



***NOTE:** As the Renewed Collective Agreement is effective as of July 1, 2024, please use this as a reference document until such time as the Renewed Collective Agreement is available online. *

Renewed Collective Agreement Highlights: Queen's University and CUPE Local 229

Renewed Agreement: July 1, 2024 to June 30, 2027

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ARTICLE 10 – SENIORITY

10.03 An employee who ceases to be an employee ~~as defined in Article 4~~ but who remains in the employ of the Employer, shall retain credit for their accumulated seniority and shall be entitled to such seniority if they resume employee status within the period of 6 months.

10.05(d) **[NEW] If the employee is absent from work for four consecutive working days without contacting their Manager to seek authorization for the absence, unless the failure to contact the Manager is due to extraordinary circumstances beyond the employee’s control that prevent them from doing so.**

What does this mean?

An employee that is absent for four (4) consecutive working days without seeking authorization from their manager for the absence, unless circumstances outside of the employee’s control prevented

them from contacting their manager, will be deemed to have a break in their service, their seniority will be lost and their employment terminated.

- 10.07 A new employee shall be regarded as being on probation, during which the employee shall receive familiarization and training, until they have completed ~~3~~ **6** consecutive months actually worked. However, in individual cases this period may be extended up to a total of ~~6~~ **9** months if Management shows reasonable grounds for extension. Thereafter, length of service shall be calculated from date of hiring or rehiring.

What does this mean?

The probationary period has been extended to six (6) months with the possibility of extending a further three (3) months, to a maximum of nine (9) months, with reasonable grounds to do so.

ARTICLE 11 – JOB POSTINGS

- 11.01.3 Any employee may apply for the posted job subject to the following conditions:
- b) During the months of May, June, July and August, notices of vacant positions will be posted ~~in each work area~~ and the posting period will be extended to 14 days.

What does this mean?

This will allow for posting in ways beyond a paper on a bulletin board and will include the current practice of the Employer's recruitment platform and in additional formats if deemed necessary by management.

- 11.02 The successful applicant to a posted vacancy shall be placed on ~~probation~~ **a trial period**, during which the employee shall receive familiarization and training, for a period of ~~3~~ **6** months from the date of promotion. However, in individual cases this period may be extended up to a total of ~~6~~ **9** months if Management shows reasonable grounds for extension. Should Management decide to extend the trial period of a successful applicant, the Union will be given written notice of the decision and the reason(s) for it. Should the successful applicant prove to be unsatisfactory during the aforementioned ~~probationary~~ **trial period**, or if the employee wishes to revert after a period of 1 month, or if the Employer, the Union and the employee agree that the employee should revert, they shall be returned to their former or equivalent position and at their former rate.

What does this mean?

Extended the probationary period from 3 to 6 months. Updating the language to reflect that an employee that has already completed a probationary period with the Employer, provided there is no break in service, does not need to complete another probationary period when starting a new position. Instead, this would be a trial period and it has been extended from 3-6 months.

ARTICLE 12 – HOURS OF WORK AND GUARANTEED WEEK

- 12.02.1 ~~Power Plant employees, Parking Attendants, Parking By-Law Officers, Grounds employees, and those~~ Facilities Trades employees shall be scheduled for 5 days, 37½ hours during a period of 7 consecutive days. Such work schedules shall provide for a minimum of 1 full weekend off every four weeks for those on rotating shift work. Hours of work including shift schedules may be arranged that are outside the specific provisions of this Article provided that it is agreed to by Departmental management, the majority of the employees affected and by the Union -Management Committee. Any such specific agreement must be reviewed at the Union-Management Committee level not less than once every 12 months.

What does this mean?

Addresses the issue of having some classifications listed in two different articles with different hours of work, and updated the names of the classifications.

- 12.02.2 ***[Agreed to move text to 12.05 under new section heading “Shift Changes” to keep regular working hours terms together; renumber remaining articles]***

- 12.03.5 The Employer will attempt to distribute the opportunity for overtime **or additional hours** amongst those employees who would normally perform the work. The Employer will maintain lists of those employees who have indicated an interest in overtime work **or additional hours** and will revise such lists no later than October 1st of each year.

