

**AN AGREEMENT ENTERED INTO
AT SUDBURY, ONTARIO
BETWEEN:**



Laurentian University
Université Laurentienne

**LAURENTIAN UNIVERSITY
OF SUDBURY**

AND

LAURENTIAN UNIVERSITY STAFF UNION



**LAURENTIAN UNIVERSITY
STAFF UNION (LUSU)
SYNDICAT DES EMPLOYÉS DE
L'UNIVERSITÉ LAURENTIENNE (SEUL)**

*A chain is as strong as its weakest link.
Une chaîne a la force de son maillon le plus faible*

**DURATION
JULY 1, 2024 TO JUNE 30, 2027**

AN AGREEMENT ENTERED INTO AT SUDBURY, ONTARIO

B E T W E E N:

LAURENTIAN UNIVERSITY OF SUDBURY

Hereinafter called the "University"

OF THE FIRST PART

and

LAURENTIAN UNIVERSITY STAFF UNION

Hereinafter called the "Union"

OF THE SECOND PART

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LAND ACKNOWLEDGEMENT

We would like to acknowledge the Robinson-Huron Treaty of 1850. We also further recognize that Laurentian University is located on the traditional lands of the Atikameksheng Anishnawbek and that the City of Greater Sudbury, also includes the traditional lands of the Wahnapiatae First Nation. We extend our deepest respect to Indigenous peoples - as a sign of our continued relationship we will support Laurentian University's Truth and Reconciliation Task Force Recommendations. Miigwech.

GENERAL PURPOSE

The general purpose of this agreement is to establish and maintain harmonious relationships, provide a procedure for prompt and equitable disposition of grievances, hours of work, wages, and employee benefits in order to achieve an efficient and productive environment and the highest possible level of employee performance.

ARTICLE 1 - RECOGNITION

- 1.01 The University recognizes the Union as the sole collective bargaining agent of all employees of Laurentian University of Sudbury in clerical, technical, administrative, service work, Maintenance Department, Operations Department, Printing Department, and Residence Department, save and except forepersons, persons above the rank of forepersons, supervisors, persons above the rank of supervisor, secretaries (2) in the Office of the President, secretaries (3) in the Offices of the Vice-President Academic and Research (including Associate Vice-President, Research), Secretary to the Vice-President Administration, Executive Assistant University Advancement, secretaries (2) in the Offices of the Director of Finance, Human Resources staff, Academic Staff Relations staff, Office Supervisor Continuing Education, Office Supervisor Registrar's Office, Office Supervisor Treasury, Equipment Supervisor, Payroll and Benefits Manager, Varsity Sports Coordinator, Pool Supervisor, Registered Nurses, Career Counsellor, Personal Development Counsellor, persons regularly employed for not more than twenty (20) hours per week in the clerical, technical, administrative and service work, and not more than twenty-four (24) hours per week in the Maintenance Department, Operations Department, Printing Department, and Residence Department, students employed during the school vacation period, persons covered by subsisting collective agreements or certificates of the Ontario Labour Relations Board, and any persons paid by other than operating and/or ancillary funds.

The University recognizes the Union as the sole and exclusive bargaining agent for all Security Guards in the employ of Laurentian University of Sudbury, save and except supervisors, persons above the rank of supervisor, night watchpersons, persons regularly employed for not more than 24 hours per week, and students employed during the school vacation period as set out in the certificate issued by the Ontario Labour Relations Board and dated at Toronto, January 22, 2010.

- 1.02 As a condition of continued employment, all employees employed as Security Guards must have a Security Guard License, as per the PRIVATE SECURITY GUARDS AND INVESTIGATION ACT, Ontario; a valid Ontario Driver's License – Class G (it is not the intent of the University to terminate a Security Guard who temporarily loses their driver's license); a valid Standard First Aid Certificate plus CPR and defibrillator training; and attend annual, in-service training provided by the employer and related agencies; and have by-law enforcement authorization as granted by the City of Greater Sudbury. It is understood that those Security Guards not already in receipt of this authorization will apply for authorization within twelve months. It is understood that these lectures will be on the employee's own time, and the University will grant time off, with pay, for the time spent on these lectures (time for time, and not overtime pay).
- 1.03 Both the English and the French versions of the Collective Agreement shall be official and definitive versions. Both parties may use either the English or French version in any proceedings arising out of the Collective Agreement and shall apply

the version of the Collective Agreement in which formal grievance/arbitration proceedings were initiated.

- 1.04 All employees, unless otherwise stated in this Agreement, shall have the right to have a representative of the Union present at any meeting with the University, regarding the terms and conditions of employment as stated in this Agreement.
- 1.05 Where the singular is used in this Agreement it shall be considered as if the plural has been used where the context of the party or parties hereto so require.
- 1.06 No employee shall be required or permitted to make a written or verbal agreement with the University or its representatives which conflicts with the terms of this Collective Agreement.
- 1.07 The University shall not be permitted to make any written or verbal agreement with any Union employee in this bargaining unit which conflicts with the terms of this Collective Agreement.
- 1.08 No employee shall lose their employment or salary grade and step with the University as a direct result of the University contracting out work normally performed by members of the bargaining unit. In the event the University is required to transfer any employee so affected to another position within the University, Article 27 - Position Posting, shall not apply.
- 1.09 No full-time employee shall lose their employment with the University as a result of the University using volunteers. Employees who are required to supervise volunteers will receive the equivalent of a two-step (2) increase in salary for the duration of the supervision.

ARTICLE 2 - MANAGEMENT RIGHTS

- 2.01 Except as expressly abridged by the Agreement, the University shall continue to have the right to take any action it deems appropriate in the management of the University and the direction of its employees.
- 2.02 Without limiting the generality of the above, these rights include, but are not limited to, the right to:
 - a) maintain order, discipline, and efficiency;
 - b) hire, reinstate, promote, transfer, lay off employees, establish, and enforce rules and regulations, and also to discipline and discharge employees for just cause;
 - c) determine the requirements of a job and the standards of the work to be performed, and to determine the qualifications of any employee to perform that work.

- 2.03 The University agrees that it shall not exercise its management rights in a manner inconsistent with any of the terms of this Agreement.

ARTICLE 3 - SECURITY OF THE UNION

- 3.01 The University shall deduct from every employee, as condition of each employee's continued employment, an amount equal to current Union dues.
- 3.02 The University shall deposit such deductions of Union dues to the Union's bank account not later than the fifteenth (15th) day of the month following the month in which the dues were deducted and forward to the Treasurer of the Union a list of the names and classifications of the employees from whom the deductions have been made.
- 3.03 Dues' deductions shall be made from the first and second payroll period of each month for employees paying Union dues on a flat rate. Employees paying on a percentage basis will have Union dues deducted every pay period.
- 3.04 The Union shall notify the University in writing of any change in the amount of dues to be deducted and it shall take effect in the second month, after receipt of such notification.
- 3.05 The Union agrees to defend and hold the University completely harmless against all claims, demands, and expenses should any person, at any time, contend or claim that the University has acted wrongfully or illegally in making such Union dues deductions.
- 3.06 An employee who is a member of a religious group, which by official policy prohibits Union membership and paying of Union dues or assessment, may apply in writing to the Union, including a suitable affidavit of objection, to have such dues remitted to their religious group.
- 3.07 The University and the Union undertake that there shall be no discrimination, intimidation, harassment, bullying or coercion by the University, the Union or any employee against any person while carrying out University business by reason of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender expression, gender identity, age, record of offences, marital status, same-sex partnership status, family status, disability, immune status, language (except where language competence is specified in the position posting referred to in Article 27.02), or membership or non-membership in the Union.

The above terms, as defined in the Ontario Human Rights Code, where definitions are provided in the Code, or as defined by the Laurentian University Policy on a Respectful Workplace and a Learning Environment.

- 3.08 The Union and the University acknowledge that it is the right and the privilege of any employee in the bargaining unit to become, refrain from becoming, or cease to be a member of the Union.
- 3.09 The Union agrees that neither the Union, its officers or representatives, or any employee will engage in any Union activity during normal working hours or on the University's premises, at any time, except with the permission of the Associate Vice-President, Human Resources and Organizational Development or their designate, or except as specifically provided elsewhere in this Agreement; however, this clause shall not prevent employees from engaging in casual conversation relating to Union affairs.
- 3.10 A representative of the Union shall be given an opportunity to interview each new employee within regular working hours, without loss of pay, for a maximum period of thirty (30) minutes during the first three (3) months of employment, to acquaint the new employee with the Union and the benefits and duties of Union membership. The interview shall be scheduled as early as possible in the employment relationship, at a time approved by the supervisor of the new employee.
- 3.11 It is recognized that the presence of Union Representatives(s) may be required at meetings, as outlined in the Agreement. The Union Representative(s) shall obtain permission from their supervisor before absenting themselves from their place of work in order to attend the meetings. The University agrees that such request for permission shall not result in any loss of pay and/or seniority, nor shall it be unreasonably withheld. Time spent at these meetings shall not be used in the calculation of any overtime pay.
- 3.12 The University agrees to provide the Union with the use of a serviced office.
- 3.13 The Union shall have access to the internal postal service of the University. Normal practice of charging for external mail will apply.
- 3.14 The University shall permit the Union to use University premises as meeting rooms on the same basis as University organizations.
- 3.15 The University will allow the Union to use University printing, computer, and audio-visual facilities at the same rate as University users, subject to availability.

ARTICLE 4 - NEGOTIATION COMMITTEE

- 4.01 The University acknowledges the right of the Union to appoint or otherwise select a Negotiation Committee composed of not more than five (5) employees who have completed their probationary period with the University. The Union shall forward to the University a list of alternate members.

- 4.02 The Union shall notify the University in writing of the names of the Negotiation Committee members and any resulting changes thereto, and only those Negotiation Committee members shall be recognized by the University.
- 4.03 The Negotiation Committee members shall obtain permission from their supervisor before absenting themselves from their place of work in order to attend negotiation, conciliation, and mediation meetings. The University agrees that such request for permission shall not be unreasonably withheld. Authorized absence from work shall be without loss of pay and such time so spent shall not be used in the calculation of any overtime pay.
- 4.04 The place of meeting for contract negotiating shall be mutually agreed upon by both the University and Union, and the costs, if any, shall be shared equally by the University and the Union.
- 4.05 When negotiating with the University, the Union shall have the right to have the assistance and presence of a representative from a law firm or other qualified services of its choice.

ARTICLE 5 - GRIEVANCE COMMITTEE

- 5.01 The University acknowledges the right of the Union to appoint or otherwise select a Grievance Committee composed of not more than three (3) employees.
- 5.02 The Union shall notify the University, in writing, of the names of the members of the Grievance Committee and any resulting changes thereto, and only those Grievance Committee members shall be recognized by the University.
- 5.03 The Grievance Committee members shall obtain permission from their respective immediate supervisor before absenting themselves from their place of work in order to attend Grievance Committee meetings. The University agrees that such a request for permission shall not be unreasonably withheld. Authorized absence from work shall be without loss of pay and such time so spent on grievances shall not be used in the calculation of any overtime pay.
- 5.04 Beginning at Step 2 of the Grievance procedure, the Union shall have the right to have the assistance and presence of a representative from a law firm or other qualified services of their choice.

ARTICLE 6 - GRIEVANCE PROCEDURE

- 6.01 A grievance shall consist of a dispute concerning the interpretation, application, or alleged violation of any clause of this Agreement. If any question arises as to whether a particular dispute is or is not a grievance within the meaning of these provisions, the question may be taken up through the Grievance Procedure and determined, if necessary, by Arbitration.

- 6.02 It is the mutual desire of the University and the Union that all complaints and grievances shall be adjusted as quickly as possible in the most fair and equitable manner.

Complaint Procedure

The employee affected may take the matter up verbally, with or without the Grievance Committee member, with their immediate supervisor within ten (10) working days after an employee becomes aware, or reasonably ought to have been aware, of the occurrence of the circumstances giving rise thereto, or in the case of a wage complaint, within ten (10) working days of the date on which they received their pay, and their supervisor shall give an answer within five (5) working days.

In the event that the immediate supervisor and the respective department head are one and the same, and failing a satisfactory settlement at the complaint procedure, the grievance shall be referred to Step 2.

Step 1

If a settlement satisfactory to the employee is not reached at the complaint stage, the employee, who may be accompanied by their Grievance Committee member, shall submit their grievance, in writing, to the respective Department Head within five (5) working days of the day they received the decision at the complaint stage, or if no decision is reached, within five (5) working days after which such decision should have been given. The parties shall meet at a mutually agreeable time to attempt to resolve this grievance, but within five (5) working days. The Department Head or supervisor shall give a decision, in writing, within five (5) working days of the date in which the parties met to discuss the grievance.

Step 2

If a satisfactory settlement is not reached at Step 1, the Grievance Committee shall present the grievance in writing to the Associate Vice-President, Human Resources and Organizational Development, or their designate for discussion and consideration within five (5) working days of the answer at Step 1. This written grievance shall contain the clause or clauses allegedly violated and the remedy sought. The Associate Vice-President, Human Resources and Organizational Development, or their designate shall give their written decision within ten (10) working days.

Step 3

Failing a satisfactory settlement at Step 2, the Union or the University as the case may be, may refer the grievance to arbitration as provided for in Article 7.

Direct Difference Grievance

- 6.03 The University or the Union shall have the right to submit a Direct Difference Grievance within twenty-two (22) working days after the University or the Union becomes aware, or reasonably ought to have been aware, of the occurrence of the circumstances giving rise thereto directly between the University and the Union as to the interpretation, application, or alleged violation of this Agreement, and which could not be the subject of an individual grievance by an employee, and such grievance shall be presented at Step 2.
- 6.04 The time limits referred to in this Article may be extended by mutual agreement of the parties, but otherwise time shall be of the essence of this Article.
- 6.05 Saturdays, Sundays, and paid holidays shall not be counted in determining the time within which any action is to be taken, or completed, under the Grievance or Arbitration Procedure.
- 6.06 Failure on the part of the grievor to observe the time limits in this Article or Article 7 shall be deemed to be an abandonment of the grievance, and failure on the part of the respondent to observe the time limits shall permit the grievor to move to the next Step in the Grievance Procedure.

Discharge and Suspension Grievance

- 6.07 A claim by an employee, other than a probationary employee, that they have been unjustly discharged or suspended may be treated under the Grievance Procedure if a written statement of such grievance is lodged with the Associate Vice-President, Human Resources and Organizational Development, or designate, within five (5) working days after the discharge or suspension. Such grievance shall be initiated at Step 2.

Group Grievance

- 6.08 Where two (2) or more employees have a common grievance, one (1) employee may be selected to present the grievance on behalf of the group named therein, commencing at Step 1 of the Grievance Procedure.
- 6.09 When a grievance has been settled, the University shall prepare written documentation of any agreement reached, which shall be signed by the University, the grievor, and the Union. The University shall circulate copies of this documentation to the grievor and the Union Grievance Committee.

Grievance Regarding Harassment

- 6.10 A claim by an employee that they have been harassed under article 3:07 may be treated under the Grievance Procedure if a written statement of such grievance is lodged with the Associate Vice-President, Human Resources and Organizational Development, or designate within six (6) months of the last incident. Such grievance shall be initiated at Step 2, and the statement shall contain, as much as

possible, a detailed description of the alleged conduct including the dates, times, places and nature of the alleged harassing or bullying conduct.

The University will consult with the union on the selection of the investigator for the complaint.

The University will provide to the grievor and the union a response outlining the actions the University will take to address the complaint, following a timely investigation.

Should the complainant or the Union find the University's response unsatisfactory, then either party may refer the grievance to arbitration as per Article 7.

This (policy) does not in any way prevent an individual from going to the Human Rights Tribunal. Nothing in this clause denies or limits access to other redress available under the law.

ARTICLE 7 - ARBITRATION

- 7.01 After the Grievance Procedure established in this Agreement has been exhausted, either party may refer the matter to Arbitration by submitting a notice of intent to arbitrate to the other party, which shall contain the name of the aggrieved party's appointee to the Arbitration Board, and shall be submitted within fifteen (15) working days of the answer at Step 2 of the Grievance Procedure. Within five (5) working days from the receipt of the notice of intent to arbitrate, the other party must, in turn, name their appointee. The third member to act as Chair shall be appointed by the respective appointees. Should either party fail to name their appointee within the required five (5) working days, or should the appointees fail to select a Chair within twenty (20) working days from the date of their appointment, either party or their appointee may request the Minister of Labour of the Province of Ontario to make the appropriate appointment.
- 7.02 The Board of Arbitration shall not have the right to alter or change any provisions of this Agreement or substitute any new provisions in lieu thereof or give a decision inconsistent with the terms or provisions of the Agreement. The Board shall have the power to vary in a manner which is just and equitable, or set aside any penalty, discharge, or discipline imposed relating to the grievance then before the Board. The Arbitration Board shall hear and determine the differences or allegations and shall issue a decision and the decision is final and binding upon the parties and upon any person affected by it. The decision of the majority is the decision of the Arbitration Board, but if there is no majority, the decision of the Chair governs. Each of the parties to this Agreement will pay the fees and disbursements of its appointee to the Arbitration Board, and will share equally the fees and disbursements of the Chair.

- 7.03 All reasonable arrangements will be made to permit the conferring parties or the Arbitrator to have access to the University premises to view any working conditions which may be relevant to the settlement of the grievance.
- 7.04 The time limits referred to in this Article may be extended by mutual agreement of the parties, but, otherwise, time shall be of the essence of this Article.
- 7.05 The grievor, job steward, and the Grievance Committee Chair shall continue to receive their regular salary while attending Arbitration meetings; however, the Union shall reimburse the University for one-half (1/2) their salary for time such spent.

