

**COLLECTIVE AGREEMENT**

**BETWEEN**

**CONCORDIA UNIVERSITY  
CONTINUING EDUCATION  
PART-TIME FACULTY UNION (CSN)**



**CONCORDIA UNIVERSITY**



**CENTRE FOR  
CONTINUING EDUCATION**

**September 7, 2023 to September 6, 2026**

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**ARTICLE 1 PURPOSE OF THE COLLECTIVE AGREEMENT**

- 1.01** The purpose of the Collective Agreement is to encourage and maintain harmonious relations between The University, the Union and the Instructors through the establishment of a well ordered process of collective bargaining and through efficient resolution of arising conflicts.

## **ARTICLE 2 DEFINITIONS**

### **2.01 Academic Year**

Designates the Academic Year of The Centre for Continuing Education beginning on September 7 of each year and ending September 6 of the following year. The Academic Year consists of 4 academic sessions: the Fall session from September 7 to December 31, the Winter session from January 1 to March 15, the Spring session from March 16 to May 31 and the Summer session from June 1 to September 6.

### **2.02 Departmental Meeting**

Designates a meeting of all Instructors belonging to the same Department.

### **2.03 The Centre**

Designates The Centre for Continuing Education of Concordia University.

### **2.04 Course**

Designates one (1) or more Teaching activities identified by a subject code, a catalog number and a Course title. These activities may be held in a University classroom, or outside The University as defined in clause 3.05. Further, a Course also refers to any Teaching activity covered under clauses 2.09 and 2.10.

The start date of a Course determines to which session it belongs.

### **2.05 Instructor**

Designates all persons covered by the certificate of accreditation issued in favour of the Union, and by the Collective Agreement and includes any Instructor on probation.

### **2.06 Spouse**

- a) Designates, for the purposes of the Collective Agreement, persons:
  - i) Who are united by marriage or civil union; or,
  - ii) Of the opposite or same sex, who live together in a conjugal relationship and who are biological and/or adoptive parents of the same child; or
  - iii) Of the opposite or same sex, who have been living together in a conjugal relationship for at least a year; the forgoing period shall be waived in the event that the individuals are biological and/or adoptive parents of the same child.
- b) Notwithstanding the above, for the purpose of the Pension Plan, the definition of spouse in the Pension Plan shall apply.

**2.07 Contract**

Designates a Contract of employment to carry out either of the two (2) categories of activities defined in Article 10, for which the Instructor is remunerated and the Union receives Union dues.

**2.08 Collective Agreement**

Designates the present Collective Agreement.

**2.09 On-Line or Distance Course**

Designates all Courses offered in whole outside the traditional classroom by any use of electronic means and identified as On-Line or Distance in the posting.

**2.10 Blended Course**

Designates all Courses offered in part by any use of electronic means and identified as Blended in the posting.

**2.11 Intensive Course**

Any Course of 80 hours or more per session, delivered to the same group of students.

**2.12 Department**

Designates the academic entity created by The University to group Instructors in relation to a discipline or field of study.

**2.13 Teaching**

Designates the activities delivered in the form of a Course, seminar, lab, workshop or other pedagogical delivery method approved by The University.

**2.14 Day**

Designates a calendar Day, unless otherwise specified in the text.

**2.15 Union Liberation**

Designates the time allotted an Instructor to undertake Union activities. This time can take the form of a Contract as defined in clause 2.07 or, when required, an absence from work without loss of Remuneration or the rights associated therewith. Union Liberation can be continuous or punctual within an academic session and must be defined in hours.

**2.16 The Parties**

Designates The University and the Union.

**2.17 Week of Service**

Designates a week during which an Instructor is in the employ of The Centre and is accumulating seniority points.

**2.18 CCE Instructor Site**

Designates the web site reserved for Instructors.

**2.19 Union**

Designates the Concordia University Continuing Education Part Time Faculty Union – CSN.

**2.20 Remuneration**

Designates the total remuneration paid to an Instructor by virtue of the Collective Agreement.

**2.21 The University**

Designates Concordia University.

**2.22 Employee File**

The sole confidential file relating to an Employee's employment shall be kept in the Human Resources department.

### **ARTICLE 3 RECOGNITION AND JURISDICTION**

- 3.01** The Collective Agreement shall apply to all Instructors covered by the certificate of accreditation issued on September 16, 1991, the text of which is reproduced in Appendix A of the present document.
- 3.02** The University recognizes the Union as the exclusive representative of the Instructors for the purpose of negotiating and applying the Collective Agreement.
- 3.03** No specific agreement relative to working conditions different from those provided in the Collective Agreement nor any specific agreement relative to working conditions not provided for in the Collective Agreement is valid without the written approval of the Union.
- 3.04** Persons not covered by the certificate of accreditation may not perform the work of Instructors or any work, which, by its nature, should be the work of Instructors in the framework of programs and Courses given by The Centre.
- 3.05** Notwithstanding clauses 3.03 and 3.04, the Courses or instruction offered to enterprises or groups in the framework of Contracts concluded with The University, for Courses other than those listed in the Course catalogue of The Centre for Continuing Education and those given to EFREI (Ecole d'ingénieur en informatique et technologies du numérique), are not covered by the bargaining unit and the Collective Agreement, whether they are given on University premises or elsewhere.

The present provision does not aim to limit the jurisdiction of the bargaining unit, but to allow The University to tender competitively to obtain Contracts with enterprises or groups. The University shall transmit to the Union a copy of such Contracts after they have been signed, as well as the Teaching qualification requirements to teach the Course.

In the event that The University decides to post the positions, in a Department, for the Contracts provided for in the present clause, the criteria appearing on the posting must:

- Be tailor-made for the Contract;
- Allow for the selection of the best possible candidate;
- Be as complete as possible;
- Be listed in order of importance.

Furthermore, The University shall indicate on the posting the procedure by which the candidates will be selected.

The University shall deduct the Union dues from the salary of the Instructor contracted to teach these Courses and remit it to the Union.

- 3.06** When a party makes a request to the Commissaire du travail that a person or group of persons be excluded from the accreditation unit, the previous status of that person or group shall be maintained until the Commissaire du travail reaches a decision or until the



Tribunal du travail reaches a decision, if permission for recourse to such a tribunal is granted.

### **3.07 Labour Relations Committee**

The Labour Relations Committee (LRC) is a permanent committee of The Parties. Its purpose is to discuss and resolve any question relative to the application and interpretation of the Collective Agreement and labour conditions.

### **3.08 Composition and Functioning**

The LRC is composed of a maximum of three (3) members from the Union and three (3) persons representing The University. Each party shall designate a member who will chair the Committee on an alternating basis.

The LRC shall meet as required, with a ten (10) Day written notice provided to the other party. The Parties agree to exchange, at least three (3) Days before the date planned for a meeting, the list of topics they wish to discuss. In addition, at that time, the Parties shall inform each other of the number of representatives to a minimum of two (2) from each party, as well as any invited persons, to be present at the planned meeting.

A report of each meeting shall be written and signed by the persons designated to chair the LRC, and normally sent to both parties within seven (7) Days following the meeting. As soon as possible, each party shall inform the other party of its response to the Committee's recommendations.

### **3.09**

- a) The LRC shall, among other things, perform the following tasks:
- As a preventative measure, discuss any topic related to the interpretation and application of the Collective Agreement;
  - Exchange information;
  - Fulfill the specific mandates given by The Parties in the Collective Agreement;
  - Discuss any grievance submitted by an Instructor, the Union or a group of Instructors with the purpose of reaching an agreement;
  - Discuss any organizational change that may have an impact on Instructors;
  - Discuss any other matter raised by The Parties;
  - Give The Centre advice on job descriptions and selection criteria for the hiring or replacement of Department Administrators or Academic Coordinators.

The LRC must be consulted before any decision that has an impact on the labour conditions of Instructors of The Centre is made.

Following its deliberations, the LRC may make any recommendation that it deems useful to either party, who will then take it under advisement.

- b) When The Center intends to suspend a Course or a program of study, it shall inform the Union at least six (6) months preceding the date upon which this Course or program will be suspended and shall consult the Union in view of attenuating, as much as possible, any negative effects for the Instructors concerned.

When The Centre intends to offer a new Course or a new program of study, it shall inform the Union as soon as possible once the decision has been made, and at least three (3) months preceding the date upon which this Course or program will be open to enrollment.

- 3.10** The members of the LRC are named by each of The Parties within thirty (30) Days of the signing of the Collective Agreement. The mandate of the Committee members is for two (2) years and is renewable.

## **ARTICLE 4 GENERAL PROVISIONS**

- 4.01** The Union recognizes The University's right and responsibility to administer and manage Concordia University.
- 4.02** The University recognizes its responsibility to perform its management functions equitably, reasonably and in conformity with the provisions of the Collective Agreement.
- 4.03** The University commits itself to defend any Instructor who could be made civilly responsible through the exercise of her or his functions and agrees to make no claims against her or him in this respect.
- 4.04** The University agrees that it will neither adopt nor apply any regulation that would have the effect of nullifying, modifying or restricting the provisions of the Collective Agreement.
- 4.05** The Parties recognize that The Centre offers university level-education and adheres to its mission as stated in Appendix D of the Collective Agreement.
- 4.06** The Parties recognize that they have a joint responsibility in promoting Teaching excellence at The Centre. They commit to presenting The Centre in a positive light as well as highlighting the importance of the Instructors' contributions. The Parties commit to work together to promote a climate of freedom, responsibility and mutual respect.
- 4.07** The Parties recognize the advantages of cooperation in developing measures which reconcile the interests of each, while respecting their respective rights and responsibilities. To this purpose, in their relationship, The Parties may, amongst other things, be attentive to their respective concerns, seek solutions which provide a mutual benefit, and base their discussions on objective and verifiable facts.
- 4.08** In order to eliminate the transmission of paper documents, when the Collective Agreement provides for communication between The Parties or for documents to be transmitted, such communication or transmission of documents may be carried out by electronic means.

Notwithstanding the above, communication or documents provided for in Article 9 and in Article 15, except clause 15.02, shall be produced and transmitted in paper form.

## **ARTICLE 5 FREEDOMS, NON-DISCRIMINATION AND INTELLECTUAL PROPERTY**

- 5.01** The Parties agree that there should be no form of constraint, discrimination, unjust differentiation or pressure applied to an Instructor because of her or his age, race, beliefs, colour, ethnic or national origin, political or religious convictions or membership, sex, sexual orientation, civil status, family or social situation, or the exercise of a right granted by the Collective Agreement or by the law.
- 5.02** The Parties agree not to restrict the hiring or assignment of a handicapped person insofar as her or his handicap does not prevent her or him from accomplishing the tasks related to the work.
- 5.03** All Instructors shall benefit from the freedoms of conscience and Teaching inherent to a university institution of a public nature, such as The University. These rights cannot be infringed upon by The University provided these freedoms are exercised with respect for the contractual obligations provided for in the Collective Agreement.
- 5.04** The right to exercise political freedom while respecting the contractual obligations provided for in the Collective Agreement is recognized for every Instructor.
- 5.05** In the exercise of their freedom of action and expression, the members of the bargaining unit must attempt to ensure that their personal actions and opinions are not interpreted as representing the official position of The University.

### **Rights regarding intellectual property**

#### **5.06**

##### **a) Intellectual property**

Intellectual property includes any original work of a literary, artistic, musical or dramatic nature as well as mechanical contrivances defined by the Copyright Act of Canada, as amended from time to time. Intellectual property includes, as well, processes, formulations, technical information, reports, models, prototypes, inventions, patterns, samples, software, designs and know-how whether protected or not by patent, copyright, industrial design law or trade secret law.

For further precision, intellectual property includes any original work or invention created by an Instructor in the accomplishment of her or his tasks, as defined in Article 10 of the Collective Agreement.

**b) Rights provided by the Copyright Act of Canada**

1. Copyright: the author's exclusive right to copy or reproduce the work or invention for personal profit;
2. Paternity rights: the author's right to be publicly recognized or acknowledged as the creator of the work or invention or, if she or he so desires, to insist upon anonymity;
3. Moral rights: the author's right to insist upon the integrity of the work or invention.

**5.07** The University and The Centre recognize the following rights in terms of intellectual property:

a) Work or invention created within the context of a Teaching Contract.

Copyright, paternity rights and moral rights belong to the Instructor who creates the work or invention within the context of her or his Teaching tasks as defined in clause 10.01 a), and while she or he is bound by Contract for the execution of said tasks. However, in the case of Course outlines produced in the execution of her or his Teaching Contract, the Instructor recognizes the right of The Centre to use them for its needs.

b) Work or invention created within the context of a non-teaching Contract.

A work or invention created by an Instructor in the execution of a non-teaching Contract, as described in clause 10.01 b) of the Collective Agreement, will be governed by said Contract. This Contract must contain or identify the following elements regarding copyright, paternity rights and moral rights:

1. The transfer to The Centre of the copyright related to the work or invention, as well as the clearly defined limitations of said transfer;
2. The retention of the paternity and moral rights of the work or invention by the author as well as the conditions by which said rights can be transferred to The Centre;
3. The right held by the author of the work or invention to exercise full control of the essential and intellectual content of the said work or invention;
4. The sharing of net profits (in percentage) between The Centre and the author of the work or invention should The Centre decide to avail itself of its right to sell or authorize the sale of the work or invention for its intended purpose;

5. The Parties responsible for administering the sharing of net profits between The Centre and the author of the work or invention should The Centre decide to avail itself of its right to sell or authorize the sale of the work or invention for its intended purpose.
- c) Work or invention created as a result of a formal agreement between The Centre and a group of Instructors for the production of pedagogical material for a given program. The agreement must include the elements of sub-paragraphs 1 to 5 of paragraph b) of the present clause regarding copyrights, paternity rights and moral rights.

The conditions of this formal agreement shall be presented to the Union for discussion at a special meeting of the LRC.

- d) Work or invention created with the intent of marketing it outside The Centre.

With a view to encouraging the dissemination of original works or inventions created by Instructors, The Centre, with the involvement of third parties, may assist or collaborate with the authors in the creation, marketing and/or licensing process for profit of said works or inventions.

Even though such undertakings are not covered by the Collective Agreement, it is advisable that a formal agreement of this nature be made in writing, be suitable to all involved parties, and be accepted and signed by them. Such formal agreements must necessarily take into account all pertinent elements with regard to copyright, paternity rights and moral rights, as well as cover the roles of the involved parties with regard to the management and responsibility of profit and/or royalty share.

The Union may intervene at the request of an Instructor involved in the negotiation of the agreement content.

## **ARTICLE 6 UNION REGULATIONS**

- 6.01** An Instructor who, in accordance with the provisions of the Collective Agreement, holds an employment Contract at the time of signing of the Collective Agreement, or who later obtains one, shall remain or become a member of the Union. An Instructor must remain a member of the Union, as long as her or his name appears on the rank order (seniority) list of The Centre, for the entire duration of the Collective Agreement.
- 6.02** The University is not required to dismiss an Instructor who has been expelled from or refused admission to the Union.
- 6.03** The University shall deduct from the salary of each Instructor an amount equal to the dues established by the Union.
- 6.04** The Union must inform The University in writing of the amount of dues to be deducted and of any change regarding such dues, as well as the date such a change becomes effective. The University shall make the required deductions or changes within thirty (30) Days following the notice.
- 6.05** The University shall deposit directly into the account indicated by the Union the sums collected from each pay on the same day as the payday. Within fifteen (15) Days following each pay, it shall send electronically an alphabetical list of those Instructors who have had deductions made from their salaries, indicating for each name appearing on the list the following information: the gross salary paid for each pay period, the Union deduction for this period, and the cumulative amounts paid since the beginning of the fiscal year for the salary and the Union deduction. Once a year, the University provides a list of Instructors who paid union dues during the previous fiscal year.

## ARTICLE 7 INFORMATION AND FREEDOM OF UNION ACTION

### Information

The list of items provided by The University with regard to the present Article is subject to the application of the following Act: *“Loi sur l'accès aux documents des organismes publics et sur la protection des renseignements personnels.”*

**7.01** At the latest by January 31 of each year, The Centre shall provide electronically the Union with an annual report of the preceding year stating by Department, and for each Instructor: the Courses taught, non-teaching Contracts assigned, and leaves granted, as well as the total salary paid during the year.

This report shall contain the following personal information: the surname and given name, sex, date of birth, address, telephone numbers, Department, date of hiring, date of appearance on the seniority list, total seniority points accumulated at the beginning of the preceding calendar year, seniority points obtained during the year, and total seniority points accumulated by the end of that year.

Furthermore, this report shall state the particularities of each Teaching Contract, each non-teaching Contract, or each leave or liberation. Thus, it shall state the session, Course title, number of hours, type of activity, hourly wage, length of the activity and seniority points related to the activity.

At the same time, The Centre shall send electronically each Instructor a copy of her or his annual report.

**7.02** At the latest by the end of each session, The Centre shall provide electronically the Union with a list of all Instructors who had a Contract, a leave or liberation during the session, by Department and in alphabetical order. The list shall state, for each Instructor, the summary of all Courses taught, all non-teaching Contracts, and any leave or liberation granted during the session.

Furthermore, The Centre shall provide electronically the Union with a list of all Instructors, by Department and in alphabetical order, with updated personal information.

At the same time, The Centre shall send electronically the Union a copy of all Teaching and non-teaching Contracts awarded during the session.

**7.03** If they are not available on The University web site or electronically, The University shall forward to the Union copies of the following documents:

- a) All revised documents dealing with University policies;
- b) The agenda, minutes, documents and appendices of all public meetings of the Board of Governors and the Senate at the same time as copies of these are sent



to the members of those bodies, or immediately after the meeting, if they are distributed in the meeting;

- c) The operating budget of The University as approved by the Board of Governors;
- d) The duly verified annual financial statements of The University, after their approval by the Board of Governors;
- e) The operating budget and the details of the line items for The Centre as taken from The University annual financial statements;
- f) A copy of all undergraduate, graduate, and Centre calendars.

**7.04** The Centre or The University shall provide electronically upon the Union's written request and within a reasonable time frame:

- a) Reports and documents relative to strategic planning for The Centre as a whole, or reports or documents pertaining to strategic planning, work organization, and operational and institutional changes directly affecting Instructors of The Centre;
- b) Any other pertinent document required for the negotiation and application of the Collective Agreement.

**7.05** All correspondence sent by The University administration to a group of Instructors or to all members of the bargaining unit on any subject related to the Collective Agreement must be forwarded electronically to the Union at the same time.

Likewise, all correspondence sent by The University to all of its administrators regarding the interpretation and application of the Collective Agreement must be forwarded electronically to the Union at the same time.

### **Resources for Union activities**

**7.06**

- a) The University shall provide the Union with functional and easily accessible premises at no charge, equipped with the necessary furnishings: desks, chairs, work tables, filing cabinets with locks and an installed telephone. The Union shall be responsible for the monthly telephone charges.
- b) The University shall refrain from taking any actions that could hinder in any way the use of the premises provided for in paragraph a) of this clause, and it shall allow access to such premises at all times.

**7.07** The University shall provide the Union with access to appropriate meeting rooms at no charge. Reservation of such rooms shall be made in accordance with The University procedures.

**7.08** The University shall permit the Union to use the internal mail service at no charge.

The University recognizes the Union's right to circulate informative material.

**7.09** The University shall allow the Union to use The University's usual services, such as computer services and audio-visual services, at the normal internal rates and on the same basis as other university users.

**7.10** The University agrees to provide the Union with a designated bulletin board in each room allocated to Instructors within The Centre. The Union alone shall use the bulletin boards.

**7.11** The University or The Centre agrees to provide the Union with electronic access to the data already provided by The University or The Centre through other means.

In order to facilitate the access and processing of the data provided for in the previous paragraph, a Union representative may, within the provisions of Article 27, take relevant Courses offered by The Centre. Notwithstanding clauses 27.02 and 27.03, the Union representative is given priority for a place in the class.

### **Union Liberation**

**7.12** The University shall grant liberation to the Instructor designated by the Union in order to allow her/his participation in the various committees and bodies provided for in the Collective Agreement. The liberation granted to the Instructor shall be agreed between The Parties.

### **7.13 Remuneration**

a) In order to facilitate Union activities, The University agrees to grant, each year a sum equivalent to three hundred and seventy-five (375) hours' pay at the non-teaching Contract rate in effect for each of the sessions of the year.

Likewise, in order to facilitate the integration of Instructors into The University community, by participation on academic and institutional bodies and committees of The University or The Centre, as provided for in Article 30 of the Collective Agreement, The University agrees to grant each year a sum equivalent to seventy-five (75) hours' pay at the non-teaching Contract rate in effect for each of the sessions of the year.

These sums are administered as a single fund and are made available to the Union during the first week of the Summer session of each year.

