



**MOUNT
ROYAL
UNIVERSITY**



COLLECTIVE AGREEMENT

**The Mount Royal Staff Association
and
The Board of Governors of Mount Royal University**

July 1, 2024 – June 30, 2028

This AGREEMENT made this 9th day of September 2025,

between

THE BOARD OF GOVERNORS OF MOUNT ROYAL UNIVERSITY

and

THE MOUNT ROYAL STAFF ASSOCIATION

PREAMBLE

The parties recognize that it is in their mutual interests to promote and enhance the working relations between Mount Royal University and the Mount Royal Staff Association based upon the principles of mutual respect and cooperation, and to foster a climate appropriate for the promotion of diversity, equity, inclusion, and Indigenization at Mount Royal University. Mount Royal University and the Mount Royal Staff Association recognize the vital role that each party plays and, therefore, commit themselves to work together towards these principles.

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ARTICLE 1 DEFINITIONS

- 1.1 **Association:** The "Mount Royal Staff Association" sometimes referred to as the "MRSA."
- 1.2 **Association officers:** Members appointed or elected by the membership to hold executive office.
- 1.3 **Averaging Schedule:** A work schedule that allows normal daily and weekly hours of work to be extended up to agreed-to levels, without the payment of overtime, within an established averaging period. Over the duration of the averaging period, hours of work shall equate to thirty-five (35) or thirty-seven and half hours (37.5) per week, as applicable.
- 1.4 **Bargaining unit:** Employees of the University in positions as described in Certificate C2190-2023 issued by the Alberta Labour Relations Board and consistent with any changes thereto.
- 1.5 **Board:** Board of Governors, Mount Royal University.
- 1.6 **Dependant Child:** For purposes of eligibility for education and tuition offerings, an Employee's child or step-child who is less than twenty-five (25) years of age on Sept. 1 for the Fall Semester or Jan. 1 for the Winter Semester and is dependent on the Employee for support. For the purposes of benefits, "dependant" shall be defined by the benefits carrier.
- 1.7 **Emergency:** A serious, unexpected, and often dangerous situation requiring immediate action.
- 1.8 **Employee:** An individual who belongs to the bargaining unit and who is employed in one of the following categories:
 - (a) **Full-time Employee** - An individual occupying a position who works on an established schedule of not less than seven (7) hours per day and not less than thirty-five (35) hours per week.
 - (b) **Part-time Employee** - An individual occupying a position who works on an established schedule of less than thirty-five (35) hours per week.
 - (c) **Flexible Employee** – An individual occupying a position whose work schedule is variable and may include an irregular schedule of not less than three (3) hours per shift and up to thirty-five (35) hours per week.
 - (d) **Casual Employee** – An individual who:
 - (i) generally, works on an on-call basis and does not have regularly scheduled hours;
 - (ii) is regularly scheduled for a period of twenty (20) workdays or less for a specific job.
 - (1) Casual Employees working in excess of the amounts specified above shall be compensated at the rate of one and one-quarter (1.25) times the Employee's regular rate for all excess hours worked.

AND; one of the following position definitions:

- (i) Except Flexible Employees only applies to Term positions, and
- (ii) Excluding Casual Employees.

- (e) **Regular Employee** - An individual occupying a position on either a Full-time or Part-time basis for year-round employment, and hereinafter referred to as "Regular Full-time Employee" or "Regular Part-time Employee", or
 - (i) **Regular Recurring Employee** - An individual occupying a position on either a Full-time or Part-time basis for recurring specified periods.

OR; a **Term Employee** – An individual occupying a position on either a Full-time or Part-time basis temporarily, which are also called **Term Positions**.

- (f) **Conditionally Funded Term Employee** - An individual occupying a position on either a Full-time or Part-time basis which is not of a continuing nature to support research or scholarship projects at the University for a period of up to sixty (60) months and is paid through University research funds or sponsored research funds.
 - (i) Conditionally Funded Term appointments are dependent on the availability of these funds, and as such may end upon the discontinuance of funding. The term may be renewed multiple times without posting of up to sixty (60) months should additional funding become available. In the event the appointment is extended, the Manager will endeavour to provide as much notice as possible.
- (g) **Limited Term Employee** – An individual occupying a position not of a continuing nature established for a project or business opportunity on either a Full-time or Part-time basis, working on a regular schedule for not less than three (3) consecutive months and not more than thirty-six (36) consecutive months.
 - (i) If employment is continued beyond thirty-six (36) months, the Employee and position become Regular or Regular Recurring. In the event the appointment is extended, the Manager will endeavour to provide as much notice as possible.
- (h) **Replacement Term Employee** – An individual occupying a position either on a Full-time or Part-time basis who is replacing an Employee who is expected to return to work.

1.9 **Essential Services Agreement:** As defined by the Alberta Labour Relations Code, a negotiated set of legislated provisions that sets out how essential services will be provided in the event of a work stoppage, including identifying work functions that constitute essential services, and the classifications and numbers of Employees required to work during a strike or lock-out.

1.10 **Extended Family:** Refers to the Employee's aunt, uncle, brother or sister of the Employee's Spouse, and other persons whom the Employee considers to be family as approved at the discretion of the Manager.

1.11 **Grievance:** A difference arising as to the interpretation, application or operation of this Collective Agreement; with respect to a contravention or alleged contravention of this Collective Agreement.

1.12 **Immediate Family:** Refers to the Employee and their spouse and their respective parents, step-parents, guardians, *in loco parentis*, grandparents, grandchildren, children, step-children, foster-children, siblings, and step-siblings.

1.13 **Inactive Period:** The portion of a year during which a Regular Recurring Employee does not work. During this time the following provisions apply:

- (a) during an Inactive Period, a Regular Recurring Employee shall retain the right to return to the position, or comparable position, for which the Employee was employed at the time the inactive period commenced.
- (b) for the duration of the inactive period, a Full-time Regular Recurring Employee whose inactive period is two (2) months or less, shall:
 - (i) receive their prorated salary over a twelve (12) month period, prorated based on the active period, and then averaged to have equal payment for each pay period in a year; and
 - (ii) remain enrolled in the applicable benefit plans;

- (iii) New Employees who commence employment within the first pay period following the end of the Inactive Period shall defer a portion of salary in order to provide payment during the first Inactive Period, as outlined in 1.13 (b)(i). Employees who commence employment after the first pay period has elapsed will receive their first Inactive Period without pay.
- (c) for the duration of the Inactive Period, the following groups of Regular Recurring Employees:
 - (i) whose Inactive Period is more than two (2) months;
 - (ii) Part-time and who work twenty-five (25) hours or more per week shall have the option of either:
 - (1) receiving their salary over a twelve (12) month period, prorated based on the active period, and then averaged to have equal payment for each pay period in a year and remain enrolled in the applicable benefit plans; or
 - (2) receiving their salary during the active period only and being eligible to prepay the entire cost of premiums for the benefit plans identified in Article 27, subject to the regulations of each plan.
- (d) for the duration of the Inactive Period, Part-time Regular Recurring Employees who work twenty-four (24) hours a week or less, will receive earnings during their active period only.
- (e) Inactive Periods shall not change a Regular Recurring Employee's anniversary date.

- 1.14 **Manager:** An individual an Employee reports to and who is not in the bargaining unit.
- 1.15 **Member:** A person who belongs to the bargaining unit.
- 1.16 **Policy:** The University conducts its business within the framework of Board defined policies. Within this document reference is made to specific policies. All University policies are available through online University resources.
- 1.17 **Promotion:** When an Employee accepts a position with a higher classification than the position currently occupied.
- 1.18 **Retiring Allowance (also known as Abolishment Pay):** Is an amount paid to Employees for the loss of employment in accordance with Canada Revenue Agency guidelines.
- 1.19 **Spouse:** The person to whom the Employee is legally married, or a partner who has cohabited with the Employee for a minimum of twelve (12) consecutive months, or if there is a relationship of some permanence in which there is a child by birth or adoption.
- 1.20 **Transfer:** When an Employee accepts a position with the same or a lower classification than the position currently occupied.
- 1.21 **University:** Mount Royal University.
- 1.22 **Workday:** days excluding Saturdays, Sundays, and days designated as holidays as per Article 24.2.

ARTICLE 2 APPLICATION OF AGREEMENT

2.1 Except as otherwise provided within this Agreement, the application of the terms and conditions of this Agreement shall be as follows:

- (a) Regular and Regular Recurring Full-time Employees - all the terms and conditions of the Agreement.
- (b) Regular and Regular Recurring Part-time Employees - all the terms and conditions, on a prorated basis where applicable, except that the following Articles shall not apply:
 - (i) Article 20.8 and 20.9 Hours of Work
 - (ii) Article 25.4 Call Out Pay
- (c) Term Positions - all terms and conditions, on a prorated basis where applicable, except Article 14 shall not apply.
 - (i) The University may reduce the term of a Term Position by providing the minimum notice period as set out in Alberta Employment Standards.
 - (ii) Where research funding has been extended beyond sixty (60) months, Conditionally Funded Positions will continue in alignment with the funding. Extension notifications shall be submitted to the Association in writing thirty (30) days prior to expiry.
- (d) Flexible Employees
 - (i) All Articles of the Collective Agreement apply, on a prorated basis, except for the following:

14	Position Abolishment
16.7	Long Service Increments
20.8 & 20.9	Hours of work
22	Medical leave
23	Leaves from the University
24	Vacation and Holidays, except as noted below
25	Payment of Allowances
27	Benefits and Insurance
28	Education, Development and Training
29	Scholarships for Dependents/Spouses
 - (ii) The following shall apply:
 - a. Vacation Pay shall be a payment in lieu of vacation on each pay period at the rate of:
 - i. 0 through 4 years of service at 4%
 - ii. 5 years of service and greater at 6%
 - (iii) All other terms and conditions of employment will be in accordance with the Alberta Employment Standards Code.

(e) Casual Employees:

(i) Only the following Articles shall apply:

- 1 Definitions
- 2 Application of Agreement
- 3 Term of Agreement
- 4 Negotiations
- 5 Joint Labour Management Committee (JLMC)
- 6 Association Recognition and Membership
- 8 Management Rights
- 9 Non Discrimination
- 11 Grievance Procedure
- 15.7 & 15.8 Evaluations, Performance and Personnel Files
- 16.1 & 16.3 Salary Administration
- 17.1 & 17.2 Position Descriptions and Classification Level & Reporting
- 18 Health, Safety and Wellness
- 19 Pre-Placement Medical Examination
- 21 Attendance
- 31 Uniforms
- 32 Copies of Collective Agreement
- 33 Staff Parking
- 36 Personal Information Sharing

- (ii) A Casual Employee's employment may be terminated at Management's discretion.
- (iii) All other terms and conditions of employment will be in accordance with the Alberta Employment Standards Code.

ARTICLE 3 TERM OF AGREEMENT

- 3.1 The term of the Collective Agreement shall be effective as of July 1, 2024, shall remain in full force and effect until June 30, 2028. The entirety of the Collective Agreement will remain in full force and effect for yearly periods thereafter unless amended or terminated.
- 3.2 Any amendments to this Collective Agreement made during the term of this Agreement shall be effective from the date of such amendment, unless otherwise agreed by the University and Association.
- 3.3 When notice to commence collective bargaining has been served under the applicable legislation governing collective bargaining, this Agreement that applies to the parties at the time of service of the notice is deemed to continue to apply to the parties, notwithstanding any termination date in the Agreement, until:
 - (a) a new collective agreement is concluded,
 - (b) the right of the bargaining agent to represent the Employees is terminated, or
 - (c) a strike or lockout commences under the applicable legislation governing collective bargaining.
- 3.4 In the event that any law passed by the Government of Alberta renders null and void, or alters, any provision of this Agreement, the remaining provisions shall remain in effect for the term of the Agreement and the parties hereto shall promptly meet and attempt to negotiate a substitute for the provision which has been rendered null and void or altered.

3.5 Ratification after Collective Agreement Expiry Date:

When ratification of Collective Agreement occurs after the previous agreement has expired, any resulting retroactive payments due to changes on the salary schedule shall only be paid to those Employees who are actively employed with the University on the date of ratification.

ARTICLE 4 COLLECTIVE BARGAINING

4.1 The Board and Association endorse the critical importance of the collective bargaining process in the establishment of a Collective Agreement. It is jointly recognized the collective bargaining process requires a firm commitment of the members of both negotiating teams and necessitates the allocation of scheduled release time.

4.2 The Association or Board, shall, within two (2) to six (6) months in advance of the expiry, give written notice to the other party to commence collective bargaining.

4.3 The notice to commence collective bargaining shall:

- (a) identify the persons who are current residents of Alberta and have the authority to:
 - (i) bargain collectively,
 - (ii) conclude a collective agreement,
 - (iii) sign a collective agreement; and,
- (b) be served personally or via email. If the notice is sent electronically, the date of the email shall be treated as the date of notice.
- (c) include notification of Chair of the Committee.
- (d) be sent to the President of the University if served by the MRSA, and to the President of the MRSA if served by the University.

4.4 Within fifteen (15) workdays of receipt, the other party shall acknowledge in writing receipt of the notice and provide a reply that will include identification of their committee members. Either party may request an extension to providing the names. The request shall not be unreasonably denied.

4.5 Notice to commence collective bargaining shall also initiate the following processes:

- (a) Prior to the exchange of interests and the commencement of negotiations, both parties shall engage in joint bargaining training. The cost of the training shall be shared 50/50 between both parties.
- (b) The Chair of each Committee will meet to identify dates for the negotiation meetings to provide the greatest lead time to accommodate the various schedules.

4.6 No longer than thirty (30) workdays after service of the notice to commence collective bargaining has been issued, the representatives of the Association and the Board will, unless otherwise agreed upon:

- (a) meet and where possible / when appropriate agree upon information to be collected and exchanged prior to the commencement of collective bargaining (Chair of each group only),
- (b) meet to exchange interests and begin to bargain collectively in good faith, and
- (c) make every reasonable effort to enter into a collective agreement;

- (d) if neither party proposes a change to an article in the current Collective Agreement, it will be assumed the article is not open for negotiation and is to be included in the new Agreement.

4.7 Any conclusions reached in collective bargaining shall be applicable upon ratification, unless otherwise stipulated.

ARTICLE 5 JOINT LABOUR MANAGEMENT COMMITTEE (JLMC)

5.1 The University and the Association agree consultation beyond collective bargaining and the grievance procedure is an important process in seeking and providing information and advice, exchanging views, and discussing issues, with the intent of finding resolutions through an atmosphere of mutual respect and trust. The JLMC will be composed of three (3) regular representatives of each party. The parties may agree to include additional individuals who may be a resource to the JLMC on an ad hoc or continual basis. The JLMC shall be constituted within thirty (30) days after the date of signing of this Agreement and meet no less frequently than quarterly.

The Joint Labour Management Committee shall:

- a) Review and consult on matters arising from the administration, interpretation and operation of this Agreement and other matters of mutual concern with the intent of finding early resolution or joint understanding of the interpretation of articles of the Agreement and University decisions;
- b) Not discuss, other than in a generic way, any dispute which is currently being resolved under the grievance procedures or legislatively recognized action. Such discussion will focus on trends or potential measures to prevent further occurrences;
- c) Develop processes to facilitate better working relationships between the University and the Association and members;
- d) Foster better communications between and among the various stakeholders of the University community; and
- e) Agree that any discussion at the Committee will be on a without-prejudice and without-precedent basis, unless agreed otherwise.

5.2 A representative of the University and a representative of the Association shall be designated as joint Chairpersons. The Chairpersons will prepare mutually, and agree, on agenda items and circulate to other members the agenda no less than forty-eight (48) hours prior to the meeting.

5.3 Any changes, additions or deletions to University policies, procedures or guidelines, which alter bargaining unit Employees' terms and conditions of employment not encompassed within this Collective Agreement, will not be implemented or rescinded without consultation with the Association.

ARTICLE 6 ASSOCIATION RECOGNITION AND MEMBERSHIP

6.1 BARGAINING AGENT

The Board recognizes the Association as the sole and exclusive bargaining agent for all Employees as identified in bargaining certificate C2190-2023.

6.2 ASSOCIATION MEMBERSHIP AND DUES

- (a) All Employees covered by this Agreement shall become and remain bargaining unit members of the Association as a condition of employment.
- (b) The University shall deduct Association dues from all gross earnings of each Employee.
- (c) The University shall remit to the Association dues deducted, by the first workday after the fifteenth (15th) calendar day in the month following the month in which the deduction was made. The remittance of deductions shall identify the Employee for whom the deduction was made and the period for which the deduction was made.
- (d) The Association shall advise the University, in writing, of any change in the amount of dues or specified levies to be deducted from Employees covered by this Agreement. Such notice shall be communicated to the University at least twenty (20) workdays prior to the effective date of the change.
- (e) All dues deductions shall remain in effect unless the Employee no longer holds a Bargaining Unit position.

6.3 ASSOCIATION REPRESENTATIVES

- (a) The University agrees to recognize Association representatives in carrying out the functions of this Agreement. A list of the representatives shall be supplied to the University and the University shall be advised immediately by the Association, in writing, of any change in this list.
- (b) Association representatives are entitled to convene Association meetings on the employer's premises during non-working hours.

6.4 REPRESENTATION

The Association shall have appropriate representation on institution-level committees or bodies which have a strategic focus and would benefit from the input of the Association.

6.5 NOTICES AND COMMUNICATION

- (a) Association notices approved and distributed by the Association will be shared with Human Resources.
- (b) The Association may use internal mail and email services for distribution of information to membership.
- (c) The University shall maintain bulletin boards in reasonably accessible locations for the exclusive use of the Association. The Association may post notices and information which may be of interest to Employees.

6.6 ORIENTATION

Association representative(s) may brief new Association Employees on the operation of the Association during the probationary period or at the new hire orientation organized by the University.

6.7 EXCLUSIONS

When the University excludes an existing staff position from the Bargaining Unit, it shall advise the Association in writing within fifteen (15) workdays stating the reason(s) for such exclusion. If the Association disagrees with such exclusion, the Association shall submit the matter as a grievance commencing at Step 2 of the grievance procedure.

ARTICLE 7 TIME OFF FOR ASSOCIATION BUSINESS

- 7.1 Time off without loss of regular earnings for members to participate in Association business shall not be unreasonably denied. Employees shall provide as much advance notice as possible when requesting time to participate in Association business.
- 7.2 After holding Association elections, the Association shall notify the Manager and Human Resources no later than May 30, who the newly/returning elected representatives requiring replacement are, and what their expected Association work hours will be each year.

For Association appointments made during the year, the MRSA will inform the Employee's Manager and Human Resources within thirty (30) calendar days of the appointment.

- 7.3 In all instances listed below in 7.4 and 7.5, when fulfilling Association responsibilities, overtime and accumulated time will not be payable by the University.
- 7.4 Time off without loss of pay shall be provided as per the following:
 - (a) Joint Consultation/University-wide Committees:
 - (i) Association Members designated as representatives, for time spent meeting pursuant to Article 5, and/or appointments to University-wide Committees.
 - (b) Collective Bargaining Committee:
 - (i) Members of the MRSA Collective Bargaining Committee (not to exceed five (5) Members) during negotiation meetings and for the purpose of preparing for negotiation meetings with the Board of Governors Committee;
 - (ii) Members of the Collective Bargaining Committee shall be granted twenty-four (24) hours of release time with pay, immediately preceding the commencement of the formal negotiation process, for the purposes of collective bargaining preparation;
 - (iii) Members of the MRSA Collective Bargaining Committee are to participate in up to two (2) workdays of negotiation skills development prior to the negotiation of a renewal Agreement, which may include training as per Article 4;
 - (iv) During collective bargaining, committee members shall be released from their regular duties for all time required during the process of negotiating the collective agreement. Should there be operational concerns with the amount or duration of release time for an Employee, the applicable Manager must address these concerns through the Board of Governors Committee Chair.
 - (c) Labour Relations Committee:
 - (i) Members of the Labour Relations Committee (not to exceed three (3) Members) to attend a meeting of one (1) hour with pay per month to support the Labour Relations functions of the Association; and

- (ii) designated Association representatives time spent representing Employees regarding Article 10, and/or investigation and discussion of Article 11.
- (d) Education, Development and Training Committee:
 - (i) Members of the Education, Development and Training committee (not to exceed seven (7) Members). To administer the education, development and training funds, each committee member shall be granted one (1) hour time off with pay per week to provide support to the Association.
- (e) Governance Committee:
 - (i) Members of the Governance committee (not to exceed three (3) Members). To write and keep the policies up to date, the committee members shall be granted two (2) hours' time off with pay per month to provide support to the Association.

