

MEMORANDUM OF AGREEMENT

BETWEEN

THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO

(hereinafter referred to as "the University")

- and -

THE CANADIAN UNION OF PUBLIC EMPLOYEES, and its LOCAL 3907

(hereinafter referred to as "the Union")

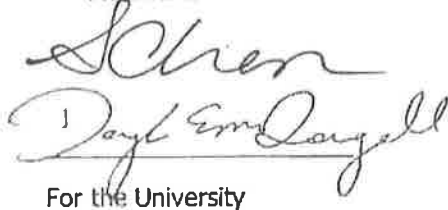
WHEREAS the parties in collective bargaining in 2016 agreed to a Joint Letter of Intent: Alternative Appointment Process; and,

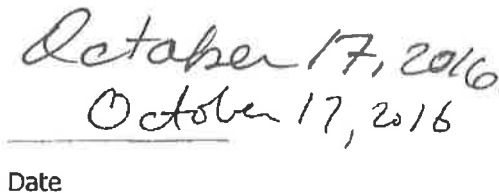
WHEREAS the parties have met in the Labour Management Committee meetings to discuss this process over the course of the Summer and Fall 2016; and,

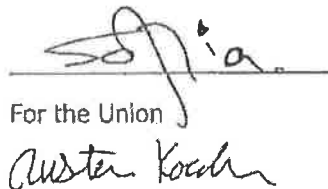
WHEREAS the parties have reached agreement on an alternative appointment process to govern the Summer 2017 GAships and the Fall/Winter 2017/18 GAships;

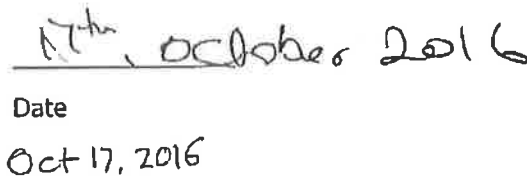
NOW THEREFORE the parties agree as follows:

1. That the language attached as Appendix A to this Memorandum of Agreement will govern the Summer 2017 and Fall/Winter 2017/2018 hiring processes in place of the language set out in Articles 14-14:18;
2. That a Labour Management Committee meeting will be scheduled between the months of August and September 2017, to discuss whether this process should be adopted in whole, or in part with changes, for the remainder of the current collective agreement. In the event that the parties are unable to come to an agreement, the parties agree that the language contained in the 2015-2018 collective agreement will prevail for the remainder of the current collective agreement.


For the University


Date
October 17, 2016


For the Union
Austen Kocher


Date
17th, October 2016
Oct 17, 2016


October 17, 2016

Appendix A

ARTICLE 14: APPOINTMENTS

Preamble

14:00 Full-time graduate students are eligible to be considered for Graduate Assistantships under this Collective Agreement. Graduate students holding a combination of scholarships fellowships, OISE-arranged teaching assistantships, OISE-arranged course instructorships, and/or research assistantships greater than or equal to the value of a full graduate assistantship during the academic year (September-August), are not eligible for a graduate assistantship.

"Flex-time" Ph.D. students are part time students for the purpose of this article.

Notwithstanding the foregoing, a "Flex-time" Ph.D. student shall be eligible for consideration as a member of Group B under section 14:02 for one regular academic session during their program of study. In order to assess eligibility, the student must provide the following information, in writing, accompanying their application:

- 1) confirmation from their supervisor that they will be pursuing studies on a full-time basis, and
- 2) confirmation that they will *not* be working full-time.

This information must specifically pertain to the academic year in which the student is seeking Group B eligibility.

Group A

14:01 Definition:

This group is defined as covering students in:

- a Ph.D. program for the first four (4) years of the program;
- the M.A. program (excluding the M.A. in Child Study, and the Masters of Teaching [M.T.]) for the first year in the program;
- Students in the M.A. in School and Clinical Child Psychology for the first two (2) years of the program;
- School and Clinical Child Psychology Students at OISE who then go on to pursue the Ph.D. at OISE, for the first three (3) years of the Ph.D. program.

Students who meet the criteria above, but are full time employees at the University of Toronto or elsewhere, are ineligible to be considered for graduate assistantships under this Collective Agreement. Full time employment is defined as thirty-five (35) hours per week, or where different, the number of hours specified in an employee's contract as full time employment.