The Employer will add employees who express an interest in overtime work to the bottom of the existing lists once per year, by seniority. New employees who indicate an interest in working overtime **or additional hours** will be added to the bottom of the list upon successful completion of their probationary period. Copies of the lists will be ~~posted~~ **circulated** for each major work group annually on October 1st. On a quarterly basis, the ~~posted~~ **circulated** lists will be updated to indicate who received the most recent overtime opportunity. Each Department shall develop and circulate a policy consistent with this Article. Such policies shall include a provision for maintaining a log of requests accepted or refused.

What does this mean?

Clarified that additional hours and overtime are different concepts. Not all additional hours receive overtime (premium pay). Provides clarification for the process used to schedule overtime or additional hours using seniority. Each department shall develop a policy and ensure their employees are aware of the policy. The word “posted” replaced with “circulated” to allow for electronic distribution rather than physical posting.

12.03.8 [NEW] Wherever it may appear that an overtime multiplier is applicable to the same hour or hours that are subject to one or more shift premiums and/or call-in pay, there shall be no pyramiding of the overtime multiplier with such additional pay. For greater certainty, the employee shall receive the greater of the overtime pay or the additional pay, not both.

What does this mean?

An employee cannot receive both a shift premium/call-in pay and overtime pay for the same hour(s) worked. The employee will receive either the overtime pay or the additional pay, not both, whichever offers the greater benefit to the employee. This is reflective of current practice.

12.05.1 When operational requirements deem it necessary to designate a shift change that will last **30 days** ~~1 month~~ or less, the designated employee whose shift schedule is changed shall be given 5 days’ notice (~~120 hours~~) of a change in shift. Failure to give the 5 days’ notice, will require payment at time and one half for the first full shift so affected.

What does this mean?

For a shift change that will last 30 or less the affected employee shall be given five (5) days’ notice. If five (5) days’ notice is not provided the employee will receive payment at one and one half (1 ½) times their regular hourly rate for the first full shift that is affected as a result of the schedule change.

12.05.2 When operational requirements deem it necessary to ~~institute a shift change~~ **an employee’s shift or hours of work for a period** that will last longer than **30 days** ~~1 month~~, the Employer will ~~post a~~ **provide** notice of that ~~shift change~~ to the work group and employees in that work group will have **not less than** 2 working days to indicate their desire to be considered for that ~~shift change~~. The Employer will then assign the ~~shift change~~ to the employee with the most seniority **who has expressed interest**, and the change in ~~shift~~ will take effect **not less than** 3 working days after the employee has been advised **that they have been selected**. Should no employee in the work group indicate a desire to volunteer for the ~~shift change~~, the ~~shift change~~ will be assigned to the employee with the least amount of seniority within that work group. The ~~shift change~~ will take effect **not less than** 3 working days after the employee has been advised **that they have been selected**. Failure to give this 3 day notice will require payment at time and one half for the first full shift so affected.

What does this mean?

Slight changes from the existing language for clarity, and includes timelines. Clarifies what type of change is included in the language.

12.05.3 [NEW] Custodians, Caretaking Attendants and Caretakers who desire a shift change will be granted the opportunity to express interest twice annually. When a vacancy occurs, the Employer will use the expression of interest to assign the shift change to the employee with the most seniority who expressed interest in the vacant shift schedule. The shift change will normally take effect within 10 days after the employee has been advised in writing. Should the employee decline the shift change opportunity, they will be ineligible for further shift change opportunities until the next time expressions of interest are requested by the Employer.

What does this mean?

The shift change election process has been streamlined requiring employees to express their interest in a potential shift change twice per year. Selection will be made from the list of employees that expressed interest in a change and will be based on seniority. If an employee has expressed interest but then turns down an opportunity for shift change, they will be ineligible for any further opportunities for shift change until the next expression of interest period.