7.5 In order to allow for the flexibility of Association Executives to conduct Association business in a manner conducive to efficient Association and University operations, time off with pay, shall be granted to Association Members who hold the following Association positions:

- (a) President: The President of the Association shall be paid their annual salary and shall be released from the full time (1.0 FTE) departmental duties to conduct Association business. The salary of the President shall be 50/50 cost shared between the Association and the University, including all benefits and entitlements in the collective agreement.
- (b) Vice-President (1 person): This Employee shall be allowed time off with pay equal to one-half (1/2) of the Employee's normal hours of work per month to conduct Association business. In the temporary absence of the President, the Association Executive may designate the President's duties and designated time off to conduct Association business to the Vice-President position as the Association deems appropriate; or
- (c) Vice-President (up to two (2) persons): These Employees shall be allowed time off with pay equal to one-quarter (1/4) of the Employee's normal hours of work per month to conduct Association business. In the temporary absence of the President, the Association Executive may designate the President's duties and designated time off to conduct Association business to the Vice-President position as the Association deems appropriate.
- (d) Treasurer: This Employee shall be allowed time off with pay equal to three and one-half (3 1/2) hours of the Employee's normal hours of work per week to conduct financial business of the Association.
- (e) Director-at-Large (not to exceed eight (8) in number): The Director-at-Large shall be allowed four (4) hours' time off with pay per month to provide support to the Association.

7.6 Time off with pay shall be granted up to a total of two and a half (2.5) hours to be used over two meetings to Association members for the purpose of attending the Annual General Meeting and the General Meeting provided these occur during the Employee's normal working hours. The scheduling of these meetings is subject to the operational requirements of the University.

- (a) The MRSA will give the University thirty (30) calendar days written notice of the date and time of their Annual General Meeting and the General Meeting.

7.7 ASSOCIATION REPRESENTATIVES TIME FOR EDUCATION AND CONFERENCES

- (a) Time off with pay shall be granted as needed to those Association Members who fulfil the roles outlined in 7.4 to attend conferences related to collective bargaining or labour relations.

- (b) Those holding the position(s) of Vice-President(s) shall be granted five (5) workdays for the purpose of attending conferences.
- (c) Those holding the position(s) outlined in 7.5(d) or (e) shall be granted two (2) workdays for the purpose of attending conferences.

ARTICLE 8 MANAGEMENT RIGHTS

- 8.1 All matters not specifically covered by the provisions of this Agreement are vested exclusively with the Board.
- 8.2 The Association acknowledges that it shall be the exclusive right of the University to operate and manage its business in all respects, unless otherwise provided for by this Collective Agreement.
- 8.3 In administering this Agreement, the University shall act in a manner which accounts for operational requirements and will not act in an arbitrary, discriminatory, or bad faith manner.

ARTICLE 9 NON DISCRIMINATION

- 9.1 The Board and the Association are committed to a culture of respect and trust amongst all Employees and to a discrimination-free work environment that is compliant with the *Alberta Human Rights Act*. The Board, its representatives, the Association, and our Employees shall not discriminate, or harass, on the grounds of race, colour, ancestry, place of origin, religious or political beliefs, gender, gender identity, gender expression, age, physical or mental disability, marital status, family status, source of income and sexual orientation, or membership or activity in the Association as provided under the terms of this Agreement.
- 9.2 The University, Association and Employees recognize a joint responsibility to provide respectful, safe and supportive work environments for all individuals. The University will maintain policies in support of these principles.

ARTICLE 10 DISCIPLINARY PROCEDURE

- 10.1 The Association is the sole representative of Bargaining Unit Employees at the University. All Employees are encouraged to seek representation and support from the Association.
- 10.2 The University recognizes the principles of progressive discipline. The University commits to ensuring the disciplinary procedure is conducted in a fair, prompt, and confidential manner, ensuring that all participants are treated with dignity and respect.
- 10.3 The University shall maintain procedures for the investigation of allegations of misconduct and shall consult with the Association when it intends to make changes to such procedures.

10.4 INVESTIGATIONS

- (a) Where alleged misconduct by the Employee is being investigated and/or meetings are being held where discipline could be an outcome, the Employee shall be provided reasonable notice, in writing, to arrange an Association representative to attend the meeting if they so choose, while avoiding undue delay.
 - (i) The written notice shall advise as to the nature of the issue, the right to Association representation, and will be copied to the Association.
- (b) Investigations of allegations of misconduct will normally be completed within thirty (30) workdays of the date that the Manager knew, or ought reasonably to have become aware, of the occurrence of the matter giving rise to the investigation.

- (i) The University shall provide the Association with details regarding timing and investigation requirements for exceptions due to licensing or provincial legislation.
- (c) The University may place an Employee on leave with pay pending an investigation. Such leave may only occur when the nature and seriousness of the allegations warrants the leave with pay. Prior to the commencement of the leave, Human Resources or designate will provide in writing, to the Employee and Association, the reason(s) for the leave. This is an administrative leave and is not disciplinary in nature.

10.5 DISCIPLINARY PROCESS

- (a) All disciplinary action shall be dealt with by the Employee's Manager or appropriate designate.
- (b) Disciplinary action, unless otherwise stipulated under licensing or Provincial Legislation requirements, will be issued within fifteen (15) workdays following the investigation.

10.6 Investigation and discipline time limits may be extended by written agreement of the Association and Human Resources, and shall not be unreasonably denied.

10.7 Except for the dismissal of an Employee serving a probationary period, no Employee shall be disciplined or dismissed except for just cause.

10.8 The following forms of discipline shall be available when it has been determined that discipline of an Employee is warranted:

- (a) Written Reprimand;
- (b) Suspension without pay; or
- (c) Dismissal.

10.9 All letters of discipline shall clearly identify the form of discipline in Article 10.8. Each letter of discipline shall indicate the level of discipline, including the length of suspension when applicable, that the letter is disciplinary in nature, the reasons for the discipline, any requirements for future performance or conduct, any remedial requirements of the Employee and potential consequences of progressive discipline.

10.10 A copy of each letter of discipline shall be provided to the Association within three (3) workdays.

10.11 All written letters of discipline shall be placed on the Employee's personnel file held in Human Resources.

10.12 Failure to provide documentation of disciplinary action within the prescribed time limitations and procedures shall be deemed to indicate abandonment of such disciplinary action as may have been taken and any loss of regular earnings by the Employee shall be paid to the Employee.

10.13 An Employee who has been subject to disciplinary action may, after twenty-four (24) months from the date the disciplinary action was invoked, request Human Resources to remove the record of the disciplinary action from the Employee's personnel file. Such requests shall be granted providing the Employee's file does not contain any further record of disciplinary action during that twenty-four (24) month period.

ARTICLE 11 GRIEVANCE PROCEDURE

11.1 INFORMAL RESOLUTION

Prior to filing a Grievance per Article 11.4, the parties in conflict are encouraged to discuss the matter with a view of resolving the issue informally.

- a) The maximum informal resolution timeline shall be ten (10) workdays from the first date the parties in conflict discuss the matter unless an extension is mutually agreed to by both parties.
- b) All parties involved in the process should make notes reflecting dates met, topics discussed, progress, and decisions made.
- c) At the end of ten (10) workdays, if the dispute has not been informally resolved, the Association or University may submit a Grievance per the processes and timelines in Article 11.4, unless an extension to the informal resolution process is mutually agreed to by both parties.
- d) Prior to or at any point during the informal resolution process, the Employee(s) or Manager may provide written notice to forego or end the informal resolution process. Either party may initiate a Grievance per Articles 11.2 to 11.4.

11.2 A Grievance may be initiated in one of the following categories:

- a) Individual Grievance: A difference arising as to the interpretation, application or operation of this Collective Agreement affecting one (1) Employee.
- b) Group Grievance: A difference arising as to the interpretation, application or operation of this Collective Agreement affecting two (2) or more Employees in the same or similar way, whereby a common remedy is requested.
- c) Policy Grievance: A dispute brought forward by the Association that an action, failure to act, or refusal to act, which represents a violation of the Collective Agreement.

11.3 Grievances shall commence at Step 1 except in the following circumstances:

- (a) An Individual Grievance regarding termination shall commence at Step 2.
- (b) A Policy Grievance initiated by the Association shall commence at Step 2.
- (c) A Policy Grievance initiated by the University shall be submitted directly to the Association President.
 - (i) The Association President shall acknowledge receipt and provide a written response within ten (10) workdays. If the Grievance is not resolved, the University may advance the Grievance to arbitration.
- (d) Nothing in this Article prevents the Parties from mutually agreeing to forego Steps in the Grievance Procedure.
- (e) Time limits at any Step of the grievance procedure may be extended by mutual agreement, in writing, by the Association or University. Requests shall not be unreasonably denied.

11.4 Step 1

- (a) In the event of an Individual or Group Grievance, the Association, shall submit a written Grievance on behalf of the Employee(s) to the Associate Vice President/Dean, or designate, with a copy to Human Resources, outlining the nature of the issue, the specific Article(s) claimed to have been violated, and the redress sought within ten (10) workdays from the date of the alleged violation arising from that defined in Article 1.11 or the conclusion of informal resolution process stipulated in Article 11.1.
 - (i) Within ten (10) workdays of receiving the written Grievance, the Associate Vice President/Dean, or designate, shall arrange to meet with the Association representative(s).
 - (ii) The purpose of this meeting shall be to resolve the Grievance if possible. A written decision from the Associate Vice President/Dean, or designate, shall be issued within ten (10) workdays of the Grievance meeting to the Association and grievor(s), as applicable.

11.5 Step 2

- (a) If there is no Grievance resolution at Step 1, the Association in its sole discretion may advance the Grievance to the applicable Vice President(s) or designate, within ten (10) workdays of the Step 1 written decision.
- (b) In the event of an Individual Grievance arising from termination, the Association shall submit a written Grievance on behalf of the Employee to the Vice President(s) or designate, with a copy to Human Resources, outlining the nature of the issue, specific Article(s) claimed to have been violated, and redress sought within ten (10) workdays of the termination.
- (c) In the event of a Policy Grievance, the Association shall submit a written Grievance to Human Resources, outlining the Article(s) claimed to have been violated, and redress sought within twenty (20) workdays of the date the Association first became aware of or reasonably should have become aware of the act causing the Grievance.
 - (i) Within ten (10) workdays of receiving the written Grievance, the Vice President(s) or designate, shall arrange to meet with the Association representative(s) and grievor(s), as applicable.
 - (ii) The purpose of this meeting shall be to resolve the Grievance if possible. A written decision from the Vice President(s) or designate, with a copy to Human Resources, shall be issued within ten (10) workdays of the Grievance meeting to the Association and grievor(s), as applicable.

11.6 OPTIONAL MEDIATION

A grievance not resolved at Step 2 may be referred to non-binding Mediation if both the Association and the University agree to do so. A Grievance not resolved at Mediation may be referred to Arbitration by the Association or University giving written notice to the other within fifteen (15) workdays of the Mediation conclusion. The Association and Board shall bear the expenses of Mediation equally.

11.7 Step 3

- (a) If a settlement is not reached at Step 2, the Grievance may be referred to arbitration by either the University or the Association.
 - (i) This notification shall be submitted in writing to the other party, within fifteen (15) workdays of receipt of the Vice President's written decision.

- (ii) The University and the Association shall attempt to agree upon an arbitrator to hear the matter, and upon agreement, the initiating party shall notify the arbitrator in writing. In the event the University and the Association cannot agree to the appointment of an arbitrator, the Grievance will be referred to arbitration pursuant to the *Labour Relations Code*.
- (iii) The University and the Association shall bear the cost of arbitration equally.
- (iv) Notwithstanding Article 11, an Arbitrator shall have the power to extend all time limits contained within this Article where extenuating circumstances exist.
- (v) An Arbitrator shall have no power to add to, subtract from, modify or amend the provisions or terms of this Agreement.

11.8 Should the University fail to respond within the time limit set out in this grievance procedure, the grievance shall automatically move to the next step unless the Parties have mutually agreed, in writing, to extend the time limit.

11.9 In the event the Association fails to comply to time limits established by this Article, the dispute or Grievance shall be deemed to be abandoned.

ARTICLE 12 PROBATIONARY EMPLOYEES

- 12.1 Probationary Employee is a new Employee who is being evaluated related to suitability for a position.
- 12.2 In the interest of ensuring a new Employee's suitability for a position, new Employees shall be considered probationary Employees from the date of commencement and serve a probationary period where the employment may be terminated at any time during the probation period, without recourse to the Grievance Procedure as per Article 11.
- 12.3 The probationary period shall be in accordance with the following conditions:
 - (a) A minimum probation period of six (6) months worked shall apply upon hire to all new Regular Employees, new Regular Recurring Employees and all rehired Employees who have had a break in service.
 - (b) A minimum probation period of six (6) months worked shall apply to all Conditionally Funded Term Employees, Limited Term Employees, and Replacement Term Employees, unless reappointed to the same position within twelve (12) months of the expiry of their previous appointment in which case they shall not be required to serve a new probationary period.
- 12.4 To assist the new Employee, the Employee should be given the appropriate training and opportunities for feedback during the probationary period.
 - (a) On commencement of employment or prior to that date, a new Employee shall be provided with a copy of the position description and/or relevant document regarding expectations of the duties by Human Resources.
 - (b) During the course of a new Employee's probationary period, the Employee shall receive:
 - (i) Orientation and training specific to the position;
 - (ii) Ongoing performance related feedback; and
 - (iii) Probationary reviews at approximately the three (3) month and six (6) month probationary period. Should probation be extended pursuant to Article 12.5 (b), the new Employee shall receive a supplementary review at nine (9) months.

12.5 If during the probationary period the Employee's performance does not satisfy the level of proficiency expected, providing the Manager is reasonably satisfied that the Employee may improve their proficiency with more guidance, then the probation period may be extended for a further period of three (3) months. The Manager will provide the Employee written rationale for the extension. The Manager will provide Human Resources and the Association with a copy of the written rationale.

(a) In exercising 12.5 above, the University shall make such decision no later than ten (10) workdays prior to the expiration of the six (6) month probationary period.

(b) Should an Employee require a leave from the University, or be inactive, the probationary period will be suspended pending the return to full duties. At the discretion of the Manager, the probationary period may be extended to the equivalent of the missed period. Extensions for periods under twenty (20) workdays will be in consultation with Human Resources, and this extension is not notwithstanding the provision pursuant to Article 12.5.

12.6 The Probationary Employee shall be entitled to all terms and conditions contained in this Agreement, except where explicitly noted.

12.7 Employment may be terminated by the University at any time during the probation period or any extension thereof without recourse to the Grievance Procedure as per Article 1.

ARTICLE 13 POSTINGS, COMPETITIONS AND TERM POSITIONS

13.1 Notices outlining details of every available position shall be posted on the Mount Royal University website. Such notices shall be posted for a minimum period of seven (7) calendar days prior to filling the vacancy.

13.2 Postings must contain the following information:

(a) Position title and classification;

(b) Duties of the position;

(c) Required qualifications;

(d) Hours of work;

(e) Employee definition and expected term, if appropriate;

(f) Salary; and

(g) The Bargaining Unit of the position.

13.3 All competitions shall be conducted in good faith, without bias or discrimination.

13.4 Applications for vacancies shall be submitted electronically to the University.

13.5 For competitions of positions within the Bargaining Unit, Bargaining Unit Employees shall be given consideration.

13.6 Competitions shall be determined by a review of the experience, qualifications, skills, knowledge applicable to the position and operational need of the department.

13.7 Internal candidates may request and will be provided specific feedback on competitions, for the purpose of improvement for future opportunities.

13.8 TERM POSITIONS

- (a) A Regular Employee may apply through open competition for any posting for Term positions within the Bargaining Unit. If they are the successful candidate, such change shall be actioned as a transfer or promotion. A Regular Employee who is offered a Term position, upon request to their Manager, shall be advised in writing prior to accepting the offer whether their former position will be available at the conclusion of the original agreed upon term. Further extensions to the Term position with respect to the former position being held are subject to the Manager's continued approval in writing.
- (b) Term positions are defined as per Article 1.8 and may be extended as per the Agreement.
- (c) Upon returning to the original position, the Employee shall have the salary adjusted to that which would have been in effect if the Employee had continuously occupied the original position, as per article 16.8.

ARTICLE 14 POSITION ABOLISHMENT

- 14.1 This Article applies to all Regular Employees who are affected by position abolishment. A position abolishment may occur as a result of reorganization for the efficient operation of the University, for reasons of economy or for lack of work that is expected to be permanent. The University recognizes that this Article is not to be used for disciplinary purposes and in making all determinations, shall act in good faith.

NOTIFICATION TO THE ASSOCIATION

- 14.2 The University will meet with the Association at least ten (10) workdays prior to implementing position abolishment to share information on the scope, impact and timing related to position abolishment, or as soon as reasonably possible. The parties will discuss the process for the abolishment of impacted Employee(s) and explore potential options to minimize the impact on Employee(s).
- 14.3 The Association will respect the confidentiality of any information provided by the University with respect to finances, organizational reviews, reorganizations, or abolishment.

ORDER OF ABOLISHMENT

- 14.4 When a position, having the same job functions and classification as another position and supervised by the same person is to be abolished, Employee qualifications and competence shall be considered.
- 14.5 When the factors in Article 14.4 are determined to be relatively equal by the University and when doing so will not result in a significant risk of harm to the University, the position to be abolished shall be the one occupied by the Employee with the shortest length of continuing service with the University, unless another Employee volunteers in writing to have their position abolished, and the University agrees to abolish that position.
- 14.6 In the event that any position in the Bargaining Unit is abolished, the University shall provide to the Employee a payment for all accrued vacation pay and any other earned entitlement pay.

ABOLISHMENT PAY

- 14.7 Abolishment pay in respect of loss of employment is calculated to be of three (3) weeks of salary for each year of completed service, calculated to the nearest month, to a maximum payment of 52 weeks of salary. A partial month worked shall be counted as a full month for the purposes of determining completed service.

(a) An Employee who has completed fifteen (15) years of service at the time of abolishment will receive an additional three (3) weeks of salary added to the standard calculation, increasing the maximum payment up to 55 weeks of salary.

For clarification, a week's salary is calculated based on hours per week x hourly rate. Each month or partial month worked shall be calculated as 1/12. For example, an Employee who has completed 5 years, 4 months and 3 weeks of service shall be paid as follows:

$$\begin{aligned}5 \text{ years of service} + 5/12 \text{ years of service} &= 5.42 \text{ years of service} \\5.42 \text{ years of service} \times 3 \text{ weeks} &= 16.26 \text{ weeks of salary}\end{aligned}$$

(b) When the Employee has completed one (1) year of service or less, the payment shall be equal to three (3) weeks of salary.

(c) Upon mutual agreement between the Employee and their Manager, any portion of the above weeks of salary provided may be used as notice in lieu of salary. As per Canada Revenue Agency, legislated lieu of notice shall be treated as employment income. Monies in excess of legislated lieu of notice, paid in respect to loss of employment, will qualify as a retiring allowance.

14.8 In the event that a position in the Bargaining Unit is abolished and the former Employee is subsequently rehired within the equivalent number of weeks of Abolishment Pay received, the Employee shall be required to repay any remaining weeks.

14.9 In the event that a position in the Bargaining Unit is abolished and the former Employee is subsequently rehired by the University within a twelve (12) month period following abolishment, previous employment with the University will be considered for the purpose of establishing vacation entitlement and eligibility for long service recognition. With respect to grid placement, previous employment with the University will also be considered.

ARTICLE 15 EVALUATIONS, PERFORMANCE, AND PERSONNEL FILES

15.1 PERFORMANCE EVALUATION

Performance evaluation is a process involving ongoing two-way communication between an Employee and their Manager that clearly identifies the performance and professional development for achievement of institutional, departmental and individual goals. Supervisors may contribute to the creation of a performance evaluation but shall not be the final signing authority for completion of the performance evaluation.

15.2 The evaluation shall be based on, at least,

- (a) Performance related feedback from the previous year's performance, goals and objectives,
- (b) Reference to any service contributions (as outlined in Article 37),
- (c) Identification of training and development needs, and
- (d) Enhancement of Employee performance and professional development through established goals, objectives and service contributions for the coming year.

