Memorandum of Agreement

between

Queen’s University Staff Association

and

Queen’s University

July 1, 2006 - June 30, 2009

(1) This Agreement reflects the joint 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.

(2) The University will commit to a review of the Job Evaluation System and corresponding salary grids in consultation with QUSA.

(3) The University will commit to a review of the Professional Development Fund in consultation with QUSA including potential enhancements to the fund.

(4) The University will commit to a review of the purchased benefits plans to determine the feasibility of a drug card enhancement within the current benefits structure.

(5) The University will commit to a review of the Vacation Policy and the Christmas Shutdown Policy in consultation with QUSA.

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

Year 1

Effective July 1, 2006:

- 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 3.0% will be applied to the salary grid, and to all salaries in grades 2 to 9, except those which are above the range maxima;
- A one-time payment will be made to each general staff employee who is at the range maxima or above the range maxima on June 30, 2006 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, 2006.
- The payment will be in the amount of $300.00 less statutory deductions and will be included in the July 30, 2006 pay;
Amendment to the Major Restorative coverage of the Dental Plan to revise the reimbursement level from 50% to 75% of eligible expenses under the current plan.

Amendment to the Tuition Support Plans.

- The nominal value of the fund established for the plan set out in Appendix C is amended to $300,000.
- The terms and conditions in Appendices C and D are modified to include housekeeping changes and inclusion of the appeal process.

Amendment to the Child Care Support Plans.

- The terms and conditions in Appendices A and B are modified to include housekeeping changes and clarification.

Effective May 1, 2007:

Amendment to the Tuition Support Plans. The Tuition Support Plans set out in Appendices C and D will be amended to include Spring/Summer courses for reimbursement purposes.

Year 2

Effective July 1, 2007:

- 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 3.05% will be applied to the salary grid, and to all salaries in grades 2 to 9, except those which are above the range maxima;
- A one-time payment will be made to each general staff employee who is at the range maxima or above the range maxima on June 30, 2007 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, 2007. The payment will be in the amount of $300.00 less statutory deductions and will be included in the July 30, 2007 pay.
- Amendment to the Supplementary Medical Plan. Premiums for this benefit will be paid at 100% by the Employer.

Effective January 1, 2008:

Amendment to the Child Care Support Plans. The Child Care Support Plans set out in Appendices A and B will be amended as follows:

- Inclusion of before and after school care, PA day programs and summer camps to be eligible for reimbursement purposes.
Year 3

Effective July 1, 2008:

- 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 3.0% will be applied to the salary grid, and to all salaries in grades 2 to 9, except those which are above the range maxima;
- A one-time payment will be made to each general staff employee who is at the range maxima or above the range maxima on June 30, 2008 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, 2008. The payment will be in the amount of $400.00 less statutory deductions and will be included in the July 30, 2008 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.
- **Amendment to the Vision Care Benefit (forms part of current Supplementary Medical Plan).** The Vision Care Benefit will be increased to a maximum limit of $250.00 per eligible person every 2 years.

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**Signed on behalf of Queen’s University**

Lorna Baxter, Director, Employee Relations  
Lisa Latour, Advisor, Employee Relations  
Mack McCallum, Director, Compensation  
LaurieGee, Manager, Compensation

**Signed on behalf of the Queen's University Staff Association**

Spring Forsberg, President, QUSA  
Sheri Foster, Chair, QUSA Salary and Benefits Committee  
Sandra Jeffers, Secretary, QUSA

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**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:

- Reimbursements are limited to 50% of the rate paid. Employees are required to submit proof of attendance and rates paid for the benefit year. Applications are submitted between January 1 and February 28 following the year the expenses were incurred. All documentation must be received in Human Resources by February 28.
- The maximum half day reimbursement will be $10.00 per day. A half day is defined as a minimum of four hours and less than 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.
- If a monthly rate was paid, maximum reimbursement for half day attendance will be $220 or full day attendance will be $440.
- 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 prorated 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.
- Effective January 1, 2008 this program will include before and/or after school programs, school professional activity days and summer camps as defined under Appendix A1.
- 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 April 15th. Should the eligible claims exceed the total amount available per year then the fund will be reviewed and amounts will be prorated based on the number of eligible claims.
- The funds available for this plan will be reviewed annually prior to payment to ensure appropriate distribution and allocation of all funds.
Effective January 1, 2008

Appendix A1 Child Care Benefit Plan

Before and/or after school programs, school professional activity days, or summer camps.

