

INDEX

Article	Page
Recognition	1
Relationships	2
Wages	2
Hours of Work	3
Holidays	5
Vacation	7
Bereavement Leave	8
Jury Duty or Crown Witness Duty	8
Leave of Absence	8
Seniority	9
No Strikes and No Lockouts	10
College Meetings	10
Grievance Procedure	11
Classification Complaints	17
Association Deductions	18
Notices	19
Insurance	19
Workmen's Compensation	20
General	20
Duration	21

Appendix I	23
Appendix II	
Hourly Wage Rates	
effective December 1, 1972	25
Appendix II	
Hourly Wage Rates	
effective April 1, 1973	28

MEMORANDUM OF UNDERSTANDING, made this 8th day of January, 1973.

BETWEEN:

THE ONTARIO COUNCIL OF REGENTS of COLLEGES OF APPLIED ARTS & TECHNOLOGY, acting through its Staff Relations Committee with respect to and on behalf of Colleges of Applied Arts & Technology established pursuant to the Department of Education Act, R.S.O. 1960, c.94.

(hereinafter referred to as the "College" or "Colleges")

— and —

THE CIVIL SERVICE ASSOCIATION OF ONTARIO (INC.)

(hereinafter referred to as the "Association")

RECOGNITION

1.01 The Association is recognized as the exclusive collective bargaining agent for all non-academic employees of the Colleges, save and except foremen and supervisor, persons above the rank of foreman or supervisor, employees performing duties that require the use of confidential information relating to employee relations and the College budget or the Campus budget, as the case may be, persons regularly employed for not more than twenty-four hours per week and persons employed temporarily during the College vacation periods, students employed on a co-operative educational training programme with a school, college or university, graduates of the College employed for up to twelve (12) months following completion of their courses and associated with certification, registration or other licencing requirement, persons hired for a special project of a non-recurring kind and persons employed on a casual or temporary basis unless

so employed continually for a period of six (6) months or more. College personnel excluded from the application of this Memorandum include those in positions set out in Appendix I hereto.

1.02 This Memorandum is binding on the parties hereto and the employees as defined in Section 1.01.

RELATIONSHIP

2.01 The Colleges and the Association agree that there will be no intimidation, discrimination, interference, restraint or coercion exercised or practised by either of them or their representatives or members because of employee's membership or non-membership in the Association or because of his activity or lack of activity in the Association.

2.02 The Association further agrees that there will be no solicitation for membership or collection of dues during working hours. The Association further agrees that there will be no Association activities on the premises of the Colleges, except as specifically referred to in this Memorandum or in writing by the College.

WAGES

3.01 The wage ranges of rates shall be as set out in Appendix II hereto on the effective dates as therein provided.

3.02 Subject to satisfactory performance of duties, an employee shall progress by six month or annual increments to the maximum of the appropriate range as set out in Appendix II. Such increments may be withheld for cause in which case the employee shall be notified in writing that the increment is being denied. Such written notification shall be given within fifteen (15) days following the appropriate date for the increment concerned. Withholding of an increment may be

the subject of a grievance provided it is filed within fifteen (15) days following such written notification.

3.03 On promotion to a classification in a higher wage range or by reason of reclassification to a classification in a higher wage range, an employee shall be paid a wage rate higher than his wage rate immediately prior to the promotion or reclassification.

3.04 A College will pay employees every two weeks or twice per month, at its discretion.

3.05 Night Shift Premium: Effective on the commencement date of the pay period following December 1, 1972, the Colleges agree to pay a night shift premium of twelve (12) cents per hour for work performed on a night shift commencing at or after 3 p.m. and prior to 6 a.m., it being understood that a night shift premium shall not be paid to an employee who, for mutually agreed upon reasons works such shift for which he would otherwise be entitled to a shift premium. It is further understood that any premium payment to which an employee may be entitled for overtime worked shall be calculated on the employee's basic hourly rate excluding any shift premium.

HOURS OF WORK

4.01 (a) The normal work week for office and administrative employees such as:

- Library Technician
- Clerk General
- Operator Telephone Switchboard
- Clerical Stenographer
- Clerical Typist
- Secretary
- Operator Key Punch
- Operator Off-set Equipment
- Technician
- Technologist

Computer Operator
Nurse Assistant and Nurse
Nursery School Assistant
Nursery School Leader

will be thirty-five (35), thirty-six and one-quarter (36¼) or thirty-seven and one-half (37½) hours per week as may be designated by the College for the employee(s) concerned and scheduled on up to five (5) days of the week;

(b) The normal work week for maintenance and building employees, such as:

Stationary Engineer
Caretaker
Maid
Cook
Clerk Supply
Maintenance Handyman
Journeyman Tradesman
Bus Driver
Driver

will be forty (40) hours per week as designated by the College for the employee group concerned.