15.3 Employees shall receive a written performance evaluation annually.

15.4 A meeting shall take place between the Employee and their Manager, during which the Employee will be afforded the opportunity to review and respond to the evaluation. The Employee may respond in writing and their comments will be included in the final version of the evaluation.

- 15.5 Both parties shall sign the evaluation as acknowledgement of having read the evaluation.
- 15.6 The Employee shall be given a copy of the complete evaluation. The original evaluation form, with signatures as described in Article 15.4 will be forwarded to Human Resources for inclusion in the Employee's personnel file.

PERFORMANCE

- 15.7 Where warranted, coaching, a letter of expectation, other performance management tools, and appropriate follow up may be provided to an Employee. The purpose of these actions is to ensure Employees have a clear understanding of the University's expectations for their conduct and/or performance. The following are examples of performance management tools but is not prescriptive or exclusive.
 - (a) Coaching – When there are concerns about an Employee's performance or conduct, the Manager may, as a part of the ongoing process of performance management, meet with the Employee and make reasonable efforts to clarify expectations, address issues or provide guidance to assist the Employee. Coaching may take different forms but is non disciplinary.
 - (b) Letter of Expectation – A Manager may provide an Employee with a letter of expectation with the intent to clarify expectations regarding performance or conduct.
 - (i) A Letter of Expectation will be retained on the Employees Personnel file for a period of up to twenty-four (24) months.
 - (ii) An Employee may request, to their Manager, with a copy to Human Resources, the letter of expectation to be removed in advance of twenty-four (24) months, but shall be removed, when requested, at twenty-four (24) months of issuance.

PERSONNEL RECORDS

- 15.8 Employees in the bargaining unit shall, upon appointment, have access to their personnel records and shall, upon request, be provided with copies of material contained in such records.
- 15.9 Access shall be granted to an authorized designate of the Association with written consent of the Employee.

ARTICLE 16 SALARY ADMINISTRATION

16.1 SALARY PLACEMENT

Employees shall be paid for work performed at rates of pay no less than those specified in the Salary Schedule and no less than the salary grid for the classification of the position to which the Employee is hired.

- (a) The Manager in consultation with Human Resources, may grant recognition of previous experience, as deemed satisfactory to the University, and placed at the corresponding step.
- (b) Previous recognition for length of service for Employees who are rehired (notwithstanding Article 14.9), consecutive term positions, or a term position immediately preceding regular employment, with a break in service of no greater than three (3) months, will be recognized for the purpose of calculating vacation and salary grid placement within the same classification. With respect to grid placement in a different classification, previous employment with the University may be considered

- 16.2 An Employee registered as an apprentice, as defined by the Apprenticeship and Industry Training Act, shall be paid salary in accordance with the provisions of that Act.

16.3 Employee pay shall be bi-weekly and in accordance with the payroll calendar.

16.4 Pay Transaction Priorities: Where a salary increment and any other transaction such as reclassification, promotion, or salary revision are effective on the same date, the salary increment shall be processed first followed by the other transactions.

16.5 Salary and Long Service Increments shall be applied on the month and day of the Employee's current consecutive date of hire, also known as anniversary date.

(a) Employees hired prior to August 26, 2022 shall have their anniversary date maintained from the date set prior to August 26, 2022, unless and until a specific provision of the Agreement alters the date.

16.6 SALARY INCREMENTS

(a) The salary of an Employee shall be increased annually by one increment within the applicable salary grade to the class to which the Employee's position is allocated until the maximum step is reached.

(b) A salary increment may be withheld where performance has been indicated as unsatisfactory in the Employee's annual performance evaluation. Where a salary increment provided for under the Agreement is withheld, the salary increment may be granted on any subsequent first day of a month up to six (6) months after the date upon which the increment was withheld.

16.7 LONG SERVICE INCREMENTS

(a) Long Service Increment 1 (LSI 1): an Employee who has completed eight (8) consecutive years' service at Mount Royal University and has been paid at grid level seven (7) during the immediately preceding two years shall be paid at the corresponding pay grid as per the Salary Schedule.

(b) Long Service Increment 2 (LSI 2): an Employee who has completed ten (10) consecutive years' service at Mount Royal University and has received LSI 1 during the immediately preceding two years shall be paid at the corresponding pay grid as per the Salary Schedule.

(c) If an Employee is reclassified or promoted to a position in a higher classification level, and was in receipt of LSI 1 in their former classification level, LSI 1 in the new higher classification level is to be treated as an extension of the grid as an annual increase.

(d) If an Employee is reclassified or promoted to a position in a higher classification level, and was in receipt of LSI 2 in their former classification level, LSI 1 and LSI 2 are to be treated as an extension of the grid as annual increases.

16.8 PROMOTION & TRANSFER SALARY ADMINISTRATION

(a) When an Employee is promoted to a new position, where the new classification is higher than that of the Employee's former position, the Employee shall receive no less than:

(i) the minimum rate for the new position where the Employee presently earns less than the minimum salary established for the new position; or,

(ii) one increment where the Employee presently earns the same as or more than the minimum but less than the maximum salary for the new position.

(b) When an Employee is transferred to a position where the classification level is the same as the Employee's former position the Employee's salary shall remain unchanged.

- (c) When an Employee transfers to a position where the classification is lower than the classification of the Employee's former position, the rate of pay on appointment to that position shall be equal to or nearest to the rate paid in the Employee's former position.

16.9 RECLASSIFICATION SALARY ADMINISTRATION

- (a) Where an Employee occupies a position which is reclassified, resulting in a higher classification, the Employee shall receive at least:
 - (i) step 1 of the new classification, if the Employee's salary prior to reclassification is less than that amount; or,
 - (ii) the corresponding salary plus one step on the new grid where the Employee's salary prior to reclassification is the same as or more than the minimum of that new grid.
- (b) Where an Employee occupies a position which is reclassified resulting in a classification that has the same corresponding grid as the Employee's position prior to reclassification, the salary payable to the Employee shall remain unchanged.
- (c) Where an Employee occupies a position which is reclassified resulting in a lower classification,
 - (i) the Employee shall be placed on the step of the lower grid which corresponds to their salary prior to reclassification, resulting in no change to actual salary to be paid to the Employee; or,
 - (ii) where there is no step on the lower grid that corresponds to the salary the Employee has been receiving prior to reclassification, the Employee shall remain on their current grid. The Employee shall receive general negotiated increases to the salary schedule, however, will not receive any annual increments.
- (d) The effective date of any salary adjustment due to reclassification will normally be the date a written job description is received in Human Resources.
- (e) Where the reclassification of a position is to take effect retroactively, only Employees on staff on the date of implementation of such change shall be entitled to receive any retroactive benefits that might accrue.

ARTICLE 17 POSITION DESCRIPTIONS AND CLASSIFICATION LEVEL & REPORTING

17.1 POSITION DESCRIPTIONS

The process of keeping Position Descriptions current is a shared responsibility between the Employer and Employee. No major changes to position descriptions should be made without consulting with the position incumbent(s).

- (a) Upon commencement of employment with the University, Employees will be given a copy of their Position Description or description of roles and responsibilities. When a description of roles and responsibilities is provided, a finalized Position Description will be made available within thirty (30) workdays of commencement of employment.
- (b) At any time, Employees may request, and be given, a copy of their Position Description or may request a copy of any Position Description within the Association.
- (c) Employees may request a review of their Position Description if it has not been updated for a period of five (5) years or significant changes have taken place. The Manager in consultation with the incumbent(s), may complete and submit a reviewed Position Description.

- (d) Upon mutual agreement by the Employee and Manager to update the Position Description, the finalized Position Description will be submitted to Human Resources within ninety (90) calendar days.
- 17.2 Upon request, the University will provide the Association with a copy of a position description for any position within the Bargaining Unit.
 - (a) If a position description does not exist, has been amended or altered, the University shall provide the position description within sixty (60) workdays of the request.
- 17.3 CLASSIFICATION LEVEL & REPORTING
 - (a) Should the University create new classification levels or alter existing classification levels in Appendix II and set corresponding pay grids during the term of this Agreement, the University shall notify the Association in writing of any such change within fifteen (15) workdays of the change, stating the reasons.
 - (b) Should the Association disagree with the classification level creation/alteration regarding Appendix II and the corresponding salary scale set, the Association may within fifteen (15) workdays of the date of receipt of such notification, submit the matter as a Grievance commencing at Step 2.
 - (c) The University shall provide a list of all new and existing Bargaining Unit positions reviewed by Human Resources or the Position Classification Review Committee and their corresponding position classification outcomes for the quarterly periods ending March, June, September, and December of each calendar year to the Association.
 - (d) The Employee and Association can access the applicable classification policies and procedures online or upon request, from Human Resources.
 - (e) Refer to Appendix II for information regarding Position Classification.

ARTICLE 18 HEALTH, SAFETY AND WELLNESS

18.1 HEALTH AND SAFETY

- (a) The University and the Association agree to make reasonable and proper provisions for the maintenance of high standards of the psychological health and physical safety of Employees in the workplace, while ensuring compliance with relevant legislation.
- (b) Where the nature of the work or working conditions so require, Employees shall be supplied, at the employer's expense, with all necessary tools, protective clothing, safety footwear, safety equipment, and other protective devices and shall be maintained and replaced, when necessary. The department will set the standard for required protective clothing, tools, and safety equipment. Depending on the clothing and/or equipment requested, costs above the amount set by the department may be the responsibility of the Employee.
- (c) Items other than the standard supplied clothing and equipment may be considered for compensation by the department provided a medical condition exists and it is supported by a medical assessment and an internal review of the particular circumstances completed by the University.
- (d) No Employee shall be disciplined or discharged for refusal to work on a job; or in any workplace; or to operate any equipment when the Employee believes that it would be unsafe to do so, or when the Employee lacks the required training to complete the task in a safe manner.

18.2 JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

- (a) Health and Safety is a shared responsibility between the University, Association, and all Employees. The University and the Employee have the duty to identify, evaluate, and take corrective action regarding conditions or activities that may have adverse effects on an Employee's health or safety.
- (b) The University must involve Employees in the process of risk identification and creating recommendations for health and safety management.
- (c) In order to help achieve these objectives, the University and the Association agree to participate in the MRU Joint Occupational Health and Safety Committee in accordance with the Alberta Occupational Health and Safety Act.
- (d) The Association will appoint Employees of the Bargaining Unit to the committee.

18.3 WORKERS' COMPENSATION

- (a) If an Employee sustains an injury in the course of the Employee's duties and is eligible for Workers' Compensation, the Employee shall continue to be paid at full salary with no reduction in the Employee's sick leave entitlement.
- (b) If the claim is approved by the Workers' Compensation Board, the Employee shall be paid their regular full salary during the period they are required to remain off work up to seventy-five (75) Days, inclusive of paid holidays and University closure.
- (c) If the Employee has not returned to work due to injury before the seventy-five (75) Day period has expired, they shall then be paid according to the rate prescribed by the Workers' Compensation Act.
- (d) An Employee who is receiving Workers' Compensation benefits will accrue vacation entitlement for the first seventy-five (75) Day, inclusive of paid holidays and University closure.

ARTICLE 19 PRE-PLACEMENT MEDICAL EXAMINATION

- 19.1 Successful job applicants may be required to undergo a pre-placement medical examination in order to determine whether they are medically fit to perform bona fide occupational requirements of the position. In such instances, the exam will be completed at the University's expense and the University shall pre-approve the examining physician. Employment offers shall be contingent upon successfully passing this pre-placement medical examination.

ARTICLE 20 HOURS OF WORK

- 20.1 The normal work week for Employees will consist of five (5) consecutive days and will normally include two (2) consecutive days off.
- 20.2 The normal hours of work for the purpose of determining pay, benefits, and overtime shall be:
 - (a) thirty-five (35) hours per week, seven (7) working hours per day scheduled; or
 - (b) thirty-seven and one half (37 ½) hours per week, seven and one half (7 ½) working hours per day scheduled; or
 - (c) equivalent of Article 20.2(a) or (b) averaged over a maximum of twelve (12) weeks, in departments where the operational or service requirements differ from those outlined in Article 20.1, 20.2(a) and (b).

20.3 The maximum hours of work that an Employee may be scheduled to work in a day is twelve (12) hours, unless an accident occurs, urgent work is necessary, or other unforeseeable or unpreventable circumstances occur.

20.4 The daily hours of work will run consecutively except that at approximately the midpoint in the workday, a meal period of not less than one half (1/2) hour, nor more than one hour shall be granted to Employees. A meal period will not be considered paid working time.

(a) Employees working in departments that require response to imminent situations over the lunch period will be provided with a meal period of 30 minutes which will be considered paid working time.

20.5 A rest period of fifteen (15) minutes shall be permitted during each one half (1/2) workday of not less than three and one half (3 1/2) hours duration and shall be considered paid working time. Two fifteen (15) minute rest periods may be combined to one (1) rest period of thirty (30) minutes during each workday of not less than seven (7) hours with approval of the supervisor.

20.6 Unless mutually agreed between the Manager and Employee, rest periods cannot be used to shorten the workday and may not normally be taken immediately before or after the lunch break.

20.7 Employees shall have not less than ten (10) hours off between work periods except in the case of overtime or as otherwise mutually agreed.

20.8 SCHEDULING CHANGES

(a) When the University requires a temporary change in an Employee's scheduled shift, in excess of one (1) hour, the Manager shall advise the Employee in writing, providing a minimum of fourteen (14) calendar days' notice. Temporary changes in schedules shall not exceed fourteen (14) calendar days in duration. A changed schedule shall be considered to have started on the first day on which the daily or weekly schedules differ from those of the former schedule.

(i) Where a change is made in an Employee's scheduled shift with less than fourteen (14) calendar days' notice, the Employee shall be paid at one and one half (1 1/2) their regular rate for the normal daily hours worked on the first day of the changed schedule.

(ii) The above shall apply except in the following circumstances: in the case of an Employee requested shift change, or in the case of an accommodation requiring a shift change.

(iii) A temporary change in schedule implemented to meet the operational requirements will not increase or decrease eligibility for overtime and/or other benefits provided by this Agreement. The intent of this provision is to not be used consecutively or repeatedly.

(b) When the University requires an ongoing schedule change to meet operational and/or service requirements, the Manager shall advise the Employee in writing with a copy to the Association, with a minimum of thirty (30) calendar days in advance of an ongoing change in schedule and the reasons for the schedule change.

(i) The notice period for ongoing scheduling changes may be waived if mutually agreed upon by the Manager and the Employee, and the Association will be notified.

(c) When the University requires that an Employee's regular workdays are changed to Saturday and/or Sunday, such an Employee shall be eligible for the weekend premium as per Article 25.1.

20.9 The Association and University may enter into a fixed Averaging Schedule for a group of Employees in a defined work unit. An averaging schedule shall be set out in writing between the Manager and the Association, which may be revised from time to time during the life of the Collective Agreement. The process for establishing or revising an Averaging Schedule for a defined work unit shall be as follows:

- (a) The Manager of the work unit shall notify the Association of their desire to establish an Averaging Schedule and provide details of this proposal. In consultation between the Manager and Association, the parties will agree on a proposal that will be presented to the defined Employee group.
- (b) A majority of eligible Employees within the defined work unit, the Manager, and the Association must be in agreement with the proposed Averaging Schedule. The Manager, Employees and Association will determine the eligibility of Employees for voting purposes and the mechanism to be used at the time of voting. The proposed Averaging Schedule shall be submitted to Employees in the defined Employee group for consideration at least three (3) business days prior to the vote. If majority support for the Averaging Schedule is not received, the Department will revert to a work schedule as per Article 20.2(a) or 20.2(b).
- (c) If a department's Employees or a work unit within a department are working pursuant to an approved Averaging Schedule, the weekly number of hours and days of work may be averaged over a twelve (12) week period without payment of overtime, provided that the total hours worked over the period to which averaging applies does not exceed the total normal hours for that period.
- (d) Either the Manager or work unit Employees (with a majority) or the Association may request to amend or end an Averaging Schedule following sixty (60) workdays written notice. The Association shall submit the request on behalf of the work unit Employees to the Manager.
- (e) Following the ratification of a new Collective Agreement and within six (6) months, the Manager and the Association will review and renew, amend, or end all existing Averaging Schedules, as per 20.9(a). It will be the intent of the parties to avoid disruptions to existing schedules wherever reasonably possible.
- (f) Employees working according to an Averaging Schedule will receive benefits and entitlements that are expressed in terms of daily or weekly entitlements, converted to produce the equivalent hours of benefits and entitlements, as they would have had if the work week had not been modified. This will result in no loss or gain in Employee benefits and entitlements.

20.10 FLEXIBLE WORK SCHEDULE

- (a) Flexible Work Schedule is an agreement that can be initiated by the Employee which permits adjustment of daily or weekly hours, and location worked, providing for greater work flexibility. All requests will take into consideration the needs of the University and/or the Department and the desires of the Employee.
 - (i) An Employee whose Flexible Work Schedule is approved resulting in work hours in excess of the Employee's normal workday, not to exceed ten (10) hours in a day and forty-four (44) hours in a week, shall receive an equal amount of flex time off pursuant to the approved schedule arranged with the Manager.
 - (ii) Overtime entitlements, and other benefits provided by this Agreement shall be adjusted consistent with the variations in hours of work so as not to increase or decrease eligibility for same.
 - (iii) The terms of the Flexible Work Schedule arrangement will not result in a reduction in salary or benefits to the Employee.

- (b) An Employee cannot accumulate any “earned flex time” unless the Employee works the minimum regularly scheduled hours in that day.
- (c) An Employee who requests a Flexible Work Schedule resulting in work hours on a weekend or weekday between 4:30 p.m. and 6:00 a.m. shall not be eligible for Weekend Premium or Shift Differential.
- (d) When an operational unit already practices the use of Flexible Work Schedules, the Manager will discuss eligibility for, and use of, Flexible Work Schedules with new Employees. While all Employee requests will be considered, operational requirements may limit the number and type of Flexible Work Schedules arrangements in any department/unit/area.
- (e) Flexible Work Schedules must satisfy Alberta Employment Standards requirements and may include:
 - (i) A work schedule that provides additional time worked each day over a set period resulting in regularly scheduled equivalent “earned flex time”;
 - (ii) A work schedule that provides additional time worked irregularly or periodically that may be accrued resulting in “earned flex time”;
 - (iii) A work schedule that operates on a seasonal, sessional, or other time duration basis as defined by the parties;
 - (iv) A work schedule that provides Employees with a daily and/or weekly range of hours and/or days between which Employees would have some flexibility in scheduling their own work day and/or work week according to criteria agreed to by the parties.
- (f) When an Employee and their Manager develop a Flexible Work Schedule that maintains or improves the level of service as well as providing benefits to the quality of work/life balance of the Employee, consideration must be given to the following:
 - (i) Customer service/needs of the public;
 - (ii) Operational requirements;
 - (iii) The potential for reduction in childcare costs;
 - (iv) Greater flexibility in work location;
 - (v) Greater coverage of the workday by Employees ‘on shift’;
 - (vi) Impact on work flow;
 - (vii) Interdependency of work units;
 - (viii) Relative costs of the forms of work schedule.
- (g) Flexible Work Schedule arrangements should be regularly reviewed to determine if the arrangement is still viable for the Employee and still meets the operational and/or service requirements of the unit. Either party may change or terminate a Flexible Work Schedule with notice of thirty (30) calendar days or sooner with mutual agreement.

ARTICLE 21 ATTENDANCE

- 21.1 An Employee who is unable to report for duty shall provide notice two (2) hours prior to the time the Employee was to report for work, to the Employee’s Manager, or as soon as reasonably possible.
- 21.2 Employees who are unable to attend work shall provide notice of their absence on a daily basis, or as per documentation required by Employee Wellness for approved Medical Leaves, as per Article 22.

21.3 Failure to provide notice regarding the Employee's ability to report to duty may be considered a Leave of Absence without pay.

