

Article 31
SALARIES AND BENEFITS

SETTING BASIC ANNUAL SALARIES FOR ASMs AT THE TIME OF HIRING

FACULTY MEMBERS

31.01 The minimum starting Basic Annual Salary of a Faculty Member appointed on or after September 1, 2005 shall be determined by adding:

- (a) the number of years of experience in the rank of Lecturer or equivalent or above in a university or degree-granting equivalent institution as calculated in accordance with Clause 31.04;
- (b) a number for the highest degree achieved
 - (i) for a master's degree or equivalent: 1
 - (ii) for a Ph.D. or equivalent: 6;
- (c) a number for the rank
 - (i) for Associate Professor: 2
 - (ii) for Professor: 5;
- (d) a number to represent other relevant experience calculated in accordance with Clauses 31.05 and 31.06.

The resulting number represents the lowest salary step number on the scale in Appendix D.1 or D.2 at which the Faculty Member may be paid upon appointment except in accordance with Clause 31.02. If the step is higher than the highest step for the rank, the highest step for the rank is substituted.

31.02 A Faculty Member who is appointed to the rank of Assistant Professor or above who, at the time of appointment is enrolled in a graduate programme but has not completed all the requirements for the terminal qualification for the discipline, in accordance with Clause 11.04, shall have his or her starting Basic Annual Salary adjusted as follows:

- (a) the number for the highest degree achieved shall be in accordance with Clause 31.01(b) but as though the higher degree had already been awarded;
- (b) a provisional Basic Annual Salary placement, not below the floor for the rank, shall be determined based on the factors listed in Clause 31.01 except that the Faculty Member shall be assumed to have completed the higher degree;
- (c) if a Faculty Member holds a master's degree and is working toward completion of a doctoral degree, the starting Basic Annual Salary shall be reduced by 5 steps;
- (d) if a Faculty Member holds only a bachelor's degree and is working toward completion of a doctoral degree, the starting Basic Annual Salary shall be reduced by 6 steps;
- (e) if a Faculty Member holds only a bachelor's degree and is working toward completion of a master's degree, the starting Basic Annual Salary shall be reduced by 1 step;
- (f) Following completion of the higher degree, the salary shall be adjusted in accordance with Clause 31.43.

31.03 A Visiting Assistant Professor, Visiting Associate Professor or Visiting Professor appointed to a teaching term appointment as outlined in Clause 23.09 shall be paid as if he or she held the rank of Lecturer on the scale set out in Appendix D.1 according to the factors in Clause 31.01, or in accordance with Clause 23.17(b).

31.04 The number of years of experience in the rank of Lecturer or equivalent or above in a university or equivalent degree-granting institution shall be assessed in accordance with the following rules:

- (a) A "University or equivalent degree-granting institution" is a recognized institution. Equivalency of the level of courses or of instruction at any other type of institution is not a sufficient condition to qualify for this status.
- (b) "Experience in the rank of Lecturer or equivalent or above" is employment in a recognized academic rank in a university or equivalent institution, with duties totaling at least one-half the normal work load in each academic term of the employment. It includes service as a Research Associate where major teaching duties were assigned.
- (c) For a series of term or per-course appointments which qualify under (a) and (b), a total of six (6) Laboratory Courses or nine (9) non-laboratory lecture courses shall be considered to be equivalent to one (1) full year of relevant academic experience.
- (d) Except for sabbatical or administrative leave, experience shall not be credited for periods when the individual was on leave for one (1) semester or longer.
- (e) Experience shall not be credited for duties performed by an individual not holding academic rank while engaged in full-time graduate studies.
- (f) No additional credit shall be given under this clause for duties otherwise credited as "other relevant experience" under Clause 31.05.

31.05 "Other relevant experience" for Faculty Members shall include academic, research, professional or other employment which was relevant to the appointment, or which is relevant to the required duties of the Faculty Member in his or her present position. For these purposes, relevant experience applies only to experience acquired since the Faculty Member obtained his or her first degree. For Faculty Members, "other relevant experience" shall include the following:

- (a) Academic employment in a non-degree-granting, post-secondary institution, or full-time employment in a teaching capacity below the rank of Lecturer in a degree-granting institution.
- (b) Research employment as a principal or independent investigator, including, but not limited to, positions as Research Fellow, Research Associate, Research Director, or Research Scientist, or Post-doctoral Fellow. Time shall not be credited for research conducted as a graduate student.
- (c) Professional employment in an area appropriate to the discipline of the applicant's appointment or relevant to the required duties. School teaching experience shall be credited for Faculty Members appointed to teach Education or Human Kinetics and Recreation. Accounting experience shall be credited only if performed as a Chartered Accountant or equivalent.
- (d) Experience shall not be credited for duties performed by an individual not holding academic rank while engaged in full-time graduate studies.