For the purpose of this clause, the year begins June 1<sup>st</sup> and ends May 31<sup>st</sup>.

b) The sums paid for participation in the following activities are deducted from the allowances provided in paragraph a) above:

i) For the participation of the Union in:

- The Labour Relations Committee provided for in clause 3.07;
  - The Grievance Committee provided for in clause 8.06;
  - The Ad Hoc Revision Committee provided for in clause 12.13;
  - The Ad Hoc Evaluation Committee provided for in clause 15.05;
  - The Appeal Committee provided for in clause 15.11;
  - The Ad Hoc Committee on the evaluation questionnaire provided for in clause 15.14;
  - The Professional Development Committee provided for in clause 18.03;
  - The Centre Health and Safety Committee provided for in clause 22.04;
  - The Personnel Committees provided for in Article 24;
  - The Selection and Evaluation Committees provided for in clause 30.03;
  - Any permanent or ad hoc committee, whether it be an existing committee or one newly created by The University or The Centre, where the representation of the Union is desirable, as provided for in clause 30.03 b);
  - Union Committees, as determined by the Union.
- ii) For the participation of Instructors in:
- The Selection and Evaluation Committees provided for in clause 30.03;
  - The Department Advisory Committee, as provided for in clause 30.04 a);
  - To any permanent or ad hoc committee, whether it be an existing committee or one newly created by The University or The Centre, where the representation of Instructors is solicited, as provided in clause 30.04 b);
  - To any existing Departmental committee, where Instructors are already represented, as provided in clause 30.04 b).
- c) When the sums provided for in paragraph a) above are not used in the year, up to a maximum of three hundred (300) unused hours' pay may be added to the sums provided for in the next year, at the non-teaching Contract rate in effect in the last session of the current year.
- d) When the sums provided for in paragraph a) above are insufficient, the Union may draw upon the next year's allowance, up to a maximum of three hundred (300) hours' pay at the non-teaching Contract rate in effect in the last session of the current year.

**7.14** The Union shall provide The University with a written list of all its representatives and the functions they perform. Any change to said list shall be communicated within thirty (30) Days.

**7.15** Before the beginning of each session, the Union shall inform The Centre of liberation granted to Union representatives for the session, as well as other relevant information.

In case of Union Liberation requested on a punctual basis, the Union shall advise The Centre, inasmuch as possible, forty-eight (48) hours in advance.

**7.16** All Union Liberation granted to Union representatives in order to perform activities for the Union affords the same rights and privileges as all other Contracts provided for in the Collective Agreement.

**7.17 Renewal of the Collective Agreement**

The Union and The Centre agree to start the process of renewing the Collective Agreement at the latest during the session that immediately precedes the expiry of the Collective Agreement.

**7.18** The Union and The University shall inform each other, in writing, of any change made to the composition of their respective bargaining teams.

**7.19** The Union shall have the right to invite external consultants to meetings with University representatives. These persons shall have access to the offices and meeting rooms of the Union, and to University buildings.

**7.20 Liberation for External Union Activities**

The Instructor elected to the Confédération des Syndicats Nationaux (CSN), to the Fédération Nationale des Enseignants et Enseignantes du Québec (FNEEQ) or to the Conseil Central du Montréal Métropolitain shall be granted a leave without pay for Union activity up to a maximum of six (6) years.

During this leave the Instructor:

- shall maintain her or his relationship of employment and may continue to accumulate her or his seniority, inasmuch as she or he applies for and would have been assigned one or more Contracts, had it not been for the leave;
- may continue participating in the Concordia University Health Plan, inasmuch as she or he was eligible to participate in the Plan at the beginning of the leave, and pays the full cost of premiums (University and Instructor's shares), according to the terms determined by The University;

- may continue participating in the Pension Plan for the Employees of Concordia University, inasmuch as she or he was eligible to participate in the Plan at the beginning of the leave, and pays the full contributions (University and Instructor's shares), according to the terms determined by The University.

## **ARTICLE 8 PROCEDURE FOR THE RESOLUTION OF GRIEVANCES AND ARBITRATION**

**8.01** The term “grievance” shall designate any disagreement regarding the interpretation and application of the Collective Agreement.

The intention of The Parties is to strive to settle grievances as equitably and rapidly as possible, if necessary, through recourse to the Labour Relations Committee.

**8.02** At any time, an Instructor or Union representative may meet a representative of The University in order to settle a problem with no prejudice to the grievance resolution procedure.

**8.03** A grievance may be filed by an Instructor, a group of Instructors or by the Union.

The grievance shall contain a summary of the facts in order that the problem raised may be identified, as well as the corrective measures requested.

**8.04** Upon the submission of a grievance, either party may request the convening of the Labour Relations Committee in order to attempt to resolve the grievance.

**8.05** The Parties agree to conform to the following procedure in order to attempt to resolve grievances:

The grievance shall be filed in writing with the Director of The Centre, and copies shall be sent to the Department Administrator and to the Department of Human Resources, Employee & Labour Relations Unit, within sixty (60) Days of the date on which the incident became known but no later than six (6) months from the occurrence of the incident.

Within twenty-one (21) Days following the reception of the grievance, a written response shall be provided, with a copy transmitted to the Union.

### **8.06 Grievance Committee**

- a) The University agrees to recognize a grievance committee of two (2) Instructors of whom one (1) shall be a Union officer, while the second may vary depending on the nature of the case.
- b) The University agrees to meet the Grievance Committee upon request and in the location and the time agreed upon by The Parties. If need be, grievance committee members may attend a meeting of the Labour Relations Committee when a grievance is being discussed.

### **8.07 Notice of Arbitration**

If a written response is not transmitted within the prescribed period or if the response is unsatisfactory, the Union may notify the Director of The Centre of its intention to submit the grievance to arbitration within forty-five (45) Days following the receipt of the written response indicated in clause 8.05 or following the end of the response period if no response is made.

### **8.08 Arbitration**

Any grievance for which the Union has issued an arbitration notice shall be submitted by the latter to one of the below-mentioned arbitrators. The choice of the arbitrator is made by rotation beginning with the first name on the list. If the arbitrator chosen cannot hear the grievance within a reasonable time, the grievance shall then be submitted to the next arbitrator according to the order of rotation. If none of the arbitrators is able to hear the grievance within a reasonable time, the Union may request that the Ministère du travail designate one.

1. Nathalie Faucher
2. Francine Lamy
3. André Rousseau
4. André Sylvestre

**8.09** The Parties may agree to submit a number of grievances of the same nature to the same arbitration.

**8.10** The arbitrator must render her or his decision in writing and with reasons, if possible within forty-five (45) Days following the last hearing. This decision is enforceable and binding on The Parties.

**8.11** Regarding disciplinary and administrative matters, the arbitrator may:

- a) Reinstate the rights of the Instructor with full compensation;
- b) Maintain the measure taken;
- c) Hand down any other decision which is just and equitable under the circumstances and determine, if applicable, the amount of damages to which an unjustly treated Instructor would have the right.

**8.12** Any grievance resolution which occurs between The Parties must be the object of an agreement written and signed by the authorized representatives of The Parties. This agreement is binding on The Parties and the Instructors concerned. However, such an

agreement shall not have the effect of limiting the rights of an Instructor provided in the Collective Agreement, unless she or he is a party to the agreement.

- 8.13** A technical error in the filling of a grievance shall not lead to its annulment. A grievance is put into writing in order to inform. Such a document must attempt to present the matter in question clearly. If an amendment is necessary, it shall be presented, if possible before the hearing and shall not change the nature of the grievance.

The amendment may be presented during the arbitration hearing only if the arbitrator considers it to be necessary to the preservation of the rights of the opposing party.

- 8.14** When a grievance submitted to arbitration contains a monetary claim, the Union is not required to establish the amount immediately. If the arbitrator finds that the grievance is founded wholly or in part, The Parties shall attempt to agree on the amount to be claimed. If there is disagreement, the difference of opinion is submitted to the same arbitrator through a simple written notice and, in such a case, the other provisions of the present Article shall apply.

- 8.15** The Parties shall each assume equal parts of the arbitrator's expenses and honoraria.

- 8.16** The University shall liberate, without loss of salary to the claimant, any Instructor called as a witness and a Union Representative during any hearing before an arbitration tribunal. If necessary, The University shall make provisions for replacing, at its cost, the persons present at a hearing.

- 8.17** The Parties agree that an email is a valid means of exchange and submission for the purposes of the Collective Agreement.

- 8.18** All Instructors are free to use the language of correspondence they prefer: either French or English.



## **ARTICLE 9 DISCIPLINARY MEASURES**

### **Preamble**

The University may investigate situations where it determines that circumstances warrant it. For issues such as the pedagogical choices of an Instructor, The University shall give preference to an informal resolution within The Centre. In the case of an informal resolution, there shall be no record in the Employee File.

**9.01** At any time, The University may dismiss an Instructor for just and sufficient cause. In such a case, it must inform the person concerned by registered mail, stating the facts and reasons justifying the dismissal. At the same time, it shall inform the Union.

The Instructor has the right to request that the dismissal notice be sent by email instead of registered mail.

**9.02** The Instructor who does not abide by the conditions of her or his Contract, notably with regard to submission of final grades within the timeframe prescribed by The University, without valid reason, is subject to disciplinary measures such as a letter in her or his Employee File, recuperation of the salary already paid for the unexecuted part of her or his Contract, or suspension.

**9.03** In the cases provided for in clauses 9.01 and 9.02, The University may not impose a sanction without having first addressed at least one (1) written warning to the Instructor, explaining the facts and reasons for its dissatisfaction, either during the session in question, or during the last session in which the Instructor taught.

**9.04** An Instructor may avoid later sanctions by resolving the situation which gave rise to The University's dissatisfaction.

**9.05** Any mention of disciplinary measures must be removed from the Instructor's file twelve (12) months after its occurrence if there has been no other disciplinary infraction of the same nature during that time.

**9.06** Notwithstanding clauses 9.01 and 9.03, The University may dismiss any Instructor without prior notice for a just and sufficient cause if the prejudice caused requires, due to its nature and seriousness, immediate dismissal. It must then notify the Instructor, by registered mail, within fifteen (15) working days of its decision, stating the facts and reasons. A copy must be forwarded to the Union within the same period.

The Instructor has the right to request that the dismissal notice be sent by email instead of registered mail.

**9.07** In the case of disciplinary measures, the burden of proof is incumbent on The University.

## ARTICLE 10 TASKS OF INSTRUCTORS

### 10.01

#### a) Teaching tasks

- i) An Instructor shall assume the responsibilities related to Teaching the Course for which she or he has Contracted:
- Preparation of the Course and the Course plan;
  - Delivery of the Course;
  - Availability to students;
  - Evaluating student performance;
  - Grading their work and examinations, and submission of a grade to appear in each student's file;
  - Provision of a summary of student attendance, and submission of grades to The University within a period no later than seven (7) Days following the end of the Course, unless a longer period is authorised by The University due to particular circumstances;
  - Invigilating and grading of supplementary examinations in accordance with the guidelines in The Centre's calendar;
  - Revision, upon request, of student grades;
  - Participation in Departmental Meetings;
  - Participation in professional development and training activities related to the program.

Any of these elements may be considered inapplicable upon the decision of the relevant University authorities.

- ii) In addition to the responsibilities enumerated in clause 10.01 a) i), an Instructor Teaching an Intensive English Course shall assume the following responsibilities related to Teaching the Course for which she or he has Contracted:
- Support and supervision of students, related to the delivery of the Course, such as mid-session and end of session evaluations, and discussions of work in progress;
  - Coordination with the Teaching partner with respect to common responsibilities and the smooth functioning of the Course;
  - Organization and coordination of socio-cultural activities;
  - Organization of community-based learning activities;
  - Participation in meetings related to the academic and pedagogical affairs of the program;
  - Participation in activities organized specifically for the program.

- iii) In addition to the responsibilities enumerated in clause 10.01 a) i), an Instructor Teaching an Intensive Course other than English shall assume the following

responsibilities related to Teaching the Course for which she or he has Contracted:

- The support and supervision of students, related to the delivery of the Course, such as discussions of work in progress;
- Coordination with colleagues Teaching in the same program with respect to the smooth functioning of the program;
- Participation in meetings related to the academic and pedagogical affairs of the Course or program;
- Participation in activities organized specifically for the Course or program.

**b) Non-teaching tasks**

1. An Instructor may be asked to review the evaluations of a student in a Course other than hers or his, according to the regulations and procedures in effect at The Centre.
2. An Instructor may apply for a non-teaching Contract. Such a Contract may be for any one of the following:
  - Assistant to an Instructor, Tutor or resource person to students;
  - Program development and revision;
  - Evaluation of placement tests;
  - Materials development;
  - Teacher Consultant ;
  - Program Consultant.

Furthermore, the administration of The Centre may deem it necessary to offer non-teaching Contracts for para-pedagogical projects, or for academic support or professional development activities.

3. i. An Instructor shall be responsible for carrying out the tasks and activities stipulated in a non-teaching Contract, according to the terms and conditions stated in said Contract.
- ii. A non-teaching Contract shall include the following elements:
  - The title of the position or the Contract;
  - A detailed description of the tasks and responsibilities;
  - The deadlines and deliverables;
  - The starting and ending dates of the Contract;
  - The number of hours and the total salary;
  - The resources and support provided by The Centre, if any;
  - If necessary, the provisions related to copyright, moral rights and paternity rights, and to profit sharing should a work be sold, according to clause 5.07.

- 10.02** Departmental Meetings shall be limited to two (2) per session. The meetings shall be called by the administration of the Department. The goal of such meetings shall be to discuss the Teaching, functioning and administration of Courses. Meetings shall be announced one (1) week in advance and the agenda shall be distributed at that time to the Instructors. Instructors may suggest additions to the agenda up to forty-eight (48) hours before the meeting is to be held.
- 10.03** Instructors shall perform their duties in accordance with the Teaching regulations and administrative guidelines of their Department or section.
- 10.04** Instructors shall present their Course in accordance with the timetable established in their Contracts, which must be identical to that posted for the Course or to the conditions of her or his non-teaching Contract. Any modifications must be agreed to by the person concerned, with a copy forwarded to the Union.

## **ARTICLE 11 HIRING AND PROBATION**

### **Hiring**

**11.01** For a Teaching assignment, the Instructor must sign an employment Contract, a copy of which appears in Appendix B of the Collective Agreement, within the period stipulated in clause 14.08.

For a non-teaching Contract assignment, the Instructor must sign an employment Contract as described in Article 10.

A copy of the Contract(s) shall be forwarded to the Instructor upon the signature of her or his Contract(s).

**11.02** The University shall provide to all new Instructors:

- Access to the CCE Instructor Site;
- Access to an electronic copy of the Collective Agreement;
- A copy of the Course curriculum and/or Instructor's guide, if applicable;
- Upon request, an identity card providing access to University services;
- A copy of the Course and Instructor evaluation questionnaire which is to be completed by students.

### **Probation period**

**11.03** All Instructors newly-hired to teach in class or to teach a Distance or On-Line Course in a Department are subject to a probation period in that Department according to the provision described below:

- a) The probation period in a Department is three (3) sessions of Teaching to be completed within twelve (12) consecutive sessions, and is only valid for that Department;

**11.04** The Instructor is deemed to be on probation for as long as she or he has not met the requirements of the probation within the required period:

**11.05** The Instructor must complete a probationary period of three (3) sessions during which she or he teaches:

**a) Language Departments**

1. English Department:

➤ Intensive English Program:

At least one (1) Course load. In the case of Summer session, two half (0.5) Course loads spread over two (2) Summer sessions will count as a session for the purpose of the probationary period.

➤ Non-Intensive programs:

At least one (1) Course load in each of the sessions.

2. French Department:

At least one (1) Course load each of the sessions.

**b) Other Departments**

At least one (1) Course load each of the sessions.

If the Course load is assigned after the beginning of the session, in order to be recognized for the purposes of the probationary period, it must represent at least seventy percent (70%) of the Course loads specified in a) and b) above.

**Evaluation of instructors during the probation period**

**11.06** During the probation period, an Instructor shall receive the aid and pedagogical support of a member of the administration or a Teacher Consultant in the preparation and delivery of their Courses. The member of the administration or Teacher Consultant must provide an evaluation of Instructors on probation.

Moreover, Instructors may be observed by the Department Administrator and the Teacher Consultant.

**11.07** When Courses are being assigned for a session, an Instructor on probation must apply for and is assigned Courses in accordance with the procedure provided for in Article 14, on the condition that she or he has not received any negative evaluations, in conformity with the criteria provided in clause 11.08.

**11.08** For each session during the probation period, the Department Administrator shall evaluate the Instructor using the probationary report and the Instructor's Course evaluation results. At the beginning of the probation period, the Instructor must have been informed of the requirements and criteria used for her or his evaluation. During a probation period for Courses taught in class, the evaluation by students is done in class.

The Instructor is deemed to have satisfied the requirements of the probation period when she or he has received three (3) positive evaluations during the probation period. The Instructor is deemed to have successfully completed probation at the end of the last session of the probation period or, exceptionally, at the end of the first five (5) weeks of the Summer session in the case of the Intensive English program.

If, during the first (1<sup>st</sup>) session of the probation period, the Instructor obtains a negative evaluation in accordance with the criteria provided above, she or he shall not be granted a Contract in the following session.

If the Instructor obtains a negative evaluation in the second (2<sup>nd</sup>) session of Teaching, in accordance with the criteria provided above, the Department Administrator may grant her or him a Course in the next session, as provided for in Article 14.

If the Instructor obtains two (2) positive evaluations in three (3) sessions of her or his probation period, she or he is entitled to an extension of her or his probation period for a fourth (4<sup>th</sup>) session.

If the evaluation is negative, the Instructor shall be informed in writing of the result of the evaluation by the Department Administrator.

**11.09** When The Centre re-hires an Instructor who was unable to maintain her or his seniority for the purposes of hiring or who had left its employ, The Centre may consider that this Instructor satisfies, in whole or in part, the requirements of probation.

If such be the case, The Centre shall inform the Instructor in writing, when the offer of employment is made, of the probation criteria and requirements from which she or he is exempt, for the three (3) sessions stipulated in the present Article.

### **Priority of Instructors during the probation period**

**11.10** Instructors who have not completed their probation period shall be classified separately for the purposes of rehiring. The Department Administrator will take into account:

- The date the Instructor began Teaching;
- Student evaluations;
- Other probation requirements.

Every Instructor may, upon request, know her or his rank on the list at the end of each session.

## **ARTICLE 12 TEACHING QUALIFICATION REQUIREMENTS**

**12.01** In order to be eligible to teach Courses, an Instructor or any person desiring to become one must satisfy the Teaching qualification requirements.

**12.02** The Department shall determine the Teaching qualification requirements after consulting with the Personnel Committee as provided for in Article 24 of the Collective Agreement.

**12.03** The qualification requirements shall accompany the Course offerings posted each session. A copy shall be forwarded to the Union within fifteen (15) Days of the posting.

### **Criteria to determine qualification requirements**

**12.04** Teaching qualification requirements shall be determined for each Course or program of study.

**12.05** To ensure excellence in Teaching, the qualification requirements must be:

- Suitable and relevant to the Course;
- Essential to the Teaching of the Course;
- As complete as possible.

**12.06** The qualification requirements must state:

- The University diploma required;
- The relevant experience required, if applicable;
- Any other necessary qualifications.

Nonetheless, the Department may substitute the requirement of a university diploma for equivalent training and experience.

**12.07** The Teaching qualification requirements must not be formulated in such a way as to be suited to only one specific person.

### **Procedure to determine the Teaching qualification requirements**

**12.08** When Teaching qualification requirements for a Course must be modified or when qualification requirements for Teaching a new Course or a Course that has been significantly modified must be determined, the procedure shall be the following:

- a) The Department Administrator shall present a proposal for the Teaching qualification requirements, after consultation with the Personnel Committee, at the latest 30 Days before the posting of the Course offerings;
- b) The Department shall distribute the proposal to the Department's Instructors;



A copy of the proposal shall be forwarded to the Union at the same time.

- c) Within fifteen (15) Days following the distribution of the proposal, the Instructors may forward their comments regarding the proposal in writing to the Department;
- d) The Department Administrator along with the Personnel Committee shall re-examine the Teaching qualification requirements and before adopting them in their final form.

### **Recognition of Teaching qualification requirements**

**12.09** An Instructor shall be recognized as satisfying the Teaching qualification requirements for a specific Course if, at the date of signing of the Collective Agreement, she or he is covered by the certificate of accreditation and has taught the Course in question.

**12.10** When a Course is modified or the Teaching qualification requirements for a Course are modified:

- a) If an existing Course must be modified, the modifications shall be carried out in consultation with the Instructors who have the Teaching qualification requirements for this Course.
- b) The Instructor who satisfies the Teaching qualification requirements before this modification is said to satisfy the qualification requirements for the Course, unless the Department can demonstrate that she or he no longer satisfies these requirements.

**12.11** An Instructor may submit a complete dossier to verify that she or he satisfies the qualification requirements for a Course for which she or he wishes to apply. The request shall be made in writing.

The Department may request additional information or documents to verify that an Instructor satisfies the qualification requirements for a Course for which she or he has applied. The request shall be made in writing.

- a) The Instructor shall be responsible for preparing a complete dossier to be submitted to the Department for the recognition of the Teaching qualification requirements.
- b) The dossier must be submitted within ten (10) Days of the receipt of the request.
- c) The Department shall notify her or him, in writing, of its decision within ten (10) Days of the receipt of the dossier.
- d) Subsequent to the decision, a copy of the decision will be sent to the Union electronically and kept in the employee file by the Centre.

**12.12** The Instructor who is not satisfied with the decision made in accordance with clause 12.10 b) or 12.11 may, within seven (7) Days of the remittance of the decision, ask the Director of Continuing Education to have her or his dossier submitted to an ad hoc revision committee.

