Memorandum of Agreement: 02-03

This Agreement reflects the joint concern and commitment to a fair and equitable compensation program 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.

This Agreement amends the third year and adds a fourth year to the Memorandum of Agreement dated July 1, 1999 – June 30, 2002 and will become part of that Memorandum of Agreement with the following additions:

Year 3
Effective July 1, 2001
All items will remain the same as specified in the previous Agreement with the addition of the following:

Improvement to the Dental Plan. An improvement in the Dental Plan Benefit to include Orthodontics at 50% coinsurance, and a lifetime maximum of $2000.00 for employees and covered dependents as defined under the plan. Coverage does not apply to dependents under the age of six.

Child Care Benefit Plan (new). Effective September 1, 2001 the University will provide a Child Care Benefit Plan for general staff. The details of the plans are attached as Appendices A and B. Reimbursement to eligible employees, for the first year of this benefit, will be made no earlier than May 1, 2002. The maximum amount payable under the plan in this first year, will be pro-rated and only cover the period of September 1 to December 31, 2001.

Year 4
Effective July 1, 2002
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 2% will be applied to the salary grid, and to all the salaries in grades 1 to 9, except those that are above the range maxima;

All salaries in grades 1 to 9 that are above the new range maxima are red-circled and frozen until those salaries are in line with the range maxima;

Tuition Support Plan (new). Effective September 1, 2002 the University will provide a Tuition Support Plan for general staff. The details of the plans are attached as Appendices C and D.
Appendix A

Child Care Benefit Plan

Eligibility:

An employee as defined in Item 1 below, who has dependent children under the age of seven, is eligible for reimbursement under the child care benefit plan.

A general support staff employee who holds a continuing or term appointment, has been continuously employed for at least one year, and who currently holds a continuing or term appointment of at least one year’s duration.

Plan:
The maximum half day reimbursement will be $5.00 per day. A half day is defined as a minimum of four hours to a maximum of six hours or where the parent is being charged a half-day rate by the child care facility.

The maximum full day reimbursement will be $10.00 per day. A full day rate is defined as a minimum of six hours or where the parent is being charged a full day rate by the child care facility.

Reimbursements are limited to 50% of the actual fees charged. Employees are required to submit all monthly invoices at one time for reimbursement. This period for submission of invoices is February 1 to March 31 commencing in 2002 for the 2001 calendar year. Invoices must not be submitted prior to February 1 or after March 31.

Reimbursement will only be made for care provided by a licensed center as defined by the Day Nursery’s Act.

Reimbursement will only be made if the child care costs are incurred at the usual facility attended by the child.

Reimbursement will not be provided for casual or emergency care.

There are a number of similar plans with different employee groups at the University. If both parents are employees of Queen’s University and each parent is covered under this plan or under a separate plan, only one claim per child will be reimbursed by the University.

The plan maximum of $2000.00 per child will be provided only once per calendar year. Any amount payable under this plan will be pro-rated based on the employee’s appointment if it is less than full-time (e.g., 80% time appointment, 80% of $2000.00). There is no carry-over provision if the $2000.00 is not used per year.

Eligible dependent children are natural, step, common-law or adopted children under the age of seven.

This is a taxable benefit.

This plan does not cover School Age programs provided by licensed child care facilities.

The nominal value of the fund established for this plan is $300,000.00. In the event that the value of the eligible claims is less than the total amount available then the surplus will be carried forward to the next year. Should the eligible claims exceed the total amount available per year then the fund will be reviewed and amounts will be pro-rated based on the number of eligible claims.

The funds available for this plan will be reviewed by June 30, 2003 to ensure appropriate distribution and allocation of all funds.

Appendix B

Child Care Benefit Plan

(Research, Grant and Contract Staff)
Eligibility:
An employee as defined in Item 1 below, who has dependent children under the age of seven, is eligible for reimbursement under the child care benefit plan. A general support staff employee who holds a contract appointment, has been continuously employed for at least one year, and who currently holds a contract appointment of at least three months’ duration.

Plan:

- The maximum half day reimbursement will be $5.00 per day. A half day is defined as a minimum of four hours to a maximum of six hours or where the parent is being charged a half-day rate by the child care facility.
- The maximum full day reimbursement will be $10.00 per day. A full day rate is defined as a minimum of six hours or where the parent is being charged a full day rate by the child care facility.
- Reimbursements are limited to 50% of the actual fees charged. Employees are required to submit all monthly invoices at one time for reimbursement. This period for submission of invoices is February 1 to March 31 commencing in 2002 for the 2001 calendar year. Invoices must not be submitted prior to February 1 or after March 31.
- Reimbursement will only be made for care provided by a licensed center as defined by the Day Nursery’s Act.
- Reimbursement will only be made if the child care costs are incurred at the usual facility attended by the child.
- Reimbursement will not be provided for casual or emergency care.
- There are a number of similar plans with different employee groups at the University. If both parents are employees of Queen’s University and each parent is covered under this plan or under a separate plan, only one claim per child will be reimbursed by the University.
- The plan maximum of $2000.00 per child will be provided only once per calendar year. Any amount payable under this plan will be pro-rated based on the employee’s appointment if it is less than full-time (e.g., 80% time appointment, 80% of $2000.00). There is no carry-over provision if the $2000.00 is not used per year.
- Eligible dependent children are natural, step, common-law or adopted children under the age of seven.
- This is a taxable benefit.
- This plan does not cover School Age programs provided by licensed child care facilities.
- The nominal value of the fund established for this plan is $160,000.00. In the event that the value of the eligible claims is less than the total amount available then the surplus will be carried forward to the next year. Should the eligible claims exceed the total amount available per year then the fund will be reviewed and amounts will be pro-rated based on the number of eligible claims.
- The funds available for this plan will be reviewed by June 30, 2003 to ensure appropriate distribution and allocation of all funds.
Appendix C

