

# **COLLECTIVE AGREEMENT**

Between

**THE BOARD OF GOVERNORS OF KEYANO COLLEGE**

and

**THE KEYANO COLLEGE FACULTY ASSOCIATION**

**July 01, 2024 – June 30, 2028**

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## **ARTICLE 1 – TERM OF AGREEMENT**

- 1.1 Except as provided hereunder, this agreement shall take effect on July 1, 2024, and shall remain in full force and effect until June 30, 2028, and shall continue in full force and effect from year to year until amended as hereinafter.
- 1.2 Either party wishing to amend this agreement shall give notice pursuant to Article 14.
- 1.3 This agreement shall remain in full force and effect during any period of negotiations including such time beyond the expiry date of this agreement that a new agreement is not reached.
- 1.4 It is the intent of the parties to abide by the terms of the collective agreement. If there is any conflict between the terms of the collective agreement and any policy, guidelines, or directives established by the College, the collective agreement shall prevail.
- 1.5 The purpose of this agreement is to establish the basis for harmonious relations between the Faculty Association and the College.
- 1.6 The parties to the agreement recognize that the purpose of the College is to provide instructional programs of high quality and effectiveness, and both agree to work together towards this goal.
- 1.7 In the event that any law passed by the Government of Alberta or Canada renders null and void, or reduces any provision of this collective agreement, the remaining provisions shall remain in effect for the term of the collective agreement and the Parties hereto shall negotiate, in accordance with the bargaining procedures herein provided, a satisfactory provision to be substituted for the provision rendered null and void, or reduced.

## **ARTICLE 2 - PERSONS COVERED BY THIS AGREEMENT**

- 2.1 The employees covered by this agreement include all academic staff members as designated by the Board of Governors pursuant to the *Post-Secondary Learning Act*. The College shall consult with the Faculty Association prior to changing the designation of a faculty member/position. As part of this consultation, the College shall provide the Faculty Association with reasons for the proposed change.

### **ARTICLE 3 - BARGAINING AGENT AND MANAGEMENT RIGHTS**

- 3.1 The Faculty Association shall be the sole and exclusive bargaining agent for all employees designated to serve as academic staff members.
- 3.1.1 Notwithstanding Article 3.1, the College and a Faculty Association member may enter into a contract outside the Collective Agreement provided that:
- 1) The Faculty Association member voluntarily agrees to sign the contract;
  - 2) The contract shall be done in consultation with the Faculty Association.
- 3.2 The Faculty Association recognizes and agrees that the College reserves and retains, solely and exclusively, all rights to manage the College except where these rights are specifically modified or restricted by the terms of this Agreement, provided that:
- (a) the College shall act reasonably in the administration of the Agreement, and
  - (b) faculty members shall not be discriminated against by reason of their participation in the lawful activities of the Faculty Association.
- 3.3 Twenty (20) working days prior to implementation of any proposed change to the Policy which specifically mentions or affects academic staff members, the Faculty Association shall be consulted.
- 3.4 Consultation definition: The process of communicating information and allowing a reasonable time for a response given the situation, and considering the response before a decision is made.
- 3.5 The President of the Faculty Association shall have their instructional workload reduced, where possible, by up to fifty percent (50%) of the applicable departmental maximum workload.

#### **ARTICLE 4 - FACULTY ASSOCIATION DUES**

- 4.1 The College agrees to deduct from the salary of each Faculty Association member, as a condition of employment, twice each month an amount equivalent to the Faculty Association dues.
- 4.2 Faculty Association dues shall be the amount established in accordance with the Faculty Association's constitution and by-laws. The Faculty Association shall advise the College in writing of the amount to be deducted.
- 4.3 The amount so deducted and authorized shall be remitted to the Faculty Association Treasurer together with a list of employees from whom the deductions have been made not later than fifteen (15) days after the first day of each month.
- 4.4 The Faculty Association shall advise the Director, People and Culture, in writing, of any change in the amount of dues to be deducted from the employees covered by this agreement. Such notices shall be communicated to the Director, People and Culture at least thirty (30) days prior to the effective date of the change.
- 4.5 An add and drop list of current Faculty Association members shall be submitted to the Faculty Association President on a monthly basis along with a monthly listing of members.

## ARTICLE 5 - FACULTY APPOINTMENT

### 5.1 Guiding Principles

- 5.1.1 Academic staff members in competition for a position within the faculty shall be given fair consideration.
- 5.1.2 In competitions for positions below the rank of Chairperson, in the event that all other considerations are essentially equal, academic staff members shall be given preference over external candidates.

### 5.2 Selection Committee

- 5.2.1 For a position other than Chairperson, a selection committee shall include the department/program Chairperson or their designee and one Faculty Member from the appropriate department, program or discipline and the Dean/Associate Dean/Director of the division or their designee.

Due to operational problems resulting from the summer annual leave period (June 15-August 30), the Faculty member and the Chairperson on the committee may be chosen from another program or department.

In cases of insufficient notice of resignation or difficulty staffing a position, the Dean/Associate Dean, in consultation with the Chair, their designee or an Executive member of the Faculty Association, may recommend the appointment of a term employee provided the term employee is hired for a term not exceeding one year.

- 5.2.2 The appointment of any employee to a position on the Faculty shall be recommended to the appropriate Vice President or designee by a Selection Committee.
- 5.2.3 The confirmation of the appointment of an employee shall be given in writing by the appropriate Vice President or their designee, on behalf of the College, setting out at least the following:

- (a) the status of the appointment;

- (b) the effective date and the term of the appointment; and
- (c) the initial placement as to the salary level and entitlement including the education and experience increments granted subject to Clause 9.3.

5.2.4 A copy of the appointment letter shall be sent to the President of the Faculty Association. Normally the appointment letter shall be sent prior to commencement of employment. The letter shall be sent within five (5) working days of the appointment.

### 5.3 Definition of Positions

5.3.1 Permanent Position: A position funded for an indefinite period.

In the event that a permanent position becomes vacant and the College contemplates changing the status of the position to a non-permanent position, the College shall consult with the Faculty Association prior to making a decision.

5.3.2 Term Position: A position established by term certain funding or term certain program approval.

5.3.3 The College shall provide annually to the Faculty Association a summary of the number of Term and Permanent positions, classified by Division and by Full- or Part-time status. This summary shall be received no later than 30th September each year.

### 5.4 Definition & Status of Employees

5.4.1 An employee shall serve a probationary period ("Probationary employee") of one (1) year, during which time the employee is entitled to the benefits of, and subject to the terms of, this Agreement, provided however that during this one (1) year probationary period, the employee shall have no recourse to the grievance procedure beyond level 2 in case of dismissal.

If an employee (other than a "Replacement employee" or a "Substitute employee") is granted Permanent status pursuant to Clause 5.4.3 hereof, the



employee is thereupon entitled to all benefits of, and subject to all terms of, this Agreement.

5.4.2 The College may at its sole discretion extend the probationary period pursuant to 5.4.1 by one year prior to the expiry of the probation period.

5.4.3 Prior to the expiration of the probationary period, an evaluation and a recommendation regarding the granting of permanent status shall be forwarded from the instructor's Chairperson and Dean/Associate Dean/Director to the appropriate Vice President.

Two (2) months prior to the expiration of the probationary period, the appropriate Vice President or their designee shall provide notice in writing of either the granting of permanent status or termination. In the case of instructors whose probationary period expires in July or August, such notice shall be given prior to May 15<sup>th</sup>.

#### Permanent Employee

5.4.4 A post probationary employee who has been granted permanent status pursuant to Article 5.4.3

#### Term Employee

5.4.5 A "Term Employee" is anyone:

- (a) hired to fill a Term Position (5.3.2);
- (b) hired to fill an instructional position on a temporary basis;
- (c) hired to replace an incumbent following a resignation with insufficient notice of resignation.

5.4.6 A "Replacement employee" is anyone hired for a term certain that exceeds twenty-two (22) work days to replace a Probationary employee or Permanent employee. A Replacement employee is entitled to all the benefits of, and subject to all the terms of, this Agreement, except the right to grieve the term of their appointment.

### Substitute Employee

- 5.4.7 A "Substitute employee" is anyone hired to substitute for a Probationary or Permanent employee for not more than twenty-two (22) work days.

Substitute employees shall be paid at the rate of pay set out in Clause 9.8 of this Agreement, and are entitled only to those benefits set out in Clauses 11.7.6, 11.11, 11.13, 15.1, and 16.1 of this Agreement.

- 5.4.8 Notwithstanding any of the foregoing, where any non-instructional employee competes for and accepts a transfer to an instructional role, that employee may be required to serve a probationary period of up to one (1) year in the new position, and any such probationary period shall be consecutive to any other existing probationary period. Upon the satisfactory completion of all probationary periods, the employee may be granted permanent status pursuant to Clause 5.4.3 of this Agreement.

- 5.5 In any case where the College has established a recurring permanent or term position of eight (8) to ten (10) months duration, the employee shall have the option of extending Alberta Health Care and Supplemental Health Care benefits for up to five (5) months while awaiting reappointment, provided the employee prepays the employee's portion of these benefits. The College shall continue to make its normal contributions to the employee's Supplementary benefit package during this period, provided however, that the amount of these contributions shall be repaid by the employee in the event of a failure to return to service.

### 5.6 Faculty Secondment

- 5.6.1 Faculty Secondment shall be administered in accordance with the College's policy governing Faculty Secondment, and a substantive breach of this Policy is agreed to be a grievable matter.
- 5.6.2 The College's policy governing Faculty Secondment shall not be amended except with the mutual consent of the College and the Faculty Association.

## **ARTICLE 6 - RESIGNATIONS, NON-CULPABLE TERMINATION, REDUNDANCY, AND RECALL**

### Resignation

- 6.1 All employees are required to provide the College with eight (8) working weeks written notice of resignation. For each full calendar week that the written notice falls short of eight (8) working weeks, the employee may be required to forfeit one day's pay. This requirement may be waived by mutual agreement between the employee and the President or their designee. Vacation time shall not be used in calculating the notice period. However, should an employee provide written notice of resignation prior to May 15th with an effective date of June 30th or later, the penalty shall not apply.
- 6.1.1 The resignation of an employee who provides eight (8) working weeks of notice in compliance with 6.1 shall not be effective until after five (5) working days of its submission in writing. Within these five (5) days the employee shall have the option to withdraw their resignation in writing/email.
- 6.1.2 The resignation of an employee who fails to provide eight (8) working weeks of notice and who therefore is in violation of 6.1, shall not be effective until one (1) full working day after its written submission. During that workday, the employee shall have the option to withdraw their resignation in writing/e-mail.

### Absent Without Leave

- 6.1.3 An Employee who absents themselves from their employment without prior authorization and who has not informed the immediate supervisor of the reason for absence shall after three (3) consecutive days of such unauthorized absence be considered to have abandoned their position and shall be deemed to have resigned irrevocably, unless it is subsequently shown by the Employee that special circumstances prevented them from reporting to or communicating with their place of work.