(c) It is understood that the provisions of this section are intended only to provide a basis for calculating time worked and shall not constitute a guarantee of hours of work per day, or days of work per week or for any period whatsoever.

(d) Commencing March 1, 1973, split shifts shall be discontinued.

4.02 (a) An employee in a classification referred to in paragraph (a) of Section 4.01 shall be paid at the overtime rate of time and one-half the employee's hourly rate for authorized work performed (consisting of a work period of at least one-half hour),

(i) over the normal work week of thirty-five (35), thirty-six and one-quarter (36¼) or thirty-seven and

one-half (37½) hours per week as may be designated by the College for the employee(s) concerned; or

(ii) on an employee's sixth or seventh day of work in the week concerned.

(b) An employee in a classification referred to in paragraph (b) of Section 4.01 and scheduled on a normal work week of forty (40) hours per week shall be paid at the overtime rate of time and one-half the employee's hourly rate for authorized work performed over forty (40) hours in the week concerned or in excess of eight (8) hours per day.

(c) There shall be no duplication or pyramiding of overtime payment nor shall the same hours worked be counted as part of the normal work week and also as hours for which an overtime premium is payable.

4.03 Authorized work performed on a holiday as defined in Section 5.01 of this Memorandum or, in place of the holiday on the day observed in lieu thereof pursuant to Section 5.03, shall be paid at the rate of time and one-half the employee's hourly rate.

4.04 Where an employee has left the College on the completion of his regular scheduled hours of work after which he is called back before the commencement of his next regular scheduled hours of work, he shall receive payment for a minimum of four hours overtime at time and one-half of his regular rate of pay, except to the extent that such period of four hours overlaps or extends into his regular hours of work.

4.05 The College will give a minimum of three (3) hours advance notice of scheduled overtime except in circumstances beyond its control.

HOLIDAYS

5.01 An employee who has completed one continuous month's service will receive his regular rate of

pay for his normally scheduled hours (up to a maximum of eight hours) for the following holidays provided they occur or are celebrated by the College on a regularly scheduled working day:

New Year's Day
Good Friday
Victoria Day
Dominion Day
Civic Holiday
Labour Day
Thanksgiving Day
Christmas Day
Boxing Day

Two holidays specified by the College (at least thirty (30) days prior notice to be given of date of observance).

5.02 In order to qualify for payment of the holiday concerned, the employee must work the full scheduled hours of work on the work day immediately before the holiday and the full scheduled hours of work on the work day immediately following the holiday, unless absent for reasons satisfactory to the College.

5.03 (a) For an employee scheduled on a normal work week of Monday to Friday inclusive, when a holiday, as defined in Section 5.01 falls on a Saturday or Sunday, the College shall designate a day in lieu thereof.

(b) For an employee scheduled on a seven day continuous work schedule, when a holiday, as defined in Section 5.01, falls on an employee's regular day off, the College shall designate a day in lieu thereof.

5.04 When a holiday falls within an employee's vacation period, he shall be granted an additional day off at a date designated by the College or pay in lieu thereof if the employee so requests.

VACATION

6.01 (a) An employee on the active payroll of the College who has completed one year's continuous service on June 30th, shall be granted three weeks vacation with pay.

(b) An employee on the active payroll of the College who has completed sixteen years continuous service on June 30th shall be granted four weeks vacation with pay.

6.02 Vacation pay shall be computed on the basis of the employee's regular wages based on his normal hours of work.

6.03 (a) In determining the period of continuous service of employees on the active payroll for the purpose of vacation entitlement:

(i) an employee's previous uninterrupted service with the College immediately prior to and consecutive with its establishment as a College of Applied Arts & Technology shall be included;

(ii) an employee absent without pay for a period of up to one month shall have such period included in his continuous service;

(iii) an employee absent on leave of absence under Section 9.02 for up to three (3) months shall have such period included in her continuous service;

(iv) an employee absent because of illness verified to the satisfaction of the College for up to three (3) months shall have such period included in his continuous service.

An employee who has not been continuously in the College's active employ for the full twelve month period immediately prior to June 30th shall receive pro rata lesser vacation with pay based on the proportion that his period of active employment accumulated during the twelve month period prior to June 30th bears to twelve months.