Tuition Support Plan

Eligibility:

A spouse and any dependent children of the following individuals are eligible for tuition support payments through this plan: A general support staff employee who hold a continuing or term appointment, has been continuously employed for at least one year, and who currently hold a continuing or term appointment of at least one year’s duration.

Plan:

- The support allowance can be applied to full-time or part-time undergraduate, graduate, and professional programs offered for credit at Queen’s University or any other recognized university or college (as defined below) in Canada. The maximum allowance under this plan is $3,000 per year, per person. In the case of students in a part-time program, the payment will be prorated to the number of courses required for the full-time programs at that institution. Employees who work less than full-time will have their allowance pro-rated to reflect the same percentage as time worked (eg. 80% time appointment, 80% of $3000.00).
- To be eligible, the student must meet the admission requirements of the program and maintain academic standing at the institution that they are registered.
- Allowances will be made to the student in two installments. An initial sum to a maximum of $2000.00 will be paid out at the beginning of the fall term or shortly thereafter upon confirmation of registration. A second and final installment will be made in the winter term once the balance of the fund has been calculated and pro-rated among the number of claimants. This sum shall not exceed $1000.00 per claimant. Students will be required to provide proof of continuing academic standing at their institution.
- Claimants will provide any and all documentation as required to administer this plan.
- There are a number of similar plans with different employee groups at the University. If both parents are employees of Queen’s University and each parent is covered under this plan or under a separate plan, only one claim per dependent child/spouse will be reimbursed by the University.
- This plan will be administered by the University Registrar and all documentation must be made available to that department between October 1 and November 30 for the first installment and between February 1 and March 31 for the second installment.
- This is a taxable benefit.
• The nominal value of the fund established for this plan is $250,000.00. In the event that the value of the eligible claims is less than the total amount available then the surplus will be carried forward to the next year. Should the eligible claims exceed the total amount available per year, then the fund will be reviewed and amounts will be pro-rated based on the number of eligible claims.
• The funds available for this plan will be reviewed by June 30, 2003 to ensure appropriate distribution and allocation of all funds

Definitions:

• Dependent children: natural, step, common law or adopted children
• Spouse: a legal spouse, or common law spouse or partner
• Recognized university or college: is an institution that is a member of the AUCC or ACCC.

Appendix D

Tuition Support Plan

(Research, Grant and Contract Staff)

Eligibility:

A spouse and any dependent children of the following employees are eligible for tuition support payments through this plan:A general support staff employee who holds a contract appointment, has been continuously employed for at least one year, and who currently holds a contract appointment of at least three months’ duration.

Plan:

• The support allowance can be applied to full-time or part-time undergraduate, graduate, and professional programs offered for credit at Queen’s University or any other recognized university or college (as defined below) in Canada. The maximum allowance under this plan is $3,000 per year, per person. In the case of students in a part-time program, the payment will be prorated to the number of courses required for the full-time programs at that institution. Employees who work less than full-time will have their allowance pro-rated to reflect the same percentage as time worked (eg. 80% time appointment, 80% of $3000.00).
• To be eligible, the student must meet the admission requirements of the program and maintain academic standing at the institution that they are registered.
- Allowances will be made to the student in two installments. An initial sum to a maximum of $2000.00 will be paid out at the beginning of the fall term or shortly thereafter upon confirmation of registration. A second and final installment will be made in the winter term once the balance of the fund has been calculated and pro-rated among the number of claimants. This sum shall not exceed $1000.00 per claimant. Students will be required to provide proof of continuing academic standing at their institution.
- Claimants will provide any and all documentation as required to administer this plan.
- There are a number of similar plans with different employee groups at the University. If both parents are employees of Queen’s University and each parent is covered under this plan or under a separate plan, only one claim per dependent child/spouse will be reimbursed by the University.
- This plan will be administered by the University Registrar and all documentation must be made available to that department between October 1 and November 30 for the first installment and between February 1 and March 31 for the second installment.
- This is a taxable benefit.
- The nominal value of the fund established for this plan is $120,000.00. In the event that the value of the eligible claims is less than the total amount available then the surplus will be carried forward to the next year. Should the eligible claims exceed the total amount available per year, then the fund will be reviewed and amounts will be pro-rated based on the number of eligible claims.
- The funds available for this plan will be reviewed by June 30, 2003 to ensure appropriate distribution and allocation of all funds.

Definitions:

- Dependent children: natural, step, common law or adopted children
- Spouse: a legal spouse, or common law spouse or partner
- Recognized university or college: is an institution that is a member of the AUCC or ACCC.