All students who meet the criteria above for inclusion in Group A will be offered a Graduate Assistantship. A full Graduate Assistantship shall normally cover the period from September to April. Where a student is offered, and elects to take up, a partial Graduate Assistantship, the employer will ensure that the differential between the partial and full Graduate Assistantship will be provided.

Clarity Note: funding of the differential may be from sources such as, for example, OISE-arranged teaching assistantships, research assistantships, OISE-arranged course instructorships, scholarships, or fellowships.

Group B

14:02 Definition:

This group is defined as covering all other full time graduate students **not** covered by Group A including:

- Students in the Ed.D. program;
 - Students in the M.Ed. program.
- a) Students who are enrolled or will be enrolled full-time in an M.Ed. will be eligible to be considered for assistantships for the first two (2) years of their program. Students who are enrolled full-time in a Masters program with a two (2) year residence requirement will be eligible to be considered for the first three (3) years of their program.
 - b) Students who are enrolled or will be enrolled full-time in a doctoral program will be eligible to be considered for assistantships for the first five (5) years of their program.
 - (c) The assistantships of students who are enrolled full-time in the first year of an Ed.D. program will be renewed automatically for three (3) subsequent years of full-time study. Students awarded an assistantship in their second year will be automatically renewed for the following two (2) years. Students awarded an assistantship in their third year will be automatically renewed for the following year.
 - (d) Students with a guaranteed assistantship need not submit an application unless applying for an additional term of work above that specified in the original offer of appointment.

14.03 – Group A Only Fall/Winter process

14.03 Group A job descriptions will be posted for a minimum period of ten (10) working days commencing as follows:

- Late May for Graduate Assistants who begin their assistantships in the Fall term;
- Early November for Graduate Assistants who begin their assistantships in the Winter term; and

- (a) Each job description will indicate whether the work is to be performed in OISE buildings or elsewhere and if evening and/or weekend work is required and will indicate the name of the supervisor and the hiring department. The Union shall be given read-only access to the database for all job postings.
- (b) Graduate assistants may apply for and rank in order of preference up to 5 positions. The online application will include a resume and a rationale for applying to each position.
- (c) At the close of the job posting period faculty members will review all applicants to their positions and rank the applicants in order of preference. The GA Online Job Posting system will match faculty and graduate assistants based on their indicated preference. Graduate assistants will indicate their acceptance of these assignments by signing the online Graduate Assistantship Contract.
- (d) All successful matches will be notified in writing at the earliest possible date, typically
 - On or before the first week of September for positions commencing in the Fall term; and
 - On or before the first week of January for positions commencing in the Winter term.

14:04: Group B Only – Fall/Winter GA process

- 14:04 The Employer shall make post at least forty-five (45) positions to Group B in the Regular Academic session. If the Employer deems that no applicants meet the qualifications for the position, the employer agrees to carry forward the unused funds to subsequent sessions. Faculty members posting jobs, as well as the Union, will be given a copy of the "department procedures and ranking criteria" which will be the basis for considering the applicant's ability to assist in research and/or field development activities, which is broadly defined but which do not include activities which are solely or predominantly clerical or administrative in nature. Department recruitment needs and seniority in the bargaining unit will be considered on an equal basis when ranking preferences. On the basis of these considerations, the Chair will recommend offers of assistantships. One hundred percent (100%) of funds that were available for the Regular Academic session which were not allocated shall be made available for assistantships during the next summer or Regular Academic session.
- 14:05 Group B job descriptions will be posted for a minimum period of ten (10) working days commencing as follows:
- Mid July for Graduate Assistants who begin their assistantships in the Fall term;
 - Early November for Graduate Assistants who begin their assistantships in the Winter term; and
- (a) Each job description will indicate whether the work is to be performed in OISE buildings or elsewhere and if evening and/or weekend work is required and will indicate the name of the supervisor and the hiring department. The Union shall be given read-only access to the database for all job postings. Graduate assistants may apply for and rank in order of preference up to 5 positions. The online application will include a resume and a rationale for applying to each position.
- (b) At the close of the job posting period faculty members will review all applicants to their positions and rank the applicants in order of preference. The evidence to be considered in judging applications shall be limited to the applicant's resume, rationale for applying, the student's academic file and any evaluation, per Article 19, of the student's performance as a graduate student.
- (c) Prior to finalizing the Group B Fall/Winter matches, the Employer will share overall demographic information with the union. Graduate assistants will indicate their acceptance of these assignments by signing the online Graduate Assistantship Contract.
- (d) All successful matches will be notified in writing at the earliest possible date, typically
- On or before the first week of September for positions commencing in the Fall term; and
 - On or before the first week of January for positions commencing in the Winter term.
- (e) A faculty member cannot hire her/his spouse or a member of her/his immediate family.