(b) An employee whose employment is terminated after June 30th, shall receive pro rata lesser vacation pay based on the proportion that his period of active employment since June 30th bears to twelve months.

BEREAVEMENT LEAVE

7.01 On the death of an employee's parent, spouse, child, brother or sister, father-in-law or mother-in-law, and in order to attend the funeral, an employee may be granted leave of absence without loss of pay, at the discretion of the College.

JURY DUTY OR CROWN WITNESS DUTY

8.01 An employee who is called for jury duty or who is subpoenaed as a Crown witness will receive for each day of absence from work therefor, the difference between pay lost (computed at the employee's hourly rate for the number of normal hours the employee would otherwise have worked exclusive of overtime and other forms of premium pay) and the amount of jury fee or witness fee received, provided the employee furnishes the College with a certificate of service signed by the Clerk of the Court, showing the amount of fee received.

LEAVE OF ABSENCE

9.01 Leave of absence without pay may be granted by the College for legitimate personal reasons.

9.02 Leave of absence because of pregnancy shall be granted in accordance with Section 13a of The Employment Standards Act.

9.03 Leave of absence without pay may be granted to employees to attend conventions, schools and seminars conducted by the Association and shall not be unreasonably withheld.

SENIORITY

10.01 An employee will be on probation until he has completed six (6) consecutive months of employment with the College. Upon completion of such probationary period, he shall acquire seniority in his grade and classification in the College concerned. Seniority thus acquired shall be exercisable within his grade and classification in the manner set out in this section.

10.02 When the College decides the circumstances require a reduction of personnel in a grade of a classification and where the qualifications of employees for the job concerned are relatively equal, the seniority of employees in the grade concerned shall apply. When recalling employees and where the qualifications of employees for the job concerned are relatively equal, the seniority of employees in the grade concerned shall apply.

10.03 Seniority shall be lost and employment deemed to be terminated if the employee:

- (a) voluntarily quits;
- (b) is discharged for cause, unless such discharge is reversed through the grievance procedure;
- (c) is laid off for a period in excess of six months, if the employee has less than twelve months continuous employment at the time of lay-off or is laid off for a period in excess of twelve months if the employee has twelve months or more continuous employment at the time of lay-off;
- (d) overstays a leave of absence unless reason satisfactory to the College is given;
- (e) utilizes a leave of absence for other than the reason for which such leave of absence was granted; or
- (f) being laid off fails to notify the College of his intention to return to work within seven (7) days following mailing of a registered letter to his last recorded address with the College; or, having provided

such notification, if the employee fails to return to work within ten days from the date of mailing of such registered letter.

10.04 A person employed by the College who is transferred into the bargaining unit will be accorded full seniority based on length of service.

10.05 The College shall prepare and send a copy of a seniority list showing the employees' seniority and classification every six months to the Association. An additional copy of such seniority list shall be made available for inspection by an employee on request. In determining the seniority of employees, an employee absent without pay for a period of up to one month shall have such period included in his seniority, except in the case of employees referred to in Section 6.03 (a) (iii) and (iv), in which case absence up to three (3) months shall be included in the seniority of the employee concerned.

NO STRIKES AND NO LOCK OUTS

11.01 The College agrees there will be no lock-out of employees and the Association agrees there will be no strike or other action or concerted effort by employees which interferes with work, operations or administration of any of the College institutions.

COLLEGE MEETINGS

12.01 The Association may appoint a Committee at each College composed of up to three members from among employees who have completed the probationary period. Where a College has another Campus more than twenty miles away from the College's main establishment, with at least twenty employees covered by this Agreement employed thereat, the Association may appoint a Campus Committee of up to three members from employees on that Campus who have completed the probationary period.

12.02 An equal number of College or Campus officials will meet with the Association College or Campus Committee at a mutually agreed time and place provided that either party requests a meeting and gives at least seven days prior notice accompanied by an agenda of matters proposed to be discussed. It is agreed that matters to be the subject of discussion at meetings include:

- (i) the local application of this Memorandum of Understanding
- (ii) clarification of procedures or conditions causing misunderstanding or grievances, and
- (iii) other matters which are mutually agreed upon.

