



UNIVERSITY OF
TORONTO

COLLECTIVE AGREEMENT

-BETWEEN-

THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3261
(CASUAL)



Term of Agreement: July 1, 2014 to June 30, 2017

TABLE OF CONTENTS

ARTICLE 1: GENERAL PURPOSE	1
ARTICLE 2: RECOGNITION AND COVERAGE	1
Clarity Note.....	1
ARTICLE 3: MANAGEMENT RIGHTS	1
ARTICLE 4: NO DISCRIMINATION	2
Workplace Harassment	2
Sexual Harassment.....	3
Sexual Harassment Grievance	3
ARTICLE 5: RELATIONSHIP	4
ARTICLE 6: UNION SECURITY AND CHECK OFF	4
Union Membership	4
Union Dues	4
ARTICLE 7: NO STRIKES AND NO LOCKOUTS	5
ARTICLE 8: UNION REPRESENTATION	5
Local Union President	5
Union Representative	5
Negotiating Committee	6
Health and Safety.....	6
Payment for Injured Employees	7
ARTICLE 9: DISCIPLINE	8
Just Cause	8
Disciplinary Interview	8
Record of Disciplinary Action	9
ARTICLE 10: SUSPENSION OR DISCHARGE	9
ARTICLE 11: GRIEVANCE PROCEDURE	9
Step One	9
Step Two	9
Step Three.....	10
Policy Grievance	10
Group Grievance	10
Discharge Grievance.....	10
Hiring Grievances-- Casual Positions	10
Grievance Mediation	10
ARTICLE 12: ARBITRATION	11
ARTICLE 13: PROBATIONARY EMPLOYEES	12
ARTICLE 14: CLASSIFICATIONS	12
ARTICLE 15: CHANGE OF PERSONAL INFORMATION RELEVANT TO EMPLOYMENT	12
ARTICLE 16: HOURS OF WORK AND OVERTIME	12
Hours of Work.....	12
Overtime	12
No Pyramiding	13
Rest Periods and Lunch	13
ARTICLE 17: PAID HOLIDAYS	13
ARTICLE 18 - VACATION PAY	14
ARTICLE 19: SENIORITY	14

ARTICLE 20: WORK DONE BY SUPERVISORS	14
ARTICLE 21: JOB POSTING	14
Preferred Hiring.....	14
ARTICLE 22: BEREAVEMENT LEAVE	14
ARTICLE 23: LEAVES OF ABSENCE	15
ARTICLE 24: RELIEVING HIGHER CLASSIFICATIONS IN THE BARGAINING UNIT.....	15
ARTICLE 25: MANAGEMENT AND UNION COMMITTEE	15
ARTICLE 26: BULLETIN BOARDS.....	15
ARTICLE 27: PERSONNEL FILES	15
ARTICLE 28: PRINTING OF THE AGREEMENT	16
ARTICLE 29: CORRESPONDENCE	16
ARTICLE 30: CLOTHES.....	16
Safety Shoe or Boot Allowance.....	16
ARTICLE 31: WAGES.....	16
Electronic Transfer of Wages.....	16
ARTICLE 32: DURATION AND MODIFICATION OF AGREEMENT	17
SCHEDULE I: WAGE RATES – CASUAL.....	19
SCHEDULE II: SAFETY SHOE OR BOOT ALLOWANCE	20
LETTER OF INTENT: GRATUITIES – FOOD AND BEVERAGE SERVICE STAFF	21
LETTER OF INTENT: ACCOMMODATION.....	22
LETTER OF INTENT: DEPARTMENTAL DATA REGARDING EMPLOYMENT OF CASUAL EMPLOYEES	23
LETTER OF INTENT: CPR AND FIRST AID TRAINING.....	24
LETTER OF INTENT: WORKPLACE VIOLENCE.....	25
LETTER OF INTENT: UNIVERSITY OF TORONTO SERVER TRAINING PROGRAMME.....	26
LETTER OF INTENT: CONVERSION TO REGULAR PART-TIME.....	27
LETTER OF INTENT: VACANCIES	29
LETTER OF INTENT: FLAG PROTOCOL & INTERNATIONAL DAY OF MOURNING	30
LETTER OF INTENT: PREFERRED HIRING – CAMPUS MOVING	31
LETTER OF INTENT: 'SESSIONAL' CASUAL EMPLOYEES	32

COLLECTIVE AGREEMENT ENTERED INTO at the City of Toronto, in the Province of Ontario, as of April 17, 2015.

- between -

THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO
(hereinafter called "the Employer")

- and -

THE CANADIAN UNION OF PUBLIC EMPLOYEES, Local 3261 (Casual)
(hereinafter called "the Union")

ARTICLE 1: GENERAL PURPOSE

1:01 The general purpose of this Agreement is:

- (a) to secure the benefits of collective bargaining, a method of settling any difference between the parties arising from the interpretation, application, administration or alleged violation of this Agreement; and
- (b) to set forth the terms and conditions of employment applicable to employees in the bargaining unit and matters to be observed by the University and the Union.

ARTICLE 2: RECOGNITION AND COVERAGE

2:01 The Employer recognizes the Canadian Union of Public Employees, Local 3261, as the sole and exclusive bargaining agent for all employees of the Employer, employed on a casual basis for not more than twenty-four (24) hours per week and students employed during the summer vacation period, save and except forepersons, persons above the rank of foreperson, faculty, office and clerical staff and persons for whom any other trade union holds bargaining rights as of February 22, 1990.

Clarity Note

For purposes of clarity, the parties agree that the bargaining unit currently includes the service classifications as set out in Schedule I - Wages.

The parties further agree that the foregoing list is not intended to foreclose the addition of other appropriate classifications.

2:02 The word "employee" or "employees" used in this Agreement shall mean any or all of the employees in the bargaining unit as defined above except where the context otherwise provides.

ARTICLE 3: MANAGEMENT RIGHTS

3:01 The Union acknowledges that it is the exclusive function of the Employer to:

- (a) maintain order, discipline and efficiency;
- (b) hire, discharge, classify, transfer, promote, lay off, suspend or otherwise discipline employees;
- (c) establish and enforce rules and regulations, not inconsistent with the provisions of this Agreement, governing the conduct of the employee; and
- (d) generally to manage and operate the University of Toronto.

- 3:02 The Employer agrees that these functions will be exercised in a manner consistent with the provisions of this Agreement and in such a way as to promote a harmonious relationship with the employees.
- 3:03 In addition to the terms and conditions set out in this collective agreement, the terms and conditions of employment for bargaining unit employees will be subject to and in accordance with the relevant provisions of the *Employment Standards Act of Ontario*.

ARTICLE 4: NO DISCRIMINATION

4:01

- (a) The University and the Union agree to uphold the Human Rights Code and will not under any circumstances permit employment practices and procedures in contravention of it.
- (b) The University and the Union are committed to equal opportunity in employment for women, aboriginal people, people with disabilities and people who because of race, colour, sexual orientation or gender orientation have been traditionally disadvantaged in Canada.

- 4:02 The Employer and the Union shall not discriminate against an employee because of membership or activity in the Union, or the exercise of his/her lawful rights, or with respect to terms or conditions of employment on the grounds of race, creed, colour, age, sex, gender identity, gender expression, marital status, family status, religion, nationality, ancestry or place of origin, ethnic origin, political affiliation or belief, record of offences unless the employee's record of offences is a reasonable and *bona fide* qualification because of the nature of employment, sexual orientation, sexual minority, place of residence, physical handicap or disability, providing that such handicap or disability does not clearly prevent the carrying out of the required duties. Any person covered by this Agreement who feels that he/she has suffered discrimination shall have the right to seek redress in accordance with the Grievance Procedure.