ARTICLE 13 – SPECIFIC CONDITIONS

13.02.8: The successful candidate shall be hired under the following terms and conditions of employment:

- a) The candidate is approved into the apprenticeship program by the ~~Ministry of Training, Colleges and Universities (MTCU)~~ **Ministry of Labour, Immigration, Training and Skills Development (the 'Ministry')**.
- b) The incumbent will successfully complete the apprenticeship program **pursuant to the Ministry requirements and within a timeline considered reasonable to the University. The incumbent will challenge the Certificate of Qualification exam within one year of satisfying the required qualifying hours/competencies and in-class training. The incumbent will** ~~and~~ serve a minimum of five years in the designated trades position following the apprenticeship. Should the incumbent not complete the service requirements, they shall repay 1/3 of the costs associated with the apprenticeship paid by the Employer (excluding wages).

- c) If the incumbent fails any examination **and is unsuccessful in a second attempt where allowed**, or is unable to proceed with the program due to ineligibility, or the ~~MTCU~~ Ministry suspends or revokes the training agreement, the apprenticeship appointment will be terminated and the incumbent will be provided with notice and severance (if applicable) in accordance with the provisions of the Ontario Employment Standards Act, 2000, SO 2000, c 41, as amended from time to time (hereinafter the "Employment Standards Act").

What does this mean?

The updates provide clarification to the process of hiring and evaluating an employee that is in the process of completing an apprenticeship program. Also indicates that if the Ministry cancels or revokes the training agreement or the apprentice fails the exam twice, the employee will be terminated.

13.02.14 [NEW] An apprentice who has previously accumulated (and not lost) seniority in a non-trades role in the bargaining unit at the time they are hired as an apprentice in a trade shall be paid at the rate of pay that is 55 percent of the start rate for the applicable trade or their prior rate of pay, whichever is greater.

What does this mean?

An employee, that has not lost seniority, who is hired as an apprentice in a trade shall be paid the rate indicated in the article that provides the greater benefit to the employee. This is intended to incentivize promotion from within.

ARTICLE 14 – WAGES

14.01.1

The classification and wage schedule will, effective July 1, 2024, be increased over current rates as follows:

<u>Job Title</u>	<u>1-Jul-24</u>	<u>1-Jul-25</u>	<u>1-Jul-26</u>
Air Cond./ Refrig. Mechanic- probation	\$41.10	\$41.92	\$42.76
Completed Probation	\$43.15	\$44.01	\$44.89
Caretaker- start	\$21.75	\$22.19	\$22.63
2 years	\$22.62	\$23.07	\$23.53
5 years	\$24.00	\$24.50	\$25.00
Carpenter- probation	\$38.49	\$39.26	\$40.05
Completed Probation	\$41.00	\$41.82	\$42.66
Controls Mechanic- probation	\$41.10	\$41.92	\$42.76
Completed Probation	\$43.15	\$44.01	\$44.89
Custodian and Caretaking Attendant	\$27.04	\$27.58	\$28.13

Electrician- probation	\$40.10	\$40.90	\$41.72
Completed Probation	\$42.11	\$42.95	\$43.81
Elevator Mechanic- probation	\$45.42	\$46.33	\$47.26
Completed Probation	\$47.69	\$48.64	\$49.61
Grounds Keeper- probation	\$30.55	\$31.16	\$31.78
Completed Probation	\$30.86	\$31.48	\$32.11
2 years	\$31.79	\$32.43	\$33.08
Grounds Worker- probation	\$27.04	\$27.58	\$28.13
Completed Probation	\$27.31	\$27.86	\$28.42
2 years (move to G'Keeper start at 4 yrs)	\$28.13	\$28.69	\$29.26
Kitchen Mechanic- probation	\$40.10	\$40.90	\$41.72
Completed Probation	\$42.11	\$42.95	\$43.81
Locksmith- probation	\$38.49	\$39.26	\$40.05
Completed Probation	\$41.00	\$41.82	\$42.66
Maintenance Mechanic- probation	\$33.79	\$34.47	\$35.16
Completed Probation	\$34.13	\$34.81	\$35.51
2 years	\$35.15	\$35.85	\$36.57
Mechanic/Millwright- probation	\$40.10	\$40.90	\$41.72
Completed Probation	\$42.11	\$42.95	\$43.81
Parking By-Law Officer- probation	\$28.55	\$29.12	\$29.70
Completed Probation	\$28.84	\$29.42	\$30.01
2 years	\$29.71	\$30.30	\$30.91
Plumber- probation	\$40.10	\$40.90	\$41.72
Completed Probation	\$42.11	\$42.95	\$43.81
Steamfitter- probation	\$40.10	\$40.90	\$41.72
Completed Probation	\$42.11	\$42.95	\$43.81
Storeskeeper- probation	\$31.69	\$32.32	\$32.97
Completed Probation	\$32.01	\$32.65	\$33.30
2 years	\$32.97	\$33.63	\$34.30
Trades Helper- probation	\$31.69	\$32.32	\$32.97
Completed Probation	\$32.01	\$32.65	\$33.30
2 years	\$32.97	\$33.63	\$34.30