Single Arbitrator

- 7.06 Notwithstanding Article 7.01, upon mutual agreement between the University and the Union, after the grievance procedure established in this Agreement has been exhausted, either party may refer the matter to a sole arbitrator by submitting a notice of intent to arbitrate to the other party, which shall contain the name of the suggested arbitrator. Within five (5) working days of the receipt of the notice of intent to arbitrate, the other party must, in turn, indicate their agreement or disagreement with the suggested arbitrator. Should the Union and the University fail to select an arbitrator within twenty (20) working days from the date of the intent to arbitrate, either party shall request the Minister of Labour for the Province of Ontario to make the appropriate appointment.

Either party may prepare a written dissenting opinion which shall be forwarded to the arbitrator within ten (10) days of the arbitrator's decision, and shall be attached to, and form part of, the arbitrator's written decision. The arbitrator shall have the same powers as the Arbitration Board as set out in Article 7.02.

ARTICLE 8 - PROBATIONARY PERIOD

- 8.01 Newly hired employees shall be on a probationary basis. The probationary period will be a minimum of sixty-six (66) working days and a maximum of one hundred and ten (110) working days actually worked. Upon mutual agreement with the Union, the probationary period may be extended up to a further forty-four (44) working days. The employment of such employees may be terminated at any time during the probationary period without recourse to the Grievance Procedure (Article 6 - Grievance Procedure). When the employment of a probationary employee is terminated, the employee will be given notice, in writing, and the Union will be given a copy. The probationary employee shall have the right to have a representative of the Union present when they are given the termination notice.

FOR THE SECURITY GROUP: Newly hired employees shall be on a probationary basis. In order to complete probation, each probationary employee shall have completed 1056 hours, actually worked, including overtime. Upon mutual agreement with the Union, the probationary period may be extended up to a further

528 hours, actually worked, including overtime. The employment of such employees may be terminated at any time during the probationary period without recourse to the Grievance Procedure. During the probationary period, employees shall be entitled to all the rights and benefits of this Agreement, except as otherwise herein provided. After the probationary period, seniority shall be effective from the employee's most recent hiring date with the University.

During the probationary period, employees shall be entitled to all other rights and benefits of this Agreement, with the exception of Articles:

- Article 4 Negotiation Committee
- Article 10 Seniority
- Article 16 Sick Leave
- Article 17 Maternity Leave
- Article 19 Redundancy of Job. However, should the University declare the probationer's position redundant, the probationary employee will be given one (1) month's notice, or pay in lieu of notice.
- Schedule "B". Sick Leave Plan
- Article 33 Discipline, Discharge, and Personnel Files (exclusion of Article 33, Discipline, Discharge, and Personnel Files, applies for the first sixty-six (66) working days of the probationary period, or for the Security group the appropriate hours that need completion for their probationary period.)

The Probationary employee shall be granted sick leave credits on the basis of one and one-half (1½) days for each calendar month of service. It is understood that there will be no payout for accrued sick leave credits at the end of the probationary period. A probationary employee, prior to becoming a permanent employee, shall be required to have and pass a medical examination that they are fit to perform their position through the University's Health Services.

After the probationary period, seniority shall be effective from the date of hire with the University.

Probationary Security Guards shall be granted sick leave credits on the basis of twelve (12) hours for each calendar month of service completed. It is understood that there will be no payout for accrued sick leave credits at the end of the probationary period. A probationary Security Guard employee, prior to becoming a permanent employee, shall be required to take and pass a medical examination through the University's Health Services.

As a condition of continued employment, all Security Guards will be expected to maintain reasonable physical fitness and may be required, at the University's discretion, to submit to, and to pass, a University-arranged medical and physical-fitness examination. The purpose of this examination will be to provide the

University with the necessary medical facts to determine the employee's ability to perform their duties in conformity with the University rules and policies.

- 8.02 New employees will receive a one (1) step increase upon successful completion of the probationary period.

ARTICLE 9 - TRIAL PERIOD

- 9.01 Employees who are promoted or who transfer into an unrelated position, in accordance with this Agreement, shall be on a trial basis for a maximum period of sixty-six (66) working days, actually worked, or such shorter period as directed by the University. Upon mutual agreement with the Union, such period may be extended up to a further sixty-six (66) working days, actually worked. Employees who are promoted or who transfer into a related position, in accordance with this Agreement, shall be on a trial basis for a maximum period of twenty-two (22) working days, actually worked. Upon mutual agreement with the Union, such period may be extended up to a further twenty-two (22) working days, actually worked. It is understood by the University that there is some familiarization required during the trial period.

During this period, if the employee finds the position unsatisfactory, for which the Associate Vice-President, Human Resources and Organizational Development, or designate shall be provided with written reasons, or is unable to meet the job requirements in a manner satisfactory to the University and for which the Union shall be provided with written reasons, the employee shall be returned to their former position, if possible, or to one of equal classification. This shall not be considered a "demotion", and the employee shall receive the same salary as they received immediately prior to the promotion/transfer.

- 9.02 An employee who is promoted to a position in a higher salary grade will be paid no less than the base rate of the new position, or the current salary rate of the employee plus one step, whichever is higher. Upon completion of the trial period, the employee shall be entitled to an increase of one step in the new salary grade. (Not applicable for positions within the Security Guard group.)
- 9.03 An employee who transfers to another position within the same salary grade shall not receive a step increase as a result of the successful completion of the trial period.

ARTICLE 10 - SENIORITY, LAYOFF AND RECALL

Seniority

- 10.01 "Seniority" is defined as the length of continuous employment with the University. For the purposes of transfers, promotions, demotions, layoffs, and recall after

layoffs for positions within the bargaining unit, length of service with the University acquired in another bargaining unit, or in a position with the University not covered by a bargaining unit, shall not be considered in determining an employee's seniority.

For the Security Guard group, for the purposes of calculating seniority, the equivalent of 2080 hours worked, exclusive of overtime, will be deemed equivalent to one year's service.

- 10.02 In all cases, promotions and transfers shall be considered on the basis of the following: the ability, knowledge, experience, training, and skill of the individual to fulfill the requirements of the position, and the capability of the individual to assume responsibility of the position and the seniority ranking of the employee.

Where the ability, knowledge, experience, training, skill of the individual to fulfill the requirements of the position and the capability of the individual to assume responsibility of the position is to all intents and purposes relatively equal as between two (2) or more employees, then their seniority ranking shall determine the selection.

For the Security Guard group: In all cases promotions, and transfers, shall be considered on the following basis:

- a) the ability, mental and physical fitness, knowledge, experience, training, and skill of the individual to fulfill the normal requirements of the job, and the capability of the individual to assume responsibility of the position;
- b) the seniority ranking of the employee.

When factor (a) is to all intents and purposes relatively equal as between two (2) or more employees, then their seniority ranking shall determine the selection.

The Union will be notified in writing of the name(s) of the successful applicant(s) of the job posting(s). Should the University not award the position to the most senior applicant, the University shall arrange a meeting with the senior applicant and give reasons why this applicant was not awarded the position. A representative of the Union will be present at this meeting. If the employee wishes to challenge the University's decision, they must do so, in writing, within five (5) working days after the meeting. If there is a challenge of the University's decision by the senior applicant, the University shall meet with the employee and the Union to discuss the decision within five (5) working days of the employee's challenge. If the parties meet and are unable to agree, the dispute may be submitted directly to arbitration, as provided in this Agreement under Article 7, within ten (10) working days of such meeting.

The five (5) working days referred to in this article may be extended an additional five (5) working days, by mutual agreement of both parties.

10.03 Employees shall lose all seniority and shall be deemed to have quit the employ of the University for any of the following reasons:

- a) resignation or retirement in accordance with the Laurentian University Retirement Plan;
- b) discharge for just cause;
- c) after a layoff extending for a period of more than twelve (12) consecutive months (10.13);
- d) is absent from work due to legitimate illness and/or compensable or non-compensable injury for thirty (30) calendar months. Subject only to the provisions of the Ontario Human Rights Code.

10.04 If a leave of absence, which may have been granted elsewhere in this Agreement, does not exceed three (3) consecutive calendar months, an employee shall continue to accrue seniority. If a leave of absence exceeds three (3) consecutive calendar months, except while on maternity leave, parental leave, or adoption leave, seniority shall be frozen and not accrue beyond the three (3) consecutive-calendar-month period. For the purpose of this Article, a calendar month is any period of 30 calendar days.

10.05 A seniority list shall be posted in February of each year and, during the first twenty-two (22) working days of the posting, the employees shall have an opportunity of questioning their own individual seniority standing and, after this time, the seniority standing, submitted or amended, as the case may be, shall not be open to questions by the employees or the Union, unless the employee affected or the Union has filed with the Associate Vice-President, Human Resources and Organizational Development, or their designate, written notice of their disagreement within the aforementioned twenty-two (22) working days. The seniority list shall also be submitted to the Union at the time of the posting.

Layoff

10.06 Layoff is a temporary shortage of work for a period not to exceed one (1) year. There shall be no layoff from the bargaining unit until an attempt has been made to make the necessary reductions in the workforce through attrition subject to the exigencies of the operation.

10.07 At the earliest possible date after the University has acquired knowledge of an impending layoff, both parties shall meet to discuss the proposed layoffs and the possible alternatives or implications.

When it has been determined by the University that layoffs are to take place, the University and the Union shall meet to discuss the identification of the individual

employee(s) to be laid off and/or the reduction of the hours of work according to seniority, except where the normal requirements of the job and the qualifications of the individual as per Article 10.02 require otherwise. It is agreed that layoffs shall first affect part-time and temporary employees. It is also agreed that, should the hours of work of permanent employees be reduced, such reduction shall not affect their status as permanent employees under this Agreement, and they shall remain members of the bargaining unit.

10.08 During the period of notice of release, an employee may choose to remain in the service of the University. During this period, the employee shall be afforded the necessary time off to pursue alternate employment. Upon finding alternate employment outside the University, they shall forfeit their right to receive pay in lieu of the balance of their formal notice.

10.09 Employees who are released under the layoff provisions of this Article shall be eligible for the following:

- a) more than twenty-five (25) years of service - one hundred (100) working days' formal notice or pay in lieu of;
- b) more than fifteen (15) years' service - eighty-eight (88) working days' formal notice, or pay in lieu of;
- c) more than ten (10) years' service - sixty-six (66) working days' formal notice, or pay in lieu of;
- d) more than five (5) years' service - forty-four (44) working days' formal notice, or pay in lieu of;
- e) less than five (5) years' service - twenty-two (22) working days' formal notice, or pay in lieu of.

Upon layoff, the employee shall receive from the University written instructions as to their rights and obligations for recall under this Agreement.

10.10 An employee with recall rights may present a grievance at Step 2 if they believe that their layoff or the University's failure to recall or rehire them was in contravention of this Agreement. Should such grievance succeed, and the employee is not otherwise disqualified, they shall be reinstated and all compensation shall be on the basis of their former regular salary, including any negotiated increases, vacation pay and all other benefits they would have otherwise been entitled to for the time lost after the receipt of the written grievance by the University.

Recall

- 10.11 Employees shall have preferential recall rights for the period of one (1) year from the date of layoff.
- 10.12 Recall shall be in order of their seniority ranking, provided they are qualified to do the job as set out in Article 10.02. The employee may be given the opportunity to qualify for the position at the discretion of the Associate Vice-President, Human Resources and Organizational Development or designate.
- 10.13 In the event of an employee being laid off for a total period of one (1) year, the position shall be declared redundant, and Article 19 shall apply.
- 10.14 Employees shall be notified of recall by registered mail or courier/commercial messenger service to their last place recorded with the University. Notification shall include a description and the duration of the job.

The employee is to advise the Associate Vice-President, Human Resources and Organizational Development, or designate by letter within ten (10) working days of receiving the notice of their acceptance or rejection of the recall. Employees who accept recall shall be permitted to give their current employer the required notice of termination in accordance with the Employment Standards Act.

An employee shall be required to accept the recall, except where the position in question is not in their former position's classification or is in a lower classification or is for a duration of less than one hundred and thirty-two (132) working days. A rejection of a recall notice on other grounds, except as herein provided, (or in the case of illness or injury) shall result in the loss of further recall rights and Article 19 shall not apply.

When due to layoff, an employee is the most suitable candidate in accordance with Article 10.02 for a permanent position in a lower salary grade, they shall be paid at the salary step on the new salary grade most closely approximate to their previous salary rate.

- 10.15 An employee who has agreed to accept recall shall be required to report to work within five (5) working days of the date agreed to with the University. On being rehired on recall, there shall be deemed to have been no break in such employee's continuous service.
- 10.16 It shall be the responsibility of the employee to notify the University promptly, in writing, of any changes of address or telephone number. If an employee should fail to do this, the University shall not be responsible for failure of a notice to reach such employee, and any notice sent by the University shall be forwarded by registered mail or courier/commercial messenger service and shall be deemed to have been received within five (5) working days.

- 10.17 Laid off employees with recall rights have no rights to vacation and sick-leave plans.

ARTICLE 11 - NO CESSATION OF WORK

- 11.01 The Union agrees that there shall be no strikes, and the University agrees that there shall be no lockouts as defined in the Ontario Labour Relations Act during the terms of this Agreement.
- 11.02 In the event that any employees of Laurentian University, other than those covered by this Agreement, engage in a lawful strike and maintain picket lines, employees covered by this Agreement shall not be required to perform work normally done by those employees.

ARTICLE 12 - HOURS OF WORK

- 12.01 a) The regular workweek shall consist of six and three-quarters ($6\frac{3}{4}$) hours of work per day and thirty-three and three-quarters ($33\frac{3}{4}$) hours of work per week, Monday through Friday, exclusive of lunch periods, except for the Porter classifications, those areas listed under the Letters of Understanding RE: Hours of Work for Maintenance, Printing and the Security group, and employees regularly working more than twenty (20) hours per week but less than thirty-three and three-quarters ($33\frac{3}{4}$) hours per week for clerical, technical, administrative and service work and twenty-four (24) hours per week but less than forty (40) hours per week for Maintenance Department, and Printing Department. In the latter case, the salary and vacation of such employees will be prorated.

The regular workweek for the various Porter classifications shall consist of:

Day Porter

- a) eight (8) hours per day, forty (40) hours per week
- b) 8 a.m. to 4:30 p.m.; with one-half ($1/2$) hour unpaid lunch period per day.

Night Residence Porter

Winter Session (from the third Monday in September to the final day of the winter term classes inclusively)

- a) eight (8) hours per day, forty (40) hours per week.
- b) two (2) shift rotation:
 - i) 4 p.m. to 12 a.m.;

- ii) 12 a.m. to 8 a.m.

Summer Session (from the day following the final day of the winter term classes to the third (3rd) Sunday in September inclusively)

- a) eight (8) hours per day, forty (40) hours per week.
- b) three-shift (3) rotation
 - i) 7 a.m. to 3 p.m.
 - ii) 3 p.m. to 11 p.m.
 - iii) 11 p.m. to 7 a.m.

The regular workweek for the employees in Maintenance and Printing shall consist of eight (8) hours per day, and forty (40) hours per week, commencing not earlier than 8 a.m., Monday through Friday, exclusive of a minimum of a one-half-hour (1/2) lunch period commencing at 12 noon.

FOR THE SECURITY GUARD GROUP: The normal workweek shall average forty (40) hours over a period covered by the work schedule as it may be implemented by the University from time to time. The normal work day shall be eight (8) hours. It is hereby expressly understood that the provisions of this Section are intended only to provide a basis for calculating time worked, and shall not be, or construed to be, a guarantee as to the hours of work per day, nor as to the days of work per week, nor as a guarantee of work schedules.

Security Guards may trade shifts with other Guards, and both parties must notify the supervisor in writing/by email at least 48 hours in advance, and by 4:30 p.m. (academic year) or 4 p.m. (summer hours). The change is subject to the approval of the Director, Security and Parking (or designate). This approval will not be unreasonably withheld.

- 12.01 b) The University shall have the right to designate vacant and new positions that it decides require different schedules of workweek than those outlined in 12.01 a). The regular workweek for these positions shall consist of six and three-quarters (6 $\frac{3}{4}$) hours of work per day and thirty-three and three-quarters (33 $\frac{3}{4}$) hours of work per week, exclusive of lunch periods, except for employees regularly working more than twenty (20) hours per week, but less than thirty-three and three-quarters (33 $\frac{3}{4}$) hours of work per week. In the latter case, the salary and vacation of such employees will be prorated. It is understood that each employee will have two consecutive days off.

The regular workweek for the aforementioned positions shall be set out in the job descriptions and/or position questionnaires and job postings.

- 12.01 c) The University shall have the right to designate vacant and new positions that it decides require different schedules of workweek than those outlined in 12.01 a) for Maintenance and Printing Department. The regular workweek for these positions shall consist of eight (8) hours of work per day, and forty (40) hours of work per week, exclusive of lunch periods, except for employees regularly working more than twenty-four (24) hours per week, but less than forty (40) hours of work per week. In the latter case, the salary and vacation of such employees will be prorated. It is understood that each employee will have two consecutive days off.

The regular workweek for the aforementioned positions shall be set out in the job descriptions and/or position questionnaires and job postings.