GRIEVANCE PROCEDURE

13.01 *Definitions:*

- (a) "day" means a calendar day
- (b) "dismiss" means to dismiss a person from employment for cause and dismissal has a corresponding meaning
- (c) "employee association" means the Civil Service Association of Ontario Inc.
- (d) "employee representative" means
 - (i) a person nominated by the employee to act on his behalf to present a grievance and approved by the Association; or
 - (ii) in a grievance as to dismissal, legal counsel nominated by the grievor to act at a Grievance Board hearing
- (e) "grievance" means a complaint made in writing setting forth the reasons for the complaint in respect of dismissal, working conditions or terms of employment
- (f) "Grievance Board" means the Public Service Grievance Board
- (g) "grievor" means an employee covered by the pro-

visions of this Memorandum of Understanding who has a grievance

(h) "Staff Relations Committee Secretary" means the Secretary to the Staff Relations Committee of the Council of Regents.

13.02 Dismissal

Sections 13.03 to 13.07 inclusive apply to an employee covered by this Memorandum of Understanding who is employed by a College and who has completed his probationary period.

13.03 An employee who claims he has been dismissed without cause shall, within ten days of the date he is dismissed, present his grievance in writing to the President, and the President shall give the grievor his decision in writing within seven days of receipt of the grievance.

13.04 If the grievor is not satisfied with the decision of the President, the employee shall, within seven (7) days of the day he received the decision, apply to the Grievance Board for a hearing by delivering to the Chairman of the Grievance Board an application for a hearing including his grievance, and send a copy of such application to the President.

13.05 The determination by the Grievance Board of a grievance under Section 13.04 is final.

13.06 When an application to the Grievance Board is filed —

(a) the Chairman of the Grievance Board shall deliver a copy thereof to the President of the College concerned and to the Staff Relations Committee Secretary;

(b) the President concerned shall deliver to the Chairman of the Grievance Board a copy of his reply pursuant to the provisions of Section 13.03;

(c) the Chairman of the Grievance Board shall fix a time which shall be at the earliest convenience of the

Grievance Board, and a place for the hearing, and shall deliver notice thereof to the grievor, the employee representative, if any, the President of the College concerned and the Staff Relations Committee Secretary. 13.07 When an application has been heard, the Grievance Board shall make a report of its finding to the President concerned and shall deliver a copy of the report to the grievor, the employee representative and the Staff Relations Committee Secretary.

13.08 Working conditions and Terms of Employment

Sections 13.09 to 13.13 inclusive apply to an employee covered by this Memorandum of Understanding who is employed by a College and who has been so employed continuously for at least the preceding six months.

13.09 An employee shall present a grievance in writing in respect of working conditions or terms of employment to his immediate Supervisor within fifteen (15) days of the occurrence or origination of the circumstances giving rise to the complaint. The grievance shall be signed by the employee concerned and shall state the nature of the grievance, the remedy sought and, except for grievance as to suspension or other disciplinary action, the clause or clauses allegedly violated. The immediate Supervisor shall give the grievor his decision and reasons in writing within seven (7) days following receipt of the grievance.

13.10 If the grievor is not satisfied with the decision of his immediate Supervisor, he shall present his grievance in writing within seven (7) days of the day he received the decision to the Department Head of the Department in which he is employed. The grievance shall state the reasons for the decision of the immediate Supervisor being unsatisfactory.

The Department Head shall give his decision in writ-

ing, including reasons, to the grievor within seven (7) days of the presentation.

13.11 (a) Where the grievor is not satisfied with the decision of the Department Head, he shall present his grievance in writing within seven (7) days of the date he received the decision to the President of the College concerned. The grievor shall specify in the grievance the reasons for the Department Head's decision being unsatisfactory.

(b) The President or his designee shall convene a meeting concerning the grievance, at which the grievor shall have an opportunity to be present, within fourteen (14) days of the presentation, and shall give the grievor his decision in writing within seven (7) days following the meeting.

13.12 It is agreed that a grievance shall only be referred to the Grievance Board if it is a complaint in respect of a suspension or other disciplinary action, or of the interpretation or alleged violation of this Memorandum of Understanding setting forth the reasons therefor, together with the clause or clauses alleged to be violated.

13.13 (a) If the grievor is not satisfied with the decision given under Section 13.11(b), he shall apply in writing to the Grievance Board within seven (7) days following the day he received the decision of the President or his designee under Section 13.11(b), for a hearing of the grievance;

(b) When an application is made to the Grievance Board for the hearing of the grievance, the Grievance Board shall hold a hearing at the earliest convenience, and at least fourteen (14) days before the hearing shall notify the grievor, the employee representative, the President of the College concerned and the Staff Relations Committee Secretary of the date, time and place of the hearing;

(c) The Grievance Board shall not be authorized to alter, modify or amend any part of the terms of this Memorandum nor to make any decision inconsistent therewith;

(d) The decision of the Grievance Board in respect of a grievance shall be communicated in writing by registered mail to the grievor, the employee representative, and the President of the College concerned and the Staff Relations Committee Secretary;

(e) The determination of a grievance by the Grievance Board under this Section is final.

