area, and

(ii) where the Dean or Director responsible for the program in that area concurs that the requirements of the program can be met in eight or nine days,

provided that the majority of the employees in the work place approve the revised work schedule, and that no employee is scheduled to work less than four (4) full days in any continuous period of seven (7) days.

(b) Where the provisions of 25.09 (a) are applied, the Dean or Director of the work area must approve the schedule of hours for every employee but, subject only to operational requirements, an employee may choose to work the normally scheduled hours, or the revised schedule established according to their preference.

(c) Notwithstanding variations in the scheduled hours of work, approved pursuant to 25.09 (a), the implementation of any variation in hours shall not result in any additional overtime work, or additional payments by reason only of such variation, nor shall it be deemed to prevent the restoration of normally scheduled hours where, in the view of the Employer, operational requirements cannot be met under the varied schedule.

(d) Where the scheduled hours of work are varied pursuant to 25.09 (a), an employee included in the varied schedule shall be entitled to rest on such days as are not scheduled as a normal working day for them, and their days of rest for the fourteen (14) day period shall be neither increased nor decreased by reason of the varied schedule.

(e) The provisions of the agreement that require variation in order to satisfy the conditions of 25.09 (c) will be agreed upon prior to implementation.

## 25.10 Workloads and Overtime – Yukon College Instructors

This clause addresses the content of an instructor's workload within his or her assigned hours of work.

Instructors work in a collegial model, in a cooperative and consultative manner with their peers, Dean/Director and other College staff. It is recognized that in addition to student contact hours, instructional staff have related professional responsibilities to support their instructional and administrative duties. Yukon College recognizes the right of an instructor to exercise professional discretion, within the limits of this Collective Agreement.

- a) An annual workload for each instructor shall be determined by the Dean/Director in consultation with the instructor by May 31<sup>st</sup> for the following fiscal year and shall not exceed the student contact hours referenced in the Collective Agreement expiring June 30, 2007... For appointments made after May 31<sup>st</sup>, an annual workload shall be determined by the Dean/Director in consultation with the instructor within three weeks of the appointment.
- b) An instructor's workload will consist of direct instruction, other instructional duties and non-instructional duties.
- c) Examples of direct instructional duties include, but are not limited to, instruction, preparation, marking, and exam invigilation.
- d) Examples of other instructional duties include, but are not limited to, : office hours; curriculum development and maintenance; equipment maintenance; and travel days for community instruction.
- e) Examples of non-instructional duties include, but are not limited to, : committee involvement; meetings; marketing/revenue generation; counseling /advising students; scholarly activity, workplace renewal, institutional research; and professional development and training.
- f) The percentage of time allocated to direct instructional, other instruction, and non-instructional duties respectively will be documented in each instructor's Annual Workload form.
- g) The assignment of direct instructional duties will not exceed 80% of total workload without written mutual agreement of the instructor and Dean/Director.
- h) The percentage of time required to perform each assigned instructional duty will be based on the percentage as shown in the Course Workload List which shall be developed as follows:
  - i) Within sixty (60) calendar days of ratification of this collective agreement or whenever a new course is developed, each Dean/Director, through a consultative process with the instructors in his/her division shall prepare a list of all credit and non-credit courses offered by his /her division with an assigned percentage of workload for each course.
  - ii) The assigned percentage will be based on and consistent with historical norms.  
The percentages applied to each course will include direct instruction, marking, preparation and exam invigilation.



- i) In exceptional circumstances (such as class sizes exceeding the maximum class size or the nature of the students), the instructional percentage assigned to a course may be increased by the Dean/Director.
- j) Except by mutual agreement between the Employee and the Dean/Director, once the annual workload assignment has been determined, an instructor's hours of work will not be reduced during the following fiscal year or until the end of his or her term whichever comes first. However, in instances where unanticipated changes occur due to factors not controlled by the College (e.g. low student enrolment or cancellation of a contract) reassignment may be necessary. In such cases, notification will be given as soon as possible.
- k) Yukon College instructors will be scheduled to work no more than 206 days in a fiscal year (July 1 – June 30), inclusive of Travel bonus days. An instructor's workload will not exceed sixty percent of the annual workload in any four-month period except by written mutual agreement of the Instructor and the Dean/Director.
- l) No instructor will be required to exceed a one-hundred percent workload allocation in a fiscal year. However, with written mutual agreement, the above (k) limits may be exceeded and will be remunerated at two times the instructor's regular rate of pay.
- m) Instructors have the discretion to regulate their duties and responsibilities outside of scheduled classes, posted office hours, counseling/advising students (faculty advising) and scheduled meetings. Instructors must provide availability information when off campus during regular working hours.
- n) An instructor may apply to have up to a 25% reduction in his/her annual instructional workload once every three (3) years for the purpose of undertaking an appropriate activity subject to operational requirements. This activity must be consistent with and in support of the College Ends Statements. Activities require the approval of the Dean/Director and the President for appropriateness to the Ends Statements and to ensure operational requirements can be met. In addition, proposals for scholarly activities will be reviewed by a committee to confirm the ethics and validity of the proposal. Activities undertaken under the Clause will be subject to evaluation as part of the instructor's regular workload.
- o) In the event of a dispute over an instructor's workload within his or her assigned hours of work, a Joint Workload Dispute Committee will be established. It will consist of four members, two appointed by the Union and two appointed by the College. The purpose of this Committee shall be to ensure consistent application of these provisions and to resolve all disputes in regard to workload as quickly as possible. The procedure to deal with a workload dispute shall be:
  - (i) All hours of work issues will be discussed with the Dean/Director. If the instructor does not receive a suitable solution from those discussions, he or she may file a formal dispute.
  - (ii) The formal dispute will be filed with the Dean/Director who will inform the committee of the dispute within five (5) days.
  - (iii) The Committee will endeavour to meet within one week of receiving a request to resolve the dispute.

(iv) A decision made by the majority of the Committee shall be sent to the Instructor and the Dean/Director within one week of the meeting. An instructor, who does not find the decision of the Committee to be reasonable, may seek resolution through the grievance procedures contained in Article 12.

p) Overtime

No instructor will be required to exceed the annual student contact hour maximums contained in (e) above or a combined total of student contact hours and non-instructional hours of 1545 or 206 days in a fiscal year. However, with written mutual agreement, the above limits may be exceeded and will be remunerated at two times the instructor's regular hourly rate of pay.

q) Scholarly Activity/Workplace Renewal/Institutional Research

An instructor may apply to have up to a 12.5% reduction in his/her annual instructional workload once every two years for the purpose of undertaking an appropriate activity subject to operational requirements. This activity must be consistent with and in support of the College Ends Statements. Activities require the approval of the Dean/Director and the President for appropriateness to the Ends Statements and to ensure operational requirements can be met. In addition, proposals for scholarly activities will be reviewed by a committee to confirm the ethics and validity of the proposal. Activities undertaken under this Clause will be subject to evaluation as part of the instructor's regular workload.

r) Instructors have the discretion to regulate their non-instructional duties within guidelines established by the College. The guidelines are established by the Dean/Director, in consultation with instructional staff, considering the requirements of the College, funding agencies, accreditation bodies and program needs.

s) Within the guidelines established in (j) above, instructors who have completed their student contact hours have the discretion not to be at their place of employment.

t) Resolution of Workload Disputes

A Joint Workload Dispute Committee will be established. It will consist of four members, two appointed by the Union and two appointed by the College. The purpose of this Committee shall be to ensure consistent application of these provisions and to resolve all disputes in regard to workload as quickly as possible. The procedure to deal with a workload dispute shall be:

- i) All hours of work issues will be discussed with the Dean/Director. If the instructor does not receive a suitable solution from those discussions, he/she may file a formal dispute.
- ii) The formal dispute will be filed with the Dean/Director who will inform the Committee of the dispute within five (5) days.
- iii) The Committee will endeavour to meet within one week of receiving a request to resolve the dispute.

- iv) A decision made by a majority of the Committee shall be sent to the Instructor and Dean within one week of the meeting. An instructor who does not find the decision of the Committee to be reasonable, may seek resolution through the grievance procedures contained in Article 12.

## **ARTICLE 26 - PAY ADMINISTRATION**

26.01 An employee is entitled to be paid for services rendered in accordance with the bi-weekly rates of pay or the hourly rates of pay as specified for the classification of the position to which they are appointed.

The employer shall give consideration to previous casual employment at Yukon College, in excess of 560 hours accumulated since January 1, 2004, when placing an employee on the pay grid upon hire into a comparable bargaining unit position.

26.02 Employees shall be paid bi-weekly with pay days being alternate Fridays in accordance with the pay system of the Employer.

26.03 Employees who have earned overtime compensation or any other extra allowance in addition to their regular pay shall receive such remuneration within four (4) weeks of the day such remuneration was earned.

26.04 Upon Promotion

Subject to 26.06 below, when an employee is appointed to a position, the maximum rate of pay of which exceeds that of the maximum rate of their former position the employee shall receive either

- (a) the minimum of the new range where that minimum is more than 8% above their present salary; or
- (b) where their salary on appointment does not exceed the maximum of the range applicable to the position to which they are appointed, 8%; or
- (c) where the application of (b) above would provide for appointment exceeding the maximum of the range for the new position, the maximum rate in the range.

26.05 Upon Transfer

- (a) Where an employee is appointed to a position having a maximum rate of pay which is the same as the maximum rate of pay of their former position, their salary shall remain unchanged.
- (b) Where an employee accepts a position having a lower maximum rate of pay than that of their former position, their rate of pay on appointment in the new scale shall be equal to or shall be nearest to the rate they were paid in their former position.

## 26.06 Upon Reclassification

- (a) Where an employee occupies a position which is reclassified because of a change of duties, resulting in its inclusion in a level having a higher maximum salary, the employee shall receive
  - (i) the minimum of the new range where that minimum is more than 8% above their present salary; or
  - (ii) 8% where their salary is the same as or more than the minimum but less than the maximum salary for the new class;
  - (iii) the maximum rate in the range, where the application of (ii) above would provide for reclassification exceeding the maximum of the range for the position.
- (b) Where an employee occupies a position which is reclassified resulting in its inclusion in a level having a maximum salary the same as that previously applicable to the position, the salary payable remains unchanged.
- (c) Notwithstanding Clause 26.01, where an employee occupies a position that is reclassified to a level having a salary range the maximum rate of which is less than the maximum rate of the previously applicable range
  - (i) the rate of pay of the employee shall remain the same, until changed in accordance with this section;
  - (ii) the anniversary date of the employee shall remain the same;
  - (iii) the employee shall continue to be eligible for salary rate increases based on merit and economic adjustments, up to the maximum salary rate in effect for the old level at the time of the reclassification; and
  - (iv) the employee shall not be eligible for further salary rate increases beyond those for which paragraph (iii) provides until the maximum salary rate for the new level exceeds the employee's salary rate.

## 26.07 Market Supplement

- (a) Where a market supplement is added to the base pay for an occupational field, the salary of each employee in a position in that field shall be adjusted by the full value of the market supplement.
- (b) Notwithstanding the provisions of 26.07 (a) above, where an employee is hired at a rate of pay above the minimum due to labour market pressure, and a market supplement is subsequently provided, the employee will not receive the market supplement provided they have been advised in writing at the time of their appointment.
- (c) Where a market supplement is subsequently increased, the additional supplement shall be added to each employee's rate of pay according to the principles outlined in (a) and (b) above.

- (d) Where a market supplement is subsequently reduced or deleted as determined by the Employer, the Employer shall provide 90 (ninety) days written notice to affected employees and the salary of each employee currently receiving the market supplement shall be reduced accordingly.
- (e) It is understood that the provisions of subsection (d) immediately above shall only apply in cases where a market supplement is implemented after the date of ratification.

#### 26.08 Salary Payable for an Acting Incumbent

- (a) Where the employee is required to substantially do the work of a position having a higher maximum salary than the maximum salary applicable to their present position, the employee shall
  - (i) receive the minimum salary for the acting position or 4%, whichever is greater, where their present salary is less than the minimum for the position; or
  - (ii) receive a salary at a rate of 4% higher than their present salary, where their present salary is the same as or higher than the minimum but less than the maximum for the acting position.
  - (iii) where the application of (ii) above would provide for an acting appointment which would exceed the maximum of the range for the acting position, the employee would receive the maximum rate in the range for the acting position.
- (b) All employees shall receive acting pay when required to substantially do the work of the higher position on a continuous basis for a period of two (2) working days
- (c) Two employees may share the acting pay and the duties of a position having a higher maximum salary than the maximum salary applicable to their present positions by mutual agreement of the two employees and the employer.
- (d) An employee shall have the right to refuse an acting appointment.

#### 26.09 (a) Probationary Period

- (i) A newly hired employee appointed to a non-faculty position shall serve a probationary period of six (6) months; this probation may be extended with the agreement of the parties.
- (ii) A newly hired employee appointed to a faculty position shall serve a probationary period of ten (10) months; this probation may be extended with the agreement of the parties.
- (iii) An interim performance evaluation will be conducted halfway through the probationary period on any employee serving a probationary period and a final performance evaluation will be conducted no later than 10 working days prior to the completion of the probationary period.
- (iv) Upon successful completion of the probationary period in (i) and (ii), seniority shall be effective from the original date of employment.

- (v) During the probationary period the employee shall be entitled to all rights and benefits of this agreement.

(b) Trial Period

An employee who is promoted **or transferred** shall be on a trial period in the new position for a period of time that matches the Probationary Period as outlined in 26.09(a). The College shall not curtail the trial period unreasonably before it has run its normal course. In the event that the employee is not able or does not want to complete the trial period or cannot satisfactorily perform the job, the employee shall be returned to their former position, if available, or a position comparable to their former position and salary without loss of seniority. This will include the situation where a Bargaining Unit Member is promoted to an excluded position.

26.10 Employee Performance Review

The overriding purpose of the employee performance evaluation is continuous achievement and/or improvement of the quality (effectiveness and efficiency) of programs/courses/services, as well as meeting the needs and expectations of students, employers of our graduates, and the community we serve.

The subsumed purpose is to make administrative decisions on development, recognition, and overall competence of the employee.

- (a) An employee shall have their job performance evaluated annually on or before their anniversary date. In exceptional circumstances, the supervisor may conduct more than one performance evaluation in a given year, but no more than twice.

Where the employee has had several successive positive evaluations and there is mutual consent between the supervisor and employee, a performance evaluation may be conducted every two years.

