

# Collective Agreement

*BETWEEN*

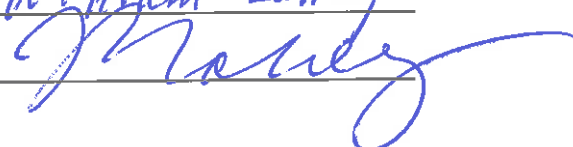
**the Board of Governors of the University of King's College**

*AND*

**the University of King's College Teachers' Association**

Effective Date: 1<sup>st</sup> July 2016  
Expiration Date: 30<sup>th</sup> June 2019

Board of Governors, University of King's College

William Lahey  


University of King's College Teachers' Association

Kait Pinder  
K. Pinder

Signed in Halifax, NS, the April 12, 2017

## Table of Contents

<b>Article 1 PREAMBLE</b>	<b>1</b>
<b>Article 2 RECOGNITION</b>	<b>1</b>
<b>Article 3 LABOUR MANAGEMENT COMMITTEE</b>	<b>1</b>
<b>Article 4 ACADEMIC FREEDOM</b>	<b>2</b>
<b>Article 5 ATTENDANCE AT MEETINGS OF THE BOARD OF GOVERNORS</b>	<b>2</b>
<b>Article 6 DISCRIMINATION AND HARASSMENT</b>	<b>2</b>
<b>Article 7 UNION SECURITY</b>	<b>3</b>
<b>Article 8 NOTICE AND POSTING OF VACANCIES</b>	<b>4</b>
<b>Article 9 APPOINTMENTS IN THE FYP</b>	<b>4</b>
<b>Article 10 RIGHTS AND RESPONSIBILITIES</b>	<b>5</b>
<b>Article 11 EVALUATION</b>	<b>7</b>
<b>Article 12 COMPENSATION</b>	<b>8</b>
<b>Article 13 INSURED BENEFITS PROGRAM AND OTHER BENEFITS</b>	<b>9</b>
<b>Article 14 WORKING CONDITIONS</b>	<b>10</b>
<b>Article 15 SHORT-TERM LEAVE</b>	<b>11</b>
<b>Article 16 MATERNITY AND PARENTAL LEAVE</b>	<b>13</b>
<b>Article 17 DISCIPLINE AND DISMISSAL</b>	<b>16</b>
<b>Article 18 GRIEVANCE AND ARBITRATION</b>	<b>17</b>
<b>Article 19 PRIVACY</b>	<b>20</b>
<b>Article 20 INTELLECTUAL PROPERTY AND COPYRIGHT</b>	<b>21</b>
<b>Article 21 HEALTH AND SAFETY</b>	<b>22</b>
<b>Article 22 LEGAL LIABILITY</b>	<b>22</b>
<b>Article 23 SUCCESSOR RIGHTS</b>	<b>22</b>
<b>Article 24 STRIKES AND LOCKOUTS</b>	<b>23</b>
<b>Article 25 DURATION</b>	<b>23</b>
Letter of Intent # 1	24
Letter of Intent # 2	24
Letter of Intent # 3	24
Letter of Intent # 4	24
APPENDIX A (CLASSIFICATIONS AND SALARY)	25
SCHEDULE A (BENEFIT PLAN)	26

## **ARTICLE 1 - PREAMBLE**

The purpose of this Collective Agreement is to establish an orderly collective bargaining relationship between the Employer and the employees represented by the Union.

## **ARTICLE 2 - RECOGNITION**

- 2.1 The Employer recognizes the Union as the sole and exclusive bargaining agent for all persons employed by the University of King's College as full-time, non-professorial teaching faculty, as defined by the Nova Scotia Labour Relations Board in its certification order LB-0010 2011 NSLB61.
- 2.2 The Union recognizes that the Employer retains the right to manage the affairs of the University of King's College, except as modified by the terms of this Agreement. The Employer agrees to exercise this right in a manner that is fair, reasonable, and equitable, and that is consistent with the terms of this Agreement.