31.06 Calculation of the total amount of experience to be credited for Faculty Members shall conform to the following rules:

- (a) Months of experience rounded to full months within each of the following categories shall be added:
 - (i) Academic experience, as specified in Clause 31.04;
 - (ii) Post-secondary teaching experience as detailed in Clause 31.05(a);
 - (iii) Research experience as specified in Clause 31.05(b);
 - (iv) Relevant professional experience as specified in Clause 31.05(c)
- (b) The total in each case shall be rounded to whole years, following the rounding rule of one-half or greater rounded to one (1).
- (c) For prior experience in the rank of Lecturer or above, as specified in Clause 31.04, the total number of years shall be credited, with each year = 1.0.

(d) Other relevant experience, as specified in Clause 31.05, shall be credited as follows:

Years 1 through 5: each year = 1.0

Years 6 through 15: each year = 0.5

Years 16 and above: each year = 0.0

LIBRARIANS

31.07 The minimum starting Basic Annual Salary of a Librarian appointed on or after September 1, 2005 shall be determined by adding:

- (a) the number of years of experience in the rank of Librarian I or equivalent or above in a university or degree-granting equivalent institution is calculated in accordance with Clause 31.08;
- (b) a number for the highest degree achieved
 - (i) for a master's degree or equivalent: 1
 - (ii) for a Subject master's: 2
 - (iii) for a Ph.D: 4;
- (c) a number for the rank
 - (i) for Librarian II: 1
 - (ii) for Librarian III: 3
 - (iii) for Librarian IV: 5;
- (d) a number to represent other relevant experience calculated in accordance with Clauses 31.09 and 31.10.

The resulting number represents the lowest salary step on the appropriate rank scale in Appendix D.3 at which the Librarian may be paid upon appointment unless the step is higher than the highest step for the rank in which case the highest step for the rank is substituted.

31.08 The number of years of experience in the rank of Librarian I or equivalent or above at a university or equivalent degree-granting institution shall include professional service in a university library and professional service as a specialist librarian in a non-university library.

- (a) A "University or equivalent degree-granting institution" shall be a recognized institution. Equivalency of the level of courses or of instruction at any other type of institution is not a sufficient condition to qualify for this status.
- (b) No additional credit shall be given under this clause for duties otherwise credited as "other relevant experience" under Clause 31.09.

31.09 "Other relevant experience" for Librarians shall include academic, research, professional or other employment which was relevant to the appointment, or which is relevant to the required duties of the Librarian in his or her present position. For these purposes, relevant experience applies only to experience acquired since the Librarian obtained his or her first degree and shall include the following:

- (a) Service as a professional librarian other than that specified in Clause 31.08.
- (b) Service in an academic position other than librarian at a University or equivalent degree-granting institution which is directly relevant to the duties of the individual as a Librarian.

31.10 Calculation of the total amount of experience to be credited for Librarians shall conform to the following rules:

- (a) Months of experience rounded to full months within each of the following categories shall be added:
 - (i) Academic experience, as specified in Clause 31.08;
 - (ii) Other relevant experience, as specified in Clause 31.09.

- (b) The total in each case shall be rounded to whole years, following the rounding rule of one-half or greater rounded to one (1).
- (c) For prior experience in the rank of Librarian I or above, as specified in Clause 31.08, the total number of years shall be credited, with each year = 1.0.
- (d) Other relevant experience, as specified in Clause 31.09, shall be credited as follows:
 - Years 1 through 5: each year = 1.0
 - Years 6 through 15: each year = 0.5
 - Years 16 and above: each year = 0.0

ACADEMIC STAFF MEMBERS IN COOPERATIVE OR FIELD EDUCATION

31.11 The minimum starting Basic Annual Salary of an Academic Staff Member in Cooperative or Field Education (ASM-CFE) appointed on or after September 1, 2005 shall be determined by the step number corresponding to:

