Schedule “A”

Salaries and Economic Benefits applicable to

Academic Staff Members holding

Continuing, Contingent Term, and Limited Term Appointments

Salary Scales and Increments July 1, 2022 – June 30, 2024

Rank	Salary Range July 1, 2022		Salary Range April 1, 2023		Salary Range December 1, 2023*		Increment Value (1.0)
	min	max	min	max	min	max	
Assistant Professor	79,435	111,184	80,428	112,574	81,634	114,262	1,900
Associate Professor	93,056	123,174	94,219	124,714	95,632	126,584	2,400
	123,175	144,975	124,715	146,787	126,585	148,989	1,200
Professor	108,771	150,426	110,131	152,306	111,783	154,591	2,700
	150,427	N/A	152,307	N/A	154,592	N/A	2,000
Assistant Professor (Teaching)	71,054	111,184	71,942	112,574	73,021	114,262	1,900
Associate Professor (Teaching)	84,674	123,174	85,732	124,714	87,018	126,584	2,400
	123,175	144,975	124,715	146,787	126,585	148,989	1,200
Professor (Teaching)	108,771	150,426	110,131	152,306	111,783	154,591	2,700
	150,427	272,405	152,307	275,810	154,592	279,947	2,000
Assistant Librarian Assistant Archivist Assistant Curator	64,768	82,843	65,578	83,879	66,561	85,137	1,700
Associate Librarian Associate Archivist Associate Curator	76,292	101,374	77,246	102,641	78,404	104,181	1,900
Librarian, Archivist, Curator	84,674	123,174	85,732	124,714	87,018	126,584	2,400
	123,175	144,975	124,715	146,787	126,585	148,989	1,200

Counsellor (Instructor)	70,006	101,374	70,881	102,641	71,944	104,181	1,700
Counsellor (Professorial)	75,245	102,465	76,186	103,746	77,328	105,302	1,900
Sr. Counsellor (Instructor), Sexual Harassment Advisor	79,435	111,184	80,428	112,574	81,634	114,262	1,900
Sr. Counsellor (Professorial)	84,674	123,174	85,732	124,714	87,018	126,584	2,400
Director, International Centre **Director, Indigenous Strategy**	123,175	144,975	124,715	146,787	126,585	148,989	1,200
Education Development Consultant	84,674	123,174	85,732	124,714	87,018	126,584	2,400
	123,175	144,975	124,715	146,787	126,585	148,989	1,200
Director, Educational Development Unit	108,771	150,426	110,131	152,306	111,783	154,591	2,700
	150,427	272,405	152,307	275,810	154,592	279,947	2,000
Senior Advisor, Protected Disclosure and Research Integrity	106,717	164,347	108,051	166,401	109,672	168,897	2,200
Advisor, Protected Disclosure and Research Integrity	86,174	133,532	87,251	135,201	88,560	137,229	2,200

Previous salary ranges from July 1, 2019 – June 30, 2020, continue to apply to June 30, 2022.

**An additional 0.5% increase shall be applied retroactive to December 1, 2023, provided the terms of the Gain Sharing Formula outlined in Schedule "A", Article 1.3.3 are met.*

Generic Academic Ranks

At the point of hiring, academic staff members outside of the ranks listed in Schedule A, will be placed in one of the following categories. The category of the academic appointment must be clearly outlined in the letter of appointment and reported to the Faculty Association.

Except for the promotion opportunities inherent within Generic Ranks A and B, any academic staff members hired into Academic Categories A through E may not be transferred to other ranks without agreement between the Parties.

A. Three-Tiered Progressive Ranks

Members in this category will be eligible for promotion to the next higher category through the process outlined in Article 28, based on criteria established: a) by a Faculty Council in accordance with GFC Policy; b) in a hiring letter; or c) in a separate document agreed to by the academic staff member and the Dean (or equivalent). In the absence of documented criteria, committees shall consider the overall accomplishments in considering whether a higher rank is appropriate. Where the position is tenure-track, tenure will normally be linked to promotion to A2.

Rank	Salary Range July 1, 2022		Salary Range April 1, 2023		Salary Range December 1, 2023*		Increment Value (1.0)
	Min	Max	Min	Max	Min	Max	
Academic Category A1	71,054	111,184	71,942	112,574	73,021	114,262	1,900
Academic Category A2	84,674 123,175	123,174 144,975	85,732 124,715	124,714 146,787	87,018 126,585	126,584 148,989	2,400 1,200
Academic Category A3	108,771 150,427	150,426 272,405	110,131 152,307	152,306 275,810	111,783 154,592	154,591 279,947	2,700 2,000

**An additional 0.5% increase shall be applied retroactive to December 1, 2023, provided the terms of the Gain Sharing Formula outlined in Schedule "A", Article 1.3.3 are met.*

B. Two-tiered Progressive Ranks

Members in this category will be eligible for promotion to the next higher rank as in item A above; however for those in the tenure track, tenure is normally not linked to promotion.

Rank	Salary Range July 1, 2022		Salary Range April 1, 2023		Salary Range December 1, 2023*		Increment Value (1.0)
	Min	Max	Min	Max	Min	Max	
Academic Category B1	70,006	111,184	70,881	112,574	71,944	114,262	1,900
Academic Category B2	79,435 123,175	123,174 144,975	80,428 124,715	124,714 146,787	81,634 126,585	126,584 148,989	2,400 1,200

**An additional 0.5% increase shall be applied retroactive to December 1, 2023, provided the terms of the Gain Sharing Formula outlined in Schedule "A", Article 1.3.3 are met.*

C/D/E Single-tier Non-Progressive Ranks

Members in these categories will not be eligible to promotion, as they are single-tiered ranks.