- (b) (i) Subject only to satisfactory conduct and performance, the salary of an employee shall be increased annually on the employee's anniversary date by four (4) percent.
  - (ii) When an employee is not to be granted the salary increase referred to in (i) above, the employer shall notify the employee in person or by registered mail at least fifteen (15) working days in advance of the employee's anniversary date.
  - (iii) The notification will advise the employee of the specific areas of their performance or conduct which the employer evaluates as unsatisfactory and the reasons why.
- (c) Where the application of (b) above would provide for a performance increment exceeding the maximum rate in the range for that position, the employee will receive the maximum rate.
- (d) Notwithstanding (b) above, an employee is not eligible to receive a performance increment:

- (i) if they are at the maximum of their salary range, or
  - (ii) if they are in a class for which there is a single rate of pay.
- (e) Where a performance increment provided for under Section 26.10 is withheld, the salary increment may be granted on any subsequent first day of a month up to six (6) months after the date upon which the increment has been withheld.
- (f) When, as a result of a formal review of an employee's job performance, a written document is placed on their personnel file, the employee concerned shall be given an opportunity to sign the review form or document in question and to indicate that its contents have been read and explained. Upon request, the employee shall receive a copy of their performance evaluation review.
- (g) The Employer agrees not to introduce as evidence in a hearing related to a disciplinary action any document including any performance evaluation review, from the file of the employee, the existence of which the employee was not aware at the time of filing, or a reasonable period thereafter.

#### 26.11 Evaluation of Management

The parties agree to the principle of evaluation of management. Recognizing that evaluation is a responsibility of the Employer, the employer will ensure that the annual evaluation of all persons in management positions, both those excluded from and those included in the Bargaining Unit, will include input from peers, supervised individuals, and other relevant stakeholders.

#### 26.12 Application of Anniversary Date

- (a) The anniversary date of an employee who commences service or who is promoted or reclassified, resulting in a salary increment shall be
- (i) the first day of the month if the transaction occurred prior to the 16th day of the month; or
  - (ii) the first day of the month following if the transaction occurred on or after the 16th day of the month.
- (b) The anniversary date of an employee who is appointed to a position or whose position is reclassified not resulting in a salary increment shall remain unchanged.
- (c) The anniversary date of an employee who has been on leave of absence without pay in excess of three (3) continuous months shall be moved to a date which provides for a total of twelve (12) months of paid employment between anniversary dates.

26.13 Where the reclassification of a position is to take effect retroactively, employees engaged during the retroactive period shall be entitled to receive any retroactive benefits that might accrue.

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

## **ARTICLE 27 - DAYLIGHT SAVINGS TIME**

This article is to give effect to the understanding that there will be no compensation paid for the extra hour worked and conversely there will be no reduction in compensation for the hour not worked due to the time conversion in spring and fall as a result of the implementation and withdrawal of daylight savings time.

## **ARTICLE 28 - JOB SHARING**

- (a) Job sharing may be requested by an employee or the Employer. The Union will be notified of any such requests immediately after they have been made. Those employed in job sharing will continue to be members of the bargaining unit and be covered by the Collective Agreement.
- (b) The terms and conditions governing job sharing will be as mutually agreed by the Union, the Employer and the participants and set out in a Memorandum of Agreement.
- (c) It is agreed that job sharing will neither result in any significant additional costs nor diminish the education or support service.
- (d) In the event that an employee's job share partner vacates a position, the employee remaining may choose to continue the arrangement subject to this article or assume the position on a non-job share basis.

## **ARTICLE 29 - OVERTIME PAY**

- 29.01 (a) Subject to the operational requirements of the College, the Employer shall make every reasonable effort
- (i) to allocate overtime work on an equitable basis among readily available, qualified employees; and
  - (ii) to give employees who are required to work overtime reasonable advance notice of this requirement;
  - (iii) notwithstanding (i) and (ii) above, where there is an emergency, an employee may be required to work overtime on shorter notice than provided in 29.01 (a) (ii) above.
- (b) An employee may refuse to work overtime for just cause, and may be required to state the refusal and cause in writing.
- 29.02 An employee who is required to work overtime shall be paid overtime compensation for each completed fifteen (15) minutes of overtime worked by them when
- (a) the overtime work is authorized in advance by the Employer; and
  - (b) the employee does not control the duration of the overtime work.



### 29.03 Regular Working Day

An employee shall be compensated for hours of overtime worked on a regular working day at the rate of time and one-half ( $1\frac{1}{2}T$ ) for the first four (4) hours and double time (2T) thereafter.

### 29.04 Days of Rest

An employee shall be compensated

- (a) for hours of overtime worked on their first day of rest at the rate of one and one-half ( $1\frac{1}{2}T$ ) for the first four (4) hours and double time (2T) thereafter; and
- (b) for hours of overtime worked on their second or subsequent day of rest at the rate of double time (2T).

### 29.05 Designated Paid Holiday

- (a) An employee who is required to work on a designated paid holiday shall be compensated for hours worked at the rate of time and one-half ( $1\frac{1}{2}T$ ) for the first four (4) hours and double time (2T) thereafter. This is in addition to the holiday pay provided for in Article 34.01(a).
- (b) An employee who is required to work on a designated paid holiday following a day of rest on which they also worked and received overtime in accordance with Clause 29.04, shall be compensated for hours worked at the rate of double time (2T) for all time worked. This is in addition to the holiday pay provided for in Article 34.01(a).

### 29.06 Compensatory Leave in Lieu of Overtime Payment

- (a) The employer shall grant compensatory leave subject to operational requirements and at a time convenient to both the employee and the employer.
- (b) Any outstanding compensatory leave earned during a twelve month period ending June 30 of each year but not liquidated by December 31 of the same year, shall be paid in cash within one (1) month immediately following the date for liquidation of the leave, at the applicable overtime rate, based upon the employee's hourly rate of pay at the time of payout.

## 29.07 Meal Allowance

- (a) Where an employee is required to work three (3) or more hours of overtime immediately prior to or immediately following the completion of their scheduled work day, the Employer will provide that employee with a meal allowance of fourteen (\$14.00) dollars.
- (b) Clause 29.07 (a) will not apply to an employee who is on authorized travel status or where free meals are provided by the Employer.
- (c) "Immediately" as used in Article 29.07 (a) above is to be interpreted so as to permit the scheduling of an unpaid meal break of up to and including one (1) hour in duration.

## ARTICLE 30 - PREMIUM PAY

### 30.01 Call Back Pay

- (a) If an employee is called back to work and returns to work,
  - (i) on a designated holiday or day of rest, or
  - (ii) after they have completed their work for the day and have left their place of work,they shall be entitled, on each occasion, to the greater of:
  - (1) compensation at the applicable overtime rate for any time worked, plus in addition to any overtime compensation, two (2) hours' pay at straight time, or
  - (2) compensation equivalent to four (4) hours' pay at the straight time rate.
- (b) When an employee reports to work overtime for which they have been recalled under the conditions described in Clause 30.01 (a), they shall be reimbursed for reasonable expenses incurred as follows:
  - (i) the actual cost of public or commercial transportation each way, upon the production of a receipt for payment of transportation; or
  - (ii) when the employee travels, as authorized, by means of their own automobile, mileage allowance at the rate paid by the employer in accordance with the *Policy Guidelines and Procedures Manual*.

Time spent by the employee reporting to work in their headquarters area or returning to their residence shall not constitute time worked, but when an employee is required to travel outside of their headquarters area, travel time will be considered time worked.

### 30.02 Reporting Pay

- (a) If an employee reports to work on their scheduled work day and there is no work or insufficient work available, they are entitled to four (4) hours pay at the straight-time rate.
- (b) If an employee is directed to report for work on a day of rest or on a designated paid holiday, and there is no work or insufficient work available, they shall be entitled to four (4) hours pay at the applicable overtime rates.

### 30.03 Stand-by Pay

- (a) Where the Employer requires an employee to be available on stand-by during off-duty hours, an employee shall be entitled to a stand-by payment equivalent to three-quarters ( $\frac{3}{4}$ ) of their regular straight time hourly rate for each eight (8) consecutive hours or portion thereof that they are on stand-by.
- (b) An employee designated by letter or by list for stand-by duty shall be available during their period of stand-by at a known telephone number and be available to return for duty as quickly as possible if called. In designating employees for stand-by, the Employer will endeavour to provide for the equitable distribution of stand-by duties.
- (c) No stand-by payment shall be granted if an employee is unable to report for duty when required.
- (d) An employee on stand-by required to report for work shall be paid in addition to the stand-by pay, the greater of
  - (i) the applicable overtime rate for the time worked; or
  - (ii) the minimum of four (4) hours' pay at the straight-time rate, except that this minimum shall only apply once during a stand-by period; and
  - (iii) where during any eight (8) consecutive hours of stand-by, an employee is required to report to work on more than one (1) occasion and has already utilized option d(ii) above, the employee shall be paid for hours worked the greater of
    - (1) the applicable overtime rate for the time worked; or
    - (2) a minimum of one (1) hour at the applicable overtime rate.
- (e) A Relief Student Residence Supervisor shall receive inconvenience pay of fourteen dollars (\$14.00) for each eight (8) consecutive hours or portion thereof that they are required to remain in the residence during off duty hours.

#### 30.04 Shift Premium

- (a) Employees shall receive a shift premium of one dollar (\$1.00) per hour for all hours worked on evening and night shifts, including overtime hours. Effective July 1, 2001 shift premium will increase from one dollar (\$1.00) to one dollar and twenty-five cents (\$1.25). Effective July 1, 2002 shift premium will increase from one dollar and twenty-five cents (\$1.25) to one dollar and fifty cents (\$1.50).
- (b) In view of the Employer's requirement to maintain library services to students and the general public on a regularly scheduled basis, employees whose shift schedule commences after twelve noon (12:00 noon) and extends beyond six p.m. (6:00 p.m.) shall be entitled to receive the above shift premium for all hours worked as indicated.

#### 30.05 Weekend Premium

When an employee works on a Saturday and/or a Sunday as part of a regularly scheduled shift, the employee shall receive one dollar (\$1.00) per hour for regularly scheduled hours of work on the Saturday and/or Sunday in addition to the normal hourly rate of pay. Effective July 1, 2001 weekend premium will increase from one dollar (\$1.00) to one dollar and twenty-five cents (\$1.25). Effective July 1, 2002 weekend premium will increase from one dollar and twenty-five cents (\$1.25) to one dollar and fifty cents (\$1.50).

#### 30.06 First Aid and Dangerous Goods Handling Certificates Allowance

Employees designated by the Employer who are holding an Advanced First Aid Ticket or a Dangerous Goods Handling Certificate and such ticket is not a requirement of their job will be paid an allowance of 60 cents per hour for all regularly scheduled hours while so designated and for overtime hours worked when specifically designated as part of the overtime work.

### **ARTICLE 31 - SEVERANCE PAY**

#### 31.01 Layoff

- (a) An employee who has one (1) year or more of continuous employment and who is laid off is entitled to be paid severance pay at the time of lay off.
- (b) In the case of an employee who is laid off for the first time the amount of severance pay shall be two (2) weeks' pay for the first and one (1) week's pay for each succeeding complete year of employment, but the total amount of severance pay which may be paid under this clause shall not exceed thirty (30) weeks' pay.
- (c) In the case of an employee who is laid off for a second or subsequent time, the amount of severance pay shall be one (1) week's pay for each completed year of continuous employment, less any period in respect of which he/she was granted severance pay, but the total amount of severance pay which may be paid under this clause shall not exceed twenty-nine (29) weeks' pay.

(d) In no case shall the total amount of severance pay exceed thirty (30) weeks' pay, regardless of the number of times an employee is laid off.

#### 31.02 Resignation

Subject to Clause 31.03, an employee who has five (5) or more years of continuous employment is entitled to be paid on resignation from Yukon College severance pay equal to the amount obtained by multiplying one-half ( $\frac{1}{2}$ ) of their weekly rate of pay on resignation by the number of completed years of their continuous employment to a maximum of twenty-eight (28) weeks, less any period in respect of which they were granted severance pay.

#### 31.03 Retirement

On termination of employment, an employee who is entitled to an immediate annuity or an employee who is entitled to a pension shall be paid severance pay equal to the product obtained by multiplying their weekly rate of pay on termination of employment by the number of completed years of continuous employment less any period in respect of which they were granted severance pay.

#### 31.04 Notice

Instructional employees who will not be available for the start of the new academic year (in September of that year) shall endeavour to submit their notice of resignation no later than May 31st so as to facilitate required staffing needs.

#### 31.05 Abandonment of Position

An employee's unauthorized absence from work of five (5) consecutive working days may be considered by the Employer to be abandonment of the employee's position.

#### 31.06 Severance Pay

Notwithstanding the above provisions, a full-time employee who has been employed in excess of 10 consecutive years in a full-time capacity, who takes a part-time position within two years of their retirement date shall receive full-time severance on retirement for the period of full-time employment and severance pro-rated accordingly for the period of part time employment occurring within the two years referenced above.

### **ARTICLE 32 - TRAVEL TIME**

#### 32.01 Where

(a) an employee is required, or directed by the Employer, to travel on duty to, from or between locations inside/outside the geographical boundaries of Yukon in order to perform the duties of their position; or where,

- (b) an employee is required, or directed by the Employer, to travel from a point outside the geographical boundaries of Yukon to their headquarters area or to a point in Yukon in order to perform the duties of their position; and,
- (c) provided that their method of travel is determined by, or approved by, the Employer, he/she shall be compensated for the time spent traveling in the manner prescribed below:
  - (i) On a normal working day on which they travel but do not work, the employee shall receive their regular pay for the day.
  - (ii) On a normal working day on which they travel and work, the employee shall be paid
    - (1) their regular pay for the day where the combined period of travel and work does not exceed the daily hours of work assigned to their class of employment (ie. 7½ or 8 hours, as the case may be), even though such hours may not be in accordance with their normally scheduled hours of work;
    - (2) where the combined total of travel and work hours exceed the daily hours of work assigned to the class, they shall be paid at the applicable overtime rate for additional travel time in excess of their normal daily hours of work, with maximum payment for such additional travel time not to exceed the total straight time hours assigned to their class of employment in any one day;
    - (3) on a day of rest or on a designated paid holiday, the employee shall be paid at the applicable overtime rate for all hours spent traveling to a maximum of the daily straight time hours assigned to their class of employment in any one day;
    - (4) travel time shall be compensated in cash, except where, upon the request of the employee and with the approval of the Employer, travel time shall be compensated by leave with pay;
    - (5) the duration of such leave shall be equal to the travel time multiplied by the appropriate rate of payment to the prescribed maximum, but in respect of any twenty-four hour period during which an employee travels, or waits in a terminal to continue their journey, may not exceed the number of normally scheduled hours of work;
    - (6) payment in cash shall be calculated based upon the employee's hourly rate of pay in effect at the time of traveling;
    - (7) compensatory leave earned during a twelve-month period ending June 30th of each year but not liquidated by December 31st of the same year, shall be paid in cash within one (1) month immediately following the date for liquidation of the leave, at the applicable overtime rate, based upon the employee's hourly rate of pay at the time of payout;
    - (8) an employee shall be deemed to be in travel status commencing one hour prior to the scheduled and published departure time of the aircraft, if the

mode of travel is air, or, when they leave their normal place of residence or place of accommodation outside of Yukon, should they be traveling by any means other than air;

- (9) a "twenty-four hour period" as used in (5) above shall be interpreted to mean the twenty-four hour period commencing 12:01 a.m. on any day in which an employee commences to travel as defined in (8) above.