14.01.2 New. An employee will be paid on the basis of the time spent in the job classification.

When an employee who has completed their probationary period moves into a new classification, they will be placed at the “Completed Probation” rates upon commencement of the new role.

What does this mean?

Table includes the addition of step increase and pay based on the work being performed and employee status. These changes are effective July 1, 2024.

ARTICLE 15 – SHIFT PREMIUM

15.01 All employees shall be paid a shift premium of ~~\$0.65~~ **\$0.80** per hour for all scheduled hours worked on the afternoon shift where the majority of hours worked fall between 4:00 p.m. and 11:59 p.m. (midnight).

15.02 All employees shall be paid a shift premium of ~~\$0.70~~ **\$0.85** per hour for all scheduled hours worked on the night shift where the majority of hours worked fall between 12:00 a.m. (midnight) and 8:00 a.m.

15.03 [NEW] For all scheduled hours of work which qualify for afternoon or night shift premiums as well as weekend premiums, the employee shall be paid for both the applicable shift and weekend premiums

What does this mean?

There increases to the afternoon and night shift premium. Employees will now be entitled to both the afternoon and night shift plus the weekend premium depending on the timing of their shift as per the new article, Article 15.03. These changes are retroactive to February 19, 2025 (date of ratification).

ARTICLE 16 – WEEK-END PREMIUMS

16.01 All employees shall receive a premium of ~~\$1.70~~ **\$1.85** per hour for all scheduled hours of work on a Sunday (i.e., not overtime).

16.02 All employees shall receive a premium of ~~\$0.65~~ **\$0.80** per hour for all scheduled hours of work on Saturday (i.e., not overtime).

What does this mean?

Shows in the increases to the per hour premiums for scheduled shifts on Saturday and Sunday. These changes are retroactive to February 19, 2025 (date of ratification).

ARTICLE 19 – VACATIONS

19.02 Vacation pay shall be calculated based on an employee's regular hourly rate multiplied by the number of hours ~~lost~~ **absent** from work on account of vacation.

19.09 [NEW] Employees shall ordinarily use their vacation entitlement in half- or full-day increments. The Department Head shall issue direction on the interpretation of “ordinarily” so that requests may be determined on a fair, reasonable and equitable standard.

What does this mean?

Language to simplify administration and timekeeping for vacation.

ARTICLE 20 – LEAVES OF ABSENCE

Bereavement Leave

20.01

- a) In the event of a death in an employee’s immediate family ~~or in the event of a death of a close relative~~, leave ~~at full~~ **without loss of** pay will be granted for a period of ~~up to 5 working days. This includes time for travel, attending the funeral and involvement in funeral arrangements and affairs. Notwithstanding the foregoing, in the case of the death of an employee’s parent, spouse, partner, child, mother-in-law, father-in-law, grandparent or grandchild, the employee shall be granted leave of absence with pay of 5 working days.~~ **For purposes of this article, “immediate family” means a Member’s spouse (including common law partner); a child, step-child or foster child of the Member or of the Member’s spouse; the spouse of a child, step-child or foster child of the Member; a parent, step-parent or foster parent of the Member or of the Member’s spouse; or any relative of the Member who is dependent on the Member for their care or assistance.**
- b) **In the event of a death of a close relative or those who the employee considers to be like a family member, leave without loss of pay may be granted for a period of up to 5 working days.**
- c) **Leave granted under this article includes time for travel, planning and attending a ceremony, service, a funeral, or the like, and involvement in arrangements and affairs.**

What does this mean?

Updating definitions and eligibility language to align wording more closely with USW and other CUPE units.