- (a) the number of years of experience as an ASM-CFE I or equivalent or above in a university or degree-granting equivalent institution as described in Clause 31.04(a); and
- (b) “Other relevant experience” for ASM-CFE shall include professional, scholarly and academic employment which was relevant to the appointment, or which is relevant to the required duties of the ASM-CFE in his or her present position. For these purposes, relevant experience applies only to experience acquired since the ASM-CFE obtained his or her first degree and shall include the following:
 - (i) Service as an ASM-CFE other than that specified in Clause 31.11(a);
 - (ii) Service in a professional position other than as an ASM-CFE in an area which is directly relevant to the duties of the individual as an ASM-CFE;
 - (iii) Service in an academic, research or scholarly position other than as an ASM-CFE which is directly relevant to the duties of the individual as an ASM-CFE; and
- (c) a number for the highest degree achieved
 - (i) for a master's degree or equivalent: 2
 - (ii) for a Ph.D. or equivalent: 4.

31.12 Calculation of the total amount of experience to be credited for ASM-CFEs shall conform to the following rules:

- (a) Months of experience rounded to full months within each of the following categories shall be added:
 - (i) Experience as an ASM-CFE or equivalent as specified in Clause 31.11(a);
 - (ii) Other relevant experience, as specified in Clause 31.11(b);
- (b) The total in each case shall be rounded to whole years, following the rounding rule of one-half (1/2) or greater rounded to one (1);
- (c) For prior experience in the classification of ASM-CFE I or above, as specified in Clause 31.11(a), the total number of years shall be credited with each year = 1.0.
- (d) Other relevant experience, as specified in Clause 31.11(b), shall be credited as follows:
 - Year 1 through 5: each year = 1.0
 - Years 6 through 15: each year = 0.5
 - Years 16 and above: each year = 0.0

- 31.13 The resulting number represents the lowest salary step on the salary scale in Appendix D.4 which the ASM-CFE may be paid unless the step is higher than the highest step for the classification in which case the highest step for the classification is substituted.

FACULTY MEMBERS, LIBRARIANS AND ACADEMIC STAFF MEMBERS IN COOPERATIVE OR FIELD EDUCATION

- 31.14 For Faculty Members, Librarians and ASM-CFEs only one (1) type of experience may be credited for any given time period. If an ASM has more than one (1) type of experience for a given time period, the type of experience used to calculate the ASM's annual salary at appointment shall be the one which yields the highest step.

TREATMENT OF BASIC ANNUAL SALARY FOR FACULTY MEMBERS FOLLOWING INITIAL APPOINTMENT

- 31.15 No ASM's total salary (Basic Annual Salary plus market differential) shall be lowered from its value as of August 31, 2013 as a result of the implementation of this Article.
- 31.16 This section of the Collective Agreement details the manner in which Basic Annual Salaries of Faculty Members holding appointments as of the date of signing of this Collective Agreement shall change throughout the life of this agreement. In addition, the Basic Annual Salaries of Faculty Members hired after the date of signing of this Collective Agreement shall change in accordance with the remainder of this Article wherever the dates specified follow their date of hiring.
- 31.17 Effective September 1, 2013 the Basic Annual Salary of all Faculty Members shall be in accordance with the table shown in Appendices D.1 and D.2. Salary floors and caps for Faculty Members shall be as follows:

<i>Rank</i>	<i>Floor</i>	<i>Cap</i>
Lecturer	\$62,478	\$72,673
Assistant Professor	\$78,790	\$97,141
Associate Professor	\$91,024	\$135,882
Professor	\$107,336	\$166,467

- 31.18 Effective April 1, 2014 the Basic Annual Salary of each Faculty Member whose Basic Annual Salary is below the cap for his or her rank shall be increased by one (1) step (\$2,039).
- 31.19 Effective September 1, 2014, each Faculty Member shall receive a \$1400 one-time bonus payment pro-rated based on the previous 12 months.
- 31.20 Effective September 1, 2014 the Basic Annual Salary of all Faculty Members shall be in accordance with the table shown in Appendices D.1 and D.2. Salary floors and caps for Faculty Members shall be as follows:

<i>Rank</i>	<i>Floor</i>	<i>Cap</i>
Lecturer	\$62,478	\$72,673
Assistant Professor	\$78,790	\$97,141
Associate Professor	\$91,024	\$135,882
Professor	\$107,336	\$166,467

- 31.21 Effective April 1, 2015 the salary cap for Lecturers and Assistant Professors shall increase by one (1) step (\$2,039) in accordance with the table shown in Appendices D.1 and D.2. Effective April 1, 2015 the Basic Annual Salary of each Faculty Member whose Basic Annual Salary is below the cap for his or her rank shall be increased by one (1) step (\$2,039).