ARTICLE 22 MEDICAL LEAVE

22.1 GENERAL CONDITIONS

- (a) Any illness or injury which causes an Employee to be absent from duty but does not include illness or injury covered by Workers' Compensation.
- (b) For the purpose of this Article, periods of time referred to as Days shall be deemed to include consecutive calendar days, exclusive of weekends and inclusive of holidays and University closures.
- (c) All medical documentation must be submitted directly to Employee Wellness when documentation is required. Satisfactory medical documentation will typically be a detailed medical doctor's certificate and/or completed Mount Royal University medical assessment form.
- (d) Where the University finds it appropriate to do so, medical certificates and/or Mount Royal University medical assessment form may be accepted from a regulated health professional, under the *Alberta Health Professions Act*, where the health professional is providing a health service in relation to the Employee's medical condition.
 - (i) Medical documentation provided by a regulated health professional must meet the same standards as those provided by a medical doctor. Specifically, such documentation will include verification of the Employee's inability to work, functional restrictions and limitations related to the Employee's ability to work, ability to participate in modified duties, and prognosis.
- (e) The University reserves the right to request further documentation or clarification from the Employee's medical doctor or regulated health professional.
- (f) Where the Employee is required to provide additional or supplementary medical documentation and must pay a fee for such documentation, the full fee shall be eligible for reimbursement by the University to the Employee.
- (g) If the absences are due to illness of five (5) or less consecutive workdays duration, but are persistent in nature, the University may require the Employee to provide a completed Mount Royal University medical assessment form in reference to such absences.
- (h) Employees may be required to supply a doctor's certificate and/or a completed Mount Royal University Medical Assessment form certifying they are medically fit to return to work.

22.2 SICK TIME

- (a) Sick Time applies to any illness which causes an Employee to be absent from duty for a period of five (5) consecutive workdays or less.
- (b) Absence with pay due to illness shall be calculated on the basis of one (1) day for each month worked to a maximum of twelve (12) days each calendar year.
- (c) If an Employee uses their total sick time allocation, the Employee is not eligible for further paid sick time for that year. Any further sick time taken during that year shall be regarded as Leave of Absence without pay.
- (d) Sick time allocation applies only to days which an Employee would normally be scheduled to work.

22.3 SHORT TERM DISABILITY

- (a) Any illness which causes an Employee to be absent from duty for a period of six (6) consecutive Days or more, and up to a maximum of seventy-five (75) Days. The first thirty-five (35) Days shall be paid at 100% of the Employee's salary, and the remaining Days shall be paid at 90% of the Employee's salary for the Short Term Disability period.
- (b) An Employee must submit medical documentation to Employee Wellness no later than ten (10) Days after any illness of six (6) consecutive Days or more, or as soon as reasonably possible. Failure to do so shall result in the Employee being considered to be on Leave of Absence without pay for the duration of the absence. Once the medical documentation has been received by Employee Wellness, Short Term Disability benefits will be retroactively applied. This information will be provided in confidence to Employee Wellness, as per the *Protection of Privacy Act (POPA)*.
 - (i) For Medical Leaves of absence of less than twenty (20) Days, Employee Wellness will consider medical documentation provided by a regulated health professional, as per 22.1 (d).
 - (ii) For Medical Leaves of absence of twenty (20) Days and greater, the Employee may be required to provide supplementary medical documentation from the Employee's medical doctor.
- (c) Employees shall be required to supply medical documentation certifying they are medically fit to return to work.
- (d) In order to prevent any delay in receiving Long Term Disability benefits, Employees who have been absent from work for a period of thirty-five (35) Days and who are receiving Short Term Disability will be sent the Long Term Disability forms. Employees are encouraged to complete the forms and submit the forms, without delay, to the Long Term Disability carrier to determine if they will be eligible for benefits.
- (e) Leave with pay due to Short Term Disability shall be for a maximum of seventy-five (75) Days.
 - (i) An Employee who returns to work from Short Term Disability and who is able to perform all the duties of their position without modifications, restrictions or limitations, and who within thirty (30) calendar days is absent on account of the same or related illness, shall have the two absences treated as one absence for the purposes of eligibility for Short Term Disability and Long Term Disability.
 - (ii) In the case of a new illness, the seventy-five (75) Days of Short Term Disability will be reinstated immediately.
- (f) When a day designated as a Paid Holiday under Article 24.2 falls within a period of Short Term Disability, it shall be counted as a day of Short Term Disability as applicable, and the Employee will not be entitled to payment of Short Term Disability and the Paid Holiday for the same day.
- (g) Benefits will continue for the duration of Short Term Disability leave.

22.4 LONG TERM DISABILITY

- (a) Upon approval of the Benefits Carrier, Long Term Disability means any illness which causes an Employee to be absent from work for longer than seventy-five (75) Days

- (b) After the seventy-five (75) Days Short Term Disability entitlement has expired, the Employee will commence Long Term Disability upon approval of the Benefits Carrier. The Employee will remain on Long Term Disability subject to the provisions of the Benefits Carrier.
- (c) Employees who have been approved to receive Long Term Disability payments beyond their Change of Definition date will not be guaranteed to return to their original position should they become able to return to work. Every reasonable effort will be made to place the Employee in an equivalent position.
- (d) Annual vacation will not accrue while on Long Term Disability.

22.5 EMPLOYEE MEDICAL AND DENTAL APPOINTMENTS

Time off for Employees to attend medical, dental or eye appointments shall be granted providing the following conditions are met:

- (a) Employees require prior authorization by their Manager for paid medical appointment leave up to the limits specified. Appointments shall be scheduled to least interfere with the Employee's regular hours of work.
- (b) Additional paid medical appointment leave is available by request for approved medical accommodation through Employee Wellness, as per 22.6. Such authorization will not be unreasonably denied.
- (c) Time off with pay to attend medical, dental and eye appointments which cannot be scheduled outside of regular working hours shall be granted to Employees who are eligible to accrue sick leave entitlement as follows:
 - (i) Up to two and one half (2.5) consecutive hours in a day,
 - (ii) Up to eighteen (18) hours annually, and
 - (iii) Part time Employees are expected to schedule medical appointments outside their regular working hours when possible.
- (d) Time off for individual appointments in excess of two and a half (2.5) hours shall be charged against an Employee's Sick Time.

22.6 ADDITIONAL PAID MEDICAL APPOINTMENT LEAVE (APMAL)

- (a) Employees may be eligible for APMAL when they have medical necessity to attend ongoing medical appointments and are unable to be scheduled outside of an Employee's regular hours of work.
- (b) When an Employee becomes aware of the need to attend ongoing appointments, they must contact Employee Wellness.
- (c) Employees are required to submit medical documentation verifying the ongoing need to attend appointments.
 - (i) Medical documentation must indicate the appointments are necessary, the frequency, duration of the appointments and period of time the required appointments are ongoing.

ARTICLE 23 LEAVES FROM THE UNIVERSITY

23.1 MATERNITY, PARENTAL AND ADOPTION LEAVES

An Employee who has completed ninety (90) days of continuous service with the University may apply for a Maternity Leave, Parental, or Adoption Leave in accordance with the provisions of the Employment Standards Code and Regulations except as otherwise provided below. Maternity leave shall be available up to a seventy-eight (78) week period, including a not more than sixteen (16) weeks maternity leave and sixty-two (62) weeks of parental leave. Parents who are not the birth mother are eligible for a total of sixty-two (62) weeks of leave, but shall be completed by the seventy-eighth (78) week of the birth or adoption of the child.

(a) Maternity Leave

- (i) The Employee who intends to take maternity leave shall provide their Manager and Human Resources at least six (6) weeks' notice in writing of the expected date of delivery of the child, specifying the proposed duration of leave.
- (ii) The maternity leave may commence up to thirteen (13) weeks immediately before the estimated date of delivery.
- (iii) An Employee taking maternity leave shall be eligible to receive benefits in accordance with the University's Supplementary Unemployment Benefit (SUB) Plan. The SUB Plan supplements Employment Insurance (EI) benefits during maternity leave.
- (iv) In order to be eligible to receive benefits under the University's SUB Plan, an Employee must:
 - be eligible for a maternity leave in accordance with statement in 23.1 above; and
 - apply for and be in receipt of Employment Insurance benefits.
- (v) The period of eligibility for the SUB Plan is seventeen (17) weeks. The total amount of the SUB plan payments will be divided evenly over the pay periods during the seventeen (17) week period.

The SUB Plan provides:

- ninety-five (95) percent of the Employee's regular salary during the waiting period; and
- ninety-five (95) percent of the Employee's regular salary minus any EI benefits for the remaining weeks to a maximum of seventeen (17) weeks; and
- a calculation that will be based on the Employee's original request for leave.

- (vi) An Employee who commences maternity leave may continue all benefits they are enrolled in prior to the leave subject to the provisions of the Carrier during her maternity leave. The payment of benefit premiums shall be shared between the University and Employee as per Article 27.4 (b), (c) and (d).
- (vii) An Employee granted leave without pay for maternity reasons pursuant to the statement in 23.1 shall be returned to the Employee's former position or be placed in a comparable position for which the Employee is qualified provided that the Employee indicates intention to return to work by notifying the University four (4) weeks before the intended date of return.
- (viii) Service with the University continues to accrue for the duration of the maternity leave, up to a maximum of seventy-eight (78) weeks, for the purposes of vacation entitlement, salary increment and Employee service recognition only. Employees do not accrue actual vacation hours while on maternity leave from the University.

- (ix) If a pregnancy ends in miscarriage or still birth before twenty (20) weeks, the Employee may be entitled to Medical Leave benefits and/or Employment Insurance (EI) for medical reasons. If the pregnancy ends in week twenty (20) or later, mothers are eligible for maternity leave benefits for up to fifteen (15) weeks.
 - a. Parents are eligible for bereavement leave, as per article 23.3 (a).
- (b) Parental or Adoption Leave
 - (i) The Employee who intends to take parental or adoption leave shall provide proof of the birth or adoption, and when possible, provide their Manager and Human Resources six (6) weeks' notice in writing of the expected day on which the leave is to commence, specifying the proposed duration of leave.
 - (ii) An Employee taking parental or adoptive leave may be eligible to receive benefits in accordance with the University's Supplementary Unemployment Benefit (SUB) Plan. The SUB Plan supplements Employment Insurance (EI) benefits during the leave of absence period due to parental or adoption leave.
 - (iii) In order to be eligible to receive benefits under the SUB Plan, an Employee must:
 - be eligible for a parental or adoptive leave in accordance with Article 23.1; and
 - apply for and be in receipt of Employment Insurance parental or adoption leave benefits.

The period of eligibility for the SUB plan is in accordance with Article 23.1(a)(v).

- (iv) An Employee who commences parental or adoptive leave shall continue all benefits they are enrolled in prior to the leave subject to the provisions of the Benefits Carrier during their parental or adoption leave. The payment of benefit premiums shall be shared between the University and the Employee as per 27.4 (b), (c) and (d).
- (v) An Employee granted leave without pay for parental or adoptive reasons shall be returned to the Employee's former position or be placed in a comparable position for which the Employee is qualified provided that the Employee indicates intention to return to work by notifying the University four (4) weeks before the intended date of return.
- (vi) If both parents of a child are employed by Mount Royal University, only one parental or adoption leave and SUB shall be granted and may be shared by both parents.
- (vii) Service with the University continues to accrue for the duration of the parental or adoption leave, up to a maximum sixty-two (62) weeks, for the purposes of vacation entitlement, salary increment and Employee service recognition only. Employees do not accrue actual vacation hours while on leave from the University.
- (viii) An Employee who does not take adoption leave shall be granted up to two (2) workdays leave with pay to be present at the proceedings for the adoption of the child.
- (ix) An Employee shall be granted two (2) workdays leave with pay to attend to the Employee's spouse in the event of the birth of their child.

23.2 CAREGIVER BENEFITS

- (a) Caregiver Benefits is an Employment Insurance program which provides financial assistance while an Employees is away from work to care for or support a critically ill or injured person or someone needing end-of-life care.
- (b) Employees who qualify for Caregiver Benefits Leave, as per the Employment Insurance program requirements, shall be entitled to the following:
 - (i) The University shall pay ninety-five (95) percent of the Employee's regular salary during the waiting period immediately prior to the date the Employee receives Employment Insurance benefits.
- (c) Employees who are absent from their position while in receipt of Caregiver Benefits shall retain their right to return to their position either before or at the expiry of the Employment Insurance defined period, provided the Employee's term has not expired.

23.3 BEREAVEMENT LEAVE

- (a) In the event of a death in an Employee's Immediate Family or Extended Family, the Employee shall be granted bereavement leave with pay for a period of seven consecutive (7) workdays, inclusive of travel. The Manager may approve additional leave when warranted.
- (b) If the death occurs during a period of vacation, the Employee shall be allowed Bereavement Leave as described above and vacation shall be credited accordingly.
- (c) Employees shall be granted leave not to exceed one half ($\frac{1}{2}$) day without loss of pay to attend a funeral of persons other than those specified in 23.3 (a), upon approval of the Manager.

23.4 SPECIAL LEAVE

- (a) The annual leave specified for each circumstance below shall not be exceeded, and the total cumulative days of Special Leave will not exceed six (6) workdays per calendar year. Special leave is not carried forward or paid out.
 - (i) Special Leave will be pro-rated on an annual basis for Part-time Employees.
 - (ii) New hires will receive a prorated amount of Special leave.
- (b) Special leave requests may be approved in hourly increments.
- (c) No reasonable request shall be denied by the Manager.
- (d) Special Leave may be approved by the Manager without loss of pay for an Employee who requires time off work under the following circumstances:
 - (i) Immediate Family matters or domestic emergencies, not to exceed six (6) workdays in total, defined as:
 - a. taking an Immediate Family member to medical, dental, optical or other such appointments; or
 - b. illness of an Immediate Family member; or
 - c. unforeseen matters which require the presence of the Employee to care for an Immediate Family member who cannot care for themselves; or
 - d. unforeseen matters which require the presence of the Employee to attend to a domestic emergency/crisis.

- (ii) The following matters, not to exceed two (2) workdays in total per circumstance:
 - a. birth or adoption (additional days); or
 - b. household disaster conditions; or
 - c. legal proceedings; or
 - d. change of domicile; or
 - e. Employee exams and/or graduation (including for attendance of an Immediate Family member); or
 - f. unforeseen emergency or circumstance with approval of the Manager
- (e) Additional leave may be granted related to any of the circumstances listed above at the discretion of the Manager.
- (f) To accommodate a request for additional leave for any of the above, a short-term Flexible Work Arrangement, as specified in Article 20.10 or a Leave of Absence without Pay, as specified in Article 23.7, may be arranged with mutual consent of the Employee and the Manager.

23.5 PERSONAL LEAVE

- (a) Each calendar year an Employee shall be granted two (2) Personal Leave days, based on the Employee's average hourly workday, with pay for discretionary use by the Employee for situations that are not covered elsewhere in this Agreement. Personal Leave will be pro-rated for Part-time Employees.
- (b) Personal Leave day(s) will be allotted January 1. Personal Leave days are not carried forward or paid out.
- (c) Personal Leave days shall be reduced to one (1) day for Employees starting on or after July 1.
- (d) Personal Leave days will not be allotted to Employees starting on or after December 1 of the current year.
- (e) Personal Leave days must be mutually agreed upon by the Employee and the Manager and scheduled in advance. Such requests shall not be unreasonably denied.

23.6 ATTENDANCE AT COURT PROCEEDINGS

- (a) An Employee summoned to appear as a witness during court proceedings or to serve jury duty shall be allowed leave with pay but any fee received shall be paid to the University.

23.7 LEAVE OF ABSENCE WITHOUT PAY

- (a) Leave of Absence may be approved Without Pay.
 - (i) A request for a Leave of Absence Without Pay of four (4) weeks (20 workdays) or less shall be submitted in writing to the Manager. If approved, the Manager will notify the Employee and Human Resources in writing. If the request is denied the Manager will provide a response in writing.
 - (ii) A request for a Leave of Absence Without Pay for a period longer than twenty (20) workdays, shall be submitted in writing, through the Manager for approval by the appropriate Dean/Director. If approved by the Dean/Director, the Manager will notify the Employee and the Manager of Human Resources in writing. If the request is denied the Manager will provide a response in writing.

- (b) An application for Leave of Absence Without Pay will include a statement regarding the reason for the request, start date, and end date of the leave. The decision by the Manager will be based on merit of the request and any operational disruption to the normal routine of the University. Requests shall not be unreasonably denied.
- (c) A false statement of application for a Leave of Absence Without Pay may result in termination.
- (d) An Employee who is unable to return from a Leave of Absence Without Pay of less than six months shall notify the University at least two (2) weeks prior to the intended date of return. If the leave of absence exceeds six months, four (4) weeks of prior notice shall be required. In extenuating circumstances, notification will be provided as soon as possible.
- (e) When position abolition is being considered, the University cannot guarantee the position held by an Employee on a Leave of Absence Without Pay will not be abolished.
- (f) Service with the University continues to accrue for the duration of the Leave of Absence Without Pay, up to a maximum of one (1) year, for the purposes of vacation entitlement and Employee service recognition only. Employees do not accrue vacation hours while on Leave of Absence without Pay from the University.
- (g) The anniversary date of an Employee who has been on Leave of Absence Without Pay in excess of six (6) continuous months shall be moved to the date which provides for a total of twelve months of paid employment between anniversary dates.
- (h) Should an Employee commence a Leave of Absence Without Pay for a period of one (1) to twelve (12) months the Employee may continue extended health care, dental, life insurance including accidental death and dismemberment and long term disability benefits subject to the provisions of the Carrier. If the Employee exercises the option to continue any of these benefits, the Employee shall be responsible for 100% of the premium prepaid for the period of the absence.

23.8 POLITICAL PARTICIPATION

On approval of the University, the following conditions shall apply for granting time off to Employees for political participation:

- (a) Municipal

The University endorses full participation at this level, and the Employee's University responsibilities should be rearranged to facilitate this participation; unless, however, the Employee's municipal responsibility becomes so large, i.e., a mayor, then the principles established for the provincial and federal levels should be applied.

- (b) Provincial, Federal

The University again endorses participation at this level. However, due to the increased responsibilities, the Employee must take an unpaid leave of absence. A contract for the Employee's continued responsibility in the University, on a partial basis, may be negotiated at the request of the Employee.

ARTICLE 24 VACATIONS AND HOLIDAYS

24.1 VACATIONS

- (a) The year on which normal annual vacation entitlements are based is defined as January 1 to December 31.
 - (i) Vacation accrued during each year shall be taken no later than twelve months after the end of that vacation year.
 - (ii) A total of one year's vacation entitlement may be carried forward to the next vacation year.
 - (iii) Vacation balance in excess of one year's vacation entitlement as of December 31, will be paid out in the last pay period of January of each year.
 - (iv) The scheduling of an Employee's vacation must be mutually agreed by the Employee and the Manager. Managers may approve vacation over and above the earned entitlement on an ad hoc basis. The amount that can be approved shall not exceed the Employee's annual entitlement. Such requests shall not be unreasonably denied.
 - (v) If a Manager and an Employee are unable to agree on a mutually satisfactory date to start the Employee's annual vacation, the Manager shall give the Employee at least 2 weeks' written notice of the date on which the Employee's annual vacation is to start, and the Employee shall take the vacation at that time.
- (b) During each year of continuous employment an Employee shall earn vacation with pay prorated each pay period, for a total annual entitlement as per the below schedule:

Service Years Start	Service Years Completed	Entitlement
0	4	15 days
5	11	20 days
12	19	25 days
20	Onward	30 days

- (c) If one or more paid holidays falls during an Employee's vacation period, another day or days shall be taken at a time agreed upon by the Employee and the Employee's immediate supervisor.
- (d) Upon termination of employment, all hours remaining in an Employee's vacation balance will be paid out in full.

24.2 PAID HOLIDAYS

- (a) All Employees covered by this Agreement shall be entitled to the following holidays:

New Year's Day	Heritage Day
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

and any other holidays designated by the President of the University.