20.02 Upon request at the time of bereavement, an employee may elect to set aside one ~~or more days of the employee’s~~ **or more days of the employee’s** available bereavement leave, to be used within **one (1)** year of the death, to attend a memorial service, internment, or the like.

What does this mean?

The employee can request to hold one (1) or more days for up to one (1) year from the time of the death to use to attend a memorial, interment, etc. The days that are held for future use are to be included in the five (5) working days that are granted for the death of one person.

20.03.7 President's Leave [NEW]:

If the President of CUPE Local 229 is a member of this bargaining unit, the Employer will grant the President leave of one full day or two half days per month of leave time to attend to union duties. Leave for this purpose shall be requested as far in advance as reasonably possible, and approval shall be subject to operational needs and not unreasonably withheld. Time for these absences will be billed back to the union. This is over and above time spent by the President in meetings with the employer or with members to address grievances as per Articles 20.03.5, 20.03.6, 28.03, and 29.

What does this mean?

The CUPE Local 229 President is now eligible to one full day or two half days per month away from the duties of their regular position to attend to Union business. Any time away under Article 20.03.7 will be billed back to the Union.

20.04 Important or unusual circumstances may make it necessary for an employee to be absent from work for short periods of time. A sudden serious illness in the employee's household **or other such infrequent emergency, or an urgent** medical or dental appointment ~~or other such infrequent emergency~~ normally will not result in loss of salary. Each situation must be decided by the Department Head on a fair, reasonable and equitable standard.

What does this mean?

Update to the language for clarity.

20.16.1 In order to be eligible to commence a reservist leave, the employee must have been employed by the University for ~~at least 6 consecutive months~~ the minimum period prescribed by the *Employment Standards Act*.

What does this mean?

Removed the minimum time and updated language to prevent the Collective Agreement contravening the ESA as it is amended.

ARTICLE 25 – HEALTH AND SAFETY

- 25.02 Employees who have been instructed by the Employer to wear safety footwear will receive, on the presentation of a receipt, up to \$200 **two hundred and fifty dollars (\$250.00)** per calendar year toward the purchase of a pair of approved safety footwear.

What does this mean?

The benefit has been increased, effective date of ratification.

- 25.05 NEW The Employer recognizes the right of workers to be informed about hazards in the workplace, to be provided with appropriate training, and the right to refuse unsafe work in accordance with the *Occupational Health and Safety Act* where there is an immediate danger to the Employee's health and safety or to the health and safety of others.

- 25.06 NEW In accordance with the *Occupational Health and Safety Act*, persons with authority in the workplace, including any Employees, shall ensure that persons under their authority are informed of health and safety hazards, and advised of policies and procedures associated with the safe handling of materials and equipment.

What does this mean?

Requirements under the Occupational Health and Safety Act are entrenched in the Collective Agreement.

ARTICLE 27 – TECHNICAL AND ORGANIZATIONAL CHANGE [NEW TITLE]

Creation of a new Article 27 entitled Technical and Organizational Change. Previous Articles 26.01.2 through to 26.05 moved to Article 27 and renumbered. No change in language.

What does this mean?

No impact

ARTICLE 28 – WORKLOAD [NEW]

- 28.01 The University encourages regular discussion between employees and managers regarding workload and priorities. This includes discussion about resources, advice and support to allow employees to manage their workload.

- 28.02 The Parties recognize the importance of regular workload discussions and maintaining a healthy work/life balance. Employees are encouraged to regularly discuss their workload with their Manager.

What does this mean?

Employees are encouraged to have regular discussions with their managers to discuss matters as described in Article 28.01. This does not impinge on our management rights; it encourages

discussion on workload, factors contributing, and possible solutions. It is important to engage employees in meaningful discussion around workload, possible solutions and other issues that may be impacting their experience.

ARTICLE 30 – DISCIPLINE

30.01 Prior to attending a meeting with the Employer at which discipline related to performance or misconduct and involving a written warning or suspension may be imposed, an employee is entitled to be notified of the nature of the problem which may result in such action and that they must be accompanied by a Union representative at that meeting. In the matter of a discharge, the employee shall be accompanied by a Union representative, and the Union shall be notified of the time and date of such a meeting by the Employer. ~~A copy of any written warning or notice of suspension or discharge shall be forwarded to the Union.~~

~~30.02 A disciplinary notation from an employee's record shall not be used against this person more than 2 years after the date of issue.~~

30.02 [NEW] Any warning shall subsequently be confirmed in writing to the employee and a copy shall be sent to the Union.