Workplace Harassment

- 4:03 The University will provide an environment where members of the bargaining unit are not subjected to workplace harassment. In assessing whether workplace harassment may have occurred, the definitions and standards set out in the University's Civility Guidelines, although they do not form part of the collective agreement, shall be considered, including by an arbitrator in any arbitration pursuant to this section. The University will notify the Union when any substantive changes are made to the University's Civility Guidelines and at the request of the Union will meet to discuss such changes.

An employee may file a grievance alleging a course of conduct amounting to workplace harassment if, after the University has exhausted any applicable internal steps to respond to the situation, the employee is dissatisfied with the outcome or if, after 45 days have elapsed from the date the written complaint was brought to the attention of the University, identifying the conduct alleged to constitute workplace harassment, the University has not provided the employee with a response to the complaint. Such grievance will be filed at Step 3 of the grievance procedure. If not resolved at Step 3, the parties may agree to mediation or facilitation before an agreed upon mediator or facilitator before arbitration takes place. The mediation or facilitation will be confidential and without prejudice to the rights of either party.

During any internal steps taken to resolve the situation, employees shall have the right to be accompanied by a Union representative.

Sexual Harassment

- 4:04 Sexual harassment shall be considered discrimination under Article 4:01 of this Agreement. Harassment based on sex includes:
- (a) Unwanted sexual attention of a persistent or abusive nature, by a person who knows or ought reasonably to know that such attention is unwanted; or
 - (b) A course of physical or verbal conduct, or other forms of communications occurring while a member is in the employ of the University or acting on behalf of the University, that is directed at one or more specific individual, that emphasizes the sex or sexual orientation of the individual or those individuals in a manner which the actor knows or ought reasonably to know creates for that individual or those individuals an intimidating, hostile, or offensive working environment and that exceeds the bounds of freedom of expression or academic freedom as they are understood in the University policies and accepted practices, including but not restricted to those explicitly adopted; or
 - (c) Implied or expressed promise of reward for complying with a sexually oriented request; or
 - (d) Implied or expressed threat or reprisal, in the form of either actual reprisal or the denial of opportunity, for refusal to comply with a sexually oriented request.

Sexual Harassment Grievance

- 4:05 An employee may elect to submit a grievance alleging sexual harassment under the collective agreement or to file a complaint under the University's Sexual Harassment Policy:
- (a) An employee who elects to file a grievance under the collective agreement shall, if he or she wishes, have access to the mediation process in the University's Sexual Harassment Policy prior to Step 1 of the grievance procedure and may be accompanied by a Union representative during the process, if he/she chooses. An employee may withdraw from the mediation process at any time and resume the grievance process. Where the person normally hearing the grievance is the alleged harasser, the grievance shall be automatically forwarded to the next step in the grievance procedure.
 - (b) Employees electing to proceed with a complaint under the University's Sexual Harassment Policy shall have the right to be accompanied by a Union representative at any stage of the process.
 - (c) The time limit for filing a complaint under the University's Sexual Harassment Policy or a grievance alleging sexual harassment under this collective agreement shall be no longer than six (6) months after the occurrence of the matter, which is the subject of the complaint/grievance. Where the alleged harasser is the immediate supervisor of the complainant/grievor, the time limit to file a complaint or grievance shall extend to twelve (12) months.

The provisions of this clause may not be utilized by an employee where the subject matter of the complaint is or has been or becomes the subject of a complaint to the Human Rights Commission under the *Human Rights Code*.

No Reprisal

4:06 The University and the Union agree that every employee has a right to a workplace free of harassment, discrimination, reprisal or retaliation. Accordingly, every employee may bring forward, provide information regarding, assist, or otherwise be involved in the resolution of a complaint without fear of retaliation or reprisal, including but not limited to disciplinary action or discharge, whether that complaint is brought forward through a grievance under the collective agreement or a complaint in accordance with another University Policy or Guideline, provided that the employee is not acting in bad faith or in a manner that is vexatious or otherwise clearly improper.

For clarity, there will be no reprisals against any employee who brings forward a complaint of harassment and/or discrimination within the meaning of Article 4 of this collective agreement provided that they are not acting in bad faith or in a manner that is vexatious or otherwise clearly improper.

Any allegation(s) of reprisal or retaliation may be the subject of a grievance commencing at Step Two of the Grievance Procedure.

ARTICLE 5: RELATIONSHIP

5:01 It is agreed that there shall be no solicitation of members, collection of dues or other Union activities on the premises of the Employer during working hours except as permitted by this Agreement.

5:02 The Employer agrees that the Local Union President or his/her designate, shall be given the opportunity to meet periodically with new employees for the purpose of informing them about the Union. Where possible, the Employer will allow the Union President up to sixty (60) minutes during normal orientation or training sessions to meet with new employees as a group once per term.

As an alternative the Employer will co-operate with the Union in arranging meetings with new employees.

ARTICLE 6: UNION SECURITY AND CHECK OFF

Union Membership

6:01 It is agreed that the employees who are now or hereinafter become members of the Union shall maintain their membership in the Union during the term of this Agreement.

Union Dues

6:02 The Employer agrees as condition of employment to deduct from each regular pay due each employee who is covered by this Agreement a sum equivalent to the appropriate proportion of the monthly Union dues as certified from time to time by the Secretary-Treasurer of the Union.

6:03 The amounts deducted in accordance with paragraph 6:02 shall be remitted to the Union by the 10th day of the following month from which the dues were deducted.

6:04 The Employer will, at the time of making such remittance hereunder to the Union, furnish it with a statement showing the names, amount of dues paid, regular wages earned, overtime wages earned, classification, address, e-mail (if and when available and able to produce), phone number, and shift hours earned of the employees from whose pay such deductions have been made.

- 6:05 It is agreed that the Employer will provide the Secretary-Treasurer of the Union, Local 3261 on a monthly basis (with a compatible electronic copy) the following information: employee name, personnel number (where available), date of hire, home address, home telephone number, work email address (where available), employment status (casual), newly hired employees (i.e. casuals newly entering the bargaining unit), terminated employees (i.e. casuals no longer part of the bargaining unit), WSIB leaves of absence (casuals), the department, the classification and the campus location of the aforementioned employees.
- 6:06 The University agrees to record total Union dues deductions paid by each employee on his/her T4 slip.

ARTICLE 7: NO STRIKES AND NO LOCKOUTS

- 7:01 The Union agrees and undertakes that there will be no strikes, as defined in the *Ontario Labour Relations Act*, and the Employer agrees and undertakes that there will be no lockout as defined in the *Ontario Labour Relations Act* during the term of this Agreement.

ARTICLE 8: UNION REPRESENTATION

Local Union President

- 8:01 The Employer agrees that there also shall be one (1) Union President for Local 3261, who will be elected or appointed from any of the bargaining units represented by Local 3261.

The Union will notify the Employer in writing of the appointment of the Local Union President.