- 31.22 Effective September 1, 2015 the Basic Annual Salary of all Faculty Members shall increase in accordance with the table shown in Appendices D.1 and D.2. The step size shall increase from \$2,039 to 2,080 and the salary floors and caps for Faculty Members shall be as follows:

<i>Rank</i>	<i>Floor</i>	<i>Cap</i>
Lecturer	\$63,728	\$ 76,208
Assistant Professor	\$80,368	\$101,168
Associate Professor	\$92,848	\$138,608
Professor	\$109,488	\$169,808

- 31.23 Effective April 1, 2016 the Basic Annual Salary of each Faculty Member whose Basic Annual Salary is below the cap for his or her rank shall be increased by one (1) step (\$2,080).

- 31.24 Effective September 1, 2016 the Basic Annual Salary of all Faculty Members shall increase in accordance with the table shown in Appendices D.1 and D.2. The step size shall increase from \$2,080 to \$2,142 and the salary floors and caps for Faculty Members shall be as follows:

<i>Rank</i>	<i>Floor</i>	<i>Cap</i>
Lecturer	\$65,640	\$78,492
Assistant Professor	\$82,776	\$104,196
Associate Professor	\$95,628	\$142,752
Professor	\$112,764	\$174,882

- 31.25 Effective April 1, 2017 the Basic Annual Salary of each Faculty Member whose Basic Annual Salary is below the cap for his or her rank shall be increased by one (1) step (\$2,142).

TREATMENT OF BASIC ANNUAL SALARY FOR LIBRARIANS FOLLOWING INITIAL APPOINTMENT

- 31.26 This section of the Collective Agreement details the manner in which Basic Annual Salaries of Librarians holding appointments as of the date of signing of this Collective Agreement shall change throughout the life of this agreement. In addition, the Basic Annual Salaries of Librarians hired after the date of signing of this Collective Agreement shall change in accordance with the remainder of this Article wherever the dates specified follow their date of hiring.

- 31.27 Effective September 1, 2013 the Basic Annual Salary of all Librarians shall be in accordance with the table shown in Appendix D.3. Salary floors and caps for Librarians shall be as follows:

<i>Rank</i>	<i>Floor</i>	<i>Cap</i>
Librarian I	\$56,358	\$70,631
Librarian II	\$64,514	\$ 84,904
Librarian III	\$ 72,670	\$ 117,528
Librarian IV	\$ 84,904	\$ 146,074

- 31.28 Effective April 1, 2014 the Basic Annual Salary of each Librarian whose Basic Annual Salary is below the cap for his or her rank shall be increased by one (1) step (\$2,039).

- 31.29 Effective September 1, 2014, each Librarian shall receive a \$1400 one-time bonus payment pro-rated based on the previous 12 months.

- 31.30 Effective September 1, 2014 the Basic Annual Salary of all Librarians shall be in accordance with the table shown in Appendix D.3. Salary floors and caps for Librarians shall be as follows:

<i>Rank</i>	<i>Floor</i>	<i>Cap</i>
Librarian I	\$56,358	\$70,631
Librarian II	\$64,514	\$84,904
Librarian III	\$72,670	\$117,528
Librarian IV	\$84,904	\$146,074

- 31.31 Effective April 1, 2015 the salary cap for Librarian IIs shall increase by one (1) step (\$2,039) in accordance with the table shown in Appendix D.3. Effective April 1, 2015 the Basic Annual Salary of each Librarian whose Basic Annual Salary is below the cap for his or her rank shall be increased by one (1) step (\$2,039).
- 31.32 Effective September 1, 2015 the Basic Annual Salary of all Librarians shall increase in accordance with the table shown in Appendix D.3. The step size shall increase from \$2,039 to \$2,080 and the salary floors and caps for Librarians shall be as follows:

<i>Rank</i>	<i>Floor</i>	<i>Cap</i>
Librarian I	\$57,485	\$ 72,045
Librarian II	\$65,805	\$ 88,685
Librarian III	\$74,125	\$119,885
Librarian IV	\$86,605	\$149,005

- 31.33 Effective April 1, 2016 the Basic Annual Salary of each Librarian whose Basic Annual Salary is below the cap for his or her rank shall be increased by one (1) step (\$2,080).
- 31.34 Effective September 1, 2016 the Basic Annual Salary of all Librarians shall increase in accordance with the table shown in Appendix D.3 The step size shall increase from \$2,080 to \$2,142 and the salary floors and caps for Librarians shall be as follows:

<i>Rank</i>	<i>Floor</i>	<i>Cap</i>
Librarian I	\$59,210	\$74,204
Librarian II	\$67,778	\$91,340
Librarian III	\$76,346	\$123,470
Librarian IV	\$89,198	\$153,458

- 31.35 Effective April 1, 2017 the Basic Annual Salary of each Librarian whose Basic Annual Salary is below the cap for his or her rank shall be increased by one (1) step (\$2,142).