## **ARTICLE 3 - LABOUR MANAGEMENT COMMITTEE**

- 3.1 The Employer and the Union agree to establish a Labour Management Committee within twenty (20) days of the signing of this Agreement. The committee will consist of the president of the Union, the chief negotiator of the Union or their designate, the Director of the FYP, the Director or Head of any other department or programme in which a Member is employed, and the Vice President of the University or their designate.
- 3.2 The Committee will meet at least once per term or when a meeting is requested by either the Employer or the Union.
- 3.3 The Committee shall undertake to seek the timely correction of conditions that may give rise to misunderstanding and to be a forum for the mutual exchange of information relating to the Collective Agreement. Its purpose shall be to encourage cooperation between the parties with respect to administration of the Agreement, to hear complaints and consider suggestions in this regard, and to resolve questions regarding the interpretation or application of this Agreement.
- 3.4 The Labour Management Committee is not a substitute for the process of grievance or arbitration and does not consider matters concurrently under the grievance or arbitration procedures as defined in this Agreement.
- 3.5 Notwithstanding the foregoing, the primary point of contact for day-to-day non-academic university issues between Members and the Employer shall be the Vice President.
- 3.6 The primary point of contact for matters having to do with the day-to-day administration of the FYP shall be the Director.

## **ARTICLE 4 - ACADEMIC FREEDOM**

The University of King's College recognizes academic freedom as indispensable to its purposes. Freedom of a Member to study, to teach, and to pursue knowledge according to their best professional judgment is a prerequisite for a university to fulfill its role in society. Accordingly,

- 4.1 Academic freedom is the right of every academic member from the time of first appointment.
- 4.2 Academic freedom presupposes a mutual undertaking on the part of the Member that they will continue to perform their duties conscientiously and, on the part of the University that the Member may continue to enjoy academic freedom with an appointment that shall be terminated only in accordance with the provisions of this Collective Agreement.
- 4.3 The parties understand and agree that academic freedom, howsoever it is defined through processes of faculty self-governance, presupposes the protections enshrined in Article 6 of this Collective Agreement.

## **ARTICLE 5 - ATTENDANCE AT MEETINGS OF THE BOARD OF GOVERNORS**

The Union will have the right to send an observer to all meetings of the Board of Governors. The Union observer will have a voice but no vote. As a non-voting member, the observer shall not be permitted to attend in-camera discussions except when invited by the Board of Governors to do so.

## **ARTICLE 6 - DISCRIMINATION AND HARASSMENT**

The parties agree that there will be no discrimination, interference, restriction, coercion, or harassment exercised or practiced in any manner concerning the application of the provisions of this Collective Agreement by reason of: race, ancestry, colour, place of origin, ethnic origin, citizenship (except insofar as citizenship may be a criterion for initial appointment), creed, religious or political affiliation or belief, disability (whether perceived or actual, temporary or permanent), sex, gender, sexual or gender identity expression, age, family status, nor by reason of membership status or activity in the Union. Further, there shall be no discrimination, interference, restriction, coercion, or harassment exercised or practiced in any manner by the Employer by reason that a Member engages in discourse and critique, and/or contributes to social change through free expression on matters of public interest in their capacity as an academic.

The Employer agrees to foster a workplace free from harassment, and to deal with allegations of harassment in an expeditious, fair, and equitable manner.

Nothing in this Article should be interpreted to detract from the right of Members to engage in the frank discussion of potentially controversial matters. The prohibition against discrimination and harassment is not intended to limit or curtail debate, instructional techniques, or the assignment of readings that advocate controversial

positions, provided that discussion and instruction are conducted in a mutually respectful and non-coercive manner.

## **ARTICLE 7 - UNION SECURITY**

### **7.1 Copies of the Agreement**

- a. The Employer shall post an up-to-date electronic copy of this Agreement on its website within twenty (20) working days of its signing.
- b. The Employer shall include a printed copy of this Agreement with any official offer of employment to a prospective Member of the bargaining unit.

### **7.2 Dues**

- a. No Member of the bargaining unit is required to join the Union as a condition of employment; however, every Member of the bargaining unit shall pay equivalent dues to the Union.
- b. The Employer will deduct from the salaries of Members of the bargaining unit at each pay period such dues or their equivalents as are authorized from time to time and certified in writing to the Employer by the Union. The Employer will remit dues to the Union or to its agent on a monthly basis, accompanied by a list of the names and corresponding deductions for each Member of the bargaining unit from whose salary a deduction has been made.
- c. The Employer will print the annual amount of dues deducted from each Member's salary on behalf of the Union on that Member's T4 slip.

### **7.3 Information**

The Employer shall make available to the Union upon request salaries and starting dates of all Members of the bargaining unit and contact information for all Members of the bargaining unit (including phone numbers, email, and mailing addresses). The Union may access full budgets approved annually by the Board, audited financial statements of the University, and details concerning insured benefits and other benefits. The Employer will not unreasonably refuse other information requests by the Union.