General

13.14 (a) If the grievor fails to act within the time limits set out at any stage, the grievance will be considered abandoned;

(b) If an official fails to reply to a grievance within the time limits set out at any stage, the grievor will submit his grievance to the next step of the grievance procedure,

(c) At any stage of the grievance procedure the time limits imposed upon either party may be extended by mutual agreement;

(d) At a meeting at any stage of the grievance procedure the employee may be represented by an employee representative if the employee desires such assistance.

13.15 Upon any hearing under these sections, the Grievance Board has all the powers which may be conferred upon a commissioner under The Public Inquiries Act.

13.16 The Grievance Board may dispose of a grievance without further notice to any person who is notified of the hearing and fails to appear.

13.17 The Association shall have the right to file a grievance based on a difference arising directly out of the Memorandum of Understanding concerning the

alleged violation, interpretation or application of the Memorandum of Understanding. However, such grievance shall not include any matter upon which an employee is personally entitled to grieve unless the employee's grievance is common to a group of employees. The regular Grievance Procedure for a grievance peculiar to a single employee shall not be bypassed. Such grievance shall be presented in writing signed by the Association General Manager or the Association Grievance Officer at Head Office, to the Director of Personnel or as designated by the College, within fourteen (14) days following the occurrence or origination of the circumstances giving rise to the grievance commencing at Step 2, Section 13.10 of the Grievance Procedure.

13.18 The College shall have the right to file a grievance based on a difference arising directly out of the Memorandum of Understanding concerning the alleged violation, interpretation or application of the Memorandum of Understanding. Such grievance shall be presented in writing signed by the President or his nominee to the Association at the College concerned within fourteen (14) days following the occurrence or origination of the circumstances giving rise to the grievance, commencing at Step 3 pursuant to Section 13.11. Failing settlement, such grievance may be referred to the Public Service Grievance Board within the appropriate time limit referred to and pursuant to Section 13.13.

13.19 An employee shall not be required to appear before a committee, board or other investigating body to answer concerning his conduct or performance if, as a result of his appearance he may be subject to some written reprimand, assessment or penalty without first being given reasonable opportunity to be accompanied by an employee representative. However, this pro-

vision shall not be applicable when an employee is required to appear before his immediate supervisor (or in his absence the person acting in his stead) and/or Personnel Officer of the College to answer concerning his conduct or performance.

CLASSIFICATION COMPLAINTS

14.01 An employee (as referred to in Section 13.08) who claims he has not been assigned to the proper classification based on the work he performs and that he be assigned to another of the classifications set out in Appendix II, which is properly applicable to the work he performs, may present a complaint in writing to his immediate Supervisor. The Supervisor shall give the employee his decision in writing within seven (7) days following receipt of the written complaint. It is understood that there shall be no retroactive payment prior to the date of presentation of a written complaint hereunder.

14.02 If the employee is not satisfied with the decision of his Supervisor, he shall present his complaint in writing within seven (7) days of the date he received the decision to the College official designated responsible for classification complaints. Such College official shall arrange a meeting within two weeks thereafter to permit the employee and an Association Representative the opportunity of presenting representations in support of the complaint. A representative of the Staff Relations Committee of the Council of Regents may be present at such a meeting upon the request of the College concerned. Within seven (7) days following such meeting, the College official shall give his decision in writing.

14.03 If the employee is not satisfied with the decision of the College official as referred to in Section 14.02 above, he shall present his complaint in writing

within seven (7) days following receipt of the decision to the Secretary Staff Relations Committee of the Council of Regents. The Staff Relations Committee of the Council of Regents shall appoint a sole representative or a committee of up to three representatives to conduct a meeting at the College concerned, in order to consider the complaint (the sole representative or the members of such committee shall be independent of the Council of Regents and shall be knowledgeable with respect to classifications). An Association Representative may attend the meeting. The decision of such representative or committee in respect of the complaint shall be communicated to the persons concerned.

ASSOCIATION DEDUCTIONS

15.01 (a) Where an employee is a member of the Association and, pursuant to a written authorization by the employee, the membership dues are being deducted from his regular pay on December 1st, 1970, there shall continue to be deducted from the regular pay of the employee an amount equal to the regular monthly dues as authorized under the by-laws of the Association.