- (b) The University recognizes the Stampede Parade Morning, equal to one half (1/2) paid workday. Upon approval, the Manager may allow an alternative half (1/2) paid day to attend the Calgary Stampede.
- (c) Subject to Article 24.2 Employees shall, in addition to the holidays specified above, be granted the period between December 26 and January 1 as paid Christmas Float Days:
 - (i) on December 27, 28, and 29 when Christmas Day falls on a Monday,
 - (ii) on December 27, 28, and 31 when Christmas Day falls on a Tuesday,
 - (iii) on December 27, 30, and 31 when Christmas Day falls on a Wednesday,
 - (iv) on December 29, 30, and 31 when Christmas Day falls on a Thursday or Friday,
 - (v) on December 29, 30, and 31 when Christmas Day falls on a Saturday,
 - (vi) on December 28, 29, and 30 when Christmas Day falls on a Sunday.
- (d) The University President may, subject to operational requirements, designate specified essential services to remain open during one or all of the Christmas Float Days.
- (e) Employees who work in Departments of the University that operate 24 hours a day, 7 days a week and when the scheduling of Employees does not vary as a result of the Christmas break, shall be paid as follows for the Christmas Float Days:
 - (i) Hours worked on Christmas Float Days shall be paid at the rate of straight time. In addition, the Employee shall be provided with a day(s) off in lieu.
 - (ii) When a Christmas Float Day(s) falls on an Employee's regularly scheduled day(s) off, the Employee shall be entitled to another day (in lieu of the Christmas Float Days(s)) to be taken at a time agreed upon by the Employee and the Employee's Manager or payment at the Employee's regular rate of pay.
- (f) Employees who work in Departments of the University that operate during the period between December 26 and January 1 and who are scheduled to work on any day(s) during that period, excluding paid holidays, shall be paid at the rate of straight time. In addition, the Employee shall be provided with a day(s) off in lieu. Those Employees who are scheduled to work on paid holidays shall be paid in accordance with Article 24.2(k).
- (g) Paid Holiday on Scheduled Day Off:

When a holiday falls on an Employee's scheduled day off, the Employee shall be entitled to their average daily wage.
- (h) Any Employee absent from work on the regularly scheduled workday immediately preceding or immediately following a paid holiday shall not be entitled to pay for such holiday unless the absence was:
 - (i) a paid absence;
 - (ii) a leave of absence of not more than five (5) days duration; or
 - (iii) a result of an inactive period for which the Employee received prior authorization.
- (i) When a paid holiday falls on a Saturday or Sunday, the paid holiday shall be observed on the following Monday.
- (j) In the event that Christmas Day and Boxing Day fall on Saturday and Sunday, the paid holiday shall be observed on the following Monday and Tuesday.

(k) An Employee required to work on a paid holiday shall be paid the regular rate of pay as established by this Agreement and will be compensated at the rate of one and one half (1½) their regular rate, up to and including three (3) hours, and two (2) times the Employee's regular rate for those hours worked in excess of three (3) hours.

ARTICLE 25 PAYMENT OF ALLOWANCES

25.1 WEEKEND PREMIUM

(a) Employees whose regular schedule requires work on a Saturday and/or Sunday shall be paid a weekend premium of two dollars (\$2.00) per hour for work performed at regular rates on a Saturday and/or Sunday.

25.2 SHIFT DIFFERENTIAL

(a) Employees, who are on a shift, shall be eligible for a shift differential of two dollars (\$2.00) per hour for work performed at regular rates on shifts in which fifty percent (50%) or more of the hours are worked between 4:30 p.m. and 6:00 a.m.

(b) Payment of the shift differential will be paid for only those hours worked between 4:30 p.m. and 6:00 a.m. and does not apply to persons who have Flexible Work in place (as per Article 20.10).

25.3 OVERTIME

(a) All overtime requires prior approval of the Manager and the consent of the Employee.

(i) Prior to scheduling the overtime, the Employee and the Manager shall agree to the time to be worked and the method of compensation. The method of compensation is either payment on the next pay cycle or equivalent time off, banked as accumulated hours, at the rates as per 25.3 (b), (c) or (d).

(ii) The method of compensation may be changed by mutual consent.

(iii) Time off shall be taken at a time mutually agreed by the Employee and Manager.

(b) An Employee required to work in excess of the Employee's normal hours of work will be compensated at the overtime rate of one and one half (1 ½) their regular rate up to and including three (3) hours, and two (2) times the Employee's regular rate for those hours worked in excess of three (3) hours.

(c) Part-time Employees working less than the normal hours of full-time employment (as per Article 20.1) and who are required to work longer than their regular daily or weekly hours, shall be paid at the rate of straight time for the hours so worked up to the normal hours for full-time Employees in the workday or week, after which the provisions of Article 25.3 (b) shall apply.

(d) An Employee required to work on a normal day(s) off will be compensated at the overtime rate of one and one half (1 ½) their regular rate up to and including three (3) hours, and two (2) times the Employee's regular rate for those hours worked in excess of three (3) hours.

(e) Any remaining balance from the previous calendar year of an Employee's accumulated hours, that exist on June 30th of each year shall be paid out in full in the last pay period of July.

25.4 CALL OUT PAY

(a) When by reason of an emergency, an Employee is called to work at a time outside the Employee's normal working hours, the Employee shall be compensated as follows:

- (i) If the time worked during the call out forms a continuous period with the Employee's normal working hours, the Employee shall be paid at the applicable overtime rates for the period of the call out and the guaranteed minimum shall not apply.
- (ii) When a call out forms a continuous period with the Employee's normal working hours, the normal working hours shall not be reduced as a result of the call out. The maximum continuous period of work shall not exceed twelve (12) hours. (See Article 20.3)
- (iii) The Employee shall be guaranteed a minimum of three (3) hours pay at the overtime rates or the equivalent in time off. For clarification, the first three (3) hours of call out pay shall be at one and one half (1½) the Employee's regular rate; hours worked in excess of three (3) shall be compensated at two (2) times the Employee's regular rate. Compensation for travel time shall be a flat rate of \$20.00.
- (iv) When an Employee is able to perform the work remotely and is not required to be present at the worksite, compensation shall be a minimum of one half (1/2) hours pay at the overtime rate. Two (2) or more contacts received within the first thirty (30) minute period will be considered a single call.

25.5 STANDBY PAY

- (a) When an Employee is scheduled to be immediately available to return to work when not on regular duty, compensation shall be the amount of one half (1/2) hours pay at the regular rate or the equivalent time in lieu for each four (4) hours on standby or any portion thereof on a day that is not a paid holiday. For standby on a paid holiday, the compensation shall be one (1) hour pay at the regular rate or the equivalent time in lieu for each four (4) hours on standby or any portion thereof.
- (b) When an Employee, while on standby, is unable to report to work when required, no compensation shall be granted for the total standby period.
- (c) When an Employee is called out to work when on standby, compensation shall be pursuant to 25.5 (a) for the hours on standby in addition to compensation pursuant to Article 25.4 for the hours worked on call out.
- (d) Except in cases of emergency, an Employee shall not normally be required to be on standby for three (3) consecutive weekends or two (2) consecutive paid holidays.
- (e) Should the University require an Employee to be on standby for three (3) consecutive weekends, the Employee shall be released from standby duty for a future weekend.
- (f) Employee requests for time off in lieu shall be taken at a time mutually acceptable to the Employee and the Manager.
- (g) Under normal circumstances and except in cases of emergency, a schedule for standby duty shall be available to Employees at least one (1) month in advance of their being on standby. The standby schedule shall be determined by the Employee's Manager.

ARTICLE 26 MANAGER INITIATED APPOINTMENTS

- 26.1 Manager initiated appointments are intended to be short term in nature and shall not exceed twelve (12) months in duration, and are not required to be posted. Extensions beyond 12 months can occur with agreement from the Association.

26.2 ADDITIONAL RESPONSIBILITY APPOINTMENT

Additional responsibility appointment requires an Employee to perform the principal duties of the higher position for a minimum of one (1) full work day, during which time the Employee may also be required to perform some of the duties of the Employee's regular position.

- (a) When an Employee qualifies for Additional Responsibility Appointment, the Employee shall receive regular salary, plus a premium of five percent (5%) of the Employee's regular salary, or the minimum salary for the classification of the higher position, whichever is greater.

26.3 TEMPORARY APPOINTMENT

Temporary Appointment will occur when an Employee is temporarily assigned by the appropriate Manager to assume full responsibilities of a vacant position in a higher classification. During the Temporary Appointment, the Employee will vacate the original position. Temporary Appointments occur primarily within a department. However, when a Temporary Appointment is being considered between departments the Managers of each department must agree to maintain the Employee's right to return to the original position, prior to any change. The Association shall be notified of all Temporary Appointments.

- (a) During a Temporary Appointment, the Employee shall receive the greater of:
 - (i) the Employee's regular salary, plus a premium of five percent (5%) of the Employee's regular salary; or
 - (ii) the salary equivalent to what the Employee would receive if placed permanently in the higher classified position, as per Article 16.8.
- (b) An Employee in a Temporary Appointment shall be able to return to their original position. An Employee may request a return to the original position prior to the anticipated end of the Temporary Appointment with one (1) months' notice, subject to operational requirements.
- (c) The Employee shall be entitled to refuse a Temporary Appointment without jeopardizing current employment, except in cases where operational necessities and/or statutory requirements for the University will not be met. There must be discussion between the Manager/Director and Employee.
- (d) Upon returning to the original position, the Employee shall have the salary adjusted to that which would have been in effect if the Employee had continuously occupied the original position.

ARTICLE 27 BENEFITS AND INSURANCE

27.1 BENEFITS ELIGIBILITY

- (a) Benefits coverage shall be provided to:
 - (i) Regular Full-time Employees.
 - (ii) Regular Part-time Employees who work a minimum of seventeen (17) hours per week.
 - a. Regular Part-time Employees who work between seventeen (17) and twenty-five (25) hours per week are not eligible for Long Term Disability insurance.
 - (iii) Term Employees who are hired to work a minimum term of six (6) months and a minimum of seventeen (17) hours per week.

27.2 The University shall administer the following benefits, subject to the terms and conditions of the applicable contracts, eligibility as per 27.1, and/or government regulations:

- (a) extended health care;
- (b) Health Spending Account (HSA) of \$1000.00 for Full-time Employees, and \$600 for Part-time Employees;
 - (i) Annually, Employees allocate funds from HSA to:
 - a. Health Spending Account, which is CRA approved and tax free; or
 - b. Personal Spending Account.
 - (ii) The allocations are distributed for use on January 1 each year.
 - (iii) The funds are carried over for one (1) year past allocation.
- (c) dental care;
- (d) life insurance including accidental death and dismemberment; and
- (e) long term disability insurance.

27.3 There shall be no change to the level of these benefits without prior consultation between the Board and Association. The Carrier for benefits other than Local Authority Pension Plan shall be the existing carrier unless changed by mutual agreement between the Board and the Association.

27.4 BENEFITS PREMIUMS

- (a) The University shall deduct the monthly contributions from the salary of any Employee who is a member of a plan and shall remit to the appropriate company or companies.
- (b) The total cost of benefit premiums for dental and extended health care shall be shared between the University and the Employee.
 - (i) Employee contributions shall not exceed twenty percent (20%) of the total cost of the dental premium and twenty percent (20%) of the total cost of the extended health care premium.
- (c) The total cost of the Health Spending Account is paid by the University.
- (d) The total cost of benefit premiums for life insurance, including accidental death and dismemberment shall be one hundred percent (100%) paid by the University.
- (e) The total cost of Long Term Disability insurance premiums shall be one hundred percent (100%) paid by the Employee.

27.5 PENSION PLAN

Employees shall participate in the Local Authorities Pension Plan (LAPP) as per University Policy.

- (a) Regular Employees who work a minimum of 30 hours per week require mandatory participation in LAPP.
- (b) Employees who work a minimum of seventeen (17) to twenty-nine (29) hours per week have the option to participate in LAPP.
- (c) Any Part-Time Employees working less than seventeen (17) hours per week and who were participating in LAPP prior to August 26, 2022, shall continue to be eligible for LAPP.

27.6 RECREATION MEMBERSHIP RETIREMENT BENEFIT

Employees and former Full-time Employees who have retired from the University shall be entitled to receive a recreation membership free of charge which entitles them to the use of recreation facilities and equipment as determined by the regulations and policies governing Mount Royal Recreation.

27.7 BENEFITS COMMITTEE

The Benefits Committee, which makes recommendations regarding the University's benefits plan, shall include two (2) members of the Association.

ARTICLE 28 EDUCATION, DEVELOPMENT AND TRAINING

- 28.1 The University values career development for Employees. In support of this value, Managers will discuss opportunities with Employees which would enhance the Employee's career development plans while providing value to the unit and to the institution in achieving its goals. This may include, but is not limited to, education and professional/personal development opportunities for Employees.
- 28.2 Regardless of whether the Employee is eligible for or receives funding as outlined in this Article, Employees who have received approval from their Manager to attend educational, professional/personal development training or equivalent during normal working hours, will be supported through alternate work arrangements or leave with pay as agreed upon by their Manager.
- 28.3 Employees who are required by a Manager to attend and travel to educational, professional/personal development training or equivalent, outside of regularly scheduled working hours or on a regularly scheduled day off, shall be granted equivalent time off in lieu.
- 28.4 The University will provide an annual grant for the purpose of reimbursing the tuition/fees paid by MRSA members for professional and personal development activities as described below in Articles 28.7, 28.8 and 28.9.
- 28.5 Employees are not eligible to apply to or have access to reimbursement for these funds during their probationary period.
- 28.6 Funding for the combined sum of \$165,000 as described below will be allocated to the Association to ensure an equitable and fair distribution of funds to eligible Employees, in accordance with approved guidelines.
 - (a) To receive 100% of the annual grant, the Association shall provide a final report regarding the allocation of funds to the University each year. Any unused portion shall be retained by the Association EDT Committee for future educational assistance purposes.

28.7 PROFESSIONAL DEVELOPMENT

- (a) To support professional development, the University will provide an annual grant of \$130,000 for the purpose of Employee education, professional development and training. Eligible education and professional development activities may include:
 - (i) post-secondary courses at Mount Royal University or other accredited post-secondary institutions;
 - (ii) professional designations and related course work, including non-credit coursework where appropriate; and
 - (iii) professional development seminars/conferences/workshops.

28.8 PERSONAL DEVELOPMENT/INTEREST

- (a) To support personal development, interest, and wellness, the University will provide an annual grant of \$35,000 for the purpose of personal development/interest based activities. Eligible activities may include:
 - (i) health, wellness, personal interest, conferences and/or workshops.

28.9 CREDIT COURSE TUITION

To support Employee development through post-secondary level coursework at the undergraduate and graduate level(s), the University will administer an annual grant of \$15,000 for the purposes of reimbursing eligible credit course tuition only subject to the conditions below:

- (a) Credit course(s) successfully completed at an accredited post-secondary institution;
- (b) Employees shall not receive funding more than the cost of their total tuition;
- (c) Eligible recipients will be determined and reimbursed;
- (d) One course reimbursement, of up to \$500 per Employee per year, not to exceed the annual grant of \$15,000 or greater reimbursement amounts may apply depending on available funds.

28.10 COMPLIMENTARY NON-CREDIT COURSES

Employees shall be eligible to enroll free of charge in any non-credit course offered by the University, subject to the approval of the Dean of the Faculty of Continuing Education and Extension (exclusions may apply).

Spouses and Dependents of Employees shall be eligible to enroll at 50% of the charge in any non-credit course offered by the University, subject to the approval of the Dean of the Faculty of Continuing Education and Extension (exclusions may apply). The University reserves the right to request proof of Spousal or Dependant status from the Employee.

ARTICLE 29 SCHOLARSHIPS FOR DEPENDANTS/SPOUSES

29.1 A sum of \$40,000 shall be granted for the purpose of providing scholarships for children under the age of 25 and spouses of all MRSA members (excluding Probationary Employees) subject to the conditions below:

- (a) the children or spouse must be registered as Full-time Students in credit courses, Transitional Vocational Programs or Occupational Programs at Mount Royal University;
- (b) the children or spouse are subject to normal admission, selection and registration procedures and may not pre-empt other students;
- (c) provision of scholarships for a semester is contingent upon the attainment of at least a grade point average of 2.0, or passing grade for non-credit courses, noted above, across all of the courses in which a student is registered for that semester;
- (d) no student shall receive more funding than the cost of their total tuition; and
- (e) the Association shall provide Human Resources a list of scholarship recipients within sixty (60) workdays of the end of each semester. Any unused portion of the \$40,000 shall be retained by the University.

ARTICLE 30 EXPENSES INCURRED DUE TO EMPLOYMENT

30.1 TRAVEL EXPENSES

When an Employee is required to travel for employment purposes, they shall be reimbursed for eligible costs as per the University Policy.

ARTICLE 31 UNIFORMS

31.1 Uniforms, including work/weather dependent clothing, will be supplied for Employees in appropriate departments as per departmental practices. Employees requesting items other than those supplied may, at the discretion of the department, be compensated up to the designated amount of the supplied item.

31.2 For all other safety related clothing and equipment, see Article 18.

ARTICLE 32 COPIES OF COLLECTIVE AGREEMENT

32.1 The Association members will access the Collective Agreement electronically.

32.2 The University shall ensure the Collective Agreement is electronically published and shared with new hires to the University.

ARTICLE 33 STAFF PARKING

33.1 All Employees are required to pay a fee for the use of the University's parking facilities. If payment occurs by a lump sum and a refund becomes necessary, then a prorated refund will be provided.

ARTICLE 34 RESIGNATION

34.1 Employees leaving their employment with the University are asked to provide as much notice as possible.

- (a) Employees voluntarily leaving are asked to provide at least two (2) weeks' notice.
- (b) Employees retiring from their positions are asked to provide at least four (4) weeks' notice.

34.2 The notice shall be in written form and shall be submitted to the immediate supervisor and/or Manager with a copy to the Human Resources.

34.3 An Employee who is absent from work without approval for three (3) consecutive workdays will be deemed to have abandoned their position and voluntarily resigned. The University may consider rescinding the deemed resignation if the Employee provides evidence that special circumstances prevented the Employee from reporting to work.

ARTICLE 35

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ARTICLE 36 PERSONAL INFORMATION SHARING

36.1 PURPOSE

The purpose of this article is to establish rules and procedures for the disclosure of personal information in the Employee records of the University to the MRSA in accordance with the *Access to Information Act (ATIA)* and the *Protection of Privacy Act (POPA)*, or the *Personal Information and Privacy Act (PIPA)* and the *Labour Relations Code*.

36.2 DISCLOSURE OF PERSONAL INFORMATION OF UNIVERSITY EMPLOYEES

- (a) The University shall disclose to the Bargaining Unit members information, as follows, where applicable and available:
 - (i) Name
 - (ii) Home address
 - (iii) Home telephone number
 - (iv) Cellular telephone number
 - (v) Home email address
 - (vi) Department
 - (vii) Classification
 - (viii) Position title
 - (ix) Employee definition
 - (x) Full time equivalency
 - (xi) Employment status
 - (xii) Length of Service
 - (xiii) Date of Hire
 - (xiv) Dues paid
- (b) For the purposes of Article 36.2, the University shall provide the personal information of the Employee to the MRSA in electronic format at such intervals as are mutually agreed upon by the parties.

36.3 USE OF PERSONAL INFORMATION OF EMPLOYEES BY THE MRSA

- (a) The Association shall not, either directly or indirectly, use or disclose any personal information of the Employee provided to it under the terms and conditions of this article except for purposes of representing the Employees in the employment relationship.

36.4 PROTECTION AND SECURITY OF PERSONAL INFORMATION

- (a) The Association undertakes to fully maintain and respect the confidentiality of the personal information subject to this article and not to disclose it to anyone unless such disclosure is authorized by this article or by consent of the individual who is the subject of the information or by law.
- (b) The Association must protect the personal information received from the University by making reasonable security arrangements against such risks as unauthorized access, collection, use and disclosure.
- (c) The Association will retain the received personal information only for as long as the Association reasonably requires the information for their legal or business purposes. The Association will ensure that the received personal information is securely deleted, or destroyed, when no longer required and made unreadable.

ARTICLE 37 MRU SERVICE AND COMMUNITY ENGAGEMENT

37.1 The University values Employee engagement, involvement, and contributions Employees make to the mission of the University. To support this, Managers are expected to encourage Employee involvement and service to the Association and the University community.

- (a) This includes, but is not limited to, participation on the MRSA Executive and other Association committees, departmental or institutional committees, convocation and student orientation and MRU community activities.
- (b) Scheduling of, and participation in, service and community engagement activities should be mutually agreed upon by the Employee and the Manager.

ARTICLE 38 OUTSOURCING

38.1 Prior to contracting out a complete work unit or department represented by the Association, the University will fully consult the Association.

- (a) The University agrees to provide the following information to the Association:
 - (i) The full rationale, relevant to the work that is being reviewed for the potential of contracting out, and
 - (ii) Anticipated number of Association positions that will be eliminated as a result of the potential contracting out.
- (b) Within twenty (20) workdays of the above information being provided, the Association shall acknowledge receipt and may provide the University, in writing, with any suggestions on productivity improvements, cost, or efficiency savings for consideration by the University.
- (c) Within twenty (20) workdays of receipt of the written submission from the Association, the University shall acknowledge receipt and provide a written response regarding the decision related to contracting services.