Union Representative

- 8:02 (a) The Employer encourages the Union to appoint or otherwise select a Union Steward for the departments as set out below:

Department	Union Steward
University College	1
Faculty of Kinesiology and Physical Education	1
University of Toronto Mississauga	
Athletics and Recreation	1
Facilities Management and Planning	1
University of Toronto Scarborough	
Parking/ Facilities Management/ Campus Safety & Security	1
Athletics and Recreation	1
Robarts Library - Building Patrol	1
Division of Comparative Medicine	1
University Operations, St. George	
Caretaking	1
Campus Moving /Grounds	1
Hart House	1
WalkSmart/Walksafer/Building Patrol - St. George	1

The Union shall have the right to appoint or select one (1) Steward-at-Large to act as grievance chairperson.

The Union will notify the Employer in writing of the names of the Union Stewards. Union Stewards must be actively employed and have completed their probationary period.

The Union will notify the Employer in writing of the names of the Union Stewards and their alternates.

(b) Casual Stewards shall be limited to representing employees in this Bargaining Unit.

(c) Stewards under the Full-time and Part-time collective agreement may act as Stewards under this collective agreement provided that no qualified casual employee is also acting as a Steward in the aforementioned department and/or campus location.

(d) Stewards will be required to request leave from their supervisors before leaving their place of work and to report back to the supervisor on returning to work.

Negotiating Committee

8:03 For the purpose of negotiating a collective agreement pursuant to Article 32 the Employer will recognize the Local Union President pursuant to Local 3261's by-laws and up to four (4) employees of the Employer as the Union's Bargaining Committee. The Bargaining Committee shall be given time off during their normal working hours without loss of pay while attending negotiation meetings with the Employer. Any member of the Bargaining Committee who normally works on the afternoon or night shift will be given time off with pay to attend negotiation meetings with the Employer. If more than one representative works in the same department, the Employer may not be able to release more than one of them at any one time for meetings contemplated in this article. In the event that negotiation meetings occur when Bargaining Committee members are not scheduled to work, then the Employer agrees to pay up to four (4) employees who are members of the Bargaining Committee up to eight (8) hours' pay at their regular wage rate for attending meetings to negotiate amendments to the Collective Agreement.

Further, up to four (4) members of the Bargaining Committee shall each be granted as preparation time one-half (1/2) day off with pay at four (4) hours' pay for each year of the term of the Collective Agreement to be renewed. All of this preparation time off work shall be scheduled at a mutually agreeable time and not more than thirty (30) days prior to the expiry of the collective agreement.

8:04 The Union acknowledges that the Union Stewards have duties to perform on behalf of the Employer, and the Stewards will not absent themselves from such duties unreasonably in order to attend to the grievances of employees. In consideration of this acknowledgment and undertaking, the Employer will compensate Stewards for time spent in handling grievances of employees. Such compensation shall not extend beyond normal working hours, except where the Steward has been authorized by the Employer to deal with a matter which would require performance beyond the normal working hours. It is agreed that overtime rates will not be paid in such instances.

Health and Safety

8:05 The University is committed to the prevention of illness through the provision and maintenance of healthy and safe conditions on its premises. The University endeavours to provide a hazard free environment and minimize risks by adherence to all relevant legislation, and where appropriate, through development and implementation of additional internal standards, programmes and procedures.

The University requires that health and safety be a primary objective in every area of its operation and that all persons utilizing University premises comply with procedures, regulations and standards relating to health and safety.

The University shall acquaint its employees with such components of legislation, regulations, standards, practices and procedures as pertain to the elimination, control and management of hazards in their work and work environment. Employees shall work safely and comply with the requirements of legislation, internal regulations, standards and programmes and shall report hazards to their immediate supervisor or designate, in the interests of the health and safety of all members of the community.

The University recognizes the right of workers to be informed about hazards in the workplace, to be provided with appropriate training, to be consulted and have input, and the right to refuse unsafe work where there is an immediate danger to their health and safety or the health and safety of others.

The University will continue to respect the functions and guidelines established for the Joint Health and Safety Committee for the duration of the Collective Agreement. It is understood that should there be changes in the applicable legislation, the parties will meet to discuss the implications. All copies of minutes of joint H&S meetings from all campuses will be forwarded to the Union Office via electronic mail.

It is further agreed that the Union may only submit a grievance should the University unilaterally amend or abrogate the terms of the Joint Health and Safety Agreement, and/or fail to provide adequate paid time off for worker members to carry out their Joint Health and Safety Committee duties as specified in this agreement. Such grievances will be submitted in accordance with the provisions specified under Articles 11 and 12 of the Collective Agreement.

The University agrees that prior to the implementation of any changes to the Health and Safety Committee terms of reference, the University shall meet with the Union to discuss such changes.

The University is responsible for notifying the appropriate authorities in accordance with the appropriate federal, provincial and municipal environment legislation if there is a release of a hazardous substance to the air, earth or water system.

Employees first have a duty to report such releases to the immediate supervisor or designate in accordance with the Occupational Health and Safety Act. In response, the supervisor has a responsibility to ensure the appropriate investigation; reporting and remedial actions are taken without delay, in conjunction with the Joint Health and Safety Committee.

No employee shall be discharged, penalized or disciplined in the event of good faith reporting to the appropriate regulatory authority of a release of a hazardous substance. All provisions within the Occupational Health and Safety Act must first be exhausted.

Payment for Injured Employees

8:06 In the event an employee is injured in the performance of his or her duties such that the employee is required to stop work and receive medical treatment, the employee will receive his or her regular pay for that work day. If the injury is such that transportation immediately following the injury is required, the University will provide, or arrange for, suitable transportation to a hospital, the employee's home or other appropriate location.

- 8:07 A worker member appointed or elected by the Union to each of the above-noted Joint Health and Safety Committees may become a certified worker representative on the Committee if requested by the Union. These Committees are the same Committees as for the Full-Time and Part-Time Bargaining Unit, and may include casual employees and shall give due consideration to the issues of the Casual Bargaining Unit.
- 8:08 The Central Committee and the Local President shall receive copies of all committee reports and investigations reports from all the committees. The University shall endeavour to ensure that these materials are provided in a timely fashion.
- 8:09 Bargaining Unit employees on both the Health and Safety Committees and Central Committee will suffer no loss of regular straight time pay for time required to carry out their responsibilities. Bargaining Unit employees on the Health and Safety Committees and Central Committee shall provide as much notice as possible to their supervisors in the event their responsibilities will require them to be away from their regular work.

ARTICLE 9: DISCIPLINE

The University and the Union recognize that coaching letters are a non-disciplinary method of addressing concerns with an employee. For clarity, coaching letters shall not form a step in the progressive discipline process and shall not be relied upon to increase the severity of discipline imposed.

Just Cause

- 9:01 The Employer shall not discipline, suspend or discharge an employee unless there is a just cause. In any grievance over disciplinary action the burden of proof of just cause lies with the Employer.

Disciplinary Interview

- 9:02 When an employee is summoned to the supervisor's or manager's office for an interview concerning discipline, or a meeting conducted as part of an investigation that is likely to lead to the employee's suspension or discharge, prior to discussing the matter with the employee, the supervisor will inform the employee of his/her right to have his/her Union Steward present. The employee may, if he/she so desires, request the presence of his/her Union Steward to represent him/her during the interview. If the employee requests representation by his/her Union Steward, the supervisor will send for the Union Steward without undue delay and without further discussion of the matter with the employee concerned. Whether a Union Steward is called or not, the Union Local President will be advised in writing or via electronic mail within two (2) working days (48 hours) of the facts of the disciplinary action and the reason therefor.

