Memorandum of Agreement: July 1, 1997 - June 30, 1999

between Queen's University Staff Association and Queen's University

This Agreement reflects the joint concern and commitment to fair and equitable compensation for Queen's General Staff. The parties appreciate the effort and cooperative spirit on the part of everyone who contributed to the discussions and this Agreement.

During the period of this Agreement, the compensation program will be as follows:

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Year 1

Effective July 1, 1997:

- All salaries in grades 1 to 9, except those which are at or above the range maxima, will be moved up to the next step within the grade;
- A scale increase of .9% will be applied to the salary grid, and to all salaries in grades 1 to 9, except those which are above the range maxima;
- All salaries in grades 1 to 9, which are above the new range maxima, are red-circled and frozen until those salaries are in line with the range maxima.
- A fund of $40,000 will be established to recognize the service of General Staff hired prior to July 1, 1993 whose salaries are at the range minimum. Payments from this fund will be in the form of a one-time payment equally distributed between those eligible employees regardless of appointment type. The payment will not be included as part of base salaries. The criteria for distribution of the fund is set out in Appendix I attached.

Year 2

Effective July 1, 1998:

- All salaries in grades 1 to 9, except those which are at or above the range maxima, will be moved up to the next step within the grade;
- A scale increase of 1% will be applied to the salary grid, and to all salaries in grades 1 to 9, except those which are above the range maxima;
- All salaries in grades 1 to 9, which are above the new range maxima, are red-circled and frozen until those salaries are in line with the range maxima;

A survey of salaries in the Kingston Community for selected positions will be carried out by Human Resources.

2. The University strives to ensure employment of its staff. Therefore, the University will further encourage departments to:
• carefully examine job vacancies to ensure jobs are in the right employment category to meet their requirements;
• employ continuing, term, or contract staff instead of casual staff, wherever possible; and
• convert casual staff employed for more than four (4) continuous months and fourteen (14) hours per week to term or contract staff wherever possible.

The University Administration will distribute a reminder to all departments about Queen's commitment to staff and will ask each department to review their departmental practices for hiring casuals within the framework expressed in Point 2.

Salaries of Research Grant and Contract staff are normally increased, as set out in the Compensation Program above, upon contract renewal.

For Year 1 of this Memorandum of Agreement only, and without prejudice or precedent, the University agrees to the following:

Research, Grant & Contract employees will receive a salary increase effective July 1, 1997 as set out in the compensation program above, regardless of their normal renewal date;

The University will establish a fund of up to $20,000 to assist Principal Investigators who can demonstrate that they are unable to fund the Year 1 increase for only those contracts which are currently in effect and have an expiration date after July 1, 1997. This fund will be used to provide support to these Principal Investigators for the time period July 1, 1997 to the normal expiration date of such contracts.

The University will review the salary increase practices for Research, Grant & Contract employees in consultation with representatives of QUSA.

For Year 2 of this Agreement, salary increases for Research, Grant & Contract employees will be given in accordance with Point 3 above.

The Year 1 salary increase for continuing and term employees effective July 1 1997 will be included in the August payroll, including any retroactive payment required.

The Year 1 salary increase for Research, Grant & Contract employees effective July 1, 1997 will be included in the next possible monthly payroll, including any retroactive payment required, upon receipt by Human Resources of an amended contract which sets out the revised salary.

**SALARY GRID - GRADES 1 TO 9**

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*Effective July 1, 1997 (.9% scale)*
SALARY GRID - GRADES 10 TO 14

*Effective July 1, 1997 (.9% scale)*

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Appendix I

To be eligible for a one-time payment from the $40,000 fund as established in the Memorandum of Agreement between Queen's University Staff Association and Queen's University, dated , 1997, the Employee must meet all of the following criteria:

- The Employee must have been employed on or before June 30, 1993 through to July 1, 1997 inclusive; and
- The Employee must have no break in service during the period referred to in Point 1 above; and
• The Employee must have remained in the same salary grade and at the minimum of the salary grade during the period referred to in Point 1 above.
• Human Resources will confirm the eligibility of employees by completing a check of the Human Resources Information System and payments will then be made to those eligible employees.