Memorandum of Agreement: July 1, 2003 - June 30, 2006

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.

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

Year 1 - Effective July 1, 2003:

- All salaries in grades 2 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 2.5% will be applied to the salary grid, and to all salaries in grades 2 to 9, except those which are above the range maxima;
- All salaries in grades 2 to 9, which are above the new range maxima, are purple-circled and will receive a scale increase equivalent to 2.5% of the range maxima of the general staff employee’s corresponding grade.
- A one-time payment will be made to each general staff employee who is at the range maxima or above the range maxima (purple-circled) on June 30, 2003 and who is not eligible for a step increase. To be eligible for this one-time payment each employee must be actively employed on July 1, 2003. The payment will be in the amount of $300.00 less statutory deductions and will be included in the July 30, 2003 pay;
- Amendment to Child Care Support Plan. The Child Care Support Plans for General Staff employees will be amended as follows:
  1. Inclusion of unlicensed child care facilities to be eligible for reimbursement purposes.
  2. Increase of daily rates of reimbursement to $10.00 for half day rate and $20.00 for full day rate.
  3. Change in dates for application process.
- Amendment to Tuition Support Plan. The Tuition Support Plans for General Staff employees will be amended as follows:
  1. Inclusion of United States and international studies for reimbursement purposes.
  2. Change in dates for application process.

Year 2 - Effective July 1, 2004:

- All salaries in grades 2 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 2.5% will be applied to the salary grid, and to all salaries in grades 2 to 9, except those which are above the range maxima;

All salaries in grades 2 to 9, which are above the new range maxima, are purple-circled and will receive a scale increase equivalent to 2.5% of the range maxima of the general staff employee’s corresponding grade;

A one-time payment will be made to each general staff employee who holds an appointment within grades 2 to 5 inclusive, who is at the range maxima or above the range maxima (purple-circled) on June 30, 2004 and who is not eligible for a step increase. To be eligible for this one-time payment each employee must be actively employed on July 1, 2004. The payment will be in the amount of $300.00 less statutory deductions and will be included in the July 30, 2004 pay.

Year 3 - Effective July 1, 2005:

• All salaries in grades 2 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 2.5% will be applied to the salary grid, and to all salaries in grades 2 to 9, except those which are above the range maxima;
• All salaries in grades 2 to 9, which are above the new range maxima, are purple-circled and will receive a scale increase equivalent to 2.5% of the range maxima of the general staff employee’s corresponding grade;
• A one-time payment will be made to each general staff employee who holds an appointment within grades 2 to 5 inclusive, who is at the range maxima or above the range maxima (purple-circled) on June 30, 2005 and who is not eligible for a step increase. To be eligible for this one-time payment each employee must be actively employed on July 1, 2005. The payment will be in the amount of $300.00 less statutory deductions and will be included in the July 30, 2005 pay.
• If C.U.P.E. Locals 254, 229 or 1302, receive a scale increase of .5% greater than the increase outlined in this agreement, salary discussions with QUSA will be re-opened regarding the third year only.
• Addition of a Vision Care Benefit (forms part of current Supplementary Medical Plan). The Supplementary Medical Plan will be improved to include a Vision Care Benefit with a maximum limit of $200.00 per person every 2 years. Coverage of this benefit will be extended to all general staff employees who are actively employed on July 1, 2005 and currently subscribe to the Supplementary Medical Plan.

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.
1. 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 $10.00 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 $20.00 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 January 1 to February 28 commencing in 2004 for the 2003 calendar year. Invoices must not be submitted after February 28.
- Reimbursement will be made only for the child care expense payments that meet the Canada Customs and Revenue Agency definitions for the Child Care Expenses Deduction.
- 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 (eg. 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.
- The nominal value of the fund established for this plan is $300,000.00. These funds will be available on July 1 of each year of this agreement. 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 or transferred in whole or in part to the Tuition Support Plan as requested by QUSA no later than March 15th. 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 annually by March 15th 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 2 below, who has dependent children under the age of seven, is eligible for reimbursement under the child care benefit plan.

2. 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 $10.00 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 $20.00 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 January 1 to February 28 commencing in 2004 for the 2003 calendar year. Invoices must not be submitted after February 28.
- Reimbursement will be made only for the child care expense payments that meet the Canada Customs and Revenue Agency definitions for the Child Care Expenses Deduction.
- 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.
- The nominal value of the fund established for this plan is $160,000.00. These funds will be available on July 1 of each year of this agreement. 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 or transferred in whole or in part to
the Tuition Support Plan (Research, Grant & Contract Staff) as requested by
QUSA no later than March 15th. 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 annually by March 15th 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:

3. A general support staff employee who holds 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). 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 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 September 1 and October 31 for the first installment and between January 1 and February 28 for the second installment.
• This is a taxable benefit.
• The nominal value of the fund established for this plan is $250,000.00. These funds will be available on July 1 of each year of this agreement. 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 or transferred in whole or in part to the Child Care Benefit Plan as requested by QUSA no later than March 15th. 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 annually by March 15th to ensure appropriate distribution and allocation of all funds

Definitions:

1. Dependent children: natural, step, common law or adopted children under the age of 25.
2. Spouse: a legal spouse, or common law spouse or partner
3. Recognized university or college is an institution that: In Canada is a member of or qualifies for membership in the AUCC or ACCC, and in the United States conforms to the various general guidelines of accreditation used by American universities and colleges. Where i) students undertake study outside Canada and the United States where no recognized accrediting bodies exist, or ii) where students undertake study in discernibly high quality non-university or college based programs, students will apply on a case by case basis to the Office of the University Registrar.

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:

4. 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). 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 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 September 1 and October 31 for the first installment and between January 1 and February 28 for the second installment.
- This is a taxable benefit.
- The nominal value of the fund established for this plan is $120,000.00. These funds will be available on July 1 of each year of this agreement. 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 or transferred in whole or in part to the Tuition Support Plan (Research, Grant & Contract Staff) as requested by QUSA no later than March 15th. 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 annually by March 15th to ensure appropriate distribution and allocation of all funds.

Definitions:

5. Spouse: a legal spouse, or common law spouse or partner
6. Recognized university or college is an institution that: In Canada is a member of or qualifies for membership in the AUCC or ACCC, and in the United States conforms to the various general guidelines of accreditation used by American universities and colleges. Where i) students undertake study outside Canada and the United States where no recognized accrediting bodies exist, or ii) where students undertake study in
discernibly high quality non-university or college based programs, students will apply on a case by case basis to the Office of the University Registrar.