Within five (5) Days of receipt of the request, the Director shall see to the formation of the committee.

**12.13** The Ad Hoc Revision Committee shall be composed of the following persons:

- One (1) representative of the Department;
- An Instructor in the Department concerned chosen by the Instructor in question;
- A person external to The Centre chosen by the other two (2) members of the Committee.

**12.14** As soon as the members of the Ad Hoc Revision Committee have been nominated, the Director of The Centre shall provide them with a copy of the complete dossier submitted by the Instructor.

**12.15** The Ad Hoc Revision Committee shall make its judgement based on the dossier submitted. It must hear the Instructor who has made the request. The Committee must evaluate the dossier with respect to quantitative as well as qualitative requirements. The Committee shall render a written decision with reasons within thirty (30) Days of its formation.

**12.16** If the Ad Hoc Revision Committee rules in favour of the Instructor's request and this decision has the effect that the Instructor would have been assigned the Course in question, she or he shall be considered to have given this Course for the purpose of the application of Article 13.

## **ARTICLE 13 SENIORITY LIST**

**13.01** The University shall establish and maintain up-to-date seniority lists for each Department in accordance with the provisions of the present Article.

**13.02** From the moment she or he is first hired, an Instructor shall acquire seniority points which shall give her or him priority in the assignment of Courses.

However, the name of the Instructor and the seniority points she or he has accrued shall not appear on the seniority list until the end of the session in which she or he successfully completed probation.

**13.03** When the first Collective Agreement came into effect, the seniority list already established became the official seniority list. Thereafter, seniority points for each Instructor are accumulated according to the provisions of the present Article.

### **Seniority List Elements**

**13.04** The seniority lists shall include the following elements:

- a) The name of each Instructor;
- b) The date of hire in the Department;
- c) The start date on the seniority list;
- d) In the English Department, the number of points related to education (Appendix C, section 1);
- e) In the English Department, the number of points for teaching experience outside The Centre (Appendix C, section 2);
- f) The total number of points obtained at the end of the previous calendar year. This total number shall include the points obtained for elements d) and e);
- g) The points obtained for the calendar year stated on the report;
- h) The cumulative total seniority points, which is to say, the sum of elements f) and g).

### **Seniority List Ranking**

**13.05** The names of Instructors appear on each seniority list in decreasing order of total points accumulated, save for the exception described in clause 13.06.

In the event that two (2) or more Instructors have an equal number of seniority points, the following elements shall be considered on a first-in basis:

- a) The start date on the Departmental seniority list;
- b) The date of hire by the Department.

**13.06** In the English Department, there are two (2) seniority lists, one of which applies to the non-Intensive programs, the other to the Intensive program.

The seniority list applicable to the Intensive program is established according to the provisions of clause 13.05.

The seniority list applicable to non-Intensive programs is established as follows:

- a) First, in the order provided in clause 13.05, the names of Instructors of the Intensive program;
- b) Second, in the order provided in clause 13.05, the names of Instructors who teach only in the non-Intensive English programs.

In the event that two (2) or more Instructors have an equal number of seniority points, the following elements shall be considered on a first-in basis:

1. The start date on the Departmental seniority list;
2. The date of hire by the Department.

### **Calculation of Seniority Points**

**13.07** Seniority points are calculated as follows and shall appear on the seniority lists according to the provisions of clauses 13.08 and 13.09:

- a) For all Departments, except the English Department:
  1. The number of points corresponding to a Teaching Contract is equal to the number of hours indicated on the Contract divided by twenty (20).
  2. The number of points corresponding to a non-teaching Contract is equal to the number of hours indicated on the Contract divided by forty (40).
  3. The number of points corresponding to a seminar (LOA 16) is equal to the number of seminar hours delivered divided by forty (40).
- b) In the English Department:
  1. The number of points corresponding to a Teaching Contract is equal to the number of hours indicated on the Contract divided by three hundred and twenty (320).
  2. The number of points corresponding to a non-teaching Contract is equal to the number of hours indicated on the Contract divided by six hundred and forty (640).
  3. The number of points corresponding to a seminar (LOA 16) is equal to the number of seminar hours delivered divided by six hundred and forty (640).

4. Additional points for education are determined according to the provisions of Appendix C, section 1.
5. Additional points for years of teaching experience outside The Centre are determined according to the provisions of Appendix C, section 2.

### **Updating the Seniority Lists**

**13.08** For all Departments, except the English Department, the seniority lists shall be updated every session and the seniority points obtained during the previous session shall appear on the new seniority list.

**13.09** For the English Department, the seniority lists shall be updated as follows:

- a) At the end of each calendar year, the total number of points obtained during the year for teaching and non-teaching Contracts, in addition to any points for teaching experience recognized by the Personnel Committee as per Appendix C, section 2, up to a maximum of one (1) point, shall be added to the total number of seniority points of the previous calendar year. To this new total, the points obtained by virtue of paragraph b) of the present clause shall be added.
- b) Additional seniority points recognized by the Personnel Committee for education as per Appendix C, section 1 shall be added to the seniority list before the beginning of each session.

**13.10** The seniority list of each Department is accessible on the CCE Instructor Site. The Union has access to all updated seniority lists.

### **List of Instructors on Probation**

**13.11** The names of Instructors who have not completed their probation period in a Department shall be inscribed in alphabetical order on a separate list for the purpose of hiring, as provided for in clause 11.11.

The list of Instructors on probation shall be posted on the CCE Instructor Site when Course offerings are posted for the upcoming session.

### **Accumulating Seniority Points**

**13.12** To continue to have her or his name remain on a seniority list for the purpose of hiring, an Instructor shall apply for a Course or obtain a Contract under the provisions of Article 14 or Article 29, at least once per calendar year.

For the purpose of the present clause, an Instructor who is assigned a Course during the first assignment exercise and who subsequently declines the assignment shall be considered as not having applied for the session.

An Instructor is on the seniority list for the purpose of hiring, for a maximum of twelve (12) consecutive sessions following the last session for which she or he had a Contract under the provisions of Article 14 or Article 29.

- 13.13** An Instructor shall continue to accumulate seniority points in the following cases, so long as she or he has applied for and has obtained one or more Contracts in accordance with the provisions of either Article 14 or Article 29 and in accordance with the provisions of clause 13.12;
- a) during leave provided for in Article 20 on parental rights and in accordance with the terms and conditions stipulated therein;
  - b) during an absence covered by the provisions of clause 21.02 (Sick leave) and clause 21.03 (Short-term disability) or an absence due to illness or accident for a maximum duration of eight (8) consecutive sessions;
  - c) during an absence due to an industrial accident or an occupational disease recognized as such by the Commission des normes, de l'équité, de la santé et de la sécurité du travail for a maximum duration of eight (8) consecutive sessions;
  - d) during leave for professional development as provided for under clauses 18.10 to 18.12;
  - e) during leave for Union activities under clause 7.16;
  - f) during leave provided under clause 7.20 Liberation for External Union Activities for a maximum duration of six (6) years;
  - g) during leaves as provided for in Article 19 for bereavement, emergency, personal and compassionate leaves, leave for court appearance and statutory holidays, with the exception of unpaid leave of absence as provided for under clause 19.09;
  - h) during leave for public office as an elected member of the Parliament of Canada, of the Assemblée nationale, or when elected to a municipal position, for the duration of a first mandate.
  - i) upon The Centre re-hiring an Instructor under the provisions of Appendix E, for a maximum duration of twenty (20) consecutive sessions.

### **Maintaining Accumulated Seniority Points**

**13.14** Seniority points shall cease to be accumulated but all accumulated points shall remain credited to the Instructor in the following cases:

- a) during leave for public office not exceeding one (1) mandate;
- b) during an unpaid leave of absence as provided for under clause 19.10 for a maximum duration of twenty-four (24) months;
- c) after the application of the provisions in all clauses under Article 19, other than 19.10;
- d) after the period set out under clause 13.13 b) and c);
- e) during a provisional assignment within The University in a category of employment not covered by the certificate of accreditation in Appendix A, for a maximum duration of thirty-six (36) months.

### **Loss of Seniority Points and Removal from the Seniority list**

**13.15** All accumulated seniority points shall be lost and the Instructor's name shall be removed from the seniority list:

- a) if an Instructor fails to apply for a Course at least once during a calendar year;
- b) if an Instructor has not obtained a Contract under the provisions of Article 14 or Article 29 during a period of twelve (12) consecutive sessions;
- c) if an Instructor is absent for a Union leave for a period exceeding twenty-four (24) consecutive sessions, in accordance with clause 7.20;
- d) if an Instructor is absent for public office for more than one (1) electoral mandate;
- e) if an Instructor retires and is not rehired under the provisions of Appendix E;
- f) if an Instructor resigns;
- g) if an Instructor is dismissed, except in the case in which the dismissal is annulled as a result of the grievance and arbitration procedure.

The Centre shall inform the union by email at the same time as they inform the Instructor.

### **Other Seniority Provisions**

- 13.16** In the event that an Instructor feels that her or his rights with regard to seniority have been infringed upon, a written request to revise the calculation of her or his seniority points may be addressed to the Personnel Committee. The Personnel Committee shall then redo all the relevant calculations and shall inform all parties concerned of the results in writing. If necessary, an updated seniority list shall be issued and distributed.
- 13.17** At any time, an Instructor may challenge in writing her or his points on the seniority list of her or his Department. This challenge shall not affect Courses assigned prior to the challenge. Likewise, it shall not affect Courses assigned subsequent to the challenge, except in a case where the challenge was made in writing before the closing of the application period as provided for in Article 14. The Instructor must first bring the matter to the attention of her or his Department head. If the problem is not resolved to her or his satisfaction, she or he may resort to the grievance and arbitration procedure.



## **ARTICLE 14 COURSE ASSIGNMENTS**

**14.01** The Courses available each session shall be posted on the CCE Instructor Site at least fifty-six (56) Days before the beginning of the session. Instructors, as well as the Union, shall be informed by email when Courses are posted.

**14.02** The Course offerings shall indicate for each Course:

- The Course title;
- The acronym, Course number and section;
- The location where the Course will be given, if this information is available at that time;
- The schedule, if available at that time;
- The Teaching hours;
- The Teaching qualification requirements;
- The closing date for submitting applications, that is, fourteen (14) Days after the posting date, with the exception of the English Department and the French Department for which the closing date is twelve (12) Days before the beginning of Courses in the Department.

### **Application**

**14.03** An Instructor who meets the Teaching qualification requirements who wishes to apply must do so on the CCE Instructor Site, as stipulated therein, within the time limit provided above in clause 14.02.

#### **a) English Department**

The Instructor may apply for any Courses offered in the non-Intensive and Intensive programs, if she or he has been recognized as qualified for one or any of the programs. She or he completes the application form by indicating:

- 1) the maximum number of hours she or he wishes to teach. For the Summer session, she or he indicates if she or he wishes to teach the entire session or a half session. In this case, she or he specifies which half session (the first five (5) weeks or the last five (5) weeks);
- 2) the programs for which she or he wishes to apply, in decreasing order of preference, in order to complete, if necessary, her or his maximum Course load;
- 3) the order of preference for all levels of Courses in each of the programs in which she or he has applied. A level not selected on the preference form of an Instructor will not be assigned;
- 4) the desire to teach with a Union officer and, if such is her or his wish, that this request supersedes the desired levels requested.

**b) French Department**

The Instructor shall rank her or his Course choices on the application form, first indicating, in decreasing order of preference, the program and the time of day or day of the week that she or he wishes to teach. Secondly, she or he indicates her or his preference for the level of Course she or he wishes to teach. A level not selected on the preference form of an Instructor will not be assigned.

**c) In all Other Departments**

The Instructor shall complete the application form by indicating her or his Course choices in order of preference from the Course loads offered. Furthermore, she or he shall indicate the maximum number of Course loads that she or he wishes to teach.

When the Instructor is applying for a Course that she or he has not previously taught at The Centre, she or he shall also upload an updated curriculum vitae.

**14.04** The CCE Instructor Site indicates the documents which have been uploaded by an Instructor. These documents are accessible and may be deleted and resubmitted within the delays prescribed in clause 14.02 above.

**14.05** Provided that the Personnel Committee member has submitted her or his application form(s), she or he may access, on the CCE Instructor Site, in real time, the following documents for her or his Department:

- the application forms;
- the submitted curricula vitae;
- the list of Instructors, in decreasing order of seniority; and
- a list of Teaching qualifications required for each Course.

Once submitted, the Personnel Committee member's application form(s) may not be modified.

The Union may access, in real time, the aforementioned documents for all Departments.

**14.06** In the event of application forms submitted by an Instructor in which there is a schedule conflict between Courses in different Departments, The Centre will communicate with the Instructor, who will have the obligation to communicate by 9:00 a.m. the following business day her or his final Course choice to the program administrator. In the event that the Instructor does not communicate her or his final Course choice within the delay, the program administrator will decide which Course will be assigned to the Instructor.

## **Assignment procedure**

**14.07** The Union may appoint an observer to the assignment process.

### **A. English Department**

#### **Section A.1 Initial Assignment**

The initial assignment period consists of all the assignment exercises needed to assign all of the Courses and each assignment exercise may consist of more than one round of assignment. The initial assignment period ends when all the groups in the Intensive program are established for the session. For the Summer session, Course loads can be divided into two (2) periods of five (5) weeks each, which are assigned at the same time.

The initial Course assignment shall proceed as follows:

- 1) The University may reserve a Course and assign it to an Instructor on probation who meets the provisions of Article 11. The level of the Course assigned is that which allows the Instructor on probation to meet the requirements of probation.

Notwithstanding the foregoing, reserving a Course may not have the effect of depriving an Instructor whose name appears on the seniority list of her or his Teaching hours but may have an effect on respecting the order of level preferences;

- 2) In decreasing order of seniority of the candidates, respecting the number of hours requested and, subject to paragraphs 2, 3, 4 and 5 of Section A.2 of the present clause, the other preferences indicated on the application form;
- 3) In the first round, candidates shall be assigned in decreasing order of seniority, the hours requested up to a maximum of one hundred and seventy (170) hours, until the end of the seniority list;
- 4) In the second round of assignment, Course loads remaining are offered, in decreasing order of seniority, to the candidates who requested more than one hundred and seventy (170) hours to a maximum of two hundred and twenty (220) hours;
- 5) Subsequently, Course loads remaining may be offered to candidates on probation who have applied according to the provisions of this Article and who meet the provisions of Article 11;
- 6) In the third round of assignment, Course loads remaining are offered, in decreasing order of seniority, to the candidates who are available and who have not been assigned the maximum of two hundred and twenty (220) hours;

- 7) In the fourth round of assignment, Course loads remaining are offered, in decreasing order of seniority, to Instructors who are available.

For Courses assigned after the first assignment exercise of the initial assignment period, level and program preferences are not taken into account if the Personnel Committee considers that it would create an undue disruption, by requiring a redistribution of Course loads for Course sections which have already begun or are about to begin, unless taking these into account would result in an increase in Teaching hours or income for an Instructor.

## **Section A.2 Additional Information Pertaining to Course Assignment**

### **Schedule**

- 1) The possible Course assignments in the Intensive program are:
- Fifteen (15) hours per week: Five (5) mornings per week; therefore, no whole Teaching days.
  - Eleven (11) hours per week: Four (4) afternoons per week; therefore, no whole Teaching days.
  - An average of thirteen (13) hours per week, which involve alternating morning and afternoon schedules every two (2) weeks.
  - However, after the Course assignment, Instructors assigned to the same group may renegotiate their schedule by mutual agreement after receiving the approval of the Department head, on the condition that there are no full days of Teaching.

### **Level**

- 2) An Instructor should not teach at the same level for more than three (3) consecutive sessions, except for one or more of the following reasons:
- a) The Instructor is part of the Union negotiating team;
  - b) Paragraph 3 a) or b) of this section applies;
  - c) No other Instructor wishes to teach the level.
- 3) a) For the Intensive English program:
- The Instructor who has a non-teaching Contract for program development shall be assigned as a matter of priority the level on which she or he is working.
- b) For non-Intensive English programs:

The Instructor who is working on Course or program development for one of the English Department non-Intensive programs shall be assigned as a matter of priority the level on which she or he is working.

- 4) For the Summer session, the Instructor can teach the entire session or either of the two (2) five (5) week periods of the session. Notwithstanding the previous sentence, Instructors assigned the Advanced Two level shall teach this level for the entire session. The assignment of the Course hours is carried out by seniority. In addition, The University will try to limit to a maximum of three (3) the number of Instructors for a given group. In doing so, the order of Instructor's level preferences may not be respected;
- 5) The Instructor who asked to teach with a Union officer will be assigned the level she or he has requested unless she or he specifies on her or his application form that her or his request to share a group with the Union officer shall supersede her or his level preferences.

## **B. French Department**

### **Section B.1 Assignment**

The Course assignment shall proceed as follows:

- 1) In decreasing order of seniority, respecting first the preferences for program and schedule, and second, without prejudice to paragraphs 2 and 3 of section B.2 of the present clause, the level preferences indicated by the Instructor on the application form.
- 2) **First Round:**  
In a given session, the Courses shall be assigned two (2) at a time if there are sixteen (16) Course sections or more available in the Department, and one (1) at a time if there are less than sixteen (16) Course sections available.
- 3) **Second and Subsequent Rounds:**
  - a) The remaining Courses shall be assigned one (1) at a time, in each round, in decreasing order of seniority.
  - b) Courses remaining are offered to Instructors on probation who have applied according to the provisions of the present Article and who satisfy the provisions of Article 11.

### **Section B.2 Additional Information Pertaining to Course Assignment**

- 1) An Instructor shall not exceed the maximum of two hundred (200) Teaching hours per session.

- 2) An Instructor shall not teach the same level for more than three (3) consecutive sessions, except for one of the following reasons:
  - a) The Instructor is part of the Union negotiating team;
  - b) Paragraph 3 of the present section applies to the Instructor in question;
  - c) No other Instructor wishes to teach at the level in question.
- 3) An Instructor who is working on Course or program development for one of the French Department programs shall be assigned, as a matter of priority, the level on which she or he is working.

### **C. All other Departments**

#### **Section C.1 Assignment**

The Course assignment shall proceed as follows:

- 1) **First Round:**

In decreasing order of seniority

- a) In the Learning and Study Skills Department:

The candidate shall be assigned one (1) Course according to the order of priority she or he indicated on her or his application form.

- b) In other Departments:

The candidate shall be assigned up to four (4) Courses according to the order of priority she or he indicated on her or his application form, if she or he has at least seventy (70) seniority points and provided she or he has accumulated at least eight (8) seniority points in the previous calendar year. In all other cases, she or he shall be assigned two (2) Courses according to the order of priority she or he indicated on her or his application form.

- 2) **Second and Subsequent Rounds:**

- a) Courses remaining shall be assigned, in decreasing order of seniority, one (1) at a time, in each round;

- b) Courses remaining are offered to Instructors on probation who have applied according to the provisions of the present Article and who satisfy the provisions of Article 11;

## **Section C.2 Additional Information Pertaining to Course Assignment**

- 1) In an Intensive program which includes more than one Course, an Instructor shall not teach more than fifty percent (50%) of the program.
- 2) In a given Department, the maximum Teaching load per session for an Instructor shall be the more advantageous of the following options:
  - a) two hundred (200) hours per session or;
  - b) Four (4) Courses.
- 3) When a new Course is developed, the Instructor who is working on that development, either under a non-teaching Contract or on the recommendation of Instructors from her or his Department or the Department Administrator, as authorized by The Centre, shall be assigned, as a matter of priority, the Course on the development of which she or he is working.

### **14.08 Course Assignment in the Event of Equal Seniority**

During Course assignments, every Department shall respect the following conditions:

- a) If candidates have equal seniority and their first choice is not identical, then the first choice criterion applies for each one;
- b) If candidates have equal seniority and if their first choice is identical, the Course assignment shall proceed according to the following criteria:
  1. to the candidate who has the greatest number of years of service in the Department as an Instructor;
  2. to the candidate who has most often taught the Course; however, this condition does not apply to the English Department and the French Department;
  3. to the candidate who has taught the greatest number of sessions at The Centre;
  4. in the English Department and the French Department, to the candidate who has the greatest number of years of experience in Teaching languages, as recognized by the Personnel Committee.
  5. if there is still a tie, the assignment shall be determined by drawing lots. In the English Department and the French Department, it is understood that the next time, the other Instructor shall have preference. This preference shall be applied alternately from then on.

## **14.09 Confirmation of Course Assignments**

Following the Course assignment exercise, Course assignments are confirmed as follows:

- a) In the Language Departments, an email from The Centre sent at least three (3) Days before the beginning of classes shall inform Instructors of their Course assignments. Instructors shall indicate their acceptance in writing by the deadline. The Centre shall send the Contract or Contracts to Instructors for signing no later than one (1) Day following this deadline.. Instructors shall sign their Contract or Contracts at the latest on the first (1<sup>st</sup>) day of classes.
- b) In all other Departments, an email from The Centre sent at least twenty-one (21) Days before the beginning of classes, shall inform Instructors to verify their Course assignments on the CCE Instructor Site. Instructors shall indicate their acceptance of the Course or Courses, in writing, at least two (2) weeks before the beginning of classes in their Department. The Centre shall send the Contract or Contracts to Instructors for signing no later than one (1) week before the beginning of classes. Instructors shall sign their Contract or Contracts at the latest on the first (1<sup>st</sup>) day of classes.