### **7.4 Space**

- a. The Employer shall provide the Union with use of a secure filing cabinet on the University campus. The Union has the right to designate the office of one of its Members and the facilities of that office for union business free of charge.
- b. The Union will have access to campus meeting rooms according to established policies and booking procedures.

## **7.5 Resources**

- a. Upon notice being given to engage in collective bargaining for a renewal to this Collective Agreement, the Employer shall provide to one designated Member a release from no more than sixteen (16) tutorials without loss of pay and benefits to facilitate the preparation and carrying out of negotiations. The Union may request a release from an additional sixteen (16) tutorials without loss of benefits. The release may be assigned to one designated Member of the bargaining unit at the discretion of the Union. Notice shall ordinarily be provided to the designated Member's Director a minimum of five (5) days advance for the purpose of providing a replacement for the Member. The cost of providing replacements for the reductions shall be borne by the University.
- b. The Employer shall provide to the Union a campus mailbox and access to campus mail services.
- c. The Union will have access to a photocopying code.
- d. Any representative or counsel of the Union or its affiliates will have unobstructed access to the University campus for the conduct of official Union business.

## **ARTICLE 8 - NOTICE AND POSTING OF VACANCIES**

- 8.1 The Employer will notify the Union of any vacancies in the bargaining unit.
- 8.2 All postings for vacant positions in the bargaining unit will state the job title, dates of appointment, salary range, qualifications, a brief description of duties, the deadline for application, and will include the following statement: "This job is posted in accordance with the Collective Agreement between the University of King's College Teachers' Association and the University of King's College."
- 8.3 In addition to the foregoing, all Members are invited to apply for any full-time or tenure-stream vacancy at the University of King's College.

## **ARTICLE 9 - APPOINTMENTS IN THE FYP**

- 9.1 Appointment as a Faculty Fellow in the Humanities in the FYP is for a three (3) year period.
- 9.2 Appointment as a Senior Fellow in the Humanities in the FYP is for a two (2) year period.
- 9.3 Eligibility for a Senior Fellow in the Humanities posting in the FYP requires completion of a three (3) year Faculty Fellowship in the Humanities in the FYP. All postings for Senior Fellowship in the Humanities appointments shall be made in accordance with Article 8.

- 9.4 a. With the exception of tenure-track faculty appointments, faculty positions with appointment solely in the FYP shall be posted as Faculty Fellow in the Humanities or Senior Fellow in the Humanities appointments.
- b. No less than 50% of all tutorials will be taught by Faculty Fellows or Senior Fellows in the Humanities.
- 9.5 Notwithstanding the foregoing, in the event that a Senior Fellow in the Humanities position is posted and there are no eligible internal or external applicants, King's may waive the eligibility requirement.
- 9.6 There will be at least one posting for Senior Fellow in the Humanities each year.
- 9.7 Postings for Faculty Fellow and Senior Fellow in the Humanities positions shall be made no later than March 31.
- 9.8 Letters of Offer

Upon the initial offer of a Faculty Fellow or Senior Fellow in the Humanities position, the Director shall write a letter of offer to each person offered said position. The letter shall include:

- a. The starting date of the appointment.
- b. The length of the appointment.
- c. The annual salary rate of the appointment.
- d. Directions to the electronic version of the Collective Agreement.

## **ARTICLE 10 - RIGHTS AND RESPONSIBILITIES**

The parties acknowledge the importance of Members being and being seen to be an integral part of the culture of the FYP and/or the University of King's College.

Both parties recognize that the FYP is a team-taught programme, where "team teaching" is defined as a teaching context wherein more than one individual is responsible for the design, delivery, and assessment of the programme.

As members of the teaching team, and as it belongs to the governance of the FYP, Faculty Fellows and Senior Fellows in the Humanities have the right to submit feedback and recommendations for curriculum changes, and such feedback and recommendations will be given due consideration for the setting of the following year's FYP syllabus.

### **10.1 Of Faculty Fellows in the Humanities in the FYP:**

The principal duties of Members employed in the FYP as Faculty Fellows in the Humanities are:

- a. teaching tutorials;
- b. course related student advising as assigned by the Director;
- c. creating and supervising tests and examinations;

- d. grading papers and oral examinations, including the timely return of graded papers and exams; and
- e. in concert with other members of the teaching staff, contributing to the assigning of final grades in April, subject to final approval by the Director

all of which are to be carried out in a manner consistent with the team-teaching character of the FYP.