IN WITNESS WHEREOF the parties have executed this Agreement by their authorized officers;

THE BOARD OF GOVERNORS OF MOUNT ROYAL UNIVERSITY

Per:



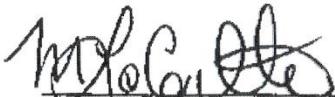
Tim Rahilly, President
Mount Royal University

DEC 10 2025

Date

STAFF ASSOCIATION

Per:



Michelle LoGullo, President
Mount Royal Staff Association



Dec 9, 2025
Date

APPENDIX I

General Wage Increases shall be:

July 1, 2024 – 3%

July 1, 2025 – 3%

July 1, 2026 – 3%

July 1, 2027 – 3%

**SALARY SCHEDULE: SEVEN (7) HOURS/DAY
HOURLY AND ANNUAL RATES**

Grade	Effective	1	2	3	4	5	6	7	LSI 1	LSI 2
12	9-Sept-25	15.00	15.59	16.19	16.82	17.48	18.16	18.87		
	1-July-26	15.45	16.05	16.68	17.33	18.00	18.71	19.44		
	1-July-27	15.91	16.53	17.18	17.85	18.55	19.27	20.02		
13	1-July-24	20.61	21.43	22.28	23.18	24.09	25.05	26.03	27.09	28.45
		37,510.20	39,002.60	40,549.60	42,187.60	43,843.80	45,591.00	47,374.60	49,303.80	51,779.00
	1-July-25	21.23	22.07	22.95	23.88	24.81	25.80	26.81	27.90	29.30
		38,638.60	40,167.40	41,769.00	43,461.60	45,154.20	46,956.00	48,794.20	50,778.00	53,326.00
	1-July-26	21.87	22.73	23.64	24.60	25.55	26.57	27.61	28.74	30.18
		39,803.40	41,368.60	43,024.80	44,772.00	46,501.00	48,357.40	50,250.20	52,306.80	54,927.60
	1-July-27	22.53	23.41	24.35	25.34	26.32	27.37	28.44	29.60	31.09
		41,004.60	42,606.20	44,317.00	46,118.80	47,902.40	49,813.40	51,760.80	53,872.00	56,583.80
14	1-July-24	21.43	22.28	23.18	24.09	25.05	26.03	27.09	28.17	29.58
		39,002.60	40,549.60	42,187.60	43,843.80	45,591.00	47,374.60	49,303.80	51,269.40	53,835.60
	1-July-25	22.07	22.95	23.88	24.81	25.80	26.81	27.90	29.02	30.47
		40,167.40	41,769.00	43,461.60	45,154.20	46,956.00	48,794.20	50,778.00	52,816.40	55,455.40
	1-July-26	22.73	23.64	24.60	25.55	26.57	27.61	28.74	29.89	31.38
		41,368.60	43,024.80	44,772.00	46,501.00	48,357.40	50,250.20	52,306.80	54,399.80	57,111.60
	1-July-27	23.41	24.35	25.34	26.32	27.37	28.44	29.60	30.79	32.32
		42,606.20	44,317.00	46,118.80	47,902.40	49,813.40	51,760.80	53,872.00	56,037.80	58,822.40
15	1-July-24	22.28	23.18	24.09	25.05	26.03	27.09	28.17	29.28	30.78
		40,549.60	42,187.60	43,843.80	45,591.00	47,374.60	49,303.80	51,269.40	53,289.60	56,019.60
	1-July-25	22.95	23.88	24.81	25.80	26.81	27.90	29.02	30.16	31.70
		41,769.00	43,461.60	45,154.20	46,956.00	48,794.20	50,778.00	52,816.40	54,891.20	57,694.00
	1-July-26	23.64	24.60	25.55	26.57	27.61	28.74	29.89	31.06	32.65
		43,024.80	44,772.00	46,501.00	48,357.40	50,250.20	52,306.80	54,399.80	56,529.20	59,423.00
	1-July-27	24.35	25.34	26.32	27.37	28.44	29.60	30.79	31.99	33.63
		44,317.00	46,118.80	47,902.40	49,813.40	51,760.80	53,872.00	56,037.80	58,221.80	61,206.60
16	1-July-24	23.18	24.09	25.05	26.03	27.09	28.17	29.28	30.47	32.00
		42,187.60	43,843.80	45,591.00	47,374.60	49,303.80	51,269.40	53,289.60	55,455.40	58,240.00
	1-July-25	23.88	24.81	25.80	26.81	27.90	29.02	30.16	31.38	32.96
		43,461.60	45,154.20	46,956.00	48,794.20	50,778.00	52,816.40	54,891.20	57,111.60	59,987.20
	1-July-26	24.60	25.55	26.57	27.61	28.74	29.89	31.06	32.32	33.95
		44,772.00	46,501.00	48,357.40	50,250.20	52,306.80	54,399.80	56,529.20	58,822.40	61,789.00
	1-July-27	25.34	26.32	27.37	28.44	29.60	30.79	31.99	33.29	34.97
		46,118.80	47,902.40	49,813.40	51,760.80	53,872.00	56,037.80	58,221.80	60,587.80	63,645.40

Grade	Effective	1	2	3	4	5	6	7	LSI 1	LSI 2
17	1-July-24	24.09	25.05	26.03	27.09	28.17	29.28	30.47	31.68	33.29
		43,843.80	45,591.00	47,374.60	49,303.80	51,269.40	53,289.60	55,455.40	57,657.60	60,587.80
	1-July-25	24.81	25.80	26.81	27.90	29.02	30.16	31.38	32.63	34.29
		45,154.20	46,956.00	48,794.20	50,778.00	52,816.40	54,891.20	57,111.60	59,386.60	62,407.80
	1-July-26	25.55	26.57	27.61	28.74	29.89	31.06	32.32	33.61	35.32
		46,501.00	48,357.40	50,250.20	52,306.80	54,399.80	56,529.20	58,822.40	61,170.20	64,282.40
	1-July-27	26.32	27.37	28.44	29.60	30.79	31.99	33.29	34.62	36.38
		47,902.40	49,813.40	51,760.80	53,872.00	56,037.80	58,221.80	60,587.80	63,008.40	66,211.60
18	1-July-24	25.05	26.03	27.09	28.17	29.28	30.47	31.68	32.96	34.62
		45,591.00	47,374.60	49,303.80	51,269.40	53,289.60	55,455.40	57,657.60	59,987.20	63,008.40
	1-July-25	25.80	26.81	27.90	29.02	30.16	31.38	32.63	33.95	35.66
		46,956.00	48,794.20	50,778.00	52,816.40	54,891.20	57,111.60	59,386.60	61,789.00	64,901.20
	1-July-26	26.57	27.61	28.74	29.89	31.06	32.32	33.61	34.97	36.73
		48,357.40	50,250.20	52,306.80	54,399.80	56,529.20	58,822.40	61,170.20	63,645.40	66,848.60
	1-July-27	27.37	28.44	29.60	30.79	31.99	33.29	34.62	36.02	37.83
		49,813.40	51,760.80	53,872.00	56,037.80	58,221.80	60,587.80	63,008.40	65,556.40	68,850.60
19	1-July-24	26.03	27.09	28.17	29.28	30.47	31.68	32.96	34.28	36.01
		47,374.60	49,303.80	51,269.40	53,289.60	55,455.40	57,657.60	59,987.20	62,389.60	65,538.20
	1-July-25	26.81	27.90	29.02	30.16	31.38	32.63	33.95	35.31	37.09
		48,794.20	50,778.00	52,816.40	54,891.20	57,111.60	59,386.60	61,789.00	64,264.20	67,503.80
	1-July-26	27.61	28.74	29.89	31.06	32.32	33.61	34.97	36.37	38.20
		50,250.20	52,306.80	54,399.80	56,529.20	58,822.40	61,170.20	63,645.40	66,193.40	69,524.00
	1-July-27	28.44	29.60	30.79	31.99	33.29	34.62	36.02	37.46	39.35
		51,760.80	53,872.00	56,037.80	58,221.80	60,587.80	63,008.40	65,556.40	68,177.20	71,617.00
20	1-July-24	27.09	28.17	29.28	30.47	31.68	32.96	34.28	35.66	37.44
		49,303.80	51,269.40	53,289.60	55,455.40	57,657.60	59,987.20	62,389.60	64,901.20	68,140.80
	1-July-25	27.90	29.02	30.16	31.38	32.63	33.95	35.31	36.73	38.56
		50,778.00	52,816.40	54,891.20	57,111.60	59,386.60	61,789.00	64,264.20	66,848.60	70,179.20
	1-July-26	28.74	29.89	31.06	32.32	33.61	34.97	36.37	37.83	39.72
		52,306.80	54,399.80	56,529.20	58,822.40	61,170.20	63,645.40	66,193.40	68,850.60	72,290.40
	1-July-27	29.60	30.79	31.99	33.29	34.62	36.02	37.46	38.96	40.91
		53,872.00	56,037.80	58,221.80	60,587.80	63,008.40	65,556.40	68,177.20	70,907.20	74,456.20
21	1-July-24	28.17	29.28	30.47	31.68	32.96	34.28	35.66	37.07	38.93
		51,269.40	53,289.60	55,455.40	57,657.60	59,987.20	62,389.60	64,901.20	67,467.40	70,852.60
	1-July-25	29.02	30.16	31.38	32.63	33.95	35.31	36.73	38.18	40.10
		52,816.40	54,891.20	57,111.60	59,386.60	61,789.00	64,264.20	66,848.60	69,487.60	72,982.00
	1-July-26	29.89	31.06	32.32	33.61	34.97	36.37	37.83	39.33	41.30
		54,399.80	56,529.20	58,822.40	61,170.20	63,645.40	66,193.40	68,850.60	71,580.60	75,166.00
	1-July-27	30.79	31.99	33.29	34.62	36.02	37.46	38.96	40.51	42.54
		56,037.80	58,221.80	60,587.80	63,008.40	65,556.40	68,177.20	70,907.20	73,728.20	77,422.80

Grade	Effective	1	2	3	4	5	6	7	LSI 1	LSI 2
22	1-July-24	29.28	30.47	31.68	32.96	34.28	35.66	37.07	38.54	40.49
		53,289.60	55,455.40	57,657.60	59,987.20	62,389.60	64,901.20	67,467.40	70,142.80	73,691.80
	1-July-25	30.16	31.38	32.63	33.95	35.31	36.73	38.18	39.70	41.70
		54,891.20	57,111.60	59,386.60	61,789.00	64,264.20	66,848.60	69,487.60	72,254.00	75,894.00
	1-July-26	31.06	32.32	33.61	34.97	36.37	37.83	39.33	40.89	42.95
		56,529.20	58,822.40	61,170.20	63,645.40	66,193.40	68,850.60	71,580.60	74,419.80	78,169.00
	1-July-27	31.99	33.29	34.62	36.02	37.46	38.96	40.51	42.12	44.24
		58,221.80	60,587.80	63,008.40	65,556.40	68,177.20	70,907.20	73,728.20	76,658.40	80,516.80
23	1-July-24	30.47	31.68	32.96	34.28	35.66	37.07	38.54	40.09	42.12
		55,455.40	57,657.60	59,987.20	62,389.60	64,901.20	67,467.40	70,142.80	72,963.80	76,658.40
	1-July-25	31.38	32.63	33.95	35.31	36.73	38.18	39.70	41.29	43.38
		57,111.60	59,386.60	61,789.00	64,264.20	66,848.60	69,487.60	72,254.00	75,147.80	78,951.60
	1-July-26	32.32	33.61	34.97	36.37	37.83	39.33	40.89	42.53	44.68
		58,822.40	61,170.20	63,645.40	66,193.40	68,850.60	71,580.60	74,419.80	77,404.60	81,317.60
	1-July-27	33.29	34.62	36.02	37.46	38.96	40.51	42.12	43.81	46.02
		60,587.80	63,008.40	65,556.40	68,177.20	70,907.20	73,728.20	76,658.40	79,734.20	83,756.40
24	1-July-24	31.68	32.96	34.28	35.66	37.07	38.54	40.09	41.70	43.81
		57,657.60	59,987.20	62,389.60	64,901.20	67,467.40	70,142.80	72,963.80	75,894.00	79,734.20
	1-July-25	32.63	33.95	35.31	36.73	38.18	39.70	41.29	42.95	45.12
		59,386.60	61,789.00	64,264.20	66,848.60	69,487.60	72,254.00	75,147.80	78,169.00	82,118.40
	1-July-26	33.61	34.97	36.37	37.83	39.33	40.89	42.53	44.24	46.47
		61,170.20	63,645.40	66,193.40	68,850.60	71,580.60	74,419.80	77,404.60	80,516.80	84,575.40
	1-July-27	34.62	36.02	37.46	38.96	40.51	42.12	43.81	45.57	47.86
		63,008.40	65,556.40	68,177.20	70,907.20	73,728.20	76,658.40	79,734.20	82,937.40	87,105.20
25	1-July-24	32.96	34.28	35.66	37.07	38.54	40.09	41.70	43.37	45.57
		59,987.20	62,389.60	64,901.20	67,467.40	70,142.80	72,963.80	75,894.00	78,933.40	82,937.40
	1-July-25	33.95	35.31	36.73	38.18	39.70	41.29	42.95	44.67	46.94
		61,789.00	64,264.20	66,848.60	69,487.60	72,254.00	75,147.80	78,169.00	81,299.40	85,430.80
	1-July-26	34.97	36.37	37.83	39.33	40.89	42.53	44.24	46.01	48.35
		63,645.40	66,193.40	68,850.60	71,580.60	74,419.80	77,404.60	80,516.80	83,738.20	87,997.00
	1-July-27	36.02	37.46	38.96	40.51	42.12	43.81	45.57	47.39	49.80
		65,556.40	68,177.20	70,907.20	73,728.20	76,658.40	79,734.20	82,937.40	86,249.80	90,636.00
26	1-July-24	34.28	35.66	37.07	38.54	40.09	41.70	43.37	45.12	47.39
		62,389.60	64,901.20	67,467.40	70,142.80	72,963.80	75,894.00	78,933.40	82,118.40	86,249.80
	1-July-25	35.31	36.73	38.18	39.70	41.29	42.95	44.67	46.47	48.81
		64,264.20	66,848.60	69,487.60	72,254.00	75,147.80	78,169.00	81,299.40	84,575.40	88,834.20
	1-July-26	36.37	37.83	39.33	40.89	42.53	44.24	46.01	47.86	50.27
		66,193.40	68,850.60	71,580.60	74,419.80	77,404.60	80,516.80	83,738.20	87,105.20	91,491.40
	1-July-27	37.46	38.96	40.51	42.12	43.81	45.57	47.39	49.30	51.78
		68,177.20	70,907.20	73,728.20	76,658.40	79,734.20	82,937.40	86,249.80	89,726.00	94,239.60

Grade	Effective	1	2	3	4	5	6	7	LSI 1	LSI 2
27	1-July-24	35.66	37.07	38.54	40.09	41.70	43.37	45.12	46.93	49.29
		64,901.20	67,467.40	70,142.80	72,963.80	75,894.00	78,933.40	82,118.40	85,412.60	89,707.80
	1-July-25	36.73	38.18	39.70	41.29	42.95	44.67	46.47	48.34	50.77
		66,848.60	69,487.60	72,254.00	75,147.80	78,169.00	81,299.40	84,575.40	87,978.80	92,401.40
	1-July-26	37.83	39.33	40.89	42.53	44.24	46.01	47.86	49.79	52.29
		68,850.60	71,580.60	74,419.80	77,404.60	80,516.80	83,738.20	87,105.20	90,617.80	95,167.80
	1-July-27	38.96	40.51	42.12	43.81	45.57	47.39	49.30	51.28	53.86
		70,907.20	73,728.20	76,658.40	79,734.20	82,937.40	86,249.80	89,726.00	93,329.60	98,025.20
28	1-July-24	37.07	38.54	40.09	41.70	43.37	45.12	46.93	48.80	51.24
		67,467.40	70,142.80	72,963.80	75,894.00	78,933.40	82,118.40	85,412.60	88,816.00	93,256.80
	1-July-25	38.18	39.70	41.29	42.95	44.67	46.47	48.34	50.26	52.78
		69,487.60	72,254.00	75,147.80	78,169.00	81,299.40	84,575.40	87,978.80	91,473.20	96,059.60
	1-July-26	39.33	40.89	42.53	44.24	46.01	47.86	49.79	51.77	54.36
		71,580.60	74,419.80	77,404.60	80,516.80	83,738.20	87,105.20	90,617.80	94,221.40	98,935.20
	1-July-27	40.51	42.12	43.81	45.57	47.39	49.30	51.28	53.32	55.99
		73,728.20	76,658.40	79,734.20	82,937.40	86,249.80	89,726.00	93,329.60	97,042.40	101,901.80
29	1-July-24	38.54	40.09	41.70	43.37	45.12	46.93	48.80	50.74	53.30
		70,142.80	72,963.80	75,894.00	78,933.40	82,118.40	85,412.60	88,816.00	92,346.80	97,006.00
	1-July-25	39.70	41.29	42.95	44.67	46.47	48.34	50.26	52.26	54.90
		72,254.00	75,147.80	78,169.00	81,299.40	84,575.40	87,978.80	91,473.20	95,113.20	99,918.00
	1-July-26	40.89	42.53	44.24	46.01	47.86	49.79	51.77	53.83	56.55
		74,419.80	77,404.60	80,516.80	83,738.20	87,105.20	90,617.80	94,221.40	97,970.60	102,921.00
	1-July-27	42.12	43.81	45.57	47.39	49.30	51.28	53.32	55.44	58.25
		76,658.40	79,734.20	82,937.40	86,249.80	89,726.00	93,329.60	97,042.40	100,900.80	106,015.00
30	1-July-24	40.09	41.70	43.37	45.12	46.93	48.80	50.74	52.78	55.42
		72,963.80	75,894.00	78,933.40	82,118.40	85,412.60	88,816.00	92,346.80	96,059.60	100,864.40
	1-July-25	41.29	42.95	44.67	46.47	48.34	50.26	52.26	54.36	57.08
		75,147.80	78,169.00	81,299.40	84,575.40	87,978.80	91,473.20	95,113.20	98,935.20	103,885.60
	1-July-26	42.53	44.24	46.01	47.86	49.79	51.77	53.83	55.99	58.79
		77,404.60	80,516.80	83,738.20	87,105.20	90,617.80	94,221.40	97,970.60	101,901.80	106,997.80
	1-July-27	43.81	45.57	47.39	49.30	51.28	53.32	55.44	57.67	60.55
		79,734.20	82,937.40	86,249.80	89,726.00	93,329.60	97,042.40	100,900.80	104,959.40	110,201.00
31	1-July-24	41.70	43.37	45.12	46.93	48.80	50.74	52.78	54.88	57.65
		75,894.00	78,933.40	82,118.40	85,412.60	88,816.00	92,346.80	96,059.60	99,881.60	104,923.00
	1-July-25	42.95	44.67	46.47	48.34	50.26	52.26	54.36	56.53	59.38
		78,169.00	81,299.40	84,575.40	87,978.80	91,473.20	95,113.20	98,935.20	102,884.60	108,071.60
	1-July-26	44.24	46.01	47.86	49.79	51.77	53.83	55.99	58.23	61.16
		80,516.80	83,738.20	87,105.20	90,617.80	94,221.40	97,970.60	101,901.80	105,978.60	111,311.20
	1-July-27	45.57	47.39	49.30	51.28	53.32	55.44	57.67	59.98	62.99
		82,937.40	86,249.80	89,726.00	93,329.60	97,042.40	100,900.80	104,959.40	109,163.60	114,641.80