### Non-Culpable Termination

- 6.2 The College is to provide the employee with eight (8) working weeks' written notice of termination or full pay in lieu of notice, except for dismissal for just cause.

- 6.2.1 Termination dates which fall between July 1st and August 31st of any year shall not be eligible for retroactive payments which arise out of negotiated salary settlements.

### Redundancy

- 6.3 If a permanent Faculty member is terminated by the College because of position abolishment and/or reasons other than just cause, the Faculty member shall be entitled to the choice of:
- (a) One (1) month severance pay for each year worked, rounded to the nearest half year, to a maximum payment of twelve (12) months' pay, calculated on the rates of pay set out in Article 9, or
  - (b) A payment equal to the Faculty member's relocation loan plus three (3) months' salary.

### Recall

- 6.4 Within two (2) years, a Faculty member terminated by the College pursuant to Clause 6.3 shall have first option for any Faculty position for which they are qualified. In the circumstance of recall, article 5.4.1 (probation) will apply. In consultation with People and Culture and the Faculty Association, the Dean or Director may shorten or waive the probationary period. The onus is on the employee to keep the College informed of their forwarding address. Where two or more candidates are considered for recall, the member with the superior combination of education, ability and experience shall be recalled.
- 6.5 If a permanent Faculty member is terminated by the College because of position abolishment and/or reasons other than just cause, the College's obligation to pay severance under 6.3 shall be waived if the faculty member accepts another instructional position prior to their last day of employment in the terminated position. Such acceptance of another instructional position may, upon mutual agreement, entail compensation for costs incurred by the faculty member as a consequence of the notice of termination.

### Notice to Faculty Association

- 6.6 In the event that the College terminates an employee under this Article 6, the College will meet with the Faculty Association at least 72 hours prior to the employee notification meeting to discuss the termination.

## **ARTICLE 7 - REASSIGNMENT FROM POSITION OF INITIAL APPOINTMENT**

- 7.1 No employee shall be reassigned from the position of initial appointment unless as a consequence of fiscal restraint, curriculum change, insufficient enrolment, or course or program changes.
- 7.2 If an employee is left without an instructional assignment for a period of two (2) weeks or less, such time shall be utilized for course preparation, professional development, and other related instructional/professional duties as approved by the Dean/Associate Dean/Director.
- 7.3 Should reassignment become necessary, every effort and consideration shall be made to reassignment of duties within the employee's qualifications and capabilities. Such reassignment shall not incur a salary penalty.
- 7.4 In the case of reassignment from the position of initial appointment, the Vice President initiating the reassignment shall provide notice to the employee in writing not less than ten (10) working days prior to the effective date.
- 7.5 An employee whose normally-assigned location is changed to a location that increases their one-way travel by 25 km or more shall be eligible for compensation as follows until the end of the academic year or until the work location is again changed, whichever occurs first.
- (a) Subsistence as defined in the College travel policy,
  - (b) Travel time allowance of twenty-four dollars (\$24.00) per hour when required to travel a distance greater than 25 km one-way from the former normal place of work during times not included in the normal work day.

## **ARTICLE 8 - DISCIPLINE**

- 8.1 Disciplinary action shall only be taken for just cause.
- 8.2 A notice in writing setting out the specific grounds for any disciplinary suspension, demotion or dismissal shall be delivered to the employee and the Faculty Association. The Employee's notice shall be delivered by hand or to their last known address.
- 8.3 If an employee is suspended without pay for a period not to exceed one month, the employee shall serve the suspension on the day(s) specified. If the suspension is subsequently rescinded or shortened, the previously-deducted salary shall be repaid accordingly.
- 8.4 An employee's written reply to a disciplinary action shall be recorded as part of the employee's record, at the employee's request.
- 8.5 All written notices of Disciplinary action shall be clearly identified as such in the text of the notice.
- 8.6 When a disciplinary letter is placed on a faculty member's file, a copy of that letter shall be provided to the Faculty Association.
- 8.7 Unless an employee is involved in ongoing disciplinary proceedings, any record of discipline shall be removed from an employee's file at the employee's request upon the expiration of two years from the date of that discipline.
- 8.8 Notwithstanding Clause 8.7 hereof, where an employee is disciplined and receives written notice that any further disciplinary action taken against the employee for similar incidents shall mean suspension of, or termination from employment, all disciplinary records pertaining to incidents of a similar nature on the employee's file at that date shall remain on file for a period of five (5) years from the date of the written notice and shall thereafter be removed at the employee's request.

## ARTICLE 9 SALARY

9.1 The following table shall be used to determine the minimum salary range of an Employee.

RANGE	DESCRIPTION OF QUALIFICATION(S)
A	3-year Bachelor's degree, or Recognized Technical Training, or equivalent
B	4-year Bachelor's degree, or In the case of Trades Instructors, relevant Certified Trade and/or Occupation Credential from National or Provincial licensing body recognized by the College, or equivalent
C	4-year Bachelor's degree plus: i. one year relevant additional education (certificate or diploma), or ii. Occupational Credential(s) from a National or Provincial licensing body recognized by the College, or In the case of Trades Instructors, 2 Relevant Certified Trades and/or Occupation Credentials from National or Provincial licensing body recognized by the College, or equivalent
D	Master's degree, or 4-year Bachelor's degree plus a Relevant Certified Trade or Professional Credential from a National or Provincial licensing body recognized by the College, or equivalent
E	Two Master's degrees, or equivalent
F	Ph.D. or other earned Doctoral degree, or equivalent



**9.1.1 The following minimum salary schedules (Schedule A Salary Grid) shall be in effect for all existing employees on June 1, 2023.**

**Schedule A pre-ratification**

<b>STEP</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>1</b>	71,203.83	74,401.93	77,595.43	80,787.79	83,983.59	87,179.41
<b>2</b>	74,401.93	77,595.43	80,787.79	83,983.59	87,179.41	90,372.91
<b>3</b>	77,595.43	80,787.79	83,983.59	87,179.41	90,372.91	93,565.25
<b>4</b>	80,787.79	83,983.59	87,179.41	90,372.91	93,565.25	96,762.21
<b>5</b>	83,983.59	87,179.41	90,372.91	93,565.25	96,762.21	99,956.87
<b>6</b>	87,179.41	90,372.91	93,565.25	96,762.21	99,956.87	103,154.99
<b>7</b>	90,372.91	93,565.25	96,762.22	99,956.87	103,154.99	106,349.64
<b>8</b>	93,565.25	96,762.22	99,956.87	103,154.99	106,349.64	109,544.29
<b>9</b>	96,762.22	99,956.87	103,154.99	106,349.64	109,544.29	112,733.18
<b>10</b>	99,956.87	103,154.99	106,349.64	109,544.29	112,733.18	115,932.45
<b>11</b>	103,154.99	106,349.64	109,544.29	112,733.18	115,932.45	119,125.96
<b>12</b>	106,349.64	109,544.29	112,733.18	115,932.45	119,125.96	122,319.47

**Schedule A effective upon Date of ratification May 30, 2025**

<b>STEP</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>[DELETE]</b>	<b>[DELETE]</b>	<b>[DELETE]</b>	<b>[DELETE]</b>	<b>[DELETE]</b>	<b>[DELETE]</b>	<b>[DELETE]</b>
<b>2</b>	76,633.99	79,923.29	83,210.63	86,503.10	89,794.79	93,084.10
<b>3</b>	79,923.29	83,211.42	86,503.10	89,794.79	93,084.10	96,372.21
<b>4</b>	83,211.42	86,503.10	89,794.79	93,084.10	96,372.21	99,665.08
<b>5</b>	86,503.10	89,794.79	93,084.10	96,372.21	99,665.08	102,955.58
<b>6</b>	89,794.79	93,084.10	96,372.21	99,665.08	102,955.58	106,249.64
<b>7</b>	93,084.10	96,372.21	99,665.09	102,955.58	106,249.64	109,540.13
<b>8</b>	96,372.21	99,665.09	102,955.58	106,249.64	109,540.13	112,830.62
<b>9</b>	99,665.09	102,955.58	106,249.64	109,540.13	112,830.62	116,115.18
<b>10</b>	102,955.58	106,249.64	109,540.13	112,830.62	116,115.18	119,410.42
<b>11</b>	106,249.64	109,540.13	112,830.62	116,115.18	119,410.42	122,699.74
<b>12</b>	109,540.13	112,830.62	116,115.18	119,410.42	122,699.74	125,989.05

**Schedule A effective July 1, 2025**

STEP	A	B	C	D	E	F
2	78,933.01	82,320.99	85,706.95	89,098.19	92,488.64	95,876.62
3	82,320.99	85,707.77	89,098.19	92,488.64	95,876.62	99,263.37
4	85,707.77	89,098.19	92,488.64	95,876.62	99,263.37	102,655.03
5	89,098.19	92,488.64	95,876.62	99,263.37	102,655.03	106,044.24
6	92,488.64	95,876.62	99,263.37	102,655.03	106,044.24	109,437.13
7	95,876.62	99,263.37	102,655.04	106,044.24	109,437.13	112,826.33
8	99,263.37	102,655.04	106,044.24	109,437.13	112,826.33	116,215.54
9	102,655.04	106,044.24	109,437.13	112,826.33	116,215.54	119,598.63
10	106,044.24	109,437.13	112,826.33	116,215.54	119,598.63	122,992.74
11	109,437.13	112,826.33	116,215.54	119,598.63	122,992.74	126,380.73
12	112,826.33	116,215.54	119,598.63	122,992.74	126,380.73	129,768.73

**Schedule A effective July 1, 2026**

STEP	A	B	C	D	E	F
2	81,301.00	84,790.62	88,278.16	91,771.14	95,263.30	98,752.92
3	84,790.62	88,279.00	91,771.14	95,263.30	98,752.92	102,241.27
4	88,279.00	91,771.14	95,263.30	98,752.92	102,241.27	105,734.68
5	91,771.14	95,263.30	98,752.92	102,241.27	105,734.68	109,225.57
6	95,263.30	98,752.92	102,241.27	105,734.68	109,225.57	112,720.24
7	98,752.92	102,241.27	105,734.69	109,225.57	112,720.24	116,211.12
8	102,241.27	105,734.69	109,225.57	112,720.24	116,211.12	119,702.00
9	105,734.69	109,225.57	112,720.24	116,211.12	119,702.00	123,186.59
10	109,225.57	112,720.24	116,211.12	119,702.00	123,186.59	126,682.52
11	112,720.24	116,211.12	119,702.00	123,186.59	126,682.52	130,172.15
12	116,211.12	119,702.00	123,186.59	126,682.52	130,172.15	133,661.79

**Schedule A effective July 1, 2027**

STEP	A	B	C	D	E	F
2	83,740.03	87,334.34	90,926.51	94,524.27	98,121.19	101,715.51
3	87,334.34	90,927.37	94,524.27	98,121.19	101,715.51	105,308.51
4	90,927.37	94,524.27	98,121.19	101,715.51	105,308.51	108,906.72
5	94,524.27	98,121.19	101,715.51	105,308.51	108,906.72	112,502.34
6	98,121.19	101,715.51	105,308.51	108,906.72	112,502.34	116,101.85
7	101,715.51	105,308.51	108,906.73	112,502.34	116,101.85	119,697.46
8	105,308.51	108,906.73	112,502.34	116,101.85	119,697.46	123,293.06
9	108,906.73	112,502.34	116,101.85	119,697.46	123,293.06	126,882.19
10	112,502.34	116,101.85	119,697.46	123,293.06	126,882.19	130,482.99
11	116,101.85	119,697.46	123,293.06	126,882.19	130,482.99	134,077.32
12	119,697.46	123,293.06	126,882.19	130,482.99	134,077.32	137,671.64

**9.1.2** The following salary schedule (Schedule B Salary Grid) applies to new faculty members hired into Range A or B after June 1, 2023. This grid will receive the general wage increases referenced above for the Schedule A Salary Grid. Schedule B Salary Grid will not apply to any existing employee hired prior to June 1, 2023.