It is understood that all positions in the Security Guard group, require shift work, as the University provides Security coverage twenty-four hours per day, seven days per week, year-round. All Security Guards will work shift rotations to cover all the requisite hours.

University Office Hours

- 12.02 a) The official University office hours for all employees, except Porters, and those areas listed under the Letters of Understanding RE: Hours of Work for Maintenance and Printing, Security Guards Group and other employees who may be specifically hired to work scheduled hours different from the official University hours, shall be:
- i) 9 a.m. to 4:30 p.m. during and including the months of September to April, of which three-quarters (3/4) of an hour per day shall be an unpaid meal break;
 - ii) 8:30 a.m. to 4 p.m., from the first Monday in May through the Friday before Labour Day in September, inclusively, of which three-quarters (3/4) of an hour per day shall be an unpaid meal break.

The starting and stopping times for the various Porter classifications shall be in accordance with the Letter of Understanding RE: Hours of Work and starting and stopping times for Porters, attached, and which forms part of this Agreement.

The starting and stopping times for the employees in Maintenance and Printing, shall be in accordance with the Letter of Understanding RE: Hours of Work for Maintenance and Printing, attached, and which forms part of this Agreement.

- 12.02 b) The University shall have the right to designate vacant and new positions that it decides require different hours of work than those outlined in 12.02

a) i). The starting and stopping times for the positions designated as requiring different hours of work shall be set out in the job descriptions and/or position questionnaires and job postings.

The shift schedule and/or shift rotation will be posted. For changes to the scheduled workweek and/or hours of work, the University will give a minimum of four (4) weeks' notice after consultation with the employee(s) concerned. Any change will be made in a reasonable manner.

The University agrees that employees in similar positions can exchange shifts, as long as the exchange is approved by the supervisor, and the exchange results in no extra cost to the University.

12.02 c) Should there be a significant change in the duties and responsibilities of a position(s) and/or job classification in the case of the Security Guard group from the list identified in Schedule C, Position Directory, as a result of the University changing the work hours of a position(s), the position(s) so affected will be re-evaluated according to the Joint Job Evaluation procedures within a time period no longer than six (6) months.

12.03 For the purpose of Article 12 - Hours of Work, Article 12.01 b), 12.01 c), 12.02 a) ii), the University shall be allowed to designate up to a maximum of seventy-five (75) positions, vacant or not, as requiring different schedules of workweek and/or different hours of work. It is understood by the parties that the Security Guard positions are not counted as part of these 75 "E" designations.

12.04 It is recognized that, from time to time, working hours somewhat different from those set out in Articles 12.02 a) i) and 12.02 a) ii) are necessary for efficient operations. As such, the basic working hours of employment for all employees may be adjusted by mutual agreement between individual employees and their respective immediate supervisor. Should agreement to these new work hours not be reached between employees and their respective immediate supervisor, then the provisions outlined in Articles 12.02 a) i) and 12.02 a) ii) shall apply. Where a change to an employee's hours of work is required for a period of more than six (6) calendar months, this change shall be worked out in consultation with the Union. (Not applicable to the Security Guards group.)

Should a supervisor request an employee to temporarily work an alternate shift where one half (1/2) or more of the scheduled hours fall outside that employee's regular working hours, a premium of eighty-five cents (85¢) per hour shall be paid for each hour worked on that shift. This premium does not apply to any overtime hours worked (as defined by Article 13.01).

12.05 A shift premium of ninety-five cents (95¢) per hour will be paid for each hour actually worked on evening shifts. Shift premium shall not be paid for hours an employee works at overtime rates or for a paid holiday.

For the Security Guard group the University will recognize a shift premium of ninety-five cents (95¢) per hour worked for the afternoon and night shift. This premium is above and beyond the straight time or overtime pay, and is not calculated in determining the overtime pay.

- 12.06 a) A premium of one dollar and forty cents (\$1.40) per hour shall be paid for all hours

actually worked on a Saturday and Sunday. This premium shall not be paid for hours an employee works at overtime rates or for a paid holiday. (Not applicable to the Security Guard group).

A Sunday premium of one dollar and forty cents (\$1.40) per hour shall be paid to Maintenance and Printing for each hour actually worked on Sunday. The Sunday premium is above and beyond straight time or overtime pay, and is not calculated in determining overtime pay.

- b) Journeyperson Trades employees, while assuming responsibility for an apprentice, will assume one dollar (\$1.00) per hour while working with and guiding the apprentice. Should there be more than one tradesperson assuming responsibility for the apprentice, this premium will be provided for the hours actually worked with the apprentice. This adjustment will be retroactive to July 1, 2000.

- 12.07 The University shall schedule a rest period of fifteen (15) consecutive minutes both in the first and second half of the workday. (Not applicable for the Security Guard group.)

- 12.08 Work schedules shall be the prerogative of the Associate Vice-President, Human Resources and Organizational Development, or designate, considering the efficiency of the operation of the University, or the need to provide services to students and/or the public, and the wishes of the employees concerned, provided that such schedules do not conflict with the terms of this Agreement. For the Security Guard group, it is understood that the University has the right to determine schedules of work.

- 12.09 Employees in the bargaining unit who occupy a position as outlined in 12.01 a) and 12.02 i) shall not have their hours of work or workweek changed. (Not applicable for the Security Guard group.)

- 12.10 Employees in the bargaining unit who go on any leave which include Long-Term Disability, Workplace Safety and Insurance Board, or any other absences under the terms of the Collective Agreement shall not have their original hours of work or workweek changed upon their return from that leave. (Not applicable for the Security Guard group.)

- 12.11 Articles 12.09 and 12.10 shall also apply in the event of the reclassification of a position while occupied by the incumbent.

- 12.12 No employee in the clerical, technical, administrative, and service work groups shall lose their employment from their existing position on June 30th, 1988, through redundancy as a direct result of changes to hours of work or workweek of a position(s) in their department or a directly related department.
- 12.13 The University shall endeavour to provide employees in the bargaining unit who work different hours of work or workweek as outlined in Articles 12.01 b), 12.01 c), and 12.02 ii) with a fifteen (15) hour rest period between shifts. (Not applicable for the Security Guard group.)
- 12.14 Modified workweek is an organization of the hours of work agreed to by the University and the employee to provide fewer, but longer working days, to work the full thirty-three and three-quarters (33 $\frac{3}{4}$) workweek or forty (40) hour workweek, as applicable to the position. Participating in a Modified workweek is non-compulsory for either the employee or the University, and is not applicable to the Security Guard group.

An employee and/or supervisor/department head may submit their proposal to their immediate supervisor and/or department head or to the employee. The supervisor/department head shall notify the Associate Vice-President, Human Resources and Organizational Development, within five (5) working days of receipt or submission of the proposal. The University shall forward a copy to the Union.

The criteria necessary for operation of the Modified workweek are:

- a) The services offered by the department or provided by the department to the University will not be diminished.
- b) No additional costs to the University will result from the implementation of the Modified workweek.
- c) Overtime will not be paid as a result of the Modified workweek.
- d) Where the Modified workweek is at the request of the employee, no evening or weekend shift premium will be applicable.

Where more than one employee requests this arrangement, the University will consider the qualifications and experience of the individuals to do the job. Where these are relatively equal, seniority shall prevail.

A written decision to the requester will be provided within fifteen (15) working days of receipt. Where there is a dispute, or the proposed Modified workweek is refused, the request will be forwarded to the Associate Vice-President, Human Resources and Organizational Development (or their designate) for resolution. The employee will not have recourse to the grievance procedure in the event the request is refused. There will be a four (4) month trial period and, if during this period the criteria are not met, the Modified workweek may be discontinued. The trial period

may be extended by up to two (2) months by mutual agreement between the employee, the supervisor/department head, the University, and the Union.

At any time, an employee or supervisor may opt out of the Modified workweek, provided that the employee or the supervisor gives ten (10) working days' notice.

ARTICLE 13 - OVERTIME

13.01 Except for the classifications of Porter, Liaison Officers and Liaison Coordinators, Security Guards group, RE: Hours of Work for Maintenance, Printing, and positions in 12.01 b) and 12.02 ii), authorized work performed in excess of six and three-quarters (6 $\frac{3}{4}$) hours of work per day or thirty-three and three quarters (33 $\frac{3}{4}$) hours of work per week shall be paid for on the following basis:

- a) Monday through Saturday - time and one-half (1 $\frac{1}{2}$) the employee's regular hourly earnings;
- b) Sunday - two (2) times the employee's regular hourly earnings;
- c) paid holidays - time and one-half (1 $\frac{1}{2}$) in addition to holiday pay.

For the Porter classifications, authorized work performed in excess of the normal work hours set out in the Letter of Understanding RE: Hours of Work and starting and stopping times for Porters shall be paid for on the following basis:

- a) Monday through Saturday - time and one-half (1 $\frac{1}{2}$) the employee's regular hourly earnings;
- b) Sunday - two (2) times the employee's regular hourly earnings;
- c) paid holidays - time and one-half (1 $\frac{1}{2}$) in addition to holiday pay.

For Maintenance and Printing, or those positions in 12.01 c), authorized work performed in excess of the normal work hours as set out in the Letter of Understanding RE: Hours of work for Maintenance, and Printing, shall be paid for on the following basis, one and one-half (1 $\frac{1}{2}$) the employee's regular hourly earnings. Such overtime shall be paid in units of one-quarter (1/4) hour calculated to the nearest quarter. There shall be no pyramiding of overtime payment.

For positions in 12.01 b) and 12.02 ii), authorized work performed in excess of six and three-quarters (6 $\frac{3}{4}$) hours of work per day or thirty-three and three-quarters (33 $\frac{3}{4}$) hours of work per week will be paid on the following basis:

- a) Monday through Saturday - time and one-half (1 $\frac{1}{2}$) the employee's regular hourly earnings;
- b) Sunday - two (2) times the employee's regular hourly earnings;

- c) Paid holidays - time and one-half (1½) in addition to holiday pay.

For the classification of Liaison Officers and Liaison Coordinators, time spent in excess of six and three-quarters (6¾) hours of work per day, or thirty-three and three-quarters (33¾) hours of work per week representing Laurentian in the University Information Program as organized by the Provincial Standing Committee on Secondary School Liaison, will not be deemed to be overtime work.

For the Security Guard group: Authorized work performed in excess of the employee's normal work day or average workweek, will be paid at the rate of time and one half (1 1/2) the employee's regular hourly rate. All authorized overtime will be divided as equally as practicable, amongst those employees who normally perform the work.

- 13.02 Employees shall not be required to take time off during regular working hours to equalize any overtime worked, however, the employee may request and, at the University's discretion, may be granted time off in lieu of overtime payment. In such cases, the employee shall receive hours off of regular time, for each hour of overtime worked, in accordance with Article 13.01.
- 13.03 Employees who are authorized to work overtime for two (2) consecutive hours or more shall be paid a meal allowance of fifteen dollars (\$15.00)
- 13.04 a) The University shall endeavour to keep overtime to a minimum. However, any overtime shall be divided fairly among the employees in the department in similar positions and with similar qualifications, who normally perform the work, and who are available and qualified to perform the work. Seniority shall be the deciding factor in the event of a scheduling conflict amongst those qualified to perform the work.
- b) For the Maintenance, Printing and the Security Guard group:
- i) It is understood that overtime is a necessary part of the University's operations from time to time. The University shall request overtime from amongst those employees who normally perform the work. Employees shall have the right to refuse overtime, provided they give a valid reason.
 - ii) In an emergency, the University may assign overtime to the employees who normally perform the work, and the employees agree to work such overtime.
 - iii) The University shall give as much notice of overtime as is reasonably possible.
- 13.05 An employee called to work outside their normal working hours shall be paid a minimum of four (4) hours pay at their normal rate of pay, or at the applicable overtime rate in accordance with Article 13.01 for all hours worked, whichever is greater.

If an employee called to work outside their normal working hours is required to remain on the job, they shall continue to be paid at the applicable overtime rate, until the commencement of their normal work day, when they shall revert to their normal rate of pay.

- 13.06 There shall be no duplication or pyramiding of overtime payment, nor shall the same hours worked be counted as part of the normal workweek, and also as hours for which an overtime premium is payable.
- 13.07 The University recognizes that employees should not be required to log on after hours or while on vacation. Should an unusual circumstance change this understanding, the request for the employee to log on to the computer system remotely will be provided by the supervisor, in writing, to the employee, with a copy to the Associate Vice-President, Human Resources and Organizational Development, (or their designate). The log-on and log-off times will be confirmed by the supervisor and the employee, and the employee will be paid a minimum of one (1) hour. Should this log-on situation last longer than one hour, the employee will be paid at time and one-half (1½) of the actual hours. For those employees working on a Monday through Friday work schedule, per Article 12.01 of the Collective Agreement (except for the Security Guard group), should this work be completed on a Sunday, double (2) time overtime rates will apply.
- 13.08 For the Security Guard Group all banked time must be used by November 30 each year, otherwise it will be forfeited. It is understood that an employee can carry forward a maximum of sixty (60) hours per year non-accumulative. For the purpose of this article banked time refers to hours banked as a result of twelve-hour schedules and meetings.
- 13.09 For the Security Guard group, the University shall calculate each June 30th, the additional vacation pay owing to each member in the bargaining unit resulting from "overtime work". The calculation shall be at the employee's respective vacation pay rate, and shall reflect the difference between that employee's gross earnings and their stated annual salary for the contract year, July 1 to June 30, inclusively.

ARTICLE 14 - PAID HOLIDAYS

- 14.01 The University recognizes the following paid holidays:

New Year's Day	August Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	

- 14.02 In order to qualify for payment of the above-named holidays, the employee who is scheduled to work on the holiday, but not required to work because the day is a holiday, shall be paid one (1) day's pay at straight time hourly rate, providing they have worked the full scheduled day immediately preceding the holiday, and the full scheduled day immediately following the holiday.
- 14.03 An employee who works on a paid holiday will receive pay at the rate of time and one-half (1 ½) the employee's normal hourly rate of pay for work performed on such day, in addition to pay for the holiday at the employee's normal hourly rate of pay. Employees who are scheduled to work on the holiday and do not work shall not receive any holiday pay.
- 14.04 When any of the above-named paid holidays fall on an employee's scheduled day off and the employee has qualified for holiday pay in accordance with Article 14.02, the employee shall receive another day off with pay at a time mutually agreed upon between the employee and the University. Any payment received under the clauses of this Article shall not be used in calculation of any overtime pay.
- 14.05 When an employee adheres to the procedures outlined in Article 17 regarding leave of absence without pay, and that leave of absence follows or precedes a paid holiday, Article 14.02 would not apply in that it would be considered that the employee has worked the day preceding or following the leave of absence and would be paid for the said holiday.

ARTICLE 15 - VACATIONS

- 15.01 Employees shall be entitled to annual vacation in accordance with the following:

YEARS OF SERVICE	AMOUNT OF DAYS
less than twelve (12) months of service	six percent (6%) of total earnings
twelve (12) months of services but less than five (5) years of service	fifteen (15) days with pay
five (5) years of service	sixteen (16) days with pay
six (6) years of service	seventeen (17) days with pay
seven (7) years of service	eighteen (18) days with pay
eight (8) years of service	nineteen (19) days with pay
nine (9) years of service	twenty (20) days with pay

YEARS OF SERVICE	AMOUNT OF DAYS
ten (10) years of service	twenty (20) days with pay
eleven (11) years of service	twenty one (21) days with pay
twelve (12) years of service	twenty two (22) days with pay
thirteen (13) years of service	twenty three (23) days with pay
fourteen (14) years of service	twenty four (24) days with pay
fifteen (15) years of service	twenty five (25) days with pay
sixteen (16) years of service but less than eighteen (18) years of service	twenty six (26) days with pay
eighteen (18) years of service but less than twenty (20) years of service	twenty seven (27) days with pay
twenty (20) years of service but less than twenty two (22) years of service	twenty eight (28) days with pay
after twenty (20) years of service	a once only, two-day (2) leave with pay
twenty two (22) years of service but less than twenty four (24) years of service	twenty nine (29) days with pay
twenty four (24) years of service but less than twenty six (26) years of service	thirty (30) days with pay
after twenty five (25) years of service	a once only, three-day (3) leave with pay
after twenty six (26) years of service but less than twenty eight (28) years of service	thirty one (31) days with pay
twenty eight (28) years of service but less than thirty (30) years of service	thirty two (32) days with pay
thirty (30) years of service but less than thirty five (35) years of service	thirty three (33) days with pay
after thirty (30) years of service	a once only, two-day (2) leave with pay
thirty five (35) years of service or more	thirty four (34) days with pay

15.02 If a paid holiday falls during an employee's vacation period, an additional day will be granted with pay at the employee's normal hourly rate of pay.

- 15.03 In no case may vacation entitlement be carried over or accumulated from one year to the next without the express written permission of the Associate Vice-President, Human Resources and Organizational Development, or their designate.
- 15.04 It is understood and agreed that the University shall give preference of time at which employees wish to take their vacations in accordance with seniority, but of necessity, the Associate Vice-President, Human Resources and Organizational Development, or their designate reserves the final decision as to the scheduling of vacations.

For the Maintenance and Printing, employees are required to inform their immediate supervisor stating their vacation preference by May 31, for the vacation entitlement from July 1 to June 30. The immediate supervisor will inform the employee of their vacation time by June 15. For the Security Guard group, the vacation preference must be provided by May 15 of a given year. The immediate supervisor will inform the Guards of their vacation time by June 15.