#### Time Worked Outside Yukon

- (10) All time worked at a location outside the geographic boundaries of Yukon shall be compensated for in accordance with Article 25 of the current Collective Agreement.

- (11) All hours of overtime worked shall be compensated for in accordance with Article 29 of the current Collective Agreement.

#### 32.02 Travel Status

All employees who are temporarily assigned to work away from their home or headquarters area will be considered to be on travel status, and shall be governed by the *Policy, Guidelines and Procedures Manual*. Such employees shall be entitled to one round trip to their home or headquarters area for every three-week period that they are temporarily assigned to duties elsewhere within the Yukon. The employees will be entitled to per diem benefits as per the College's *Policy, Guidelines and Procedures Manual* for the time of the travel and to appropriate overtime benefits if the travel must be taken outside of normal working hours.

### **ARTICLE 33 - YNTEP FACULTY ADVISORS' ALLOWANCE**

- 33.01 In lieu of past and projected standby and call-outs and in recognition of the unique nature of the program, the parties agree to an annual allowance equivalent to 5% of the current annual salary of each Faculty Advisor in the YNTEP program, payable on a bi-weekly basis. The parties agree this arrangement is without precedent.

### **ARTICLE 34 - DESIGNATED PAID HOLIDAYS**

- 34.01 (a) The following days are designated paid holidays for employees:
- i. New Year's Day
  - ii. Heritage Day
  - iii. Good Friday
  - iv. Easter Monday
  - v. The day fixed by proclamation of the Governor in Council for the celebration of the Birthday of the Sovereign
  - vi. Canada Day
  - vii. Discovery Day
  - viii. Labour Day
  - ix. Thanksgiving Day
  - x. Remembrance Day

- xi. Christmas Day
  - xii. Boxing Day
- (b) Any day proclaimed by the Government of Canada as a National Holiday other than a designated paid holiday mentioned in 34.01 (a) above, shall be proclaimed as a designated paid holiday.
- (c) Where the Government of Canada changes the name of a designated paid holiday mentioned in 34.01 (a) above, the former title shall be deemed to be deleted and the new title of the National Holiday shall be deemed to be inserted into the contract.

#### 34.02 Holiday Falling on a Day of Rest

When a day designated as a holiday under Clause 34.01 coincides with an employee's day of rest, the holiday shall be moved to the employee's first working day following their day of rest.

#### 34.03 When a day designated as a holiday for an employee is moved to another day under the provisions of Clause 34.02

- (a) work performed by an employee on the day from which the holiday was moved shall be considered as work performed on a day of rest, and
- (b) work performed by an employee on the day to which the holiday was moved, shall be considered as work performed on a holiday.

#### 34.04 Designated Paid Holidays

Clause 34.01 (granting of designated holidays) does not apply to an employee who is absent without pay on both the working day immediately preceding and the working day following the designated paid holiday except in the case of an employee who is granted leave without pay under the provision of Article 19 (Time Off For Representatives and Alliance Business), and in respect to whom the Alliance has certified that the employee was paid by the Alliance for Alliance business conducted on the working day immediately preceding and the working day immediately following the designated holiday.

#### 34.05 Where a day that is a designated paid holiday for an employee falls within a period of leave with pay, the holiday shall not count as a day of leave.

#### 34.06 At the request of the employee, and where operational requirements permit, an employee shall not be required to work both Christmas and New Year's Day.



#### 34.07 Compensation for Work on a Holiday

Notwithstanding any other provision in the collective agreement, an employee who works in a continuous operation that does not shut down on holidays shall be compensated as follows:

- (a) when the holiday falls on a day of rest or on a day they are not scheduled to work, their regular wages for the day designated as the holiday;
- (b) when they work on a holiday
  - (i) their regular wages for the day designated as the holiday, and
  - (ii) time and one-half (1½T) for the first four (4) hours of work on the holiday and double time (2T) thereafter.

### **LEAVE**

#### **ARTICLE 35 - LEAVE- GENERAL**

- 35.01 (a) When the employment of an employee who has been granted more sick or special leave with pay than they have earned is terminated by death, the employee is considered to have earned the amount of leave with pay granted to him.
- (b) (i) When the employment of an employee who has been granted more sick or special leave with pay than he/she has earned is terminated by layoff, the Employer will not recover such sick leave or special leave advanced but not earned from the employee.
- (ii) If an employee terminated under Clause 35.01 (b) (i) is subsequently re-employed and their service is considered continuous, sick or special leave advanced but not earned prior to layoff shall be deducted from any sick or special leave credits subsequently earned.

#### **ARTICLE 36 - VACATION LEAVE**

- 36.01 An employee is entitled to take vacation leave with pay, provided the employee has earned vacation leave credits in accordance with Clause 36.02 and subject to Clause 36.05.

An employee with one or more years of service shall have access to their anticipated yearly vacation leave credits in advance on July 1 of each year. The parties agree that should an employee take unearned vacation and not return to the employment of the Yukon College or return but not long enough to earn the already taken vacation, the employer has the right to recover the monies from any monies owing the employee.

- 36.02 (a) An employee other than an instructor or counsellor shall earn vacation leave credits at the following rates (prorated for partial bi-weekly periods):

Years of Continuous Service	Bi-Weekly Accrual Rate
In the first and subsequent years	5.77 hours
In the fourth and subsequent years	7.21 hours
In the tenth and subsequent years	8.65 hours
In the fifteenth and subsequent years	10.10 hours
In the twentieth and subsequent years	11.54 hours

An employee is not eligible for vacation for any period during which he/she is on retiring leave, leave of absence without pay or under suspension.

- (b) Instructors are expected to schedule their vacation during non-instructional periods. Vacations during instructional periods may be granted if operational requirements permit.

All College Instructors and Counsellors shall earn 11.54 hours of vacation leave bi-weekly to a maximum of three hundred (300) hours vacation leave per calendar year.

- (c) Every reasonable effort will be made by the employee to ensure that replacement costs are not incurred by reason of enhanced vacations.

(d) Long Service Vacation Leave Benefits

- (i) On the date an employee completes the qualifying period of continuous service with Yukon College as set out below, he/she shall be entitled to five (5) days of additional vacation leave in the period prior to the next qualifying period.

- (ii) An employee who has qualified for a long service vacation leave benefit and has not taken the leave before reaching the next qualifying period shall forfeit the unused long service vacation leave.

In order to ensure employees are aware of and have the opportunity to use their full entitlement to this benefit, the employer commits to provide quarterly leave benefit statements for each employee.

(iii) Qualifying Periods of Continuous Service

- Completion of 5 years but less than 10 years of continuous service.
- Completion of 10 years but less than 15 years of continuous service.
- Completion of 15 years but less than 20 years of continuous service.
- Completion of 20 years but less than 25 years of continuous service.
- Completion of 25 years but less than 30 years of continuous service.
- Completion of 30 years but less than 35 years of continuous service.

36.03 Where, in respect of any period of vacation leave, an employee is granted

- (a) bereavement leave, or
- (b) sick leave, or
- (c) special leave under 40.03,

the period of vacation leave so displaced shall either be added to the vacation period, if requested by the employee and approved by the Employer, or reinstated for use at a later date.

36.04 Full Use of Vacation Leave

- (a) The parties agree that it is to the mutual benefit of the parties that employees use their annual entitlements.
- (b) In order to ensure employees are aware of and have the opportunity to use their full entitlement to this benefit, the employer commits to provide quarterly leave benefit statements for each employee.
- (c) Effective July 1, 1998, employees may carry their unused vacation leave credits up to their annual entitlement to the following fiscal year. Any portion that was carried forward from the previous year that remains unused at June 30 of the subsequent year will be forfeited; except that no employee shall receive less than the minimum vacation required by law. However any portion that was carried over by reason of an employee not being granted leave or for other mutually acceptable reasons such as maternity leave or sick leave will be paid out to the employees so affected. except in special or unusual cases where credits may be carried forward past June 30 of the subsequent year with the written approval of the appropriate Dean or Director, such approval not to be unreasonably withheld.

36.05 (a) The Employer shall make every reasonable effort to grant an employee the period of vacation leave requested by them provided the employee has completed the appropriate vacation leave application form and submitted it to their supervisor.

- (b) For requests during the peak summer vacation period, the Employer will reply to an employee's written authorized vacation leave request in (a) above, as soon as practicable with respect to the approval or disapproval of the request for vacation leave, and in any event, within five (5) working days after the established deadline of April 1st for the College.
- (c) For requests during non-peak vacation periods, the Employer will reply to an employee's written authorized vacation leave request in (a) above, as soon as practicable with respect to the approval or disapproval of the request for vacation leave, and in any event within 10 working days.

- (d) Failure to respond to the vacation leave request within the time period provided for in (b) and (c), subject to the availability of the immediate supervisor during the stated time periods, shall indicate to the employee that his/her leave has been approved.
  - (e) An employee whose period of vacation leave has been authorized, but due to operational requirements is subsequently denied, shall be reimbursed for non-refundable deposits forfeited as a result.
- 36.06 (a) On termination, an employee or their estate shall be paid cash for any vacation leave credits outstanding.
- (b) At the employee's request, they shall be granted vacation leave earned but not used by them before their employment is terminated by lay-off, if the period of leave will permit them to meet the minimum requirements for severance pay.
- 36.07 (a) When, during a period of vacation leave, an employee is recalled to duty, they shall be reimbursed for reasonable expenses incurred as normally defined by the Employer in the Travel Regulations, in proceeding to their place of duty. In addition, the employee shall be reimbursed for non-refundable deposits forfeited as a result of recall. If they immediately resume vacation upon completing the assignment for which they were recalled, they shall be reimbursed for expenses incurred on the return trip.
- (b) The employee shall not be considered as being on vacation leave during any period in respect of which they are entitled under 36.07(a) to be reimbursed for reasonable expenses incurred by him.
- (c) Where an employee on vacation leave outside of their headquarters area is recalled to duty, the employee will be entitled to one extra day of vacation leave.
- 36.08 Notwithstanding Article 36.01 of the Agreement,
- Employees working in the cafeteria and term employees will have the option of earning vacation leave credits or receiving an additional amount each pay in lieu of leave credits, calculated on the same basis as they would earn leave credits according to Article 36.02. Variations of the above may be agreed to with each employee individually.

## **ARTICLE 37 - CHRISTMAS BREAK**

### **37.01 Yukon College Christmas Break**

Employees will not be required to report for duty during the Yukon College Christmas Break. This break is comprised of the three (3) working days that fall between December 25 and January 1. This period of leave shall not be deducted from the employee's respective earned but unused Vacation Leave credits. Notwithstanding the foregoing, some payroll and some custodial staff may be required to report for work during this break. Employees so scheduled will be given compensatory time off for such time worked.

Any part-time employee whose hours of work are increased at the direction of the Employer to full-time hours for the two weeks immediately prior to the Christmas break and the two weeks immediately following the Christmas break shall receive the applicable full-time rate of pay, based on applicable full-time hours, for the three working days that fall between December 25 and January 1.

## **ARTICLE 38 - SICK LEAVE**

### **38.01 Sick Leave Credits**

- (a) An employee other than an employee on retiring leave, leave of absence without pay or under suspension shall earn sick leave credits at the rate of 4.33 hours bi-weekly (prorated for partial bi-weekly periods).
- (b) All unused sick leave credits shall be carried over from one year to the next and shall be accumulated indefinitely.

### **38.02 Granting of Sick Leave**

- (a) Subject to the provisions of this Article, an employee who is unable to perform their duties because of illness, injury, or quarantine may be granted sick leave with pay up to the maximum accumulated unused sick leave credits, and with the approval of the Director, Human Resource Services, an advance of sick leave up to fifteen (15) days.
- (b) In determining the eligibility of an employee for an advance of sick leave, the Director, Human Resource Services, shall take into account the length of service of the employee, the employment record of the employee, and the capacity of the Employer to secure reimbursement if the advance is not liquidated by future sick leave earnings.
- (c) An advance of sick leave credits shall be repaid by deduction from future sick leave earnings, or where the employee's service is terminated before the advance is repaid, by a deduction from compensation otherwise owed to the employee.
- (d) An employee shall be granted sick leave provided that:
  - (i) they satisfy the Employer as to their entitlement in the manner prescribed below; and
  - (ii) where the leave is paid leave, they have the necessary sick leave credits, or an advance of sick leave credits has been approved by the Director, Human Resource Services.
- (e) Pursuant to (d) above, a Dean or Director, on behalf of the Employer may require an Employee to provide evidence in the form of a medical certificate signed by the attending physician stating the Employee was incapable of performing their duties due to their illness or injury, or that they are or have been in quarantine:

- (i) where the amount of sick leave being requested in the specific instance exceeds three (3) days, or
  - (ii) where the employee has been granted five (5) days of sick leave in that fiscal year.
- (f) Where an employee appears to have a serious medical concern such that continuing or returning to work could do harm to the employee and/or others, a Dean or Director, on behalf of the Employer may request a medical certificate to confirm an employee's capability to perform the work safely. Any expense for the medical certificate will be paid by the College.
- (g) Where the employer terminates the employment of an employee on sick leave, sick leave credits shall continue to be granted after the termination date unless the employee's illness or injury commenced within the two months preceding the termination date and the notice of termination was received by the employee prior to the commencement of the illness or injury.
- (h) An employee who is granted sick leave after the termination of employment in accordance with Article 38.02 (f) shall be granted sick leave until the earlier of
- (i) the end of the illness or injury; or
  - (ii) the exhaustion of the employee's sick leave credits, or a minimum of seventy-five days.
- 38.03 An employee is not eligible for sick leave with pay for any period during which the employee is on retiring leave, on leave of absence without pay, or under suspension.
- 38.04 (a) An employee who is required to travel from outlying points in Yukon, to secure medical attention, to centres where medical facilities exist, or who are referred from one medical facility to another within Yukon or to a medical facility outside Yukon by a medical practitioner, may be granted leave for travel purposes to a maximum of three (3) working days.
- (b) Before travel time in (a) is paid, the employee shall provide a certificate from a qualified medical practitioner stating that the travel or referral was in fact necessary for the proper treatment of the employee.
- 38.05 (a) An employee who retires from Yukon College who has been continuously employed for a period of five (5) years, and is entitled to an immediate pension under the Yukon College Pension Plan may convert up to a maximum of thirty-three and one-third percent (33 1/3%) of their total earned but unused sick leave credits, to a maximum of sixty (60) days, to a paid pre-retirement leave.
- (b) An employee who has been continuously employed for a period in excess of five (5) years, whose employment is terminated for any reason except a disciplinary discharge, may convert up to a maximum of thirty-three and one-third percent (33 1/3%) of their total earned but unused sick leave credits to a maximum of sixty (60) days, to a cash payout based on the employee's daily rate of pay at termination.