Rank	Salary Range July 1, 2022		Salary Range April 1, 2023		Salary Range December 1, 2023*		Increment Value (1.0)
	Min	Max	Min	Max	Min	Max	
Academic Category C	70,006	111,184	70,881	112,574	71,944	114,262	1,900

**An additional 0.5% increase shall be applied retroactive to December 1, 2023, provided the terms of the Gain Sharing Formula outlined in Schedule "A", Article 1.3.3 are met.*

Rank	Salary Range July 1, 2022		Salary Range April 1, 2023		Salary Range December 1, 2023*		Increment Value (1.0)
	Min	Max	Min	Max	Min	Max	
Academic Category D	79,435	123,174	80,428	124,714	81,634	126,584	2,400
	123,175	144,975	124,715	146,787	126,585	148,989	1,200

**An additional 0.5% increase shall be applied retroactive to December 1, 2023, provided the terms of the Gain Sharing Formula outlined in Schedule "A", Article 1.3 are met.*

Rank	Salary Range July 1, 2022		Salary Range April 1, 2023		Salary Range December 1, 2023*		Increment Value (1.0)
	Min	Max	Min	Max	Min	Max	
Academic Category E	108,771	150,426	110,131	152,306	111,783	154,591	2,700
	150,427	272,405	152,307	275,810	154,592	279,947	2,000

**An additional 0.5% increase shall be applied retroactive to December 1, 2023, provided the terms of the Gain Sharing Formula outlined in Schedule "A", Article 1.3.3 are met.*

1.1 Rank Salary

1) The starting salary at which the academic staff member has been appointed shall be stated in the letter of appointment. The salary will be effective on the date the staff member commences employment, and will remain in effect until the following June 30. However, if salary rates are adjusted as a result of collective bargaining between the Governors and the Association, the adjustment shall apply to the new academic staff member unless stated otherwise in the letter of appointment. The letter shall state separately any honorarium, which is to be paid in addition to salary.

2) Salaries, less approved and required deductions, shall be paid at least once a month by deposit directly into the academic staff member's account at any Canadian bank, credit union or other financial institution designated by the academic staff member, provided that technical arrangements satisfactory to the University can be made.

3) The salary rate of an academic staff member on leave shall be adjusted by negotiated salary rate adjustments effective during the first thirty-six (36) consecutive months of leave only. The salary rate of an academic staff member resuming regular full-time duties after thirty-six (36) consecutive months of leave shall be subject to renegotiation.

4) When payment is to be made for special assignments, including Spring or Summer Session teaching, such payment may be made according to an arrangement other than monthly payments but in any case shall be paid in full on completion of the special assignment.

5) Any tenure track Assistant Professor, Assistant Librarian, Assistant Archivist, Assistant Curator or Assistant Professor (Teaching) hired before June 1, 2014 whose rank salary reaches the maximum of the salary range for their rank prior to the end of the tenure track appointment shall be entitled to any across-the board increase or merit increment awarded, to be added to the rank salary base.

1.2 Merit Increments

1) All salary increments (as distinct from negotiated salary adjustments) are not automatic and are awarded on the basis of the duties assigned pursuant to Article 12 and according to the Merit Assessment Process outlined in Article 29.

2) The dollar value of merit increments for each rank is negotiated between the Governors and the Association.

3) Increment awards shall be calculated using the increment values stipulated in the salary schedule effective July 1 for the rank salary held by the staff member on that date.

1.3 Across-the-Board Salary Adjustment

1.3.1 Salaries in effect March 31, 2023 shall be increased by 1.25% April 1, 2023.

1.3.2 Salaries in effect November 30, 2023 shall be increased by 1.5% December 1, 2023.

1.3.3 An additional 0.5% across-the-board salary adjustment shall be made to salaries in effect November 30, 2023, retroactive to December 1, 2023, subject to the following Gain Sharing Formula:

Alberta's 20-year average (2000-2019) of Real Gross Domestic Product (GDP) is 2.7%. Provided that the "Average of All Private Forecasts for Alberta's Real GDP" for 2023 Calendar Year is at or above 2.7% as of February of 2024, then an additional 0.5% will be added to wages retroactively to Dec 1, 2023.

"Average of All Private Forecasts for Alberta's Real GDP" for 2023 Calendar Year would be a simple average of Alberta's Real GDP for 2023 across the following independent forecasting institutions:

- Conference Board of Canada
- Stokes Economics
- BMO Capital markets
- CIBC World Markets
- Laurentian Bank
- National Bank
- RBC Royal Bank
- Scotiabank
- TD Bank

The most recent publicly available forecast for Alberta's Real GDP for 2023 would be sourced from each institution at the time the pay-out determination would be made in February 2024.