Employees who do not comply with this Article will have their vacation time determined by the immediate supervisor. Any changes must be in writing and approved by the immediate supervisor. The employee shall not have recourse to the grievance procedure in this case.

Should any employee cancel their vacation plans, the revised dates must be brought to the attention of the immediate supervisor, who will consider this plan with a view to operational needs, and alternate times booked. In this circumstance, seniority will not prevail.

Time of Vacation for Security Group

From July 1 to September 15, each eligible employee should be able to take two (2) weeks of summer vacation, on a seniority basis, if possible. If an employee has vacation time left, then preference of time will be given according to employee's seniority, but of necessity, the University must reserve the final decision as to the scheduling of vacations.

- 15.05 An employee shall be entitled to receive their vacation in an unbroken period, unless otherwise mutually agreed upon between the employee and the Associate Vice-President, Human Resources and Organizational Development, or their designate. (Not applicable for the Security Guard group.)
- 15.06 For the purpose of computing vacation time, the date of June 30 closest to the date of hiring will be used to determine vacation credits except during the first year of service where the actual hiring date will determine the vacation credits computed as of June 30 of that year.
- 15.07 The anniversary of the employee's hiring date will be the effective date for the employee's fourth (4th) week and any additional vacation entitlement as set out in Article 15.01.

- 15.08 Vacation credits will accrue while on statutory maternity, parental, and adoption leaves. Vacation credits will accrue during other leaves of absence not exceeding two (2) consecutive calendar months, and sick-leave absence not exceeding six (6) consecutive calendar months. For the purpose of this Article, a calendar month is any period of thirty (30) calendar days.

Vacation for Liaison Group

- 15.09 Liaison Officers and Liaison Coordinators, in lieu of payment for travel time, shall receive six (6) working days of vacation in addition to their normal entitlement as per 15.01 above.
- 15.10 Liaison Officers and Liaison Coordinators, in lieu of overtime pay for work in excess of six and three-quarters ($6\frac{3}{4}$) hours of work per day, or thirty-three and three-quarters ($33\frac{3}{4}$) hours of work per week representing the University in the University Information Program as organized by the Provincial Standing Committee on Secondary School Liaison shall receive one (1) week of vacation in addition to their normal entitlement as per 15.01 above. One (1) week of vacation shall not be prorated.

ARTICLE 16 - SICK LEAVE

- 16.01 The sick leave plan which will apply through the term of the Agreement is set out in Schedule "B" hereto attached and will form part of this Agreement.

ARTICLE 17 - LEAVE OF ABSENCE

Preamble

When an employee in the clerical, technical, administrative and service work is unable, for any reason, to report for work, it is their responsibility to notify their department head or supervisor as soon as possible during the first day of unscheduled absence.

For employees in the Maintenance and Printing, who cannot report for work on their regularly scheduled shift, they must notify their immediate supervisor prior to the commencement of their shift, if possible, or at least one-half ($1/2$) hour after the commencement of the shift. If it is impossible to notify the immediate supervisor, the employee is to leave a message with Security. NOTE: for the Security Group notice is required at least two (2) hours in advance. After the official University hours, it is understood that the current practice will continue where the security guards will attempt to call replacements according to the established lists. In case of an emergency, where an employee is unable to contact their immediate supervisor, it is understood that they shall not lose their rights to sick leave.

- 17.01 Leave of absence without pay and without loss of seniority may be granted to employees to attend to union-related matters, provided such leave is applied for, in writing, to the Associate Vice-President, Human Resources and Organizational Development, or designate, at least ten (10) working days prior to the date the employee intends to absent themselves. Permission for such request shall not be unreasonably withheld.
- 17.02 The University may grant a leave of absence without pay to an employee, provided such request shall be in writing and submitted for approval to the Associate Vice-President, Human Resources and Organizational Development, or designate, at least ten (10) working days prior to the date the employee intends to absent themselves for up to three (3) days, and twenty-two (22) working days prior to the date the employee intends to absent themselves in excess of three (3) working days. Such approval shall not be unreasonably withheld. If the University denies a request for a leave of absence, the University shall, within five (5) working days of the date the denial is first communicated to the employee, provide the employee with reasons in writing for denying the request that identify the operational need that prevents the leave from being granted.
- 17.03 An employee who is elected or selected for a full-time position with the Union, or who is elected to public office, shall be granted leave of absence without loss of seniority for a period of two (2) years, and seniority shall accrue during such leave. Such leave may be renewed on request during their term of office. Once the term is completed, the employee shall return to their position or to a position at the same grade and step. Should the employee's position not be available, the employee shall have the right to exercise their rights under Article 19 - Redundancy.

17.04 **Bereavement Leave**

- a) In the event of the death of an employee's spouse (which includes common-law spouses), child or stepchild (which includes a natural child or adopted child resulting from marriage, common-law partnership or same-sex partnership), parent, or sibling, the employee shall be granted a leave of absence of five (5) working days without loss in pay, to be taken within one (1) year of the death. The five (5) days may be taken in two separate periods of one or more days.
- b) In the event of the death of an employee's stepsibling, stepparent, parent-in-law, including parents of common-law and same-sex spouse, sibling-in-law, grandparents, guardians, grandchildren, or child-in-law, the employee shall be granted a leave of absence of four (4) working days without loss of pay, to be taken within one (1) year of the death. The five (5) days may be taken in two separate periods of one or more days.
- c) In the event of the death of an employee's sibling's child, grandparents-in-law, or parent's sibling, the employee shall be granted a leave of absence of one (1) working day without loss in pay.

- d) If, during their vacation period, an employee is bereaved in circumstances under which they would have been eligible for leave under this article, they shall be granted leave and their vacation pay credits shall be restored to the extent of any concurrent leave granted.
- e) Individuals who must travel a distance of 300 km or more will be granted an additional one (1) day of bereavement leave. The additional one (1) day may only be applied to one (1) occasion of bereavement leave outlined in a) and b) above if the bereavement leave is taken in two (2) separate occasions.

17.05 **Family Responsibility**

Supplemental Unemployment Benefit Plan (SUB) – Maternity

- a) The objective of the plan is to supplement Employment Insurance benefits up to ninety-five percent (95%) of the employee's normal weekly earnings during maternity leave. Up to seventeen (17) weeks of maternity leave will be granted in accordance with the Employment Standards Act (Ontario).
- b) This plan covers only temporary unemployment due to pregnancy. Employees do not have a right to SUB payments except for supplementation of E.I. benefits during the unemployment period as specified in the plan.
- c) An employee must apply for, and be in receipt of, Employment Insurance benefits before SUB can be paid. The employee must meet the requirements of the E.I. Act concerning the period during which maternity benefits can be paid.
- d) An employee will be eligible for SUB payments if they qualify for and is entitled to Employment Insurance maternity benefits. However, an employee will also be eligible for SUB payments when they are not receiving Employment Insurance because they are serving the E.I. waiting period or because they have received all the E.I. benefits payable to them.
- e) The leave may commence at any time during the eleven (11) weeks preceding the estimated date of delivery.
- f) The employee shall make written application to the Associate Vice-President, Human Resources and Organizational Development, or designate, at least two (2) weeks prior to the date they intend to commence their leave. The application shall include a certificate from a legally qualified medical practitioner stating the estimated date of delivery.
- g) No employee shall be required to return to work earlier than six (6) weeks following their actual date of delivery, nor shall they be permitted to do so unless they provide the Associate Vice-President, Human Resources and Organizational Development, or designate, with four (4) weeks' notice, in writing.

- h) The employee shall be reinstated in their former position provided the leave taken is not longer than the leave provided by the Act, except where an extended leave has prior approval from the University.
- i) The employee shall continue to accumulate vacation credits and seniority during their leave.
- j) During the period of maternity and adoption leaves, the University shall continue to pay the employer's share of all benefits in which the employee is registered at the time of the leave, excluding contributions to the Laurentian University Pension Plan.
- k) Benefits payable under the plan are a sum, which combined with gross E.I. benefits, SUB payments and other earnings equal ninety-five percent (95%) of the employee's normal weekly earnings.
- l) Payments from the SUB plan are not considered as earnings for Employment Insurance, but are subject to income tax.
- m) The employer must have proof that the employee is, or is not, receiving E.I. benefits before SUB can be paid.
- n) SUB payments will be financed by the employer. A separate accounting will be kept on SUB payments.
- o) Payments in respect of guaranteed annual remuneration, or in respect of deferred remuneration or severance pay benefits, are not reduced or increased by payments received under this plan.
- p) The employer will inform the Canada Employment and Immigration Commission of any changes in the plan within thirty (30) days of the effective date of the change.

Sub Plan - Parental Leave on the Occasion of the Birth of a Child

- a) On the occasion of the birth of a child, a member who is a parent and who has opted to take parental leave under the Employment Insurance Act and applicable legislation shall be entitled to a parental leave of up to thirty-five (35) weeks.
- b) During the period of parental leave, as specified above, a member shall receive from the employer:
 - i) For the first two (2) weeks, 95% of their nominal salary (this only applies if the employee has not taken maternity leave first);
 - ii) For up to a maximum of seven (7) additional weeks, an amount equal to the difference between the EI benefits received by the member and 95% of the member's nominal salary;

Sub-Plan Adoption - Parental Leave on the Occasion of the Adoption of a Child

- a) On the occasion of the adoption of a child coming into the care or custody of a parent for the first time, a member who is a parent shall be entitled to a parental leave of up to thirty-five (35) weeks. The parental leave must be commenced within fifty-two (52) weeks from the date the child comes into the care or custody of the parent for the first time.
- b) During the period of parental leave as specified above, a member shall receive from the employer:
 - i) For the first two (2) weeks, 95% of their nominal salary
 - ii) For up to a maximum of seven (7) additional weeks, an amount equal to the difference between the EI benefits received by the member and 95% of the member's nominal salary.

General Consideration

Notice Required for Parental Leave

- a) A member shall give written notice to the employer of their intention to take a parental leave at least six (6) weeks prior to the commencement of such leave. The notice period may be altered by mutual agreement.
- b) The notice period above may not apply if the member stops working because the child comes into the custody, care and control of the parent sooner than expected.
- c) During leaves under this Article, the member shall continue to participate in the pension plan and the other benefit plans set out in this Collective Agreement. The member and the employer shall each continue to pay their applicable share of contributions and/or premiums, unless the member elects not to do so in writing.
- d) If both parents are members of this bargaining unit, they may share the total available parental and/or adoption paid periods of leave between them. It is understood that only one person can make use of this sub-plan benefit at a time.

17.06 Special Leaves

For the Clerical, Technical and Administrative and Services group:

The following are considered special leaves with pay and must be recorded with the Associate Vice-President, Human Resources and Organizational Development or designate:

- a) Emergency (to include emergency illness in the employee's household): one (1) day per occasion;

- b) Fire or other disaster resulting in property damage in the employee's residence: two (2) days per occasion;
- c) Moving of a household: one (1) day per occasion;
- d) Writing of an examination or defending a thesis requiring absence from work: one-half (1/2) day per occasion;
- e) Medical, dental and legal appointments requiring absence from work: up to one-half (½) day per occasion. Employees, with the permission of their supervisor, may be allowed an early departure or a late arrival at work that is less than a half a day's absence to attend medical, dental and legal appointments. Such permission shall not be unreasonably withheld. It is understood that the employees will make every effort to schedule medical, legal or dental appointments outside working hours. If this is not possible, appointments should be scheduled to minimize time away from work. Once the employee is finished with the appointment, within reason, they shall return to work as soon as possible;
- f) Wedding leave, at the employee's discretion, to attend their own wedding: maximum three (3) days;
- g) Parental Leave: maximum five (5) working days.

For the Maintenance, Printing and Security Guard group (full-time only)

For the Maintenance, Printing and Security Guard group: Security Guards hired under the temporary and term appointments are eligible for these special leaves.

The following are considered special leaves with pay to a maximum of five (5) days per collective-agreement year, and must be recorded with the Associate Vice-President, Human Resources and Organizational Development.

- a) Emergency (to include emergency illness in the employee's household): one (1) day per occasion;
- b) Fire or other disaster resulting in property damage in the employee's residence: two (2) days per occasion;
- c) Moving of a household: one (1) day per occasion;
- d) Writing of an examination: one-half (1/2) day for each examination;
- e) Medical, dental and legal appointments requiring absence from work: up to one-half (½) day per occasion. Employees, with the permission of their supervisor, may be allowed an early departure or a late arrival at work that is less than a half a day's absence to attend medical, dental and legal appointments. Such permission shall not be unreasonably withheld. It is

understood that the employees will make every effort to schedule medical, legal or dental appointments outside working hours. If this is not possible, appointments should be scheduled to minimize time away from work. Once the employee is finished with the appointment, within reason, they shall return to work as soon as possible.

- f) Wedding leave at the employee's discretion to attend their own wedding; maximum three (3) days;
- g) Parental Leave: maximum five (5) days within one (1) week of the child being present at home.

17.07 Education Leave

An educational leave with full pay may be granted by the University to an employee to enroll in a course outside the University or at Laurentian University, including professional conferences, seminars, workshops, etc. The initiative to take such a course may come from either the University or the employee. The employee shall not have recourse to the grievance procedure in the event of a negative decision; however, the employee and/or the Union may appeal the decision to the Associate Vice-President, Human Resources and Organizational Development or designate. The employee shall not be required to take a course without their consent. During an education leave, all of the provisions of the Agreement shall apply, except, of necessity, those dealing with hours of work, and the University shall pay all tuition fees and other directly-related expenses incurred in taking the course, including books and incidental fees.

ARTICLE 18 - TERMINATION NOTICE

- 18.01 An employee may terminate their employment on giving the University at least one (1) normal pay period of previous written notice. When an employee fails to comply with this Article or the employee's employment is terminated by the University, such employee will be paid vacation pay in accordance with the Employment Standards Act.

ARTICLE 19 - REDUNDANCY OF JOB

- 19.01 Redundancy of jobs results from a shortage of work for a period of one (1) year or more, and/or the complete elimination of a position.

Decisions on redundancy of jobs of staff employees shall be made in light of available information and after consultation with the Union and the Department concerned.

- 19.02 Minimum written notice of termination for redundancy with a copy to the Union will be two (2) months. The employee may be given equivalent pay in lieu of written notice.
- 19.03 If a job has been declared redundant, the incumbent will be entitled to the following termination pay at their current salary: one month for each year of continuous service to the closest whole year, plus five (5) months to a cap of eighteen (18) months' pay. An employee may elect to defer this payment for a period of one (1) year, and shall be considered during this one-year (1) period to be eligible for recall under Article 10.11 and Article 10.12.
- 19.04 If an employee is laid off, and their position is subsequently declared redundant, then the termination pay to which the employee is entitled under this Article is in addition to any payment they may have received under Article 10.09.
- 19.05 The period of notice under Article 10.09 and/or this Article to which an employee is entitled, if pay is given in lieu of, shall be added to their years of continuous service to calculate their entitlement under Article 19.
- 19.06 The regular notice, if either the employee tenders their resignation or is dismissed, is to continue to be the normal pay period.
- 19.07 In the event that an incumbent is notified that their position has been declared redundant, the University will allow that incumbent, during the period of notice, a number of days off for job-seeking interviews equal to one-twelfth (1/12) of the period of notice.
- 19.08 After an incumbent has been advised that their job has become redundant, the University will waive up to one-half (1/2) of the normal period of resignation notice without this affecting their termination pay, which of course would then start from the new termination date of their choosing.
- 19.09 The University may offer an alternative position (without posting). The employee may refuse the alternative position without losing their rights to termination benefits. For employees hired after September 1, 1999, the University may offer an alternative, comparable position (without posting). The employee will not lose their salary grade or step. If the employee refuses the alternative, comparable position, the employee shall lose all rights to termination pay under Article 19.03, or any other applicable article. The aforementioned sentence does not apply to any employee in a term position, as of September 1, 1999, with three years or more of continuous service in the same position, which may become permanent.

In order to assist in the transition, such employees may be offered (or may be required at the recommendation of the host unit) to take a leave of absence in accordance with Article 17.07.

- 19.10 The University is not bound to offer an alternative position to a redundant employee.
- 19.11 In the event of an employee being laid off for a period of twelve (12) months, the position will be declared redundant.
- 19.12 Should an employee accept a term/temporary position while on recall, the following shall apply:
- a) Vacation will accrue (prorated to the length of the term/temporary position) based on their length of service with the University.
 - b) If another job in a salary grade equal or lower, becomes vacant, which the University requires to be filled on a permanent basis, the employee shall be given preferential recall rights according to the Recall Articles of this Collective Agreement during the term/temporary appointment.
 - c) The employee will be entitled to termination pay as per Article 19.03 based on the original job they occupied when declared redundant.
 - d) Should an employee be offered another term/temporary job with a different termination date, and if the new termination date exceeds the termination date of the redundant job, all recall rights will apply up to the revised termination date.

ARTICLE 20 - HEALTH AND WELFARE

- 20.01 1) The University shall pay at current rates to the following welfare plans on the percentage bases set out below:
- a) Ontario Health Insurance Plan - University contribution – 100%;
 - b) Life Insurance - University contribution – 100%;
 - c) Long-Term Disability – employee contribution – 100%;
 - d) Extended Health Care - University contribution – 100%;
 - e) Dental Plan - University contribution - 100 % at current O.D.A. rate
- 2) In addition to the Canada Pension Plan, every employee shall be governed by the University Retirement Plan and the University, and employees shall make contributions in accordance with the provisions of the plan.