- (c) For purposes of Article 38.05, "earned sick leave" shall be interpreted as including only sick leave earned while the employee is employed with Yukon College.
- (d) An employee who terminates their employment more than once shall be limited, in their entitlement under this Article, to a maximum of 60 days in total.
- (e) Notwithstanding the above provisions, and subject to the maximums identified in this Article, a full-time employee who has been employed in excess of 10 consecutive years in a full-time capacity, who takes a part-time position within two years of their retirement date shall receive eligible full time sick leave credits up to the equivalent of 60 full time days under clause (a) above in the form of a cash payout based on the applicable full-time daily rate of pay.

#### 38.06 Sick Leave for Persons Reappointed

Persons reappointed to a position with Yukon College within 18 months of separation shall be re-credited with their balance of unexpended sick leave entitlement as at the time of separation, to a maximum of sixty-five (65) days. For example:

Employee A has 60 days credited sick leave at the time of termination. She/he "cashes out" 1/3 of those days (20 days) under Clause 38.05 (b). She/he is reappointed within 18 months. The employer will re-credit that employee with 40 days of sick leave

Employee B has 150 days credited sick leave at the time of termination. She/he "cashes out" 1/3 of those days (50 days). She/he is reappointed within 18 months. The employer will re-credit that employee with 65 days of sick leave.

Employee C has 30 days credited sick leave at the time of termination after two years of employment. She/he is reappointed within 18 months. The employer will re-credit that employee with 30 days of sick leave.

### **ARTICLE 39 - EDUCATION LEAVE**

Parties acknowledge the existence of Employer's Policy on Education Leave and agree that it will not be amended during the life of the Agreement except through meaningful consultation as exhibited in Article 59. Copies of this policy will be obtainable from Human Resource Services.

### **ARTICLE 40 - SPECIAL LEAVE**

- 40.01 (a) An employee other than an employee who is on retiring leave, leave without pay or on suspension shall have access to their anticipated yearly special leave credits in advance on July 1 of each year. An employee shall earn special leave credits at the rate of 1.73 hours bi-weekly (prorated for partial bi-weekly periods) to a maximum of 225 hours.

- (b) Notwithstanding the above a multiple of less than 1.73 hours may be credited to an employee where such lesser multiple will be necessary to either bring to the maximum or maintain the maximum credit of 225 hours.

#### 40.02 Bereavement Leave

- (a) The Employer shall grant an employee special leave with pay for a period of up to four (4) working days where there is death in the immediate family, for the purpose of relating to the death or alternatively, the Employer will grant four (4) working days special leave where the death of a member of the immediate family is imminent, provided such leave is in lieu of bereavement leave at a later date with respect to the same member of the immediate family. The Employer may request a physician's statement to verify a very serious illness in the employee's immediate family.
- (b) In addition, an employee may be granted up to three (3) working days special leave to travel in relationship to special leave granted in (a).
- (c) For the purpose of bereavement leave immediate family is defined as mother, father, sister, brother, step-father, step-mother, foster parent, wife, husband, son, daughter, step-child or ward of the employee, mother-in-law, father-in-law, grandchild, biological or by marriage grandparent aunt or uncle, niece, nephew, son-in-law, sister-in-law, brother-in-law, daughter-in-law, ex-spouse who is a parent of the employee's child, and any relative permanently residing in the employee's household or with whom the employee permanently resides.
- (d) An employee is entitled to special leave with pay, up to a maximum of one (1) working day to attend the funeral, headstone potlatch or service for someone who is not a member of their immediate family.
- (e) At the discretion of the Director, Human Resource Services, where a death appears imminent, an employee may be granted paid leave beyond the maximum specified in (a) above, provided he/she has unused special leave credits sufficient for the leave granted.

#### 40.03 Illness

- (a) (i) Where an employee is required to care for their sick dependents or a sick person permanently residing in their place of residence, the Employer shall grant special leave with pay up to a maximum of five (5) consecutive working days. Special leave shall be granted within the context of this sub-clause for an employee who is required to care for their spouse.
- (ii) Pursuant to (i) above, a Dean or Director, on behalf of the Employer may, when he/she has reasonable cause to believe there is an abuse, request a report from a qualified medical practitioner or a public health nurse in communities where there is no resident doctor, to validate the illness of the family member provided the request is made prior to the employee's return to work.



- (iii) Where an employee is required to care for a sick family member as defined in clause 40.02 (c) who does not permanently reside with them, the employer shall grant special leave up to a maximum of 5 consecutive working days. For the purposes of this clause the term sick shall include arrangements necessary for a family member to be moved to a care facility.

In the event that a significant number of leaves under this clause are granted by the end of this agreement, the parties agree to re-examine the provisions of this clause

- (b) Where an employee's dependents require assistance to travel to Whitehorse or a facility outside the Yukon to seek emergency medical or dental treatment or to visit a non-resident medical specialist, and if it is not possible for the employee's dependents to seek treatment or an appointment in their headquarters area, the employee may be granted special leave up to a maximum of two (2) days for travel purposes.
- (c) At the discretion of the Director, Human Resource Services, where a death appears imminent, an employee may be granted paid leave beyond the maximum specified in (a) (i) above, provided he/she has unused special leave credits sufficient for the leave granted.

#### 40.04 Marriage

- (a) After the completion of one year's continuous employment with Yukon College, an employee who has the credits available and who gives the Employer at least five (5) days' notice, shall be granted special leave with pay to the extent of their credits, but not more than five (5) days on the occasion of the marriage of the employee.
- (b) An employee who does not apply for such leave within three months of the date of their marriage shall no longer be entitled to the leave.

#### 40.05 Other Special Leave:

- (a) Special leave with pay shall be granted
  - (i) for periods of up to a maximum of one-half ( $\frac{1}{2}$ ) day for medical, dental, optometrist, chiropractor appointments, parent/teacher interviews and taking immediate family members to medical and dental appointments, when it is not possible for the employee to arrange such appointment outside their normal hours of work;
  - (ii) with respect to (i) above, where an employee is required to travel to Whitehorse for a medical, dental, optometrist or chiropractor appointment, when it is not possible for the employee to seek treatment or an appointment in their headquarters area, the employee may be granted special leave up to a maximum of two (2) days for travel purposes;
  - (iii) to an employee required to travel outside Yukon for a Department of Veteran Affairs medical (DVA) to a maximum of two (2) days per year;

- (iv) to an employee on, the occasion of the birth of his or her child up to a maximum of one (1) day; the one (1) day may be taken within thirty (30) days of the birth of the child; and
  - (b) The employee shall provide necessary proof of the need for or the utilization of leave in 40.05 (a) (i), (ii), (iii), or (iv) above, at the request of the Employer.
  - (c) At the discretion of the Director, Human Resource Services, special leave with pay may be granted when circumstances not directly attributable to the employee prevent their reporting for duty. Leave for such circumstances would not normally exceed one working day for each instance. The employer agrees to exercise its discretion fairly and reasonably.
- 40.06 An employee is not eligible for special leave with pay for any period during which he/she is on retiring leave, on leave of absence without pay or under suspension.
- 40.07 Where an employee has insufficient credits to permit the granting of special leave within the meaning of this Article, leave up to a maximum of five (5) days may, at the discretion of the Director, Human Resource Services, be granted subject to the deduction of such advance leave from any special leave credits subsequently earned.

## **ARTICLE 41 - PREPAID LEAVE**

### **41.01 Prepaid Leave Plan**

The purpose of this Prepaid Leave Plan is to afford employees the opportunity of taking a leave of absence for a period of up to one (1) year, and through deferral of their salary, finance the leave. (Refer to HR3 under Yukon College Policy, Guidelines, Procedures and Regulations.)

### **41.02 Eligibility and Application Process**

- (a) Employees making application must have completed two (2) continuous years of employment at Yukon College.
- (b) The Employer shall not be required to grant leave during the same period of time to more than three (3) employees per division.
- (c) An interested employee must make written application no later than May 1 of each year. Such written applications are to be directed to the Human Resource Services department.
- (d) The Employer will respond to applications by June 1 of each year. Such responses will be in writing and shall clearly indicate acceptance or denial. The approval of individual requests to participate in the plan rests solely with the employer. Such approval shall not be unreasonably withheld.

#### 41.03 Contract

All employees wishing to participate in the Plan shall be required to sign the approved contract before approval for participation is granted.

#### 41.04 Payment Formula

- (a) In each year of the plan, preceding the year of the leave, the employee will be paid a reduced percentage of applicable annual salary.
- (b) The percentage of the gross annual salary will be deducted in bi-weekly installments commencing with the first pay cheque of the month specified by the employee and will continue to be deducted for a period not to exceed sixty (60) months.
- (c) All deferred salaries will be held in trust in an interest bearing account. The interest earned will accrue to the benefit of the participant.
- (d) For the duration of the leave, the amount accumulated in the previous years will be paid to the employee in equal bi-weekly installments. The residual amount will continue to earn interest; any adjustment of accumulation will be paid on the final installment.

#### 41.05 Benefits

- (a) While an employee is enrolled in the Plan, and not on leave, any benefits tied to the salary level shall be structured according to the salary the employee would have received had they not been enrolled in the Plan.
- (b) An employee's benefits may be maintained during their leave. To do so, the employee will pay the employee's and employer's share of the premiums/contributions of the benefit plan.
- (c) While on leave, any benefits tied to salary level shall be structured according to the salary the employee would have received had she/he not enrolled in the Plan.
- (d) The period of the leave shall not be counted for continuous service, nor shall any other leave provisions accrue during the period of leave.
- (e) If the employee so chooses, they may elect the period of leave as pensionable service. If this option is exercised, they shall pay the employer and employee shares of the contributions to the Pension Plan during the period of leave.
- (f) Time spent on such leave shall not be counted for pay increment purposes.
- (g) LTD and sick leave do not apply in the event of a disabling injury arising out of alternate employment.

Notwithstanding the above, the conditions of the carriers of the benefit plans shall prevail.

#### 41.06 Withdrawal from Plan

- (a) An employee may withdraw from the Plan only for financial reasons beyond their control and provided notice is given at least ninety (90) calendar days prior to the date on which the leave was to have commenced. Any exceptions to the aforesaid shall be at the discretion of the Employer.
- (b) An employee who withdraws from the Plan shall be paid a lump sum amount equal to any monies deferred plus interest accrued. Payment shall be made within sixty (60) calendar days of withdrawal from the Plan.
- (c) Should an employee die while participating in the Plan, any monies accumulated, plus interest accrued at the time of death, shall be paid to the employee's estate.
- (d) Any payment shall be subject to the Income Tax laws respecting lump sum payments.

#### 41.07 Deferral

The leave may be postponed for one year by the College for operational reasons, provided the employee is advised not later than ninety (90) calendar days prior to the date the leave was to have commenced.

#### 41.08 Return to Position

- (a) An employee who is granted leave under this Plan must return to employment with the College upon completion of their leave for a period at least equal to that for which the leave was granted. The employee shall have the right to return to their former position upon the termination of such leave.
- (b) The employee shall confirm their return date at least two (2) weeks prior to the expected date of return.

### **ARTICLE 42 - LEAVE - OTHER**

#### 42.01 Court Leave

Leave of absence with pay shall be given to every employee, other than an employee on suspension, layoff or unpaid leave of absence, who is legally required, other than in the performance of the duties of their position:

- (a) to serve on a Jury; or
- (b) to attend any proceeding held
  - (i) in or under the authority of a court of Justice or before a grand jury;
  - (ii) before a court, judge, justice, magistrate, or coroner;

- (iii) before the Senate or House of Commons of Canada, or a Committee of the Senate or House of Commons;
- (iv) before a Legislature or any committee thereof that is authorized by law to compel the attendance of witnesses before it; or
- (v) before an Arbitrator or Umpire or a person or a body of persons authorized by law to make an inquiry and to compel the attendance of witnesses before it;

provided that, should such duty or attendance so permit, the employee shall return immediately to work when he/she can do so in time to complete at least one-half (½) day's work.

- (c) Where a Yukon College employee working in the Whitehorse Correctional Centre is subpoenaed to attend as a witness in any proceeding held before a court during off-duty hours, as a result of the performance of their duties or to testify before an Administrative Inquiry Board, pursuant to the *Corrections Act*, during their off-duty hours, they shall be entitled to the greater of:
  - (i) compensation at the rate of time and one-half (1½T) for all hours worked; or
  - (ii) compensation equivalent to four (4) hours' pay at the straight time rate.

#### 42.02 Injury on Duty Leave

- (a) An employee shall be granted injury-on-duty leave with pay for such reasonable period as may be determined by the Employer where it is determined by the Workers' Compensation Board that they are unable to perform their duties because of
  - (i) personal injury accidentally received in the performance of their duties and not caused by the employee's willful misconduct;
  - (ii) sickness resulting from the nature of their employment;
  - (iii) overexposure to radioactivity or other hazardous conditions in the course of their employment; or
  - (iv) a personal injury, where an off-duty Yukon College employee working at the Whitehorse Correctional Centre is a victim of assault or an act of violence by a past inmate and such assault or act of violence arises as a result of that employee performing their normal responsibilities within the Correctional Institute, and not caused by their own misconduct;

if the employee agrees to pay the Employer any amount received by them for loss of wages in settlement of any claim they may have in respect of such injury, illness or exposure.

- (b) When an employee has been granted sick leave with pay and injury-on-duty leave is subsequently approved for the same period, it shall be considered, for the purpose of record of sick leave credits, that the employee was not granted sick leave.