Where there is no Union Steward available in the employing department, either a Full-Time or Part-Time Union Steward or the Union Local President will be allowed to attend the disciplinary meeting should the employee so desire. The Union Steward or the Union Local President must be available to attend the meeting within a reasonable time period and should they not be able to attend within a reasonable time period the disciplinary meeting will proceed. A reasonable time period shall be no longer than three (3) working days. The Union will make available a representative within thirty six (36) hours to attend such a meeting before discipline is imposed.

Record of Disciplinary Action

- 9:03 Any record of disciplinary action taken by the Employer will not remain on an employee's record beyond twenty-four (24) months from the date of such disciplinary action being taken provided there has been no recurrence of a similar infraction.

ARTICLE 10: SUSPENSION OR DISCHARGE

- 10:01 An employee who has been suspended or discharged shall be advised in writing of the reason therefor. The Union Office will be advised in writing or via electronic mail within two (2) working days (48 hours) of the fact of suspension or discharge and the reason therefor.

ARTICLE 11: GRIEVANCE PROCEDURE

- 11:01 An employee having a grievance, or one designated member of a group having a grievance, will first take up the grievance within fifteen (15) working days after the occurrence of the matter which is the subject of the grievance with his/her supervisor, who will attempt to adjust it. In the event the supervisor is not able to adjust the grievance, he/she will arrange to send for the Union Steward without undue delay and without further discussion of the grievance.

Where there is no Union Steward available in the employing department, either a Full-Time or Part-Time Union Steward or the Union Local President will be allowed to attend the grievance meeting.

- 11:02 Time limits set forth in the Grievance or Arbitration procedures may be extended by mutual agreement in writing between the parties hereto. Saturdays, Sundays and paid holidays will not be counted in determining the time within which any action is to be taken or completed under the Grievance or Arbitration procedures.
- 11:03 In the absence of a mutual agreement in writing to extend the time limits between the parties, and where no answer is given within the time limit specified, the grieving party shall be entitled to submit the grievance to the next step of the grievance procedure.

Step One

- 11:04 The Union Steward and the employee will attempt to adjust the grievance with the supervisor before it is given to the supervisor in writing.
- 11:05 If the grievance is not adjusted by the supervisor, it shall be reduced in writing on an employee grievance form provided by the University and signed by both the Union Steward and the employee involved. The supervisor shall give his/her answer in writing to the Steward without undue delay, but not more than ten (10) working days after the grievance has been presented in writing.

Step Two

- 11:06 If the grievance is not settled at Step One, the written grievance may be referred to the proper Designated Authority at the location where the grievor is employed, by the Local Union President within ten (10) working days after receiving the answer in writing. A meeting shall be arranged by the Designated Authority within ten (10) working days of receiving the grievance. Either party may request the presence of the grievor and the Union Steward at the meeting. The Designated Authority shall give his/her answer in writing to the Local Union President without undue delay but not later than ten (10) working days after the said meeting.

Step Three

11:07 If the grievance is not settled at Step Two, a written grievance may be referred to the Director of Labour Relations or designate by the Local Union President within ten (10) working days of receiving an answer in writing from the Designated Authority. Either party may request the presence of the grievor, Union Steward, Local Union President and the CUPE National Representative, supervisor or Designated Authority to attend the meeting to present evidence or give assistance in the settlement of the grievance. A meeting shall be arranged by the Director of Labour Relations or designate with the Local Union President within ten (10) working days of receipt of the grievance in order to resolve the dispute. The Director of Labour Relations or designate shall give his/her reply in writing within ten (10) working days if the grievance is not settled at this meeting.

Policy Grievance

11:08 A grievance of the Employer, or a policy grievance of the Union, which is distinguished from an individual employee's grievance, must be sent by registered mail or be personally delivered to the Director of Labour Relations or designate or to the Local Union President, as the case may be, within fifteen (15) working days after the occurrence of the matter which is the subject of the grievance. The parties shall meet to discuss any such grievance within ten (10) working days, then either party may notify the other party in writing within a further period of ten (10) working days, that it intends to proceed to arbitration. Such notification shall contain details of the grievance, a statement of the exact matter in dispute and a statement of the relief sought from an arbitrator.

Group Grievance

11:09 Where it appears that two (2) or more employees have the same grievance, the Union shall process the grievances as one (1) grievance subject to all application provisions under the grievance procedure, provided that such grievance shall commence at Step 1.

Discharge Grievance

11:10 In the case of an employee being discharged, he/she may submit a grievance in writing on a form supplied by the University signed by both the Union Steward and the employee involved, to the Director of Labour Relations or his/her designate, within ten (10) working days after the discharge. The Director of Labour Relations or his/her designate shall meet with the Local Union President and the grievor within ten (10) working days of receipt of the grievance. Either party may request the presence of the grievor, Union Steward, Local Union President and the CUPE National Representative, supervisor or Designated Authority to attend the meeting to present evidence or give assistance in the settlement of the grievance. If the grievance is not settled at this meeting, then either party may notify the other in writing within a further period of ten (10) working days after the date of the meeting that it intends to proceed to arbitration as herein before set out.

Hiring Grievances-- Casual Positions

11:11 Applicants for posted casual positions who have been employed in the bargaining unit in the previous twelve (12) months shall have the right to file an individual grievance concerning hiring decisions commencing at Step 2 in the event of a complaint of an improper hiring decision, which resulted in the applicant not being selected for the position in dispute.

Grievance Mediation

11:12 The parties are committed to the early settlement of grievances and as such mutually agree that the process of grievance mediation is a valuable tool in arriving at mutually agreeable

grievance settlements. In this regard the parties agree that by mutual agreement on a case-by-case basis, grievances may be referred to private grievance mediation prior to the grievance being heard by a sole arbitrator or a board of arbitration as set out in this collective agreement. In such circumstances the parties shall by mutual agreement select the grievance mediation company and they shall jointly and equally bear the fees and expenses of the mediator.

ARTICLE 12: ARBITRATION

- 12:01 If the grievance is not settled at Step Three, either party may notify the other within a further period of ten (10) working days after receiving the written reply that it intends to proceed to arbitration. The notice to proceed to arbitration shall contain the details of the grievance, a precise statement of the matter in dispute, a statement of the actual remedy sought by the party from an arbitrator and the name and address of the party's nominee as arbitrator.
- 12:02 The party who receives the notice of intention to proceed to arbitration shall then notify the other party of the name and address of the party's selection of an arbitrator within fifteen (15) working days after receiving the notice. If the parties are unable to agree upon the selection of an arbitrator within a period of fifteen (15) working days, either party shall then have the right to request the Minister of Labour for Ontario to appoint an arbitrator.
- 12:03 Each party shall jointly and equally bear the fees and expenses of the arbitrator and nominee, if any. No grievance may be submitted to an arbitrator unless it has been properly carried through all of the required steps of the grievance and arbitration procedures.
- 12:04 Alternatively, the parties may by mutual agreement agree that the grievance be referred to a board of arbitration. The party who gives notice that the grievance be referred to a board of arbitration shall notify the other party of the name and address of the party's nominee to the proposed arbitration board. The party who receives the notice of intention to proceed to a board of arbitration shall then notify the other party of the name and address of their party's nominee to the proposed arbitration board within ten (10) working days after receiving the notice. The two (2) nominees shall attempt to select a chairperson for the board. If they are unable to agree upon the selection within a further period of ten (10) working days after the appointment of the second nominee, either of the parties shall then have the right to request the Minister of Labour to appoint a chairperson for the board.
- 12:05 In the event an arbitrator/board of arbitration properly deals with a matter relating to discharge or other disciplinary action, the arbitrator/board of arbitration has the authority to reinstate an employee with or without compensation for wages lost or to make any other award it may deem just in the event there has been a violation of this Agreement by the Employer.
- 12:06 An arbitrator/board of arbitration shall not have any authority to make any decision which is inconsistent with the terms of this Agreement nor to add to, subtract from, or amend any of the terms of this Agreement. The jurisdiction of the arbitrator/board of arbitration shall be strictly confined to dealing with the issue in dispute between the parties and the type of relief sought as outlined in the notice of intention to proceed to arbitration. The decision of the arbitrator/board of arbitration shall be final and binding upon the parties.
- 12:07 Policy or group grievances as set out in Articles 11:08 and 11:09 which are referred to arbitration shall in all cases be referred to a Board of Arbitration the procedure for which is set out in Article 12:04. Alternatively, the parties may by mutual agreement agree that the

grievance be referred to a single arbitrator, the procedure for which is set out in Articles 12:01 and 12:03 inclusive.