In the event that an Instructor fails to indicate her or his acceptance of the Course or Courses two (2) weeks before the beginning of classes in her or his Department, she or he is deemed to have declined the Course or Courses. The Course shall then be offered to another Instructor, in accordance with the provisions of clause 14.09.

The Instructor who declines a Contract less than one (1) week before the beginning of classes in her or his Department shall see the seniority points corresponding to the Course deducted from the total of her or his seniority points.

The Centre shall inform the Instructor of the cancellation of any Course due to insufficient enrolment at least one (1) week prior to the beginning of classes. If the cancellation occurs in a lapse of time shorter than a week before the beginning of classes, the seniority points corresponding to the Course shall be added to the total of seniority points of the candidate whose Course was cancelled, and twenty percent (20%) of the salary appearing on the Contract shall be paid to her or him.

## **Courses Available After the Assignment Procedure Provided for in Clause 14.07**

**14.10** Any Course available after the assignment procedure provided for in clause 14.07 shall be assigned as follows:

a) **In the English Department**

For the purposes of applying the present paragraph a), the desire to teach with a Union officer as indicated on the application form shall not be taken into consideration, notwithstanding clauses 14.03 a) 4) and 14.07 A.2 5).



1. Any Course load available in the Intensive program after the initial assignment period, and until the end of the third week of the Course, is assigned as follows:
  - i. In the first round, the Course is offered, in decreasing order of seniority, to the candidate who has not been assigned all hours requested in the Intensive program on the application form by substituting, where necessary, Course hours already assigned by hours in the Intensive program, without exceeding the total number of hours requested up to a maximum of one hundred and seventy (170) hours;
  - ii. In the second round, the Course is offered, in decreasing order of seniority, to the candidate who has requested hours in the Intensive program on her or his application form, and who has not been assigned all the hours requested, regardless of the program, by substituting, where necessary, Course hours already assigned by hours in the Intensive program, without exceeding the total number of hours requested to a maximum of two hundred and twenty (220) hours;
  - iii. Subsequently, the Course is offered to the Instructor on probation who has applied according to the provisions of the present Article and who satisfies the provisions of Article 11;
  - iv. In the third round of assignment, the Course is offered in decreasing order of seniority to the candidate who is available and who has not been assigned the maximum of two hundred and twenty (220) hours;
  - v. In the fourth round, if there are still Courses available, the Course is offered in decreasing order of seniority, to the Instructor who is available;
  - vi. Subsequently, if there are still Course loads available, they may be offered to Instructors on probation who have applied according to the provisions of this Article and who meet the provisions of Article 11.
2. Any Course loads available in the non-Intensive program, or after the end of the third week of classes in the case of the Intensive program, shall be assigned as follows:
  - i. As a matter of priority in the Intensive program, to the Instructor who is not on probation and who teaches the Course bearing the same number to the same group of students, provided that the Course load in question represents an increase in the number of Teaching hours, while recognizing that the Intensive English program requires two instructors in each course, as per clause 14.07 section A2.1;
  - ii. In the first round, the Course is offered, in decreasing order of seniority, to the candidate who has not been assigned all the Teaching hours requested on the application form, up to a maximum of one hundred and seventy (170) hours. The Course offered shall be part of a program

chosen by the candidate. Should the schedule of the available Course be the same as one already obtained by the candidate, the Course shall be assigned to the next candidate on the seniority list for whom the Course offered does not entail a conflict and for whom it represents an increase in the number of Teaching hours;

- iii. In the second round, the Course is offered, in decreasing order of seniority, to the candidate who has not been assigned all hours requested on the application form, up to a maximum of two hundred and twenty (220) hours. The Course offered shall be part of a program chosen by the candidate. Should the schedule of the available Course be the same as one already obtained by the candidate, the Course shall be assigned to the next candidate on the seniority list for whom the Course offered does not entail a conflict and for whom it represents an increase in the number of Teaching hours;
- iv. In the third round, the Course is offered, in decreasing order of seniority, to the candidate who is available and has not been assigned the maximum of two hundred and twenty (220) hours;
- v. Subsequently, if there are still Courses available, the Course is offered to the Instructor on probation who has applied according to the provisions of the present Article and who satisfies the provisions of Article 11;
- vi. In the fourth round, if there are still Courses available, the Course is offered, in decreasing order of seniority, to the Instructor who is available;
- vii. Subsequently, if there are still Courses available, the Course may be offered to the Instructor on probation who has applied according to the provisions of the present Article and who satisfies the provisions of Article 11.

**b) In the French Department:**

1. Continuing from the point on the seniority list at which the previous Course assignment exercise ended and until the end of the list, to the candidate who has not obtained the total number of hours requested on the application form, and for whom the Course offered is part of her or his chosen program. Should the schedule of the available Course be the same as the one already obtained by the candidate, the Course shall be assigned to the next candidate on the Department seniority list for whom the Course offered does not entail a conflict.
2. If the Course is still available it is offered, in decreasing order of seniority, to the candidate who has not obtained her or his maximum Course load, as defined in the present Article. Should the schedule of the available Course

be the same as the one already obtained by the candidate, the Course shall be offered to the next candidate on the seniority list for whom the Course offered does not entail a conflict.

3. If the Course is still available, it is offered to the Instructor on probation who has applied according to the provisions of the present Article and who satisfies the provisions of Article 11.

c) **In all other Departments:**

1. a) The Course is offered, in decreasing order of seniority, to the candidate who has not obtained the maximum number of Courses requested on the application form;

b) If the Course is still available, it is offered, in decreasing order of seniority, to the candidate who has not obtained her or his maximum Course load, as defined in the present Article. Should the schedule of the available Course be the same as the one already obtained by the candidate, the Course shall be offered to the next candidate on the seniority list for whom the Course offered does not entail a conflict;

c) If the Course is still available, it is offered to the Instructor on probation who has applied according to the provisions of the present Article and who satisfies the provisions of Article 11;

2. In all cases, offerings for Courses available in a Department shall be communicated to every Instructor in the Department by email. The Course assignment shall be confirmed to the candidate who accepted the Course.

**14.11** The maximum Course load per session that can be assigned to an Instructor in a given Department shall not be exceeded unless there is an agreement between The Parties.

## **ARTICLE 15 EVALUATION OF INSTRUCTORS ON THE SENIORITY LIST: CRITERIA AND PROCEDURES**

### **General conditions**

- 15.01** The University and the Union agree that the primary goal of any Teaching evaluation is the improvement of Teaching.
- 15.02** Evaluation of Instructors whose names appear on the seniority list shall be carried out for all Courses, in all sessions, and in each Department by The Centre for Teaching and Learning Services. At the same time, if an Instructor deems it pertinent, she or he may submit her or his own comments in writing to the Department Administrator.

The results shall be communicated only to the Instructor and the Department Administrator. The Instructor may access her or his results through the “MyConcordia” portal. Recourse to evaluations shall be limited to the quantifiable information listed below. Only the Instructor shall have access to the comments appearing in the evaluation.

### **Procedure following unsatisfactory evaluation results**

- 15.03** An evaluation result is considered unsatisfactory if the average of the class means for the Instructor evaluation portion of the questionnaire is 2.5 or more.
- 15.04** For the purposes of the present Article, one (1) or several unsatisfactory evaluation results during a given session in the same Department shall be considered as a single unsatisfactory evaluation.

Should the evaluation results prove to be unsatisfactory, the Department shall apply the following procedure:

- a) The Department Administrator shall notify the Instructor in writing of the results of the evaluation, and shall invite her or him to request a meeting in order that they examine the problems raised by the evaluation and to identify one (1) or more corrective measures to be taken regarding her or his Teaching, if applicable;
- b) If there is a second unsatisfactory evaluation in one (1) of the five (5) sessions in which she or he has taught following the first unsatisfactory evaluation, the Department Administrator shall notify the Instructor in writing that he or she is advised to consult the designated member of the administration or person designated as Teacher Consultant in order to determine the pertinence and nature of the corrective measures to be taken, if applicable. A copy of the letter shall be sent to the Union;
- c) If there is a third unsatisfactory evaluation in the five (5) sessions in which the Instructor has taught following the first unsatisfactory evaluation, the Department Administrator shall set up an Ad Hoc Evaluation Committee.

**15.05** The Ad Hoc Evaluation Committee shall be composed of the following people:

- a) A representative of the Department administration;
- b) A representative of the Instructor chosen by her or him;
- c) A person external to The Centre chosen by the two (2) other members of the Committee.

**15.06** The Ad Hoc Evaluation Committee shall have the responsibility of applying the evaluation criteria and procedures. The evaluation procedures shall not contravene the provisions of the Collective Agreement. The evaluation criteria shall be based on the two (2) following elements:

- a) The relation between the Course presentation of the Instructor and the degree to which she or he respects the description and objectives of the Course, as defined in the program;
- b) The degree to which the Instructor is capable of assuming the Teaching task, as established in the Course plan.

**15.07** In accordance with the established criteria and procedures, the Ad Hoc Evaluation committee shall study and evaluate the Instructor's file, taking into account the following elements:

- a) All the evaluation results of the Instructor in a given Department, in accordance with the procedures provided for;
- b) Information provided by the Instructor;
- c) Information provided by the member of the administration or Teacher Consultant;
- d) Information related to the work of the Instructor which the Committee considers relevant.

**15.08** Following these deliberations, the Ad Hoc Evaluation Committee shall provide a written recommendation with reasons to the Director of The Centre within thirty (30) Days following its formation.

The Ad Hoc Evaluation Committee may recommend that:

- a) The problems raised are unfounded, the participation rate in the evaluation is too low to draw a valid conclusion, or the Instructor bears no responsibility for the problems raised;

- b) The Instructor bears responsibility for the problems raised. In this case, the Committee may recommend to The Centre:
1. That the Instructor modify her or his Course outline or Teaching methods so that her or his Teaching conforms to the Teaching methods established by the Department and/or that additional help be provided to the Instructor;
  2. That the Instructor is no longer considered capable of Teaching the Course or Courses for which he or she received unsatisfactory evaluations;
  3. That the Instructor is no longer considered capable of Teaching Courses in the Department.

The Director of The Centre shall render its written decision with reasons within seven (7) Days of the recommendation of the Ad Hoc Evaluation Committee. Upon written request, the Instructor may obtain a copy of the recommendation of the Committee.

**15.09** If, at the time the decision is rendered, the Instructor holds a Contract for one or several Courses that she or he is no longer eligible to teach, the Contract or Contracts shall then be cancelled and the Course or Courses offered to another Instructor.

In this case, the Instructor shall lose the points corresponding to those of the Course or Courses in question and shall no longer be considered competent to teach them. If, during a future session the Instructor wishes to be considered competent to teach the Course or Courses in question, she or he must demonstrate to the satisfaction of the Department or a Departmental committee that she or he is now capable of delivering the Course, and has taken significant measures to address the issues which motivated the Director of The Centre's decision.

### **Appeal procedure**

**15.10** The Instructor may challenge the decision of the Director of The Centre before an appeal committee.

**15.11** The Appeal Committee shall be composed of the following persons:

- a) A person chosen by the Instructor;
- b) A person chosen by The Centre;
- c) A person external to The Centre chosen by The Parties. This person shall be a specialist in the discipline concerned. If there is no agreement, this person shall be chosen by the Director of The Centre from a list of three (3) names compiled by the Labour Relations Committee.

- 15.12** The Appeal Committee has the power to hear any person whose testimony it considers necessary for the purpose of its inquiry. It shall hear the Instructor in question. Within fifteen (15) Days of its formation, the Appeal Committee shall submit a written recommendation with reasons to the Director of The Centre.

The Director of The Centre shall render a decision with reasons within seven (7) Days of the Appeal Committee's recommendation. Upon written request, the Instructor may obtain a copy of the Appeal Committee's recommendation.

Following the evaluation procedure, an Instructor may challenge by grievance any decision of The Centre to no longer recognize her or his Teaching qualification requirements for one or more Courses.

- 15.13** In the case in which The Centre, through the appeal procedure, renders a decision in favour of the Instructor or following an arbitration decision in the Instructor's favour, the following provisions shall apply: If the Instructor had applied for and would have been assigned this or these Courses, she or he shall be said to have given this or these Courses for the purposes of the application of Article 13 and she or he shall be entitled to a monetary compensation equivalent to the corresponding salary she or he would have received.

#### **Modifications to the evaluation questionnaire**

- 15.14** If The Parties agree to design a new evaluation questionnaire, The Centre and the Union shall establish an ad hoc parity committee for the creation of the new evaluation questionnaire. The Centre shall then administer this questionnaire and Article 15 will apply. However, the first two (2) consecutive sessions in which the questionnaire is used shall constitute a trial period. Should there be problems with the questionnaire content, which produce evaluation results markedly below the norm, the application of clause 15.04 shall be suspended for these results and the questionnaire shall be revised by the Ad Hoc Evaluation Committee. The Centre agrees to provide the Union with a breakdown of the evaluation results by question during the trial period. If no difficulties arise during this trial period, the questionnaire shall be considered adopted.
- 15.15** Evaluations shall be carried out based on data collected through a questionnaire written in such a way that all students in a given Course have a reasonable opportunity to complete it.

## **ARTICLE 16 CLASS SIZE**

### **16.01 Types of Courses**

The University and the Union recognize that pedagogical approach and Teaching methodology must be appropriate for and tailored to the various types of Courses offered at The Centre and, in consequence, class sizes and what is required of the Instructor will vary. The following types of Courses are identified:

- a) Lecture Courses;
- b) Laboratories in which equipment is an essential element of the Teaching (computer Courses, photography laboratories, etc.);
- c) Conversation Courses in the English Department and French Department;
- d) Intensive Courses in the English Department, at the Advanced One, Advanced Two or Intermediate Two levels;
- e) Intensive Courses in the English Department, at other levels;
- f) Workshop-type Courses which require a more individualized and structured approach, namely, writing, language proficiency test preparation Courses, technical communication, visual arts and photography Courses.

### **16.02 Class-Size Limits**

Class sizes are established as follows:

- a) Lecture Courses: The number of students shall be determined in accordance with the pedagogical goals of the Course with a maximum of fifty (50). However, when the number of students in a given Course section exceeds fifty (50), the compensation provided for in paragraph a) of clause 16.03 shall apply.
- b) Laboratories: The number of students shall be determined in accordance with the quality and quantity of the equipment and the size of the laboratories or workshops available, and the pedagogical goals of the Course with a maximum of thirty-five (35). However, when the number of students in a given Course section exceeds twenty-five (25), the compensation provided for in paragraph b) of clause 16.03 shall apply.
- c) Conversation Courses of the English Department and French Department: Every effort shall be made to maintain an average of twenty-one (21) students per Course section. However, the number of students in a Course section may not exceed twenty-three (23).
- d) Intensive Courses in the English Department, at the Advanced One, Advanced Two or Intermediate Two levels: the number of students in a Course section may not exceed eighteen (18).



- e) Intensive Courses in the English Department, at other levels: every effort shall be made to keep an average of twenty (20) students per Course section, and the number of students may not exceed twenty-two (22).
- f) Workshops described in clause 16.01: the number of students in a Course section may not exceed eighteen (18).

### **16.03 Compensation for Exceeding Class-size Limits**

When the number of students exceeds the maximum class-size limits provided for in clause 16.02, the Instructor concerned shall be compensated as follows:

- a) Lecture Courses: The Instructor shall receive a compensation equivalent to 1/50<sup>th</sup> of her or his hourly salary per hour of Course delivered, for every student in excess of fifty (50);
- b) Laboratories: The Instructor shall receive a compensation equivalent to 1/25<sup>th</sup> of her or his hourly salary per hour of Course delivered, for every student in excess of twenty-five (25).
- c) Exceptionally, when the Instructor agrees, a Course section of a Conversation Course in the English Department and French Department may exceed the maximum provided for in clause 16.02 d) by at most two (2) students. The Instructor shall then receive a compensation equivalent to 1/21<sup>st</sup> of her or his hourly salary per hour of Course delivered, for each student in excess of the class-size limit.
- d) Exceptionally, a Course section of an Intensive Course in the English Department, at the Advanced One, Advanced Two or Intermediate Two levels may exceed the maximum provided for in clause 16.02 e) by at most two (2) students. The Instructor shall then receive a compensation equivalent to 1/18<sup>th</sup> of her or his hourly salary per hour of Course delivered, for each student in excess of the class-size limit.
- e) Exceptionally, when the Instructor agrees, a Course section of an Intensive Course in the English Department at another level may exceed the maximum provided for in clause 16.02 f) by at most two (2) students. The Instructor shall then receive a compensation equivalent to 1/20<sup>th</sup> of her or his hourly salary per hour of Course delivered, for each student in excess of the class-size limit.
- f) Exceptionally, if the Instructor agrees, a workshop may exceed the maximum provided for in clause 16.02 g) by at most four (4) students. The Instructor shall then receive a compensation equivalent to 1/20<sup>th</sup> of her or his hourly salary per hour of Course delivered, for each student in excess of the class-size limit.

The number of students which shall be used for calculating the compensation for exceeding class-size limits is the number of students officially registered in a Course section at the beginning of the third week of classes, less the number of students who, at the end of the session, received a final notation of "Did Not Attend" (DNA) or "Did Not Write" (DNW).

In exceptional cases, The University may agree with the Union to exceed the maximum numbers stipulated above, and shall, in such cases, agree with the Union on the compensation granted.

- 16.04** Nonetheless, class-size limits provided for in clause 16.02 shall be lowered when the classroom size is inadequate to comfortably accommodate the students.

## **ARTICLE 17 FACILITIES AND EQUIPMENT**

### **Office and equipment**

**17.01** The University shall ensure that Instructors have sufficient space and that they have access to the facilities, services and equipment required to accomplish their tasks properly and necessary to their quality of life in the workplace.

**17.02** To respond to future needs of Instructors in terms of facilities, equipment and support for their work, The Centre and the Union agree to undertake discussions and propose actions at the Labour Relations Committee with a view to finding ways to meet these needs.

### **17.03 Basic Facilities**

The University shall provide:

- A kitchen equipped to meet the daily needs of Instructors;
- Adequately sized closets;
- Two telephone lines in the Instructors' resource room with automatic transfer of unanswered calls to the reception;
- One bulletin board in the Instructors' kitchen.

Furthermore, The University shall provide lockers to Instructors teaching in classrooms outside The Centre.

### **17.04 Facilities and Work Equipment**

The University shall provide:

- A mail box on The Centre's main campus (FB building) for each Instructor;
- A personal drawer in a filing cabinet for each Instructor who teaches at least eighty (80) hours per semester in the English Department or French Department or sixty (60) hours per semester in the other Departments;
- Resource rooms that can accommodate a number of Instructors equal to twice the number of classrooms;
- In the resource rooms, at least four (4) recent model computers with appropriate software and printers, to be renewed every two (2) years;
- Internet and email connections for the computers in the resource rooms;
- Access to The Centre's computer laboratories, including remote access to specialized software required for the delivery of a course;

- Reasonable access to equipment on each floor;
- Access to The Centre's premises outside regular business hours except when The University is closed;

The equipment provided to Instructors during the day shall also be accessible to Instructors in the evening and on weekends.

### **17.05 University Services**

The University shall ensure that Instructors have adequate access to libraries, laboratories, copy center services, office supplies, audiovisual services, computer services including email addresses and any other services required to carry out their responsibilities under the Collective Agreement. Instructors may acquire I.D. cards from the Human Resources Department, which shall give them access to these services during and between sessions, for as long as their name appears on the seniority list.

### **17.06 Moves or Renovations**

- a) Before any move to another building or before any major renovation to the present facilities, The Centre shall give the Union written notice of its intention at the start of the planning stage in order to include the Union in the process.
- b) Any move or major renovation shall be raised at a meeting of the Labour Relations Committee in order to undertake consultation and discussions on the impact of the changes with a view to minimizing any inconvenience and facilitating adaptation to these changes.
- c) In the event that The Centre opens a new campus to be used exclusively by The Centre outside the current premises, The University shall provide all facilities and equipment stipulated in the present Article, proportionate to the size of the new campus compared to the size of the current premises.

### **Academic support**

**17.07** In order to provide Instructors with the necessary resources to perform their work and to promote excellence, The University agrees to:

- a) Provide the required pedagogical material to deliver a Course;
- b) Implement academic support structures for Instructors, including a list of contact people to provide the following:
  - Academic and pedagogical support and advice in one's field of expertise;
  - Academic orientation for newly hired Instructors in the Departments where there is currently none;

- Academic and other support for students;
- c) Establish structures for coordinating meetings for Instructors teaching in the same field, to exchange on academic questions (per clause 10.02).

## **ARTICLE 18 PROFESSIONAL DEVELOPMENT**

**18.01** The University and the Union recognize the benefits to be gained by professional development activities and professional training for Instructors: providing Instructors with opportunities to keep up to date with new developments in their field, enriching their professional and technical competence, and enhancing Teaching quality. All requests for professional development shall comply with the rules and regulations of The University as regards the distribution of such funds.