- (c) When an employee has been granted injury-on-duty leave with pay, in accordance with Clause 42.02 (a), the employee shall earn sick, special, vacation, travel bonus, and any other credits in accordance with this agreement.
- (d) An employee who has been in receipt of injury-on-duty leave may request a letter from the Workers' Compensation Board to verify their claim, if required for taxation purposes.

#### 42.03 Maternity Leave:

- (a) Every employee who becomes pregnant shall notify the Employer in writing of the pregnancy at least four weeks before the day she intends to commence the leave, and, subject to subsection (b), shall be granted leave of absence without pay for a total period not to exceed thirty-seven (37) consecutive weeks consisting of two periods as follows:
  - (i) a maximum of eleven weeks prior to the expected termination date of the pregnancy; and
  - (ii) notwithstanding (a) above an employee may elect to use earned vacation and/or compensatory leave credits prior to and subsequent to, use of unpaid maternity leave but total leave shall not exceed 11 weeks prior to and 26 weeks after the termination of pregnancy;
  - (iii) an employee who has not commenced maternity leave without pay may elect to use her sick leave credits up to and beyond the date that the pregnancy terminates, subject to the provisions set out in the Sick Leave Article. For purposes of this Clause, illness or injury as defined in Article 38 shall include medical disability related to pregnancy.

At its discretion, the Employer may require an employee to submit a medical certificate certifying pregnancy.

- (b) Where the employee commences maternity leave at a date later than eleven (11) weeks prior to the expected date of termination of the pregnancy, the Employer may request submission of a certificate from a qualified medical practitioner stating the health of the employee. Similarly, the Employer may, upon submission of a certificate from a qualified medical practitioner stating the health of the employee, permit the leave to commence at a date earlier than eleven (11) weeks prior to the expected date of termination of the pregnancy and/or provide to the employee an extension to the maternity leave entitlement beyond the maximum thirty-seven (37) week period.
- (c) Leave granted under this Clause shall be counted for the calculation of "continuous employment" for the purpose of calculating severance pay and vacation leave. Time spent on such leave shall be counted for pay increment purposes.
- (d) An employee who has requested a leave of absence may return to work before the period is over with the consent of the Employer, or by giving the Employer four (4) weeks notice in writing of the day she intends to return to work.
- (e) Supplementary Employment Benefit Plan

The following provisions shall apply only to full-time and part-time employees:

- (i) After completion of one (1) year continuous employment, an employee who
  - (1) agrees to return to work for a period of a least six (6) months after the expiry of their maternity leave, and
  - (2) provides the Employer with proof that she has applied for Employment Insurance Benefits and H.R.D.C. has agreed that the employee is qualified for and is entitled to such benefits pursuant to the *Employment Insurance Act*, shall be paid a maternity leave allowance in accordance with the Supplementary Employment Benefits Plan.
- (ii) An employee under paragraph (i) above shall sign an agreement with the Employer providing that:
  - (1) she will return to work after the expiry of her maternity leave, unless this date is modified with the Employer's consent; and
  - (2) she will work for a period of at least six (6) months after her return to work; and
  - (3) should the employee fail to return to work as per the provisions of subparagraph (1) and (2) above, for reasons other than death, lay-off or disability, the employee agrees that she is indebted to the Employer for the full amount received as maternity leave allowance.
- (iii) In respect of the period of maternity leave, maternity leave allowance payments made according to the Supplementary Employment Benefit Plan will consist of the following:
  - (1) where the employee is subject to a waiting period of two (2) weeks before receiving employment insurance maternity benefits, an allowance of ninety-three percent (93%) of her weekly rate of pay for each week of the two week waiting period, less any other monies received during this period; and
  - (2) for up to a maximum of fifteen (15) weeks (or less if so stipulated by legislation), payments equivalent to the difference between the Employment Insurance benefits that the employee received at the actual time of the maternity leave and ninety-three percent (93%) of her weekly rate of pay, less any other monies received during this period.

(iv) The weekly rate of pay referred to in paragraph (iii) above shall be:

- (1) for a full-time employee, the weekly rate of pay for the classification prescribed in her certificate of appointment to her position to which she is entitled on the day immediately preceding the commencement of her maternity leave; and
- (2) for a part-time employee, the weekly rate of pay for the classification prescribed in her certificate of appointment to her position to which she is entitled on the day immediately preceding the commencement of her maternity leave, multiplied by the fraction obtained by dividing the part-time employee's assigned regular weekly hours of work averaged over the preceding six (6) month period of continuous employment by the regularly scheduled full-time weekly hours of work for the employee's classification.
- (3) where an employee becomes eligible for a pay increase or an economic adjustment during the SEB plan period set out in paragraph (iii) above, the employee's weekly rate of pay in sub-paragraphs (1) and (2) above shall be adjusted accordingly.

(v) Employees on layoff status shall not be entitled to receive any payment under the SEB Plan.

Notwithstanding the foregoing, the College agrees to comply with the current *Employment Insurance Act* and the current *Employment Standards Act*.

#### 42.04 Adoption Leave

(a) An employee who adopts a child shall, subject to at least four (4) weeks' notice to the Employer, be granted leave without pay for a period not to exceed thirty-seven (37) weeks for the purpose of adoption. Such leave may not normally commence at a date earlier than one (1) week prior to the expected date of adoption.

The parties agree that it is not the intent for an employee to be granted adoption leave where there was a pre-existing relationship between the employee and the child being adopted.

(b) The employee shall be required to furnish proof of adoption.

(c) Where both parents are employees of Yukon College, they may both apply for adoption leave provided the combined total of such leave does not exceed thirty-seven (37) weeks and is taken in a single continuous period by each of the employees.

(d) Notwithstanding any other provision in this agreement an employee shall be granted at any time, at the employee's option, up to three (3) days special leave with pay once only, to be taken within thirty (30) days of the adoption.

(e) Leave granted under this clause shall be counted for the calculation of "continuous employment" for the purpose of calculating severance pay and vacation leave. Time spent on such leave shall be counted for pay increment purposes.



(f) An employee who has requested a leave of absence may return to work before the period is over with the consent of the Employer, or by giving the Employer four (4) weeks notice in writing of the day she intends to return to work.

(g) Supplementary Employment Benefit Plan

The following provisions shall apply only to full-time and part-time employees.

(i) After completion of one (1) year continuous employment, an employee shall be paid an adoption leave allowance in accordance with the Supplementary Employment Benefit Plan provided that employee

(1) agrees to return to work for a period of at least six (6) months after the expiry of their adoption leave, and

(2) provides the Employer with proof that they have applied for Employment Insurance benefits and the H.R.D.C. has agreed that the employee is qualified for and is entitled to such benefits pursuant to the *Employment Insurance Act*

(ii) An employee under paragraph (i) above shall sign an agreement with the Employer, providing that

(1) they will return to work after the expiry of their adoption leave, unless this date is modified with the Employer's consent; and

(2) they will work for a period of at least six (6) months after their return to work; and

(3) should the employee fail to return to work as per the provisions of sub-paragraph (1) and (2) above, for reasons other than death, lay-off or disability, the employee agrees that they are indebted to the employer for the full amount received as adoption leave allowance.

(iii) In respect of the period of adoption leave, adoption leave allowance payments made according to the Supplementary Employment Benefit Plan will consist of the following

(1) where the employee is subject to a waiting period of two (2) weeks before receiving employment insurance adoption benefits, an allowance of ninety-three percent (93%) of their weekly rate of pay for each week of the two-week waiting period, less any other monies received during this period; and

(2) for up to a maximum of fifteen (15) weeks (or less if so stipulated by legislation), payment equivalent to the difference between the Employment Insurance benefits that the employee received at the actual time of the adoption leave and ninety-three per cent (93%) of his/her weekly rate of pay, less any other monies received during this period.

(iv) The weekly rate of pay referred to in paragraph (iii) above shall be

(1) for a full-time employee, the weekly rate of pay for the classification prescribed in their certificate of appointment to their position to which they are entitled on the day immediately preceding the commencement of their adoption leave;

(2) for a part-time employee, the weekly rate of pay for the classification prescribed in their certificate of appointment to their position to which they are entitled on the day immediately preceding the commencement of their adoption leave, multiplied by the fraction obtained by dividing the part-time employee's assigned regular weekly hours of work averaged over the preceding six (6) months period of continuous employment by the regularly scheduled full-time weekly hours of work for the employee's classification.

Where an employee becomes eligible for a pay increase or an economic adjustment during the SEB plan period set out in paragraph (iii) above the employee's weekly rate of pay in sub-paragraphs (1) and (2) above shall be adjusted accordingly.

(v) Employees on layoff status shall not be entitled to receive any payment under the SEB Plan.

#### 42.05 Parental Leave

(a) An employee who intends to request parental leave shall notify the Employer at least four (4) weeks in advance of the expected date of the birth of the child, and subject to sections (b), and (c) of this clause, shall be granted parental leave without pay for a period beginning on the date of the birth of the child or for adoptive parents, the date the child arrives home (or at a later date requested by the employee) or on completion of maternity or adoption leave, and ending not later than thirty-seven (37) weeks later.

(b) The Employer may

(i) defer the commencement of parental leave without pay at the request of the employee, such deferment will not extend beyond the thirty-seven (37) weeks in (a) above; and/or

(ii) require an employee to submit a birth certificate of the child.

- (c) Where both parents are employees of Yukon College, the parental leave may be taken wholly by one of the employees, or be shared by both employees provided the combined total of such leave does not exceed thirty-seven (37) weeks and is taken in a single continuous period by each of the employees.
- (d) Leave granted under this clause shall be counted for the calculation of "continuous employment" for the purpose of calculating severance pay and vacation leave. Time spent on such leave shall be counted for pay increment purposes.
- (e) An employee who has requested a leave of absence may return to work before the period is over with the consent of the Employer, or by giving the Employer four (4) weeks notice in writing of the day she intends to return to work
- (f) Supplementary Employment Benefit Plan

The following provisions shall apply only to full-time and part-time employees.

- (i) After completion of one (1) year continuous employment, an employee shall be paid a parental leave allowance in accordance with the Supplementary Employment Benefit Plan, provided that employee
  - (1) has not received leave allowance payments for maternity or adoption leave,
  - (2) agrees to return to work for a period of at least six (6) months after the expiry of the parental leave, and
  - (3) provides the Employer with proof that he/she has applied for Employment Insurance benefits and that the H.R.D.C. has agreed that the employee is qualified for and entitled to such benefits pursuant to the *Employment Insurance Act*.
- (ii) An employee under paragraph (a) above shall sign an agreement with the Employer, providing that
  - (1) he/she will return to work after the expiry of the parental leave, unless this date is modified with the Employer's consent; and
  - (2) he/she will work for a period of at least six (6) months after the return to work; and
  - (3) should the employee fail to return to work as per the provisions of sub-paragraph (1) and (2) above, for reasons other than death, lay-off or disability, the employee agrees that he/she is indebted to the Employer for the full amount received as parental leave allowance.
- (iii) In respect of the period of parental leave, parental leave allowance payments made according to the Supplementary Employment Benefit Plan will consist of the following
  - (1) where the employee is subject to a waiting period of two (2) weeks before receiving employment insurance parental benefits, an allowance of

ninety-three per cent (93%) of his/her weekly rate of pay for each week of the two-week waiting period less any other monies received during this period; and

- (2) for up to a maximum of ten (10) weeks, payments equivalent to the difference between the employment insurance benefits that the employee received at the actual time of the parental leave and ninety-three percent (93%) of his weekly rate of pay, less any other monies received during this period. Benefits may be increased to fifteen (15) weeks if the child is six months or older at the time of arrival in the home and suffers from a physical, psychological or emotional condition that requires extended care.

(iv) The weekly rate of pay referred to in paragraph (iii) above shall be:

- (1) for a full-time employee, the weekly rate of pay for the classification prescribed in his/her certificate of appointment to the position to which he/she is entitled on the day immediately preceding the commencement of his parental leave; and
- (2) for a part-time employee, the weekly rate of pay for the classification prescribed in his/her certificate of appointment to the position to which he/she is entitled on the day immediately preceding the commencement of the parental leave, multiplied by the fraction obtained by dividing the part-time employee's assigned regular weekly hours of work averaged over the preceding six (6) month period of continuous employment by the regularly scheduled full-time weekly hours of work for the employee's classification.

Where an employee becomes eligible for a pay increase or an economic adjustment during the SEB plan period set out in paragraph (iii) above, the employee's weekly rate of pay in sub-paragraphs (1) and (2) above shall be adjusted accordingly.

(v) Employees on layoff status shall not be entitled to receive any payment under the SEB Plan.

#### 42.06 Casual Leave with Pay

At the discretion of the Employer, an employee may be granted casual leave with pay to a maximum of two (2) hours for purposes of special or unusual nature. Such casual leave shall not be deducted from any earned leave credits.

#### 42.07 Leave Without Pay for Personal Needs and Care of Parents

- (a) An employee shall be eligible for leave without pay for personal needs after they have completed at least one (1) year of full-time work at the College.
- (b) Employees may be granted leave without pay for personal needs for any purpose, subject to the following provisions:
  - (i) leave may be granted for a period of up to six (6) months. An extension of up to six (6) months may be granted by the Employer.

- (ii) leave without pay in excess of three continuous months for personal needs other than Maternity, Paternity and Adoption leaves shall not be counted for the calculation of continuous service for pay increments and Travel Assistance purposes; benefit and contribution payments, including the Employer's share, shall be the sole responsibility of the employee.
- (c) Upon returning from leave without pay for personal needs, the employee shall be returned to their former position and salary, as a first priority. In the event that this obligation cannot be met, the employee shall be returned to a position similar to their former position and salary. Leave without pay granted for personal needs in excess of one continuous month other than Maternity, Paternity and Adoption leaves will not be counted towards the calculation of continuous employment.
- (d) The employee is expected to return to the College upon completion of their leave for a period of at least equal to that for which the leave was granted.
- (e) An employee on this leave for longer than one (1) month shall confirm their return, in writing, two (2) weeks prior to the expiration of their leave. An employee who fails to confirm such return as required, except for reasonable grounds, is deemed to have terminated their employment with the College.

#### 42.08 Leave Without Pay for Cultural Pursuits

Notwithstanding the provisions of Article 42.07, an employee may be eligible for up to five (5) days leave without pay per year for cultural pursuits.

#### 42.09 Compassionate Care Leave

The Employer shall grant employees up to eight (8) weeks of compassionate care leave to care for a critically ill member of the employee's immediate family, in accordance with the Yukon Employment Standards Act.