- 12:08 The decision of the board of arbitration shall be final and binding upon the parties. The decision shall be unanimous or one reached by a majority of the members of the board; provided, however, that if there is no majority decision of the board, then the decision of the chairman shall constitute final and binding decision of the board.

ARTICLE 13: PROBATIONARY EMPLOYEES

- 13:01 New employees will be considered as probationary employees until after they have been employed for four (4) calendar months. The Employer may discharge an employee at any time during the probationary period, without cause and at the sole discretion of the Employer. In the event an employee is discharged, the employee shall be entitled to submit a grievance under Article 11:10 of the Agreement.

ARTICLE 14: CLASSIFICATIONS

- 14:01 In the event of the Employer establishing any new classifications within the bargaining unit, the Employer will discuss the terms of the new classification with the Union prior to the establishment of the aforementioned classification. Nothing in this Article shall be interpreted to prevent the Employer from establishing any new job classification and staffing same in accordance with the terms of this Agreement.
- 14:02 The Employer agrees that where changes to job duties are required, which will change the classification of the position, the University will review the changes with the Union as outlined in Article 14:01.
- 14:03 Casual employees shall not regularly work more than twenty-four (24) hours per week and are normally hired to work irregularly at infrequent intervals. A casual employee may work more than twenty-four (24) hours per week where the alternative the Employer is considering is a non-bargaining unit member. Between May 1 and August 31, casual employees who are post-secondary students may work up to full-time hours.

ARTICLE 15: CHANGE OF PERSONAL INFORMATION RELEVANT TO EMPLOYMENT

- 15:01 It shall be the duty of the employee to notify the Employer promptly of any change of his/her address, telephone number, e-mail address if applicable, if they are employed in more than one (1) department at the University, and if they are a University of Toronto student or if there is any change in their student status.

ARTICLE 16: HOURS OF WORK AND OVERTIME

Hours of Work

- 16:01 There shall be no guarantee of hours of work per day or per week.

Overtime

- 16:02 Authorized overtime hours worked in excess of forty (40) hours per week shall be paid for at the rate of time and one-half (1½) the regular hourly rate.

No Pyramiding

16:03 Premium payments shall not be duplicated under any of the terms of this Agreement. If premium payments are provided under two or more provisions of this Agreement, then payment shall be made under the single provision which provides the highest rate of pay.

Rest Periods and Lunch

16:04

- (a) An employee is entitled to a paid fifteen (15) minute rest period for every three hours scheduled. Such rest period shall be taken during the three (3) hour period.
- (b) An employee who works a full day is entitled to an eating period of at least thirty (30) minutes without pay at intervals that will result in the employee working no more than five (5) consecutive hours without an eating period.

ARTICLE 17: PAID HOLIDAYS

17:01 All employees covered by this Agreement shall be granted the following holidays:

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

In order to be paid for the holiday, the employee must meet the entitlement criteria as set out in Article 17:02.

All employees required to work on any of the above holidays as set out in Article 17:03, and who qualify as set out in Article 17:02, will receive pay for time worked on such holidays at one and one-half (1½) times their rate, in addition to the paid holiday pay in accordance with Article 17:04.

Those employees who do not qualify for holiday pay and are required to work on any of the above holidays will receive pay for time worked on such holiday at one and one-half (1½) times their regular rate.

17:02 Employees qualify for holiday pay as set out in Article 17:04 unless:

- (a) the employee does not work his or her scheduled day of work preceding or following the holiday; or
- (b) the employee having agreed to work on the holiday does not report for and perform the work without reasonable cause.

17:03 The Employer shall designate the day of observance of holidays in the aforementioned clause 17:01. Notice shall be sent to the Union by the Employer within a reasonable time period prior to the date of observance of the holiday or holidays.

17:04 Calculation of holiday pay will be done in accordance with the applicable provisions of the *Employment Standards Act*. An example is as follows:

Add all of the regular wages and the vacation pay the employee earned in the four (4) work weeks ending just before the work week with the holiday and divide this sum by twenty (20).

If the employee has earned a substitute holiday and holiday pay, this calculation is done for the four (4) work weeks just before the work week in which the substitute day falls.

ARTICLE 18 - VACATION PAY

18:01 Casual employees will receive vacation pay of four (4) percent of their gross earnings as vacation pay regularly on a bi-weekly basis.

ARTICLE 19: SENIORITY

19:01 A casual employee shall not acquire seniority during the term of casual employment, but should he/she be subsequently hired as a regular Full-Time or Part-Time employee within twelve (12) months of last casual employment, all hours previously worked during the period as a casual employee shall be considered as accrued seniority on the basis of one (1) year's seniority for every 2080 hours worked. It shall be the responsibility of the employee to adduce evidence of the number of hours worked.

ARTICLE 20: WORK DONE BY SUPERVISORS

20:01 Supervisors will not regularly perform the duties normally carried out by those employees who are covered by this Agreement, except for the purpose of instructions, experimenting, investigation, or in emergencies when regular employees are not available.

ARTICLE 21: JOB POSTING

Preferred Hiring

21:01 When a casual employee has successfully completed the last previous term of employment in the employing department, the applicant shall be given preference for casual employment in the same position in the employing department where there is a vacant position for such casual employment. If a vacant position still exists, then preference will be given to other casual bargaining unit employees who apply for the vacant position. Preference in hiring shall be based on: total number of hours worked in the previous twelve (12) months and whether the employee is a University of Toronto student, provided the employee is otherwise capable of performing the duties of the vacant position. Vacancies for casual employment shall be posted on the bulletin boards of the employing department, and if necessary, the University's Career Centre(s). The Union Local President will also be given a copy of all postings for casual vacancies.

The University shall post the vacancies for a minimum period of eight (8) calendar days, except in emergency situations or by mutual agreement of the parties.

21:02 When a position has been filled the Union will be advised of the disposition of the job posting.

ARTICLE 22: BEREAVEMENT LEAVE

22:01 If a person described below as "immediate family" (or a person whose relationship is not defined below, the impact of which is comparable to that of the immediate family,) in relation to a casual employee dies when the casual employee is at work, then the employee shall be granted bereavement leave with pay for the remainder of the scheduled shift.

“Immediate family” shall mean: spouse through marriage, common-law spouse, same-sex partner, parent, child (including step-child), sibling (including step-brother, step-sister), parent-in-law, brother/sister-in-law, son/daughter-in-law, grandparent, grandchild, guardian or ward.