**Schedule B pre-ratification**

STEP	A	B	C	D	E	F
1	71,203.83	74,401.93	77,595.43	80,787.79	83,983.59	87,179.41
2	74,401.93	77,595.43	80,787.79	83,983.59	87,179.41	90,372.91
3	77,595.43	80,787.79	83,983.59	87,179.41	90,372.91	93,565.25
4	80,787.79	83,983.59	87,179.41	90,372.91	93,565.25	96,762.21
5	83,983.59	87,179.41	90,372.91	93,565.25	96,762.21	99,956.87
6	87,179.41	90,372.91	93,565.25	96,762.21	99,956.87	103,154.99
7	90,372.91	93,565.25	96,762.22	99,956.87	103,154.99	106,349.64
8	93,565.25	96,762.22	99,956.87	103,154.99	106,349.64	109,544.29
9	96,762.22	-	103,154.99	106,349.64	109,544.29	112,733.18
10	-	-	106,349.64	109,544.29	112,733.18	115,932.45
11	-	-	109,544.29	112,733.18	115,932.45	119,125.96
12	-	-	112,733.18	115,932.45	119,125.96	122,319.47

**Schedule B effective on Date of Ratification May 30, 2025**

<b>STEP</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>[DELETE]</b>	<b>[DELETE]</b>	<b>[DELETE]</b>	<b>[DELETE]</b>	<b>[DELETE]</b>	<b>[DELETE]</b>	<b>[DELETE]</b>
<b>2</b>	76,633.99	79,923.29	83,211.42	86,503.10	89,794.79	93,084.10
<b>3</b>	79,923.29	83,211.42	86,503.10	89,794.79	93,084.10	96,372.21
<b>4</b>	83,211.42	86,503.10	89,794.79	93,084.10	96,372.21	99,665.08
<b>5</b>	86,503.10	89,794.79	93,084.10	96,372.21	99,665.08	102,955.58
<b>6</b>	89,794.79	93,084.10	96,372.21	99,665.08	102,955.58	106,249.64
<b>7</b>	93,084.10	96,372.21	99,665.09	102,955.58	106,249.64	109,540.13
<b>8</b>	96,372.21	99,665.09	102,955.58	106,249.64	109,540.13	112,830.62
<b>9</b>	99,665.09	102,955.58	106,249.64	109,540.13	112,830.62	116,115.18
<b>10</b>	102,955.58	106,249.64	109,540.13	112,830.62	116,115.18	119,410.42
<b>11</b>	106,249.64	-	112,830.62	116,115.18	119,410.42	122,699.74
<b>12</b>	-	-	116,115.18	119,410.42	122,699.74	125,989.05

**Schedule B effective July 1, 2025**

<b>STEP</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>2</b>	78,933.01	82,320.99	85,707.77	89,098.19	92,488.64	95,876.62
<b>3</b>	82,320.99	85,707.77	89,098.19	92,488.64	95,876.62	99,263.37
<b>4</b>	85,707.77	89,098.19	92,488.64	95,876.62	99,263.37	102,655.03
<b>5</b>	89,098.19	92,488.64	95,876.62	99,263.37	102,655.03	106,044.24
<b>6</b>	92,488.64	95,876.62	99,263.37	102,655.03	106,044.24	109,437.13
<b>7</b>	95,876.62	99,263.37	102,655.04	106,044.24	109,437.13	112,826.33
<b>8</b>	99,263.37	102,655.04	106,044.24	109,437.13	112,826.33	116,215.54
<b>9</b>	102,655.04	106,044.24	109,437.13	112,826.33	116,215.54	119,598.63
<b>10</b>	106,044.24	109,437.13	112,826.33	116,215.54	119,598.63	122,992.74
<b>11</b>	109,437.13	-	116,215.54	119,598.63	122,992.74	126,380.73
<b>12</b>	-	-	119,598.63	122,992.74	126,380.73	129,768.73

**Schedule B effective July 1, 2026**

<b>STEP</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>2</b>	81,301.00	84,790.62	88,279.00	91,771.14	95,263.30	98,752.92
<b>3</b>	84,790.62	88,279.00	91,771.14	95,263.30	98,752.92	102,241.27
<b>4</b>	88,279.00	91,771.14	95,263.30	98,752.92	102,241.27	105,734.68
<b>5</b>	91,771.14	95,263.30	98,752.92	102,241.27	105,734.68	109,225.57
<b>6</b>	95,263.30	98,752.92	102,241.27	105,734.68	109,225.57	112,720.24
<b>7</b>	98,752.92	102,241.27	105,734.69	109,225.57	112,720.24	116,211.12
<b>8</b>	102,241.27	105,734.69	109,225.57	112,720.24	116,211.12	119,702.00
<b>9</b>	105,734.69	109,225.57	112,720.24	116,211.12	119,702.00	123,186.59
<b>10</b>	109,225.57	112,720.24	116,211.12	119,702.00	123,186.59	126,682.52
<b>11</b>	112,720.24	-	119,702.00	123,186.59	126,682.52	130,172.15
<b>12</b>	-	-	123,186.59	126,682.52	130,172.15	133,661.79

**Schedule B effective July 1 2027**

<b>STEP</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>2</b>	83,740.03	87,334.34	90,926.51	94,524.27	98,121.19	101,715.51
<b>3</b>	87,334.34	90,927.37	94,524.27	98,121.19	101,715.51	105,308.51
<b>4</b>	90,927.37	94,524.27	98,121.19	101,715.51	105,308.51	108,906.72
<b>5</b>	94,524.27	98,121.19	101,715.51	105,308.51	108,906.72	112,502.34
<b>6</b>	98,121.19	101,715.51	105,308.51	108,906.72	112,502.34	116,101.85
<b>7</b>	101,715.51	105,308.51	108,906.73	112,502.34	116,101.85	119,697.46
<b>8</b>	105,308.51	108,906.73	112,502.34	116,101.85	119,697.46	123,293.06
<b>9</b>	108,906.73	112,502.34	116,101.85	119,697.46	123,293.06	126,882.19
<b>10</b>	112,502.34	116,101.85	119,697.46	123,293.06	126,882.19	130,482.99
<b>11</b>	116,101.85	-	123,293.06	126,882.19	130,482.99	134,077.32
<b>12</b>	-	-	126,882.19	130,482.99	134,077.32	137,671.64

### Market Modifier

Where it is deemed by the College that as a result of market conditions, recruitment and retention to a Program is difficult, it is recognized there may be a need to pay salary above the rates in the instructor grid; the College, in consultation with the Faculty Association, may consider a market adjustment supported by appropriate market research. The College may then implement a market adjustment for a specific time period to be reviewed annually. The People and Culture Department shall monitor the market adjustment and provide information to the Faculty Association as to how often the market modifier is used and under what conditions.

If the modifier is to be reduced or removed, the College shall give the Faculty Association and the Program's Employees three (3) months' notice.

### Northern Residents Travel Benefit

- 9.1.4 In addition to the above salaries, employees at all grid steps shall receive \$2,500.00 per annum Northern Residents Travel Benefit.

### Pedagogical Allowance

- 9.2 Faculty who have completed a Certificate in Adult Education, acceptable to the Instructor Qualification Evaluation Committee, shall be entitled to a pedagogical allowance of one thousand two hundred dollars (\$1,200) annually. This allowance shall not apply if the Adult Education program is a component or a duplication of a credential used to determine the instructor's basic salary range.
- 9.3 An Instructor Qualification Evaluation Committee shall be established as defined in the College's applicable policy.
- 9.4 Should a new employee be hired at a salary greater than the salary of a current employee within the same department who appears to have equal qualifications and experience, the current employee shall upon request have their salary placement reviewed by the Instructor Qualification Evaluation Committee.

Employees who request such a review shall have written notice of the Committee's decision within three (3) months of the receipt of the request for review, or within three (3) months of the receipt of complete documentation in the event that the

Committee requests additional documentation from the employee. Any adjustments in salary arising from such a review shall be retroactive to the date of the employee's request for a review.

- 9.5 Annual increments are granted upon completion of a year's satisfactory performance. Annual increments may be withheld by the appropriate Vice- President where there is sufficient evidence to confirm that performance has not been satisfactory. For employees of a full twelve-month term, a "year's performance" is completed after twelve consecutive months, including annual leave or after the accumulation of ten (10) months of work, in the event that the normal twelve (12) month term is interrupted by periods of leave. For employees appointed for a term of less than twelve months, a "year's performance" is completed after accumulating ten (10) months of work. The determination of the aforementioned periods of twelve months and ten months shall not include any periods of paid leave for long term professional development or any leave without pay. Granting of an increment during the employee's probationary period is "without prejudice" when considering permanency under Clause 5.4.3.

- 9.6 The College shall pay for membership in statutory professional associations where membership in the association is a legislative or regulatory requirement for an eligible faculty member lawfully to instruct in the profession or practice.

In the alternative, where the College, on or after June 30, 1995, stipulates that membership in a statutory professional association is a condition of instruction and employment for an eligible faculty member, the College shall pay the membership fee.

In the preceding two provisions, "eligible faculty member" means a faculty member who is employed full-time in a permanent, term or replacement position, for a minimum of eight (8) consecutive months.

Other than in the foregoing situations, where an employee holds a professional designation as a condition of employment, the employee shall maintain such designation in good standing.

- 9.7 Throughout this agreement, one day's pay shall be Total annual salary / 261 except as provided in Clause 11.2.7.

- 9.8 For each full day, a substitute instructor shall be paid  $\frac{1}{215}$  of the minimum annual salary on the applicable salary grid. For each half day, a substitute instructor shall be paid  $\frac{1}{430}$  of the minimum annual salary on the applicable salary grid.



## ARTICLE 10 - WORKLOAD

### 10.1 General

10.1.1 The Dean/Director or designee, in consultation with the instructor(s) involved, shall assign the instructional load. If possible, each instructor shall be notified of their load at least thirty (30) days prior to the start of the assignment.