**18.02** On June 1<sup>st</sup> of each year, The University shall deposit into the professional development fund for Instructors an amount equal to one percent (1%) of the total salaries paid to Instructors, excluding benefits, during the previous twelve (12) months. To this shall be added, if any, the amounts brought forward in accordance with the second paragraph of the present clause.

The amounts not committed on May 31<sup>st</sup> of a given year shall be added to the professional development budget of the following year. However, the amounts brought forward from the previous year cannot exceed one-third (1/3) of the budget allocated for the year that is ending.

### **Professional development committee**

**18.03** The professional development fund shall be administered by a parity committee composed of two (2) persons representing the Instructors and chosen by them, and two (2) representatives chosen by The University. The mandate of the Committee members is renewable every two (2) years.

The Committee shall determine the guidelines for administering the Fund, including:

- the selection criteria for the allocation of funds;
- the procedure regarding the submission of grant requests;
- the procedures and deadlines for the full completion of the work for which professional development funds were granted.

The Committee studies the requests according to the guidelines determined above, allocates the funds, receives reports and determines their mode of distribution.

### **Requests for allocation of professional development funds**

**18.04** The Committee may allocate funds for either collective professional development activities or individual professional development activities.

Funding for collective professional development activities, which have been endorsed by the Labour Relations Committee, may be requested by a group of Instructors, by the Union, or by The University.

The Committee may, for each year extending from June 1<sup>st</sup> to May 31<sup>st</sup>, allocate up to twenty-five percent (25%) of the professional development fund for collective professional development activities.

- 18.05** All Instructors whose names have appeared on the seniority list for at least two (2) years are eligible to request professional development funds for the current year. Grant requests must be received by the Committee no later than June 15<sup>th</sup>, and the funds are allocated no later than July 15<sup>th</sup>.

If funds remain available after the allocation exercise, the Committee may establish a second period during which Instructors may submit a request to the Fund.

- 18.06** An Instructor may be granted a maximum amount of four thousand dollars (\$4,000) per year for professional development activities or professional training. Recognised activities include the following:

- pursuing studies leading to a degree or a diploma;
- undertaking academic activities such as attending conventions, conferences, seminars or workshops;
- carrying out research or producing articles or documents for publication;
- attending workshops, training sessions or other pedagogical activities relevant to the subject they teach.

- 18.07** The Instructor who receives monies from the Fund shall submit an expense report to the Professional Development Committee within ten (10) Days of the completion of the activity. Furthermore, in the session following the funded activity, she or he shall submit a written report of her or his activities to the professional development committee, for distribution to the Instructors of the Centre or the Instructors of her or his Department, as deemed appropriate by the Committee.

The Instructor who fails to submit such a report or who submits a report deemed to be unsatisfactory by the Committee, shall not be eligible for further grants until the situation is rectified.

- 18.08** No later than June 30<sup>th</sup> of each year, The University shall provide the Union with a written report including the list of the requests granted as well as an accounting of monies allocated and the balance remaining in the fund.

- 18.09** The Instructor who is unable to participate in a professional development activity for serious reasons which are beyond her or his control (such as illness, death of a family member, the cancellation of a conference, the need to participate in other Centre activities or any other reason deemed to be valid by the Committee) must inform the Committee

and cancel all reservations as soon as possible. He or she will be reimbursed only for the part of the grant already spent. Any Instructor who does not participate in an activity for which she or he has received a grant, for reasons other than those mentioned above, or who uses the funds for purposes other than those for which they have been granted shall be ineligible to receive any further professional development grants for a period of three (3) years.

### **Professional development leaves**

**18.10** For all professional development requests that require a substitute to replace the Instructor, the substitute Instructor shall be paid from the professional development fund.

**18.11** The Instructor who attends or participates in a convention, conference or seminar as a representative of The Centre, is entitled to a reimbursement of the expenses incurred (transportation, lodging, meals). Should a substitute Instructor be required to replace the Instructor, the substitute Instructor shall be paid by The Centre from the professional development fund. The Instructor who participates in such activities shall maintain all her or his rights and privileges provided for in the Collective Agreement, including salary.

**18.12** An Instructor is entitled to one or more Days of leave to attend a conference or convention related to her or his Teaching discipline. In such a case, the leave shall be unpaid but all other rights and privileges provided for in the Collective Agreement shall be maintained. A substitute shall be agreed upon with the Department Administrator.



## **ARTICLE 19 SOCIAL LEAVES, STATUTORY HOLIDAYS AND LEAVES WITHOUT PAY**

### **Bereavement leaves**

#### **19.01**

- a) An Instructor shall be entitled to seven (7) consecutive Days of leave without loss of pay, including the Day of the funeral, in the event of the death of his/her Spouse, child or Spouse's child, mother, father, sister or brother.

An Instructor shall be entitled to 2 Days of leave without loss of pay within a period of seven (7) consecutive Days, including the Day of the funeral, in the event of the death of his/her mother-in-law, father-in-law, grandmother, grandfather, sister-in-law, brother-in-law, daughter-in-law or son-in-law.

- b) An Instructor shall be entitled to additional leave without pay up to a maximum of fourteen (14) consecutive Days in the event of a death as stipulated in paragraph a) of the present clause.
- c) The Instructor who has not taken all leaves without loss of pay provided for in paragraph a) above shall be paid for the Days not taken and which would have been paid, when she or he takes the unpaid leave provided for in paragraph b) above.

**19.02** For any other death, not provided for in clause 19.01, occurring in the Instructor's family or that of her or his Spouse, the Instructor shall be entitled to a leave without pay of one (1) Day.

**19.03** In the cases provided for in paragraph b) of clause 19.01 and in clause 19.02, the salary of the Instructor shall be maintained if she or he agrees with the Department Administrator on how to make up the Course hours missed.

### **Emergency leaves**

**19.04** An Instructor shall be entitled to a maximum of seven (7) consecutive Days of leave without loss of pay in the event of an unforeseeable and urgent reason such as, but not limited to: illness of Spouse or child or other family problems, disaster, fire, or flood. The number of Days shall be determined by agreement between The Centre and the Instructor.

Where necessary, the leave can be discontinuous, following agreement between The Centre and the Instructor. However, the number of Days paid shall not be increased by virtue of this discontinuity.

## Leaves for court appearances

### 19.05

- a) The Instructor summoned as a court witness in a case involving The University shall be entitled to leave without loss of pay for the duration of her or his presence in court.
- b) When an Instructor is summoned to appear before a civil, administrative or criminal court in a case in which she or he is involved, she or he shall be entitled to leave without pay for the duration of her or his presence in court.
- c) When an Instructor is summoned for jury duty or as a witness, The University shall pay her or his salary less the amount she or he receives as a juror or witness, upon proof of the appearance in court.

## Personal leave

- 19.06** An Instructor shall be entitled to a maximum of one (1) Day personal leave per session. This leave shall be paid if an agreement is made on how to make up the hours missed or unpaid if a substitute is needed.

## Compassionate leaves

- 19.07** An Instructor may be absent from work during ten (10) days per year to fulfill obligations related to the care, health or education of her/his child or the child of her/his spouse, or due to the state of health of a relative or a person for whom the Instructor acts as a caregiver, as attested by a professional working in the health and social services sector and governed by the Professional Code (chapter C-26).

Relative means, in addition to the Instructor's spouse, the child, father, mother, brother, sister and grandparents of the Instructor or the Instructor's spouse as well as those persons' spouses, their children and their children's spouses. The following are also considered to be an Instructor's relative:

- a person having acted, or acting, as a foster family for the Instructor or the Instructor's spouse;
- a child for whom the Instructor or the Instructor's spouse has acted, or is acting, as a foster family;
- a tutor or curator of the Instructor or the Instructor's spouse or a person under the tutorship or curatorship of the Instructor or the Instructor's spouse;
- an incapable person having designated the Instructor or the Instructor's spouse as mandatary;
- any other person in respect of whom the Instructor is entitled to benefits under an Act for the assistance and care the Instructor provides owing to the person's state of health.

From these ten (10) days, two (2) are taken without loss of pay, and the others are without pay.

The Instructor must notify The Centre as soon as possible and take all reasonable means to limit the taking and duration of these leaves.

An Instructor can also avail her/himself of the other leaves for family obligations provided for in the Act respecting labour standards.

An Instructor shall be granted a leave without pay, upon presentation of a request within a reasonable time period, to provide care or support for a family member who is gravely ill and has significant risk of death within twenty-six (26) weeks when the Instructor may qualify for Employment Insurance compassionate care benefits, as administered by Employment and Social Development Canada.

The duration of the leave shall be agreed upon by The Centre and the Instructor.

### **Statutory holidays**

#### **19.08**

- a) Holidays shall be as follows:

National Holiday  
Canada Day  
Labour Day  
Thanksgiving  
Christmas Day  
New Year's Day  
Good Friday  
Easter Monday  
National Patriots' Day

For each of the above holidays, Instructors under Contract when the holiday occurs shall be paid at the rate of one-fifth (1/5) of the total salary earned, excluding vacation pay, under the terms of the Collective Agreement, during the week in which the holiday occurs.

This indemnity is paid within twenty-one (21) Days of the holiday.

- b) The University reserves the right to observe or not an additional holiday designated as "President's Day". When this holiday is observed, Instructors under Contract when the holiday occurs shall be paid according to the provisions of paragraph a) above.
- c) Except in the case of Intensive Courses, Instructors shall make up the hours which would normally have been worked had it not been for the holiday.

Hours which would normally have been worked had it not been for the holiday, are counted as hours worked, for the purpose of seniority calculations.

## **Unpaid leaves of absence**

**19.09** To obtain an unpaid leave of absence from a Department or Departments in The Centre, an Instructor shall satisfy the following conditions:

- a) At the time of the request, she or he is under Contract with The Centre or was under Contract during the previous session;
- b) If her or his name has appeared on the seniority list for three (3) years, she or he may obtain an unpaid leave of absence for a maximum period of twelve (12) months following the end of her or his last Contract;
- c) If her or his name has appeared on the seniority list for five (5) years, she or he may obtain an unpaid leave of absence for a maximum period of twenty-four (24) months following the end of her or his last Contract.

In order for an Instructor who has taken an unpaid leave of absence as provided for in the present clause to be eligible for another unpaid leave of absence for a maximum of twelve (12) or twenty-four (24) months, her or his name must continue to appear on the seniority list for another three (3) or five (5) years, as the case may be, starting from the end of her or his leave.

**19.10** During an unpaid leave of absence, an Instructor shall retain the seniority she or he had accumulated prior to the start date of the leave. Seniority shall again be accumulated as of the date of return from the leave.

**19.11** At least thirty (30) Days prior to the anticipated start date of the leave, the Instructor shall send a written request to the Department Administrator with a copy to the Union. The start date of the leave shall coincide with the end of a session, and the date of return shall coincide with the beginning of a session.

**19.12** Confirmation of the leave shall be issued in writing to the Instructor within ten (10) Days of receipt of the request. A copy of the confirmation shall be sent to the Union at the same time.

**19.13** An Instructor may return to work before the scheduled date of return. She or he shall give written notice to the Department Administrator and, consequently, shall complete her or his application form for the next session. The Union shall receive a copy of the notice of return.

**19.14** An Instructor on an unpaid leave of absence shall not submit an application form except for the session coinciding with her or his return.

## **ARTICLE 20 PARENTAL RIGHTS**

### **SECTION 1: GENERAL CONDITIONS**

#### **20.01 Eligibility**

In order to benefit from the provisions of the present Article, an Instructor must have applied for and obtained one or more Contracts in accordance with Article 14 or Article 29, for each of the sessions covered by the leave.

#### **20.02 Notice**

As soon as possible, preferably at least four (4) weeks before the beginning of a leave provided for in this Article, but no later than two (2) weeks prior to the beginning of such leave, the Instructor shall notify the Department Administrator of the anticipated dates of the beginning of the leave, and of return to work. However, if she or he presents a medical certificate or any other document justifying an immediate leave, prior notice is not required.

#### **20.03 Rights and benefits**

An Instructor who has applied for and has been assigned one or more Contracts, and who benefits from a leave under the provisions of the present Article, is deemed to have fulfilled this or these Contracts, for the purposes of Article 13.

#### **20.04** During any leave provided for in the present Article, an Instructor may continue her or his participation in the group insurance plans or the pension plan.

The Instructor must notify The University of her or his intention to participate in the plans prior to the beginning of the leave. The University shall then pay its share of the premiums and contributions for a maximum of seventy (70) weeks.

In the case of leave with supplementary allowance, the Instructor's share of premiums and contributions shall be deducted from the indemnity paid, inasmuch as this indemnity is sufficient.

In all other cases, the Instructor shall, before the leave begins, pay her or his share of the premiums and contributions for the total period of leave.

The contributions to the pension plan are determined under the terms and provisions of said plan.

## **SECTION 2: MATERNITY LEAVE**

**20.05** A pregnant Instructor shall be entitled to a maternity leave of eighteen (18) weeks which, subject to the provisions of clause 20.19, must be consecutive.

A medical certificate attesting to the pregnancy and the expected date of delivery shall be submitted together with the written notice of leave.

**20.06** The distribution of the maternity leave before and after the delivery shall be determined by the Instructor and shall include the date of delivery.

**20.07** The maternity leave may be less than eighteen (18) weeks. If the Instructor returns to work within two (2) weeks of the delivery, she shall, upon request from her Department Administrator, present a medical certificate attesting that she is fit to return to work.

### **20.08 Stillbirth**

The Instructor who delivers a stillborn child after the beginning of the twentieth (20<sup>th</sup>) week preceding the expected date of delivery is entitled to maternity leave.

### **20.09 Termination of pregnancy**

Where there is termination of pregnancy before the beginning of the week preceding the expected date of delivery, the Instructor is entitled to leave for a period of no longer than three (3) weeks, unless a medical certificate attests to the need to extend the leave.

If the termination of pregnancy occurs in or after the twentieth (20<sup>th</sup>) week, the Instructor is entitled to a maternity leave without pay of a maximum duration of eighteen (18) consecutive weeks beginning from the week of the event. The Instructor shall notify her Department Administrator as soon as possible and give such administrator a written notice of her expected date of return to work. Such notice shall be accompanied by a medical certificate.

### **20.10 Late delivery**

If the delivery takes place after the expected date, the Instructor is entitled to an extension of the maternity leave equal to the period of lateness, except if she already benefits from at least two (2) weeks of maternity leave after the delivery. During such extension, the Instructor receives neither supplementary allowance nor salary.

### **20.11 Preventive Leave**

The Instructor may ask to be temporarily assigned to another task or Course or, if she agrees and without prejudice to applicable Collective Agreements, another employment title, in the following cases:

- a) she is pregnant and her working conditions involve a physical danger to herself or her unborn child;
- b) her working conditions involve risks for the infant that she is breastfeeding.

The Instructor shall provide a medical certificate to this effect as soon as possible.

When The Centre receives a request for preventive leave, it shall immediately notify the Union and provide the name of the Instructor as well as the reasons justifying the request for the preventive leave.

If the Instructor agrees, another Instructor may, after receiving the approval of The Centre, trade her or his Course for that of the Instructor asking for a temporary assignment for the duration of the temporary assignment. This provision applies only when these Instructors satisfy the Teaching qualification requirements for the Courses. In such a case, both Instructors retain the rights and privileges corresponding to their respective original Course.

If the assignment is not executed immediately, the Instructor shall be entitled to a preventive leave that begins immediately. Unless there is a temporary assignment which occurs at a later date, thus terminating the leave, the preventive leave for the pregnant Instructor shall end at the date of her delivery and, for the Instructor who is breastfeeding, at the end of the breastfeeding period.

During the leave provided for in this clause, the Instructor's allowance is governed by the terms and conditions of the "*Loi sur la santé et la sécurité du travail*" pertaining to the preventive leave of a pregnant Instructor or an Instructor who is breastfeeding.

## **20.12 Special Leave**

The Instructor shall be entitled to a special leave in the following cases:

- a) If a complication in the pregnancy or a risk of miscarriage requires stopping work for a period, the duration of which shall be prescribed by a medical certificate. This special leave may not, however, extend past the beginning of the eighth (8<sup>th</sup>) week preceding the expected date of delivery, at which time the maternity leave begins;
- b) Upon presentation of a medical certificate prescribing the duration of leave required, if a pregnancy is terminated naturally or artificially before the beginning of the twentieth (20<sup>th</sup>) week preceding the expected date of delivery.

### **SECTION 3: BIRTH, ADOPTION OR PATERNITY LEAVES**

**20.13** The Instructor, whose Spouse gives birth, or who adopts a child, may be absent from work for five (5) Days. Such leave may, at the request of the Instructor, be divided into Days and must be taken between the date of delivery and the fifteenth (15<sup>th</sup>) Day following the arrival of the child at the residence of her or his mother and father. However, one (1) of these five (5) Days may be deferred for religious ceremonies related to the birth or for civil registration of the child.

In the case of the birth, these Days of absence are without loss of salary. In the case of an adoption, two (2) of these Days are without loss of salary.

**20.14** When an Instructor's Spouse suffers a termination of pregnancy from the twentieth (20<sup>th</sup>) week of pregnancy, the Instructor is also entitled to a leave of a maximum of five (5) working Days, two (2) of which are paid. Such leave may, at the request of the Instructor, be divided into Days and must be taken within fifteen (15) Days following the termination of pregnancy.

**20.15** The Instructor whose Spouse gives birth is entitled to a paternity leave of a maximum duration of five (5) consecutive weeks. The paternity leave begins at the earliest in the week of the birth and ends at the latest in the fifty-two (52) weeks following the week of the birth.

**20.16** The Instructor whose Spouse dies is entitled to the balance of the eighteen (18) weeks of the maternity leave to which her or his Spouse was entitled and benefits from the rights and benefits pertaining to such leave.

**20.17** The Instructor who travels outside the province of Quebec for adoption purposes shall be entitled, upon written request addressed to The Centre, when possible four (4) weeks in advance, to an unpaid leave for the time required for the trip. Should the child be legally adopted, the Instructor shall be entitled to the leave provided for in clause 20.13 above, as well as the parental leave provided for in clause 20.18.

### **SECTION 4: PARENTAL LEAVE**

#### **20.18**

a) The Instructor who has benefited from a maternity or paternity leave, or the Instructor who adopts a child, is entitled to leave or partial leave which shall start immediately after the maternity or paternity leave or immediately after the adopted child has been entrusted to the Instructor, as the case may be, and which shall end at the latest two (2) years after the start of the maternity or paternity leave or the two (2) years after the adopted child has been entrusted to the Instructor, as the case may be.

b) The Instructor who does not avail herself or himself of a parental leave immediately after the maternity or paternity leave or immediately after the adopted child has been



entrusted to her or his care, as the case may be, is entitled after the birth or adoption of her or his child, to a leave or partial leave of, at most, sixty-five (65) consecutive weeks, which shall start at the earliest upon the birth of the child or, in the case of an adoption, on the date the adopted child has been entrusted to the care of the Instructor, and which shall end at the latest seventy-eight (78) weeks after the birth of the child or, in the case of an adoption, seventy-eight (78) weeks after the adopted child has been entrusted to the care of the Instructor.

- c) During a parental leave, the Instructor may modify, only once, her or his leave for a partial leave. Such modification shall coincide with the beginning of a session.
- d) In order for a partial leave to exist, the total Course load applied for and obtained under Article 14 must be greater than the Course load desired with respect to the partial leave covered by this agreement. The difference between the two Course loads represents the partial leave obtained for a session.

#### **SECTION 5: DIVISION, INTERRUPTION, OR EXTENSION OF MATERNITY, PATERNITY OR PARENTAL LEAVE**

**20.19** Upon request of the Instructor, a maternity, paternity or parental leave may be divided into weeks or interrupted in one or more of the following circumstances:

- a) when her or his child is hospitalised. In this case, the Instructor may, subject to agreement with The University, return to work for the period of hospitalisation;
- b) for a maximum period of twenty-six (26) weeks, when the Instructor is ill or has suffered an accident;
- c) for a maximum period of twelve (12) weeks, when the Instructor must stay with her or his child, her or his Spouse, the child of her or his Spouse, her or his father, her or his mother, the Spouse of her or his father or mother, her or his brother, her or his sister or one of her or his grandparents because of a serious illness or a serious accident;
- d) The period provided for in paragraph c) above may be extended as follows:
  - i) for a maximum period of one hundred and four (104) weeks when the Instructor must stay with her or his minor child suffering from a serious and potentially mortal illness.
  - ii) for a maximum period of one hundred and four (104) weeks when the Instructor must stay with her or his minor child who has suffered serious bodily injury during or resulting directly from a criminal offence that renders the child unable to carry on her or his regular activities.

- e) for a maximum period of fifty-two (52) weeks, if the Instructor's minor child has disappeared. If the child is found before the expiry of the period of absence, that period shall end on the eleventh (11<sup>th</sup>) Day that follows the Day on which the child is found;
- f) for a maximum period of fifty-two (52) weeks, if the Instructor's Spouse or child commits suicide;
- g) for a maximum period of one hundred and four (104) weeks when the death of the Instructor's Spouse or child occurs during or results directly from a criminal offence.

The Instructor shall resume her or his maternity, paternity or parental leave when the event giving rise to the division or interruption of the leave is terminated. When such leave is resumed, The University shall recommence the payment of the supplementary allowance to which the Instructor would have been entitled, had it not been for the division or interruption of the leave.