ARTICLE 23: LEAVES OF ABSENCE

- 23:01 An employee is entitled to take up to ten (10) days unpaid personal emergency leave as described in the *Employment Standards Act*, as amended from time to time.
- 23:02 An employee may be granted pregnancy or parental leave without pay in accordance with the *Employment Standards Act*.
- 23:03 The University will grant compassionate care leave of up to a maximum of eight (8) weeks to employees who take a leave of absence under the Family Medical Leave provisions of the *Employment Standards Act*.
- 23:04 Subject to the approval of the Designated Authority and upon written request at least fifteen (15) working days in advance, leave of absence without pay shall be granted to not more than four (4) employees at any one time, who may be elected or selected by Local 3261 to attend any authorized Labour Convention or Educational Seminar. Such leave of absence is to be confined to the actual duration of the Labour Convention or Educational Seminar and the necessary travelling time. Such leave shall not exceed ten (10) working days per year for each employee to whom such leave is granted.

ARTICLE 24: RELIEVING HIGHER CLASSIFICATIONS IN THE BARGAINING UNIT

- 24:01 When an employee has been assigned to work in a job of a higher classification in the bargaining unit, he/she shall be paid at the appropriate rate for all hours worked on that assignment after having worked for at least one (1) hour, including the first hour.

ARTICLE 25: MANAGEMENT AND UNION COMMITTEE

- 25:01 The Employer and the Union agree that their senior representatives will meet on a quarterly basis to discuss matters of mutual interest, together with a secretary appointed by the Employer. The Chairperson of the Union/Management Committee shall be the Director of Labour Relations or a member of his/her staff as designated by the Director of Labour Relations. This Committee is the same Committee as for the Full-Time and Part-Time Bargaining Unit, but may include Casual employees and shall give due consideration to the issues of the Casual Bargaining Unit.

ARTICLE 26: BULLETIN BOARDS

- 26:01 The Employer agrees to provide space on bulletin boards marked Canadian Union of Public Employees, Local 3261, for official Union notices on the understanding that such notices will be in keeping with the general spirit and intent of this Collective Agreement.

ARTICLE 27: PERSONNEL FILES

- 27:01 An employee shall have the right to examine and may request to make copies at no charge of all documents pertaining to that individual in any file kept by the employing Department as a basis for personnel decisions affecting that employee, and to have such files corrected or supplemented in cases of inaccuracy or inadequacy. Such comments shall become part of the file.

Examination of the personnel files may be made after the employee gives notice of his/her desire to do so, and under the conditions which the employing Department deems appropriate to ensure security of the file.

The employee and the Union may inquire as to the presence of any document in their personnel file and request that said document be removed. If the University and the Union agree that the document is not relevant, the University shall confirm in writing that the document has been removed.

ARTICLE 28: PRINTING OF THE AGREEMENT

- 28:01 The collective agreement will be posted on the University's Human Resources and Equity website and the link to said website will be provided to all employees in the bargaining unit. The Employer will also supply the Union with an electronic copy and twenty (20) printed copies of the Agreement.
- 28:02 The parties agree to finalize the renewal collective agreement within six (6) months of the date of its ratification.

ARTICLE 29: CORRESPONDENCE

- 29:01 All correspondence between the parties arising out of this Agreement or incidental thereto shall pass to and from the Director, Labour Relations or his/her designate, University of Toronto, 215 Huron Street, 8th Floor, Toronto, Ontario, M5S 1A2 and the Local Union President, Canadian Union of Public Employees and its Local 3261, 703 Spadina Ave., 2nd Floor, Toronto, Ontario, M5S 2J4.
- 29:02 Any such communication given under this Agreement shall be deemed given and received as of the business day following the date of mailing.

ARTICLE 30: CLOTHES

- 30:01 Where the employer requires specific items of clothing to be worn as a condition of employment, the Employer will provide and replace the required clothing when determined necessary by the Employer. For greater specificity, a specific item of clothing shall mean a particular piece of clothing (e.g, a uniform, or a shirt with a University logo) and not just a particular type /style/color of clothing (e.g. a black t-shirt). This shall include outerwear where applicable.
Upon termination or layoff, employees are required to promptly return any clothing with University of Toronto identification.

Safety Shoe or Boot Allowance

- 30:02 The Employer agrees to provide a safety shoe or boot allowance, the details of which are set out in Schedule II.

ARTICLE 31: WAGES

- 31:01 The Employer agrees to pay the Schedule of Wage rates attached hereto as Schedule I.

Electronic Transfer of Wages

- 31:02 All employees will receive their pay every two (2) weeks by electronic transfer of funds into their bank account, trust company account, or account with the Metro Credit Union. All new employees will be required to complete a Payroll Bank Deposit Authorization Card and

provide a sample voided cheque on commencement of employment. In the event that the employee changes banks, trust companies, or the Metro Credit Union and/or bank accounts, trust company accounts or accounts with the Metro Credit union, it is the employee's responsibility to notify the Employer by completing another Payroll Bank Deposit Authorization Card.

ARTICLE 32: DURATION AND MODIFICATION OF AGREEMENT

32:01 This agreement shall be binding and continue in effect until June 30, 2017, and shall continue automatically thereafter for annual periods of one (1) year each, unless either party notifies the other in writing within the period of three (3) months next preceding the expiration date of this agreement, that it desires to amend or terminate it.

32:02 If, pursuant to such negotiations, an agreement is not reached on the renewal or amendment of this Agreement, or the making of a new Agreement prior to the current expiry date, this Agreement shall continue in full force and effect until a new Agreement is signed between the parties or until conciliation proceedings prescribed under the *Ontario Labour Relations Act* have been completed, whichever date should first occur.

IN WITNESS WHEREOF each of the parties hereto has caused this Agreement to be signed by its duly authorized representatives in the City of Toronto on April 17, 2015.

THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO BY:

Vice-President, Human Resources & Equity

Secretary of Governing Council

AND:

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3261 BY:

President

National Representative

SCHEDULE I: WAGE RATES - CASUAL

Wage rates for CUPE 3261 - Casual

UofT External
 Personnel Area: 0002 0005
 Personnel Subarea: 5300 7600
 Pay Scale Type: 31 79
 Pay Scale Area: 01 01

			June 1, 2014			
Classification PS Level:	Job Code	Pay Scale	Start	12 Mth		24 Mth
			NS	S	N1	01
Hospitality Worker (Tips) - Casual	238	01U	**	**	-	10.27
Hospitality Worker (Non-Tips) - Casual	437	02U	11.35	-	12.83	15.06
Parking Lot Attendant - Casual Building Patrol - Casual WalkSmart - Casual Service Worker Grounds - Casual Service Worker Caretaking - Casual Service Worker Campus Moving - Casual Service Worker Recycling - Casual Service Worker Trades Driver - Casual Maintenance Worker - Casual Banquet Captain (Tips) - Casual	236 242 882 881 880 1729 1730 1731 894 83	03U	13.16	13.55	-	15.06
Athletic Service Attendant - Casual Stores Assistant - Casual	243 103	04U	13.52	13.93	-	15.40
Maintenance Technician-Casual	104	05U	14.51	14.95	-	16.61
Cook - Casual Laboratory Animal Technician - Casual	466 237	06U	14.57	15.01	-	16.56
Sous Chef - Casual	456	07U	16.82	17.32	-	19.24

** *Hospitality Worker (Tips) - Casual* - equivalent to Ontario 'Liquor Servers Minimum Wage' Rate

NS - New Start

S - Start

N1 - Start Rate only for Hospitality Worker (Non-Tips) Casual

01 - Level 01

All new employees will be placed at the starting rate effective the date of employment, and shall move through the steps at the appropriate time period set out above.