Eligibility:

An employee as defined under Item 1 in Appendix A Child Care Benefit Plan, who has dependent children under the age of eleven, in before and/or after school programs, school professional activity days, or summer camp is eligible for reimbursement under Appendix A1 of the Child Care Benefit Plan.

Plan:

- Claims paid under appendix A1 are funded from the Child Care Benefit Plan Fund as described in Appendix A.
- Reimbursements are limited to 50% of the rate paid. Employees are required to submit proof of attendance and rates paid for the benefit year. Applications are to be submitted between January 1 and February 28 following the year the expenses were incurred. All documentation must be received in Human Resources by February 28.
- The daily maximum reimbursement for before, after or both before and after school programs will be $5.00.
- If a monthly rate was paid, maximum reimbursement for before and/or after school programs will be $110.
- The daily maximum reimbursement for professional activity days will be $5.00.
- The daily maximum reimbursement for summer camp will be $5.00.
- 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.
- 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.
- Claims made under both Appendix A and Appendix A1 for the same child will have a combined maximum of $2000.00 per child. Any amount payable under this plan will be prorated 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 eleven.
- This is a taxable benefit.

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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.

(1) A general research 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:

- Reimbursements are limited to 50% of the rate paid. Employees are required to submit proof of attendance and rates paid for the benefit year. Applications are submitted between January 1 and February 28 following the year the expenses were incurred. All documentation must be received in Human Resources by February 28.
- The maximum half day reimbursement will be $10.00 per day. A half day is defined as a minimum of four hours and less than 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.
- If a monthly rate was paid, maximum reimbursement for half day attendance will be $220 or full day attendance will be $440.
- 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.
- Effective January 1, 2008 this program will include before and/or after school programs, school professional activity days, and summer camps as defined under Appendix B1.
- 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 April 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 prior to payment to ensure appropriate distribution and allocation of all funds.

Effective January 1, 2008

Appendix B1 Child Care Benefit Plan

Before and/or after school programs, school professional activity days, or summer camps.

Eligibility:

An employee as defined under Item 1 in Appendix B Child Care Benefit Plan, who has dependent children under the age of eleven, in before and/or after school programs, professional activity days, or summer camp is eligible for reimbursement under Appendix B1 of the Child Care Benefit Plan.

Plan:

- Claims paid under appendix B1 are funded from the Child Care Benefit Plan Fund as described in Appendix B.
- Reimbursements are limited to 50% of the rate paid. Employees are required to submit proof of attendance and rates paid for the benefit year. Applications are to be submitted between January 1 and February 28 following the year the expenses were incurred. All documentation must be received in Human Resources by February 28.
- The daily maximum reimbursement for before, after or both before and after school programs will be $5.00.
- If a monthly rate was paid, maximum reimbursement for before and/or after school programs will be $110.
- The daily maximum reimbursement for professional activity days will be $5.00.
- The daily maximum reimbursement for summer camp will be $5.00.
- Reimbursement will be made only for the child care expense payment that meet the Canada Customs and Revenue Agency definitions for the Child Care Expenses Deduction.
- 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.
- Claims made under both Appendix B and Appendix B1 for the same child will have a combined maximum of $2,000.00 per child. Any amount payable under this plan will be prorated based on the employee’s appointment if less than full-time (eg. 80% time appointment, 80% of $2,000.00). There is no carry-over provision if the $2,000.00 is not used per year.
- Eligible dependent children are natural, step, common-law or adopted children under the age of eleven.
- This is a taxable benefit.
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:

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 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 academic year, per student. In the case of students not taking a full course load; the allowance will be prorated based on the student’s percent course load in comparison with a full-time course load at that institution. Employees who work less than full-time will have their allowance prorated to reflect the same percentage as time worked (e.g. 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 installment will be made in the fall term upon confirmation of registration and once the balance of the fund has been calculated and prorated among the number of claimants if applicable. This sum shall not exceed $2,000.00 per claimant. A second and final installment will be made in the winter term upon confirmation of registration and once the balance of the fund has been calculated and prorated among the number of claimants if applicable. This sum shall not exceed $1000.00 per claimant. Students will be required to provide proof of continuing academic standing at their institution.
- Applicants who are attending an institution where the first term begins during Queen’s Winter term will receive the calculated amount for the first installment (to a maximum of $2,000.00) for this term. The amount paid for the second term would be the amount calculated for the Queen’s Winter term (up to a maximum of $1,000.00). These applications should be submitted manually by contacting Human Resources directly.
- 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.
- Term dates are as follows: Fall term, September through December, Winter term January through April. Effective May 1, 2007 courses taken May through August are claimed and paid in combination with the fall term reimbursement. This plan will be
administered by the University Registrar and all documentation must be received by that
department between September 1 and October 31 for the fall term and between January
1 and February 28 for the winter term.

• This is a taxable benefit.
• Effective July 1, 2006 the nominal value of the fund established for this plan is $300,000.
• 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
Support Plan (QUSA) as requested by QUSA no later than April 15th. Should the eligible
claims exceed the total amount available per year then the fund will be reviewed and
amounts will be prorated based on the number of eligible claims.
• The funds available for this plan will be reviewed prior to fall and winter payments to
ensure appropriate distribution and allocation of all funds.

Definitions:

1. Effective July 1, 2006 Dependent children: natural, step, common law or adopted children
under the age of 25 prior to September 1st in the year of application will be eligible to apply for
fall and winter reimbursement.

2. Effective May 1, 2007 Dependent children: natural, step, common law or adopted children
under the age of 25 prior to September 1st in the year of application will be eligible to apply for
fall and winter reimbursement. Dependent children: natural, step, common law or adopted
children under the age of 25 prior to May 1st in the given year of application will be eligible to
apply for spring/summer reimbursement to be paid in combination with the fall applications.

3. Spouse: a legal spouse, or common law spouse or partner

4. Recognized university or college is an institution that: In Canada is a member of, or
eligible 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.

5. Full course load: is 100% course load.

6. Prorated allowance (course load): Is payment made for students with a course load of less
than 100%; the payment will be prorated based on the students course load in comparison with
a 100% course load at the attending institution.

7. Prorated allowance (employees who work less than full-time): Payment is prorated to
reflect the same percentage as time worked. (eg 80% time appointment = 80% of allowance).

8. Prorated allowance (available funds): Payment is prorated among the number of
claimants and available funds.
9. **Fall Term:** This period covers May through December; courses taken during this period are combined and the maximum allowance for this period shall not exceed $2,000 per student.
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:

1. A general research 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 academic year, per student. In the case of students not taking a full course load; the allowance will be prorated based on the student’s percent course load in comparison with a full-time course load at that institution. Employees who work less than full-time will have their allowance prorated to reflect the same percentage as time worked (e.g., 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 they are registered.
- Allowances will be made in two installments. An initial installment will be made in the fall term upon confirmation of registration and once the balance of the fund has been calculated and prorated among the number of claimants if applicable. This sum shall not exceed $2000.00 per claimant. A second and final installment will be made in the winter term upon confirmation of registration and once the balance of the fund has been calculated and pro-rated among the number of claimants if applicable. This sum shall not exceed $1000.00 per claimant. Students will be required to provide proof of continuing academic standing at their institution.
- Applicants who are attending an institution where the first term begins during Queen’s Winter term will receive the calculated amount for the first installment (to a maximum of $2,000.00) for this term. The amount paid for the second term would be the amount calculated for the Queen’s Winter term (up to a maximum of $1,000.00). These applications should be submitted manually by contacting Human Resources directly.
- 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.
- Term dates are as follows: fall term, September through December, Winter term January through April. Effective May 1, 2007 courses taken May through August are claimed and paid in combination with the fall term reimbursement. This plan will be administered by the University Registrar and all documentation must be received by that department.
between September 1 and October 31 for the fall term and between January 1 and February 28 for the winter term.