In assigning workload the College shall take into consideration:

- Class size
- Number of preparations
- Method of delivery
- Whether a new or existing course
- The Instructor's experience
- The number of courses assigned to the Instructor
- The complexity of the course content
- Research and scholarly activity assigned to the Instructor
- Any other factors deemed relevant by the College

10.1.2 In an instructor's assigned workload, as per article 10.1.1, there shall normally be a period of twelve (12) hours between the end of any evening assignment and the start of the assigned workload on the next day, except by mutual consent.

10.1.3 (a) The primary duties of an instructor shall include curriculum development; preparation for instruction; instruction in classroom, lab/shop, clinical and work experience settings; student consultation and advisement; supervision of students; and evaluation of students.

(b) Faculty members are expected to maintain currency in their discipline and teaching methodology.

10.1.4 An employee who is required to instruct in a location other than the location normally assigned shall be compensated as follows:

(a) Subsistence as defined in the College travel policy.

- (b) Travel-time allowance of twenty-four dollars (\$24.00) per hour when required to travel a distance greater than 25 km. one-way from the normal place of work (Clearwater or Suncor Energy Industrial Campus), during times not included in the normal work day.
- 10.1.5 (a) If a disagreement arises over the assignment of workload, a Notice of Appeal may be filed in writing with the Vice President, Academic. Such Notice of Appeal must be filed within 10 working days of the time at which the complainant is made aware of their workload assignment, and at least ten working days prior to the beginning of the instructional term with which the Appeal is concerned. The Vice President, Academic shall strike an ad hoc Workload Appeals Committee whose mandate shall be to review the areas of concern and make a ruling. The decision of the Workload Appeals Committee shall be final and binding on all parties, and shall be delivered prior to the beginning of the instructional term with which the Appeal is concerned. The membership of the Workload Appeals Committee shall consist of the following:
  - (i) The Vice President, Academic or their designee.
  - (ii) Two members of the department/program concerned, such members to be selected by the members of that department.
  - (iii) A member named by the Faculty Association.
  - (iv) Two members appointed by the President.
- 10.1.5 (b) In instances where unanticipated changes in instructional load occur within the 10 working days prior to the beginning of an instructional term, an instructor may file in writing a Notice of Appeal with the Vice-President, Academic within two working days of the time at which the complainant is made aware of the change in instructional load. Such Appeals shall be heard by an ad hoc Workload Appeals Committee comprised of the following:
  - (i) The Vice President, Instruction or their designate.

- (ii) A member named by the Faculty Association.
- (iii) A member named by and mutually acceptable to the Faculty Association and the Vice-President, Academic.

The decision of this Committee shall be final and binding on all parties and shall be delivered no later than 5 (five) working days after the beginning of the instructional term with which the Appeal is concerned.

10.1.6 In addition to scheduled instructional hours, an instructor shall be available for consultation with students. Scheduled hours of student consultation shall not exceed 5 (five) per week for instructors in full-time positions. For instructors in part-time positions, scheduled periods of student consultation shall be prorated according to the fraction of full-time instructional load that the instructor is assigned. The times and locations for such consultation shall be determined by the Dean/Director, in consultation with the instructor.

10.1.7 The work year shall refer to the 200 working days within the applicable Academic Year, during which each faculty member has a workload responsibility to the College. The Academic Year and the work year shall be designated by the Dean/Director. The work year does not include Paid Holidays or Annual Vacation. Although an Employee's participation in the Instructional Skills Workshop is counted as time worked for salary purposes, days so spent shall not be counted as work days for the purpose of completing the academic year.

- (a) The 200 working days for instructional faculty members will comprise of three consecutive terms during which instructional workload may be assigned: Full Term I, Full Term II, and Condensed Term. The 200 working days will begin with the two full terms (Full Term I and Full Term II), followed by the Condensed Term.

10.1.8 Should the College approve a new program during the term of an existing collective agreement, the College and the Faculty Association shall work together, utilizing the process outlined below, to define a workload for faculty in such a new program.

- (a) After a new program has been approved by the Board of Governors, the President of the College or Designee shall advise the President of the Faculty Association. The President of the College and the President of the Faculty Association shall each appoint two members to serve on an ad hoc New Programs Workload Committee. The Committee shall be co-chaired by one person from each subgroup.
- (b) The purpose of the Committee is to review relevant factors, identified below, and propose a workload for instructors teaching in each new program. The Committee should complete its work within 20 working days of the Board decision.
- (c) In determining instructor workload, the Committee shall consider factors such as, but not limited to, workload in similar programs at Keyano the College; workload in the same program in other Alberta colleges and technical institutes; mix of lecture and lab/shop/studio/practicum, program development required; work experience; and mix of delivery strategies.
- (d) The Committee shall make a workload recommendation, expressed as draft contract language, to the College and the Faculty Association. If the Committee is not able to make a decision by consensus, the Committee shall advise the two Presidents who shall appoint a mediator from within the College or within the community. This mediator shall work with the Committee, seek advice from appropriate experts if necessary, and bring forward a recommendation within 20 working days.
- (e) Once the workload agreement has been approved by the College and the Faculty Association, it shall constitute a Letter of Understanding, signed by both parties, which shall be attached to the current collective agreement.

## 10.2 Trades Instructors & Trades Safety Training Instructors

- 10.2.1 (a) The instructional workload for each full-time Trades instructor shall be up to 128 student contact periods per 8-week intake. Where the intake is longer than 8 weeks, the maximum workload shall be adjusted pro rata. Where the intake is shorter than 8 weeks, workload shall be averaged over two consecutive intakes and the maximum workload adjusted pro rata.
- (b) The instructional workload for each full-time instructor teaching Trades Safety Training Programs shall be up to 192 student contact periods per 8-week intake. Where the intake is longer than 8 weeks, the maximum workload shall be adjusted pro rata. Where the intake is shorter than 8 weeks, workload shall be averaged over two consecutive intakes and the maximum workload adjusted pro rata.
- 10.2.2 A student contact hour shall equal 50 to 60 minutes of lecture-type instruction, or 60 minutes of laboratory or shop experience.
- 10.2.3 No instructional load shall contain more than four successive classroom based lecture or lab hours without a continuous break of at least 30 minutes.
- 10.2.4 (a) The instructional workload for each full-time Trades instructor shall not exceed an average of 16 student contact periods per week over an intake, except as provided for in Clause 10.2.5 (a).
- (b) The instructional workload for each full-time instructor teaching Trades Safety Training Programs shall not exceed an average of 24 student contact periods per week over an intake, except as provided for in Clause 10.2.5 (b).
- 10.2.5 (a) A Trades instructor may be assigned to teach in excess of 16 student contact periods per week between the hours of 08:00 and 17:30, Monday to Friday. If the assigned teaching load between the hours of 08:00 and 17:30, Monday to Friday, is equal to or exceeds 16 periods, then any assigned workload outside of these times shall be by mutual agreement only. Otherwise, the total assigned workload, averaged over an intake, shall not exceed the maximum periods

except by mutual consent. Such additional periods shall be compensated at the rate of 1/900 of annual salary for each student contact period in excess of 16 periods per week.

- (b) An instructor teaching Trades Safety Training Programs may be assigned to teach in excess of 24 student contact periods per week between the hours of 08:00 and 17:30, Monday to Friday. If the assigned teaching load between the hours of 08:00 and 17:30, Monday to Friday, is equal to or exceeds 24 periods, then any assigned workload outside of these times shall be by mutual agreement only. Otherwise, the total assigned workload, averaged over an intake, shall not exceed the maximum periods except by mutual consent. Such additional periods shall be compensated at the rate of 1/900 of annual salary for each student contact period in excess of 24 periods per week.

10.2.6 If an instructor agrees to work on Saturdays or Sundays, for other than instructional assignments, he shall be compensated at the rate of 1/1102 of annual salary for each hour so worked.

10.2.7 By mutual agreement between the instructor and their Dean/Director, time off in lieu of payment (compensatory time) may be arranged. Such compensatory time shall be paid on the following basis:

10.2.7.1 One day or equivalent for each two instructional overload periods assigned as per Clause 10.2.5.

10.2.7.2 One hour for each overtime hour assigned as per Clause 10.2.6.

10.2.8 Whenever possible, instruction shall be scheduled between the hours of 08:00 and 17:30, Monday - Friday.

### 10.3 Health and Human Services

10.3.1 The maximum instructional workload for each full-time instructor shall be as follows.

	<b>Full Term I</b>	<b>Full Term II</b>	<b>Condensed Term</b>
Nursing & Allied Health	224	224	72
Childhood Studies	240	240	72
Social Work	224	224	72

10.3.2 A student contact period shall equal 50 to 60 minutes of lecture-or laboratory-type instruction, or 105 minutes of clinical instruction, or 120 minutes of practicum, preceptorship, or work experience supervision.

10.3.3 No instructional load shall contain more than four successive classroom based lecture or lab hours without a continuous break of at least 30 minutes.

10.3.4 Notwithstanding Clause 10.3.2, where the Dean/Director and a majority of the full-time instructors in the program or department agree, one student contact period in any course may equal:

- (a) more or less than 105 minutes of clinical instruction;
- (b) more or less than 120 minutes of practicum, preceptorship or work experience supervision.

10.3.5 The instructional workload for each full-time instructor shall not exceed the maximum, except as provided for in Clause 10.3.6.

Clause 10.3.9 shall also apply.

10.3.6. An instructor may be assigned to teach between the hours of 08:00 and 17:30, Monday to Friday. If the assigned teaching load between the hours of 08:00 and 17:30, Monday to Friday, in a week is equal to or exceeds three per cent (3%) of the maximum annual number of periods, then any assigned workload outside of these times shall be by mutual agreement only. Otherwise, the total assigned workload shall not exceed the maximum

periods except by mutual consent. Such additional periods shall be compensated at the rate of 1/900 of annual salary for each student contact period in excess of the maximum.

10.3.7 If an instructor agrees to work on Saturdays or Sundays, for other than instructional assignments, he shall be compensated at the rate of 1/1102 of annual salary for each hour so worked.