1.4 Extra Remuneration Payments

1.4.1 The remuneration paid for overload duties, Spring and Summer Session teaching or duties voluntarily assigned under article 12.11 shall be determined on the basis of a minimum of:

	July 1, 2022	April 1, 2023	December 1, 2023*
Per half course equivalent	$6,338	$6,417	$6,513
Per full course	$12,676	$12,834	$13,026

**An additional 0.5% increase shall be applied retroactive to December 1, 2023 provided the terms of the Gain Sharing Formula outlined in Schedule "A", Article 1.3.3 are met.*

1.4.2 The salary rate for overload duties, Spring and Summer Session teaching or duties voluntarily assigned under Article 12 may be reduced in cases where an academic staff member is appointed to teach a very small class as follows:

a) 2 students = 2/3 of the normal rate;
b) 1 student = 1/3 of the normal rate.

1.5 Market Supplements

Market Supplements are payments made to academic staff members in addition to their rank salaries in order to attract and retain academic staff members when competitive pressures in the market warrant such payments.

A Market Supplement shall be paid for a fixed period not to exceed four (4) years, except where:

a) the market supplement is a component of a Canada Research Chair (CRC) remuneration package. In this case, the term of the market supplement will be the same as the CRC term of appointment to a maximum of seven (7) years;

or

b) the market supplement is a component of a new academic staff member's remuneration package for recruitment to a Tenure-track position. In this case, the term of the market supplement will be the same as the Tenure-track appointment to a maximum of six (6) years.

Market Supplements in effect for academic staff in the Cumming School of Medicine as of June 30, 2013, shall be grand-parented and remain in effect for the term of the academic staff member's employment. All Market Supplements that commence as of the date of signature of the Collective Agreement or later shall be paid pursuant to this article.

The value of all Market Supplements paid to academic staff shall not exceed 4% of the total of rank salaries paid to continuing, contingent-term and limited-term academic staff as of July 1 of a given academic year.

Market Supplements are recommended by the Dean or equivalent to the Provost, highlighting the rationale for the payment of the market supplement.

1.6 Provost's Fund

"Provost's Fund" is the budget available to the Provost to provide rank salary increases in order to retain individual academic staff members when competitive pressures in the market warrant such payments beyond the allowable term of a market supplement and to provide funds to faculties and academic units for the general support of academic staff.

Each July 1, the annual amount allocated to this fund shall be 0.35% of the total of rank salaries paid to continuing, contingent-term and limited-term academic staff. Any unspent funds at the end of a year may be carried forward for the term of the Collective Agreement.

The Provost shall establish procedures, in consultation with the Faculty Association, for the award of Provost's Fund salary increases.

1.7 Other Compensation

The Parties recognize that funding arrangements for academic staff members are changing and it is important for the University to remain competitive.

Subject to the definition of Compensation, any form of compensation paid to academic staff, other than rank salary and market supplement, shall be at the discretion of the Provost. This normally includes, but is not limited to, research stipends. The amounts paid shall not exceed $100,000 per academic staff member and 5% of the University's total salary budget for continuing, contingent-term and limited-term academic staff as of July 1 over the term of the Collective Agreement.

2. Benefits

In managing the program of academic staff benefits, the Governors agree not to implement any substantial changes which would reduce the benefits to academic staff members without the agreement of the Association.

2.1 General Matters Concerning Eligibility, Enrolment, Participation, and Exemption

2.1.1 Definitions

The following definitions shall apply in determining eligibility for coverage, where applicable, under University benefit plans:

a) “Dependent” means the spouse and/or children of the staff member, as more particularly defined hereinafter.

b) “Spouse” means the person to whom the staff member is legally married, or the person with whom the staff member cohabits as domestic partner.

c) “Domestic partner” means the person who shares with the staff member the common necessities of life and responsibility for each other’s welfare and whom the staff member declares to be his/her domestic partner, provided that such person is over the age of 18 years, has cohabited with the staff member for a minimum of twelve (12) months, is not related to the staff member by blood closer than would bar marriage in the Province of Alberta, and is not legally married.

d) “Child” means:

i) staff member’s biological or adopted child who is unmarried, less than 21 years of age, and is financially dependent upon the staff member for support; and

ii) spouse’s biological or adopted child who is unmarried, less than 21 years of age, cohabits with the staff member, and is financially dependent upon the staff member or spouse for support;

except that the age limitation shall be “less than 25 years of age” where the child as defined above is in full-time attendance at an accredited educational institution, or has been physically or mentally disabled continuously since before attaining the age of 21.

2.1.2 Benefit Plan Participation / Exemption

2.1.2.1 Participation in the following University benefit plans shall be a condition of employment for all Continuing, Contingent Term, or Limited Term academic staff, except where a staff member applies in writing to be exempted from participation in any of the plans and provides evidence that they (and their spouse and any of their dependent children to be covered) are covered under similar plans through family coverage provided by his/her spouse's employer:

- Group Accidental Death and Dismemberment Insurance
- Extended Health Care
- Dental Care
- Group Life Insurance
- Long-Term Disability Insurance

2.1.2.2 Application for exemption must be received by Human Resources not later than 30 calendar days (60 calendar days for staff on leave) from the effective date of the first appointment (as defined in Clause 2.1.3).

2.1.2.3 All part-time Continuing, Contingent Term, or Limited Term academic staff members shall be eligible for the same benefit plans as full-time Continuing, Contingent Term, or Limited Term academic staff members, on a pro-rated basis.