14.06: Summer GA process

- 14:06 The Employer shall make at least twenty-four (24) appointments for the summer academics session and shall endeavor to ensure that, overall, at least fifty (50%) percent of the appointments are awarded to individuals in Group B. Faculty members posting jobs, as well as the Union, will be given a copy of the "department procedures and ranking criteria" which will be the basis for considering the applicant's ability to assist in research and/or field development activities, which is broadly defined but does not include activities which are solely or predominantly clerical or administrative in nature. Department recruitment needs and seniority in the bargaining unit will be

considered on an equal basis when ranking preferences. On the basis of these considerations, the Chair will recommend offers of assistantships.

- 14.07 Summer job descriptions will be posted for a minimum period of ten (10) working days commencing in early March for Graduate Assistants who begin their assistantships in the Summer term.

Each job description will indicate whether the work is to be performed in OISE buildings or elsewhere and if evening and/or weekend work is required and will indicate the name of the supervisor and the hiring department. The Union shall be given read-only access to the database for all job postings.

- (f) Graduate assistants may apply for and rank in order of preference up to 5 positions. The online application will include a resume and a rationale for applying to each position.
- (g) At the close of the job posting period faculty members will review all applicants to their positions and rank the applicants in order of preference. The evidence to be considered in judging applications shall be limited to the applicant's resume, rationale for applying, the student's academic file and any evaluation, per Article 19, of the student's performance as a graduate student.
- (h) Prior to finalizing the 24 summer matches, the Employer will share overall demographic information with the union. Graduate assistants will indicate their acceptance of these assignments by signing the online Graduate Assistantship Contract.
- (i) All successful matches will be notified in writing at the earliest possible date, typically on or before the last week of April for positions commencing in the Summer term.
- (j) A faculty member cannot hire her/his spouse or a member of her/his immediate family.

Groups A and B (Articles 14:08– 14:15)

14:08

- (a) For students in full time study in the same degree program for two terms of any academic year, the offer of appointment will be made for both terms considered to be thirty-five (35) weeks. For students in full time study for only one term in any academic year, the offer of appointment will be made for the term of the full time study considered to be seventeen and one-half (17 1/2) weeks.
- (b) Upon request by a Graduate Assistant, notwithstanding Article 14:09(a), the period for completing assigned work may be extended to May 31 by mutual agreement of the supervisor and the Graduate Assistant.

14:09 The employment of and payment to a Graduate Assistant shall cease at the end of the academic term in which the employee completes all requirements for the degree program.

14:10 The employment of and payment to a Graduate Assistant shall cease at the time the employee ceases to be a registered student in a degree program, or ceases to be engaged in full time study or is dismissed for cause.

14:11 Applicants may decline an offer of appointment for any reason, and that action will not in and of itself affect the eligibility of the applicant to make future applications, nor will that action enter into the consideration of future applications. If a Group A applicant declines an offer of appointment, the applicant may request an alternative match for the current year. Upon receipt of such request,

the employer will endeavor to make another offer to the applicant. Applicants who decline such alternative matches will not be assigned.

- 14:12 Students who have disabilities and who have not completed the academic requirements of their degree program may, upon written request, gain an additional year of eligibility, subject to the confirmation of the disability by Accessibility Services. Such request should be submitted, along with the assistantship application, by December 1st.
- 14:13 An academic year over which a graduate student takes an approved leave of absence from full-time study shall not be counted as one of the years referred to in Article 14:02(a), (b) and (c) or Article 14:10.
- 14:14 Notwithstanding 14:02(c), employees will not have their assistantships renewed or if they are terminated for just cause.
- 14:15 The Employer agrees to make payment retroactively when an appointment has not been processed to effect payment on the first normal payday of the appointment period.