Effective July 1, 2012, Members shall only participate in the Defined Benefit component of the Retirement Plan and Member contributions shall only be used toward funding the Defined Benefit component of the Retirement Plan. All pension service contributions and benefits accrued prior to July 01, 2012, shall remain in the hybrid component of the Retirement Plan.

- 3) LUSU will be given a seat on the Laurentian University Benefits Committee. The Committee will begin meeting regularly commencing May 1, 2021.

20.02 The University's contribution to the Health and Welfare Plans shall cease when:

- a) The employees are on layoff, in excess of one (1) month;
- b) the employees are on unpaid leave of absence, in excess of one (1) month;
- c) the employees are on sick leave, compensable or non-compensable injury, in excess of thirty (30) calendar months, subject only to the provisions of the Ontario Human Rights Code.

The University shall notify the employee concerned prior to the date that the University's contributions shall cease.

20.03 **Retirement Plan**

Employer Contribution

The Employer's contributions to the Retirement Plan shall be at least the amount required to fund current service costs and any unfunded liabilities and reduced solvency liabilities, or 8% whichever is greater, in accordance with the Pension Benefits Act and regulations there under based upon the actuarial valuations for the Retirement Plan that the Employer files with the Financial Services Regulatory Authority of Ontario. Interest on the Employee contributions to the Plan will be credited at the Plan rate of return.

Member's Required Contribution

Each Member shall contribute by regular payroll deduction as follows:

Effective July 1, 2021, the sum of:

- a) 6.7% of Pensionable Earnings up to the YAMPE; and
- b) 10.4% of Pensionable Earnings above the YAMPE

20.04 A newly-hired employee shall provide Human Resources with a copy of their birth certificate or equivalent document.

Each employee, who has not previously done so, shall, when requested, supply Human Resources with a copy of their birth certificate (or other equivalent documentation attesting to the date of birth).

Information obtained from this documentation shall be filed "confidential".

20.05

a) Effective August 16, 2017, employees will no longer be able to begin collecting a Laurentian University pension while continuing to be employed by the University. Employees who as of August 16, 2017, have begun to collect a Laurentian University pension may continue to do so.

b) Effective January 1, 2018, members of the Laurentian University Pension Plan, upon reaching the age of 71 and who have not elected the form of pension shall be assigned an appropriate form of pension as determined by the trustees of the Laurentian University Pension Plan.

20.06 Pension Committee

Two (2) Laurentian University Staff Union members designated by the President of the Union shall be voting Members of the University Pension Committee.

20.07 No amendments to the Pension Plan that reduce pension benefits for Members, or that materially affect Members' rights, may be made without LUSU consent.

ARTICLE 21 - JURY AND WITNESS DUTY LEAVE

21.01 The University shall grant leave of absence with pay and without a loss in seniority to any employee who is required to be a juror or witness by anybody in Canada with powers of subpoena.

The employee shall notify their immediate supervisor, immediately, upon their notification that they will be required to attend such hearing, and present proof of service requiring their attendance. Once the employee is discharged from subpoena, they shall return to work as soon as possible.

For the Security Guard Group: It is agreed that should an employee on their day off be required to appear in court for University business, they will receive the option of four (4) hours of pay or four (4) hours off in lieu of pay.

ARTICLE 22 - MEETINGS OF THE UNION

22.01 The University agrees to allow one (1) hour extra on the lunch break for the three (3) regular meetings of the Union per year.

It is understood that the ratification of the Memorandum of Settlement for the Collective Agreement will not be counted as one of these meetings.

Members of the Executive Committee of the Union shall be entitled up to a further eight (8) periods of three-quarters (3/4) of an hour for the purpose of attending Executive Committee meetings.

It is understood that Human Resources must be advised a minimum of five (5) working days in advance of scheduled meetings.

For the Security Guard group: It is understood that member attendance at these meetings cannot compromise continuing coverage of University security, and cannot result in increased cost.

ARTICLE 23 - BULLETIN BOARDS

- 23.01 The University agrees to permit posting of notices of Union meetings or functions and other documents on a bulletin board on its premises designated by the University for such purposes, and all such notices or other documents must be signed by an authorized officer of the Union and submitted to the Associate Vice-President, Human Resources and Organizational Development, or designate, for approval before posting. The Union agrees to remove out-of-date material forthwith.

ARTICLE 24 - HEALTH AND SAFETY COMMITTEE

- 24.01 The University and the Union recognize the benefits to be derived from a safe and healthy place of employment. It is agreed that the University, the employees, and the Union will cooperate fully to promote safe-work practices, health and conditions, and the enforcement of safety rules and procedures in accordance with the Ontario Occupational Health and Safety Act.

The University and the Union membership agree to comply with all the regulations pursuant to the Ontario Occupational Health and Safety Act.

No employee shall be disciplined for refusal to perform work where the employee has acted in compliance with the Ontario Occupational Health and Safety Act.

The University and the Union agree to participate in the Laurentian University Health and Safety Committee as per the structure of the committee. The Union will have two (2) representatives on this committee.

ARTICLE 25 - POSITION NUMBERING

- 25.01 The University agrees to apply a permanent number to existing bargaining unit positions and to each and every newly created, bargaining unit positions.

- 25.02 The University shall maintain a position directory, which shall include:

- a) a number for each bargaining unit position;
- b) department of the position;
- c) classification level of the position.

25.03 The University shall maintain job descriptions for all positions in the bargaining unit, and they shall be available in Human Resources. For Maintenance, Printing and the Security Guard group, job descriptions will include as the final phrase "Perform other duties as assigned."

- 25.04 a) Prior to implementing a new position or any changes to an existing position, or **major classification in the Security Guards group**, the University shall provide to the Union a copy of the position questionnaire and shall discuss such changes with the Union and the position incumbent, if any. The University shall not make any changes to existing positions in a manner that is unreasonable, and such changes shall not be made without considering the experience and qualifications of the incumbent, if any.
- b) No incumbent in an existing position that is changed by the University shall suffer a decrease in salary rate as a result of a salary-grade decision related to the change. Such an employee shall maintain their salary rate and, in future, shall receive the same salary-scale increase as is negotiated for the salary grade at which the employee's job is classified.
- c) Where changes to a job occur under Article 25.04 (a) on a temporary basis of twelve (12) months (consecutively) or less, the University shall designate an interim salary grade for the temporary period. Should the temporary changes continue past six (6) consecutive months, the interim position will be submitted to the Joint Job Evaluation Committee for evaluation.
- d) Where temporary changes to a position would result in a salary increase, the incumbent shall be paid the increased salary, but only for the period of the temporary change. The incumbent's salary will revert to the original salary at the end of temporary change. The University shall not be permitted to renew this arrangement without mutual consent from the Union. The University may not end a temporary assignment and then reassign this after less than six consecutive months.

ARTICLE 26 - POSITION LEVELS

- 26.01 a) Subject to the following paragraphs, each employee will be advanced from their current step in their salary grade to the next step in that grade on the annual increment date, July 1, up to the maximum of the salary grade.
- b) Each employee shall be entitled to the step increase provided for in paragraph (a) above, unless the University can show cause for not awarding the annual increase. Should the University decide not to grant the step increase, it shall so state, in writing, giving the reasons therefore. The

decision and reasons shall be provided to the affected employee with a copy to the Union.

- c) An employee who completes their probationary period between April 1 and September 30 in any given calendar year shall be eligible to receive a step increase pursuant to Article 8.02. Such employee shall be eligible to receive their next step increase only on July 1 in the next calendar year. (Not applicable to the Security Guard group.)
- d) An employee who completes their probationary period between October 1 and March 31 shall be eligible to receive a step increase pursuant to Article 8.02. Such an employee shall be eligible to receive their next step increase on July 1 next following completion of the probationary period. (Not applicable to the Security Guard group.)

26.02 Upon the establishment of a revised salary grade for a position pursuant to the job evaluation procedure, the salary rate of the employee who occupies the position will be set as follows:

- a) where the salary grade is increased,
 - i. in the case of new and changed vacant positions, the rate of pay as at the date of appointment will be re-determined pursuant to Articles 8 and 9 of the Collective Agreement.
 - ii. in the case of changed occupied positions increasing to a higher salary grade, the rate will be the base rate of the higher salary grade, or current salary rate, of the employee plus two steps, whichever is higher. (Not applicable to the Security Guard group.)
 - iii. in the case of temporary changes to a position that would result in a salary increase, the incumbent shall be paid the increased salary under Article 25.04 d), but only for the period of the temporary change.
- b) where the salary grade is decreased,
 - i. in the case of new and changed vacant positions, the rate of pay as at the date of appointment will be re-determined pursuant to Articles 8 and 9 of the Collective Agreement, except where the affected employee was a member of the bargaining unit promoted or transferred to the position through the posting provision of the Collective Agreement, whose revised rate of pay would be less than the rate of pay they were receiving before appointment to the position. In this latter case, the employee shall be paid the rate which they would otherwise be paid in their previous position, and such employee shall continue to receive negotiated annual increases, but no step increases

until the correct rate in the new grade is equal, or greater, than the salary they receive.

- ii. in the case of a changed occupied position, the provisions of Article 25.04 will apply.

ARTICLE 27 - POSITION POSTING

- 27.01 In all cases of promotions, transfers, and when new positions are created and vacancies occur, which the University requires to be filled, falling within those positions included in the description of the bargaining unit, notice shall be distributed to all departments and posted by the University in designated areas for five (5) working days.

Applicants must apply, in writing, as per the instructions outlined on the posting. Initially, only applications from bargaining unit members shall be considered. The applicants' qualifications and competence, as per Article 10.02, shall be considered by the University, with a view to determining the potential of the applicants to perform the position effectively. When there are no suitable applicants from within the bargaining unit, outside applicants may be considered and appointed, provided any change in qualifications expected is first communicated in a new posting. Should the position not be filled after a period of sixty-six (66) working days, commencing from five (5) working days after the date the job posting closes, the notice shall be posted again within the University for five working (5) days.

The University may temporarily fill an established position (without posting) for a period of six (6) months. Extension of the period may occur for a further two (2) months by mutual agreement of the Union and the University.

All applications shall be considered in the strictest confidence, and no references shall be sought without the knowledge and consent of the applicant.

- 27.02 The position posting shall describe the minimum requirements of the position and shall be based on the job description. Nothing in the position posting shall contravene the information contained in the job description. No important information (subject to space limitations) shall be omitted.
- 27.03 Following the closing of a posting, a complete list of the bargaining unit applicants and their respective seniority date shall be sent to the Union stating the position number thereon.
- 27.04 When an employee is temporarily assigned by the University to perform the principal duties of a position in a higher salary grade within the bargaining unit for more than five (5) consecutive days, they shall receive two (2) steps or the base of the assigned salary grade, whichever is greater, commencing on the first day.

- 27.05 When an employee is temporarily assigned by the University, except for vacation and unpaid leaves of absences, to perform the principal duties of a position within the bargaining unit for more than ten (10) consecutive working days, in addition to the duties of their own position, they shall receive a three (3) additional-step increase commencing on the first day. Principal duties mean the majority of the main duties outlined in the job description (comprising more than fifty percent (50%) of the job duties). (Not applicable to the Security Guard group.)
- 27.06 When an employee is temporarily assigned to a job in a lower salary grade, their salary rate shall not be reduced.
- 27.07 a) The University may assign, without posting, an employee from within the same department to perform the principal duties of a position, which is temporarily vacant, up to a period of eight (8) months. Extension of the period may occur for a further two (2) months by mutual agreement of the Union and the University.
- Upon mutual agreement (employee and University), the University may assign, without posting, an employee to a different department within the University to perform the principal duties of a position which is temporarily vacant, up to a period of eight (8) months. Extension of the period may occur for a further two (2) months by mutual agreement of the Union and the University.
- b) For the purposes of Article 27.07 only, the Faculty of Science, Engineering and Architecture, Faculty of Management, Faculty of Arts, Faculty of Education, Faculty of Health and Faculty of Graduate Studies will each be considered as the "same" department.
- c) Such employee will be paid the rate of the grade as of the date of appointment.
- d) Upon completion of the temporary assignment, the employee concerned shall be placed in their former position or in another position at the same salary grade, at the same salary rate, where their former position has ceased to exist.
- e) Employees who work the hours of work as specified in 12.01 a) and 12.02 i) shall not be assigned by the University to work hours of work as specified in 12.01 b), 12.01 c), and 12.02 ii) without their mutual agreement or vice versa.
- 27.08 The University shall not be obliged to consider an application for a job posting from an employee who is probationary or temporary at the time of the job posting.

ARTICLE 28 - TEMPORARY EMPLOYMENT

28.01 A temporary position is one whose duration shall not exceed a period of six (6) calendar months, except by mutual agreement of the University and the Union. No position shall be filled for a period in excess of six (6) calendar months by renewing a temporary employee's appointment or by appointing a series of temporary employees, without the mutual agreement of the Union.

The University can extend temporary appointments up to six (6) calendar months that are replacements for Leaves of Absence, Long-Term Disability and Workplace Safety and Insurance Board, or partial replacements for employees on Worker Accommodation. The University will notify the Union of such extensions.

28.02 A temporary employee is one who is hired as a leave replacement or for a definite task that is expected to last not more than six (6) calendar months, with a termination date anticipated at the completion of such task.

28.03 A temporary position must be posted before becoming permanent.

28.04 The temporary employee in a temporary position may make application, in writing, for the position, if and when it is to become permanent. However, their application shall not rely upon events subsequent to the creation of the temporary position. Should they be selected, then all of the time worked by them when it was a temporary position shall be applied to, and form part of, the probationary and/or trial period as provided for in Articles 8 and 9 of this Agreement.

28.05 No permanent employee who has acquired seniority under this Agreement shall be laid off work by reason of the University hiring a temporary employee or establishing a temporary position.

28.06 The termination of employment of a temporary employee shall not be made the subject of a grievance.

28.07 A temporary employee is covered by all the provisions of this Agreement, unless otherwise stated in this collective agreement, with the exception of Articles:

- Article 4 Negotiation Committee
- Article 8 Probationary Period
- Article 9 Trial Period
- Article 10 Seniority, Layoff and Recall
- Article 16 Sick Leave
- Article 17.05 Maternity Leave
- Article 19 Redundancy of Position
- Article 20 Health and Welfare.

A temporary employee who, at the time of hire, is expected to fill a temporary position for a period of at least eight (8) continuous months, shall be covered by the provisions of this Article (Pension Plan excluded).

Article 30	Pension Plan
Article 32.01	Tuition Fees
Schedule "B"	Sick Leave Plan
Letter of Understanding E	Physical Education Membership
Letter of Understanding F	Free Tuition

The temporary employee shall be granted sick leave credits on the basis of one and one-half (1½) days for each calendar month of service. It is understood that there will be no pay out for accrued sick leave credits at the end of the temporary period. In the case of the Security Guard Group, sick leave will accrue at the rate of twelve (12) hours per calendar month of service. It is understood that there will be no pay out for accrued sick leave credits at the end of the temporary period.

- 28.08 Students enrolled at Laurentian University, or any other educational institution during the academic year, shall only be employed outside of the official University hours of work, or in relief of members of the bargaining unit during official office hours or as temporary employees as per the above. The term "student" is never meant to apply to employees of the bargaining unit taking courses at Laurentian through the provisions of Article 31.01 or otherwise.

ARTICLE 29 - TERM EMPLOYMENT

- 29.01 A term position is one whose duration shall be a specified term, that is, a pre-arranged period of time that exceeds six (6) calendar months, but will not exceed a period of twelve (12) calendar months.
- 29.02 A term employee is one who is hired for a definite term or task that exceeds six (6) calendar months, and is expected to last no more than twelve (12) calendar months, with a pre-arranged termination date anticipated at the completion of such term or task.
- 29.03 A term position must be posted before becoming permanent.
- 29.04 Should the University wish to create a new term position, it will inform the Union and give written reasons prior to posting the position.
- 29.05 Should the University wish to renew the term position, it will inform the Union and give written reasons prior to posting the position.
- 29.06 When the position is to become permanent, the incumbent may make application, in writing, for the position. However, unless the incumbent is a permanent

bargaining unit member, their application shall not rely upon events subsequent to the creation of the term position.

Should the term employee be selected, then, provided they have already completed a probationary/trial period as a term employee in that position, Articles 8 and 9 shall not apply.

The probationary/trial period (Articles 8 and 9) shall be waived for term employees who become permanent bargaining unit employees if they have worked in the posted position within the last three (3) months of the date of the posting.

29.07 No permanent employee who has acquired seniority under this Agreement shall be laid off work by reason of the University hiring a term employee.

29.08 The termination of employment of a term employee, upon completion of the pre-arranged term, shall not be made the subject of a grievance.

29.09 A term employee shall be covered by all the provisions of this Agreement, unless otherwise stated in this collective agreement, with the exception of Articles:

Article 10..... Seniority, Layoff and Recall. However, term employees who have made application for a bargaining unit position in accordance with Article 27 shall be considered after permanent bargaining unit applicants, but before applicants from outside the bargaining unit.

Article 17.05... Maternity Leave, during the first pre-arranged term. However, it is understood that the University does not guarantee employment past the pre-arranged termination date of the term period.

Article 19..... Redundancy of Position.

Article 20..... Health and Welfare. A term employee who, at the time of hire, is expected to fill a term position for a period of at least eight (8) continuous months, shall be covered by the provisions of this Article.

29.10 A term employee whose term is renewed for the same position shall not serve a second probationary/trial period. Such employee shall receive at least a one (1) step increase in salary upon such renewal. (Step increase is not applicable to the Security Guard group.)