**20.20** An Instructor who, before the expiry date of the maternity, paternity or parental leave, sends The University a written notice accompanied by a medical certificate attesting that the state of health of the child or, in the case of a maternity leave, that her own state of health requires it, is entitled to an extension of the leave for the duration indicated in the medical certificate.

**20.21** The provisions of the present section do not have the effect of extending a parental leave beyond one hundred and four (104) weeks following the birth or the date on which the adopted child was entrusted to the Instructor.

## **SECTION 6: SUPPLEMENTARY ALLOWANCE TO THE QUEBEC PARENTAL INSURANCE PLAN (QPIP) OR THE EMPLOYMENT INSURANCE PROGRAM (EI)**

### **20.22 General provisions**

- a) For the purpose of this Article, the weekly salary is defined as the total Contract Remuneration for the four (4) sessions preceding the leave, divided by the total number of weeks covered by said Contracts.
- b) The benefits provided for in the present Article are paid as a supplement to the Quebec Parental Insurance Plan or Employment Insurance benefits, as the case may be.
- c) These benefits are paid only for the weeks for which the Instructor is deemed to have applied for and obtained one or more Contracts, for each of the sessions covered by the leave.
- d) Payment of all benefits stipulated in the present Article shall commence within twenty-one (21) Days of the beginning of the leave, if all required documents have been provided.

- e) The Instructor who receives a supplementary allowance shall provide proof that she or he receives benefits from the Quebec Parental Insurance Plan (QPIP) or Employment Insurance (EI) for the payment of the supplementary allowance to start. Insofar as the Instructor remains in receipt of QPIP or Employment Insurance benefits, the amount of the supplementary allowance shall not be affected by a reduction of such benefits due to other sources of income.
- f) The supplementary allowance is paid only to the mother during a maternity leave, only to her Spouse during the paternity leave, and to either of the parents or shared between the parents, concurrently or consecutively, during a parental or adoption leave, when both parents are in the employ of The University.
- g) The total amounts received by an Instructor as QPIP or Employment Insurance benefits and supplementary allowance shall not exceed the percentages of weekly salary provided for in the present Article.
- h) For the purpose of the present Article, the amount of employment insurance benefits used to calculate the supplementary allowance does not take into account amounts deducted from such benefits for the purpose of benefit reimbursements, interest, penalties or other sums recoverable in accordance with the Employment Insurance (EI) Program.

### **20.23 Instructor eligible for QPIP benefits**

- a) The Instructor who has accumulated seven hundred and twenty (720) hours of service in the English Department or thirty (30) seniority points in the other Departments and who, following a request for QPIP benefits, receives such benefits, shall be entitled to receive the following:
  - i. During her maternity leave:

A supplementary allowance equal to the difference between ninety-three percent (93%) of her weekly salary and the benefits received from QPIP, for a maximum period of eighteen (18) consecutive weeks.
  - ii. During his paternity leave:

A supplementary allowance equal to the difference between ninety-three percent (93%) of his weekly salary and the benefits received from QPIP, for a maximum period of five (5) consecutive weeks.
  - iii. During her or his parental leave, except in case of an adoption:

A supplementary allowance equal to the difference between eighty-six percent (86%) of her or his weekly salary and the benefits received from QPIP, for a maximum period of seventeen (17) consecutive weeks.

iv. During her or his parental leave, in case of an adoption:

A supplementary allowance equal to the difference between ninety-three percent (93%) of her or his weekly salary and the benefits received from QPIP, for a maximum period of eighteen (18) consecutive weeks, and, subsequently, a supplementary allowance equal to the difference between eighty-six percent (86%) of her or his weekly salary and the benefits received from QPIP, for a maximum period of seventeen (17) consecutive weeks.

b) The Instructor who has accumulated less than seven hundred and twenty (720) hours of service in the English Department or less than thirty (30) seniority points in the other Departments and who, following a request for QPIP benefits, receives such benefits, shall be entitled to receive the following:

i. During her maternity leave:

A supplementary allowance equal to the difference between sixty-six percent (66%) of her weekly salary and the benefits received from QPIP, for a maximum period of eight (8) consecutive weeks.

ii. During his paternity leave:

A supplementary allowance equal to the difference between sixty-six percent (66%) of his weekly salary and the benefits received from QPIP, for a maximum period of two (2) consecutive weeks.

iii. During her or his parental leave, in case of an adoption:

A supplementary allowance equal to the difference between sixty-six percent (66%) of her or his weekly salary and the benefits received from QPIP, for a maximum period of eight (8) consecutive weeks.

**20.24** Instructor not eligible for QPIP benefits but eligible for Employment Insurance (EI) benefits

a) The Instructor who has accumulated seven hundred and twenty (720) hours of service in the English Department or thirty (30) seniority points in the other Departments who is not eligible for QPIP benefits but is eligible for and is in receipt of Employment Insurance (EI) benefits shall be entitled to receive the following:

i) During her maternity leave:

a. For each week of the two-week waiting period provided for under the Employment Insurance Program, a supplementary allowance equal to ninety-three percent (93%) of her weekly salary.

- b. For each of the fifteen (15) consecutive weeks during which she receives Employment Insurance (EI) maternity benefits, a supplementary allowance equal to the difference between ninety-three percent (93%) of her weekly salary and the benefits received from Employment Insurance (EI).
- ii) During her or his parental leave, except in case of an adoption:

For the first eighteen (18) consecutive weeks during which she or he receives Employment Insurance (EI) parental benefits, a supplementary allowance equal to the difference between eighty-six percent (86%) of her or his weekly salary and the benefits received from Employment Insurance (EI).
  - iii) During her or his parental leave, in case of an adoption:
    - a. For each week of the two-week waiting period provided for under the Employment Insurance Program, a supplementary allowance equal to ninety-three percent (93%) of her weekly salary.
    - b. For the first fifteen (15) consecutive weeks during which she receives Employment Insurance (EI) parental benefits, a supplementary allowance equal to the difference between ninety-three percent (93%) of her weekly salary and the benefits received from Employment Insurance (EI).
    - c. For the following eighteen (18) consecutive weeks during which she or he receives Employment Insurance (EI) parental benefits, a supplementary allowance equal to the difference between eighty-six percent (86%) of her or his weekly salary and the benefits received from Employment Insurance (EI).
- b) The Instructor who has accumulated less than seven hundred and twenty (720) hours of service in the English Department or less than thirty (30) seniority points in the other Departments and who is not eligible for QPIP benefits but is eligible for and is in receipt of Employment Insurance (EI) benefits shall be entitled to receive the following:
    - i. During her maternity leave:
      - a. For each week of the two-week waiting period provided for under the Employment Insurance Program, a supplementary allowance equal to sixty-six percent (66%) of her weekly salary.
      - b. For each of the first six (6) consecutive weeks during which she receives Employment Insurance (EI) maternity benefits, a supplementary allowance equal to the difference between sixty-six percent (66%) of her weekly salary and the benefits received from Employment Insurance (EI).
    - ii. During her or his parental leave, in case of an adoption:

- a. For each week of the two-week waiting period provided for under the Employment Insurance Program, a supplementary allowance equal to sixty-six percent (66%) of her weekly salary.
- b. For the first six (6) consecutive weeks during which she receives Employment Insurance (EI) maternity benefits, a supplementary allowance equal to the difference between sixty-six percent (66%) of her weekly salary and the benefits received from Employment Insurance (EI).

**SECTION 7: SUPPLEMENTARY ALLOWANCE FOR INSTRUCTORS NEITHER ELIGIBLE FOR THE QUEBEC PARENTAL INSURANCE PLAN (QPIP) NOR THE EMPLOYMENT INSURANCE PROGRAM (EI)**

**20.25** Instructor neither eligible for QPIP nor Employment Insurance (EI) benefits

- a) The Instructor who has accumulated seven hundred and twenty (720) hours of service in the English Department or thirty (30) seniority points in the other Departments, and who is neither eligible for QPIP nor Employment Insurance (EI) benefits shall be entitled to an allowance equal to eighty-five percent (85%) of her or his weekly salary during the first ten (10) consecutive weeks of her maternity leave or, in the case of an adoption, her or his parental leave.
- b) The Instructor who has accumulated less than seven hundred and twenty (720) hours of service in the English Department or less than thirty (30) seniority points in the other Departments, and who is neither eligible for QPIP nor Employment Insurance (EI) benefits, shall be entitled to an allowance equal to fifty percent (50%) of her or his weekly salary during the first eight (8) consecutive weeks of her maternity leave or, in the case of an adoption, her or his parental leave.

**SECTION 8: OTHER PROVISIONS**

- 20.26** In the event that the maternity, paternity, adoption or parental leave ends in the middle of a session, the leave shall be extended without pay until the end of the session.
- 20.27** The Union and The University agree to discuss any problem which may arise from modifications or additional requirements of the Quebec Parental Insurance Plan or the Employment Insurance Program.
- 20.28** The application of the present Article is subject to the approval of Human Resources and Development Canada (HRDC). The University agrees to pay to the Instructor eligible for Employment Insurance benefits the percentages of weekly salary provided for in section six (6) above, notwithstanding any change made to the Employment Insurance legislation.

## **ARTICLE 21 BENEFITS**

### **21.01 General Conditions**

- a) All Instructors shall participate in the following benefit plans of Concordia University, in accordance with the conditions of the plans and the provisions of the Collective Agreement:
  - The Concordia University Pension Plan
  - The Short-term Disability Plan
  
- b) Furthermore, Instructors who have accumulated seven hundred and twenty (720) hours of service in the English Department or thirty (30) seniority points in the other Departments shall participate in the following benefit plans of Concordia University in accordance with the conditions of the plans and the provisions of the Collective Agreement:
  - The Concordia University Health Plan
  - The Concordia University Employee Assistance Program
  
- c) Furthermore, Instructors who have accumulated less than seven hundred and twenty (720) hours of service in the English Department or less than thirty (30) seniority points in the other Departments shall participate in the following benefit plans of Concordia University in accordance with the conditions of the plans and the provisions of the Collective Agreement:
  - The RAMQ Drug Plan Equivalent

### **Sick Leave, Accident Leave and Short-term Disability**

#### **21.02 Sick Leave**

- a) The Instructor shall be entitled to sick leave, without loss of salary, for medical reasons, in accordance with the provisions of the Collective Agreement.
  
- b) The Instructor who must be absent due to illness or accident shall inform the Department Administrator as soon as possible and, if possible, help in the search for a short or long-term substitute.
  
- c) Normally, the Instructor is not required to present a medical certificate for an absence of five (5) consecutive Days or less. Nonetheless, The Centre reserves the right to request such a certificate at any time in the case of repeated absence, regardless of the duration, and to have the Instructor examined by another doctor chosen by the Employer. Should there be a disagreement in professional opinion between the two (2) doctors, the Instructor may be examined by a third (3<sup>rd</sup>) doctor chosen by both parties.

### 21.03 Short-term Disability Plan

- a) Instructors shall participate in a short-term disability plan, the goal of which is to compensate for the loss of income of an Instructor who has become unable to perform her or his regular tasks following an illness or non-work-related accident. The conditions are as follows:
1. The Instructor who is absent due to illness or accident while a Contract is in effect shall be entitled to sick leave with full salary for a maximum period of four (4) weeks, as if she or he had continued to work;
  2. Thereafter, this Instructor shall be entitled to short-term disability insurance. The short-term disability insurance benefits shall be equivalent to eighty-five percent (85%) of the salary provided for in the Instructor's Contracts for the session in which the disability occurs, and for the entire period covered.
- b) The Instructor who has accumulated seven hundred and twenty (720) hours of service in the English Department or thirty (30) seniority points in the other Departments shall be entitled to short-term disability insurance benefits until the end of the second (2<sup>nd</sup>) session following the session in which the Instructor started her or his sick leave, for a maximum duration of twenty-six (26) non-consecutive weeks.
- The Instructor who has accumulated less than seven hundred and twenty (720) hours of service in the English Department or less than thirty (30) seniority points in the other Departments shall be entitled to short-term disability insurance benefits until the end of her or his Contract or Contracts.
- c) The University shall deduct from each pay cheque, in equal amounts, the portion making up the Instructor's premium for short-term disability insurance.
- d) The University shall pay fifty percent (50%) of the cost of this plan.
- e) To be eligible to receive short-term disability insurance, the Instructor shall have applied for and been assigned one or several Contracts as per Articles 14 or 29, for each of the sessions covered by the short-term disability insurance. For the purposes of the present clause, the Instructor is deemed to have fulfilled the Contract or Contracts for the purposes of Article 13.
- f) The University shall provide the Union with a copy of the short-term disability insurance policy. Upon request, The University shall provide the Union with data on the number of Instructors on short-term disability leave as well as the duration of the leave for each Instructor.



#### **21.04 Leaves for Work-Related Accidents or Illnesses**

In the case of a work-related accident or illness, The University shall pay the Instructor her or his salary until she or he has begun to receive benefits from the “*Commission des normes, de l'équité, de la santé et de la sécurité du travail*” (CNESST). At that time, The University shall pay her or him the difference between her or his salary and the CNESST benefits until the end of her or his disability or until the expiry of the employment Contract, whichever occurs first, such that the total amount received by the Instructor is equal to her or his net salary before the illness or accident.

#### **21.05 RAMQ Drug Plan Equivalent and Health Plan**

- a) Instructors who are residing in the province of Quebec are eligible to participate in the RAMQ Drug Plan Equivalent and the Health Plan.
- b) Eligible Instructors who have accumulated less than seven hundred and twenty (720) hours of service in the English Department or less than thirty (30) seniority points in the other Departments shall participate in the RAMQ Drug Plan Equivalent. The Instructor shall pay one hundred percent (100%) of the cost of this Plan.
- c) Eligible Instructors who have accumulated seven hundred and twenty (720) hours of service in the English Department or thirty (30) seniority points in the other Departments shall participate in the Concordia University Health Plan. The University shall pay fifty percent (50%) of the cost of this Plan.
- d) Eligible Instructors shall be covered by the RAMQ Drug Plan Equivalent or the Health Plan for a period of twelve (12) months or less, according to the date of enrolment in the Plan. The coverage period of these insurance plans begins the first session of the Academic Year or the first session for which a Contract has been signed after the expiry of a coverage period. The entire premium for the coverage period shall be deducted from the salary during the first session of the coverage period.
- e) Premiums are deducted from the salary of the Instructor during the session in which she or he enrolls in either of the Plans.
- f) An Instructor who can prove that she or he has an equivalent insurance coverage shall be exempted from participating in the RAMQ Drug Plan Equivalent or the Health Plan. This proof shall be provided within sixty (60) Days following the beginning of the coverage period.
- g) Consistent with the normal practices of The University with respect to the administration of benefit plans, amendments may be made from time to time by the Concordia University Benefits Committee, and coverage shall be amended accordingly.

Before any other decision concerning the procedure and the application of the Instructors' insurance plans is made, The University shall consult the Union.

- h) The University shall provide Instructors with the enrolment form for the Insurance Plans at the time of hiring, and grant them access to the information on the provisions of the Plans including the rights, obligations and options as well as any other relevant information.
- i) The University shall notify the Instructors of any changes or amendments made to the various plans.

#### **21.06 Employee Assistance Program**

- a) Instructors who have accumulated seven hundred and twenty (720) hours of service in the English Department or thirty (30) seniority points in the other Departments may, at no cost, benefit from the Employee Assistance Program.
- b) The University makes available to Instructors information pertaining to the services offered under the Employee Assistance Program.

#### **21.07 Pension Plan**

##### **a) Eligibility**

In accordance with Quebec law concerning pension plans ("*Supplemental Pension Plans Act*"), the Instructor who, during a calendar year, has

1. worked for at least seven hundred (700)<sup>1</sup> hours at The University

or

2. received Remuneration equivalent to or greater than thirty-five percent (35%) of the Year's Maximum Pensionable Earnings<sup>1</sup> set for the Quebec Pension Plan.

Each employee who enters the service of the University on or after January 1, 2018, and who is not a regular full-time employee shall become a member of the plan on the January 1 following the calendar year in which they meet the qualification requirement. However, they may elect, in writing, not to become a member of the plan until January 1 of the year following completion of the two (2) full calendar years after the year in which they met the qualification requirement. At that point, membership in the plan becomes mandatory. The employee may elect to become a member of the plan earlier, on the preceding January 1.

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<sup>1</sup> The table used is in accordance with the legislative provisions regarding Pension Plans in Quebec. It is therefore subject to change.

An Instructor should consult with Pension Services & Benefits and Disability Management, Human Resources, for any inquiries.

**b) Retirement Benefits**

1. The Pension Plan for the Employees of Concordia University provides a lifetime pension to eligible Instructors;
2. The total cost of the Plan, established by actuarial valuations performed at least every three years, is shared in the proportion of 45% by Plan members and 55% by the University. The portion of the cost pertaining to Plan members is translated into a percentage of earnings deducted from every pay;
3. The pension paid by the Plan is based on years of credited service and the greater of the average earnings or the average deemed salary derived from the step A1 CUFA Lecturer rate of the thirty-six (36) best consecutive months. The normal retirement date of the Instructor is the first (1<sup>st</sup>) day of the month that follows her or his sixty-fifth (65<sup>th</sup>) birthday or her or his sixty-fifth (65<sup>th</sup>) birthday if it coincides with first (1<sup>st</sup>) day of the month.

**c) Pension Transfer**

The Pension Plan is a locked-in retirement plan. Upon termination of employment, the termination benefits may be transferred to an eligible locked-in retirement plan. Such payments are made in the proportion of the solvency ratio of the Plan.

**21.08 Early Retirement**

An Instructor who is at least 55 years of age may take early retirement in accordance with the terms and conditions of the Pension Plan for the Employees of Concordia University.

**21.09** An Instructor who has retired may be rehired according to the terms stipulated in Appendix E.

## **ARTICLE 22 HEALTH, SAFETY AND ENVIRONMENT**

- 22.01** a) The University and the Union shall collaborate to maintain the highest possible conditions of health and safety at work in order to eliminate any causes of work-related illnesses and accidents at their source.
- b) The University and the Union agree to work to ensure that the Teaching premises satisfy the standards set out by the Environmental Health and Safety Office of Concordia University in the “*Concordia University Indoor Air Quality Standards.*”
- c) The University and the Union shall collaborate in the development and promotion of environmentally responsible organisational practices which favour sustainable development, in accordance with The University’s environmental policy and the provisions of the Collective Agreement.

**22.02** The University commits to respecting the applicable legislation and regulations pertaining to conditions for health and safety at work.

**22.03** The Union shall designate one (1) Instructor to the Concordia University Health and Safety Committee.

**22.04** The Centre shall form a Health and Safety Committee to discuss any question relative to occupational health and safety, as well as any initiative in matters of environmental protection and sustainable development. Such Committee shall be composed of representatives of The Centre, Instructors designated by the Union, and persons representing other groups concerned.

The Union shall designate two (2) Instructors on this Committee, one of which shall be the Instructor designated as a representative on the Central Advisory Health and Safety Committee. Insofar as is possible, one Instructor must come from the English or French Departments and the other from another Department.

The Committee meets at least once per year, as convened by the Chair of the Committee, who is designated by the members of the Committee.

**22.05** The University shall provide immediate first aid to any Instructor who has suffered a work-related injury on its premises and, if necessary, have the Instructor taken to a medical facility, to a health-care professional or to the Instructor’s residence, depending on what her or his condition requires. Transportation costs shall be borne by The University who shall reimburse the person who paid such costs, if applicable.

**22.06** An Instructor shall have the right to refuse to perform a task if she or he has just reason to believe performance of that task would expose her or him to a health, safety or physical hazard, or may expose another person to a similar danger. The Instructor may not, however, exercise this right, if refusal to perform the task would place the life, health,

safety or physical integrity of another person in immediate peril, or if the conditions of performance of this work are normal for the kind of work she or he performs.

## **ARTICLE 23 HARASSMENT AT WORK**

**23.01** The Centre and the Union recognize that Instructors are entitled to work in an environment free of any type of harassment.

The Centre and the Union agree to prevent and to put an end to any harassment situation at work.

### **23.02 Definitions**

- a) Harassment shall be defined as any humiliating behaviour perpetrated by a person or group of persons against a person or group of persons, which takes the form of hostile or undesired behaviours, words, actions or gestures in order to ridicule, humiliate or demonstrate a lack of respect to that person, or undermine her or his dignity or her or his psychological or physical integrity, or compromise her or his right to just and equitable work and study conditions, or bring about a harmful work or study environment.
- b) Sexual harassment shall mean any unilateral and undesired behaviour of a sexual nature, which takes the form of undue pressure placed on another person to obtain sexual favours from that person, or to ridicule either the person concerned or her or his sexual characteristics, and which compromises her or his right to just and equitable work and study conditions, and her or his right to dignity.

**23.03** The Instructor who believes herself or himself to have been a victim of harassment may file a complaint in accordance with the procedures provided for in the official policy of Concordia University "*Code of Rights and Responsibilities*", or in accordance with the grievance procedure provided for in the Collective Agreement.

In the latter case, any complaint relative to harassing behaviour shall be filed within two (2) years of the last occurrence of this behaviour.

The Instructor who brings a complaint forward shall not be penalized or importuned in any way during the process or resolution of a complaint she or he brought to the Union or The Centre.