- This is a taxable benefit.
- **Effective July 1, 2006** 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 Child Care Support Plan (Research, Grant & Contract Staff) as requested by QUSA no later than April 15th. Should the eligible claims exceed the total amount available per year then the fund will be reviewed and amounts will be prorated based on the number of eligible claims.
- The funds available for this plan will be reviewed annually prior to fall and winter payments to ensure appropriate distribution and allocation of all funds.

**Definitions:**

(1) **Effective July 1, 2006 Dependent children:** natural, step, common law or adopted children under the age of 25 prior to September 1st in the year of application will be eligible to apply for fall and winter reimbursement.

(2) **Effective May 1, 2007 Dependent children:** natural, step, common law or adopted children under the age of 25 prior to September 1st in the year of application will be eligible to apply for fall and winter reimbursement and/or Dependent children: natural, step, common law or adopted children under the age of 25 prior to May 1st in the year of application will be eligible to apply for spring/summer reimbursement to be paid in combination with the fall applications.

(3) **Spouse:** a legal spouse, or common law spouse or partner.

(4) **Recognized university or college is an institution that:** In Canada is a member of, or is eligible 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.

(5) **Full course load:** is 100% course load.

(6) **Prorated allowance (course load):** Is payment made for students with a course load of less than 100%; the payment will be prorated based on the students course load in comparison with a 100% course load at the attending institution.

(7) **Prorated allowance (employees who work less than full-time):** Payment is prorated to reflect the same percentage as time worked. (eg 80% time appointment = 80% of allowance).
(8) **Prorated allowance (available funds):** Payment is prorated among the number of claimants and available funds.

(9) **Fall Term:** This period covers May through December; course taken during this period are combined and the maximum allowance for this period shall not exceed $2000.00 per student.

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**Child Care and Tuition Support Plan Benefits Appeal Process**

The memorandum of agreement establishes an appeals process for the Child Care and Tuition Support Plans that exist between the parties. This agreement relates to the plans for general support staff.

1. During the periods of application under the Child Care and Tuition Support Plans, in any given year, some applications may be declined for a variety of reasons.

2. It is the intent of the parties to apply a fair and reasonable process to review appeals of members and non-members to determine whether the parties to this agreement should allow for payment of funds to an individual whose application has been declined under the normal rules of the plans. Circumstances may arise that would allow for special consideration of an individual’s application and a decision to allow the application to stand once it has been declined.

3. A member or non-member who wishes to appeal the decline of their application under the Child Care or Tuition Support Plans must submit a letter in writing, setting out the reasons for the appeal, to the Director of Employee Relations who will advise the Vice-President of QUSA of the appeal.

4. The process for appeals will be a two staged approach. The first stage will involve a meeting of the Vice-President of QUSA with the Director, Employee Relations to review and consider the appeal of a member or non-member’s case. If the decision is made to allow the appeal, the application will be processed and paid. If the decision is to decline the appeal, a standard letter will be forwarded to the individual from the Director, Employee Relations indicating the process for review and the decision of the parties. If the parties cannot agree to a decision, or if the employee who appealed is not satisfied with the decision, the matter may be referred to step two. Stage two will involve a meeting of the President of QUSA and the Vice-Principal (Human Resources) or their designate, for review and consideration. If the decision is made to allow the appeal, the application will be processed and paid. If the decision is to decline the appeal, a standard letter will be forwarded to the individual from the Director, Employee Relations indicating the process for review and the decision of the parties which decision is final and binding. If the parties cannot agree to a decision, the decision of the Vice-Principal (Human Resources) will be final and binding.