TREATMENT OF BASIC ANNUAL SALARY FOR ACADEMIC STAFF MEMBERS IN COOPERATIVE OR FIELD EDUCATION FOLLOWING INITIAL APPOINTMENT

- 31.36 This section of the Collective Agreement details the manner in which Basic Annual Salaries of Academic Staff Members in Cooperative or Field Education (ASM-CFEs) holding appointments as of the date of signing of this Collective Agreement shall change throughout the life of this agreement. In addition, the Basic Annual Salaries of ASM-CFEs hired after the date of signing of this Collective Agreement shall change in accordance with the remainder of this Article wherever the dates specified follow their date of hiring.
- 31.37 Effective September 1, 2013, the Basic Annual Salary of all ASM-CFEs shall be in accordance with the table shown in Appendix D.4. Salary floors and caps for ASM-CFEs shall be as follows:

<i>Rank</i>	<i>Floor</i>	<i>Cap</i>
ASM-CFE I	\$60,438	\$97,140
ASM-CFE II	\$64,516	\$101,218
ASM-CFE II + Ph.D.	\$68,594	\$105,296

- 31.38 Effective April 1, 2014 the Basic Annual Salary of each ASM-CFE whose Basic Annual Salary is below the cap for his or her classification shall be increased by one (1) step (\$2,039).
- 31.39 Effective September 1, 2014, each ASM-CFE shall receive a \$1400 one-time bonus payment pro-rated based on the previous 12 months.
- 31.40 Effective September 1, 2014 the Basic Annual Salary of all ASM-CFEs shall be in accordance with the table shown in Appendix D.4. Salary floors and caps for ASM-CFEs shall be as follows:

<i>Rank</i>	<i>Floor</i>	<i>Cap</i>
ASM-CFE I	\$60,438	\$97,140
ASM-CFE II	\$64,516	\$101,218
ASM-CFE II + Ph.D.	\$68,594	\$105,296

- 31.41 Effective April 1, 2015 the salary cap for ASM-CFEs shall increase by one (1) step (\$2,039) in accordance with the table shown in Appendix D.4. Effective April 1, 2015 the Basic Annual Salary of each ASM-CFE whose Basic Annual Salary is below the cap for his or her classification shall be increased by one (1) step (\$2,039).
- 31.42 Effective September 1, 2015 the Basic Annual Salary of all ASM-CFEs shall increase in accordance with the table shown in Appendix D.4. The step size shall increase from \$2,039 to \$2,080 and the salary floors and caps for ASM-CFEs shall be as follows:

<i>Rank</i>	<i>Floor</i>	<i>Cap</i>
ASM-CFE I	\$61,647	\$101,167
ASM-CFE II	\$65,807	\$105,327
ASM-CFE II + Ph.D.	\$69,967	\$109,487

- 31.43 Effective April 1, 2016 the Basic Annual Salary of each ASM-CFE whose Basic Annual Salary is below the cap for his or her classification shall be increased by one (1) step (\$2,080).
- 31.44 Effective September 1, 2016 the Basic Annual Salary of all ASM-CFEs shall increase in accordance with the table shown in Appendix D.4. The step size shall increase from \$2,080 to \$2,142 and the salary floors and caps for ASM-CFEs shall be as follows:

<i>Rank</i>	<i>Floor</i>	<i>Cap</i>
ASM-CFE I	\$63,496	\$104,194
ASM-CFE II	\$67,780	\$108,478
ASM-CFE II + Ph.D.	\$72,064	\$112,762

- 31.45 Effective April 1, 2017 the Basic Annual Salary of each ASM-CFE whose Basic Annual Salary is below the cap for his or her rank shall be increased by one (1) step (\$2,142).