## **ARTICLE 24 PERSONNEL COMMITTEE**

**24.01** Personnel Committees make recommendations to the administration of The Centre or its Departments on matters specified in the present Article. Members of these committees shall serve the interests of the Department they represent and those of The Centre as well as the interests of Instructors who teach in their Department.

### **24.02 Composition of Personnel Committees**

A Personnel Committee is a parity committee established for each Department of The Centre. Each Personnel Committee shall be composed of one (1) Instructor from the Department and one (1) representative of the administration of The Centre, with the exception of the French and English Departments whose Committees shall be composed of two (2) Instructors and two (2) representatives of the administration of The Centre.

As required, two (2) members of the Labour Relations Committee, one from the Union, the other from the administration, may attend Personnel Committee meetings.

### **24.03 Election of Members Representing Instructors**

- a) Members shall be elected by and from those Instructors whose names appear on the seniority list and who have completed their probation.
- b) Members shall be elected for a period of two (2) years.
- c) Election procedure
  1. For all Departments, the elections shall be held at the beginning of the winter session of even-numbered years. Furthermore, in the English and French Departments, elections shall also be held in odd-numbered years for one (1) of the two (2) members representing the Department's Instructors, to ensure continuity within the Committee. The Union shall inform eligible members about the election procedure for Personnel Committee members. The period of nominations for candidates shall last fourteen (14) Days;
  2. At the end of the nomination period, the Union shall send the Instructors in each Department a list of candidates as well as a ballot form;
  3. The elections shall be held over a period of seven (7) consecutive Days and conclude at the latest at the end of the fifth (5<sup>th</sup>) week of the session.

### **24.04 Tasks of Personnel Committee Members**

- a) For each session in which there are Courses offered in a Department, the basic tasks performed by the members of Personnel Committees include the following:

1. Attend all Committee meetings;
  2. Verify the assignment of Courses available;
  3. Verify qualification criteria for non-teaching Contracts;
  4. Make recommendations for the assignment of non-teaching Contracts;
  5. Verify seniority points granted for Instructors' experience and education, if applicable in the Department.
  6. Access the application forms before the submission deadline as set out in clause 14.05.
- b) Occasional tasks performed by members of Personnel Committees include the following:
1. Assist the Department in the recruitment interviews of new Instructors for those Courses for which the representative has the requisite TQR for the Course. In the case of recruitment for which the representative does not have the requisite TQR, the Department Administrator and the representative shall consult each other in order to select an alternative representative for the purpose of the recruitment interview or interviews;
  2. Verify the assignment of Courses available after the second week of classes;
  3. Verify the Course assignments for the mini-session schedule;
  4. Evaluate the Teaching qualification requirements for new Courses and significantly modified Courses;
  5. Attend any additional meetings.

#### **24.05 Procedures**

- a) Personnel Committee meetings shall take place during normal working hours, and shall not disrupt the Teaching schedule of Committee members.
- b) Instructor members of Personnel Committees, who anticipate being absent from a meeting shall notify the Union in order for a substitute to be appointed temporarily.
- c) Although consensus is the preferred modus operandi, at times Committee members may have to express their opinion by a secret vote. The recommendation of the majority shall then be forwarded to the administration of The Centre or Department.



#### **24.06 Remuneration for Members of Personnel Committees**

Instructors who participate in Personnel Committee activities are paid at the non-teaching Contract rate, and such compensation is deducted from the allowances provided for in clause 7.13 a).

For the assignment of seniority points, the hours accorded Personnel Committee members to perform their tasks shall be treated as non-teaching Contract hours, in accordance with the provisions of clause 13.07.

**ARTICLE 25 REMUNERATION**

**25.01 Salary**

Within ninety (90) Days of the signature of the Collective Agreement, and the September 7 of each subsequent Academic Year, The University shall adjust the salaries of Instructors as stipulated in the present clause:

Effective September 7, 2023: The salary rates are increased by four point eight percent (4.8%).  
(or: the increase (commonly known as Government Salary Policy (GSP)) provided for in the Règles Budgétaires for the teaching and teaching support grant, for 2023-2024, whichever is the greatest)

Effective September 7, 2024: The salary rates are increased by three point two percent (3.2%).  
(or: the increase (commonly known as Government Salary Policy (GSP)) provided for in the Règles Budgétaires for the teaching and teaching support grant, for 2024-2025, whichever is the greatest)

Effective September 7, 2025: The salary rates are increased by three percent (3%).  
(or: the increase (commonly known as Government Salary Policy (GSP)) provided for in the Règles Budgétaires for the teaching and teaching support grant, for 2025-2026, whichever is the greatest).

Classification:	Hourly Rate by Academic Year		
	<u>September 7, 2023</u>	<u>September 7, 2024</u>	<u>September 7, 2025</u>
<b>Intensive English Courses</b>	\$118.49	\$122.28	\$125.95
<b>Other Intensive Courses</b>	\$108.87	\$112.35	\$115.72
<b>Non-Intensive Courses</b>	\$100.67	\$103.89	\$107.01
<b>Non-teaching Contracts</b>	\$57.94	\$59.79	\$61.58

**ARTICLE 26 VACATION PAY**

**26.01** The Instructor shall receive as vacation pay an amount equal to eight percent (8%) of the sums to which she or he is entitled in accordance with the provisions of the Collective Agreement.

Payment shall be made every two (2) weeks at the same time as the salary is paid.

## **ARTICLE 27 TUITION WAIVERS**

### **Credit Courses**

**27.01** Instructors shall be entitled to tuition waivers for credit Courses taken at The University by the Instructor or by her or his Spouse or dependent children as follows:

- a) Instructors who have accumulated six (6) years or one thousand one hundred and twenty (1120) hours of service at The Centre, whichever comes first, shall be entitled to a tuition waiver;
- b) The tuition waiver shall be limited to two (2) family members (including the Instructor) per Academic Year. Each person shall be entitled to thirty (30) credits per University Academic Year;
- c) A copy of the Instructor seniority list shall be included with the forms used by the employer for such purposes;
- d) Instructors or their Spouse or dependent children, who benefit from tuition waivers shall be responsible for the payment of other costs, such as administration fees, books, supplies, etc.;
- e) Instructors or their Spouse or dependent children must meet the admission standards for the desired Course or program of study;
- f) Tuition waivers apply only to Concordia University Courses or programs and are non-transferable to other academic institutions;
- g) Should an eligible Instructor retire from The University while his or her Spouse or dependent child is already registered in a program of study or in a program leading to a diploma, the Spouse or dependent child may complete the program and continue to benefit from tuition waivers;
- h) Should an eligible Instructor with at least ten (10) years of service at The Centre die while his or her Spouse or dependent child is already registered in a program of study or in a program leading to a diploma, the Spouse or dependent child may complete the program and continue to benefit from tuition waivers;
- i) The procedure for requesting a tuition waiver is described in University policy HR-19.

### **Courses at The Centre**

**27.02** Instructors whose names appear on one of The Centre's seniority lists, and their Spouse or dependent children may enrol at no charge in one or more Courses offered by The

Centre, on the condition that such enrolment does not preclude the enrolment of a regular student (i.e., one who pays tuition) in the Course or Courses.

For the purpose of the present clause and clause 27.03, The Centre's usual registration procedures shall apply.

**27.03** In the event that the number of requests for admission exceeds the number of places available in a given Course, The Centre shall accept admissions as follows:

- a) To the Instructor before family members;
- b) If there are several Instructors, to the Instructor who registered first;
- c) Thereafter, if there are no more Instructors, to family members, one at a time, starting with the person who registered first, and with priority given to applicants with no other family members currently admitted free of charge.

## ARTICLE 28 MISCELLANEOUS PROVISIONS

### 28.01 Duration and Renewal of the Collective Agreement

The Collective Agreement shall come into effect on the day it is signed and remain in effect until September 6, 2026. It shall have no retroactive effect except as explicitly stipulated.

The Collective Agreement shall remain in effect during the negotiation for its renewal and until the signing of the new Collective Agreement.

**28.02** All appendices and letters of agreement appearing in the Collective Agreement as well as all those added later shall be integral parts of the Collective Agreement and subject to arbitration.

**28.03** The following letters of agreement, the provisions of which are either obsolete (1\*) or have been integrated (2\*) into the text of the Collective Agreement, are rescinded:

**Table of Obsolete Letters of Agreement (LOA)**

<b><u>Comment (1* or 2*)</u></b>	<b><u>Date (as per French version of LOA)</u></b>	<b><u>LOA Title (English)</u></b>
1	February 12, 2008	Letter of Agreement #10 Assignment of non-teaching Contracts
1	October 6, 2009	Transitional Measures Applying to the Renewal of the Collective Agreement expiring September 6, 2007
2	June 15, 2010	Modifications to clauses 13.15 and 21.03 e)
1	September 29, 2010	Letter of Agreement # 8 Replacement of LOA # 1
1	October 19, 2010	Letter of Agreement #4 Recognition of Probation Requirements for On-line or Distance Teaching
1	March 15, 2011	Letter of Agreement #3 Administrators Teaching Continuing Education Courses
1	April 5, 2011	Letter of Agreement #1 Beginners One – Beginners Two
1	December 6, 2011	Letter of Agreement #7 Long-term Disability Insurance Plan
1	December 12, 2011	Letter of Agreement #9 Instructor Temporarily Transferred to an administrative Position at the School

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1	December 12, 2011	Letter of Agreement #2 Contract of the Teacher Consultant
1	February 15, 2012	Letter of Agreement #6 Closing of Programs of Instruction in the Business Department
2	August 26, 2013	Letter of Agreement #11 Modification of Article 11 and Article 14 of the Collective Agreement
1	August 27, 2013	Letter of Agreement #12 Consultation with French Department
2	January 20, 2015	Letter of Agreement #13 Modification of clause 25.01 of the Collective Agreement
1	May 5, 2015	Letter of Agreement #14 Benefits - Long term disability
1	June 22, 2015	Letter of Agreement #15 Salary classification as per Collective Agreement - Intensive English 2015 Summer session
2	June 1, 2016	Letter of Agreement #2017-001 Seniority List (Doubling)
1	May 3, 2017	Letter of Agreement #2017-002 Removal of Instructors from the seniority list
1	September 6, 2017	Letter of Agreement #2017-003 Salary Classifications
1	May 2019	Letter of Agreement #2019-002 Awarding of seniority points for professional development
2	May 2019	Letter of Agreement #2019-001 Intensive English Language Program Changes 2019-2020

**28.04** At least six (6) months prior to the expiry of the Collective Agreement, The Parties shall meet to determine whether they will use the Interest-Based Bargaining technique. If such be the case, The Parties shall agree on tentative schedule for the negotiation of the next Collective Agreement, which schedule may include holding a training session on Interest-Based Bargaining for the representatives of The Parties.

The Parties agree to begin the project of renewing the Collective Agreement at the latest in the session which immediately precedes its expiry.

**28.05** The Union and The University shall inform each other, in writing of the composition of their respective bargaining teams, as well as any subsequent change.

**28.06** Regarding the renewal of the Collective Agreement, The Parties agree to negotiate a protocol for Union leave for the Negotiating Committee.

**28.07** The Centre and the Union shall share the cost of translating the Collective Agreement equally.



## **ARTICLE 29 NON-TEACHING CONTRACTS**

**29.01** An Instructor may be asked to review the evaluations of a student in a Course other than hers or his, according to the regulations and procedures in effect at The Centre.

**29.02** An Instructor may apply for a non-teaching Contract. Such a Contract may be for any one of the following:

- Assistant to an Instructor, Tutor or Resource Person to students;
- Program development and revision;
- Evaluation of placement tests and organizing level changes;
- Materials development;
- Teacher Consultant;
- Program Consultant.

Furthermore, the administration of The Centre may deem it necessary to offer non-teaching Contracts for para-pedagogical projects, or for academic support or professional development activities.

### **29.03 Qualification Criteria**

- a) Only those Instructors whose name appears on the Departmental seniority list may apply for non-teaching Contracts.
- b) Criteria:
  - shall be tailored specifically to each Contract;
  - shall be geared to selecting the best candidate possible;
  - shall be as complete as possible, and shall include objective and subjective criteria, as required;
  - shall be listed in order of priority;

The Personnel Committee shall verify the qualification criteria.

- c) The posting shall be approved by the Director or her or his representative.

### **29.04 Non-teaching Contract Offerings and Applications**

- a) Non-teaching Contracts shall be posted as necessary on the CCE Instructor Site. The Centre shall endeavour to have non-teaching Contract postings coincide, insofar as possible, with the posting of Course offerings in order to allow the Instructors to better organize their workload.

When a non-teaching Contract is substantially modified from one session to the next, or when such a Contract is posted outside the posting period for Teaching Contracts, The Centre shall notify the Instructors by email.

The application deadline may not be less than ten (10) working days from the date of the posting, except in the cases described in clause 29.09.

b) Each non-teaching Contract offering shall indicate:

- The Contract title;
- The qualification requirements;
- The selection criteria in order of priority;
- The deadlines and deliverables of the non-teaching Contract;
- The documents to be submitted, as well as any specific requirements and expectations with respect to the content and presentation of these documents;
- The application deadline;
- If necessary, any element concerning intellectual property as stated in clause 5.07 b).

### **29.05 Application**

The Instructor shall upload her or his application to the CCE Instructor Site.

### **29.06 Procedure for the Evaluation of Candidates for Non-teaching Contracts**

From the information submitted by candidates in their covering letter as well as their Curriculum Vitae, the Personnel Committee shall rank the candidates according to the extent to which the candidates fulfill the criteria. In practice, a rank is assigned to each of the candidates for each qualification criterion. The Committee then assigns a global rank to each candidate, taking into account the rank of each candidate for each criterion and the order of priority of each criterion.

During this exercise, the following guidelines are respected:

- When evaluating work experience, priority is given to experience gained at The Centre;
- The evaluation of applicants does not include a maximum experience, therefore, all work experience of a candidate is considered.

The candidate whose qualifications best meet the criteria shall be ranked first and the ranking continues in the same manner to the candidate who meets the criterion the least.

### **29.07 Recommendation for the Assignment of Non-teaching Contracts**

The recommendation for the assignment of a non-teaching Contract shall be made as follows:

- a) The Personnel Committee shall recommend that the Contract be offered to the top-ranked candidate;
- b) If this candidate refuses the Contract or if The Centre invokes clause 29.08, the Committee shall recommend that the Contract be offered to the next candidate as determined by the ranking procedure stipulated in clause 29.06;
- c) If two (2) or more candidates have an equivalent ranking, the recommendation of the Personnel Committee for the Contract assignment shall be made in the following order, amongst candidates of the same rank:
  1. In order of seniority, starting with the candidate who has the most seniority points;
  2. If there is still a tie, according to years of service, starting with the candidate who has the greatest number of years of service in the Department as an Instructor;
  3. If there is still a tie, the recommendation of the Committee shall be determined by drawing lots.
- d) At the latest seven (7) Days following the application deadline, The Centre shall notify the Instructors by email of the name of the candidate chosen;
- e) Following the announcement of the candidate chosen, a candidate who applied for the Contract may know, upon request, her or his ranking among the candidates.

If none of the candidates meets the qualification requirements, the Committee may recommend a second posting with or without modifications to the qualification requirements.

### **29.08 Administrative Prerogative**

In exceptional circumstances, the administration may reject the recommendation of the Personnel Committee if it has just and sufficient reason to believe that this assignment would be not in the best interest of the program in question. Such a case may arise if, for example, in the past, the chosen candidate did not adequately fulfill the requirements of a given Contract or if her or his service record is unsatisfactory. Personal preference would not be considered sufficient reason to reject a recommendation. The Centre shall provide, on request, an explanation of the facts to the candidate who was refused the Contract.

### **Other Provisions**

**29.09** If no Instructor has applied for the Contract that has been posted in accordance with the provisions of the present Article, The Centre shall notify the Instructors by email. A copy

of the posting shall be enclosed with the notice. The Instructors shall then have three (3) Days to apply.

- 29.10** In the event an Instructor hired for a non-teaching Contract cannot fulfill her or his duties, the Contract shall be offered to the next available candidate as determined by the ranking procedure stipulated in clause 29.06, and the Personnel Committee shall be notified.
- 29.11** Non-teaching contracts should be issued and paid in blocks of 60 minutes or more and on call hours must be paid in full unless they are cancelled at least 48 hours in advance.

## **ARTICLE 30 THE UNIVERSITY COMMUNITY: PARTICIPATION AND INTEGRATION OF INSTRUCTORS**

**30.01** The Instructors shall be represented on the various University committees and bodies, and be given the same rights and privileges as those afforded the other members of these committees and bodies. The University shall ensure that the Union be represented on any committee or body that has been newly created by The Centre or The University, where the participation of Instructors is relevant, and with the same rights and privileges afforded the members of existing committees.

**30.02** Before the meetings of these committees or bodies, the Instructor representatives shall receive any documents necessary to ensure their full participation, namely, the notice, agenda, minutes as well as any other relevant documents.

**30.03** The Union shall designate Instructor representatives to sit on the following committees and bodies:

- a) Selection and Evaluation Committees for positions of administrators, managers or representatives of The Centre who are directly responsible for decisions affecting the Instructors, when such positions are not included in an association of employees, and when such committees are formed: two (2) Instructors representing two (2) different departments;
- b) Any other permanent or ad hoc committee, whether it be an existing committee or one newly created by The University or The Centre, where the representation of Instructors is relevant: at least one (1) representative;
- c) The various committees stipulated in the Collective Agreement: according to the provisions of the Collective Agreement.

**30.04** The Instructors of a Department or group of Departments shall designate the Instructors who will represent them on the following organizations and committees:

- a) Departmental advisory committees including administrative representative(s) of The Centre which meet at least once a year:
  - i. One (1) Instructor from the Department when less than eleven (11) Instructors appear on the seniority list;
  - ii. Two (2) Instructors from the Department when more than ten (10) Instructors appear on the seniority list;

Cross-disciplinary meetings grouping two (2) or more Departmental advisory committees may be held when The Centre deems it beneficial to do so.

- b) Any permanent or ad hoc committee, whether it be an existing committee or one newly created by The Centre to deal with academic or Departmental problems or concerns: at least one (1) Instructor from the Department in question;

- c) In the absence of a previously agreed upon designation procedure for one of the committees or bodies provided in the present clause, the designation procedure shall be determined by the Union and the members of the Departments concerned.

CONCORDIA UNIVERSITY CONTINUING EDUCATION PART-TIME FACULTY UNION (CSN)  
Collective Agreement September 7, 2023 to September 6, 2026

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IN WITNESS WHEREOF, the parties have signed the Collective Agreement in Montreal, Quebec, this 19 day of June 2024.

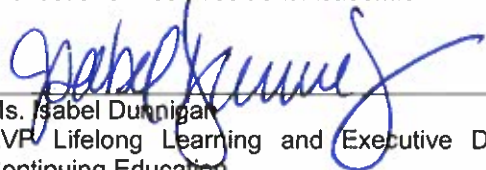
**For The University**



Dr. Graham Carr  
President and Vice Chancellor



Dr. Anne Whitelaw  
Provost and Vice President Academic



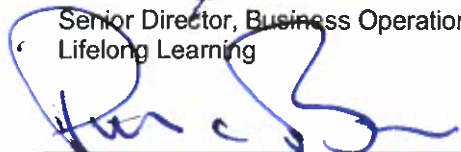
Ms. Isabel Dunnigan  
AVP Lifelong Learning and Executive Director,  
Continuing Education



Ms. Carolina Willsher  
Associate Vice-President, Human Resources



Ms. Ariane Cloutier  
Senior Director, Business Operations  
Lifelong Learning



Mr. Pierre Claude Bourke  
Manager, Employee & Labour Relations,  
Human Resources



Mr. Gabriel Prévost  
Advisor, Employee & Labour Relations,  
Human Resources

**For the Union**



Ms. Beverley LeBlanc  
President, CUCEPTU (CSN)



Mr. Stephen De Four-Wyre  
Vice-President, Collective Agreement, CUCEPTU  
(CSN)

**APPENDIX A      CERTIFICATE OF ACCREDITATION**

**WORDING OF THE CERTIFICATE OF ACCREDITATION ISSUED IN FAVOUR OF  
THE CONCORDIA UNIVERSITY CONTINUING EDUCATION PART-TIME  
FACULTY UNION (CSN)**

"All persons who are Part-Time Instructors in Continuing Education, and are salaried in accordance with the Code du travail, excluding those persons working under company Contracts or who, in their regular administrative or other functions, are employed as managers, superintendents, supervisors or University representatives in its relations with salaried personnel."