All employees currently paid beyond the wage scale shall have their wage rate red-circled and shall not receive less than their current wage rate or the wage scale set out above.

Any casual employees re-hired within twelve (12) months of previous employment in the same classification shall move through the steps of the wage scale in accordance with their original date of hire.

SCHEDULE II: SAFETY SHOE OR BOOT ALLOWANCE

Where the Employer requires safety shoes or boots to be worn as a condition of employment, upon proof of original receipt the Employer will pay to the employee a safety shoe or boot allowance up to one hundred and seventy five (\$175.00) dollars annually. To be eligible to receive the safety shoe or boot allowance, an employee must have served a minimum of one term in the employing department. The employing department will then pay the employee the safety shoe or boot allowance at the beginning of the second term of employment with the same employing department. Safety shoes or boots must be Canadian Standards Association approved and be in serviceable condition as determined by the employee's supervisor or designate.

LETTER OF INTENT: GRATUITIES - FOOD AND BEVERAGE SERVICE STAFF

April 17, 2015

Ms. Leanne MacMillan
National Representative
Canadian Union of Public Employees, Local 3261
80 Commerce Valley Court
Markham, Ontario
L3T 0B2

Dear Ms. MacMillan,

During our recent negotiations, the University agreed to meet with the Union to discuss any changes to the current gratuity system for food and beverage staff during the term of this Collective Agreement. The intent of such changes would be to provide for a more equitable distribution method among members of the bargaining unit who contribute to the success of an event. The University will provide the Union with at least six (6) months advance notice of the implementation of any such changes. It is understood and agreed that the current gratuity system for food and beverage staff will be continued until such time as any changes are implemented.

The University further agrees to provide the Union President with a monthly accounting of the distribution of the gratuities among those members of the bargaining unit employed as food and beverage staff at Hart House.

Yours truly,

Alex Brat
Director, Labour Relations

LETTER OF INTENT: ACCOMMODATION

April 17, 2015

Ms. Leanne MacMillan
National Representative
Canadian Union of Public Employees, Local 3261
80 Commerce Valley Court
Markham, Ontario
L3T 0B2

Dear Ms. MacMillan,

The University agrees that, where there is a duty to accommodate under the Human Rights Code and where there is a dispute regarding such accommodation, one of the three (3) representatives as determined under Article 21:16 of the CUPE 3261 Full-Time and Part-Time Collective Agreement may deal with accommodation issues involving those employed under this Collective Agreement.

Yours truly,

Alex Brat
Director, Labour Relations

LETTER OF INTENT: DEPARTMENTAL DATA REGARDING EMPLOYMENT OF CASUAL EMPLOYEES

April 17, 2015

Ms. Leanne MacMillan
National Representative
Canadian Union of Public Employees, Local 3261
80 Commerce Valley Court
Markham, Ontario
L3T 0B2

Dear Ms. MacMillan,

The University agrees that current employment levels in casual positions may be reviewed at the Labour Management Committee. For clarification, the University further agrees to provide the Union with data regarding the number of casual staff by department, on request, to the extent that is available, to enable the union to evaluate departmental usage of casual staffing arrangements.

Yours truly,

Alex Brat
Director, Labour Relations

LETTER OF INTENT: CPR AND FIRST AID TRAINING

April 17, 2015

Ms. Leanne MacMillan
National Representative
Canadian Union of Public Employees, Local 3261
80 Commerce Valley Court
Markham, Ontario
L3T 0B2

Dear Ms. MacMillan,

The University will provide courses required to maintain CPR and first aid certification for any casual part-time employee who works in a position that requires certification in first aid and /or CPR and whose certification lapses during the course of a term of employment.

Employees attending training provided by the University will be compensated for up to four (4) hours per year at their rate of pay for time actually spent attending all such training at the University.

Employees who do not attend the courses provided by the University will take the required courses at their own expense without compensation for attendance.

Yours truly,

Alex Brat
Director, Labour Relations

LETTER OF INTENT: WORKPLACE VIOLENCE

April 17, 2015

Ms. Leanne MacMillan
National Representative
Canadian Union of Public Employees, Local 3261
80 Commerce Valley Court
Markham, Ontario
L3T 0B2

Dear Ms. MacMillan,

The University has created the Policy with Respect to Workplace Violence. A copy of this Policy has been provided to the Union. The Policy can also be accessed on the University's Governing Council website.

The University has also developed a program to implement the Policy. The University of Toronto Workplace Violence Program implements the Policy with respect to Workplace Violence. A copy of the Workplace Violence Program has been provided to the Union. These documents can also be accessed through the University's Human Resources and Equity website.

The University will notify the Union when any substantive changes are made to the Workplace Violence Policy and/or Program and will meet to discuss such changes, if requested.

The University recognizes the right of the Union to file a grievance on behalf of an employee alleging a violation of the Policy if all internal steps have been exhausted and the employee is unsatisfied with the outcome. Such grievance will be filed at Step 3 of the grievance procedure. If not resolved at Step 3, the parties may agree to mediation or facilitation before an agreed upon mediator or facilitator before arbitration takes place. The mediation or facilitation will be confidential and without prejudice to the rights of either party.

During any internal steps taken to resolve the situation, employees shall have the right to be accompanied by a Union Representative.

Yours truly,

Alex Brat
Director, Labour Relations

LETTER OF INTENT: UNIVERSITY OF TORONTO SERVER TRAINING PROGRAMME

April 17, 2015

Ms. Leanne MacMillan
National Representative
Canadian Union of Public Employees, Local 3261
80 Commerce Valley Court
Markham, Ontario
L3T 0B2

Dear Ms. MacMillan,

The University will provide and pay for attendance at courses required to maintain “University of Toronto Server Training Programme” certification for any employee who works in a position which requires this certification and whose certification lapses during the course of a term of employment.

Employees attending training provided by the University will be compensated for up to four (4) hours per year at their rate of pay for time actually spent attending all such training at the University.

Yours truly,

Alex Brat
Director, Labour Relations

LETTER OF INTENT: CONVERSION TO REGULAR PART-TIME

April 17, 2015

Ms. Leanne MacMillan
 National Representative
 Canadian Union of Public Employees, Local 3261
 80 Commerce Valley Court
 Markham, Ontario
 L3T 0B2

Dear Ms. MacMillan,

During the recent collective bargaining negotiations, the Union expressed concern about situations where some bargaining unit employees have been classified as Casual whereas the regular, on-going nature of the work such employees are performing suggests they may be more appropriately classified as Regular Part-Time employees.

To address this concern, the University has undertaken a review of all Casual employees in the bargaining unit to determine which employees meet the following criteria for conversion from Casual to Regular Part-Time:

- Current active employment status;
- Has worked in the same job for the equivalent of at least forty percent (40%) of the number of hours that represents the normal full-time workload in their own Department and Classification per bi-weekly pay period (e.g. 32 hours per bi-weekly pay period where 80 hours represents the normal full-time workload, 30 hours per bi-weekly pay period where 75 hours represents the normal full-time workload, etc.) in at least twenty-three (23) bi-weekly pay periods per year during the past two (2) years.

Full-time students and/or all hours worked by full-time students are not eligible for conversion.