10.3.8 By mutual agreement between the instructor and their Dean/Director, time off in lieu of payment (compensatory time) may be arranged. Such compensatory time shall be paid on the following basis:

10.3.8.1 One day or equivalent for each two instructional overload periods assigned as per clause 10.3.6.

10.3.8.2 One hour for each overtime hour assigned per Clause 10.3.7.

10.3.9 Whenever possible, instruction shall be scheduled between the hours of 08:00 and 17:30, Monday to Friday.

10.4 Academic Upgrading, Business Administration, Computer Information Systems, Environmental Technology, Office Administration, Engineering Technology and University Studies

10.4.1 The maximum instructional workload for each full-time instructor shall be as listed below:

	<b>Full Term I</b>	<b>Full Term II</b>	<b>Condensed Term</b>
Academic Upgrading	300	300	90
Business Administration	238	238	76
Computer Information Systems	238	238	76
Environmental Technology	224	224	72
Engineering Technology	238	238	76
Office Administration	280	280	90
University Studies	224	224	72



- (a) For Business Administration and Computer Information Systems instructors only, the maximum number of preparations shall be four (4) per academic semester.
- 10.4.2 A period shall equal 50 to 60 minutes of instruction. Field placement or practicum shall equal one-half (1/2) period.
- 10.4.3 No instructional load shall contain more than four successive classroom based lecture or lab hours without a continuous break of at least 30 minutes.
- 10.4.4 Should an instructor teach in more than one area, the area where the majority of the instructional workload would take place will be used for workload calculation. In the event an instructor is teaching in more than one area equally, the workload shall be calculated by averaging the workload periods.
- 10.4.5 For University Studies instructors only, the maximum number of preparations per academic semester shall be four (4), and the maximum number of preparations per academic year shall be eight (8). Six credit courses shall count as two preparations over the academic year. The maximum number of course sections per academic semester shall not exceed four (4). All sections assigned to instructors teaching four (4) preparations shall be within the Academic and Career Programs Division.
- Probationary and/or eight month contract University Studies Instructors with no prior teaching experience shall not be assigned more than three course preparations in their first academic semester.
- 10.4.6 Whenever possible, instruction shall be scheduled between the hours of 8:00 and 17:30, Monday to Friday.
- 10.4.7 An instructor may be assigned to teach between the hours of 08:00 and 17:30, Monday to Friday. If the assigned teaching load between the hours of 08:00 and 17:30, Monday to Friday, in a week is equal to or exceeds three per cent (3%) of the maximum annual number of periods, then any assigned workload outside of these times shall be by mutual agreement only. Otherwise, the total assigned workload shall not exceed the maximum periods except by mutual consent. Such additional periods shall be compensated at the rate of 1/900 of annual salary for each period in excess of the maximum periods.

10.4.8 If an instructor agrees to work on Saturdays or Sundays, for other than instructional assignments, he shall be compensated at the rate of 1/1102 of annual salary for each hour so worked.

10.4.9 By mutual agreement between the instructor and the relevant Dean/Director, time off in lieu of payment (compensatory time) may be arranged. Such compensatory time shall be paid on the following basis:

10.4.9.1 One day or equivalent for each two instructional overload periods assigned as per Clause 10.4.7.

10.4.9.2 One hour for each overtime hour assigned as per Clause 10.4.8.

10.5 Heavy Industrial Programs

10.5.1 Daily hours of work shall vary depending on program requirements, weather, location and season.

10.5.2 The maximum number of hours of work shall be 1400 per year.

10.5.3 If required to work beyond 1400 hours per year, the instructor shall be compensated for such overtime at the rate of:

$$\frac{\text{Number of overtime hours} \times \text{Salary}}{1102}$$

or, upon mutual agreement, compensatory time off equivalent to the number of excess hours.

10.5.4 If a Heavy Equipment or Truck Transport instructor is employed in a Term or Replacement capacity for less than a full College year or less than full time, the instructor shall be paid for all hours worked to a maximum of 1400 hours, at an hourly rate calculated by:

$$\frac{\text{Annual Salary}}{1400}$$

Any hours worked beyond 1400 in that College year shall be paid at an hourly rate calculated by:

Annual Salary

1102

10.6 Visual and Performing Arts Instructors

10.6.1 A period shall equal 50 to 60 minutes.

10.6.2 No instructional load shall contain more than four successive classroom based lecture or lab hours without a continuous break of at least 30 minutes.

10.6.3 (a) For visual art and drama instructors only, the maximum instructional workload shall not exceed 504 periods per academic year excluding examination periods.

(b) For visual art studio instructors, the maximum number of preparations shall be either three (3) per week if the courses are six-hour courses or four preparations per week made up of two six-hour courses plus two other courses of less than six hours.

(c) For art history instructors, workload shall be as specified in Clause 10.4 for University Studies instructors.

(d) For music instructors, workload for each full-time instructor shall be up to 224 periods per Full Term or 72 periods per Condensed Term.

10.6.4 (a) Notwithstanding 10.6.1 above, for music instructors only, conservatory periods shall equal up to 75 minutes of instruction. For the purposes of this Agreement 'conservatory' refers to one-to-one instruction of music students in non-credit courses.

(b) For music instructors only, the maximum number of preparations shall be five (5), defined in terms of 'course units' per academic semester. Course units are defined as follows:

- (i) One-to-one instrumental or vocal instruction in credit and non-credit courses. A maximum of eight (8) periods of one-to-one instruction, as defined in 10.6.1 above, shall equal one course unit.
    - (ii) One to three (1 - 3) small ensembles in the same instrument group, including voice.
    - (iii) One large ensemble.
    - (iv) One group course (credit or non-credit). Multiple sections of a single course collectively constitute one course unit.
  - (c) For instructors teaching one (1) lecture format, group course of three (3) credits or more in a semester, the maximum number of preparations shall be five (5) course units per semester. For instructors teaching two (2) or three (3) lecture-format, group courses of three credits or more in a semester, the maximum number of preparations shall be four (4) course units per semester.
- 10.6.5 Other College sponsored or approved visual and performing arts activity apart from classroom or individual instruction shall be valued at up to four (4) periods per academic semester, at the Dean's discretion based on the Chairperson's recommendation.
- 10.6.6 An instructor may be assigned to teach between the hours of 08:00 and 17:30, Monday to Friday. If the assigned teaching load between the hours of 08:00 and 17:30, Monday to Friday, in a week is equal to or exceeds three per cent (3%) of the maximum annual number of periods, then any assigned workload outside of these times shall be by mutual agreement only. Otherwise, the total assigned workload shall not exceed the maximum periods except by mutual consent. Such additional periods shall be compensated at the rate of 1/900 of annual salary for each period in excess of the maximum.
- 10.6.7 If an instructor agrees to work on Saturdays or Sundays, for other than instructional assignments, he shall be compensated at the rate of 1/1102 of annual salary for each hour so worked.

10.6.8 By mutual agreement between the instructor and the appropriate Dean/Director, time off in lieu of payment (compensatory time) may be arranged. Such compensatory time shall be paid on the following basis:

10.6.8.1 One day or equivalent for each two instructional overload periods assigned as per Clause 10.6.6.

10.6.8.2 One hour for each overtime hour assigned as per Clause 10.6.7.

10.6.9 For musical instrument repair instructors only, the maximum instructional workload for each full-time instructor shall not exceed 308 periods per Full Term or 99 periods per Condensed Term.

## 10.7 Non-Instructional Faculty

10.7.1 Employees whose primary responsibility is not direct teaching shall have assigned work hours of thirty-five (35) per week.

10.7.2 Any employee required to work beyond the thirty-five (35) hour week shall be compensated at the overtime rate of:

$$\frac{\text{Number of Overtime hours} \times \text{Salary}}{1102}$$

or upon mutual agreement, compensatory time off equivalent to the number of excess hours.

10.7.3 As of the date of the agreement, positions covered by Article 10.8.1 and 10.8.2 include, but are not limited to, Welding Examiner, Learning and Development Specialist, eLearning Curriculum Design Specialist, Teaching and Learning Librarian, Digital Literacy Librarian, Reference Librarian, Access Strategist, and Mental Health Coordinator. Organizational or Program changes may require modifications to this list.

## 10.8 Distance Education and Alternative Delivery

10.8.1 For the purposes of this article, distance education and alternative delivery shall refer to instructional assignments utilizing technologies such as audioconferencing, videoconferencing, and the World Wide Web to instruct students who are completing courses at a distance and/or by self-directed study.

- 10.8.2 If an instructor is to be assigned workload that requires the use of new technologies with which the instructor is unfamiliar, release time and professional development activities which shall provide the instructor with the necessary skills and knowledge, shall be provided by the College, as directed by the appropriate Dean.
- 10.8.3 At least two months notice of an assignment to develop a distance learning or alternative delivery course or course components shall be provided by the College to the instructor(s) involved. Such notice shall include a clear description of the tasks to be completed by the instructor(s) during the development process, an estimate of the time allocated for the completion of these tasks, and the resources which shall be made available to the instructor(s) for this purpose. If within ten days of being informed of the rest of their workload over this period, an instructor so assigned judges that the overall workload during this period is unreasonable, the instructor shall have access to the workload appeal process outlined in article 10.1.5 (a) and 10.1.5 (b) of this Collective Agreement.
- 10.8.4 At least one months notice of an assignment to deliver a distance learning or alternative delivery course or course component shall be provided to the instructor(s) involved. If this is a first-time delivery of such a course or course component, for an instructor so assigned, the assignment shall include a clear description of the duties involved, an estimate of the times required to complete these duties and the resources available to the instructor for the fulfilment of these duties.

If within ten days of being informed of the rest of their workload over this period, an instructor so assigned judges that the overall workload during this period is unreasonable, the instructor shall have access to the workload appeal process outlined in article 10.1.5 (a) and 10.1.5 (b) of this Collective Agreement.

## 10.9 Power Lab

- 10.9.1 The instructional workload for each full-time Power Lab instructor shall be up to 128 student contact periods per 8-week intake. Where the intake is longer than 8 weeks, the maximum workload shall be adjusted pro rata. Where the intake is shorter than 8 weeks, workload shall be averaged over two consecutive intakes and the maximum workload adjusted pro rata.

- 10.9.2 A student contact hour shall equal 50 to 60 minutes of lecture-type instruction, or 60 minutes of laboratory or shop experience.
- 10.9.3 Pursuant to article 10.1.7 of the Collective Agreement, the work year shall refer to the 200 working days within the applicable Academic Year, during which each faculty member has a workload responsibility to the College. The Academic Year and the work year shall be designated by the Dean/Director.
- 10.9.4 In addition to instructional contact time, an Instructor shall be available for consultation with students, as outlined in article 10.1.6.
- 10.9.5 No instructional load shall contain more than four successive classroom based lab hours without a continuous break of at least 30 minutes.
- 10.9.6 No instructional load shall exceed more than six total classroom based lab hours in a single day.
- 10.9.7 If an Instructor provides instruction in more than one area, the area where the majority of time is spent shall be considered the area of workload calculation.
- 10.9.8 Should a Power Lab Instructor be asked to take on the responsibilities and duties of the Chief Engineer of the Power and Process Laboratory the Instructor will be provided a workload release of not less than 40%.

## ARTICLE 11 - SUPPLEMENTARY BENEFITS

### 11.1 Application

Except as specifically provided, the provisions of this article shall apply only to permanent, probationary and replacement employees in permanent or term positions.

### 11.2 Holiday and Time Off

11.2.1 All employees are entitled to paid leave for:

(a) Each of the following designated holidays:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	August Provincial Holiday
Canada Day	Family Day

Where a designated holiday falls on a regularly-scheduled day of rest, the holiday shall be moved to the first regularly-scheduled work day following the holiday.

(b) The period December 24 to December 31, annually.

11.2.2 For instructors employed for a full work year, as defined in 10.1.7, if an instructor takes Annual Vacation days during the work year before taking Annual Vacation, the instructor shall obtain approval from the Dean/Director for the time of the Annual Vacation days taken, and the time of compensating days of work.