29.11 A term employee who has occupied the same position in a temporary capacity without a break in service shall have the time accumulated during their temporary appointment count towards the probationary period of their term position or their term position that becomes a permanent appointment.

- 29.12 For the purposes of calculating vacation entitlement, the University will calculate vacation according to the number of consecutive term re-appointments in the same position, prorated.

Should the term employee become a permanent employee in that position, the accumulated time of service shall be carried over to the new position for the purpose of calculating vacation entitlement.

For example: the formula that would be used:

On the fifth (5th) renewal of an eight (8) month term appointment.

Sixteen (16) days X (eight (8) months/twelve (12) months) = ten and two-thirds (10 2/3) days.

- 29.13 If the term employee is currently in a position that becomes permanent and applies for the position, and providing that they have been in that same term position for a period of twelve (12) months or more, then, for the purpose of applying for this position, the term employee will be deemed to have seniority. Should the term employee be awarded the permanent position, then their seniority will begin from the date of the first appointment in that position.

ARTICLE 30 - WAGES

- 30.01 The University shall pay salaries and wages in accordance with Schedule "A" attached hereto and forming part of this Agreement. On each pay day each employee shall be provided with an itemized statement of wages, overtime, and other supplementary pay deductions or credits. The pay day shall be every second Friday for all bargaining unit employees.

Effective July 1, 2024, all employees will receive an across-the-board increase of 4%
Effective July 1, 2025, all employees will receive an across-the-board increase of 4%
Effective July 1, 2026, all employees will receive an across-the-board increase of 4%

30.02 Method Of Determining Percentage Wage Increase

The percentage wage increase will be determined by calculating the projected wage increase that each employee will receive during the contract year as a percentage of the total wages paid during the previous contract year to employees still employed as of the termination date of the present contract.

In calculating the wages paid for the previous contract year, the following procedures will apply:

- a) the total base salary for all employees on June 30 (or such date as agreed to by both parties) of the previous contract year, less one-half (1/2) of the total

cost of all annual increment steps effected on January 1 of the previous contract year;

- b) all other adjustments and anomalies will be excluded from the calculation.

ARTICLE 31 - POLICIES

- 31.01 In order to encourage the professional development of our staff, the University shall register members of staff in Laurentian University courses without any charge for tuition fee if the person has completed the last course taken at Laurentian satisfactorily, or if the person has not previously taken a Laurentian University course. If a member of staff enrolls in a course under this policy and does not complete it satisfactorily, that person must pass another course of equal cost for which full tuition has been paid before again becoming eligible for free tuition.
- 31.02 Changes to present policies and regulations or new policies and regulations pertaining to the bargaining unit shall be discussed with the Union prior to implementation.
- 31.03 Any travel expenses for employees for authorized University travel will be paid in accordance with the policy set by the University, from time to time, after consultation with the Union.
- 31.04 Both parties agree that the mechanism of the handling of complaints concerning harassment will be through the approved Laurentian University policy and procedure relating to harassment. This does not affect anyone who wishes to file a grievance under Article 6. Time limits for submitting the grievance set forth in the grievance procedure will be waived, per Article 6.10, within six (6) months of the last incident, that are brought forward under Article 3.07. Grievances under Article 3.07 will go directly to step 2 of the grievance procedure.

ARTICLE 32 - TECHNOLOGICAL CHANGE

- 32.01 A technological change is defined as a change in process, technology, or equipment.
- 32.02 The University shall notify the Union, in writing, three (3) months prior to the introduction of any technological change which may affect employees, their wages, hours of work, duties, job descriptions, and/or any other conditions of employment. Upon notification, the parties shall meet, as soon as possible, in order to minimize the adverse effects of the technological change.
- 32.03 Where a position is altered due to technological change, the University shall endeavour to provide proper training during working hours in order to train an employee.

- 32.04 The University shall endeavour to find alternative employment opportunities at the employee's current salary grade and step within the University in the event of a layoff, or proposed layoff, of employees resulting from changes in the technology utilized by the University. If no appropriate opportunities are available, the affected employees shall be governed by the provisions of Article 10 - Seniority, Layoff and Recall, or Article 19 - Redundancy of Job.
- 32.05 An employee's position, which has been affected by technological change, shall be evaluated in accordance with the Joint Job Evaluation System. No employee who has acquired seniority under the provisions of this agreement shall suffer a reduction in salary as a result of such an evaluation.

ARTICLE 33 - DISCIPLINE, DISCHARGE AND PERSONNEL FILES

- 33.01 No employee shall be disciplined or discharged without just cause.
- 33.02 An employee shall be accompanied by a representative of the Union on the occasion of an interview with a representative of management of the University where a formalized written warning, suspension, or discharge, is to be discussed.
- 33.03 Whenever the University deems it necessary to discipline an employee, the University shall, within five (5) working days of the incident or the completion of the investigation, give written particulars of such discipline to the employee involved, with a copy to the Union. Failure to discipline within five (5) working days of the completion of a timely investigation into the incident will render the discipline null and void. The employee concerned shall sign such letter of discipline indicating receipt of same. Nothing herein shall prevent the University from verbally reprimanding an employee, however, such verbal reprimand shall not form part of the employee's record.
- 33.04 Twelve (12) months after a warning, which may involve a letter of reprimand or discipline has been issued, except a warning which indicates that a reoccurrence of a similar and/or related infraction may result in the termination of employment, the warning so given shall not be considered in subsequent disciplinary action, and will be removed from the employee's employment record, provided there has been no reoccurrence of a similar and/or related infraction within the twelve (12) months.
- 33.05 Demotion shall not be used as a disciplinary measure.
- 33.06 An employee shall have the right to examine all of their Personnel files during normal business hours provided the request is made in writing to the Associate Vice-President, Human Resources and Organizational Development, or designate, with the provision that any confidential letters of recommendation shall be held confidential. However, employees may request and shall obtain the names of the authors of such confidential letters. Employees shall have the right to have

the University prepare, at reasonable intervals and at the employee's expense, copies of information in their Personnel files.

- 33.07 In the case of a letter of censure, reprimand, or criticism being added to the employee's file, the employee concerned shall be notified and required to read and initial such material. In the event of an alleged distortion or error, the employee shall have the right to include material pertinent to the alleged distortion or error. In the event of an error being established to the satisfaction of both parties, the file shall be corrected and the erroneous material removed.
- 33.08 Employees are encouraged to notify the Associate Vice-President, Human Resources and Organizational Development, or designate, of any successful completion of relevant education program/conference/workshop or any enhancement of one's qualifications. This information will be placed in the employee's file.

ARTICLE 34 - COPIES OF THE AGREEMENT

- 34.01 The Union and the University desire every employee to be familiar with the provisions of this Agreement and their rights and obligations under it. For this reason the University and the Union shall contribute equally to the cost of printing sufficient copies of this Agreement in a union shop within thirty (30) days of signing.
- 34.02 New employees shall be given a copy of the Collective Agreement by Human Resources upon commencement of employment.
- 34.03 Copies of the Collective Agreement in the French language shall be available upon request.

ARTICLE 35 - PROFESSIONAL TRAINING AND DEVELOPMENT

- 35.01 The University agrees to grant LUSU employees, at a mutual agreeable time, two (2) mini-conferences, consisting of one-half (1/2) day each, with no loss in pay, to be organized by the Union and Human Resources. The University will contribute up to fifteen hundred dollars (\$1,500) for each session per year towards the cost of these sessions. Attendance will be taken at these sessions. It is understood that Security Guards who are scheduled to work on the days of the conference will not be able to attend.
- 35.02 Employees who have been requested by the University to attend French or English language courses offered by the University will not be required to make up the time spent attending these courses.
- 35.03 Employees will be reimbursed for successful completion of any skills-upgrading courses from an accredited institution, previously approved by Human Resources.

Should the employee be denied approval, they may appeal according to Article 17.07.

35.04 Employees will be required to submit appropriate receipts for reimbursement, with proof of successful completion of the program.

35.05 The University and Union will jointly review which positions within the bargaining unit, in the MPR-OPS unit, and the Security Guard group, require formal licenses, certificates, and medical examinations on an ongoing basis, for an employee to do their work in their present job (except for Class G Driver's license). The licenses must be ones requiring ongoing renewal, not one-time licensing, except where required by the University. Once the potential costs and liabilities have been established, the University and Union will meet to review this situation. An amount of up to three thousand, five hundred dollars (\$3,500) per year will be set aside, and the University and Union will meet to review how best to distribute this subsidy.

ARTICLE 36 - CLOTHING

36.01 a) The University shall provide for the employees in the Maintenance and Printing, departments for the following clothing:

- i) work clothes in the form of a work shirt and pants/jeans, or coveralls (maximum two (2) regular sets, or one (1) regular and one (1) insulated set per year);
- ii) gloves as required;
- iii) rainwear including rubber boots: (maximum of one (1) set of rainwear as required and one set of boots per year);
- iv) gloves and/or aprons in Printing Services.

36.01 b) **Safety Footwear**

The University will subsidize the purchase of CSA approved safety footwear for those employees designated by the University to wear safety footwear, in the amount of up to one hundred and fifty dollars (\$150), every year, upon presentation of a valid sales receipt. Employees purchasing safety footwear under this article shall be required to wear them while at work. This subsidy will be provided only where employees are actively working in a position requiring the use of safety boots, and will be prorated after a sick leave longer than six months, or a leave of absence greater than four months.

An additional allotment of \$25 per year will be provided to include metatarsal protection in the purchase of the safety footwear for the following classifications:

Motor Mechanic

Millwright

36.02 For the Security Guard Group, the University shall supply the employee with the following:

- a) One (1) complete uniform every two (2) years (one (1) tunic, two (2) pairs of trousers, one (1) cap);
- b) Three (3) shirts and two (2) ties annually;
- c) Allowance for the purchase of boots, winter shoes, and winter gloves will be paid as follows:

July 1, 2024: \$200

July 1, 2025: \$250

July 1, 2026: \$300

It is understood that the quality and type of boots, winter shoes, and winter gloves must meet the standards set by the University. Any employee whose employment is terminated, for any reason, the amount will be prorated, and will be adjusted on the final pay.

- d) One (1) winter coat, one (1) raincoat, one (1) duty belt, and one (1) spring and fall jacket, as required;
- e) Cleaning allowance will be paid as follows:

July 1, 2024: \$295

July 1, 2025: \$295

July 1, 2026: \$295

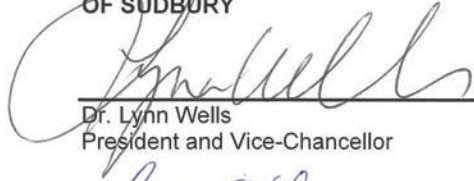
The allowance and payment of same shall be administered by the University. Any employee whose employment is terminated, for any reason, the amount will be prorated, and will be adjusted on the final pay.

ARTICLE 37 - DURATION

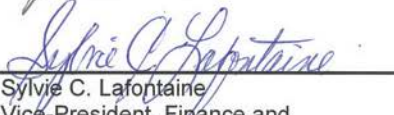
37.01 This Agreement shall be binding on the parties hereto and remain in effect from July 1, 2024 to June 30, 2027, and shall continue from year to year thereafter, unless either party gives the other party notice in writing not more than ninety (90) days, but not less than sixty (60) days prior to the thirtieth (30th) day of June in that year that it desires its termination, renewal, or amendment. Within ten (10) working days of receipt of such notice by one party, the other party is required to enter into negotiations for the renewal and/or revision of the Agreement.

DATED at Sudbury, this 8 day of July, 2025.

**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
OF SUDBURY**

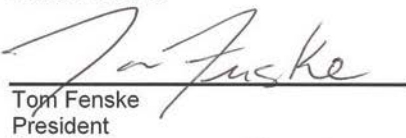


Dr. Lynn Wells
President and Vice-Chancellor



Sylvie C. Lafontaine
Vice-President, Finance and
Administration

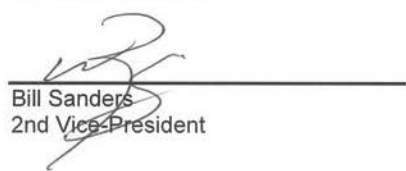
**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
STAFF UNION**



Tom Fenske
President



Thomas Matheson
1st Vice-President



Bill Sanders
2nd Vice-President

SCHEDULE A

LUSU Grade Table Effective July 1, 2024

Grade	1	2	3	4	5	6	7
1	22.18	22.77	23.35	23.97	24.58	25.21	25.88
2	25.47	26.07	26.66	27.27	27.90	28.54	29.21
3	28.39	29.04	29.71	30.39	31.10	31.81	32.55
4	31.31	32.01	32.74	33.51	34.27	35.05	35.86
5	34.21	34.99	35.79	36.62	37.47	38.33	39.20
6	37.11	37.96	38.84	39.74	40.65	41.59	42.55
7	39.04	39.92	40.86	41.79	42.76	43.76	44.76
8	40.99	41.94	42.89	43.89	44.89	45.93	46.98
9	42.93	43.92	44.93	45.96	47.01	48.10	49.21
10	44.87	45.91	46.96	48.04	49.13	50.27	51.41

LUSU Grade Table Effective July 1, 2025

Grade	1	2	3	4	5	6	7
1	23.07	23.69	24.29	24.93	25.57	26.22	26.92
2	26.49	27.12	27.73	28.37	29.02	29.69	30.38
3	29.53	30.21	30.90	31.61	32.35	33.09	33.86
4	32.57	33.30	34.05	34.86	35.65	36.46	37.30
5	35.58	36.39	37.23	38.09	38.97	39.87	40.77
6	38.60	39.48	40.40	41.33	42.28	43.26	44.26
7	40.61	41.52	42.50	43.47	44.48	45.52	46.56
8	42.63	43.62	44.61	45.65	46.69	47.77	48.86
9	44.65	45.68	46.73	47.80	48.90	50.03	51.18
10	46.67	47.75	48.84	49.97	51.10	52.29	53.47

LUSU Grade Table Effective July 1, 2026

Grade	1	2	3	4	5	6	7
1	24.00	24.64	25.27	25.93	26.60	27.27	28.00
2	27.55	28.21	28.84	29.51	30.19	30.88	31.60
3	30.72	31.42	32.14	32.88	33.65	34.42	35.22
4	33.88	34.64	35.42	36.26	37.08	37.92	38.80
5	37.01	37.85	38.72	39.62	40.53	41.47	42.41
6	40.15	41.06	42.02	42.99	43.98	45.00	46.04
7	42.24	43.19	44.20	45.21	46.26	47.35	48.43
8	44.34	45.37	46.40	47.48	48.56	49.69	50.82
9	46.44	47.51	48.60	49.72	50.86	52.04	53.23
10	48.54	49.66	50.80	51.97	53.15	54.39	55.61

STEP VALUE: GRADE 1 = 2.6%

STEP VALUE: GRADE 2, UP TO AND INCLUDING GRADE 10 = 2.3%

SCHEDULE B

LETTER OF UNDERSTANDING

BETWEEN:

LAURENTIAN UNIVERSITY OF SUDBURY

Hereinafter called the "**University**"
OF THE FIRST PART

- and -

LAURENTIAN UNIVERSITY STAFF UNION

Hereinafter called the "**Union**"
OF THE SECOND PART

RE: SICK LEAVE PLAN

WHEREAS a Sick Leave Plan is hereby established by the University for every employee eligible under Section 1(a) hereof and subject to the final authority of the University, the Administration of this system shall be vested in the University.

1. DEFINITION

- a) "EMPLOYEE" means all employees in the bargaining unit, save and except:
 - i) temporary employees employed for a fixed term or task;
 - ii) probationary employees.
 - b) "LAURENTIAN UNIVERSITY" hereinafter called "The University".
 - c) "SICK LEAVE PLAN" hereinafter called the "Plan".
 - d) "SICK LEAVE CERTIFICATE" means a certificate, Form "A", attached to and forming part of this Plan verifying a claim for sick leave.
 - e) "SICK LEAVE ABSENCE" means absence from your regular attendance by sickness or other physical incapacity for which such leave of absence may be paid under this Plan.
2. The University shall have the power to do and perform all things necessary for the conduct of the Sick Leave Plan.
3. a) The University guarantees that every eligible employee shall have a guaranteed maximum of six (6) calendar months of sick leave absence, at the employee's normal daily rate of pay, in the event of sick leave absence.

- b) In order to have the sick leave period reinstated up to six (6) calendar months, an employee who has been on sick-leave absence must return to work for one (1) full day in the case of an unrelated and different disability cause, and for thirty (30) calendar days in the case of the same-disability cause. The determination as to whether subsequent sick-leave absences have unrelated and different disability causes shall be made by the Director of Health Services in consultation with a physician of the employee's choice.
- 4. Where an employee is absent due to accident and/or injury suffered during the course of their duties while in the employment of the University and is in receipt of Workplace Safety and Insurance Board, for each day for which the employee shall be absent, the employee will receive payment from the University for the difference between their regular wages and the Workplace Safety and Insurance Board benefit for a period of up to six (6) calendar months.
- 5. a) An employee shall report their illness to their immediate supervisor or their designate, as soon as possible, during the first (1st) day on which they are absent from their work, and shall advise the supervisor or other designated individual as to the probable date of their return to work. In the event an employee is unable to return to work at the time expected, they shall re-notify their supervisor or other designated individual of their current circumstances. Whereby the probable date of their return to work cannot be established, they will keep their supervisor or other designated individual informed weekly of their current condition. Failure to comply with the above provision may result in denial of sick leave pay.
- b) An employee may be requested by the University, before their return to work, to produce a medical certificate for any illness in excess of three (3) consecutive working days. In such cases, the employee shall have their physician complete and submit an acceptable doctor's certificate.