Grade	Effective	1	2	3	4	5	6	7	LSI 1	LSI 2
32	1-July-24	43.37	45.12	46.93	48.80	50.74	52.78	54.88	57.07	59.94
		78,933.40	82,118.40	85,412.60	88,816.00	92,346.80	96,059.60	99,881.60	103,867.40	109,090.80
	1-July-25	44.67	46.47	48.34	50.26	52.26	54.36	56.53	58.78	61.74
		81,299.40	84,575.40	87,978.80	91,473.20	95,113.20	98,935.20	102,884.60	106,979.60	112,366.80
	1-July-26	46.01	47.86	49.79	51.77	53.83	55.99	58.23	60.54	63.59
		83,738.20	87,105.20	90,617.80	94,221.40	97,970.60	101,901.80	105,978.60	110,182.80	115,733.80
	1-July-27	47.39	49.30	51.28	53.32	55.44	57.67	59.98	62.36	65.50
		86,249.80	89,726.00	93,329.60	97,042.40	100,900.80	104,959.40	109,163.60	113,495.20	119,210.00
33	1-July-24	45.12	46.93	48.80	50.74	52.78	54.88	57.07	59.34	62.33
		82,118.40	85,412.60	88,816.00	92,346.80	96,059.60	99,881.60	103,867.40	107,998.80	113,440.60
	1-July-25	46.47	48.34	50.26	52.26	54.36	56.53	58.78	61.12	64.20
		84,575.40	87,978.80	91,473.20	95,113.20	98,935.20	102,884.60	106,979.60	111,238.40	116,844.00
	1-July-26	47.86	49.79	51.77	53.83	55.99	58.23	60.54	62.95	66.13
		87,105.20	90,617.80	94,221.40	97,970.60	101,901.80	105,978.60	110,182.80	114,569.00	120,356.60
	1-July-27	49.30	51.28	53.32	55.44	57.67	59.98	62.36	64.84	68.11
		89,726.00	93,329.60	97,042.40	100,900.80	104,959.40	109,163.60	113,495.20	118,008.80	123,960.20
34	1-July-24	46.93	48.80	50.74	52.78	54.88	57.07	59.34	61.71	64.81
		85,412.60	88,816.00	92,346.80	96,059.60	99,881.60	103,867.40	107,998.80	112,312.20	117,954.20
	1-July-25	48.34	50.26	52.26	54.36	56.53	58.78	61.12	63.56	66.75
		87,978.80	91,473.20	95,113.20	98,935.20	102,884.60	106,979.60	111,238.40	115,679.20	121,485.00
	1-July-26	49.79	51.77	53.83	55.99	58.23	60.54	62.95	65.47	68.75
		90,617.80	94,221.40	97,970.60	101,901.80	105,978.60	110,182.80	114,569.00	119,155.40	125,125.00
	1-July-27	51.28	53.32	55.44	57.67	59.98	62.36	64.84	67.43	70.81
		93,329.60	97,042.40	100,900.80	104,959.40	109,163.60	113,495.20	118,008.80	122,722.60	128,874.20
35	1-July-24	48.80	50.74	52.78	54.88	57.07	59.34	61.71	64.17	67.40
		88,816.00	92,346.80	96,059.60	99,881.60	103,867.40	107,998.80	112,312.20	116,789.40	122,668.00
	1-July-25	50.26	52.26	54.36	56.53	58.78	61.12	63.56	66.10	69.42
		91,473.20	95,113.20	98,935.20	102,884.60	106,979.60	111,238.40	115,679.20	120,302.00	126,344.40
	1-July-26	51.77	53.83	55.99	58.23	60.54	62.95	65.47	68.08	71.50
		94,221.40	97,970.60	101,901.80	105,978.60	110,182.80	114,569.00	119,155.40	123,905.60	130,130.00
	1-July-27	53.32	55.44	57.67	59.98	62.36	64.84	67.43	70.12	73.65
		97,042.40	100,900.80	104,959.40	109,163.60	113,495.20	118,008.80	122,722.60	127,618.40	134,043.00
36	1-July-24	50.74	52.78	54.88	57.07	59.34	61.71	64.17	66.73	70.10
		92,346.80	96,059.60	99,881.60	103,867.40	107,998.80	112,312.20	116,789.40	121,448.60	127,582.00
	1-July-25	52.26	54.36	56.53	58.78	61.12	63.56	66.10	68.73	72.20
		95,113.20	98,935.20	102,884.60	106,979.60	111,238.40	115,679.20	120,302.00	125,088.60	131,404.00
	1-July-26	53.83	55.99	58.23	60.54	62.95	65.47	68.08	70.79	74.37
		97,970.60	101,901.80	105,978.60	110,182.80	114,569.00	119,155.40	123,905.60	128,837.80	135,353.40
	1-July-27	55.44	57.67	59.98	62.36	64.84	67.43	70.12	72.91	76.60
		100,900.80	104,959.40	109,163.60	113,495.20	118,008.80	122,722.60	127,618.40	132,696.20	139,412.00

Grade	Effective	1	2	3	4	5	6	7	LSI 1	LSI 2
37	1-July-24	52.78	54.88	57.07	59.34	61.71	64.17	66.73	69.40	72.90
		96,059.60	99,881.60	103,867.40	107,998.80	112,312.20	116,789.40	121,448.60	126,308.00	132,678.00
	1-July-25	54.36	56.53	58.78	61.12	63.56	66.10	68.73	71.48	75.09
		98,935.20	102,884.60	106,979.60	111,238.40	115,679.20	120,302.00	125,088.60	130,093.60	136,663.80
	1-July-26	55.99	58.23	60.54	62.95	65.47	68.08	70.79	73.62	77.34
		101,901.80	105,978.60	110,182.80	114,569.00	119,155.40	123,905.60	128,837.80	133,988.40	140,758.80
	1-July-27	57.67	59.98	62.36	64.84	67.43	70.12	72.91	75.83	79.66
		104,959.40	109,163.60	113,495.20	118,008.80	122,722.60	127,618.40	132,696.20	138,010.60	144,981.20
38	1-July-24	54.88	57.07	59.34	61.71	64.17	66.73	69.40	72.18	75.82
		99,881.60	103,867.40	107,998.80	112,312.20	116,789.40	121,448.60	126,308.00	131,367.60	137,992.40
	1-July-25	56.53	58.78	61.12	63.56	66.10	68.73	71.48	74.35	78.09
		102,884.60	106,979.60	111,238.40	115,679.20	120,302.00	125,088.60	130,093.60	135,317.00	142,123.80
	1-July-26	58.23	60.54	62.95	65.47	68.08	70.79	73.62	76.58	80.43
		105,978.60	110,182.80	114,569.00	119,155.40	123,905.60	128,837.80	133,988.40	139,375.60	146,382.60
	1-July-27	59.98	62.36	64.84	67.43	70.12	72.91	75.83	78.88	82.84
		109,163.60	113,495.20	118,008.80	122,722.60	127,618.40	132,696.20	138,010.60	143,561.60	150,768.80
39	1-July-24	57.07	59.34	61.71	64.17	66.73	69.40	72.18	75.07	78.86
		103,867.40	107,998.80	112,312.20	116,789.40	121,448.60	126,308.00	131,367.60	136,627.40	143,525.20
	1-July-25	58.78	61.12	63.56	66.10	68.73	71.48	74.35	77.32	81.23
		106,979.60	111,238.40	115,679.20	120,302.00	125,088.60	130,093.60	135,317.00	140,722.40	147,838.60
	1-July-26	60.54	62.95	65.47	68.08	70.79	73.62	76.58	79.64	83.67
		110,182.80	114,569.00	119,155.40	123,905.60	128,837.80	133,988.40	139,375.60	144,944.80	152,279.40
	1-July-27	62.36	64.84	67.43	70.12	72.91	75.83	78.88	82.03	86.18
		113,495.20	118,008.80	122,722.60	127,618.40	132,696.20	138,010.60	143,561.60	149,294.60	156,847.60
40	1-July-24	59.34	61.71	64.17	66.73	69.40	72.18	75.07	78.07	82.01
		107,998.80	112,312.20	116,789.40	121,448.60	126,308.00	131,367.60	136,627.40	142,087.40	149,258.20
	1-July-25	61.12	63.56	66.10	68.73	71.48	74.35	77.32	80.41	84.47
		111,238.40	115,679.20	120,302.00	125,088.60	130,093.60	135,317.00	140,722.40	146,346.20	153,735.40
	1-July-26	62.95	65.47	68.08	70.79	73.62	76.58	79.64	82.82	87.00
		114,569.00	119,155.40	123,905.60	128,837.80	133,988.40	139,375.60	144,944.80	150,732.40	158,340.00
	1-July-27	64.84	67.43	70.12	72.91	75.83	78.88	82.03	85.30	89.61
		118,008.80	122,722.60	127,618.40	132,696.20	138,010.60	143,561.60	149,294.60	155,246.00	163,090.20

**SALARY SCHEDULE: SEVEN (7.5) HOURS/DAY
HOURLY AND ANNUAL RATES**

Grade	Effective	1	2	3	4	5	6	7	LSI 1	LSI 2
13	1-July-24	19.23	20.00	20.80	21.63	22.48	23.37	24.30	25.28	26.55
		37,498.50	39,000.00	40,560.00	42,178.50	43,836.00	45,571.50	47,385.00	49,296.00	51,772.50
	1-July-25	19.81	20.60	21.42	22.28	23.15	24.07	25.03	26.04	27.35
		38,629.50	40,170.00	41,769.00	43,446.00	45,142.50	46,936.50	48,808.50	50,778.00	53,332.50
	1-July-26	20.40	21.22	22.06	22.95	23.84	24.79	25.78	26.82	28.17
		39,780.00	41,379.00	43,017.00	44,752.50	46,488.00	48,340.50	50,271.00	52,299.00	54,931.50
	1-July-27	21.01	21.86	22.72	23.64	24.56	25.53	26.55	27.62	29.02
		40,969.50	42,627.00	44,304.00	46,098.00	47,892.00	49,783.50	51,772.50	53,859.00	56,589.00
14	1-July-24	20.00	20.80	21.63	22.48	23.37	24.30	25.28	26.30	27.60
		39,000.00	40,560.00	42,178.50	43,836.00	45,571.50	47,385.00	49,296.00	51,285.00	53,820.00
	1-July-25	20.60	21.42	22.28	23.15	24.07	25.03	26.04	27.09	28.43
		40,170.00	41,769.00	43,446.00	45,142.50	46,936.50	48,808.50	50,778.00	52,825.50	55,438.50
	1-July-26	21.22	22.06	22.95	23.84	24.79	25.78	26.82	27.90	29.28
		41,379.00	43,017.00	44,752.50	46,488.00	48,340.50	50,271.00	52,299.00	54,405.00	57,096.00
	1-July-27	21.86	22.72	23.64	24.56	25.53	26.55	27.62	28.74	30.16
		42,627.00	44,304.00	46,098.00	47,892.00	49,783.50	51,772.50	53,859.00	56,043.00	58,812.00
15	1-July-24	20.80	21.63	22.48	23.37	24.30	25.28	26.30	27.34	28.72
		40,560.00	42,178.50	43,836.00	45,571.50	47,385.00	49,296.00	51,285.00	53,313.00	56,004.00
	1-July-25	21.42	22.28	23.15	24.07	25.03	26.04	27.09	28.16	29.58
		41,769.00	43,446.00	45,142.50	46,936.50	48,808.50	50,778.00	52,825.50	54,912.00	57,681.00
	1-July-26	22.06	22.95	23.84	24.79	25.78	26.82	27.90	29.00	30.47
		43,017.00	44,752.50	46,488.00	48,340.50	50,271.00	52,299.00	54,405.00	56,550.00	59,416.50
	1-July-27	22.72	23.64	24.56	25.53	26.55	27.62	28.74	29.87	31.38
		44,304.00	46,098.00	47,892.00	49,783.50	51,772.50	53,859.00	56,043.00	58,246.50	61,191.00
16	1-July-24	21.63	22.48	23.37	24.30	25.28	26.30	27.34	28.44	29.87
		42,178.50	43,836.00	45,571.50	47,385.00	49,296.00	51,285.00	53,313.00	55,458.00	58,246.50
	1-July-25	22.28	23.15	24.07	25.03	26.04	27.09	28.16	29.29	30.77
		43,446.00	45,142.50	46,936.50	48,808.50	50,778.00	52,825.50	54,912.00	57,115.50	60,001.50
	1-July-26	22.95	23.84	24.79	25.78	26.82	27.90	29.00	30.17	31.69
		44,752.50	46,488.00	48,340.50	50,271.00	52,299.00	54,405.00	56,550.00	58,831.50	61,795.50
	1-July-27	23.64	24.56	25.53	26.55	27.62	28.74	29.87	31.08	32.64
		46,098.00	47,892.00	49,783.50	51,772.50	53,859.00	56,043.00	58,246.50	60,606.00	63,648.00
17	1-July-24	22.48	23.37	24.30	25.28	26.30	27.34	28.44	29.57	31.08
		43,836.00	45,571.50	47,385.00	49,296.00	51,285.00	53,313.00	55,458.00	57,661.50	60,606.00
	1-July-25	23.15	24.07	25.03	26.04	27.09	28.16	29.29	30.46	32.01
		45,142.50	46,936.50	48,808.50	50,778.00	52,825.50	54,912.00	57,115.50	59,397.00	62,419.50
	1-July-26	23.84	24.79	25.78	26.82	27.90	29.00	30.17	31.37	32.97
		46,488.00	48,340.50	50,271.00	52,299.00	54,405.00	56,550.00	58,831.50	61,171.50	64,291.50
	1-July-27	24.56	25.53	26.55	27.62	28.74	29.87	31.08	32.31	33.96
		47,892.00	49,783.50	51,772.50	53,859.00	56,043.00	58,246.50	60,606.00	63,004.50	66,222.00

Grade	Effective	1	2	3	4	5	6	7	LSI 1	LSI 2
18	1-July-24	23.37	24.30	25.28	26.30	27.34	28.44	29.57	30.77	32.31
		45,571.50	47,385.00	49,296.00	51,285.00	53,313.00	55,458.00	57,661.50	60,001.50	63,004.50
	1-July-25	24.07	25.03	26.04	27.09	28.16	29.29	30.46	31.69	33.28
		46,936.50	48,808.50	50,778.00	52,825.50	54,912.00	57,115.50	59,397.00	61,795.50	64,896.00
	1-July-26	24.79	25.78	26.82	27.90	29.00	30.17	31.37	32.64	34.28
		48,340.50	50,271.00	52,299.00	54,405.00	56,550.00	58,831.50	61,171.50	63,648.00	66,846.00
	1-July-27	25.53	26.55	27.62	28.74	29.87	31.08	32.31	33.62	35.31
		49,783.50	51,772.50	53,859.00	56,043.00	58,246.50	60,606.00	63,004.50	65,559.00	68,854.50
19	1-July-24	24.30	25.28	26.30	27.34	28.44	29.57	30.77	31.99	33.61
		47,385.00	49,296.00	51,285.00	53,313.00	55,458.00	57,661.50	60,001.50	62,380.50	65,539.50
	1-July-25	25.03	26.04	27.09	28.16	29.29	30.46	31.69	32.95	34.62
		48,808.50	50,778.00	52,825.50	54,912.00	57,115.50	59,397.00	61,795.50	64,252.50	67,509.00
	1-July-26	25.78	26.82	27.90	29.00	30.17	31.37	32.64	33.94	35.66
		50,271.00	52,299.00	54,405.00	56,550.00	58,831.50	61,171.50	63,648.00	66,183.00	69,537.00
	1-July-27	26.55	27.62	28.74	29.87	31.08	32.31	33.62	34.96	36.73
		51,772.50	53,859.00	56,043.00	58,246.50	60,606.00	63,004.50	65,559.00	68,172.00	71,623.50
20	1-July-24	25.28	26.30	27.34	28.44	29.57	30.77	31.99	33.28	34.94
		49,296.00	51,285.00	53,313.00	55,458.00	57,661.50	60,001.50	62,380.50	64,896.00	68,133.00
	1-July-25	26.04	27.09	28.16	29.29	30.46	31.69	32.95	34.28	35.99
		50,778.00	52,825.50	54,912.00	57,115.50	59,397.00	61,795.50	64,252.50	66,846.00	70,180.50
	1-July-26	26.82	27.90	29.00	30.17	31.37	32.64	33.94	35.31	37.07
		52,299.00	54,405.00	56,550.00	58,831.50	61,171.50	63,648.00	66,183.00	68,854.50	72,286.50
	1-July-27	27.62	28.74	29.87	31.08	32.31	33.62	34.96	36.37	38.18
		53,859.00	56,043.00	58,246.50	60,606.00	63,004.50	65,559.00	68,172.00	70,921.50	74,451.00
21	1-July-24	26.30	27.34	28.44	29.57	30.77	31.99	33.28	34.60	36.34
		51,285.00	53,313.00	55,458.00	57,661.50	60,001.50	62,380.50	64,896.00	67,470.00	70,863.00
	1-July-25	27.09	28.16	29.29	30.46	31.69	32.95	34.28	35.64	37.43
		52,825.50	54,912.00	57,115.50	59,397.00	61,795.50	64,252.50	66,846.00	69,498.00	72,988.50
	1-July-26	27.90	29.00	30.17	31.37	32.64	33.94	35.31	36.71	38.55
		54,405.00	56,550.00	58,831.50	61,171.50	63,648.00	66,183.00	68,854.50	71,584.50	75,172.50
	1-July-27	28.74	29.87	31.08	32.31	33.62	34.96	36.37	37.81	39.71
		56,043.00	58,246.50	60,606.00	63,004.50	65,559.00	68,172.00	70,921.50	73,729.50	77,434.50
22	1-July-24	27.34	28.44	29.57	30.77	31.99	33.28	34.60	35.98	37.79
		53,313.00	55,458.00	57,661.50	60,001.50	62,380.50	64,896.00	67,470.00	70,161.00	73,690.50
	1-July-25	28.16	29.29	30.46	31.69	32.95	34.28	35.64	37.06	38.92
		54,912.00	57,115.50	59,397.00	61,795.50	64,252.50	66,846.00	69,498.00	72,267.00	75,894.00
	1-July-26	29.00	30.17	31.37	32.64	33.94	35.31	36.71	38.17	40.09
		56,550.00	58,831.50	61,171.50	63,648.00	66,183.00	68,854.50	71,584.50	74,431.50	78,175.50
	1-July-27	29.87	31.08	32.31	33.62	34.96	36.37	37.81	39.32	41.29
		58,246.50	60,606.00	63,004.50	65,559.00	68,172.00	70,921.50	73,729.50	76,674.00	80,515.50