#### 10.2 **Of Senior Fellows in the Humanities in the FYP:**

The Senior Fellow in the Humanities occupies a leadership role for the Faculty Fellows in the Humanities. As such, Senior Fellows shall demonstrate excellence in tutorial teaching and a willingness to contribute to the FYP as a collegial enterprise. Other principal duties of Members employed in the FYP as Senior Fellows in the Humanities are:

- a. teaching nine tutorials;
- b. assisting the Director and Associate Director with the administration of the FYP, including, but not limited to, chairing occasional questions meetings and general tutorials;
- c. during the full summer term of the Member's appointment, assisting the Director and Associate Director with preparatory work for the FYP for the subsequent academic year;
- d. where possible, replacing tutors who are ill or otherwise unavailable in the performance of teaching tutorials, up to a maximum of twenty (20) tutorials in one academic year;
- e. course related student advising as assigned by the Director;
- f. creating and supervising tests and examinations;
- g. grading papers and oral examinations, including the timely return of graded papers and exams; and
- h. in concert with other members, contributing to the assigning of final grades in April, subject to final approval by the Director

all of which are to be carried out in a manner consistent with the team-teaching character of the FYP.

#### 10.3 **Of Members in the FYP Generally**

The performance or non-performance of any additional duties not part of a Member's required duties is subject to the Member's discretion.

- 10.4 a. Upon request, third-year Faculty Fellows and second-year Senior Fellows in the Humanities shall receive course release from a section of the FYP.
- 10.4 b. A Member intending to exercise their right under 10.4a. shall notify the director in writing by May 1 of the preceding year.
- 10.4 c. In the event that a Member exercises their right under 10.4a. the Parties shall cooperate to reallocate scheduled tutorials to Members to ensure that no less than 50% of all tutorials in the FYP are taught by



Faculty Fellows or Senior Fellows in the Humanities in accordance with article 9.4b.

- 10.4 d. Notwithstanding article 9.4b., in the event that the Parties cannot reallocate scheduled tutorials in accordance with 10.4c. because an insufficient Member complement results from a Member exercising their right under 10.4a., the director may reallocate scheduled tutorials to tenured or tenure-track faculty in the FYP.
- 10.4 e. In accordance with 10.4c. and 10.4d., scheduled tutorials requiring reallocation because a Member exercises their right under 10.4a. shall only be reallocated to Members or to tenured or tenure-track faculty in the FYP program.
- 10.5 The parties agree that full time workload is nine tutorials.
- 10.6 Members employed in the FYP may be asked by the Director to perform overload duties in the FYP. Overload duties include, but are not limited to:
- a. non-course-related student advising;
  - b. substituting for other Members' tutorials;
  - c. FYP lectures; and
  - d. any other teaching-related duties that fall outside the Member's normal assigned duties.
- 10.7 Overload duties in the FYP will be paid at the rate of \$60/hour or portion thereof exclusive of preparation time. Overload pay for FYP lectures shall be made in accordance with the Employer's honorarium policy for guest lecturers.
- 10.8 To facilitate the performance of Members' duties, the Employer shall put in place a means for Members to communicate directly with his or her students.
- 10.9 **Of Members employed outside the FYP:**  
Required duties of Members employed outside the FYP shall be assigned by the Director of the programme in which the Member is appointed and shall be outlined clearly in the job posting and the letter of offer.

## ARTICLE 11 – EVALUATION

- 11.1 The parties agree that the purpose of evaluation is, first and foremost, to improve the quality of teaching.
- 11.2 The Director, or their designate, of the programme in which the Member is appointed shall be responsible for conducting evaluations. Evaluations shall be carried out at least once in the first year of appointment and the Member shall receive no less than one week's notice of the evaluation taking place. Evaluations may take place in subsequent years of the Member's appointment at the request of the individual Member, who shall consult with the Director to determine the date of the evaluation.