ACADEMIC STAFF MEMBERS

- 31.46 A tenure-track or tenured ASM who receives a promotion or completes the requirements for a higher degree, as certified by the degree-granting institution, shall have his or her Basic Annual Salary increased as follows:
- (a) A tenure-track or tenured ASM who receives a promotion to Assistant Professor, Associate Professor, Librarian II or Librarian III shall have his or her Basic Annual Salary increased by an amount equal to two (2) steps effective the date the promotion becomes effective or to the floor for the rank whichever is greater.
 - (b) (i) A Faculty Member who receives a promotion to Professor shall have his or her Basic Annual Salary increased by an amount equal to three (3) steps effective the date the promotion becomes effective or to the floor for the rank whichever is greater.

(ii) Effective from September 1, 2007 a tenure-track or tenured Librarian who receives a promotion to Librarian IV shall have his or her Basic Annual Salary increased by an amount equal to three (3) steps effective the date the promotion becomes effective or to the floor for the rank whichever is greater.
 - (c) A Faculty Member who completes a higher degree shall have his or her Basic Annual Salary increased effective the date of notification of completion of the degree as follows:
 - (i) by an amount equal to one (1) step when the degree is a master's degree for which the Faculty Member has not already been credited;
 - (ii) by an amount equal to five (5) steps when the degree is a doctorate and the Faculty Member already holds a master's degree;
 - (iii) by an amount equal to six (6) steps when the degree is a doctorate and the Faculty Member's highest degree had been the bachelor's;
 - (d) A Librarian who completes a higher degree shall have his or her Basic Annual Salary increased effective the date of notification of completion of the degree as follows:
 - (i) by an amount equal to one (1) step when the degree is a Subject master's and the Librarian previously held a master's degree;
 - (ii) by an amount equal to three (3) steps when the degree is a Ph.D. and the Librarian previously held a master's degree;
 - (iii) by an amount equal to two (2) steps when the degree is a Ph.D. and the Librarian previously held a Subject master's degree.
 - (e) An ASM-CFE I who obtains a master's degree in a subject relevant to his or her duties shall be classified as ASM-CFEII. Effective the date the University is notified of the ASM-CFE having successfully completed all requirements for the higher degree, the ASM-CFE's salary shall be increased by two (2) steps. The salary of an ASM-CFE who obtains a doctoral degree in a subject relevant to his or her duties shall be increased by two (2) additional steps on the salary scale.
- 31.47 From April 1 of each year after April 1, 2017 the Basic Annual Salary of each ASM whose Basic Annual Salary is below the cap for his or her rank or classification shall be increased by one (1) step on the appropriate salary scale.
- 31.48 Except for salaries subject to the provisions of Clause 31.02, no ASM shall be paid a salary below the floor for his or her rank or classification.

PAYMENT FOR EXTRA DUTIES

Stipends for Overload Teaching

On-Site Courses

- 31.49 A Faculty Member who teaches an extra course or courses or equivalent in any standard or non-standard teaching format as provided for in Clause 3.29, and any Librarian or ASM-CFE teaching a course or courses or equivalent in any standard or non-standard teaching format, shall have the choice of being paid \$4896 for each course or equivalent or receiving a future remission in teaching equivalent to the extra teaching carried out. An ASM who is being considered for assignment of an extra course or courses or equivalent shall advise the University of his or her compensation choice, at which time the University shall have the option of seeking an alternative teacher. Effective September 1, 2015, the rate shall be adjusted to \$4994. Effective September 1, 2016, the rate shall be adjusted to \$5144.
- 31.50 The University may, in special circumstances, pay ASMs more than the amounts specified in Clause 31.49 but only with the prior written agreement of the Association.
- 31.51 An ASM who takes on extra teaching in accordance with Clause 3.32 and teaches less than a full course shall be remunerated on a pro rata basis.
- 31.52 An ASM who teaches a Laboratory Course in accordance with Clauses 31.49, 31.50 or 31.51 and who elects to receive remuneration rather than future teaching remission shall be paid an additional \$1,000 per course.

Distance Education

- 31.53 Effective May 1, 2010, an ASM who delivers a Distance Education course when extra to the assigned teaching, shall be remunerated in accordance with Clause 31.49.