Grade	Effective	1	2	3	4	5	6	7	LSI 1	LSI 2
23	1-July-24	28.44	29.57	30.77	31.99	33.28	34.60	35.98	37.42	39.30
		55,458.00	57,661.50	60,001.50	62,380.50	64,896.00	67,470.00	70,161.00	72,969.00	76,635.00
	1-July-25	29.29	30.46	31.69	32.95	34.28	35.64	37.06	38.54	40.48
		57,115.50	59,397.00	61,795.50	64,252.50	66,846.00	69,498.00	72,267.00	75,153.00	78,936.00
	1-July-26	30.17	31.37	32.64	33.94	35.31	36.71	38.17	39.70	41.69
		58,831.50	61,171.50	63,648.00	66,183.00	68,854.50	71,584.50	74,431.50	77,415.00	81,295.50
	1-July-27	31.08	32.31	33.62	34.96	36.37	37.81	39.32	40.89	42.94
		60,606.00	63,004.50	65,559.00	68,172.00	70,921.50	73,729.50	76,674.00	79,735.50	83,733.00
	24	29.57	30.77	31.99	33.28	34.60	35.98	37.42	38.92	40.89
		57,661.50	60,001.50	62,380.50	64,896.00	67,470.00	70,161.00	72,969.00	75,894.00	79,735.50
		30.46	31.69	32.95	34.28	35.64	37.06	38.54	40.09	42.12
		59,397.00	61,795.50	64,252.50	66,846.00	69,498.00	72,267.00	75,153.00	78,175.50	82,134.00
		31.37	32.64	33.94	35.31	36.71	38.17	39.70	41.29	43.38
		61,171.50	63,648.00	66,183.00	68,854.50	71,584.50	74,431.50	77,415.00	80,515.50	84,591.00
	1-July-27	32.31	33.62	34.96	36.37	37.81	39.32	40.89	42.53	44.68
		63,004.50	65,559.00	68,172.00	70,921.50	73,729.50	76,674.00	79,735.50	82,933.50	87,126.00
25	1-July-24	30.77	31.99	33.28	34.60	35.98	37.42	38.92	40.48	42.53
		60,001.50	62,380.50	64,896.00	67,470.00	70,161.00	72,969.00	75,894.00	78,936.00	82,933.50
	1-July-25	31.69	32.95	34.28	35.64	37.06	38.54	40.09	41.69	43.81
		61,795.50	64,252.50	66,846.00	69,498.00	72,267.00	75,153.00	78,175.50	81,295.50	85,429.50
	1-July-26	32.64	33.94	35.31	36.71	38.17	39.70	41.29	42.94	45.12
		63,648.00	66,183.00	68,854.50	71,584.50	74,431.50	77,415.00	80,515.50	83,733.00	87,984.00
	1-July-27	33.62	34.96	36.37	37.81	39.32	40.89	42.53	44.23	46.47
		65,559.00	68,172.00	70,921.50	73,729.50	76,674.00	79,735.50	82,933.50	86,248.50	90,616.50
26	1-July-24	31.99	33.28	34.60	35.98	37.42	38.92	40.48	42.12	44.24
		62,380.50	64,896.00	67,470.00	70,161.00	72,969.00	75,894.00	78,936.00	82,134.00	86,268.00
	1-July-25	32.95	34.28	35.64	37.06	38.54	40.09	41.69	43.38	45.57
		64,252.50	66,846.00	69,498.00	72,267.00	75,153.00	78,175.50	81,295.50	84,591.00	88,861.50
	1-July-26	33.94	35.31	36.71	38.17	39.70	41.29	42.94	44.68	46.94
		66,183.00	68,854.50	71,584.50	74,431.50	77,415.00	80,515.50	83,733.00	87,126.00	91,533.00
	1-July-27	34.96	36.37	37.81	39.32	40.89	42.53	44.23	46.02	48.35
		68,172.00	70,921.50	73,729.50	76,674.00	79,735.50	82,933.50	86,248.50	89,739.00	94,282.50
27	1-July-24	33.28	34.60	35.98	37.42	38.92	40.48	42.12	43.80	46.00
		64,896.00	67,470.00	70,161.00	72,969.00	75,894.00	78,936.00	82,134.00	85,410.00	89,700.00
	1-July-25	34.28	35.64	37.06	38.54	40.09	41.69	43.38	45.11	47.38
		66,846.00	69,498.00	72,267.00	75,153.00	78,175.50	81,295.50	84,591.00	87,964.50	92,391.00
	1-July-26	35.31	36.71	38.17	39.70	41.29	42.94	44.68	46.46	48.80
		68,854.50	71,584.50	74,431.50	77,415.00	80,515.50	83,733.00	87,126.00	90,597.00	95,160.00
	1-July-27	36.37	37.81	39.32	40.89	42.53	44.23	46.02	47.85	50.26
		70,921.50	73,729.50	76,674.00	79,735.50	82,933.50	86,248.50	89,739.00	93,307.50	98,007.00

Grade	Effective	1	2	3	4	5	6	7	LSI 1	LSI 2
28	1-July-24	34.60	35.98	37.42	38.92	40.48	42.12	43.80	45.55	47.82
		67,470.00	70,161.00	72,969.00	75,894.00	78,936.00	82,134.00	85,410.00	88,822.50	93,249.00
	1-July-25	35.64	37.06	38.54	40.09	41.69	43.38	45.11	46.92	49.25
		69,498.00	72,267.00	75,153.00	78,175.50	81,295.50	84,591.00	87,964.50	91,494.00	96,037.50
	1-July-26	36.71	38.17	39.70	41.29	42.94	44.68	46.46	48.33	50.73
		71,584.50	74,431.50	77,415.00	80,515.50	83,733.00	87,126.00	90,597.00	94,243.50	98,923.50
	1-July-27	37.81	39.32	40.89	42.53	44.23	46.02	47.85	49.78	52.25
		73,729.50	76,674.00	79,735.50	82,933.50	86,248.50	89,739.00	93,307.50	97,071.00	101,887.50
29	1-July-24	35.98	37.42	38.92	40.48	42.12	43.80	45.55	47.35	49.75
		70,161.00	72,969.00	75,894.00	78,936.00	82,134.00	85,410.00	88,822.50	92,332.50	97,012.50
	1-July-25	37.06	38.54	40.09	41.69	43.38	45.11	46.92	48.77	51.24
		72,267.00	75,153.00	78,175.50	81,295.50	84,591.00	87,964.50	91,494.00	95,101.50	99,918.00
	1-July-26	38.17	39.70	41.29	42.94	44.68	46.46	48.33	50.23	52.78
		74,431.50	77,415.00	80,515.50	83,733.00	87,126.00	90,597.00	94,243.50	97,948.50	102,921.00
	1-July-27	39.32	40.89	42.53	44.23	46.02	47.85	49.78	51.74	54.36
		76,674.00	79,735.50	82,933.50	86,248.50	89,739.00	93,307.50	97,071.00	100,893.00	106,002.00
30	1-July-24	37.42	38.92	40.48	42.12	43.80	45.55	47.35	49.25	51.73
		72,969.00	75,894.00	78,936.00	82,134.00	85,410.00	88,822.50	92,332.50	96,037.50	100,873.50
	1-July-25	38.54	40.09	41.69	43.38	45.11	46.92	48.77	50.73	53.28
		75,153.00	78,175.50	81,295.50	84,591.00	87,964.50	91,494.00	95,101.50	98,923.50	103,896.00
	1-July-26	39.70	41.29	42.94	44.68	46.46	48.33	50.23	52.25	54.88
		77,415.00	80,515.50	83,733.00	87,126.00	90,597.00	94,243.50	97,948.50	101,887.50	107,016.00
	1-July-27	40.89	42.53	44.23	46.02	47.85	49.78	51.74	53.82	56.53
		79,735.50	82,933.50	86,248.50	89,739.00	93,307.50	97,071.00	100,893.00	104,949.00	110,233.50
31	1-July-24	38.92	40.48	42.12	43.80	45.55	47.35	49.25	51.21	53.81
		75,894.00	78,936.00	82,134.00	85,410.00	88,822.50	92,332.50	96,037.50	99,859.50	104,929.50
	1-July-25	40.09	41.69	43.38	45.11	46.92	48.77	50.73	52.75	55.42
		78,175.50	81,295.50	84,591.00	87,964.50	91,494.00	95,101.50	98,923.50	102,862.50	108,069.00
	1-July-26	41.29	42.94	44.68	46.46	48.33	50.23	52.25	54.33	57.08
		80,515.50	83,733.00	87,126.00	90,597.00	94,243.50	97,948.50	101,887.50	105,943.50	111,306.00
	1-July-27	42.53	44.23	46.02	47.85	49.78	51.74	53.82	55.96	58.79
		82,933.50	86,248.50	89,739.00	93,307.50	97,071.00	100,893.00	104,949.00	109,122.00	114,640.50
32	1-July-24	40.48	42.12	43.80	45.55	47.35	49.25	51.21	53.27	55.94
		78,936.00	82,134.00	85,410.00	88,822.50	92,332.50	96,037.50	99,859.50	103,876.50	109,083.00
	1-July-25	41.69	43.38	45.11	46.92	48.77	50.73	52.75	54.87	57.62
		81,295.50	84,591.00	87,964.50	91,494.00	95,101.50	98,923.50	102,862.50	106,996.50	112,359.00
	1-July-26	42.94	44.68	46.46	48.33	50.23	52.25	54.33	56.52	59.35
		83,733.00	87,126.00	90,597.00	94,243.50	97,948.50	101,887.50	105,943.50	110,214.00	115,732.50
	1-July-27	44.23	46.02	47.85	49.78	51.74	53.82	55.96	58.22	61.13
		86,248.50	89,739.00	93,307.50	97,071.00	100,893.00	104,949.00	109,122.00	113,529.00	119,203.50

APPENDIX II		
CLASSIFICATIONS	PAY GRID	
SAD01	Administrative Services	12
SAD02	Administrative Services II	13
SAD03	Administrative Services III	15
SAD04	Administrative Services IV	17
SAD05	Administrative Services V	19
SAD06	Administrative Services VI	21
SAD07	Administrative Services VII	24
SAD08	Administrative Services VIII	26
SAD09	Administrative Services IX	28
SAD10	Administrative Services X	30
SAD11	Administrative Services XI	32
SAD12	Administrative Services XII	34
SAD13	Administrative Services XIII	36
SAC05	Academic Services V	19
SAC06	Academic Services VI	22
SAC07	Academic Services VII	24
SAC08	Academic Services VIII	26
SAC09	Academic Services IX	28
SAC10	Academic Services X	30
SAC11	Academic Services XI	32
SLB01	Library Assistant I	13
SLB02	Library Assistant II	14
SLB03	Library Assistant III	15
SLB04	Library Assistant IV	19
SLB05	Library Assistant V	20
SLB06	Library Assistant VI	22
SLB07	Library Assistant VII	24
SLB08	Library Assistant VIII	26
SLB09	Library Assistant IX	28
SLB10	Library Systems Analyst	30
SPB01	Public Relations Assistant I	17
SPB02	Public Relations Assistant II	19
SPB03	Public Relations Assistant III	22
SPB04	Public Relations Assistant IV	25
SPB05	Public Relations Assistant V	26
SPB06	Public Relations Assistant VI	28
SPB07	Public Relations Assistant VII	30
SPB08	Public Relation Assistant VIII	32
SCS01	Client Support I	24
SCS02	Client Support II	26
SCS03	Client Support III	30
SCSPV	Client Support Supervisor	34
SDA01	Data Analyst I	30
SDA02	Data Analyst II	32

SDB01	Database Analyst I	32
SDB02	Database Analyst II	34
SDBAD	Database Administrator	36 - 38
SCPTC	Computer Technician	26
SET01	Electronic Technologist I	28
SET02	Electronic Technologist II	30
STSPV	Technical Services Supervisor	34
SLA01	Lab Support Analyst I	26
SLA02	Lab Support Analyst II	30
SLSPV	Lab Support Supervisor	34
SNA01	Network/Senior Technical Analyst I	28
SNA02	Network/Senior Technical Analyst II	32
SNA03	Network/Senior Technical Analyst III	34 - 37
SNADM	Network/Server Data Centre Administrator	37 - 40
SPA01	Programmer Analyst I	28
SPA02	Programmer Analyst II	32
SSA01	Systems Analyst I	32
SSA02	Systems Analyst II	34
SSA03	Systems Analyst III	36
STA01	Technology Assistant I	21
STA02	Technology Assistant II	24
STA03	Technology Assistant III	26
STA04	Technology Assistant IV	28
STA05	Technology Assistant V	30
STA06	Technology Assistant VI	32
STA07	Technology Assistant VII	34
STA08	Technology Assistant VIII	36
SWBMT	Web Master	34
SPH00	Physical Services	13
SPH01	Physical Services I	15
SPH02	Physical Services II	17
SPH03	Physical Services III	19
SPH04	Physical Services IV	22
SPH05	Physical Services V	24
SPH06	Physical Services VI	26
SPH07	Physical Services VII	28
SPH08	Physical Services VIII	30
SPH09	Physical Services IX	32

LETTER OF UNDERSTANDING #1
BETWEEN
THE BOARD OF GOVERNORS OF MOUNT ROYAL UNIVERSITY
and
THE MOUNT ROYAL STAFF ASSOCIATION

Security Representatives allocation of Sick time and Short Term Disability (Security Staff working a fixed averaging work schedule)

It is hereby agreed that the schedule shall be as follows:

1. Security Representatives operating pursuant to a fixed average work schedule will work twelve (12), ten (10) and (8) hour shifts, allotment of leave, vacation and holidays shall be calculated and received the same as thirty-seven and one half (37.5) hour Employees. This process is achieved utilizing a fixed averaging schedule over a period of four (4) weeks. This includes but is not restricted to the application of leave with pay, special leaves, vacation and holidays. For clarity, this means that Security Representatives would receive seven and one-half (7.5) hours allotment for benefits listed above when a day or workday is referred to. Exceptions as follows:
2. Security Representatives who access short term disability leave will adjust to a standard Monday to Friday, 7.5 hours per day schedule when on short term disability leave. This would align with the requirements for Long Term Disability benefits.

Furthermore, in relation to Sick Time, Security Representatives Sick Time allocation would be any illness which causes them to be absent from duty for a period of four (4) consecutive workdays, or less. Sick time will be calculated at the actual numbers of hours worked. All other sections of 22.2 of the Collective Agreement will be applicable.

Shelley Jickling

Shelley Jickling
Board of Governor's



Michelle LoGuno
Mount Royal Staff Association

9 December 2025

LETTER OF UNDERSTANDING #2
BETWEEN
THE BOARD OF GOVERNORS OF MOUNT ROYAL UNIVERSITY
and
THE MOUNT ROYAL STAFF ASSOCIATION

Residence Life Coordinators

The position of Residence Life Coordinator is a live-in position that requires the incumbent to be available weekends and evenings, and to be on-call twenty-four (24) hours on a rotational basis.

Given the nature of the position described above, the Parties agree to the following:

1. Residence Life Coordinator positions will be hired as regular Employees, paid an hourly salary for regularly scheduled hours of work.
2. Employees in these positions will receive compensation in the form of a taxable housing benefit that provides them with housing within Residence throughout the period of their employment.
 - (a) This benefit is compensation for providing coverage for emergencies in residence, carrying an on-call phone, being on-call 24/7 on a rotational basis, attending a weekly evening meeting, and participating in annual start-up activities commencing prior to the fall term.

Employees may be scheduled to a maximum fourteen (14) day continuous on-call period.

Shelley Jickling

Shelley Jickling
Board of Governor's



Michelle LoGuilio
Mount Royal Staff Association

9 December 2025

LETTER OF UNDERSTANDING #3
BETWEEN
THE BOARD OF GOVERNORS OF MOUNT ROYAL UNIVERSITY
and
THE MOUNT ROYAL STAFF ASSOCIATION

Workload Review

The Parties agree to the following:

1. If an Employee has an issue with managing workload, they are encouraged to discuss their concerns with their Manager or designate, to create strategies, supports and plans to support success of the Employee and department. Workload may be impacted by numerous factors, which may include but are not limited to, seasonality, surge periods, staff shortage, process improvements, reorganization or shifting priorities.
2. If, following the initial discussion, the workload concern remains unresolved, the Employee may request a formal meeting with their Department Director, Dean or designate. A request for such a meeting shall not be unreasonably denied. If requested by the Employee, an Association Representative may attend the meeting.
3. If the workload concern has broader implications, it may be forwarded to the Labour Management Committee.

Shelley Jickling

Shelley Jickling
Board of Governor's

Michelle LoGullo

Michelle LoGullo
Mount Royal Staff Association

9 December 2025

LETTER OF UNDERSTANDING #4
BETWEEN
THE BOARD OF GOVERNORS OF MOUNT ROYAL UNIVERSITY
and
THE MOUNT ROYAL STAFF ASSOCIATION

Student Exemptions

1. Under this Agreement, students may be employed and included in the Bargaining Unit. When employed to do work of the bargaining unit, they will be defined as per article 1.8.
2. Positions that are designated as student jobs that are excluded from the Bargaining Unit are defined as follows:
 - (a) Students who are hired as a part of a work-integrated learning opportunity, co-operative education program or positions that are peer-to-peer based;
 - (b) Students who are hired for University kids or youth summer camps;
 - (c) Students who are Residence Advisors;
 - (d) Students who are paid a stipend or honorarium for practical work directly related to their degree programs; or
 - (e) Other student workers as agreed to after full consultation between the Parties.

Shelley Jickling

Shelley Jickling
Board of Governor's

Michelle LoGullo

Michelle LoGullo
Mount Royal Staff Association

9 December 2025

LETTER OF UNDERSTANDING #5

BETWEEN

THE BOARD OF GOVERNORS OF MOUNT ROYAL UNIVERSITY
and
THE MOUNT ROYAL STAFF ASSOCIATION

Retirement Bridging

As part of the University's commitment to succession planning, bridged retirement provides Employees the option to utilize up to one (1) year to transition into retirement with reduced hours of work, prior to a specified retirement date.

There are two options for reducing hours of work. For the period of bridged retirement, an Employee must work either:

1. 0.8 full time equivalency (FTE) which is equivalent to four (4) days per week; or
2. 0.6 full time equivalency (FTE) which is equivalent to three (3) days per week.

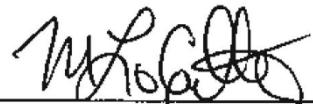
The appropriate FTE for areas that work on non-standardized schedules (i.e. Security Services) will be determined with Human Resources at the point of application and prior to approval.

Hours of work and scheduling continue to be directed by the Collective Agreement.

1. **Eligibility & Process:**
 - a) Employee must be a regular full-time (1.0 FTE) Employee, as per article 1.10;
 - b) Employee must provide at least three (3) months written notice to their Manager and Human Resources prior to the proposed commencement of the retirement transition period;
 - c) Employee must specify an irrevocable retirement date;
 - d) Employee must specify their preference between the 0.8 and 0.6 FTE options;
 - e) Employee must have a minimum of three (3) consecutive years of service; and
 - f) Employee must be eligible to retire on the proposed date and meet any other restrictions imposed by the Local Authorities Pension Plan (LAPP).
2. The University will approve participants subject to the business needs of the Department. If more Employees apply than can be accommodated at a specific time, and prior to approval of participation, total length of service at the University will determine priority of consideration.
3. In reviewing the application for bridged retirement, consideration may be given to the assignment of duties outside of the normal job description. If changes are required, they will be communicated to the Employee prior to approval and acceptance.

Shelley Jickling

Shelley Jickling
Board of Governors



Michelle LoGullo
Mount Royal Staff Association

9 December 2025

LETTER OF UNDERSTANDING #6
BETWEEN
THE BOARD OF GOVERNORS OF MOUNT ROYAL UNIVERSITY
and
THE MOUNT ROYAL STAFF ASSOCIATION

Research Assistants

Upon ratification of this Agreement, the parties agree that Research Assistants are included in the MRSAs Bargaining Unit and the terms and conditions of the Agreement apply. The following are specific terms and conditions that apply to Research Assistants.

Research Assistants: are employed for a defined period, on an hourly basis, to perform duties assigned by Grant Holders that contribute to a research program. This work is not required as part of a student's academic program. A Research Assistant reports to a Grant Holder, who is the recipient of grant funds intended to support the direct cost of research and related activities.

Job Duties

Research Assistant duties include but are not limited to: research, preparing reports, writing papers, laboratory support, literature and library research, administrative tasks and provision of other research support and assistance.

Term of Position

Research Assistants have Conditionally Funded Terms, as per Article 1.8 (f), and have the same rights and entitlements with regards to term length, extension and termination.

Postings

To support the transition and implementation of this Letter of Understanding, Article 13 will not apply until January 1, 2027.

Notwithstanding the above, Article 13 does not apply to Research Assistants positions that are hired as part of the Summer Student Scholarship Program provided through federal or provincial granting agencies.

Hours of Work

Should a Research Assistant voluntarily place restrictions on the length of their shift hours, such that they are unable to work three (3) hours per shift, they will only receive pay equal to the actual number of hours worked and will not be entitled to any minimum statutorily required amount.

1. A Research Assistant who wishes to place voluntary restrictions on the length of their shift must provide a written request to their Grant Holder in advance of working any shift of less than three (3) hours.

Should a Grant Holder schedule a Research Assistant for a shift of less than three (3) hours where the Research Assistant has not voluntarily placed restrictions on the length of their shift, the Grant Holder shall pay the statutorily required minimum amount.

Shelley Jickling
Shelley Jickling
Board of Governors



Michelle LoGullo
Mount Royal Staff Association

LETTER OF UNDERSTANDING #7
BETWEEN
THE BOARD OF GOVERNORS OF MOUNT ROYAL UNIVERSITY
and
THE MOUNT ROYAL STAFF ASSOCIATION

Joint Labour Management Committee (JLMC) Topics of Interest

Whereas the parties have an established JLMC which acts as a venue and forum for the discussion of matters during the term of the agreement;

Whereas during the collective bargaining process the parties have agreed that there are items that warrant further discussion, but do not require to be urgently attended to;

Therefore, the parties agree that the following topics of interest will be discussed during the term of the agreement at the JLMC:

1. Technological change, including artificial intelligence (AI), particularly in relation to any impacts to an Employee's job security.
2. Schedule flexibility, with regards to flexibility, hybrid and modified work arrangements.
3. Expression of Interest processes, to reduce administration for the University and improve mobility for Employees.
4. Job Family and Classification Review.

This Letter of Understanding will expire on June 30, 2028, or upon the date of ratification of the next Agreement, whichever is later.

Shelley Jickling
Shelley Jickling
Board of Governors

Michelle LoGullo
Michelle LoGullo
Mount Royal Staff Association

9 December 2025