11.2.3 Employees employed for less than a full work year, as defined in 10.1.7, shall earn vacation at a rate of one (1) day for each five (5) days worked. For the purpose of this clause, short-term professional development leave and designated holidays outlined in Clause 11.2.1 (a) are considered as work days. Fractional entitlements shall be rounded up to the nearest half.

11.2.4 Employees shall be paid for any leave earned but not taken at the time of resignation or termination.



11.2.5 An employee shall not accrue vacation entitlements during general illness absences that exceed 22 consecutive work days.

11.2.6 (a) The College shall endeavour, when operational requirements allow, to authorize vacation leave during summer months. All Faculty members shall be entitled to at least four (4) consecutive weeks' vacation.

(b) Notwithstanding Clause 11.2.6 (a), heavy equipment instructors shall have, during the scheduled 1400 hour work year, a minimum of two (2) consecutive weeks during the months of July and August for vacation leave. This two (2) week break may not necessarily follow the normal calendar week.

11.2.7 Where a faculty member is assigned by the College to work in excess of 200 work days, the member shall be paid 1/200 of their annual salary for each day worked beyond 200 work days. No such assignment shall result in a work year exceeding 220 days. As in 10.1.7, days spent as a participant in the Instructional Skills Workshop shall not be counted as work days for the purpose of completing the academic year.

### 11.3 Conditions and Procedures Governing Sick Leave

11.3.1 "Casual Illness" means an illness or medical condition which causes an Employee to be absent from duty for a period of three (3) consecutive work days or less, and includes medical or dental treatment requiring an absence of one-half (1/2) day or longer for which reasonable notice has been given by the Employee.

11.3.2 An Employee in their first and in each subsequent calendar year of employment shall be entitled to a maximum of twelve (12) work days of casual illness leave with pay. Each day or portion of a day of casual illness used, within a year of service, shall be deducted from the remaining casual leave entitlement for that year of service.

11.3.3 "General Illness" means an illness which causes an employee to be absent from duty for a period of more than three (3) consecutive work days but shall not exceed sixty (60) consecutive work days or three (3) consecutive months, whichever is the shorter period.

11.3.4 An employee at the commencement of each calendar year of employment shall be entitled to General Illness Leave at the specified rates of pay in accordance with the following sub-clauses, and the application of such general illness leave shall be as set out in accordance with Clause 11.3.5.

- (a) Illness commencing in the first month within the first year of employment; no salary for each of the first ten (10) work days of illness and thereafter 70% of normal salary for fifty (50) work days of illness.
- (b) Illness commencing in the first calendar year of employment, but following the first month of employment; 100% of normal salary for each of the first ten (10) work days of illness and 70% of normal salary for each of the next fifty (50) work days of illness.
- (c) Illness commencing in the second calendar year of employment; 100% of normal salary for each of the first fifteen (15) days of illness and 70% of normal salary for each of the next forty-five (45) work days of illness.
- (d) Illness commencing in the third calendar year of employment; 100% of normal salary for each of the first twenty-five (25) work days of illness and 70% of normal salary for each of the next thirty-five (35) work days of illness.
- (e) Illness commencing in the fourth calendar year of employment; 100% of normal salary for each of the first thirty-five (35) work days of illness and 70% of normal salary for each of the next twenty-five (25) work days of illness.
- (f) Illness commencing in the fifth calendar year of employment; 100% of normal salary for each of the first forty-five (45) work days of illness and 70% of normal salary for each of the next fifteen (15) work days of illness.
- (g) Illness commencing in the sixth or any subsequent calendar years of employment; 100% of normal salary for each of the first sixty (60) work days of illness.

- (h) For the purposes of Clause 11.3.4 "employment" includes salaried employment and also any prior employment on wages provided that there is no break in service.
- 11.3.5 Subject to Clause 11.3.7, an employee who returns to active work with no medical limitations or condition after a period of general illness of not more than sixty (60) consecutive working days or three (3) consecutive months, whichever is the shorter period, shall have any illness leave days used, for which normal salary was paid at the rate of 100%, reinstated for future use at the rate of 70% of normal salary, within the same year of employment. General Illness Leave days used for which normal salary was paid at the rate of 70% shall be reinstated for future use within the same year of employment at the rate of 70% of normal salary.
- 11.3.6 For purposes of this article, the maximum period of continuous absence recognized shall be sixty (60) consecutive work days or three (3) calendar months, whichever is the shorter period. Absences due to illness or disability in excess of that period shall be subject to Clause 11.3.14.
- 11.3.7 If the Employee suffers a relapse, complication, or recurrence of the same illness without first completing fifteen (15) consecutive days of normal work without any medical restrictions or limitations, there shall be no reinstatement of the used General Illness days.
- 11.3.8 When a day designated as a Statutory Holiday under Clause 11.2 falls within a period of general illness, it shall be debited as a day of general illness and under no circumstances shall an employee be authorized both a day of general illness and a holiday for the same day.
- 11.3.9 An Employee, seeking to commence General Illness Leave benefits will be required to provide an acceptable doctor's note. The cost of such proof shall be borne by the employee.

An Employee, during a period of General Illness, may be required to periodically provide an acceptable medical certificate indicating the need to remain off duty. The cost of such proof shall be borne by the Employee. Prior to return to active work after a period of General Illness an Employee may be required to provide an acceptable medical certificate or clearance by the College Health Services indicating that the Employee is capable of performing their regular required duties on a normal basis. The College shall

reimburse the Employee for any physician's fee charged for such a certification.

- 11.3.10 An Employee may be required to provide an acceptable medical certificate upon return to work from casual sick leave. An Employee may also be required to submit proof of attendance at a medical, dental, or optical appointment when time off work is granted to attend such appointments. The cost of such proof shall be borne by the Employee.

Where the College requires the Employee to provide such proof of attendance or certificate, the Employee shall be so advised prior to returning to work. The cost of such proof shall be borne by the College.

- 11.3.11 The College may require that an Employee be examined by a Doctor of the Employee's choice from a list of three Doctors provided by the College, or by an appropriate specialist chosen by the Doctor chosen above:

- (a) in the case of prolonged or frequent absence due to general illness, or,
- (b) when it is considered that an employee is unable to satisfactorily perform their duties due to disability or illness.

The cost of such examination shall be borne by the College.

- 11.3.12 The College shall maintain a Long-Term Disability Plan, providing a 70% benefit, with a maximum monthly benefit of \$3,500. The Employee shall pay the premium costs of the Plan.

- 11.3.13 All employees shall be eligible to participate in the LTD plan provided they meet the eligibility requirements. Eligibility requirements and coverage may be changed by the carrier of the plan, or by mutual agreement of the Faculty Association and the College.

- 11.3.14 An eligible employee who becomes ill or disabled and who, as a result of such illness or disability is absent from work for a period of sixty (60) consecutive work days or three (3) consecutive months, whichever is the shorter period, may apply for Long Term Disability benefits as provided under the LTD plan. The final ruling as to whether or not the claimant's disability is of a nature

which is eligible for benefit within the interpretation of the provisions of the plan shall be made by the third party claims adjudicator.

11.4 Conditions and Procedures Governing Special Leave

11.4.1 An employee upon application to the President or their designee shall be granted special leave at their basic rate of pay. Subject to 11.4.3, the maximum special leave allowance, per occurrence, is as follows:

- (i) Bereavement - five (5) days
- (ii) Administration of Estate - one (1) day
- (iii) Disaster conditions - two (2) days
- (iv) Write examination(s) for course(s) approved by the College - as required.
- (v) Attend funeral as pall-bearer or mourner - one (1) day
- (vi) Be present at birth or adoption proceedings of an employee's child -one (1) day
- (vii) Attend formal hearing to become Canadian Citizen - one (1) day
- (viii) Personal Leave Days – three (3) days – Faculty will be eligible for three days to attend to personal business in each academic year. The scheduling of these leave days will be granted provided they do not impact the normal operations of the College and are subject to approval by the College. The College will consider the reason for the leave when considering any requests for personal leave.

Travel time required for special leave shall be over and above the time specified in Clause 11.4.1 upon application to the President or designee.

Special leave requiring the employee's personal attention for situations not covered in this article may be granted upon application to the President or designee.

11.4.2 For the purposes of determining eligibility for special leave under Clause 11.4.1 the following provisions shall apply:

- (i) Bereavement - leave of absence shall be granted in the event of the death of any of the following relations of an employee or spouse: parents, guardian, parent-in-law, grandparent, grandchild, son, daughter, brother, sister, or the husband or wife of any of them, or a person permanently residing in the employee's household or with whom the employee permanently resides;
- (ii) Administration of Estate shall apply only when an employee has been designated as an executor of the estate for the deceased;
- (iii) Disaster conditions shall apply for a critical condition which requires an employee's personal attention in a disaster (flood, fire, etc.) which cannot be served by others or attended to by the employee at a time when he/she is normally off duty.

11.4.3 The maximum number of days granted for special leave per calendar year shall be seven (7) working days. This maximum number of days for special leave may be exceeded upon approval of the College.

## 11.5 Leave Without Pay

11.5.1 Where workload and manpower requirements permit, an employee may be granted leave without pay upon request to the Vice President or their designee. Employees taking leave without pay exceeding twenty (20) work days shall be given the opportunity to maintain their applicable benefit coverage for the period of leave provided they prepay all premium costs for that period of coverage.

## 11.6 Maternity and Parental Leave

11.6.1 Employees are entitled to sixteen (16) weeks of maternity and/or sixty-two (62) weeks of parental leave without pay in accordance with the Alberta Employment Standards Code and may be granted additional parental leave by mutual agreement with the College.

11.6.2 The College's People and Culture Department and the Faculty Association shall each keep a copy of the Employment Standards Code for reference by Employees.

- 11.6.3 Upon reasonable notice being given to the College, an employee may be granted paternity leave of up to five (5) days with pay at or about the date of birth of the child.
- 11.6.4 Employees taking maternity or parental leave shall be given the opportunity to pre-pay all benefits for the period of their absence from the College. The College shall continue its normal contributions to an employee's supplementary benefits during the leave. The amount of this contribution shall be a liability to the employee in the event of failure to return service.

## 11.7 Insurance - Group Life

- 11.7.1 Participation is a condition of employment for all employees.
- 11.7.2 The College shall pay 100% of the premium for the first \$25,000 of coverage, the Employee shall pay 100% of the premium for the balance of the insurance.
- 11.7.3 The schedule of insurance for an employee who is eligible to participate shall be two and one-half (2 1/2) times regular annual salary rounded out to the next highest \$1,000.00 to a maximum coverage of \$300,000.00

## Insurance - Accidental Death and Dismemberment

- 11.7.4 The College shall maintain a Master Insurance Policy for all employees that provides insurance coverage up to a maximum principal sum or 2 1/2 times salary in the event of accidental death, or dismemberment. This policy shall be in addition to the policy stated in Clause 11.7.3.