Stipends for Administrative Duties

- 31.54 The following stipends shall be paid to ASMs appointed to the following positions:
- (a) Grenfell College Programme Chairs shall:
- (i) be paid \$900 per annum; and
 - (ii) receive teaching remission of at least two (2) courses if either: (a) the total number of students declared as Specialization or Honours students in the College Degree Programme is greater than fifty-nine (59) or (b) the number of Full Time Equivalent Faculty and Staff in the Programme is six (6) or more; or
 - (iii) if neither condition (i) nor (ii) in Clause 31.54(a) is satisfied, receive teaching remission of one (1) course if the total number of students declared as Specialization or Honours students in the College Degree Programme is greater than twenty (20) and less than sixty (60), or the number of Full Time Equivalent Faculty and Staff in the Programme is at least four (4) but fewer than six (6).
 - (iv) For the purposes of Clauses 31.54(a)(ii) and 31.54(a)(iii), the expression "Full Time Equivalent Faculty and Staff" shall refer to the sum of the number of Faculty Members who, when teaching the norm, are required to offer the Programme and one-half the number of support staff required for the Programme. If a course is required by more than one (1) Degree Programme, the "Full Time Equivalent Faculty and Staff" corresponding to that course shall be apportioned to the Degree Programmes so that the total is equal to the "Full Time Equivalent Faculty and Staff" that would be required to teach the course in a single Degree Programme. In case of a disagreement in these calculations, an *ad hoc* committee consisting of the Associate Vice-President (Grenfell Campus) Academic and two (2) elected ASMs from the Grenfell Campus, not members of the Grenfell Campus Programme Units concerned, shall provide a resolution.

- (v) Grenfell Campus Programme Unit membership, as defined in Clause 28.08, shall not be used to determine course remission.
- (b) Programme Coordinators, and First-Year Coordinators - \$900 per Active Semester
- (c) Deputy Heads - \$3000 per Annum.
- (d) Library Division Heads - \$3000 per Annum

BENEFITS

Professional Development and Travel Expense Reimbursement Fund

- 31.55 The University shall provide Professional Development and Travel Expense Reimbursement (PDTER) for each regular term appointment, tenure track or tenured ASM, and probationary or permanent ASM-CFE who is employed as of April 1 at this University.
- 31.56 The ASM shall be reimbursed only for qualifying expenditures which are related to his or her research and professional development or for the purpose of subsidizing the reasonable and necessary costs of travel of ASMs associated with their teaching, professional or research interests. The Administrative Head shall approve the expenditures using the criterion of whether or not the expenditure contributes to the professional development of the ASM so the ASM can better serve the University and its students. Qualifying expenditures are limited to:
- (a) books, subscriptions, equipment, computer software, instruments, materials or supplies which shall remain the property of the University;
 - (b) travel, accommodation, or cost of supplies directly related to meetings or research activities including field trips not covered by other University funds;
 - (c) registration fees for scholarly conferences;
 - (d) page and reprint charges or costs incurred in the preparation and completion of scholarly manuscripts;
 - (e) academic association memberships;
 - (f) travel and accommodation of students supervised by the ASM to attend scholarly conferences and conduct research.
- 31.57 ASMs are expected to seek travel funds through grants or other external sources of funding to support travel to conferences and other proposed travel. The University shall provide supplementary funds.
- 31.58 Each fiscal year (April through March), expenses of up to \$1600 per year (plus any carryover amounts as per Clause 31.60) incurred during the fiscal year may be claimed by each eligible ASM. An ASM shall be reimbursed for qualifying expenditures only upon the written request of the ASM to the Administrative Head.
- 31.59 Only two (2) non-travel related PDTER requests may be made in a fiscal year. Requests for reimbursement for travel expenses shall be in accordance with the University's policy, Travel – General, in effect April 9, 2013 or subsequent Guidelines, whichever is most advantageous to the ASM. All claims shall be reimbursed within (30) days of the date the claim is submitted unless the claim is submitted between February 1 and April 30.
- 31.60 An ASM may carry forward up to two years PDTER entitlement to a maximum entitlement of three years at any one time.
- 31.61 An ASM hired after April 1 in a fiscal year shall receive an amount prorated for the period employed in that fiscal year.

- 31.62 An ASM hired as a regular term appointment and whose contract spans more than one (1) fiscal year, shall have the PDTER pro-rated for the duration of his or her appointment in each fiscal year. The PDTER shall not exceed \$1600 in any twelve (12) month period.
- 31.63 An ASM on Special Leave Without Pay for a full fiscal year shall not receive a PDTER in that fiscal year.
- 31.64 All claims for PDTER shall be submitted before resignation or retirement, or termination of a contract.