(b) Where an employee who was not a member of the Association before December 1st, 1970 signs a written authorization for the deduction from his regular pay of membership dues on behalf of the Association, there shall be deducted from the regular pay of the employee an amount per month as specified in Section 15.01(a) above.

(c) There shall be deducted from the regular pay of every employee hired after December 1st, 1970, an amount per month as specified in Section 15.01(a).

15.02 Where, after the commencement date of this Agreement, deductions in lieu of membership dues in

the Association are being made from the regular pay of an employee and the employee objects to the deductions being made on the basis of religious or moral convictions, the deductions shall be remitted to a charitable organization in Canada under Part I of the Income Tax Act (Canada) such charitable organization to be designated by the employee or, in the event of the employee failing to designate, by the College.

15.03 The amounts so deducted shall be remitted to the Association Head Office in accordance with and subject to the conditions set out in Ontario Regulation 403/69. The cheque shall be accompanied by a list of the employees from whom the deductions have been made and forwarded not later than the fifteenth day of the month following the month in which the deductions have been made.

NOTICES

16.01 Association notices that receive the prior approval of the College may be posted on notice boards designated by the College.

16.02 The Association will not distribute, post, cause or permit to be distributed or posted on the College's property, for or on its behalf, any pamphlets, advertising or political matter, cards, notices or other kinds of written material except with the prior permission of the College.

INSURANCE

17.01 The College agrees to pay:

(i) seventy-five per cent (75%) of the monthly premium of the present basic Life Insurance Plan in effect on the date of execution hereof and, commencing January 1, 1973 one hundred per cent (100%) of the present basic Life Insurance Plan in effect on the date of execution hereof. The present basic Life Insurance

Plan is term insurance coverage of \$2,000 on the life of the employee and including a rider providing the same coverage for accidental death or dismemberment.

(ii) the amount of –

\$6.63 for a single employee

\$13.26 for an employee with one dependent

or

\$15.45 for an employee with more than one dependent

toward the monthly premium of the Ontario Health Insurance Plan in effect on the date of execution hereof;

subject to the payment of the balance of the premium by an employee through payroll deduction and subject to the eligibility requirements provided under such Plans.

WORKMEN'S COMPENSATION

18.01 All employees shall be covered by Workmen's Compensation with the exception of those Colleges which may continue to provide an alternate insured programme during the term of this Agreement.

GENERAL

19.01 Rest periods or coffee facilities shall be as established by the College following discussion with the Association Committee for the College concerned, if requested.

19.02 A copy of this Memorandum shall be provided to each employee.

19.03 (a) Notice will be posted of a vacancy in a classification covered by the Memorandum of Understanding for a period of at least three (3) days (and in the case of College Campuses away from the main campus, five (5) days) and no employee shall be hired

from outside the College until a position has been posted for the said three (3) or five (5) days.

(b) When a vacancy occurs and an employee within the bargaining unit has made application for the vacant position, the College will consider the qualifications and experience of such applicant in relation to the requirements of the vacant position before hiring an employee from outside the bargaining unit to fill the position concerned.

19.04 If a College contracts out work performed by employees which will result in the termination of employment of employees covered by this Memorandum, the College agrees to notify employees and the Association at least one month in advance. If requested, the College also agrees to meet the Association Committee to permit the Association to make representations on behalf of the employees.

DURATION

20.01 This Memorandum shall continue in full force and effect until the 31st of March, 1974 and shall continue automatically thereafter for annual periods of one year each unless either party notifies the other in writing within the period of two months prior to the expiration date that it desires to amend this Memorandum.

20.02 Negotiations shall begin within fifteen (15) days following notification for amendment as provided above.

20.03 If, pursuant to such negotiations, an agreement is not reached on the renewal or amendment of this Memorandum, this Memorandum shall continue in full force and effect until a new Memorandum is signed between the parties, it being understood that this provision shall not limit the right of the parties to arrive at a future wage settlement.

20.04 During the term of this Memorandum until March 31st, 1974 and in recognition of its provisions, it is agreed that no matter shall be placed on the agenda of the Joint Council or considered by the Civil Service Arbitration Board that has application to or effect on employees covered by this Memorandum.

DATED at TORONTO, Ontario, this 8th day of January, 1973.

For the Ontario Council of Regents for Colleges of Applied Arts and Technology with respect to and on behalf of Colleges of Applied Arts and Technology.

Date: January 8, 1973

(signed) Norman A. Sisco

Chairman, Ontario Council of Regents

(signed) W. Ladyman

Chairman, Staff Relations Committee

For the Civil Service Association of Ontario (Inc.)