An employee may be requested by the University to produce an acceptable doctor's certificate after ten (10) working days of illness. In such cases, the University may provide a letter to the employee to pass to their physician, along with a copy of their job description. The letter will contain a series of questions for the physician to answer regarding the possibility of accommodation, and the return to work schedule, if any, for the employee. This physician's report will state the approximate date of return. It is understood that the date of return can be adjusted, as needed, with another doctor's certificate.

- c) The Sick Leave Certificate supported by the physician's completed portion or a separate physician's certificate, if required by the employee's immediate supervisor, shall be filed when the claim of an employee is for a day immediately preceding or succeeding a paid holiday, vacation leave preceding a Saturday or succeeding a Sunday. Any expenses incurred for a medical certificate(s), as required by the University, shall be borne by the University.

6. a) Subject to subsection 6(b), no sick leave may be claimed for illness which occurs during any leave of absence without pay, vacation leave with pay, leave of absence due to pregnancy, paid holiday, period of layoff, strike, quarantine, or incarceration.
- b) Sick leave may be substituted for vacation leave with pay when the employee has demonstrated to the satisfaction of the Director of Health Services that they were incapacitated for five (5) working days or more during their vacation.
7. Where the University makes payment to the employee according to the above-mentioned terms, or assumes liability therefore, the University is subrogated to all rights of recovery of the employee to the extent that the University has made payment to, or on behalf of, or for the benefit of the employee. The University may bring action in the name of the employee to enforce these rights. It is understood that such action will not result in any financial cost to the employee.
8. a) Upon receipt of an acceptable certificate of disability or illness, Human Resources shall advise the employee of their right to accommodation, if such accommodation will assist them to return to work to full or partial duties, or will assist the employee to return to work at an earlier date than would otherwise be the case. The Associate Vice-President, Human Resources and Organizational Development, or their designate, will forward a letter to the employee, with a copy of the person's authorized job description, which the employee shall take to their physician and request that they provide the information requested by the University regarding possible accommodation.
- b) Should accommodation be required, the employee will submit a detailed physician's report, which will answer questions requested by the University regarding the said accommodation and the expected duration of the accommodation, based on the employee's authorized job description. The report will include whether or not the employee is medically able to perform the duties of their position, or whether the employee could perform such duties with accommodation; a prognosis for the employee's return to work on accommodation or to full duty.
- c) With the written permission of the employee, unless otherwise provided by law, a copy of the certificate /report provided pursuant to paragraph 8(b) will be provided to the Union by Human Resources.
- d) The University, the Union and the employee will co-operate in providing the required information to achieve the accommodation needed by the employee.

9. Falsification

Falsification of any relevant information required by the University, may result in dismissal or other disciplinary action, at the discretion of the University.

SCHEDULE C

LETTER OF UNDERSTANDING

BETWEEN:

LAURENTIAN UNIVERSITY OF SUDBURY

Hereinafter called the "**University**"
OF THE FIRST PART

- and -

LAURENTIAN UNIVERSITY STAFF UNION

Hereinafter called the "**Union**"
OF THE SECOND PART

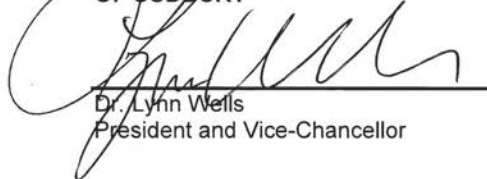
Laurentian University will provide LUSU executive with an updated Position Directory which includes the LUSU position numbers, position titles, E designations and their respective departments, from the following categories, by the end of June of every year.

Categories:

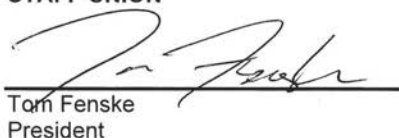
- a) Academic – Secretarial/Clerical
- b) Administration-Secretarial/Clerical
- c) Library-Secretarial/Clerical
- d) Office Of The Registrar
- e) Student Affairs
- f) Financial Services
- g) Information Technology
- h) Faculty Technicians And Technologists
- i) Library Technicians And Assistants
- j) Administration – Other
- k) Temporary Positions
- l) Maintenance And Printing
- m) Security

DATED at Sudbury, this 8 day of July, 2025.

**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
OF SUDBURY**

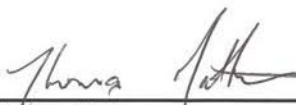

Dr. Lynn Wells
President and Vice-Chancellor

**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
STAFF UNION**


Tom Fenske
President



Sylvie C. Lafontaine
Vice-President, Finance and
Administration



Thomas Matheson
1st Vice-President



Bill Sanders
2nd Vice-President

SCHEDULE D

LETTER OF UNDERSTANDING

BETWEEN:

LAURENTIAN UNIVERSITY OF SUDBURY
Hereinafter called the "University"
OF THE FIRST PART

- and -

LAURENTIAN UNIVERSITY STAFF UNION
Hereinafter called the "Union"
OF THE SECOND PART

RE: UNION RELEASE

One (1) Union Representative, shall be granted a release from regular duties at the University up to normal work hours per week of paid release time to attend to Union business (i.e. up to a full-time basis).

Upon ratification, and before May 1st of each subsequent year, the Union Representative will advise the University of how many days per week of release time the Representative requires for the coming year spanning July 1 to June 30 (e.g. 2 days per week). Any time off for the release that is less than full-time shall be scheduled at least one month in advance on mutual agreement between the Union Representative and their supervisor (e.g. Monday and Wednesday).

Additional Ad Hoc Release Hours for Other Union Representatives:

For any ad hoc release time (e.g. 2 hours in a day), the Union Representative shall endeavour to provide advance notice to their Supervisor. Requests for ad hoc release time shall not be unreasonably denied.

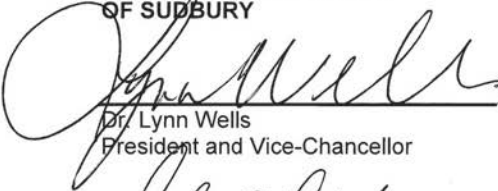
Reimbursement of Release Time

Benefit costs, at the percentage rate as established by the University, and all wages associated with the release hours shall be expensed by the University and reimbursed by the Union on a monthly basis. If the Union Representative is released on a scheduled part-time basis, wage and benefit costs will be prorated accordingly.

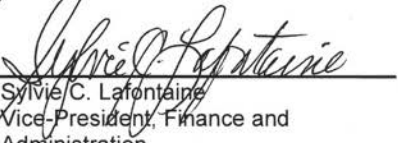
All scheduled release time shall be communicated by the Union on a monthly basis to the Associate Vice President, Human Resources and Organizational Development (or designate) for the purposes of seeking reimbursement.

DATED at Sudbury, this 8 day of July, 2025.

SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
OF SUDBURY



Lynn Wells
President and Vice-Chancellor

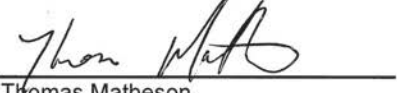


Sylvie C. Lafontaine
Vice-President, Finance and
Administration

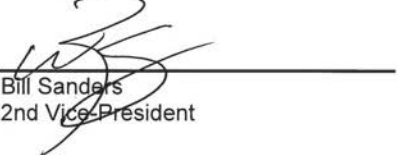
SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
STAFF UNION



Tom Fenske
President



Thomas Matheson
1st Vice-President



Bill Sanders
2nd Vice-President

SCHEDULE E

LETTER OF UNDERSTANDING

BETWEEN:

LAURENTIAN UNIVERSITY OF SUDBURY

Hereinafter called the "University"
OF THE FIRST PART

- and -

LAURENTIAN UNIVERSITY STAFF UNION

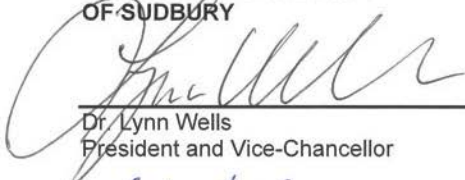
Hereinafter called the "Union"
OF THE SECOND PART

RE: PHYSICAL EDUCATION MEMBERSHIP


The parties agree that any benefit or subsidy provided to the LUAPS group with regard to gym memberships, will also apply to the LUSU group.

DATED at Sudbury, this 8 day of July, 2025

**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
OF SUDBURY**



Dr. Lynn Wells
President and Vice-Chancellor




Sylvie C. Lafontaine
Vice-President, Finance and
Administration

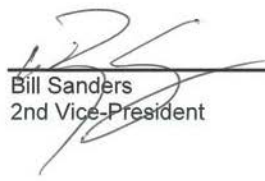
**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
STAFF UNION**



Tom Fenske
President



Thomas Matheson
1st Vice-President



Bill Sanders
2nd Vice-President

SCHEDULE F

LETTER OF UNDERSTANDING

BETWEEN:

LAURENTIAN UNIVERSITY OF SUDBURY

Hereinafter called the "**University**"
OF THE FIRST PART

- and -

LAURENTIAN UNIVERSITY STAFF UNION

Hereinafter called the "**Union**"
OF THE SECOND PART

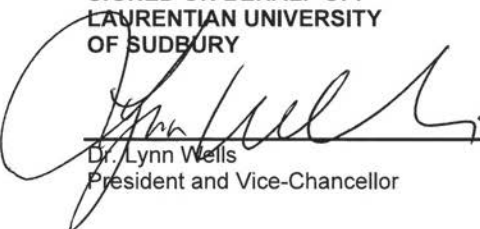
RE: TUITION FEES

The University agrees that:

- a) Full-time staff, while in the full-time employ of the University, employees receiving benefits under the Long-Term Disability Plan, their dependents and spouses shall be eligible for free tuition (not including incidental fees or foreign-fee supplement) as of the effective date of the appointment. Dependents are defined as children of a staff member (as defined above) who are entitled to be claimed as dependent children within the meaning of the Income Tax Act in the years in which tuition exemption is requested.
- b) A student qualifying for tuition exemption must remain in good standing. In the event of loss of good standing, the same course(s), or an equivalent one(s), however, may be taken at the student's expense in order to reinstate eligibility or good standing.
- c) Laurentian University reserves the right to modify or rescind this policy depending on the development of future government policy that has a bearing on this matter.

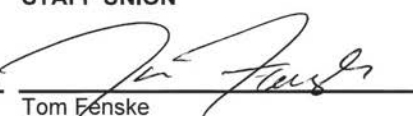
DATED at Sudbury, this 8 day of July, 2025.

**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
OF SUDBURY**



Dr. Lynn Wells
President and Vice-Chancellor

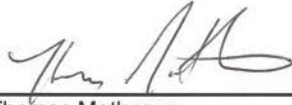
**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
STAFF UNION**



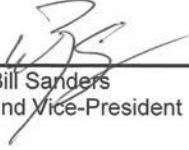
Tom Fenske
President



Sylvie C. Lafontaine
Vice-President, Finance and
Administration



Thomas Matheson
1st Vice-President



Bill Sanders
2nd Vice-President

SCHEDULE G

LETTER OF UNDERSTANDING

BETWEEN:

LAURENTIAN UNIVERSITY OF SUDBURY

Hereinafter called the "University"
OF THE FIRST PART

- and -

LAURENTIAN UNIVERSITY STAFF UNION

Hereinafter called the "Union"
OF THE SECOND PART

RE: STUDENTS

Occasionally, where a specific task occurs which must be completed in a short period of time such as tour guides, mail-outs, or any other special projects, full-time and part-time Laurentian students may be hired during the academic year in the following departments: up to fifty-five (55) student hours per week in University Advancement; up to 100 student hours per week in the Library for the purpose of shelving; up to 70 student hours per week in Computer Services; up to 30 student hours per week in Computer Sciences and Mathematics; and up to 25 student hours per week in the Department of Physical Plant and Planning; up to twenty (20) student hours per week in the Office of the Registrar; up to twenty (20) student hours per week in Student Affairs; up to twenty (20) student hours per week in Financial Services; and up to twenty (20) student hours per week in the Department of Physical Education.

The parties agree that the total number of hours will increase to 420 hours per week.

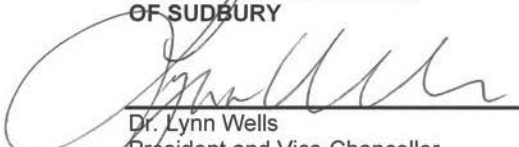
Upon mutual agreement, the above hours may be added to or redistributed differently amongst University departments to address increased work demands and/or unexpected events.

The University will provide an annual report of student hours in the departments listed above. LUSU recognizes that the current University systems are not set-up to produce an accurate report at this time and that this will affect the timing of producing this report.

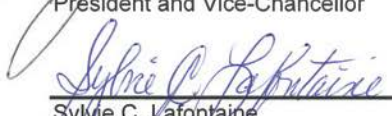
Students who participate in the Ontario Work Study Plan will be allowed to work during the official University hours.

DATED at Sudbury, this 8 day of July, 2025.

**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
OF SUDBURY**

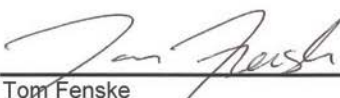


Dr. Lynn Wells
President and Vice-Chancellor




Sylvie C. Lafontaine
Vice-President, Finance and
Administration

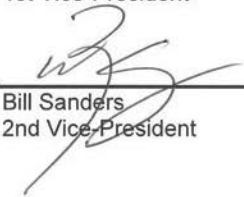
**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
STAFF UNION**



Tom Fenske
President



Thomas Matheson
1st Vice-President



Bill Sanders
2nd Vice-President

SCHEDULE H

LETTER OF UNDERSTANDING

BETWEEN:

LAURENTIAN UNIVERSITY OF SUDBURY

Hereinafter called the "**University**"
OF THE FIRST PART

- and -

LAURENTIAN UNIVERSITY STAFF UNION

Hereinafter called the "**Union**"
OF THE SECOND PART

RE: PRINTING DEPARTMENT


In order to provide employees with an uninterrupted lunch period, the Printing Services Department will be closed during the scheduled lunch period.

DATED at Sudbury, this 8 day of July, 2025.

**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
OF SUDBURY**

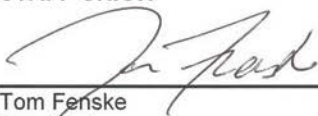


Dr. Lynn Wells
President and Vice-Chancellor




Sylvie C. Lafontaine
Vice-President, Finance and
Administration


**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
STAFF UNION**



Tom Fenske
President



Thomas Matheson
1st Vice-President



Bill Sanders
2nd Vice-President

SCHEDULE I

LETTER OF UNDERSTANDING

BETWEEN:

LAURENTIAN UNIVERSITY OF SUDBURY
Hereinafter called the "University"
OF THE FIRST PART

- and -

LAURENTIAN UNIVERSITY STAFF UNION
Hereinafter called the "Union"
OF THE SECOND PART

RE: ON CALL DUTIES

"On-Call Duty" means a period of time that is not during an employee's regular hours of work during which the employee is required to respond immediately by phone when called by the University and may be required to attend at the workplace to perform work. While on-call, employees must be available to arrive at the workplace within one (1) hour if such attendance is required or otherwise be available to take action remotely within forty-five (45) minutes of being contacted by the University.

The University may offer On-Call Duties to employees to meet operational needs. On-Call Duties are voluntary. Employees agreeing to On-Call Duty will continue On-Call Duty for the following twelve (12) months. The University's offer of On-Call Duties shall confirm the proposed On-Call Duty schedule that the employee is required to work over the twelve-month term. Any amendments to the schedule shall be mutually agreed upon between the employee and their supervisor.

It is understood that employees selected for On-Call Duty must be qualified to perform the required On-Call Duties.

Employees who agree to perform On-Call Duties will receive on-call pay in the amount of \$340.00 per week for each week that they perform On-Call Duties and will be provided with a cell phone to be used or monthly reimbursement for a cell phone up to \$50.00 per month for the purpose of On-Call Duty communications for the period they are performing On-Call duties.

The University will notify the Union at least five (5) business days prior to offering, amending or canceling On-Call Duties.

Employees may withdraw or the University may end their agreement to perform On-Call Duties by providing sixty (60) days' notice to their supervisor.

All terms of the Collective Agreement apply to work performed while an employee is On-Call, including, but not limited to, overtime payment (Article 13.01), overtime meal allowance (Article 13.02) and call-in minimum pay (Article 13.05). Employees who are required to, and do in fact, log-on from their home or from a remote location to the Employer's computer/electronic system, or engage in a telephonic/electronic communication to conduct work while they are on-call, will be paid in accordance with Article 13.07. Article 13.03 (meal allowance) does not apply to employees not required to attend at the workplace. Employees who are required to, and do in fact, report to the University's premises while they are on-call will be paid in accordance with Article 13.05.

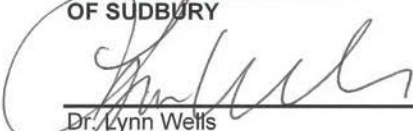
The University shall not offer On-Call Duties to employees serving their probationary period under Article 8 of the Collective Agreement.

If the University is not successful in finding sufficient staff to volunteer for On-Call Duties, the Union agrees to meet with the University to discuss alternate arrangements.