2.1.3 Spouse / Dependent Coverages

2.1.3.1 The following benefit plans provide for coverage to be extended to a staff member's spouse and/or dependent children:

- Group Accidental Death and Dismemberment Insurance
- Alberta Health Care Insurance
- Extended Health Care
- Dental Care

2.1.3.2 Where benefit plan coverage for a staff member is a condition of employment, application for coverage for his/her dependent(s) (which is optional) must be received by Human Resources not later than 30 days (60 days for staff on leave):

(a) following the date on which the staff member's first appointment at the University entitled him/her to participate in the plan(s); or

(b) following the date on which such person(s) became eligible dependent(s), whichever is the later, except where subsequent (re)enrolment is provided for in Clauses 2.1.5 and 2.1.6, and except for dependent children who may be enrolled by a covered staff member in the Dental Plan up to the child's third birthday.

2.1.4 Eligibility of Dependents Residing Outside of Alberta

2.1.4.1 Academic staff with dependents residing outside Alberta but within Canada shall be allowed to enroll those dependents in the Dental Care plan and the Extended Health Care plan as if the dependents resided in Alberta.

2.1.4.2 Where dependents reside outside of Alberta but within Canada and are enrolled in the provincial health care plan of the province of residency, the academic staff member shall, upon presentation of receipts for the cost of such coverage, be reimbursed for the premium cost of the dependent coverage in the appropriate provincial health care plan. Reimbursement shall be made in arrears on a quarterly

basis, and shall not exceed the amount which the Governors would otherwise contribute for dependent coverage under the Alberta Health Care Insurance Plan.

2.1.4.3 The academic staff member shall provide satisfactory proof (such as a sworn declaration) of dependent status of the persons to be covered under this provision at the time coverage is applied for and from time to time thereafter as may be required by the Governors.

2.1.4.4 Dependents eligible for coverage under this provision must be registered in accordance with the provisions of Clause 2.1.3.

2.1.5 Eligibility – Change of Status

2.1.5.1 Where a staff member's status changes:

a) from single to a spousal relationship; or

b) from a spousal relationship to single; or

c) where a staff member becomes eligible for family coverage provided by a spouse's employer;

the staff member shall be granted participation in, or exemption from, the benefit plans provided that the application for participation / exemption is made not later than 30 calendar days after the date of eligibility (60 calendar days for staff on leave).

2.1.6 Eligibility – Participation After Exemption

2.1.6.1 A staff member, his/her spouse, and eligible dependent children who have been exempted from participation pursuant to Clause 2.1.2 shall be eligible to apply for coverage(s) under the University's plans only if the spouse's coverage terminates due to the termination of his/her employment. Under such circumstances, coverage will be made available provided that the staff member

a) provides proof that the spouse's employment was terminated, or that the spouse is no longer able to obtain coverage from his/her employer, and

b) provides proof that the spouse, and staff member / dependent children if applicable, were covered under the spouse's employer's plan immediately prior to the date on which the spouse's coverage under that plan was terminated, and

c) makes application for coverage no later than 30 calendar days after the spouse's coverage terminates (60 calendar days for staff on leave).

2.1.7 Late Registration

2.1.7.1 The late registration of a spouse and/or eligible dependent children may be permitted provided that the staff member pays the full cost of the additional premiums involved for retroactive coverage for the period from the date the spouse and/or dependent children became eligible to the actual date of application, or for a period of twelve (12) months, whichever is the shorter period.

2.1.7.2 Retroactive premium payments may, at the staff member's option, be made by payroll deduction in monthly amounts of not less than the equivalent of the monthly premium required for the additional coverage.

2.1.7.3 Where a staff member has full dependent coverage in effect and no additional premiums are required in respect of the late registration of a spouse or dependent child, the coverage shall become effective on the appropriate date following registration of the spouse / child and no retroactive premium or coverage shall apply.

2.1.8 Leaves of Absence / Research and Scholarship Leaves

2.1.8.1 Persons eligible to continue benefit plan coverages while on leaves of absence and research and scholarship leave, at less than full salary will have the option of discontinuing their coverages. Where benefits have been discontinued, coverages will be reinstated automatically on return to full salary, subject to continuing eligibility.

Persons on leaves of absence, research and scholarship leave who are in receipt of full salary shall continue all benefit plan coverages subject only to the staff member's right to discontinue spousal and/or dependent coverages.

2.1.9 Benefits for Staff Members Age 65 and Over

2.1.9.1 The Governors shall provide benefits for staff members age 65 and over which, when combined with benefits provided by the government, shall be equivalent to those which apply to staff members under age 65 in respect of the following plans:

- Group Accidental Death and Dismemberment Insurance (Basic)
- Dental Care
- Extended Health Care
- Group Life Insurance (Basic - first $100,000 of coverage)

2.1.9.2 Staff members may maintain optional or voluntary benefits acquired before age 65 provided that they continue to make the required premium contributions.

2.1.10 Application to Part-Time Continuing Academic Staff Members

2.1.10.1 Except as otherwise stipulated, the provisions of this Schedule “A” shall apply on a pro rata basis to academic staff members holding part-time Continuing, Contingent Term, and Limited Term appointments. In the case of those benefits for which a premium contribution is made by the Governors, the pro rata calculation shall apply to the premium contribution and not to the level of benefit to which the part-time staff member is eligible.

2.2 Group Life Insurance

2.2.1 The maximum basic insurance amount shall be $200,000.

2.2.2 Basic coverage for each covered employee shall be the greater of $100,000 or two times his/her regular annual salary rate rounded to the next higher $1,000 if not already a multiple thereof, subject to the $200,000 maximum.