- 11.3 Criteria and procedure for evaluations shall be established by the Director of the programme in which the Member is appointed; however, such evaluations shall pertain to the Member's principal duties in accordance with Article 10. Evaluations for Members in their first year of appointment shall be based on observations made of the Member's performance, student reviews and consultation with faculty.
- 11.4 Notwithstanding the foregoing, no evaluation of performance for Members in their first year of appointment may rely exclusively upon student reviews.
- 11.5 Written evaluations of the Member's performance shall be prepared by the Director and provided to the Member. Written evaluations shall include:
- a. a statement of the scope of the evaluation;
  - b. a summary of the information that was used and the sources of the information;
  - c. information;
  - d. a statement of the results of the evaluation; and
  - e. if applicable, recommendations and/or steps required for improvement.
- 11.6 Members shall be provided, upon request, a copy of all evaluations in their file.
- 11.7 Nothing in this article affects the right of any Member to request at any time that their Director or the Director's designate provide observation and feedback on performance.
- 11.8 If a Programme Director determines, in light of the evaluations, that the Member may benefit from a more consultative meeting they may approach the Vice President (or designate) with the object of arranging one. These meetings will include both the Director and the Vice President (or designate) and their intention is advisory and constructive. Given the evident limitations of teaching evaluations as measures of teaching proficiency, there are no minimal requirements or numerical triggers for intervention. Teaching evaluations are important, but not sufficient, indicators of teaching performance. This policy seeks to enable an open conversation about teaching performance and to substantiate King's' commitment to excellence in teaching.

## **ARTICLE 12 - COMPENSATION**

- 12.1 The Employer shall pay annual salary in accordance with the classification and applicable annual increases attached hereto and forming part of this Agreement. Each Member appointed as a Faculty Fellow or Senior Fellow in the Humanities shall receive no less than the minimum annual salary rate, in accordance with the classification and applicable annual increases attached hereto and forming part of this agreement.

[See Appendix A]

- 12.2 Should the second-year Senior Fellow in the Humanities take up the position of Associate Director, Academic, the second-year Senior Fellow shall receive an

administrative stipend, equal to 4% of the current base salary rate for a second-year Senior Fellow in the Humanities.

- 12.3 A FF1 who receives a PhD during the course of their contract will be promoted to FF2. The Member must submit proof that they have completed their degree requirements to the Director. Proof may include an official letter from the chair of the graduating department, an official letter from the graduating university's registrar or student accounts system, or a diploma. Compensation shall begin from the date the graduating university indicates the Member's degree requirements were fulfilled.

## **ARTICLE 13 - INSURED BENEFITS PROGRAM AND OTHER BENEFITS**

### **13.1 Insured benefits program**

- a. Members will be eligible to participate in the University's Insured Benefits program in accordance with Schedule A, as amended from time to time.
- b. The University will maintain its current practice of cost sharing of the respective plans in accordance with Schedule A, as amended from time to time.
- c. The University will provide information to Members about the plans for which they are eligible including the requisite employee and employer contributions.

### **13.2 Pension Benefits**

Members of the UKCTA may participate in the Public Service Superannuation Plan (the "PSSP"). Members hired between July 1, 2013 and July 1, 2016, and currently employed by the Employer, shall elect on the effective date of this Agreement whether they wish to participate in the PSSP. Members hired after July 1, 2016 shall elect on the starting date of their appointment whether to participate in the PSSP. Any and all rights and obligations arising with respect to a Member's enrolment and participation in the PSSP shall be determined in accordance with the provisions of the *Public Service Superannuation Act*, and its regulations, as amended from time to time.

### **13.3 Conference Travel**

Members are eligible to apply for conference travel on the same basis as regular faculty.

### **13.4 Research Grants**

Members are eligible to apply for research grants and research assistance on the same basis as regular faculty.

### 13.5 Moving Expenses

On a one time only basis, the Member may request reimbursement to cover the costs of moving to Halifax for the purpose of taking up an appointment at the University subject to the following limitations:

- a. Requests will be submitted in advance to the Director concerned who shall approve the amount of reimbursement to be paid either in advance, subject to satisfactory accounting thereafter, or upon presentation of receipts following the Member's move to Halifax.
- b. Members may request up to \$1,500 to a single Member and up to \$2,200 to a Member with a spouse and/or dependent children.
- c. Assistance with moving costs will be limited to the combined costs of transportation for the Member, the spouse and/or dependent children, and the moving of household goods and personal effects (not including automobiles). Transportation costs shall be from the Member's normal place of residence by the most direct and economical mode of transport. The moving of household goods and personal effects shall be by the most economical mode of transport from the Member's normal place of residence. The University may agree in advance to reimburse the Member when commercial estimates for moving costs are provided.
- d. The reimbursement of moving costs shall take the form of an interest free loan. One-third of the loan shall be forgiven on the date the Member commences employment, a second third shall be forgiven on the first anniversary of employment commencement, and the last third shall be forgiven on the second anniversary of employment commencement. In the event the Member ceases employment prior to any of the dates mentioned, the amount owing shall be paid on those dates to the Employer.