~~30.03 Upon written request to the Director, Employee and Labour Relations from the affected employee, a disciplinary notation will be removed from the employee's file on the expiration of the 2 year period.~~

30.03 [NEW] Should the employee wish to respond in writing to the warning their reply shall also become part of their record.

30.04 [NEW] An employee may waive their right to have a Union Representative present at any meeting outlined in Article 30.01 above. If an employee chooses to waive this right, it will be documented in writing with the employee's signature, and a copy will be provided to the Union.

What does this mean?

There is some reordering of articles. Substantively the process has not changed. Clarity on expectations of written documentation of discipline. If an employee wished to waive their right to Union Representation for a meeting as outline in Article 30.01 this must be documented in writing and contain the employee's signature. The Union must receive a copy of the signed document.

30.05 [NEW] An employee who has been suspended or discharged shall be given the reason thereof immediately and, within 3 working days, this shall be confirmed in writing to the employee involved. The Union shall also receive a copy of the suspension or discharge letter.

What does this mean?

An employee is to be immediately informed of the reason for suspension or discharge and the reason will be provided in writing within 3 working days to both the employee and the Union. This is usually the practice; the language provides clarity of expectations.

30.06 [NEW] When making a disciplinary decision, the University will not consider any prior discipline which was imposed more than 18 months previously, provided that the employee has been actively at work for 18 months without subsequent discipline imposed.

What does this mean?

Any discipline that occurred more than 18 months prior cannot be considered in decision making relating to discipline, subject to the additional requirements below. Commonly this is referred to as the “sunset clause”. Note that the employees must be 18 months **actively at work** and **without subsequent discipline** during the 18 month period. This aligns with USW language.

30.07 [NEW] An employee shall have the right, within 5 days after submitting a written request to Human Resources for same, to examine their official personnel file during normal business hours, in the presence of a representative from the Human Resources Department.

What does this mean?

An employee can request, in writing, to view their official personnel file. A representative from the Human Resources Department must be present. The file review should occur within five (5) days of the written request being received.

ARTICLE 31 – TERM OF AGREEMENT [agreed subject to any necessary housekeeping changes to reference to Article 9 therein]

31.01 The Agreement shall continue in force and effect from July 1, ~~2024~~ **2024** to June 30, ~~2024~~ **2027**. Either party to the Agreement, may, not more than 90 days and not less than 30 days prior to June 30, ~~2024~~ **2027** present to the other party in writing, proposed terms of a new or further agreement and/or amendments to this Agreement, and a conference shall be held within 20 days at which time the parties will commence negotiations on the proposed amendments and/or the terms of a new Agreement. Failing agreement by June 30, ~~2024~~ **2027** this Agreement and all its terms with the exception of Article 9 will continue in force and effect until a new Agreement is reached.

What does this mean?

The duration of this Collective Agreement is three (3) years from July 1, 2024 to June 30, 2027.

APPENDIX F – TUITION ASSISTANCE PROGRAM

Policy

The Tuition Assistance Program supports Queen's commitment to the development of employee skills and abilities. Departments are asked to endorse employees who wish to enrol in academic courses or attend training courses that will enhance their personal growth or ability to perform their duties.

The Tuition Assistance Program is divided into 2 components - the Educational Development Fund which pays tuition fees for Queen's credit courses **and some eligible non-credit courses (see Human Resources website for a list of eligibility)**, and the Professional Development Fund which reimburses tuition fees (to a maximum of ~~\$400~~ **\$600** per year) for ~~work~~ **career**-related courses at other recognized educational institutions.