2.2.3 The definition of 'disability' for purposes of determining the waiver of premium benefit under the group life insurance plan shall be the definition in the long-term disability plan.

2.2.4 Each employee shall pay the full premium amount for basic life insurance coverage.

2.2.5 Any changes to the premium rates up to and including $24 per month for the first $100,000 of life insurance will be paid by the employee. If the premium for the first $100,000 of life insurance goes above $24 per month, the Administration shall negotiate with the Faculty Association the administration of the increase.

2.2.6 If the premium rate goes above $24 per month for the first $100,000 of life insurance and the University does not negotiate or the Parties are unable to reach agreement, the University will contribute the premium for the first $100,000 of life insurance.

2.2.7 The staff member shall pay the full premium cost for any optional coverage under Group Life Insurance to include spouse and dependent children.

2.3 Long-Term Disability

2.3.1 The maximum monthly income benefit under the group long-term disability plan shall be $6,000 per month.

2.3.2 The staff member shall pay the full premium cost.

2.3.3 Supplementary Long-Term Disability Benefit

2.3.3.1 The Governors agree to assess each staff member's monthly rank salary at the rate of .0003, and place the proceeds in a special account established for the purpose of paying cost-of-living adjustments to academic staff in receipt of long-term disability payments.

2.3.3.2 The payments will be made by the Governors on behalf of the Association as follows:

a) The amount of income and waiver benefit which a disabled staff member is receiving in the month of June in any year will be increased commencing with the month of July following, based on the across-the-board adjustment negotiated between Governors and the Association for that academic year for full-time Continuing, Contingent Term, and Limited Term staff;

b) Payment of cost-of-living adjustment shall at all times be contingent upon the special account having sufficient funds to maintain such payments; payments will terminate if funding is inadequate.

2.3.3.3 The Governors shall provide the Association with an accounting of the fund on an annual basis.

2.4 Extended Health Care

2.4.1 The Governors shall pay 100% of the premium costs at the rate in effect on July 1, 2019, plus 50% of any subsequent increase in those costs.

2.4.2 The staff member shall pay the full premium cost for any optional coverage for critical illness.

2.5 Dental Care

2.5.1 The Governors shall pay 100% of the premium costs at the rate in effect on July 1, 2019, plus 50% of any subsequent increase in those costs.

2.6 Alberta Health Care Insurance

2.6.1 The Governors shall pay 100% of the premium costs at the rate in effect on July 1, 2002, plus 50% of any subsequent increase in those costs. Any decrease in premiums will be shared between the staff member and the Governors.

2.7 Group Accidental Death and Dismemberment Insurance

2.7.1 $100,000 basic coverage.

2.7.2 The Governors shall pay 100% of the premium costs at the rate in effect on July 1, 2002, plus 50% of any subsequent increase in those costs. Any decrease in premiums will be shared between the staff member and the Governors.

2.8 Annual Reports of Benefits

2.8.1 The Governors agree to design, produce, and distribute to each academic staff member an annual benefit statement which shall contain information concerning the benefit coverages provided, and the cost or value associated with those coverages. The Governors shall consult with the Association in respect of the form and content of the annual benefit statement.

2.9 E.I. Refund

2.9.1 By March 31st, following each year that the University qualifies for an Employment Insurance premium reduction in respect of its registered wage loss plan for academic staff, the Governors shall pay to the Association an amount equal to 5/12 of the relevant premium reduction to be used by the Association solely for the benefit of the members of the academic staff.

2.10 Death Benefit

2.10.1 Where a deceased staff member maintained family coverage in any of the following benefit plans, coverage for the surviving spouse and covered dependent children shall be continued at the Governors' expense to the end of the second month after the month in which the staff member's death occurred:

- Alberta Health Care Insurance
- Dental Care
- Extended Health Care

2.11 Professional Expense Reimbursement

2.11.1 Each eligible staff member is entitled to receive a Professional Expense Reimbursement to a maximum of $1,750 July 1 to June 30 each year, subject to the applicable regulations:

a) Persons who are on research and scholarship leave, administrative leave, or assisted study leave remain eligible. Staff on leave without pay are not eligible during the period of such leave. Where eligibility exists for a portion

of the academic year, the reimbursement will be prorated on the basis of the number of months served;

b) An eligible staff member may submit a maximum of four claims within any one academic year. Such claims may be submitted at any time during the academic year but none of the claims may be for an amount less than $250, and the last claim must be submitted not later than two (2) months following the end of the academic year, i.e. August 31 (September 30 for a staff member returning from leave);

c) A staff member may carry forward from the current year an unspent balance to the first and second succeeding years, or beyond, if such further extension is approved by the Vice President (Finance and Services).

2.12 Tuition Fee Remission – Dependent Children

2.12.1 The dependent children of an academic staff member (defined in accordance with Clause 2.1.1 of Schedule "A") shall be eligible for tuition fee remission relating to University of Calgary degree credit courses in which they are enrolled. Subject to the following conditions:

a) The maximum value of the tuition fee remission for each dependent child in each academic year shall not exceed the equivalent of the basic tuition payable for four half-courses (Faculty of Arts);

b) Each dependent child must satisfy all academic admission and registration requirements, pay such other general compulsory fees as are normally assessable to students, and provide evidence that they are the dependent child of an academic staff member eligible for tuition fee remission according to this provision;

c) The academic staff member must continue to hold his or her appointment during all sessions to which the tuition fee remission applies;

d) The academic staff member must apply for tuition fee remission by the Tuition and Fee Payment Deadline, as outlined in the Academic Calendar.