(signed) J. Sinclair

(signed) Bob Hebdon

(signed) M. A. Riddell

(signed) M. Gareau

(signed) Douglas F. Simmons

(signed) Brenda Harvie

APPENDIX I

Persons excluded from the non-academic bargaining unit represented by the Association described in the paragraph entitled "Recognition" include:

President

Vice-President

• Business Administrator, Comptroller and/or Bursar

Registrar and/or Director of Admissions

Director of Student Affairs

• Superintendent of Plant and Property

Executive Secretary to the Board of Governors

Treasurer

Assistant to the President

Assistant Registrar) but not Assistant to

Assistant Bursar) Registrar and Assistant to Bursar

Purchasing Officer/Agent

Manager, Computer Centre

Office Manager

Bookstore Manager

Cafeteria Supervisor

Personnel Officer

Accountant

Budget Analyst

Head Bookkeeper (supervisory position)

Payroll and Personnel Clerk

Assistant Superintendent of Plant and Property

Building (Maintenance) Supervisor/Foreman

Supervisor/Foreman, Caretaking/Janitorial Services

Chief Engineer

Educational Resources Supervisor

(Audio-Visual Supervisor)

Confidential Secretary to

President

Vice-President

Assistant to President

Executive Secretary to the Board of Governors

APPENDIX I (continued)

Business Administrator, Comptroller, Bursar
and/or Treasurer
Dean and/or Principal
Director of Extension and/or Manpower Training
Superintendent of Plant and Property
Personnel Officer

It is further understood that support staff, such as
librarians and counsellors, do not fall within the non-
academic employees.

APPENDIX II
HOURLY WAGE RATES

(a) Effective on the commencement date of the pay
period following December 1, 1972.

CLASSIFICATION	Start	6mos.	1 yr.	2yrs.	3yrs.
Clerk 1. General	2.15	2.24	2.32	2.42	2.51
Clerk 2. General	2.73	2.84	2.94	3.06	3.18
Clerk 3. General	3.18	3.31	3.43	3.57	3.72
Clerk 4. General	3.60	3.75	3.89	4.04	4.21
Clerical Typist 1	2.25	2.33	2.43	2.53	2.63
Clerical Typist 2	2.63	2.74	2.85	2.95	3.07
Clerical Typist 3	2.85	2.95	3.07	3.20	3.33
Clerical Steno. 1	2.33	2.43	2.53	2.63	2.74
Clerical Steno. 2	2.73	2.84	2.94	3.06	3.18
Secretary 1	3.07	3.20	3.33	3.46	3.60
Secretary 2	3.33	3.46	3.60	3.75	3.89
Operator 1. Key Punch	2.15	2.24	2.32	2.42	2.51
Operator 2. Key Punch	2.73	2.84	2.94	3.06	3.18
Operator 3. Key Punch	2.85	2.95	3.07	3.20	3.33
Operator 1. Switchboard	2.63	2.74	2.85	2.95	3.07
Operator 2. Switchboard	2.90	3.02	3.14	3.26	3.39
Operator 1. Offset	2.43	2.53	2.63	2.74	2.85
Operator 2. Offset	3.07	3.20	3.33	3.46	3.60
Operator 3. Offset	3.54	3.68	3.83	3.99	4.15

APPENDIX II (continued)

Computer Operator 1	3.18	3.31	3.43	3.57	3.72
Computer Operator 2	4.38	4.55	4.73	4.92	5.11
Technician 1	2.66	2.77	2.88	2.98	3.10
Technician 2	3.54	3.68	3.83	3.99	4.15
Technician 3	4.46	4.64	4.83	5.02	5.22
Technologist 1	3.97	4.13	4.29	4.46	4.64
Technologist 2	5.11	5.33	5.54	5.77	5.99
Technologist 3	5.60	5.82	6.05	6.29	6.54
Library Technician 1	2.61	2.72	2.82	2.93	3.05
Library Technician 2	3.15	3.27	3.40	3.54	3.68
Library Technician 3	3.97	4.13	4.29	4.46	4.64
Nursing Assistant	3.40	3.54	3.68		
Nurse Health Centre	4.13	4.29	4.46		
Senior Nurse Health Centre	4.73	4.92	5.11		
Driver	3.20	3.33			
Bus Driver	3.43	3.57	3.72		
Stationary Engineer 4th Class	3.78	3.93			
Stationary Engineer 3rd Class	4.07	4.23			
Stationary Engineer 2nd Class	4.73	4.92			
Caretaker 1	2.43	2.53			
Caretaker 2	2.99	3.10			
Caretaker 3	3.20	3.33			
Caretaker 4	3.36	3.50			