Procedures

Educational Development Fund (Queen's Credit Courses)

Eligibility

Within the limits defined by this policy, ~~all eligible Queens' University~~ employees are entitled to have the payment of tuition fees for Queen's credit courses **and eligible non-credit courses** waived at the time of registration. Eligibility for tuition payment waiver will commence **after 1 year of continuous employment at Queen's University**. ~~Generally, eligibility includes:~~

- ~~general staff (continuing, term, research grant and contract) with appointments of 40% time or more;~~
- ~~members of C.U.P.E. Local 229, 254 and 1302;~~
- ~~other employees (e.g., librarians, archivists) with continuing and term appointments of 40% time or more;~~
- ~~academic and adjunct staff as defined in Article 13 of the QUFA collective agreement with appointment of 40% time or more.~~

~~Individuals employed on contracts who are not considered as part of the general staff (e.g., post doctoral fellows, visiting researchers and scholars, undergraduate and graduate students, academic assistants and instructors, adjunct academic staff, and casual staff) are not eligible for tuition payment waiver under this policy.~~

~~Certain units occupying space on the campus of Queen's University are not subject to this policy. For a current listing of affiliated organizations, please refer to the Human Resources website (www.queensu.ca/humanresources). The individuals employed by these organizations are not Queen's employees.~~

Eligibility for tuition payment waiver will be confirmed by Human Resources at the time of course registration and is based on the employee's employment status during the course offering.

Access

Per year (September to September), payment of tuition fees will be waived for all eligible employees to a maximum of the equivalent dollar value of 5 full-credit undergraduate Arts & Science courses (based on the fee schedule for Canadian students). The amount of assistance will be pro-rated to correspond with an employee's terms of appointment. For example, an employee who has a 60% appointment could waive payment of tuition fees to a maximum of 60% of the dollar value of 5 full-credit undergraduate Arts & Science courses.

Fees for students in a graduate degree program are based on term fees and not by individual courses; therefore, payment of tuition fees to the maximum already noted will be waived for a graduate degree program. Any additional fees will be the responsibility of the individual employee. The assistance is limited to 5 years of continuous registration for a master's degree program and 7 years of continuous registration for a doctoral degree program. Fees related to **ineligible** non-credit or audited courses are **not** eligible for tuition assistance and must be paid by the employee at the time of registration.

While departments are encouraged to allow employees to attend training programs on work-time, the University recognizes that operational requirements must also be met. Therefore, subject to the approval of the ~~Department Head~~ **immediate supervisor**, employees (continuing and term) may have a maximum of 3 hours of release time from work per week to attend classes at Queen's University. This approval may be granted provided that such leave will not unreasonably disrupt the normal operations of the department nor place an unfair burden on remaining staff members. Special circumstances must be negotiated with the ~~Department Head~~ **immediate supervisor**. Requirements for course work in addition to lecture hours (e.g., lab work, library research, study time) are to be met outside of working hours. When the examination for a course being taken by an employee is scheduled during the employee's normal working hours, release time from work will be granted.

~~For contract employees, time taken for courses during normal working hours (to the maximum of 3 hours per week) shall be made up at times agreeable to the P.I., unless this requirement is waived by the P.I. (e.g., because the course is directly job-related).~~

Tuition Assistance Tracking System

A tuition assistance tracking system will be established for each eligible employee. This tracking system will contain a dollar amount equal to 5 full-credit undergraduate Arts & Science courses (based on the fee schedule for Canadian students) times the percentage of the employee's appointment. When an employee accesses the Educational Development Fund, their record in the tuition assistance tracking system will be reduced until it reaches a zero balance. Once an employee's record reaches zero, they will be fully responsible for paying any further tuition fees, at the time of registration. If an employee drops a course, their record in the tracking system will be reduced by the course fee, in line with the University's drop policy. If an employee fails a course, the full tuition fee will be deducted from their record. The employee will not be required to pay any course fees for dropped or failed courses unless their record in the tracking system is at zero.

Records in the tuition assistance tracking system will be refreshed each September.

An employee may not transfer or carry forward any unused amounts in their record, nor borrow against the next year's amount. Transfer of amounts from one employee to another is also not permitted.

Enrollment

- In order to have payment of tuition fees waived, employees will require an authorized Tuition Fee Waiver form. This can be obtained from Human Resources.
- The same application/registration procedure is required of employees as for any other student.
- Obtain the application/registration materials from the appropriate Faculty office.
- ~~Hand in the completed registration form to the appropriate Faculty office, which will authorize and forward it to the Registrar's Office. Attach your Tuition Fee Waiver form to your registration form.~~
- Early application/registration is advisable.