It is understood that the University's insurer's underwriting requirements stipulate that the procedures outlined within the "On Call Take Home Vehicle" manual must be followed. This is to ensure that the University can obtain the necessary insurance to protect both the driver and the University.

DATED at Sudbury, this 8 day of July, 2025.


**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
OF SUDBURY**



Dr. Lynn Wells
President and Vice-Chancellor

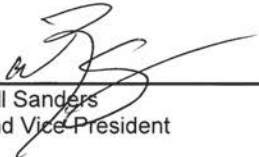
Sylvie C. Lafontaine
Vice-President, Finance and
Administration

**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
STAFF UNION**



Tom Fenske
President

Thomas Matheson
1st Vice-President



Bill Sanders
2nd Vice President

SCHEDULE J

LETTER OF UNDERSTANDING

BETWEEN:

LAURENTIAN UNIVERSITY OF SUDBURY

Hereinafter called the "**University**"
OF THE FIRST PART

-and-

LAURENTIAN UNIVERSITY STAFF UNION

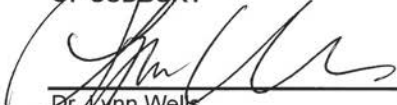
Hereinafter called the "**Union**"
OF THE SECOND PART

RE: RETIREES BENEFITS

- a) On an annual basis, retirees from Laurentian University, upon request, will be supplied with a photo-identification library card, at no cost to them, except if they require a replacement for a lost card. There will be a charge for replacement of lost cards.
- b) The same library privileges as full-time employees.
- c) Free parking in facilities in the parking lot designated by the Parking/Security office.
- d) The University agrees that any retiree health benefit or subsidy provided to the LUAPS or LUFA group during the life of this agreement will also apply to the LUSU group.


DATED at Sudbury, this 8 day of July, 2025.

**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
OF SUDBURY**



Dr. Lynn Wells
President and Vice-Chancellor


**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
STAFF UNION**



Tom Færnske
President



Sylvie C. Lafontaine
Vice-President Finance and
Administration



Thomas Matheson
1st Vice-President



Bill Sanders
2nd Vice-President

SCHEDULE K

LETTER OF COMMITMENT

BETWEEN:

LAURENTIAN UNIVERSITY OF SUDBURY
Hereinafter called the "University"
OF THE FIRST PART

- and -

LAURENTIAN UNIVERSITY STAFF UNION
Hereinafter called the "Union"
OF THE SECOND PART

RE: LABOUR MANAGEMENT COMMITTEE


Within six (6) months of the signing of this agreement, the parties will meet to establish the Terms of Reference for a joint Labour Management Committee. Organizational Structure Input Activities will be incorporated into the Terms of Reference once established.

DATED at Sudbury, this 8 day of July, 2025.

**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
OF SUDBURY**



Dr. Lynn Welts
President and Vice-Chancellor




Sylvie C. Lafontaine
Vice-President, Finance and
Administration


**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
STAFF UNION**



Tom Fenske
President



Thomas Matheson
1st Vice-President



Bill Sanders
2nd Vice-President

SCHEDULE L

LETTER OF UNDERSTANDING

BETWEEN:

LAURENTIAN UNIVERSITY OF SUDBURY

Hereinafter called the "University"
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-and-

LAURENTIAN UNIVERSITY STAFF UNION

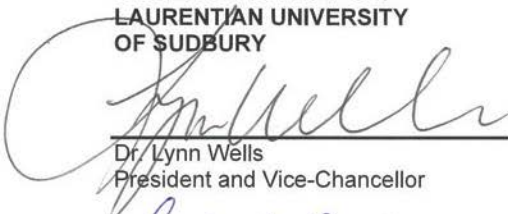
Hereinafter called the "Union"
OF THE SECOND PART

RE: REVIEW OF CONTRACTING-OUT ISSUES


The University and the union agree to form a committee within six months of the ratification of the Collective Agreement to discuss the contracting-out issues in the Physical Plant and Services (excluding cleaning and food services).

DATED at Sudbury, this 8 day of July, 2025.

**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
OF SUDBURY**




Dr. Lynn Wells
President and Vice-Chancellor

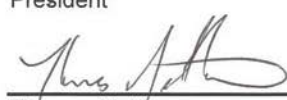


Sylvie C. Lafontaine
Vice-President, Finance and
Administration

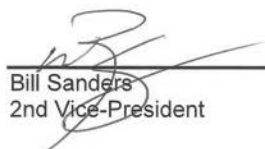
**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
STAFF UNION**



Tom Fenske
President



Thomas Matheson
1st Vice-President



Bill Sanders
2nd Vice-President

SCHEDULE M

LETTER OF COMMITMENT

BETWEEN:

LAURENTIAN UNIVERSITY OF SUDBURY

**Hereinafter called the "University"
OF THE FIRST PART**

- and -

LAURENTIAN UNIVERSITY STAFF UNION

**Hereinafter called the "Union"
OF THE SECOND PART**

RE: 35 HOUR WORKWEEK

The parties agree that the University may introduce a thirty-five (35) hour work week in any Department of the University during the life of this Collective Agreement. The parties also agree that once the Department moves to a thirty-five (35) hour work week, the work week will not revert back to a thirty-three point seven five (33.75) hours per week.

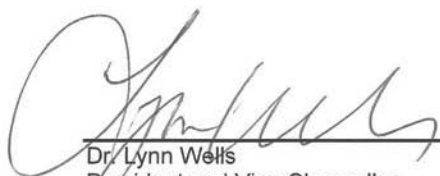
The University agrees to discuss scheduling adjustments with the Union, in order to minimize the impact on employees' existing work schedules, and the University will provide the Union with ninety (90) days' notice prior to implementing the change.

It is understood that any change required to establish a thirty-five (35) hour work week (i.e. shorter lunch period or extended day) will constitute "official university hours" in accordance with Article 12.02 a) and is not considered a different schedule of workweek and/or different hours of work as outlined in Article 12.03. In other words, positions with a thirty-five (35) hour work week are not considered E designated positions.

DATED at Sudbury, this 8 day of July, 2025.

**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
OF SUDBURY**

**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
STAFF UNION**



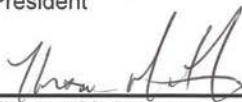
Dr. Lynn Wells
President and Vice-Chancellor



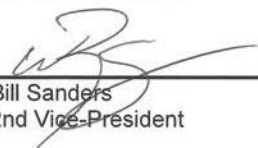
Tom Fenske
President



Sylvie C. Lafontaine
Vice-President, Finance and
Administration



Thomas Matheson
1st Vice-President



Bill Sanders
2nd Vice-President

SCHEDULE N

LETTER OF UNDERSTANDING

BETWEEN:

LAURENTIAN UNIVERSITY OF SUDBURY

Hereinafter called the "University"
OF THE FIRST PART

- and -

LAURENTIAN UNIVERSITY STAFF UNION

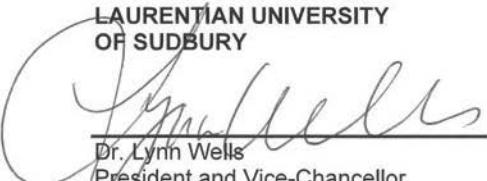
Hereinafter called the "Union"
OF THE SECOND PART

RE: CHRISTMAS LEAVE FOR SECURITY GUARD GROUP


The University shall grant to each employee in the Security Guard Group one (1) day off work with pay for each day off work (excluding paid holidays) the University grants to the Staff Union during the Christmas Season. These days off shall be scheduled contiguously with the employee's annual vacation, and in accordance with Article 15.04 of the Agreement.

DATED at Sudbury, this 8 day of July, 2025.

**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
OF SUDBURY**

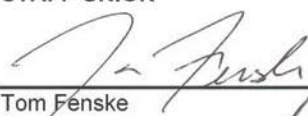


Dr. Lynn Wells
President and Vice-Chancellor

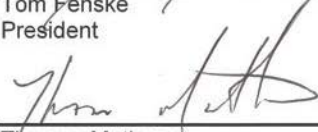


Sylvie C. Lafontaine
Vice-President, Finance and
Administration

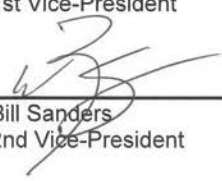
**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
STAFF UNION**



Tom Fenske
President



Thomas Matheson
1st Vice-President



Bill Sanders
2nd Vice-President

SCHEDULE O

LETTER OF UNDERSTANDING

BETWEEN:

LAURENTIAN UNIVERSITY OF SUDBURY

Hereinafter called the "**University**"
OF THE FIRST PART

-and-

LAURENTIAN UNIVERSITY STAFF UNION

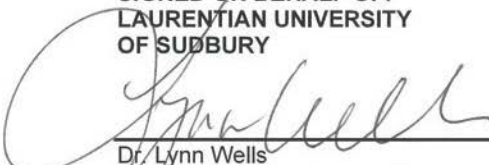
Hereinafter called the "**Union**"
OF THE SECOND PART

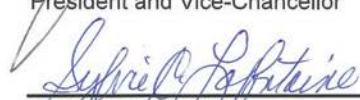
RE: OVERTIME BANKING

Overtime will be credited as time in lieu unless the University, in its sole discretion, decides to pay out overtime. It is understood that time in lieu must be taken within six (6) months of being earned at a mutually agreeable time. However, retiring employees will be entitled to payment for any outstanding lieu time at retirement.

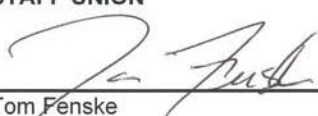
DATED at Sudbury, this 8 day of July, 2025.


**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
OF SUDBURY**

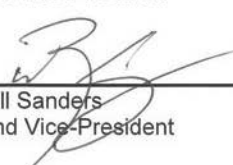

Dr. Lynn Wells
President and Vice-Chancellor


Sylvie C. Lafontaine
Vice-President, Finance and
Administration

**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
STAFF UNION**


Tom Fenske
President


Thomas Matheson
1st Vice-President


Bill Sanders
2nd Vice-President

SCHEDULE P

LETTER OF UNDERSTANDING
BETWEEN:

LAURENTIAN UNIVERSITY OF SUDBURY

Hereinafter called the "University"
OF THE FIRST PART

- and -

LAURENTIAN UNIVERSITY STAFF UNION

Hereinafter called the "Union"
OF THE SECOND PART

SUBJECT: NON-ACADEMIC SENIOR LEADERS HIRING COMMITTEE

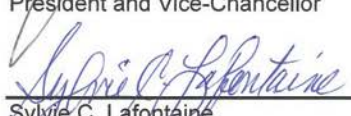
The University agrees to include one (1) LUSU representative selected by LUSU Executive on the hiring committee and/or selection process for future non-academic senior leaders, such as VP Administration and non-academic AVPs.

DATED at Sudbury, this 8 day of July, 2025.

SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
OF SUDBURY



Dr. Lynn Wells
President and Vice-Chancellor

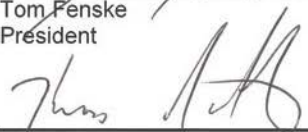


Sylvie C. Lafontaine
Vice-President, Finance and
Administration

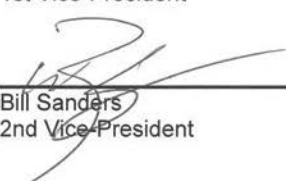
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STAFF UNION



Tom Fenske
President



Thomas Matheson
1st Vice-President



Bill Sanders
2nd Vice-President

SCHEDULE Q

LETTER OF COMMITMENT

BETWEEN:

LAURENTIAN UNIVERSITY OF SUDBURY

Hereinafter called the "University"
OF THE FIRST PART

-and-

LAURENTIAN UNIVERSITY STAFF UNION

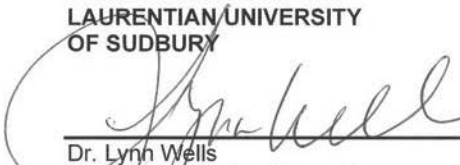
Hereinafter called the "Union"
OF THE SECOND PART

RE: UPDATE PREGNANCY/PARENTAL LEAVE PROVISIONS


Within one year of the signing of this agreement, the parties will conduct an editorial review of the Pregnancy/Parental provisions of the Collective Agreement in order to update to appropriate and modern terminology. The parties agree that there will be no substantive change to the language during the editorial process.

DATED as Sudbury, the 8 day of July, 2025

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Dr. Lynn Wells
President and Vice-Chancellor

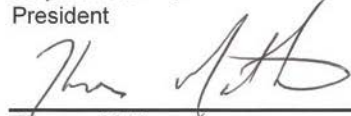


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Vice-President, Finance and
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SCHEDULE R

LETTER OF COMMITMENT

BETWEEN:

LAURENTIAN UNIVERSITY OF SUDBURY
Hereinafter called the "University"
OF THE FIRST PART

- and -

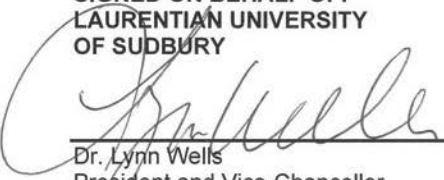
LAURENTIAN UNIVERSITY STAFF UNION
Hereinafter called the "Union"
OF THE SECOND PART

RE: GENDER NEUTRAL COLLECTIVE AGREEMENT - PRONOUN REVIEW


The parties agree that once the Collective Agreement expiring June 30, 2027, is drafted with gender neutral pronouns, the University will have the Agreement reviewed by a 3rd party to ensure the appropriateness of the changes.

DATED as Sudbury, the 8 day of July, 2025

**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
OF SUDBURY**



Dr. Lynn Wells
President and Vice-Chancellor

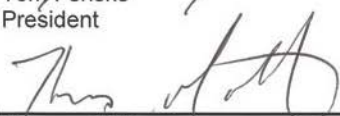


Sylvie C. Lafontaine
Vice-President, Finance and
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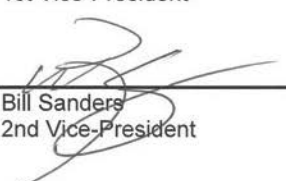
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SCHEDULE S

LETTER OF UNDERSTANDING
BETWEEN:

LAURENTIAN UNIVERSITY OF SUDBURY

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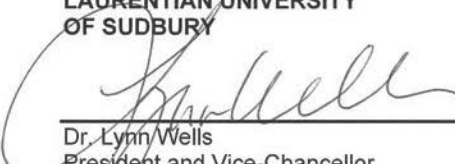
Hereinafter called the "Union"
OF THE SECOND PART

RE: FINANCE AND PROPERTY COMMITTEE


One (1) LUSU representative shall be appointed as a non-voting member of the Finance and Property Committee of the Board.

DATED as Sudbury, the 8 day of July, 2025

**SIGNED ON BEHALF OF:
LAURENTIAN UNIVERSITY
OF SUDBURY**



Dr. Lynn Wells
President and Vice-Chancellor

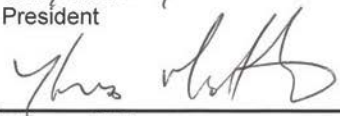


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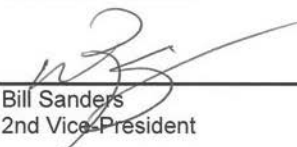
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SCHEDULE T

LETTER OF UNDERSTANDING

BETWEEN:

LAURENTIAN UNIVERSITY OF SUDBURY

Hereinafter called the "University"
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-and-

LAURENTIAN UNIVERSITY STAFF UNION

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OF THE SECOND PART

RE: BENEFITS

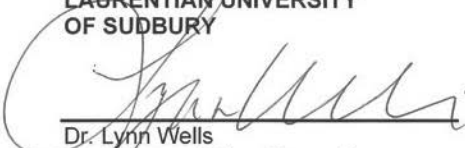
This Letter of Understanding memorializes the agreement of the parties with respect to benefit changes reached in the 2024 bargaining round and is not intended to reflect all health and welfare benefits provided under the Collective Agreement. These changes are intended to continue in effect until the parties mutually agree otherwise.

As of July 1, 2024:

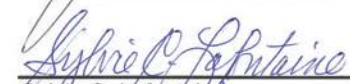
- The University agrees to move Division 19 (Laurentian University Staff Union-Maintenance and Printing) to Division 21 (Laurentian University Staff Union, Laurentian University Staff Union- Guards). For clarity, LU will cover 100% of the premium costs for existing benefits for this combined group.
- The University agrees to introduce a separate Mental Health benefit of Four Thousand dollars (\$4,000.00) per person to match the entitlement currently provided to those employees in Division 20, for the combined Division 21 (Laurentian University Staff Union-Maintenance and Printing and Laurentian University Staff Union, Laurentian University Staff Union-Guards).
- The University agrees to increase major restorative (Dentures and Implants) coverage from 80% to 100% - up to a total maximum of \$5,000.00 per person and increase Orthodontic expenses at 50%, lifetime maximum of \$2,500 to \$3,000. For clarity, these increases are to match entitlements currently provided to those employees in Division 20.

DATED as Sudbury, the 8 day of July, 2025

**SIGNED ON BEHALF OF:
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OF SUDBURY**




Dr. Lynn Wells
President and Vice-Chancellor



Sylvie C. Lafontaine
Vice-President, Finance and
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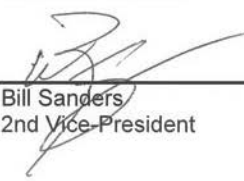
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