**APPENDIX B      TEACHING CONTRACT**



**INSTRUCTOR COPY**  
(Teaching Contract)

**ACADEMIC TERM**

**CONTINUING EDUCATION**

\*8% Vacation Pay  
\*Deduct CUCEPTFU DUES

I, **First name and Last name**

Employee ID: **0999999**

Address: **Mailing Address**

Date of Birth: **MM/DD/YYYY**      Email: **Email Address**

Telephone: **999/999-9999**

HEREBY AGREE:

- 1) to my appointment as a part-time Instructor in the Centre for Continuing Education of Concordia University to teach the course as detailed herein:

Contract: **Subject Catalog No / Section --- C++ Course Title**      >>> Additional Information  
Schedule: **MM/DD/YYYY to MM/DD/YYYY**      Days of the week and hours

**Total Remuneration:**      \$ **9999.99** \*  
**Contract Hours:**      **99.9** hours  
**Employment Period:**      **MM/DD/YYYY to MM/DD/YYYY**  
**Account No.**      **Budget Code**

- 2) to render service as a part-time Instructor in the course assigned to me by the Director of the Centre for Continuing Education.
- 3) to conform in the instruction which I shall give, to the general guidelines of the program as well as those of the specific course for which I am responsible.
- 4) that my participation in the course will be made up of the aforementioned Teaching hours (including examination period, where applicable).
- 5) that if for any reason I am forced to be absent from scheduled sessions, I shall notify the Centre for Continuing Education in advance to do one of the following:
  - a) arrange to make up for cancelled sessions by adding extra sessions to the end of the schedule period.
  - b) provide a substitute instructor (subject to the approval of the Centre for Continuing Education).
- 6) that should the presence of guest lecturers be required during the progress of the course, I shall first obtain the approval of the Centre for Continuing Education and that I shall normally be in attendance during such guest lecturer appearances (if an honorarium for a guest lecturer is considered necessary, it will be paid upon prior approval by the Centre for

CONCORDIA UNIVERSITY CONTINUING EDUCATION PART-TIME FACULTY UNION (CSN)  
Collective Agreement September 7, 2023 to September 6, 2026

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Continuing Education).

- 7) to submit, with this contract, a copy of the course outline I will use for this course should a standardized departmental version not exist.
- 8) that I shall set, invigilate and grade any examinations, supplementary examinations or papers necessary for the evaluation of students and remit the results on the grade sheet provided by the Centre, or on-line via the Instructor Portal, no later than three weeks following the end of the course.
- 9) that I shall maintain whatever student attendance records that the Centre considers necessary and notify the Centre for Continuing Education if a student has been absent for an undue number of sessions and the reason for the absence is unknown.
- 10) that I shall attend meetings necessary for the development and administration of the course.

AND I UNDERSTAND:

- a) that my appointment is subject to the provisions of the relevant policies of the University.
- b) that the above terms and conditions are exclusive and cannot be varied except by written agreement between the parties hereto.
- c) that the teaching of the above course(s) is subject to a minimum registration determined by the Centre; the Centre reserves the right to cancel any course for which there is insufficient registration.
- d) that all previous negotiations and communication, whether oral or written are superseded by this contract.
- e) that, in accordance with the Collective Agreement, a failure to respect the stipulations of this contract may result in disciplinary actions.
- f) le présent contrat est rédigé dans la langue anglaise suivant la volonté expresse des Parties, et ce, en conformité avec le chapitre VII de la *Charte de la langue française* (chapitre C-11).

DATED \_\_\_\_\_ of \_\_\_\_\_, YEAR \_\_\_\_\_  
Instructor

ACCEPTED ON BEHALF OF CONCORDIA UNIVERSITY

\_\_\_\_\_  
Isabel Dunnigan  
Associate Vice-President and Executive Director  
Office  
Concordia University | Continuing Education  
Administrator

c.c. CUCEPTFU  
Payroll  
Program  
Instructor

## **APPENDIX C CALCULATION OF ADDITIONAL SENIORITY POINTS FOR INSTRUCTORS IN THE ENGLISH DEPARTMENT**

Additional seniority points shall be granted in accordance with the following criteria:

### **1. EDUCATION**

- 1 point: Bachelors;
- 2 points: Bachelors plus a minimum of five (5) recognized courses, in TESL/TEFL or in Applied Linguistics; Masters (other than TESL/TEFL or Applied Linguistics);
- 3 points:
  - a) Bachelors and recognized TESL/TEFL certificate;
  - b) Bachelors and a minimum of four (4) recognized courses in a TESL/TEFL or Applied Linguistics Masters program;
- 4 points:
  - a) Masters and certificate or completed diploma in TESL/TEFL;
  - b) Masters and Bachelors in TESL/TEFL;
  - c) Bachelors and two thirds (2/3) of a Masters in TESL/TEFL or in Applied Linguistics;
- 5 points: Completed Masters in TESL/TEFL or in Applied Linguistics; Ph.D. in Applied Linguistics.

Note: University degrees, diplomas and certificates not listed above shall be examined individually. Each applicant shall demonstrate the relevance of the degree, diploma and certificate in question to teaching English as a second language.

### **2. TEACHING EXPERIENCE OUTSIDE THE CENTRE**

- a) Teaching experience in an external institution shall be certified in writing by the institution.
  - 1. Teaching of second languages in recognized institutions shall be credited.
  - 2. Teaching of second languages in an institution other than a recognized institution shall be considered on an individual basis.
  - 3. Teaching other than second-language teaching shall be considered on an individual basis.

- b) One (1) year of teaching experience shall be recognized as equal to five hundred and fifty (550) hours.
- c) A portion of a year shall be recognized as part-time work.
- d) Only one (1) year of experience may be accumulated per calendar year; in other words, if one (1) year of points is recognized for the English Department seniority, work performed outside the English Department during that year cannot be credited.
- e) The maximum number of points for teaching experience shall be two and one half (2.5).
- f) Points for external experience shall be awarded as follows:
  - 1. One (1) year of experience in teaching English as a second language to adults (post-secondary or immigrants) shall be worth one (1) point.
  - 2. One (1) year of experience in teaching English as a second language to elementary or secondary school students shall be worth one half (0.5) point.
  - 3. One (1) year of experience in teaching English as a second language on an individual basis<sup>2</sup>, excluding tutorials, shall be worth one quarter (0.25) points, up to a maximum of one (1) point.
  - 4. One (1) year of teaching a second language other than English to adults, elementary or secondary school students shall be worth one half (0.5) point.
  - 5. One (1) year of teaching TESL-related courses to future teachers shall be worth one half (0.5) point.

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<sup>2</sup> For the purpose of this calculation, teaching on an individual basis shall mean the transmission of new knowledge to a student in a recognized teaching institution.

## **APPENDIX D      MISSION STATEMENT**

### **MISSION STATEMENT: Centre for Continuing Education**

(Approved by the Office of the Vice-Rector, Academic, 10 March 1993)

The Centre for Continuing Education (CCE) is an integral part of Concordia University. Its goal is to support and to enhance the general mission of The University by providing a locus for traditional and alternate forms of lifelong education to the diverse communities served by The University. Relevant university-level Courses and programmes for personal or career advancement will be provided both on and off The University campus; some Courses may qualify for credit or qualifying Courses in regular university programmes. The Centre for Continuing Education will offer, through various delivery modes and innovative pedagogical methodology, programmes that range from the traditional to the non-traditional, and include experimental or pilot programmes, career development packages, and other forms of adult learning. Financial viability and stability shall be maintained in the pursuit of these objectives.

**APPENDIX E WORKING CONDITIONS APPLICABLE TO INSTRUCTORS  
RETIRED FROM THE UNIVERSITY AND RE-HIRED BY THE  
CENTRE**

From the beginning of the calendar year following her or his retirement, The Centre may offer employment within the bargaining unit to an Instructor who had fifteen (15) or more years of service with The Centre and who has retired. When such is the case, the following working conditions apply:

- 1) Although the employment relationship is severed upon retirement of the Instructor, and notwithstanding Article 11 and Article 13 of the Collective Agreement, upon re-hiring, The Centre shall recognize seniority acquired in the bargaining unit prior to retirement, for the sole purposes of Article 14, Article 21, and Article 29 of the Collective Agreement.

An Instructor governed by this appendix is subject to the requirements of probation stipulated in Article 11, and particularly to the provisions of clause 11.09.

The acquisition of seniority and the maintenance of the new employment relationship remain subject to the provisions of Article 13 of the Collective Agreement.

- 2) Notwithstanding clause 21.01 of the Collective Agreement, and paragraph 4) below, the Instructor who is in receipt of a pension from the Pension Plan for employees of Concordia University is not eligible to further participate in this Plan.
- 3) Notwithstanding clauses 21.01 and 21.05 of the Collective Agreement, and paragraph 4) below, in the event that the Instructors become eligible to participate in a drug insurance plan and health insurance plan for University retirees, they will not be eligible to participate in the plans provided in clause 21.05.
- 4) a) Courses shall be assigned according to the provisions of Article 14 of the Collective Agreement;  
b) However, the hours assigned to this Instructor in the calendar year may not exceed fifty percent (50%) of the hours assigned in the calendar year in which the greatest number of hours were assigned during the three (3) calendar years preceding her or his retirement.

- 5) An Instructor governed by this Appendix is covered by all the provisions of the Collective Agreement, except the following clauses and Articles:
  - a) 18;
  - b) 19.09, 19.10, 19.11, 19.12, 19.13, 19.14;
  - c) the supplementary allowances provided in Article 20;
  - d) 21.07, 21.08.
  
- 6) The employment of an Instructor governed by this Appendix shall terminate, at the latest, at the end of the twentieth (20<sup>th</sup>) session following her or his retirement.

## APPENDIX F LIST OF ABBREVIATIONS

CUCEPTFU	
Abbrev.	Name
CCE	Centre for Continuing Education
CSN	Confédération des syndicats nationaux
CNESST	Commission des Normes, de l'Équité, de la Santé et de la Sécurité du Travail
CUCEPTFU	Concordia University Continuing Education Part-time Faculty Union
DNA	Did Not Attend
DNW	Did Not Write
EI	Employment Insurance
FNEEQ	Fédération nationale des enseignantes et enseignants du Québec
HRDC	Human Resources and Development Canada
LRC	Labour Relations Committee
QPIP	Quebec Parental Insurance Plan
RAMQ	Régie de l'assurance maladie du Québec
TESL/TEFL	Teaching English as a Second Language / Teaching English as a Foreign Language
TQR	Teacher Qualifications Requirements



**LETTER OF AGREEMENT NO. 5**

**between**

**Concordia University**  
Hereinafter the "University"

**and**

**Concordia University Continuing Education Part-time Faculty Union**  
Hereinafter the "Union"

**Subject: Professional Development Training Given at The University**

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The Parties recognize that there may be opportunities for The Centre to offer professional development training to employees of other Departments of The University.

With the purpose of enabling The Centre to bid competitively, to elaborate and to deliver this training, The Centre shall, on a trial basis, abide by the following procedure:

1. any Contract assigned under the terms of the present Letter of Agreement shall be fulfilled in addition to Courses normally assigned under the provisions of Article 14 or to non-teaching Contracts assigned under the provisions of Article 29;
2. once per year, The Centre shall invite Instructors to indicate their interest to deliver such training. The invitation shall indicate, in general terms, the nature of the work and the selection criteria;
3. Instructors who are interested shall apply, using the form required by The Centre, accompanied by an updated curriculum vitae;
4. Instructors may also indicate their interest, in the same manner, throughout the year. To this effect, The Centre shall send Instructors a reminder in each academic session;
5. The Centre shall then establish a list of available Instructors, and shall send a copy of the list to the Union;
6. When The Centre bids on a professional development project, it shall favour, in the assignment of Contracts, qualified Instructors whose names appear on the list, by assigning the Contract in the following order:
  - a. to the best qualified Instructor who agrees to deliver the training;

- b. in the event that more than one Instructor hold the same qualifications, the Contract is assigned to the Instructor who, amongst candidates of the same Department, has the most seniority and agrees to deliver the training;
- c. if the candidates holding the same qualifications belong to different Departments, the Contract is assigned to the candidate who has taught the greater number of sessions at The Centre and who agrees to deliver the training.

However, when the client stipulates its preference for a particular Instructor, such preference shall determine the assignment of the Contract.

- 7. Before assigning the Contract, The Centre shall communicate to the Union the description of the training, as well as the qualifications required, and shall inform the Union of its choice. The Union shall make any comment within two (2) Days of this communication.
- 8. In the event that none of the Instructors whose names appear on the list holds the qualifications required or is available to give the training, The Centre shall hire a new Instructor, only for this Contract.
- 9. Seniority is credited according to the provisions of Article 13 of the Collective Agreement. However, a Contract to which the present Letter of Agreement applies is not counted for the requirements of probation.
- 10. The following Articles of the Collective Agreement do not apply to Contracts to which the present Letter of Agreement applies:

- Article 10
- Article 11
- Article 12
- Article 14
- Article 15
- Article 16
- Article 18
- Article 19
- Article 20
- Article 21
- Article 24
- Article 25
- Article 27
- Article 29
- Article 30
- Appendix B
- Appendix C

11. Remuneration for these Contracts is determined by agreement between The Centre and the Instructor to which the Contract is assigned. The hourly rate allocated shall not be less than fifty-five dollars (\$55.00), but may be greater. The vacation pay provided for in Article 26 of the Collective Agreement applies.
12. The present Letter of Agreement comes into effect on the date of signature of the Collective Agreement, and shall remain in effect for eight (8) full consecutive academic sessions following the first occurrence of professional development training given under the terms of the present Letter of Agreement.
13. The Parties shall meet in the seventh (7<sup>th</sup>) academic session following the first occurrence of professional development training given under the terms of the present Letter of Agreement and shall decide to:
  - a. Establish the above procedure as permanent
  - or
  - b. Modify the procedure

Failing agreement, the present Letter of Agreement shall expire at the end of the eighth (8<sup>th</sup>) academic session following the first occurrence of professional development training given under the terms of the present Letter of Agreement.

**In witness whereof**, The Parties have signed at Montreal this 12<sup>th</sup> day of the month of April, 2011

**For The University**

**For the Union**

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John Dickson

---

Brenda Grant

---

Maurice René de Cotret

---

Marylee Wholey

---

Perry Shearwood

**LETTER OF AGREEMENT NO. 8**

**between**

**Concordia University**  
Hereinafter the "University"

**and**

**Concordia University Continuing Education Part-time Faculty Union**  
Hereinafter the "Union"

**Subject: Special Payment to Instructors with Long Service**

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1. In consideration of modifications made to clause 16.03 of the Collective Agreement, with respect to the calculation of compensation for exceeding class size limits, The University agrees to reserve the economies so realized, up to an amount of one hundred thousand dollars (\$100,000), for the payment of allowances to Instructors who, on January 1<sup>st</sup>, 1991, had more than ten (10) years of service at The Centre, in the following manner:
  - a. At each session, The University shall calculate the difference in the amount of compensation paid as stipulated in clause 16.03 of the Collective Agreement and the amount which this compensation would have represented, had it been calculated on the number of students officially registered in a Course section during the third (3<sup>rd</sup>) week of the session.
  - b. The difference resulting from the calculation provided for in paragraph a) above, shall be credited, at the end of each session, to the Instructors whose names appear in the schedule below, according to the percentage established in such schedule:

Juliette l'Hérault	5%
Adrienne Sklar	19%
Lili Ullman	26%
Phyllis Vogel	28%
MaryLee Wholey	22%
  - c. Upon her effective retirement date, an Instructor whose name appears in the schedule above shall receive payment, as a retirement allowance, of the sums which have been credited to her up to that date.
2. When an Instructor retires, The University ceases crediting any amount to this Instructor.

3. Should an Instructor die prior to retirement, the sums credited to her shall be paid to her heirs.
4. The sums paid out as retirement allowances are included in the calculation of the limit of one hundred thousand dollars (\$100,000) reserved to the payment of said allowances.
5. An Instructor who, under the provisions of the Pension Plan for Employees of Concordia University must, by virtue of her age, receive a pension from said Plan, is not considered as having retired, as long as she remains in the employ of The University.
6. The present Letter of Agreement comes into effect on the date of signature of the Collective Agreement and expires when the last Instructor whose name appears in paragraph 1 b) above has retired.

**In witness whereof**, The Parties have signed at Montreal this 12<sup>th</sup> day of the month of December, 2011.

**For The University**

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**For the Union**

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John Dickson

---

Brenda Grant

---

Maurice René de Cotret

---

Marylee Wholey

---

Perry Shearwood

**LETTER OF AGREEMENT NO. 16**

**BETWEEN**

CONCORDIA UNIVERSITY  
1455 de Maisonneuve West, Montreal, Quebec  
H3G 1M8

(hereinafter referred to as the "University")

**AND**

CONCORDIA UNIVERSITY CONTINUING EDUCATION  
PART-TIME FACULTY UNION (S-MI 301)  
1455 de Maisonneuve West, Montreal, Quebec  
H3G 1M8

(hereinafter referred to as the "Union")

(Collectively referred to as the "Parties")

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**SUBJECT: CENTRE FOR CONTINUING EDUCATION  
PUBLIC SEMINARS INITIATIVES**

**WHEREAS** the precarious financial situation of the Centre for Continuing Education (hereinafter referred to as the "Center") and the pressing requisite to develop

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alternative revenue streams;

**WHEREAS** the parties' intention to foster and maintain harmonious relations between themselves;

**WHEREAS** the parties recognize that there may be opportunities for the Centre for Continuing Education to develop alternative revenue streams;

**WHEREAS** the parties recognize that the intentions of the Centre are to develop seminars or targeted training activities in a specific format that could potentially attract more prospective students to enroll in its regular programs and courses;

**THEREFORE, THE PARTIES AGREE AS FOLLOW:**

1. The above preamble forms an integral part of the present Letter of Agreement (hereinafter referred to as the “Agreement”).
2. Definitions that apply to this agreement:
  - “Public seminar”: any presentation or talk given to the general public that meets the conditions set below under point 3.
  - “Targeted training activity”: any presentation of a specific set of tools, skills and/or type of behavior that meets the conditions set below under point 3.
  - “Professional Trainer”: Person with a recognized expertise in a particular subject, who trains participants attending a “public seminar” or a “targeted training activity”.
3. The union recognizes that the Centre may employ professional trainers to deliver public seminars or targeted training. In such cases, the following conditions apply:
  - a) Each event revolves around a specific topic, technique, set of skills or point of view;
  - b) Activities are oriented toward practical tools, techniques, skills and/or type of behaviours;
  - c) Participants are provided with a plan for the seminar or targeted training;
  - d) Participants are not to be given homework or asked to submit papers;
  - e) Evaluation of participants shall not take place;
  - f) No grades shall be attributed to the participants by professional trainers;
  - g) The pedagogical delivery method belongs entirely to the professional trainer;
  - h) Any seminar or targeted training activity shall be no longer than five (5) days.
4. Contracting of professional trainers

As soon as a decision is made to offer a public seminar or targeted training activity, the Center:

- a) informs the Union and the Instructors of the title and description of the public seminar or targeted training activity, as well as the professional trainer’s required qualifications;
- b) accepts to receive applications from Instructors to deliver a public seminar or targeted training activity;
- c) considers all candidates, Instructors as well as external applicants, in order to select the most qualified trainer.

5. The Centre will promote the regular programs and courses offered by the Centre at all public seminars and targeted training activities.
6. After the selection of a professional trainer, and at least two weeks before the beginning of any public seminar or targeted training activity, the Center provides to the Union the following information:
  - a) Title of the public seminar or targeted training activity;
  - b) Description of the public seminar or targeted training activity;
  - c) Length and location of the public seminar or targeted training activity;
  - d) Professional trainer's name and professional qualifications;
  - e) Professional fee or salary for the professional trainer's contract.
7. The University shall remit to the Union an amount equivalent to 2% of the professional fee or salary paid to the professional trainer contracted to deliver the public seminar or targeted training.
8. The Collective Agreement provisions do not apply to professional trainer contracts in this agreement.
9. An Instructor as defined by the Collective Agreement can submit a public seminar or targeted training activity project to the Centre's administration for consideration. Such a project must be in line with the strategic vision of the Centre and the Instructor must demonstrate that he or she has the required expertise to qualify for a professional trainer contract.
10. Although the Center does not act as the employer for professional trainers, it will nevertheless take any measures consistent with the nature of the services rendered to protect their health, safety and dignity while they are within its premises.
11. The University Policy on Harassment, Sexual Harassment and Psychological Harassment applies to professional trainers rendering services to the Center.

## **GENERAL PROVISIONS**

12. Should an appointed arbitrator have to interpret this agreement, the parties recognize he shall be bound by its content and that of the Collective Agreement in force.
13. The parties agree that the terms and conditions of this agreement are made without admission of liability whatsoever or prejudice and cannot be considered as a precedent.
14. The parties hereby declare that they fully understand the present terms of settlement and voluntarily accept the said terms.



15. This agreement takes force at the date of the signature of its French version by representatives of both parties and will remain in force until the signature of a new Collective Agreement.
16. At any time, either party can terminate this agreement following a thirty (30) days' written notice to the other party explaining the reasons for its decision.
17. This agreement constitutes a transaction, the whole pursuant to article 2631 and following of the Civil Code of the Province of Quebec and shall be deemed to have been made in and shall be construed in accordance with the laws of the Province of Quebec.
18. La présente entente est rédigée dans la langue anglaise suivant la volonté expresse des parties, et ce, en conformité avec le chapitre VII de la *Charte de la langue française* (chapitre C-11).

**IN WITNESS WHEREOF**, the parties have signed in Montreal, on Thursday, December 3, 2015.

**For the University**

**For the Union**

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Isabel Dunnigan  
Director, Centre for Continuing Education

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Marylee Wholey  
President

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John Dickson  
Assistant Director, Centre for Continuing  
Education

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Perry Shearwood  
Vice-President, Collective Agreement

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Carolina Willsher  
Associate Vice-President, Human Resources

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Eric Lenghan  
Employee Relations Manager