Members not approved for moving expenses may request an interest free loan to the maximums noted above to be repaid through payroll deductions.

- 13.6 The Labour Management Committee shall be the mechanism through which the University and the Union will discuss planned changes to insured and other benefits.

## ARTICLE 14 - WORKING CONDITIONS

- 14.1 The Employer will provide facilities and services to Members which are adequate to support the performance of their assigned duties. University resources will be provided in accordance with university policies and/or service agreements. These resources will include but are not limited to:
- a. a library card;
  - b. a Dalhousie Net ID;
  - c. an office telephone number and voice mail;
  - d. access to a photocopier/scanner office supplies;

- e. AV, computer, and access to university support services in accordance with university policies;
  - f. access to a kitchen facility to be shared by Members and other faculty
  - g. access to secretarial services provided by FYP;
  - h. teaching assistance for non-FYP assignments on the same basis as regular faculty;
  - i. all textbooks, handbooks, and/or other resources used in the performance of assigned duties;
  - j. a furnished and serviced shared office space sufficient to carry out those duties requiring office space (including but not limited to Wifi, reasonable air circulation, and temperature regulation). The parties agree that it is desirable for Members to be assigned a private office space; and
  - k. Members will have access to the fitness center and interlibrary loan services on the same basis as regular faculty.
- 14.2 If fundamental changes are proposed to the working conditions of Members, the Union shall be advised of such through the Labour Management Committee.
- 14.3 Any issues concerning working conditions identified by the Members that are not health and safety related may be raised at the Labour Management Committee.

**ARTICLE 15 - SHORT-TERM LEAVE**

The FYP will arrange tutorial coverage for sick leave, family medical emergency leave, bereavement leave, compassionate care leave, union leave, and jury duty leave. Where applicable, these replacements shall be paid at the overload rate per article 10.7.

In all other instances, the Member is responsible for finding a qualified replacement to cover tutorials and other related duties and for notifying the Director or designate of the replacement.

**15.1 Sick Leave**

The Employer will grant sick leave to Members who are absent from work for medical reasons without loss of salary or benefits until such time that the employee is eligible for long term disability. Members must complete the relevant sick leave form. The Employer may require medical evidence but not normally for periods of less than five (5) consecutive days. Frequent periods of sick leave may be reviewed to determine if the Member is medically fit to carry out their duties on a full time basis.

**Medical Information**

- a. The Employer shall not request the details of an individual health condition beyond that needed to ensure proper administration of the Collective Agreement and administration of insured benefit plans.
- b. When the Collective Agreement and insured benefit plans requires verification of a health condition, the Employer shall accept medical documentation in accordance with that which is required by the insured benefit policy.

- c. The Member's health professional shall confirm the existence of a health condition which requires the Member to be absent from work and contains, but is not limited to, a statement to confirm the expected duration of the absence of work, accommodations that would facilitate the Member's return to employment, and any other information as may be required by the insured benefit provider.
- d. Should the Employer seek a second opinion under the terms of the Collective Agreement, the second health professional will have reasonable access to all relevant medical information, shall ensure that this information remains confidential, and shall include the information as outlined in c. If requested by the Member, the Employer shall assume all costs associated with seeking a second opinion.
- e. Further medical opinion may be sought as required by the insured benefit provider.

#### **15.2 Family Medical Emergency Leave**

Members who experience medical emergencies in their immediate family (spouse or child) may receive, with the approval of their supervisor, up to three (3) days per contract year of family emergency leave with full pay and benefits. Requests for additional leave or leave for persons outside of the immediate family, without pay, will not be unreasonably denied.

#### **15.3 Bereavement Leave**

Members who experience the death of a family member (defined as the Member's spouse, son, daughter, spouse's children, ward, mother, father, sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, aunt, uncle, nephew, niece, sister-in-law, brother-in-law, grandmother and grandfather) are entitled to receive, up to three (3) days per contract year of bereavement leave with full pay and benefits. Requests for additional leave or leave for persons outside of those defined above, without pay, will not be unreasonably denied.

#### **15.4 Compassionate Care Leave**

Members who are eligible shall be granted compassionate care leave according to the provisions of Nova Scotia legislation.

#### **15.5 Jury Duty Leave**

Members required to serve on jury duty and/or appear as a summonsed witness shall not lose any pay as a result of carrying out these duties. The Employer agrees to reimburse the Member for the difference between any payment received for such court attendance and the Member's normal salary.