2.13 Tuition Fee Remission – Employee and/or Spouse

2.13.1 An academic staff member and their spouse (defined in accordance with Clause 2.1.1 of Schedule "A") shall be eligible for tuition fee remission relating to University of Calgary degree credit courses in which they are enrolled, subject to the following conditions:

a) The combined maximum value of the tuition fee remission for an academic staff member and/or spouse in each academic year shall not exceed the equivalent of the basic tuition payable for three half-courses (Faculty of Arts);

b) Each employee or spouse must satisfy all academic admission and registration requirements, pay such other general compulsory fees as are normally assessable to students, and provide evidence that they are an academic staff member or spouse of an academic staff member, eligible for tuition fee remission according to this provision;

c) The academic staff member must continue to hold his or her appointment during all sessions to which the tuition fee remission applies;

d) The academic staff member shall be eligible to apply the tuition fee remission benefit to courses offered through University of Calgary Continuing Education (credit or non- credit courses) in respect of the academic staff member only;

e) The academic staff member shall be eligible to apply the tuition fee remission benefit to degree courses taken for audit in respect of the academic staff member only.

f) The academic staff member must apply for tuition fee remission for academic credit courses by the Tuition & Fee Payment Deadline, as outlined in the Academic Calendar. For Continuing Education courses, application for tuition fee remission is required at the time of enrollment in the course.

2.14 Sick Time

"Day or days" excludes Saturdays and Sundays.

2.14.1 Casual Illness

2.14.1.1 Casual illness, which is an illness/accident causing a staff member to be absent from work for five (5) consecutive work days or less, is a Departmental matter.

2.14.1.2 An academic staff member who is not otherwise absent from duty, and who is prevented from performing their regular duties and responsibilities as a result of the illness of their spouse or dependent children, shall be permitted to utilize one (1) day of casual illness entitlement for the purpose of making arrangements for the care of the person who is ill. This provision may be used on not more than three (3) occasions in each year of employment.

2.14.1.3 Staff members shall advise their Department Head as soon as possible when absent from work due to casual illness.

2.14.1.4 During a period of casual illness, a staff member will be entitled to full salary and benefits.

General Illness

2.14.2.1 General illness is an illness/accident which causes a staff member to be absent from work for more than five consecutive days.

2.14.2.2 Staff members shall advise their Department Head as soon as possible when they will be absent from work for more than five consecutive days due to illness.

2.14.2.3 It is the responsibility of the Department Head concerned to report, in accordance with procedures established by the President, when a staff member is absent from work due to general illness.

2.14.2.4 During a period of general illness, a staff member will be entitled to benefits as follows:

a) 60 work days payable at 100% of normal salary; and
b) 70 work days payable at 70% of normal salary;

but in no case shall the benefit payable for any one period of general illness exceed 130 consecutive work days or six months, whichever is the shorter period.

University contributions to employee benefit plans will continue.

2.14.2.5 Application

a) A staff member on general illness leave shall be paid at 100% of normal salary for each work day absent according to the number of days shown in the above schedule and at 70% of salary thereafter. Immediately upon return to work those days paid at 100% of salary shall be reinstated for future use at 70% of salary, and any days used at 70% of salary shall be reinstated at 70% of salary. A staff member shall always have 120 workdays available for any one period of general illness.

b) Upon commencement of a new year of service, a staff member shall be entitled to the illness leave specified in the above schedule for their new year of service. However, if a staff member is on general illness at the commencement of a new year of employment, entitlements continue from the prior year of employment, and illness leave entitlements for the new year of employment are not credited to the staff member until they return to

active work for a period of not less than twenty (20) consecutive working days.

2.15 Paid Holidays

Academic staff members shall not be required to work, and shall receive pay at their regular rate whether or not they work, on any day which is designated by the Governors as a paid holiday. The days so designated shall consist of at least the following:

New Year's Day	August Civic Holiday
Alberta Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

3 designated work days between Christmas Day and New Year’s Day

2.15.2 The foregoing paid holidays shall be observed on dates established by the Governors, consistent with the University's academic calendar and the dates of observance applicable to other University employee groups.

2.15.3 An academic staff member shall be excused from their regular duties and responsibilities without loss of salary or benefits for half a day during the period of Stampede, provided arrangements satisfactory to the academic staff member's Dean or administrative equivalent are made. However, no entitlement in respect to the Stampede holiday shall apply to any staff member who is on vacation, sick time, Workers' Compensation, or any other leave during the period of the Stampede.

2.16 Annual Vacation

2.16.1 For purposes of these provisions, the employment year is a twelve (12) month period commencing July 1.

2.16.2 An academic staff member is entitled to 22 working days of vacation with full salary and benefits after eleven (11) months of continuous full-time service within each employment year.

2.16.3 An academic staff member shall be entitled to one (1) additional work day of vacation for each completed year of full-time continuous service beyond ten (10) years as a Continuing, Contingent Term, or Limited Term academic staff member, to a maximum of eight (8) additional work days of vacation.

2.16.4 Where a continuing academic staff member's entitlement to vacation is based on less than 11 months of continuous full-time service within an employment year, the staff member's entitlement to vacation for that employment year shall be determined on a pro rata based on the number of months of full-time continuous service to May 31.