### **OTHER BENEFITS**

#### **ARTICLE 43 – MEDICARE, L.T.D., HEALTH AND GROUP INSURANCE PREMIUMS**

- 43.01 (a) The Employer will pay seventy-five percent (75%) of the cost of medicare, L.T.D. and the Health Plan provided to Yukon College employees and their dependents.
- (b) The Employer will pay fifty percent (50%) of the cost of employee life insurance premiums.
- (c) Amendments to the above Plans will be developed jointly.

## **ARTICLE 44 - DENTAL CARE PROGRAM**

44.01 Details of the Plan will be developed jointly by the Parties and the premiums shared equally: 50% employer, 50% employee.

## **ARTICLE 45 - STAFF DEVELOPMENT AND TRAINING**

### 45.01 Staff Development and Training Team

- (a) In recognition of the importance of staff training and development activities in enhancing the skills and abilities of employees in the performance of their duties, the Employer and the Union agree to the establishment of the Staff Development and Training Team.
- (b) The Team will consist of two management representatives as designated by the President, three bargaining unit employees as designated by the Union, and the Director of Human Resource Services. The Team may invite additional members as required. Terms of Reference are to be drawn up by the Team and approved by the President in consultation with the Union.
- (c) The Staff Development and Training Policy prepared by the Staff Development and Training Team and Human Resource Services shall be used as policies, procedures and guidelines for staff training and development to ensure fair and equitable access.

45.02 (a) An employee must obtain approval from their supervisor before attending any training or professional development activity. The supervisor's approval will not be unreasonably withheld.

- (b) Should a supervisor not support an application for training or development, she/he must, if requested, provide in writing the rationale for the decision within one week.

### 45.03 Status of Employee on Return from Professional Development

On return from professional development leave, the employee is entitled to return to the same or equivalent position.

### 45.04 Entitlement to Courses at the College

Employees will be allowed to participate in courses offered by the College without payment of tuition fees, in accordance with the following provisions:

- (a) a course designed for and purchased by a specific outside organization will be excluded;
- (b) the employee will pay for any books, supplies, materials or other ancillary fees;
- (c) there will be no displacement of fee paying students.

### 45.05 Staff Development and Training Funds

The funding for Staff Development and Training will be done on an annual basis as part of the College budgeting process. The minimum allocation will be \$100,000 per year. The funds will be administered by the Staff Development and Training Team. Funds will be made available to bargaining unit and confidential exclusions personnel.

#### 45.06 Children and Spouses of Staff Members

Children, step-children and spouses of permanent staff members are eligible, in accordance with 45.04 (a), (b), and (c), for a 35% tuition reduction on courses taken at Yukon College

### **ARTICLE 46 - IN-SERVICE**

46.01 During College In-Services, the Employer shall make every effort to ensure all interested College employees are able to participate.

### **ARTICLE 47 - TRAVEL ASSISTANCE**

(it is understood that the following benefit is earned on a pro-rated basis, based on actual hours, for other than full time employees):

47.01 Travel Assistance: A full-time employee who completes one year of continuous service with Yukon College is entitled to \$2750 which shall be paid annually on the anniversary of their initial date of hire. Part time employees and employees who take a leave of absence of one (1) continuous month or more (excluding maternity, parental or adoption leave) shall receive a prorated amount based on actual hours worked. Income tax will not be withheld from this payment unless otherwise requested in writing by the employee.

47.02 An employee shall be paid on lay-off or death, a pro-rated, based on actual hours, Travel Assistance based on the number of completed months worked since their last qualifying date or the commencement of their employment, but in any event, for a period not exceeding twelve (12) months.

47.03 An employee on leave of absence on his/her anniversary date will normally receive the travel assistance on the anniversary date but may request that the travel assistance be paid to him/her on the pay day prior to the start of the leave or may request deferral of the payment of the travel assistance until the first pay day following his/her return to work.

### **ARTICLE 48 - COMMUNITY ALLOWANCE**

48.01 (a) an employee whose headquarters area (area in which the position is established) is Carcross, shall receive a community allowance of \$24.92 bi-weekly;

(b) an employee whose headquarters area is Haines Junction or Teslin shall receive a community allowance of \$42.55 bi-weekly;

- (c) an employee whose headquarters area is Watson Lake or Carmacks shall receive a community allowance of \$65.16 bi-weekly;
- (d) an employee whose headquarters area is Dawson City, Mayo, Ross River, Pelly Crossing, or Faro shall receive a community allowance of \$84.33 bi-weekly;
- (e) an employee whose headquarters area is Old Crow shall receive a community allowance of \$314.32 bi-weekly;
- (f) community allowance payments will be prorated for partial bi-weekly periods. All part-time employees will be paid on a pro-rated basis. If a part-time employee works more than their regularly scheduled hours of work, the additional hours (excluding overtime hours) will count for the purpose of proration.

#### **ARTICLE 49 - REMOVAL EXPENSES**

49.01 The Employer will pay removal expenses (in accordance with the Employer's Policy on Removal Expenses on Initial Hire) for employees who are rejected on probation during their initial probationary period or extension of their initial probationary period or who are laid off provided

- (a) the Probationary employee initially received removal expenses from Yukon College on hire;
- (b) the Probationary employee certifies their intention to leave their place of employment;
- (c) in the case of an employee who is laid off and the employee certifies their intention to leave their place of employment; and
- (d) the employee submits a claim for reasonable removal costs to the Employer;

The Employer will pay reasonable removal costs for a distance not greater than from the employee's original point of hire to their place of employment.

49.02 The Employer will pay removal expenses (in accordance with the Employer's Policy on Transfer Expenses) under the following conditions:

- (a) where the Employer has directed that an employee transfer from one location to another; and
- (b) where an Employee has requested and at the discretion of the Employer has been granted a transfer from one location to another.

#### **ARTICLE 50 - STAFF ACCOMMODATION**

50.01 Employees Transferred from One Community to Another



Yukon College will provide support to any employee's application to Yukon Housing Corporation for staff accommodation.

## **ARTICLE 51 - TRAVEL BONUS FOR EMPLOYEES OUTSIDE OF WHITEHORSE**

51.01 (a) All employees, whose headquarter areas are outside the City of Whitehorse shall be entitled to earn the following Travel Bonus Credits on a bi-weekly basis (prorated for partial bi-weekly periods), as follows:

Carcross, Teslin, Carmacks and Haines Junction	1.73 hours bi-weekly
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All Other Communities	2.31 hours bi-weekly
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(b) Subject to operational requirements, an employee shall be granted their earned Travel Bonus Credits by completing the appropriate Leave Request Form.

(c) In order to ensure employees are aware of and have the opportunity to use their full entitlement to this benefit, the employer commits to provide quarterly leave benefit statements for each employee.

(d) Any credits unused at June 30 will be forfeited.

51.02 (a) All employees whose headquarter areas are outside the City of Whitehorse shall be entitled to submit a claim once per fiscal year to recover the cost of one (1) round trip to Whitehorse at the mileage rate paid to an employee in accordance with the Employer's current Travel Directive. Effective July 1, 1998 it is agreed that an employee may claim only once in a 12 month period.

(b) "Current" means the mileage rate in effect on the date the employee submits their claim, and the "round trip" shall be based on the official road mileage distance from the employee's community to Whitehorse and return.

(c) Employees resident in Old Crow shall be entitled to submit a claim once per fiscal year to recover the cost of one (1) round trip to Whitehorse, at the mileage rate paid to an employee in accordance with the Employer's current Travel Directive, or alternatively claim one (1) economy return air fare, provided the employee travels by air, from Old Crow to Whitehorse, for the employee, their spouse, and one child.

## **ARTICLE 52 - SAFETY FOOTWEAR ALLOWANCE**

52.01 On the 1st of April each year, full-time employees who are required to wear safety footwear as prescribed under the *Occupational Health and Safety Act* will receive a \$75.00 footwear allowance.

## **ARTICLE 53 - UNIFORMS**

53.01 The College will provide two (2) uniforms per year to each kitchen worker.

#### 53.02 Custodial Clothing Allowance

On the 1<sup>st</sup> of September each year, an employee hired as a full-time permanent Custodian, Custodial Night Supervisor, or Custodial Supervisor will receive a \$150 clothing allowance. Part-time permanent custodial employees are entitled to a pro-rated amount of this clothing allowance based on their status on September 1.

### **PART-TIME EMPLOYEES**

#### **ARTICLE 54 - PART-TIME EMPLOYEES**

##### 54.01 General

Other than as noted in the clauses below, the terms and conditions of this Agreement apply to all part-time permanent employees.

##### 54.02 Pay

A part-time employee is entitled to be paid bi-weekly or hourly for services rendered in accordance with

- (a) their average number of hours worked per week in comparison to full-time employee performing similar duties; and
- (b) the classification of the position to which they are appointed.

##### 54.03 Pay for Additional Hours

Part-time employees who work additional hours beyond their normal schedule up to those worked by a full-time employee in the same classification shall be paid out for such additional hours unless it has been mutually agreed by the employee and the employer to bank the additional hours at straight time for compensatory time off in lieu.

#### 54.04 Overtime

A part-time employee is entitled to receive overtime compensation in accordance with Article 29, when work has been authorized in advance by the Employer in excess of normal daily or weekly hours of work performed by a full-time employee in the same classification and/or when work is authorized in advance of the Employer in excess of the same number of consecutive working days as a full-time employee in the same classification. It is understood that part-time employees may refuse to work any additional time beyond their schedule except in cases of emergency involving a risk to health or safety or as determined by emergency, police or governmental agencies.

#### 54.05 Designated Paid Holiday

- (a) When a designated paid holiday falls on a non-scheduled working day, a part-time employee shall be reimbursed for that day on the basis of the average number of hours worked per day over a two week period immediately preceding a designated paid holiday.
- (b) When a designated paid holiday falls on a scheduled working day or is moved to a scheduled working day on which the employee is not required to work, a part-time employee shall be reimbursed for that day on the basis of the average number of hours worked per day over the two week period immediately preceding a designated paid holiday.
- (c) A part-time employee shall be paid for all hours worked on a designated paid holiday in accordance with Clause 29.05 of this Collective Agreement.
- (d) Designated paid holidays referred to in this Article are those contained in Article 34.

#### 54.06 Vacation Leave

A part-time employee shall earn vacation leave credits in proportion to the average number of hours worked per week in relation to a full-time employee in the same classification as specified in Article 25. Part-time employees who work additional hours beyond their normal schedule shall be paid out for additional leave credits earned on such hours unless it has been mutually agreed by the employee and the employer to bank such additional credits to be used as vacation leave with pay.

#### 54.07 Sick and Special Leave Credits

A part-time employee shall earn sick and special leave credits in proportion to the average number of hours worked per day in relation to a full-time employee in the same classification.

#### 54.08 Travel Assistance

A part-time employee shall be entitled to Travel Assistance in accordance with the terms of the Collective Agreement in force on the date they became eligible to claim.

#### 54.09 Travel Bonus for Employees Outside of Whitehorse

A part-time employee shall be entitled to a Travel Bonus in proportion to the average number of hours worked per week in relation to a full-time employee in the same classification.

#### 54.10 Rest Periods

- (a) The employer shall schedule paid rest periods per day of fifteen (15) minutes duration as follows:

3 – 5-1/2 hour shifts	1 rest period
6 – 7-1/2 hour shifts	2 rest periods

- (b) Each rest period shall be scheduled as near as possible to the mid-point of the work periods before and after the meal break.

#### 54.11 Meal Breaks

Employees working a shift of more than five (5) hours shall be entitled to a meal break. The employer shall schedule a meal break as close as possible to the mid-point of an employee's shift. The duration of the meal break may vary but shall not be less than one-half (1/2) hour duration.

#### 54.12

The employer agrees to maintain a roster of permanent part-time non-faculty employees who are interested in working extra hours. The employer further agrees to consider those employees on the roster when assigning extra work.

## **WORKING CONDITIONS**

### **ARTICLE 55 - SAFETY AND HEALTH**

55.01 The Employer shall ensure that the safety and health at work of every person employed by the employer is protected. Employees will cooperate with the Safety and Health Committee established for the work place where the employee is employed.

55.02 (a) In accordance with Clause 55.01, the Employer and the Union jointly have commenced and will continue to establish Health and Safety Committees. It is agreed and understood that at no time will the Union's representatives constitute less than one-half (1/2) of the representatives of the Committee.

(b) The Committee shall select its own Chair. Minutes of all meetings shall be forwarded to the Union and to the Employer.

- (c) Each Committee shall establish its own procedures but are encouraged to pre-schedule regular monthly meetings which may be cancelled by the Chair should there be no business to pursue. Extra meetings may be called by the Chair in necessary emergency situations.
- (d) An employee shall suffer no loss of pay for serving on a Health and Safety Committee.

#### 55.03 The Safety and Health Committee

- (a) shall receive, consider and expeditiously process complaints relating to the safety and health of the employees represented by the committee;
- (b) shall maintain records pertaining to the disposition of complaints relating to the safety and health of the employees represented by the committee;
- (c) shall cooperate with any occupational health service established to serve the work place;
- (d) may establish and promote safety and health programs for the education of the employees represented by the committee;
- (e) shall participate in all inquiries and investigations pertaining to occupational safety and health including such consultations as may be necessary with persons who are professionally or technically qualified to advise the committee on those matters;
- (f) may develop, establish and maintain programs, measures and procedures related to the safety and health of employees;
- (g) shall regularly monitor programs, measures and procedures related to the safety and health of employees;
- (h) shall ensure that adequate records are kept on work accidents, injuries and health hazards and shall regularly monitor data relating to those accidents, injuries and hazards;
- (i) shall cooperate with safety officers;
- (j) may request from an employer such information as the committee considers necessary to identify existing or potential hazards with respect to materials, processes or equipment in the work place; and
- (k) shall have full access to all government and employer reports relating to the safety and health of the employees represented by the committee, but shall not have access to the medical records of any person except with the consent of that person.

55.04 Employees are encouraged to refer safety matters to their immediate supervisors in an attempt to resolve any problems and where the safety matters cannot be resolved, both employees and supervisors are encouraged to refer safety issues to the Chair or the regional representative.

55.05 Where, by law or a requirement of the Employer, an employee is required to undergo a medical examination to continue to meet a condition of employment, and the cost of such an examination is not covered by a medical insurance policy, the cost of such a medical examination will be borne by the Employer.

55.06 Yukon Occupational Health and Safety Act

To remove any uncertainty, it is agreed that the *Yukon Occupational Health and Safety Act* applies to this Collective Agreement.