11.7.4.1 The total premium cost of this policy shall be paid by the College

## Insurance – Business Travel Accident

- 11.7.5 The College shall maintain a Master Insurance Policy for all employees covered by this Agreement that provides insurance coverage at ten (10) times regular annual salary rounded out to the next highest one thousand dollars (\$1,000) up to a maximum principal sum of five hundred thousand dollars (\$500,000) in the event of accidental death, or dismemberment, resulting from injury occurring while travelling on College business. The total premium cost of this policy shall be paid by the College.

### Insurance - General Liability

11.7.6 The College shall provide General Liability Insurance coverage for all employees while engaged in the scope of their regular work duties. Coverage provided shall be in accordance with the terms and conditions of the General Liability Policy of which the College is the policy holder.

11.7.7 The total premium cost of the policy shall be paid by the College.

### 11.8 Health Care

11.8.1 Premiums for Health Insurance shall be paid as follows:

- |     |                                     |                 |
|-----|-------------------------------------|-----------------|
| (a) | Supplemental Health Care Insurance: | 100% by College |
| (b) | Dental Insurance:                   | 100% by College |
| (c) | Vision Care:                        | 100% by College |

11.8.2 Dental insurance shall provide 80% of Basic Services and 50% of Major Restorative Coverage (maximum basic - and - major annual benefit of \$1,500 per person) and 50% Orthodontic Coverage (maximum lifetime benefit \$2,000 per person).

11.8.3 Vision Care is a feature of the Supplementary Health Care Plan and assists in the cost of purchasing necessary eyeglasses or contact lenses. This benefit provides \$200 coverage every two calendar years for each covered family member, (\$200 annually for dependants under 18 years of age).

11.8.4 The College shall provide for each employee a Health Spending Account that adheres to Canada Revenue Agency requirements, in the amount of nine hundred dollars (\$900) annually, this amount to be available on 1<sup>st</sup> of January each year.

### 11.9 Workers' Compensation

11.9.1 If an employee sustains an injury in the course of their duties with the College, which causes them to be absent from work and, as a result, becomes eligible to receive Workers' Compensation payments, the College shall make



any supplementary payments required to ensure that the employee's normal net salary is protected for the periods outlined hereunder:

<u>Term of Employment</u>	<u>Eligibility Period</u>
Up to and including five (5) years	60 days
Six (6) to ten (10) years	90 days
More than ten (10) years	120 days

11.9.2 If the employee has not returned to work due to injury when their eligibility period has expired, they shall then be paid according to the rate prescribed by the Worker's Compensation Act and shall be paid any benefit to which the employee might be entitled under the provision of the Long Term Disability plan.

11.9.3 If an Employee suffers a relapse or re-occurrence of a disability due to a previously claimed injury, and has previously used the total eligibility period, the eligibility period specified in Clause 11.9.1 shall not apply and the Employee shall be compensated in accordance with Clause 11.9.2.

11.9.4 If an Employee suffers a relapse or re-occurrence of a disability due to a previously claimed injury and has not used the total eligibility period, the College shall make any supplementary payments required to ensure that the employee's normal net salary is protected for the unexpended period of eligibility. Once the total eligibility period has been used, the Employee shall be compensated in accordance with Clause 11.9.2.

#### 11.10 Death Benefit

11.10.1 In the event of the death of the employee, the College shall over and above any other insurance policies, pay to the employee's designated beneficiary the salary entitlement for the month in which the death occurs, and one additional month's salary.

#### 11.11 Work Clothing

11.11.1 Where uniforms, coveralls, smocks, or other such items are required for the protection of an employee's personal garments, the College shall provide, clean, and replace such items as required.

11.11.2 Protective clothing and safety equipment shall be supplied by the College to the employee as required by the Occupational Health and Safety Act and the regulations therein.

11.12 Review of Benefit Plans

11.12.1 The College and the Faculty Association shall each name one person to a standing committee to review the overall operation of benefit plans. The committee shall meet at least annually and may make recommendations as it sees fit to both the College and the Faculty Association. The committee shall not serve as an advocate for any individual or group of individuals.

11.13 Supplementary Employee Benefits

11.13.1 The College shall provide subsidized membership in the Sport and Wellness Centre for all Association members and their immediate families. The College will consult the Association in establishing or amending any policy or procedures with regard to Employee access to the facilities and rates set for their membership in the Sport and Wellness Centre.

11.13.2 Each Faculty member and members of his/her immediate family, shall be entitled to one course, in each semester, tuition free.

Enrolment is conditional on:

- (a) the course having sufficient enrolment to run without this entitlement, and
- (b) students other than those referred to in this Clause shall have priority in regard to enrolment, and
- (c) the entitlement applies to group instruction only, and
- (d) the entitlement may be applied on a pro-rata basis to a full-time program of study.

For the purpose of this Article, immediate family includes and is limited to spouse (including common-law spouse resident with the faculty member) and dependant children, stepchildren or wards of the faculty member permanently residing in the household of the faculty member or his/her spouse.

## **ARTICLE 12 - PROFESSIONAL DEVELOPMENT**

- 12.1 Faculty Professional Development shall be funded and administered in accordance with the College's policy governing Faculty Professional Development, and a substantive breach of this Policy is agreed to be a grievable matter.
- 12.2 The College's policy governing Faculty Professional Development will not be amended except with the mutual consent of the College and the Faculty Association.

## ARTICLE 13 - GRIEVANCE PROCEDURE

### 13.1 Definition of Grievance

A grievance shall be defined as any difference arising out of the interpretation, application, administration, or violation of the agreement by either party, unjust treatment, discrimination, or unsafe working conditions.

### 13.2 Subject to 13.5, a grievance shall be settled in the following manner:

#### 13.2.1 Level 1

The employee or the Faculty Association shall first seek to settle the dispute through discussion with the responsible Associate Dean (in the case of instructional faculty), or Director (in the case of non-instructional faculty). A Faculty Association Representative may be present if the employee requests. This process must be initiated in writing within ten (10) working days of (i) the date upon which the subject of the alleged grievance occurred or (ii) of the time when the employee first became aware of the subject or ought to have become aware of the subject of the grievance. The employee and the Faculty Association shall receive a written reply within five (5) working days of the discussion.

#### 13.2.2 Level 2

If the dispute is not satisfactorily resolved at Level 1, the Faculty Association and the employee shall submit to the Director, People and Culture a written statement of the grievance. The grievance must be signed by the grievor(s) and the President of the Faculty Association, must be received within fifteen (15) working days of the conclusion of Level 1, and shall contain:

- (a) a summary of the circumstances giving rise to the grievance
- (b) the provision(s) of the Agreement considered violated, and
- (c) the particulars of the remedy sought.

The Director, People and Culture shall convey the written statement of the grievance to the appropriate Vice-President or their designate. In this respect, "appropriate" is defined as the Vice-President to whom the grievor

has no direct or indirect reporting relationship. The Vice-President, or their designate, shall review the grievance and submit a written reply to the employee, the Faculty Association and to the responsible Associate Dean or Director within fifteen (15) working days of the submission of the written statement of the grievance.

#### 13.2.3 Level 3

If the grievance is not satisfactorily settled at Level 2, the Faculty Association and employee may submit the grievance to the President or their designate within fifteen (15) working days of the receipt of the reply at Level 2.

The President or their designate shall submit a written reply to the Faculty Association and employee within fifteen (15) working days of the submission of the grievance at Level 3.

#### 13.2.4 Proposal to Mediate

- (a) At any time after the filing of a grievance at Level 2, either party may suggest to the other that the grievance be referred to mediation. Grievances shall only be referred to mediation if both parties agree.
- (b) Normal timelines for the processing of a grievance shall be suspended while mediation is underway. Should the parties be unsuccessful in mediating a resolution to the grievance, the parties shall revert to the normal procedure outlined in 13.2.2, 13.2.3 and 13.3 herein.
- (c) If the mediation resolves the grievance, the Mediator shall provide the parties with a report outlining the basis for settlement.
- (d) The parties agree to share equally the fees and expenses of the Mediator unless the parties and the Mediator otherwise agree.

### 13.3 Grievance Arbitration

- 13.3.1 If the grievance is not satisfactorily settled at Level 3, the grievance may be referred by the Faculty Association to a single Arbitrator. The grievance must be referred within fifteen (15) working days of the reply at Level 3.
- 13.3.2 The parties will attempt to agree to the appointment of a single Arbitrator. If the parties are unable to agree on an Arbitrator, either or both may apply to the Director of Mediation Services to have an Arbitrator appointed from the roster.
- 13.3.3 The Arbitrator shall hear the grievance and issue an award in writing and the award is final and binding upon the parties.
- 13.3.4 The two parties shall equally share the expense of the Arbitrator.

### 13.4 Time Limits

- (a) If the employee or the Faculty Association fail to process the grievance within the time limits specified, the grievance shall be deemed to have been abandoned.
- (b) If the College fails to process the grievance within the time limits specified, the grievor may advance the grievance to the next level within ten (10) working days of the date on which the reply was due.
- (c) The time limits shall be exclusive of Saturdays, Sundays, and Statutory Holidays.
- (d) The time limits may be extended by mutual agreement.

### 13.5 Variance From Grievance Procedure

Grievances arising from dismissal, other than the dismissal of a probationary employee, shall initially be heard at Level 3. Grievances arising from demotion or suspension may be initially heard at Level 3, by mutual agreement of the parties to this Agreement. A grievance or disagreement arising out of the assignment of

workload shall be resolved in accordance with 10.1.5 and not under Article 13. A grievance or disagreement arising out of the application of Article 19 shall be resolved in accordance with 19.9 and not under Article 13. A grievance arising out of the dismissal of a probationary employee may be presented at level 2 and shall be resolved at that level

13.6 Notice of Dismissal, Suspension or Discipline

When an employee is dismissed, suspended, or otherwise disciplined, such employee and the Faculty Association shall be advised in writing by the College of the reason for such action.

13.7 Unjust Suspension or Dismissal

If in the opinion of the parties or an Arbitrator, an employee has been unjustly suspended or dismissed, they may be immediately reinstated in their former position or otherwise may be compensated in such a manner as is judged equitable.

13.8 Faculty Association Grievance

The Faculty Association shall have the right to file a grievance as per Clause 13.1.

The Faculty Association shall first seek to settle the dispute through discussion with the responsible Dean, or Director. This process must be initiated by the Faculty Association within fifteen (15) working days of (i) the date upon which the subject of the alleged grievance occurred, or (ii) the time the Faculty Association first became aware of the subject or ought to have become aware of the subject of the grievance. This shall be considered level 1 of this process.

If the dispute is not satisfactorily resolved, such grievance shall be submitted in writing by the Faculty Association President or their designee at Level 3 in the Grievance Procedure. The written statement shall be received within fifteen (15) working days of the initial discussion of the grievance at Level 1.

13.9 College Grievance

The College shall have the right to file a grievance with respect to the interpretation, application, administration or alleged contravention of the Agreement. Such grievance shall be presented in writing signed by the College President or their designate, to the Faculty Association President within fifteen (15) working days of

the date upon which the subject of the alleged grievance occurred, or within time fifteen (15) working days of the time the College first became aware of the subject or ought to have become aware of the subject of the grievance. .