2.16.5 Salary will not be paid to a continuing academic staff member in lieu of vacation entitlement.

2.16.6 Entitlement to paid vacation earned to May 31 of an employment year may not be carried forward beyond June 30 of the next year, except that such vacation entitlement not taken prior to the commencement of a research and scholarship leave or administrative leave may be carried forward to be taken prior to the beginning of Fall classes immediately following the completion of the research and scholarship leave or administrative leave.

2.16.7 Vacation entitlement for academic staff (teaching and research) shall normally be taken between May 1 and the beginning of Fall classes. In all cases, the staff member must notify the Department Head or administrative equivalent of the scheduled dates and duration of the planned vacation prior to commencement. Other arrangements may be made with the consent of the Department Head, subject to the approval of the Dean.

2.16.8 Academic staff (administrative and professional) may take their vacation entitlement at any time during the year with the consent of the Department Head, subject to the approval of the Dean or administrative equivalent.

2.16.9 All vacation in excess of five (5) consecutive work days shall be reported to the Provost, unless they are taken within the period from May 1 to the beginning of Fall classes.

2.17 Paid Vacation Entitlement – Termination

2.17.1 This provision applies to the termination, other than by reason of death, of members of the academic staff holding Continuing, Contingent Term, or Limited Term appointments.

2.17.2 An academic staff member is expected to take their full entitlement to paid vacation prior to termination. Except where the fulfilment of University duties

precludes a staff member from taking their full entitlement, pay in lieu will not be permitted.

2.17.3 Upon termination, an academic staff member shall, subject to the provisions of Clause 2.17.4, receive pay in lieu of vacation entitlement earned but not taken for the current academic year and the immediately preceding academic year.

2.17.4 An academic staff member who resigns without providing at least four (4) months' written notice of resignation to the President, and whose resignation is effective on a date between September 1 and Spring Convocation, shall receive pay in lieu of vacation entitlement as follows:

(a) for the current academic year - pay at the rate of 4% of the staff member's regular pay for the period of service in respect of which the unused vacation entitlement has accrued; and

(b) for the immediately preceding academic year - pay in lieu of vacation entitlement earned but not taken.

2.18 Self-Funded Leaves

2.18.1 The Governors agree to establish a self-funded leave plan for the purpose of permitting a Continuing, Contingent Term, or Limited Term academic staff member to fund a leave of absence without pay through salary deferrals.

2.18.2 Terms of the leave plan shall be consistent with prevailing Income Tax and Pension Plan Regulations and shall include the following provisions:

a) The leave of absence shall be for a period of not less than one year, and must commence immediately after a period of salary deferral, which does not exceed six years from the date on which the deferrals for the leave commenced;

b) The amount of salary deferred by the staff member in any one year shall not be less than 20% and not greater than 30% of the staff member's regular salary for that year; changes in the amount of salary to be deferred may be made only at the commencement of a contributory year;

c) No salary payments will be made by the University to the staff member during the period of leave, other than the amounts which were deferred prior to the commencement of the leave;

d) Interest income on the amounts deferred by a staff member shall be paid to the staff member at the end of each year;

e) A staff member must return to their regular employment after the leave of absence for a period that is not less than the period of their leave.

f) If the staff member does not take a scheduled leave of absence, all amounts held for their benefit under the self-funded leave plan shall be paid to them in the first taxation year following the deferral period;

g) A self-funded leave shall be considered a leave of absence without pay and shall be subject to the applicable General Provisions contained in Article 18: Leaves;

h) An approved application for a self-funded leave of absence shall be binding on both the Governors and the staff member;

i) Unless otherwise approved by the Provost, a self-funded leave of absence may not be taken contiguously with a research and scholarship leave or administrative leave or any other form of paid or unpaid leave;

j) A self-funded leave shall not count as qualifying service for a research and scholarship leave or administrative leave;

k) The period of deferral must commence not less than three (3) years prior to the date on which the leave of absence is to begin;

l) All investment charges and administrative costs shall be borne by the plan's participants.

2.19 Travel Fund for Research and Scholarship Leave or Administrative Leave

2.19.1 A staff member who undertakes a research and scholarship leave or administrative leave involving a sojourn of no less than four months outside the Province of Alberta, shall be eligible for reimbursement for actual travel, accommodation, and food expenses incurred on their own behalf outside Alberta, to a maximum of $2,000 in respect of any one research and scholarship leave.

2.19.2 All travel must be completed within the research and scholarship leave period, but the time spent outside of the Province of Alberta need not be taken in one consecutive period.

2.20 Self-Funded Research Grants

2.20.1 The Governors have implemented a self-funded Research Grants Program (October 1993), which allows staff members to direct a portion of their salary

to support a research project. Terms of reference are available from the Research Services Office.

2.21 Pension Contributions for Prior Service as a Sessional Instructor

2.21.1 Where a staff member has prior service with the University of Calgary as a Sessional Instructor, and the staff member subsequently establishes such prior service as pensionable service under the Universities Academic Pension Plan, the Governors shall pay the employer's contribution plus interest, with respect to each prior service appointment as a Sessional Instructor:

a) which was for a total duration of greater than six (6) consecutive months; and
b) which involved duties to the extent of six (6) half-course equivalents or more.