## **ARTICLE 56 - DISCRIMINATION**

56.01 The parties agree that there shall be no discrimination, interference, coercion, harassment, intimidation or disciplinary action exercised or practiced by employees, the union or the employer with respect to an employee by reason of age, ancestry including colour and race, national origin, religious affiliation or creed, sex including pregnancy, sexual orientation, ethnic or linguistic background, physical or mental disability, criminal charges or record, political belief, association or activity, marital or family status, association with individuals or groups identified by these grounds, membership or activity in the union, and any other grounds identified by the *Yukon Human Rights Act*.

## **ARTICLE 57 - HARASSMENT**

57.01 The Alliance, the employees and the Employer recognize that every employee can expect to be treated fairly in the workplace in an environment free of discrimination, and personal or sexual harassment. Any behaviour which denies individuals their dignity and respect and is offensive, embarrassing, humiliating will not be tolerated. Harassment of another employee or of a College client carrying out duties or providing goods, services, facilities, or accommodation constitutes an infraction which may result in disciplinary action up to and including discharge and termination of employment for cause. The use of authority or position to intimidate, coerce or harass is strictly forbidden.

57.02 Personal harassment is any behaviour by any person that is directed at and is offensive to an employee or endangers an employee's job, undermines the performance of that job or threatens the economic livelihood of the employee. It is behavior either in comment or conduct, that is unsolicited, and is known or ought reasonably to be known as unwelcome, which demeans or humiliates another person and which denies individuals their dignity and respect. Personal harassment includes, but is not limited to, abusive or belittling remarks or jokes, goading, sarcasm, speaking loudly in a threatening angry, intimidating and/or aggressive tone, swearing, and other actions that are disruptive to work production and the physical or psychological well-being of others.

Sexual harassment is comprised of offensive sexual comments, gestures or physical contact that a person knew or reasonably ought to have known would be deemed objectionable or offensive, either on a one-time basis or in a continuous series of incidents, however minor. Generally, sexual harassment is behaviour of a sexual nature that is deliberate and unsolicited that a person knew or reasonably ought to have known would be deemed objectionable or offensive. Sexual harassment is coercive and one-sided and both males and females can be victims of it.

Abuse of authority occurs when an individual uses their authority or position with its implicit power to undermine, sabotage or otherwise interfere with or influence the career of another employee or in the provisions of goods and services to the public. This definition includes blatant acts of misuse of authority such as intimidation, threats, blackmail and coercion. However, the abuse of authority does not include the legitimate exercise of individual supervisory powers and authority.

In investigating harassment allegations, the test of whether harassment has occurred will be that a "reasonable person" would conclude harassment had occurred.

- 57.03 (a) An employee who believes that they have been harassed may file a Grievance within ninety (90) working days of the alleged harassment.
- (b) Any level in the Grievance procedure shall be waived if the person hearing the grievance is the subject of the complaint.
- (c) For further clarification, a grievance meeting shall be convened within thirty (30) working days of the date of filing the Grievance, unless the Union and the Employer have mutually agreed to an extension.
- (d) Clause 12.17 shall apply to any person including employees of the bargaining unit, regardless of whether or not they are acting in a managerial or confidential capacity.
- (e) The Employer and the Union agree to exchange relevant information resulting from a Grievance filed under this Article. In such instances confidentiality must be maintained.
- 57.04 During the life of this agreement, the Employer agrees to provide education related to harassment.

## **ARTICLE 58 - INVASION OF PRIVACY**

- 58.01 The Employer agrees there will be no monitoring of electronic communication of employees, other than is reasonably required for billing, security reasons and systems integrity.

## **ARTICLE 59 - ACADEMIC FREEDOMS AND RESPONSIBILITIES**

- 59.01 The purpose of academic freedom is to provide security for fundamental academic values.

It is recognized that a college environment characterized by freedom of speech and of enquiry is important for the members to carry out the College purpose. Freedom of speech allows the College to function as an open forum for the exchange of ideas. Freedom of enquiry supports the College's commitment to the open investigation and interpretation of ideas.

The right to raise probing questions and challenges to beliefs of society are an important component of academic freedom.

The parties agree to respect the right of all members of the academic community to exercise their academic freedom.

The commitments, rights and responsibilities of members include three major related roles: to participate in the search for basic truths, and to communicate openly the results of this search; to develop creative scholarship in specific disciplines, within which the students participate in the process of rational enquiry; to encourage where feasible the generalized application of scholarship and research to the benefit of the college community and the common good of society.

Members are entitled to freedom, without any form of institutional censorship, to disseminate their knowledge both inside and outside the classroom, to conduct research which they believe will enhance knowledge and to communicate the results of such research consistent with the provision of the "Ethical Principles for the Conduct of Research in the North".

Members are entitled to exercise their political rights provided they respect their obligations to the Employer specified in the Collective Agreement.

- 59.02 Academic freedom does not require neutrality; rather it carries with it the duty to use that freedom in a manner consistent with the Yukon College Code of Ethics and the scholarly obligation to base research, teaching, publication and other forms of scholarly expression on an honest search for knowledge. Academic freedom does not confer legal immunity; nor does it diminish the obligation of members to meet their responsibilities to the College. In the exercise of academic freedom, members shall respect the academic freedom of others.
- 59.03 When exercising their rights of action and expressions as citizens or their rights under this Article, members are responsible to ensure that their private actions are not interpreted as representing Yukon College.



## JOINT CONSULTATION

### ARTICLE 60 - JOINT CONSULTATION

60.01 In recognition of the mutual desire of the parties to this agreement to maintain and enhance their relationship, there shall be constituted, for the term of this agreement a Joint Consultation Committee (JCC) composed of representatives of the parties to the agreement. An employee shall suffer no loss of pay or benefits for serving on the Joint Consultation Committee.

60.02 (a) The Joint Consultation Committee shall

(i) meet once a month following the signing of this agreement, at a mutually agreed to time and place;

(ii) convene additional meetings at the request of either party.

(b) The Joint Consultation Committee shall

(i) discuss and attempt to arrive at mutually agreeable solutions to the problems or issues identified by either party;

(ii) not be a substitute for the process of a specific Grievance or grievance arbitration as set out in this Agreement and shall not consider specific matters that have been formally grieved or submitted to grievance arbitration in accordance with this agreement;

(iii) not make recommendations which will prejudice a member's rights under any other part of this Agreement; and

(iv) not have jurisdiction over wages or other matters of collective bargaining including the administration of this Agreement.

60.03 The Joint Consultation Committee shall consider as appropriate matters for Joint Consultation the following:

1. Third (3rd) Party Contracts;
2. Harassment Grievance Investigation Procedures;
3. Notice of Re-assignment of Employees;
4. Employment Equity for Aboriginal Peoples, Women, Disabled and Visible Minorities;
5. Employee Orientation;
6. Staff Training and Development;
7. The application of Article 45.04, "Entitlement to Courses at the College"

8. Training and other measures to deal with the impact on the employees of technological and other change;
- 9.. Environmental Protection;
10. Restrictions on Outside Employment;
11. Travel and Subsistence Allowances;
12. Provisions to the Alliance of Employer Manuals and Directives;
13. Competitions and Appointments – General Guidelines
14. Relocation Allowances;

The Employer agrees that in the matters identified above, new policies will not be introduced and existing regulations and directives will not be cancelled nor amended in such a way to affect employees covered by this Agreement until such time as the Alliance has been provided an opportunity to consider and consult on the proposals.

60.04 The Joint Consultation Committee may

- (a) make final and binding decisions on those matters specifically agreed to in this Agreement or any other matter specifically referred to the Committee by mutual agreement of the parties. Both parties shall be bound by the decisions of the Joint Consultation Committee. If the Joint Consultation Committee chooses not to render a decision, the matter will be referred back to the parties. If the Joint Consultation Committee cannot agree, the matter will be referred back to the parties;
- (b) call upon additional persons for technical information or advice; and
- (c) establish sub-committee or ad hoc committees as it deems necessary and set guidelines and operating procedures for such committees.

For the purposes of this Article, notices and correspondences shall be between the President of the Yukon College Employees' Union and the President of Yukon College.

## **ARTICLE 61 - ADVISORY SELECTION COMMITTEES**

Advisory Selection Committees shall shortlist candidates and/or interview candidates, and recommend appointment. The Union shall select the bargaining unit members for such committees. The employer will notify members of the Advisory Selection Committee prior to any public or staff announcement of staffing actions under this Article.

#### 61.01 President/Vice-Presidents

Selection of the President/Vice-Presidents is the duty and responsibility of the Employer. It is recognized, however, that the President/Vice-Presidents should be selected only after wide consultation within the College community. Therefore, before making an appointment of a President or Vice-Presidents, the Employer will establish an Advisory Selection Committee. The Committee will include at least two members of the Bargaining Unit.

#### 61.02 Directors, Deans, and Managers

The Advisory Selection Committees will include at least one Bargaining Unit member from the program/service area concerned.

#### 61.03 Permanent and Term Faculty/Non-Faculty

Each Division shall establish an Advisory Selection Committee. The Committee will include the Dean or a Director/Manager or designate, the Human Resources Director or designate, and two faculty/non faculty bargaining unit members, one from the program/service area concerned and one from another area of the College.

#### 61.04 Establishment

The Union shall provide the Employer with the names of the bargaining unit employee(s) appointed to the Advisory Selection Committee no later than the closing date for applications.

### **COPYRIGHT**

#### **ARTICLE 62 - COPYRIGHT**

62.01 The copyright or patent for any work product, including but not limited to creative work, instructional strategies, curriculum/instructional material, lecture materials, demonstrations, written or graphic materials, audio-visual materials, distance education materials, course outlines, testing materials and evaluation criteria, any other teaching aids which the employee develops/produces, acquires or introduces into Yukon College, software, or any other material or technology that may be copyrighted or patented:

- (a) belongs to the employee(s) and shall be the sole property of the employee(s) and shall be retained throughout his or her lifetime and upon his/her death by his/her heirs or assigns unless the Employee(s):
  - (i) have been hired or are paid or agree(s) to create and produce a copyrightable work product for the college, or

- (ii) are given release time from usual duties to create and produce a copyrightable work product, or
  - (iii) are paid, in addition to regular salary, for their time to produce a copyrightable work product.
- (b) In the cases identified in (i), (ii) and (iii) above, the ownership of the copyright material belongs to the College.
- (c) Where the employee(s) utilizes material to support the employee(s) function at Yukon College, and such materials were created prior to their employment with the College, the ownership of the copyright will be retained by the employee(s).
- (d) Where an employee develops/produces materials on the employee's own time, outside the College without using Yukon College resources, systems, facilities, funds or staff, the employee will have sole ownership of such materials.

#### 62.02 Employer Rights to Materials Copyrighted by Employee(s)

Where the employee(s) holds the copyright pursuant to 61.01 (a), the College shall have a right to use his/her copyrighted materials in perpetuity, free of charge, for College purposes. The College may amend and update the copyrighted materials with the approval of the employee(s) holding the copyright to the material, such approval to not be unreasonably withheld, or without the employee's approval should he/she no longer be employed at the College and the material supports course teaching and/or delivery. Such changes will be duly noted as made by Yukon College.

#### 62.03 Employee(s) Rights to Materials Copyrighted by the Employer

Where the College holds the copyright pursuant to 61.01 (b), the Employee(s) shall have the right to use, in perpetuity, free of charge, such copyrighted material. The Employee(s) may amend and update the copyrighted materials with the approval of the College. Such approval will not be unreasonably withheld.

### **DURATION AND RENEWAL**

#### **ARTICLE 63 - RE-OPENER**

63.01 This Agreement may be amended by mutual consent.

#### **ARTICLE 64 - DURATION AND RENEWAL**

64.01 The duration of this Agreement shall be from July 01, 2010 to June 30, 2013 and will continue in force until a new collective agreement is signed.

**LETTERS OF UNDERSTANDING**

**BETWEEN**

**PUBLIC SERVICE ALLIANCE OF CANADA (“the Alliance”)**

**AND**

**YUKON COLLEGE BOARD OF GOVERNORS ( ‘the Employer”)**

## **LETTER OF UNDERSTANDING A**

### **JOB SECURITY**

- a) During the life of the agreement the employer shall maintain the current total number of positions as at July 1, 1997 and the relative proportions of current employment categories, nature of employment (full-time vs. part-time), and status of employment (indeterminate vs. term). However, the Employer may consider reassignment and layoffs
- b) The Employer will work collaboratively with staff to identify areas of declining enrollment or declining demand so marketing efforts or alternatives can be targeted at those programs.
- c) Notwithstanding Article 6.01, during the life of this agreement, when a position is eliminated or when hours of work are reduced by more than 25%, the Employer will provide the affected employee(s) with notice of layoff. The employee shall be given six months notice in writing of the effective date of layoff or six (6) months salary and benefits in lieu of such notice, except where the laid off employee exercises his/her right to bump another employee in accordance with the provisions of Article 7.04b) in which case the laid off employee has no entitlement to payment under this Article. The option of providing six (6) months notice or payment in lieu of such notice shall be decided by the Employer.

## **LETTER OF UNDERSTANDING AA**

### **INTEREST- FREE LOANS FOR ADVANCED DEGREES**

The parties agree to form a joint committee of four (4) member of equal numbers to examine and develop a policy whereby the Employer would provide interest-free loans to employees to pursue advanced degrees in order to meet the emergent University goals of Yukon College. Time spent by employees on the committee shall be considered time worked.

## **LETTER OF UNDERSTANDING B**

### **THIRD PARTY FUNDING ARRANGEMENTS**

Bargaining unit positions created through third-party funding arrangements shall be covered by the collective agreement except for Articles 7 and 14.

Before finalizing any third-party funding arrangements, the College will advise all program/service areas directly affected.

Third party funding includes all funding arrangements except the annual base grant and tuition.

The provisions above shall be applicable until amended by the Joint Consultation Committee.

Current employees will not suffer a job loss as a direct result of third-party funding arrangements.

Notwithstanding the above, effective from the date of ratification, any third party funded term employee who has five (5) or more years of continuous service in the third party funded position or who has five (5) or more years cumulative service in the same or similar third party funded position or assignment, commencing from 1999, shall become a permanent employee. For bargaining unit members who obtain permanent employee status in a Third Party Funded Position under this provision, the Notice of Lay-off provisions under Article 6 (3 months notice) and the specific recall provisions of Articles 7.01, and 7.03 and 7.02 c) and d) shall apply, however, the seniority provisions of Article 7.02 a) and b) and the bumping rights and other provisions or entitlements under Article 7.04 shall not apply.