As a result of this review, the University agrees that the following list of Casual employees shall be given the option to be converted to Regular Part-Time status upon ratification of the renewal Collective Agreement and the University shall convert to Regular Part-Time status each such employee who elects to be so converted:

*(see list)

Further, the University will undertake a review of all Casual employees in the bargaining unit on an annual basis on or about October 1st. The University shall determine which, if any, Casual employees meet the criteria set out above and shall give those Casual employees who meet the criteria the option to be converted to Regular Part-Time status, and shall convert to Regular Part-Time status those employees who elect to be so converted.

For clarity, the University shall undertake the first such annual review on or about October 1, 2014 and shall determine which, if any, Casual employees meet the criteria set out above during the two (2) year period commencing from the first full bi-weekly pay period in October, 2012 to the last full bi-weekly pay period in September, 2014 inclusive. The University shall give those Casual employees who meet the criteria the option to be converted to Regular Part-Time status, and shall convert to Regular Part-Time status those employees who elect to be so converted.

Yours truly,

Alex Brat
Director, Labour Relations

LETTER OF INTENT: VACANCIES

April 17, 2015

Ms. Leanne MacMillan
National Representative
Canadian Union of Public Employees, Local 3261
80 Commerce Valley Court
Markham, Ontario
L3T 0B2

Dear Ms. MacMillan,

The University agrees to give due consideration to applications for employment from members of this Bargaining Unit for vacancies in the CUPE Local 3261 Full-Time and Part-Time Bargaining Unit.

Yours Truly,

Alex Brat
Director, Labour Relations

LETTER OF INTENT: FLAG PROTOCOL & INTERNATIONAL DAY OF MOURNING

April 17, 2015

Ms. Leanne MacMillan
National Representative
Canadian Union of Public Employees, Local 3261
80 Commerce Valley Court
Markham, ON
L3T 0B2

Dear Ms. MacMillan,

The University will continue its practice of allowing the lowering of all flags flown at the workplace to half-mast in honour and in recognition of the Day of Mourning. The University will continue to issue communication to the University of Toronto community acknowledging the International Day of Mourning, April 28 for workers killed or injured on the job.

Yours truly,

Alex Brat
Director, Labour Relations

LETTER OF INTENT: PREFERRED HIRING - CAMPUS MOVING

April 17, 2015

Ms. Leanne MacMillan
National Representative
Canadian Union of Public Employees, Local 3261
80 Commerce Valley Court
Markham, ON
L3T 0B2

Dear Ms. MacMillan,

During our recent negotiations, the parties agreed that during the term of this Collective Agreement the following conditions will apply to casual employees in Campus Moving:

- an employee must state his/her availability for shifts at the time of hire (i.e. at the start of each term of employment);
- the University will provide at least sixteen (16) hours advance notice to an employee of a shift assignment within his/her stated availability;
- an employee who declines a shift assignment more than once per month on average during a given term of employment shall not be considered to have "successfully completed" the term of employment and shall not have preference in hiring in accordance with 'Article 21:01 - Preferred Hiring'. It is understood and agreed that an employee on an approved leave of absence shall not be considered to have declined shift assignment(s) during such leave.

Yours truly,

Alex Brat
Director, Labour Relations

LETTER OF INTENT: 'SESSIONAL' CASUAL EMPLOYEES

April 17, 2015

Ms. Leanne MacMillan
National Representative
Canadian Union of Public Employees, Local 3261
80 Commerce Valley Court
Markham, ON
L3T 0B2

Dear Ms. MacMillan,

During the recent collective bargaining negotiations, the parties agreed that at the first Union/Management Committee meeting following ratification of the renewal collective agreement, the University will provide the Union with data which indicates how many bargaining unit members hold "sessional appointments" (i.e. minimum of eight (8) consecutive months corresponding to the academic session) during which they have worked in the same job for the equivalent of at least forty percent (40%) of the number of hours that represents the normal full-time workload in their own Department and Classification per bi-weekly pay period (e.g. 32 hours per bi-weekly pay period where 80 hours represents the normal full-time workload, 30 hours per bi-weekly pay period where 75 hours represents the normal full-time workload, etc.) in at least 15 of the 16 bi-weekly pay periods comprising the "sessional appointment" per year during the past two (2) years.

The University will consider requests from the Union to convert such employees to regular part-time status as a sessional employee.

Yours truly,

Alex Brat
Director, Labour Relations

INDEX

- ACCOMMODATION, 22
 ARBITRATION, 11
 BEREAVEMENT LEAVE, 14
 BULLETIN BOARDS, 15
 CHANGE OF PERSONAL INFORMATION
 RELEVANT TO EMPLOYMENT, 12
 Clarity Note, 1
 CLASSIFICATIONS, 12
 CLOTHES, 16
 Conversion to Regular part-Time, 27
 CORRESPONDENCE, 16
 CPR and FIRST AID TRAINING, 24
 DEPARTMENTAL DATA REGARDING
 EMPLOYMENT OF CASUAL EMPLOYEES, 23
 Discharge Grievance, 10
 Disciplinary Interview, 8
 DISCIPLINE, 8
 DURATION AND MODIFICATION OF
 AGREEMENT, 17
 Electronic Transfer of Wages, 16
 Flag Protocol & International Day of Morning,
 30
 General, 15
 GENERAL PURPOSE, 1
 Gratuities – Food and Beverage Service Staff,
 21
 Grievance Mediation, 10
 GRIEVANCE PROCEDURE, 9
 Group Grievance, 10
 Health and Safety, 6
 Hiring Grievances-- Casual Positions, 10
 Hours of Work, 12
 HOURS OF WORK AND OVERTIME, 12
 JOB POSTING, 14
 Just Cause, 8
 LEAVES OF ABSENCE, 15
 Local Union President, 5
 MANAGEMENT AND UNION COMMITTEE, 15
 MANAGEMENT RIGHTS, 1
 Negotiating Committee, 6
 NO DISCRIMINATION, 2
 No Pyramiding, 13
 NO STRIKES AND NO LOCKOUTS, 5
 Overtime, 12
 PAID HOLIDAYS, 13
 Payment for Injured Employees, 7
 PERSONNEL FILES, 15
 Policy Grievance, 10
 Preferred Hiring, 14
 Preferred Hiring – Campus Moving, 31
 PRINTING OF THE AGREEMENT, 16
 PROBATIONARY EMPLOYEES, 12
 RECOGNITION AND COVERAGE, 1
 Record of Disciplinary Action, 9
 RELATIONSHIP, 4
 RELIEVING HIGHER CLASSIFICATIONS IN THE
 BARGAINING UNIT, 15
 Rest Periods and Lunch, 13
 Safety Shoe or Boot Allowance, 16, 20
 SENIORITY, 14
 'Sessional' Casual Employees, 32
 Sexual Harassment, 3
 Sexual Harassment Grievance, 3
 Step One, 9
 Step Three, 10
 Step Two, 9
 SUSPENSION OR DISCHARGE, 9
 Union Dues, 4
 Union Membership, 4
 UNION REPRESENTATION, 5
 Union Representative, 5
 UNION SECURITY AND CHECK OFF, 4
 University of Toronto Server training
 Programme, 26
 Vacancies, 29
 Vacation Pay, 14
 Wage Rates – Casual, 19
 WAGES, 16
 WORK DONE BY SUPERVISORS, 14
 Workplace Harassment, 2
 Workplace Violence, 25