#### **15.6 Union Leave**

The Employer will grant, upon request, leave without loss of pay to a maximum of five (5) days total per annum to permit one Member designated by the Union to conduct union business and/or training.

#### **15.7 Statutory Holidays**

The following are paid holidays for all Members: New Year's Day, George III Day, Nova Scotia Heritage Day, Good Friday, Victoria Day, Canada Day, Halifax Natal Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, and Boxing Day.

#### **15.8 Vacation**

Members are entitled to 3 (three) weeks annual vacation which shall be taken in the period between May 15th and June 30th each contract year. Where a Member's contract ends prior to the Vacation period, the Employer will prorate the vacation pay.

#### **15.9 Unpaid leave**

The Employer reserves the right to grant additional unpaid leave at its sole discretion.

#### **15.10 Professional Development Leave**

- a. Professional development activities shall include attendance at academic conferences, presentation of research findings, job interviews, and thesis defenses.
- b. Members shall make reasonable efforts to schedule professional development leave outside of the scheduled teaching time. Where professional development activities fall on scheduled teaching days however, Members shall find a qualified replacement.
- c. The Employer will provide an annual sum of \$1,100 to the Union for the professional development of Members.

### **ARTICLE 16 - MATERNITY AND PARENTAL LEAVE**

#### **16.1 Maternity Leave**

- a. A Member who has been in the employ of King's for at least one year may qualify for maternity leave, consistent in timing and duration with the Labour Standards Code of Nova Scotia. King's may request proof of entitlement for maternity leave and/or the anticipated date of birth, which can include a certificate from a physician. Leave must be taken as one continuous period of leave.
- b. Payment for this period of leave will be in accordance with the Employer's existing SUB plan filed with Service Canada. A Member who is eligible for SUB plan benefits will receive a weekly amount which, combined with the

E.I. benefit and any other earnings from employment, will equal ninety-five percent (95%) of the Member's regular salary at the commencement of the leave for a maximum period of seventeen (17) weeks.

- c. An applicant for maternity leave with benefit as outlined in 16.1b must sign an agreement with the University providing that:
  - i. the Member will return to their normal duties and will remain in the employ of the University for at least ten (10) weeks following a return to normal duties unless a comparable alternate arrangement is made with their Director; and
  - ii. the Member will return on the date of the expiry of the maternity leave with benefit as outlined in 16.1b. unless this date is modified by the University; and
  - iii. should the Member fail to return to work as provided under i) and ii) above, they are indebted to the University for the full amount of pay received from the University as a maternity leave benefit during their entire period of leave.
  - iv. If the Member is unable to return to work because of a verified medical condition, the Member may request that the agreement outlined above be waived.
- d. To take maternity leave, the Member must give the Director at least four weeks' notice of both the date when the maternity leave will start and, if the Member plans to return early, the planned date of their return to work. If the Member cannot give four weeks' notice of leave because the baby is born early or because of a medical condition, the Member must give as much notice as possible.
- e. During maternity leave a Member may maintain their benefits coverage, where the insurance plan provides this option. The Member shall pay the full premium cost and shall make such election prior to the commencement of leave.
- f. If the Member does not qualify for maternity leave per the requirements of 16.1a., they may request an unpaid leave in accordance with 16.1b.- e. above.

## 16.2 Parental Leave

- a. A Member who has been in the employ of King's for at least one year and who has become a parent to the child as a result of its birth or adoption may qualify for parental leave in accordance with the Labour Standards Code of Nova Scotia. King's may request proof of entitlement for parental leave, which can include a certificate from a physician or adoption worker. Leave must be taken as one continuous period of leave.
- b. A Member qualifying for parental leave pursuant to 16.2a. and for parental benefits under the *Employment Insurance Act* as determined by Service Canada, and who is eligible for SUB plan benefits will receive a weekly amount which, combined with the E.I. benefit and any other earnings from



employment, will equal ninety-five percent (95%) of the Member's regular salary at the commencement of the leave for a maximum period of thirty-four (34) weeks, less any time taken for maternity leave. Where a Member takes parental leave in addition to maternity leave, the Member shall commence the parental leave immediately following the maternity leave.