## **LETTER OF UNDERSTANDING C**

### **ARBITRATORS**

The parties agree that with regard to Article 12 and Article 16 (Scope of the Bargaining Unit) and any other section of this Agreement (excluding Article 14.02) that may require Arbitration, the following persons are acceptable as Arbitrators:

Jane Emrich, Brian Keller, Owen Shime, Don Munroe, Judi Korbin or other names the parties may mutually agree to.

## **LETTER OF UNDERSTANDING D**

### **SHORTAGES**

1. Employees assigned responsibility for, and who have sole control of, College property, stock or cash may be required to reimburse the Employer of any shortages that occurred during the period that the employee had the responsibility and control.
2. Any recovery of shortages that occur in situations where two (2) or more employees are assigned responsibility for, and have access to, College property, stock or cash will be limited to such amounts as can be found to have been caused by a particular employee(s). Only the employee(s) found responsible may be required to reimburse the Employer for the shortages.
3. All overages shall be utilized to offset shortages.

4. The Employer reserves the right to take disciplinary action, including suspension or discharge, in circumstances where a particular employee has consistently demonstrated an inability to safeguard the Employer's interests and assets. Any disciplinary action will be subject to the provisions of Article 11.
5. The Union recognizes that it is the responsibility of the Employer to provide secure facilities for the storage of property, stock or cash.

## **LETTER OF UNDERSTANDING E**

### **YUKON COLLEGE PENSION PLAN**

The Parties agree that the Pension Plan forms part of the Collective Agreement and can only be amended by mutual agreement.

The parties agree that the Pension Committee can make recommendations for pension changes, and receive input from their respective advisors.

Any tentative agreement by the Pension Committee will be subject to ratification by the principals in the parties within 6 weeks after an agreement is reached.

The parties agree that providing sufficient surplus exists in the Pension Plan (as determined by Actuarial Review) the Employer's funding percentage will be established at a rate no higher than 1.39%.

Should insufficient surplus funds exist to maintain this funding percentage, the parties agree to negotiate the decoupling of pension contributions to bargain in good faith and make every reasonable effort to reach an agreement.

## **LETTER OF UNDERSTANDING F**

### **JOINT BENEFITS COMMITTEE**

The parties agree to establish a Joint Benefits Review Committee of at least four (4) members, half of which will represent the College and half the bargaining unit. Each party will appoint their respective representatives and time spent at Committee meetings shall be considered time worked. The purpose of the Committee is to review the Benefit Plans pursuant to Articles 43 and 44 of the Collective Agreement. Any additional costs which result from recommendations of the Joint Benefits Committee and/or that affect the parties' contribution rates will be subject to ratification by their respective principal

## **LETTER OF UNDERSTANDING G**

### **RE: CAFETERIA SUMMER STAFFING**

The parties agree that in the event the Cafeteria at Yukon College is opened during the Summer months such work will be offered first to current bargaining unit members covered by Article 3,01 (dd).



## **LETTER OF UNDERSTANDING H**

### **LIBRARY WEEKEND PREMIUM**

With reference to Article 30.05 the existing practice in the Library – specifically that employees do not receive the weekend premium but “bank” the equivalent of actual hours worked on the weekend with the understanding that this will be taken as time off as mutually agreed between the Manager, Library and the employee – shall be maintained during the term of the renewal Collective Agreement.

## **LETTER OF UNDERSTANDING I – PILOT PROJECT**

### **COMPASSIONATE LEAVE TRANSFER**

The parties agree to the following provision as a ‘Pilot Project’ during the term of the collective agreement unless otherwise agreed to by the parties.

- HH.01            An employee may transfer unused Vacation Leave to another employee on compassionate grounds.
  
- HH.02            Leave transferred under this Letter of Understanding shall be based on the premise of a day is a day and administered accordingly.
  
- HH.03            a request for the transfer of Vacation Leave under this Letter of Understanding shall be administered through Human Resources following a call to employees by the union.
  
- HH.04            All leave transferred shall be administered in a confidential manner.

## LETTER OF UNDERSTANDING J

### SPECIAL LEAVE

During the life of the 2010 – 2013 collective agreement, the Special Leave provisions of the collective agreement at articles 40.02, 40.03, 40.04, 40.05 and 40.07 shall be suspended. In their place, the following provisions shall apply:

1. Employees with accrued Special Leave may use their accruals when personal needs or circumstances prevent the employee from performing the employee's regular duties. Each employee is expected to use their Special Leave responsibly and with a view toward promoting the best accommodation of work requirements with personal requirements. Special Leave may be used for reasons beyond those listed in the suspended articles. Employees are expected to manage their use of Special Leave by anticipating and planning for their own needs.
2. In no case will the Employer advance Special Leave to employees who have run out of, or not yet accrued, sufficient leave for their needs.
3. Special Leave is not intended to supplement the use of Sick, Vacation, or Long Service Leave, or to be used to facilitate an absence where another more appropriate leave provision is available.
4. Special Leave should be requested by the employee in advance of the need giving rise to the absence from work, but consideration will be given to granting leave after the fact where it was not possible to provide notice.

## YUKON COLLEGE PAY GRIDS

ANNUAL and BI-WEEKLY SALARY RANGE JULY 1, 2010 TO JUNE 30, 2011

<b>LEVEL</b>	<b>MINIMUM ANNUAL</b>	<b>MINIMUM BI-WEEKLY</b>	<b>MAXIMUM ANNUAL</b>	<b>MAXIMUM BI-WEEKLY</b>
1	39 230	1503.75	46 704	1790.25
2	41 402	1587.00	49 306	1890.00
3	43 847	1680.75	52 183	2000.25
4	46 274	1773.75	55 078	2111.25
5	49 306	1890.00	58 698	2250.00
6	52 946	2029.50	63 022	2415.75
7	57 191	2192.25	68 090	2610.00
8	62 044	2378.25	73 862	2831.25
9	68 109	2610.75	81 082	3108.00
10	75 407	2890.50	89 749	3440.25
11	83 899	3216.00	99 865	3828.00
12	94 817	3634.50	112 876	4326.75

ANNUAL and BI-WEEKLY SALARY RANGE JULY 1, 2011 TO JUNE 30, 2012

<b>LEVEL</b>	<b>MINIMUM ANNUAL</b>	<b>MINIMUM BI-WEEKLY</b>	<b>MAXIMUM ANNUAL</b>	<b>MAXIMUM BI-WEEKLY</b>
1	40 110	1537.50	47 741	1830.00
2	42 341	1623.00	50 402	1932.00
3	44 826	1718.25	53 356	2045.25
4	47 311	1813.50	56 311	2158.50
5	50 402	1932.00	60 009	2300.25
6	54 139	2075.25	64 450	2470.50
7	58 483	2241.75	69 616	2668.50
8	63 433	2431.50	75 525	2895.00
9	69 655	2670.00	82 901	3177.75
10	77 090	2955.00	91 784	3518.25
11	85 777	3288.00	102 115	3914.25
12	96 950	3716.25	115 420	4424.25

ANNUAL and BI-WEEKLY SALARY RANGE JULY 1, 2012 TO JUNE 30, 2013

<b>LEVEL</b>	<b>MINIMUM ANNUAL</b>	<b>MINIMUM BI-WEEKLY</b>	<b>MAXIMUM ANNUAL</b>	<b>MAXIMUM BI-WEEKLY</b>
1	41 010	1572.00	48 817	1871.25
2	43 300	1659.75	51 537	1975.50
3	45 843	1757.25	54 570	2091.75
4	48 367	1854.00	57 583	2207.25
5	51 537	1975.50	61 359	2352.00
6	55 352	2121.75	65 898	2526.00
7	59 794	2292.00	71 181	2728.50
8	64 861	2486.25	77 227	2960.25
9	71 220	2730.00	84 779	3249.75
10	78 831	3021.75	93 839	3597.00
11	87 714	3362.25	104 424	4002.75
12	99 141	3800.25	118 022	4524.00

**APPENDIX A**

**MEMORANDUM**

**REGARDING**

**JOINT CLASSIFICATION**

**FINAL REPORT**

## MEMORANDUM

DATE: 9 July 1992

TO: President Seeth Seethram  
All College Staff

FROM: Layne Marshal, Chair  
Joint Classification Committee

RE: Final report

In accordance with the terms of reference provided to the Joint Classification Committee, we are happy to announce that we have completed the work assigned to the committee and will be forwarding our recommendations for a classification system as directed.

Specifically:

The committee evaluated and agreed on a system of benchmark positions  
The benchmark positions were used to evaluate all other positions covered by the system  
The committee agreed upon and accepted the evaluation as presented by the Human Resource Services Department  
The committee reviewed computation points and point boundaries and agreed upon the levels and boundaries described below:

<u>Level</u>	<u>Points Boundaries</u>
1	55 - 70
2	71 - 90
3	91 - 110
4	111 - 130
5	131 - 160
6	161 - 190
7	191 - 230
8	231 - 270
9	271 - 330
10	331 - 390
11	391 - 470
12	471 - +

The committee was in full agreement with the final recommendations and the work performed to date. As such, the committee will not be referring any disputes for resolution and considers its mandate completed.

The final comment or recommendation that the committee wishes to make to the college is that the end was slow in coming. This was in part due to transitions on the committee. However, the committee feels strongly that a large part of the problem resulted from incomplete and inconsistent work on position descriptions. We therefore recommend in the strongest terms that concentrated effort be paid to producing position descriptions that are clear, complete and correct.

Original signed 09 July 1992 by: Layne Marshal, Will MacDonald, Nelson Ireland, Dilys Kluthe and Diney Williams.

**APPENDIX “B”**

Memorandum of Agreement  
Between  
Yukon College  
And  
Public Service Alliance of Canada/  
Yukon College Employees Union



## **YUKON COLLEGE**

### **CODE OF ETHICS**

#### **PREAMBLE:**

This Code of Ethics has been developed in collaboration between Yukon College and the Yukon College Employees Union (Public Service Alliance of Canada) and embodies an underlying belief that each member of the College Community has a right to dignity and respect.

The Code intends to be educational and aspirational and convey to members of the College Community the climate we foster and the ethical principles and guidelines of conduct we embrace.

The purpose of the Code is to outline responsibilities, expectations and preferred practices, including guiding principles for appropriate organizational behaviour.

#### **POLICY STATEMENT.**

The Code of Ethics applies to the Employer, the Yukon College Employees Union, and to all employees, students, contractors, volunteers and partners (“the College Community”).

The College is committed to maintaining a positive, healthy and respectful environment for members of the College community.



The Code lays down general principles which can be used to determine action consistent with high standards and values. It seeks to articulate commonly held values which are central to the culture of the College.

The Code embodies the promotion of a set of core values relevant to the College's mission of providing high quality learning opportunities. Underlying the Code is a belief that each member of the College Community has a right to dignity and respect.

The Code is intended to provide guidance and assistance in determining conduct and behaviour, however, the Code is not a substitute for the active process of ethical decision-making on the part of members of the College Community.

## **GUIDING PRINCIPLES AND APPLICATION EXAMPLES**

### **PRINCIPLE**

### **APPLICATION EXAMPLES**

RESPECT & DIGNITY

Students, fellow employees and other members of the College Community are treated with consideration and in a fair and just manner. High regard for the rights and opinions of others and mutual respect is demonstrated.

HONOURING DIVERSITY

Behaviour that communicates acceptance and accommodation of diversity will be the norm. The diversity of all members of the College Community –and the uniqueness of culture, ethnicity, religion, race and sexual orientation is respected. A work and study environment free from discrimination and harassment is promoted.

Positive regard for the diversity of background, experience and opinion inherent in the College Community.

ACTIVE ENGAGEMENT

A recognition that citizenship involves responsibility for building community and participating in the civic life of the College Community. Communications that support an environment characterized by respect and civility is encouraged.

NON-VIOLENT CONFLICT RESOLUTION

Aggressive behaviours (physical, verbal or emotional) are not acceptable. Members of the College Community are committed to the peaceful resolution of conflict and differences.

OPENNESS	<p>A culture of openness which aims at ensuring that matters connected with the operation of the College can be discussed frankly among members of the College Community is encouraged.</p> <p>Appropriate openness in communication and action is expected.</p>
HONESTY	<p>Truthfulness with members of the College Community and members of the public is demonstrated. Accurate statements and accounts of the College are provided to audiences to whom they are directed.</p>
PRIVACY	<p>Respect for the privacy and confidentiality rights of other members of the College Community. Confidential information is used only for the purposes for which it was originally provided and shared only with authorized parties on a need to know basis unless consent is given or required by law.</p> <p>Respect for the property rights and possessions of others within the College Community.</p>
COLLEGIALITY	<p>Promotes the practices of dialogue, discourse and mutual agreement wherever possible. Commitment to collaborative arrangements benefiting the institution, its members and especially its students.</p>
INTEGRITY	<p>Conflicts of interest are avoided. The professional autonomy of fellow employees and other members of the College Community is respected. Professional integrity is demonstrated.</p>
EXCELLENCE	<p>Employees provide services within the boundaries of their competencies and to the best of their abilities.</p>
HONOUR AND TRUST	<p>The power inherent in positions is not exploited. The safety and security of the College environment is a responsibility of all members of the College Community.</p> <p>The College's mandate of public service is promoted. Fiduciary relationships and resulting responsibilities, including those relating to students, are respected and upheld.</p>

These applications are not inclusive of every situation; rather they are intended to provide examples of ways the Code may be applied. Where a simple or direct application of the Code is not possible, or where there are questions or uncertainties regarding its application, members of the College Community are encouraged to seek clarification and assistance.

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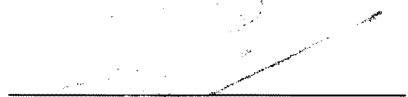
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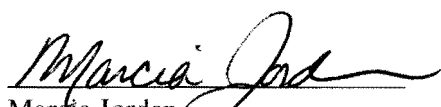
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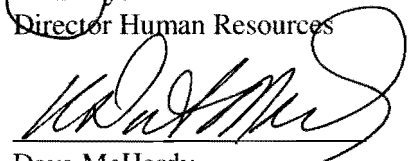
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**Yukon College**


  
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Director Human Resources

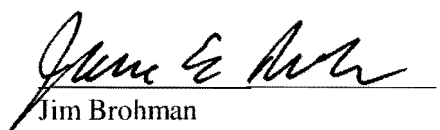
  
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Marcia Jordan  
Negotiating Team Member

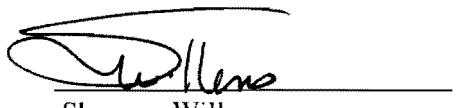
  
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Dave McHardy  
Director Extension Services

  
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Karen Barnes  
Vice-President Education and Training

  
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