2.22 Reduced Duties Leading to Retirement

The following arrangements are effected in order to facilitate planning and to accommodate requests for reduced assignment of duties leading to retirement.

2.22.1 An academic staff member holding a Continuing, Contingent Term, or Limited Term appointment who proposes to retire from the University on the date named by the staff member will be eligible to apply for reduced assignment of duties, i.e. leave without pay (LWOP) from a portion of duties, immediately preceding the specified retirement date, as further described in the following Clauses.

2.22.2 The reduced assignment of duties will normally be one of the following options:

Option	Extent of Reduced Duties	Duration	Basis of Salary
A	50% of duties (1/2 LWOP)	2 years	1/2 salary
B	66 2/3% of duties (1/3	3 years	2/3 salary
C	75% of duties (1/4 LWOP) AND 50% of duties (1/2 LWOP)	2 years 1 year	3/4 salary 1/2 salary

*Alternative options may be proposed by the academic staff member for consideration by the Dean.

2.22.3 During the period of reduced assignment of duties, provided that the staff member elects to continue coverage, the Governors shall pay the full employer's share of required premium contributions for the following benefit plans as if the staff member were on full pay:

- Alberta Health Care Insurance
- Extended Health Care
- Dental Care
- Group Accidental Death and Dismemberment Insurance
- Group Life Insurance
- Long-Term Disability

This paragraph shall apply notwithstanding Article 18, Clause 18.1.11(b).

2.22.4 Subject to the provisions of the Universities Academic Pension Plan, the staff member may elect to establish the LWOP period as pensionable service under that Plan, in which case the Governors shall contribute both the required employer's share and the employee's share applicable to the LWOP period.

2.22.5 Except as noted in Clause 2.22.3 above, the provisions of Article 18, Clause 18.1, respecting applications for leave will apply to arrangements for reduced assignment of duties. Each case will require approval by the Provost upon the recommendation of the appropriate Dean. In the event of a negative recommendation from the Dean, the staff member may appeal to the Provost. The decision of the Provost shall be final. Approval will not unreasonably be withheld.

2.22.6 Once a leave agreement for reduced assignment of duties and election to retire is concluded between the staff member and the Governors, the agreement cannot be amended or rescinded, except by mutual agreement between the Parties to this Agreement.

2.23 Post-retirement Employment of Academic Staff

2.23.1 An academic staff member who has retired from a Continuing, Contingent Term or Limited Term appointment may be re-employed as academic staff with a Retired Short-term appointment for a period of up to three years. [retired – must have reached age 55, resigned from Continuing, Contingent Term or Limited Term appointment and be receiving pension payments from the UAPP]

2.23.2 Post-retirement employment shall normally be used for teaching or administrative duties.

2.23.3 Remuneration shall be paid on a half-course equivalent basis, with the minimum rate established in Schedule "B".

2.23.4 Individuals are not entitled to participate in the benefit plans but shall receive 4% in lieu of benefits and 4% in lieu of vacation.

2.24 Universities Academic Pension Plan (UAPP)

2.24.1 The Parties have agreed to participate in the Universities Academic Pension Plan (hereinafter referred to as "the UAPP") established by the Universities Academic Pension Plan Sponsorship and Trust Agreement, including the Plan Text (hereinafter referred to as "the Sponsorship and Trust Agreement").

2.24.2 With respect to the contribution rates established by the Board of Trustees of the UAPP, the Governors will pay 50% for each academic staff member who is eligible to participate in the UAPP and each academic staff member in the UAPP will pay 50%.

2.24.3 In the event of a conflict between the Sponsorship and Trust Agreement and the Collective Agreement, the terms of the Sponsorship and Trust Agreement shall prevail.

2.24.4 Except for disputes over the payment of contributions required pursuant to 2.24.2, the Grievance and Arbitration provisions in Article 24 of the Collective Agreement do not apply to the UAPP and no action respecting the UAPP or any disputes relating to the UAPP will be the subject of grievance and arbitration under the Collective Agreement. All disputes between the Governors and the Association or the staff member will be resolved by the procedure specified pursuant to the Sponsorship and Trust Agreement or by applicable law.

2.25 Flexible Spending Account

2.25.1 On each July 1, the Governors will contribute eight hundred dollars ($800) for each eligible full-time staff member and a prorated amount not less than four hundred dollars ($400) for each eligible part-time staff member into a Flexible Spending Account.

Letter of Understanding: Provision of Computers on a 'Managed' Basis

1. Whereas the Governors provide computers of their choosing to all continuing, contingent term, and limited term academic staff members, the Governors recognize that such computers should reasonably facilitate an academic staff member's performance of the duties and responsibilities of their position.

2. Nothing in this LOU prevents an academic staff member from using their own funding sources to add additional components to the managed computers covered by this LOU.

3. Academic staff members are eligible to request software pursuant to the University of Calgary Software Distribution procedure found at: https://iac01.ucalgary.ca/SDSWeb/LandingPage.aspx

4. All software usage is subject to the University of Calgary's software licenses.

5. Where an academic staff member has issues with the computer and/or software provided to them by the Governors, they may contact the University's Information Technology department for assistance.

6. When the academic staff member's appointment terminates, the computer provided under this Article must be either returned to the Governors or purchased from the Governors at a nominal rate to be determined by the Governors, having regard to fair market value; purchase agreements would be subject to the removal of University of Calgary software as per University of Calgary software licenses.