A meeting of the College President or their designate plus a nominee and the Faculty Association President plus their nominee shall be held within ten (10) working days of the presentation of the grievance. Failing settlement at this meeting, the Faculty Association shall within five (5) working days give the College its written reply to the grievance. Such grievance may be referred to an Arbitrator within ten (10) working days of the date the College received the Faculty Association's reply.

- 13.10 No Arbitrator or other body shall, by its award, alter or amend the terms of this Agreement.
- 13.11 The Faculty Association shall have the right to appoint five (5) of its members as Faculty Association Representatives to its members. The Faculty Association shall notify the College President of the names of the Representatives within two (2) weeks of their appointment.
- 13.12 The Faculty Association Representatives shall be granted access to the college in investigating a grievance. The granting of time off to investigate the grievance must be approved by the appropriate Dean/Associate Dean/Director. Such approval shall not be unreasonably denied. Approved time off for Faculty Association Representatives shall be without loss of earnings.



## ARTICLE 14 - NEGOTIATIONS

- 14.1 The parties shall follow all applicable provisions set out in the Alberta Labour Relations Code with respect to the collective bargaining process. The parties may mutually agree to different timelines with respect to the collective bargaining process.
- 14.2 If no notice to commence collective bargaining is served within the timeframe set out in the Alberta Labour Relations Code (i.e., not less than 60 days and not more than 120 days preceding the expiry of the term of this agreement), this agreement will remain in force unchanged and its term shall be extended by one (1) year.
- 14.3 If, outside of the collective bargaining process and during the term of this agreement, the parties agree to amend this agreement, then any such amendment shall be documented as a letter of understanding which may, if expressly stated in the letter of understanding, supersede the original article(s) of this agreement.
- 14.5 Subject to operational requirements and at no cost to the College, the College shall grant a maximum of six (6) members of the Association's Negotiating Committee release from duties to attend negotiating meetings with the representatives of the College.

The parties agree to preschedule negotiations to minimize the need for the Association to arrange replacement instructors and to seek prior approval for such replacements from the College.

## **ARTICLE 15 - USE OF COLLEGE FACILITIES**

- 15.1 College facilities shall be made available to the appropriate Department members for college-related educational purposes.
- 15.2 Subject to operational requirements, College facilities shall be made available to the Faculty Association free of charge for its meetings.

## **ARTICLE 16 - SUPPLIES AND EQUIPMENT**

- 16.1 The College shall make available to employees the instructional resources deemed necessary by the College.

## ARTICLE 17 - CHAIRPERSON

### 17.1 Definition

17.1.1 Chairperson's appointment generally consists of administrative and/or supervisory duties that have been assigned by a Dean/Associate Dean/Director to a faculty member for a term certain. This Article pertains only to the faculty member in their role as Chairperson. All other terms and conditions of employment shall be as provided elsewhere in this agreement.

### 17.2 Appointments

17.2.1 All Chairperson positions shall be posted for a period of one (1) week prior to external advertising. Qualified personnel shall be granted an interview upon application.

17.2.2 The initial appointment and any subsequent renewal shall be made through a process of consultation between the Dean/Director and the faculty members of the department or program involved, with the Dean/Director then making the recommendation to the appropriate Vice President. In cases of renewal, each faculty member of the department or program involved, except those faculty members on long-term leave during the period of the renewal process, shall have the opportunity to express to the Dean/Director, orally or in writing, an opinion as to the suitability of the Chairperson for renewal. Written expressions of opinion shall be by means other than the annual Chairperson's evaluation process.

17.2.3 Appointments may be granted for terms of up to three (3) years.

17.2.4 Upon initial appointment, a Chairperson shall be required to serve a probationary period not to exceed twelve (12) months.

17.2.5 Instructors appointed for a term certain to the position of Chairperson shall have the right to return to regular instructional duties at the conclusion of their appointments.

17.2.6 Decisions regarding the renewal or non-renewal of a Chairperson's appointment shall be made prior to May 1st.

- 17.2.7 A Chairperson whose duties have been reassigned to serve in a more senior position and who performs all of the primary duties of that position for a period of two (2) consecutive weeks in an academic year shall be considered to be in an acting capacity and the salary shall be adjusted accordingly for that period, retroactively to a higher rate set by the College.

17.3 Compensation

- 17.3.1 Chairpersons shall have their instructional workload reduced by not less than 40%. There shall be additional reductions reflecting the number of programs supervised, number of staff supervised, number of students supervised, complexity of the program and experience of the chair. The extent of the reductions shall be at the discretion of the relevant Dean/Associate Dean/Director.
- 17.3.2 A Faculty member appointed as a Chairperson will receive an allowance of seven and four-tenths per cent (7.4%) of the maximum salary on the salary grid on which they fall.

## ARTICLE 18 - COORDINATOR

### 18.1 Definition

18.1.1 The Coordinator's appointment generally consists of administrative duties that have been assigned by a Chairperson to a faculty member for a term certain. This Article pertains only to the faculty member in their role as Coordinator. All other terms and conditions of employment shall be as provided elsewhere in this agreement.

### 18.2 Appointments

18.2.1 All Coordinator positions shall be posted internally and subsequently externally if required. Qualified personnel shall be granted an interview upon application.

18.2.2 The initial appointment and any subsequent renewal shall be made through a process of consultation between the Dean/Director and the department Chairperson. The Dean/Director will make the final decision regarding appointments.

18.2.3 Appointments may be granted for terms of up to three (3) years, with the exception of incumbents hired into fulltime Coordinator position.

18.2.4 Upon initial appointment, a Coordinator shall be required to serve a probationary period not to exceed twelve (12) months.

18.2.5 Instructors appointed for a term certain to the position of Coordinator shall have the right to return to regular instructional duties at the conclusion of their appointments.

### 18.3 Compensation

18.3.1 Coordinators shall have their instructional workload reduced by not less than 40%. There shall be additional reductions reflecting the number of programs supervised, complexity of the program and experience of the Coordinator. The extent of the reductions shall be at the discretion of the relevant Dean/Associate Dean/Director.



## **ARTICLE 19 – INTELLECTUAL PROPERTY**

- 19.1 In clauses 19.2 and 19.3 below, instructional materials shall refer to tests and exams, exercise sets and solutions, study guides, lab manuals, and other handouts.
- 19.2 Instructional materials developed by an instructor for distribution, in any media, to their students may be used, with the permission of the instructor, by the College in College program delivery. It is recognized that the College has a right to the reasonable, non-commercial use of such materials, and this permission shall not be unreasonably denied.
- 19.3 Published course outlines are public documents and shall be construed as being in the public domain.
- 19.4 When an instructor has been explicitly assigned the development of instructional materials for College use, both the College and the instructor have the right to freely use these materials for non-commercial educational purposes but copyright rests with the College.
- 19.5 If an opportunity arises for the commercial exploitation of materials identified in (2) and (4) above, the College and the instructor shall share the net revenue in a 50-50 ratio unless both parties agree, in writing, to a different ratio.
- 19.6 When an instructor has been explicitly assigned the development of course materials for a third party as part of the fulfillment of a contract between the College and a third party, the contract shall determine the ownership of these materials.
- 19.7 Other instructional materials developed by an instructor shall be the property of that instructor, unless agreement otherwise has been reached between the instructor and the College.
- 19.8 Should a faculty member wish to produce a work outside of assigned workload, but using college resources, such as shop or lab facilities, photocopying, long distance telephone, they shall seek prior approval to use these resources from the Vice-President, Instruction. Should the cost implications to the College be significant, the College may ask for financial compensation.
- 19.9 If a disagreement arises over the application of the Article, a Notice of Appeal may be filed in writing with the Vice-President, Academic and Student Experience. Such



Notice of Appeal must be filed within 10 working days of the time when the complainant became aware of the decision/action being appealed.

The Vice-President shall strike an ad hoc Appeals Committee whose mandate shall be to review the areas of concern and make a ruling. The decision of the Appeals Committee shall be final and binding on all parties and shall be provided within 10 working days of the appeal being filed. The membership of the Appeals Committee shall be:

- (a) the Vice-President, Academic and Student Experience or their designee,
- (b) two members of the department/program concerned, such members to be selected by the faculty members of that department,
- (c) a member named by the Faculty Association,
- (d) two members appointed by the President.

**MEMORANDUM OF UNDERSTANDING**  
between the  
**BOARD OF GOVERNORS OF KEYANO COLLEGE**  
and the  
**KEYANO COLLEGE FACULTY ASSOCIATION**

**ADJUSTMENT OF WORKLOAD IN CASE OF ILLNESS**

The parties agree that averaging of workload in accordance with Article 10 is not intended to permit the assignment of extra hours of class time to “make up” for class hours originally assigned but not delivered because the faculty member was absent due to illness.

Accordingly, if a faculty member is absent for a period of more than five (5) consecutive days due to illness, the Dean shall, upon request from that faculty member, implement a one-time, temporary reduction in the faculty member’s maximum workload for that semester. That reduction shall be:

- (a) the contractual maximum workload multiplied by the fraction of the semester that was missed due to illness, or
- (b) the number of class contact hours that were initially assigned for the period during which the faculty member was absent,

whichever is less, or

- (c) such other number as may be mutually agreed by the faculty member and the Dean.

**MEMORANDUM OF UNDERSTANDING**  
between the  
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and the  
**KEYANO COLLEGE FACULTY ASSOCIATION**

**NURSING AND ALLIED HEALTH WORKLOAD HOURS**

The Parties agree that:

1. There is a mutual interest to review the workload model, in particular relative to student contact hours for the Nursing and Allied Health programs, including the recognition for clinical instruction.
2. The College and the Faculty Association agree to form a committee to conduct the review.
3. Each party will name three (3) representatives who will be empowered to conduct and conclude the review.
4. The committee will, as a first step, review the work that was done by the committee struck as part of MOU included in the 2017-2020 collective agreement.
5. The review will, if possible, conclude with a recommendation, expressed as draft contract language, to the Board and the Association by January 31, 2026, with the possibility of extension by mutual agreement. If the new contract language is agreed to, it shall be included in future Collective Agreements.
6. If the Committee is not able to make a decision by consensus, the Committee shall advise the two Presidents who shall appoint a qualified mediator. This mediator shall work with the Committee, seek advice from appropriate experts if necessary, and bring forward a non-binding recommendation.

Dated in Fort McMurray this the day of .

**For the Board:**

*Don Scott*

Don Scott (Jul 3, 2025 08:44 MDT)

**Donald Scott**  
**Chair, Board of Governors**

**For the Association:**

*Sharon L Grantham*

Sharon L Grantham (Jul 2, 2025 07:08 PDT)

**Sharon Grantham**  
**Faculty Association President**

*Sandra Efu*

Sandra Efu (Jul 2, 2025 08:46 MDT)

**Dr. Sandra Efu**  
**Interim President & CEO**

*Pratik Jayesh Tripathi*

**Pratik Jayesh Tripathi**  
**Chairperson, KCFA Bargaining  
Committee, and Executive Director**