Questions about registration requirements should be directed to the appropriate Faculty office.

Exclusions

Student Activity Fees, Admission Fees, Late Registration Fees, material, lab, administration or any other ancillary fees are **not** covered under this policy and payment of such fees are the responsibility of the employee.

Employees in graduate courses will be assessed activity fees by the Society of Graduate and Professional Students. Opting out on payment of these fees is the responsibility of the employee. These fees are not covered under this policy.

Other

All admission and registration requirements are the same as those for regular students. In addition, staff are subject to the same academic and fee assessment criteria as outlined in the Faculty calendars. Questions regarding the Educational Development Fund should be directed to Human Resources.

Professional Development Fund

Eligibility

All eligible ~~Queen's University~~ employees, as previously defined under the Educational Development Fund are entitled to reimbursement of their tuition fees (to a maximum of ~~\$400~~ **\$600** per year) for ~~job~~ **career**-related courses taken at other recognized educational institutions.

Conference, seminar, or workshop registration fees are not eligible for reimbursement through the Professional Development Fund. Departments sending their employees to such programs may pay these fees from their departmental budgets.

Access

Eligible employees will be reimbursed external tuition fees to a maximum of ~~\$400~~ **\$600** per year, in 1 year (a year being September to September) upon successful completion of a ~~job-~~**career-**related course. Any additional fees will be the responsibility of the individual employee.

Release time from work to attend classes requires the written approval of the ~~Department Head~~ **immediate supervisor**. ~~Normally, this approval will only be granted for a course which is directly related to the employee's present job and which is not offered at any other time.~~

Reimbursement

To receive reimbursement, eligible employees will advise the ~~Learning and Development Specialist~~ **Organizational Development and Learning team** of their course selections, ~~and submit copies of their registration forms accompanied by original receipts by the following deadlines:~~

- ~~Fall term courses – September 30th~~
- ~~Winter term courses – January 31st~~
- ~~Spring term courses – May 31st~~

The ~~Learning and Development Specialist~~, **Organizational Development and Learning team** will determine if a course is ~~job-~~**career-**related and, therefore, eligible for reimbursement. This will normally occur at the time of course registration. Auditing, material, student interest and other ancillary fees are not eligible for reimbursement and are the responsibility of the employee.

Upon successful completion of a course, a copy of a transcript or other official document, **accompanied by original receipts**, will be forwarded to the ~~Learning and Development Specialist~~ **Organizational Development and Learning team** to obtain reimbursement of the tuition fees.

What does this mean?

The benefit for Professional Development courses has been increased to a maximum of \$600 per eligible employee. Approval for time away from work can now be granted by the eligible employee's immediate supervisor. The Organizational Development and Learning Team will determine if courses meet the criteria for reimbursement, with the intention of expanding the scope of courses that will be approved.

Letter of Understanding – Health Benefits Plan – DELETED

Memorandum of Agreement – Pensions – DELETED

Letter of Understanding – EI Premiums – RENEWED

Letter of Understanding – Layoffs – RENEWED

Letter of Understanding – Tenants/Lessees– RENEWED

Letter of Understanding – Tuition Support Plan and Child Care Benefits Plan - NEW

- **Commitments to meet within 90 days of ratification re process improvements, communication with the Union re proposed improvements within 60 days of proposal to the union, and reasonable efforts to implement changes by September 1, 2025.**

Letter of Understanding – Inactive Classifications - NEW

Letter of Understanding – Contracting Out– RENEWED

- Add: Endaayaan – Tkanónsote, JDUC, KCVI, Lang Pavillion at Richardson Stadium
- Change: Sir John A. MacDonald Hall to The Law Building.

Other items

1. Upon ratification, the Employer shall pay a lump sum of \$1,000.00, less required deductions, to those employees who occupied positions in the Custodian or Caretaking Attendant classifications as of July 1, 2024, and who remain in these positions as of the date of ratification.
2. Retroactive pay to July 1, 2024, shall only be paid to those who continue to be members of the bargaining unit as of the date of ratification.