Professional Development and Travel Fund - Teaching Term Appointments (12 Months or Longer)

- 31.65 The University shall provide an annual Professional Development and Travel Fund (PDTF) of \$800 for each ASM appointed to a Teaching Term for a minimum term of 12 months for uses associated with their teaching. On written request of the ASM, the Administrative Head shall approve the expenditures using the criterion of whether or not the expenditure contributes to the professional development of the ASM so the ASM can better serve the University and its students. Qualifying expenditures shall include:
- (a) books, subscriptions, equipment, computer software, instruments, materials or supplies which shall remain the property of the University;
 - (b) travel, accommodation, or cost of supplies directly related to teaching activities including field trips not covered by other University funds; and
 - (c) registration fees for scholarly conferences.
- 31.66 All claims shall be submitted before resignation or retirement, or termination of a term appointment and ASMs may not carry forward any unused balance to subsequent term appointment(s).
- 31.67 An ASM whose contract spans more than one (1) fiscal year, shall have the PDTF pro-rated for the duration of his or her appointment in each fiscal year. Travel expenses shall be in accordance with the University's policy, Travel – General, in effect April 9, 2013 or subsequent Guidelines, whichever is most advantageous to the ASM.

Credit Courses

- 31.68 An ASM may register for or audit one (1) credit course at the University during each semester.
- 31.69 Financial assistance is limited to the cost of University tuition fees for the course.

Moving Expenses

- 31.70 An ASM who is newly appointed or transferred shall receive up to one-way economy air fare plus transportation costs to the airport for himself or herself and for his or her spouse and children from his or her place of residence prior to appointment or transfer to his or her normal place of employment as defined by the University. If the ASM travels by private motor vehicle, or by other than the most direct route, he or she shall be reimbursed the actual cost of travel up to the amount of economy class air fare. Vouchers covering travel expenses must be produced when the reimbursement is claimed.
- 31.71 For an ASM appointed to a tenured or tenure-track appointment or to a term appointment of two (2) years or longer, the University shall pay a minimum of seventy-five (75) percent of the cost of moving his or her household and professional goods and effects, by surface freight from the then place of residence to the normal place of employment as defined by the University. Reimbursement will be made in accordance with the University's Travel - Relocation and Removal Procedure in effect April 9, 2013. The cost of moving all scholarly and technical books, and technical equipment relevant to the ASM's scholarly activity, shall be reimbursed. Signed authorization from the Provost & Vice-President (Academic) for the moving of any technical equipment shall be secured before the move is authorized. Should the University adopt practices on household removal more advantageous to the ASM than those in effect on April 9, 2013, the more favorable practices shall apply.
- 31.72 The University shall pay living expenses incurred by the ASM and his or her family for one (1) day at his or her then place of residence and for up to six (6) nights upon arrival at the normal place of employment as defined by the University.

- 31.73 An ASM who received reimbursement under Clause 31.71 and who voluntarily fails to complete two (2) years of service with the University from the date of initial appointment must repay one-half of the amount that was expended by the University on his or her movement to, and settlement in, the normal place of employment as defined by the University.

Insured Employee Benefit Plans

- 31.74 All insurance benefit plans in place at the time this Collective Agreement is signed shall remain in force on the current cost-sharing basis. The benefit plans shall include the following:
- Basic Life Insurance;
 - Optional Life Insurance;
 - Basic Accidental Death and Dismemberment;
 - Voluntary Accidental Death and Dismemberment;
 - Health Insurance;
 - Dental Insurance;
 - Long Term Disability.
- 31.75 Except when an urgent decision is necessary, or when the insurer is late providing documents, when decisions about insured employee benefit plans or the pension plan which have financial implications for ASMs are to be made by the Board of Regents, the information relevant to those decisions shall be circulated to the members of the Employee Benefits Committee or the Pensions Committee, as appropriate, at least twenty (20) days in advance of the Board meeting at which the decisions are scheduled to be made. ASMs who are members of these committees shall undertake not to unnecessarily delay the business of the committees.
- 31.76 The University shall provide ASMs with a printed message on the envelope containing the deposit notification or pay cheque indicating that detailed information concerning the benefit plans are on the Human Resources web site, along with the specific URL address. The University shall also direct Human Resources to provide the equivalent information in the form of a printed booklet to newly-hired ASMs.
- 31.77 The University shall provide each ASM with a list of bi-weekly premiums for insured benefit plans as changes occur.
- 31.78 Prior to an ASM traveling on University business for a duration of sixty (60) calendar days or less he or she may apply, through the Director of Financial and Administrative Services, for approval to purchase additional medical insurance at the University's expense.