APPENDIX II (continued)

Cook 1	2.69	2.79	2.90		
Cook 2	3.14	3.26	3.39		
Maid 1. Food Service	2.48	2.58			
Clerk 1. Supply	2.32	2.42	2.51	2.61	2.72
Clerk 2. Supply	2.69	2.79	2.90	3.01	3.13
Clerk 3. Supply	3.00	3.11	3.24	3.37	3.51
Maintenance Handyman	3.43	3.57	3.72		
Tradesman Journeyman	4.23	4.40			
Nursery School Assistant	3.15	3.27	3.40	3.54	3.68
Nursery School Leader	3.60	3.74	3.89	4.04	4.20

APPENDIX II (continued)

(b) Effective on commencement date of pay period following April 1, 1973.

	Start	6mos.	1 yr.	2yrs.	3yrs.
Clerk 1. General	2.28	2.37	2.46	2.57	2.66
Clerk 2. General	2.89	3.01	3.12	3.24	3.37
Clerk 3. General	3.37	3.51	3.64	3.78	3.94
Clerk 4. General	3.82	3.98	4.12	4.28	4.46
Clerical Typist 1	2.39	2.47	2.58	2.68	2.79
Clerical Typist 2	2.79	2.90	3.02	3.13	3.25
Clerical Typist 3	3.02	3.13	3.25	3.39	3.53
Clerical Steno. 1	2.47	2.58	2.68	2.79	2.90
Clerical Steno. 2	2.89	3.01	3.12	3.24	3.37
Secretary 1	3.25	3.39	3.53	3.67	3.82
Secretary 2	3.53	3.67	3.82	3.98	4.12
Operator 1 Key Punch	2.28	2.37	2.46	2.57	2.66
Operator 2 Key Punch	2.89	3.01	3.12	3.24	3.37
Operator 3 Key Punch	3.02	3.13	3.25	3.39	3.53
Operator 1 Switchboard	2.79	2.90	3.02	3.13	3.25
Operator 2 Switchboard	3.07	3.19	3.32	3.46	3.59
Operator 1. Offset	2.58	2.68	2.79	2.90	3.02
Operator 2. Offset	3.25	3.39	3.53	3.67	3.82
Operator 3. Offset	3.75	3.90	4.06	4.23	4.40

APPENDIX II (continued)

Computer Operator 1	3.37	3.50	3.64	3.78	3.94
Computer Operator 2	4.64	4.82	5.01	5.22	5.42
Technician 1	2.82	2.94	3.05	3.16	3.29
Technician 2	3.75	3.90	4.06	4.23	4.40
Technician 3	4.73	4.92	5.12	5.32	5.53
Technologist 1	4.21	4.38	4.55	4.73	4.92
Technologist 2	5.42	5.65	5.87	6.12	6.35
Technologist 3	5.94	6.17	6.41	6.67	6.93
Library Technician 1	2.77	2.88	2.99	3.11	3.23
Library Technician 2	3.33	3.47	3.60	3.75	3.90
Library Technician 3	4.21	4.38	4.55	4.73	4.92
Nursing Assistant	3.60	3.75	3.90		
Nurse Health Centre	4.38	4.55	4.73		
Senior Nurse Health Centre	5.01	5.22	5.42		
Driver	3.39	3.53			
Bus Driver	3.64	3.78	3.94		
Stationary Engineer 4th Class	4.01	4.17			
Stationary Engineer 3rd Class	4.31	4.48			
Stationary Engineer 2nd Class	5.01	5.22			
Caretaker 1	2.58	2.68			
Caretaker 2	3.17	3.29			
Caretaker 3	3.39	3.53			
Caretaker 4	3.56	3.71			

APPENDIX II (continued)

Cook 1	2.85	2.96	3.07		
Cook 2	3.33	3.46	3.59		
Maid 1, Food Service	2.63	2.73			
Clerk 1. Supply	2.46	2.57	2.66	2.77	2.88
Clerk 2. Supply	2.85	2.96	3.07	3.19	3.32
Clerk 3. Supply	3.17	3.30	3.43	3.57	3.72
Maintenance Handyman	3.64	3.78	3.94		
Tradesman Journeyman	4.47	4.66			
Nursery School Assistant	3.33	3.47	3.60	3.75	3.90
Nursery School Leader	3.82	3.96	4.12	4.28	4.45