- c. An applicant for parental leave with SUB plan benefits must sign an undertaking that:
- i. the Member will return to their normal duties and will remain in the employ of the University for at least ten (10) weeks following a return to normal duties unless a comparable alternate arrangement is made with the Director; and
  - ii. the Member will return on the date of the expiry of the parental leave with benefit as outlined in 16.2b. unless this date is modified by the University; and
  - iii. should the Member fail to return to work as provided under i) and ii) above, the Member is indebted to the University for the full amount of pay received from the University as a parental leave benefit during the entire period of leave.
  - iv. If the Member is unable to return to work because of a verified medical condition, the Member may request that the agreement outlined herein be waived.
  - v. To take parental leave, the Member must give the Director at least four weeks' notice of both the date on which leave will start and, if the Member plans to return early, the planned date of the return to work. If the Member cannot give four weeks' notice of leave because the baby is born early, or because of a medical condition, or because of an unexpected adoption placement, the Member must give as much notice as possible.

Where a Member does not qualify for parental leave, the Member may request up to five (5) days leave with full pay and benefits upon the birth of their child or the arrival of a child into their custody or care. This leave may be taken on non-consecutive days.

### **16.3 Return from Leave**

- a. A Member on maternity or parental leave has the right to return to their position at the conclusion of the leave. While on leave, the Member will suffer no disadvantage in relation to promotion or appointment due to being on maternity or parental leave.
- b. Where a Member's return from leave after commencement of a term or section of the FYP precludes the immediate assignment of teaching and tutorial duties, the Director may assign the Member other duties.
- c. Upon request by a Member, the Member's employment contract shall be extended for the number of weeks taken for maternity and/or parental leave.

- d. A Member intending to exercise their right under 16.3c. shall notify the Director in writing by May 1 of the year in which their contract would otherwise expire.
- e. In the event that a Member exercises their right under 16.3c., the Parties shall cooperate to reallocate scheduled tutorials to Members to ensure that no less than 50% of all tutorials in the FYP are taught by Faculty Fellows or Senior Fellows in the Humanities in accordance with article 9.4b.
- f. Notwithstanding article 9.4b., in the event that the Parties cannot reallocate scheduled tutorials in accordance with 16.3e. because an insufficient Member complement results from a Member exercising their right under 16.3c., the Director may reallocate scheduled tutorials to tenured or tenure-track faculty in the FYP.
- g. In accordance with 16.3e. and 16.3f., scheduled tutorials requiring reallocation because a Member exercises their right under 16.3c. shall only be reallocated to Members or to tenured or tenure-track faculty in the FYP program.

## **ARTICLE 17 - DISCIPLINE AND DISMISSAL**

- 17.1 No Member will be disciplined except for just cause.
- 17.2 Discipline will be just and commensurate with the offense.
- 17.3 The parties recognize that the objective of progressive discipline is corrective in nature. At the same time, the parties recognize that the Employer has the right to respond to situations that pose a real and present threat to the safety of any member of the University of King's College community or a serious and immediate threat to the College's functioning in which case suspension with pay while an investigation is pending is not considered to be a disciplinary action.
- 17.4 The disciplinary actions that may be taken by the Employer are: a written warning, a written reprimand, suspension with pay, suspension without pay, and dismissal.
- 17.5 Failure to renew a limited term contract or lay off pursuant to financial exigency or other operational considerations (e.g. enrolment fluctuations) shall not constitute discipline.
- 17.6 In any case where disciplinary action is being considered the following procedure will apply:
  - a. Where an allegation of misconduct that could give rise to discipline arises involving a Member, the Vice President or their designate shall notify the Member and the Union in writing of the nature of the allegation.

The Vice President or their designate will have no more than thirty (30) calendar days to investigate the allegation. Should no just grounds for discipline be discovered, the investigation will cease, the process will terminate, and the University will so advise the Union and the Member.

- b. If just grounds for discipline are discovered, the Vice President or their designate shall meet with the Member to indicate the cause for discipline. When disciplinary action is taken, the Member shall be notified in writing of the cause and the action taken and a copy will be provided to the Union. The Member has the right to union representation at this meeting.
- 17.7 No discipline will be solely based on anonymous or unattributed complaints or information or on any information that has not been communicated in a timely fashion to the Member.
- 17.8 Any material related to discipline will remain confidential and will be removed from a Member's file at the end of their appointment.

## **ARTICLE 18 - GRIEVANCE AND ARBITRATION**

### **18.1 General**

- a. There will be no discrimination, harassment, coercion, or reprisal of any kind practiced against any person involved in the grievance and arbitration process or against any Member who elects not to pursue a grievance.
- b. The parties agree to make every effort to settle disputes and differences in a prompt, just, and equitable manner, and to do so in a manner concordant with the atmosphere of collegiality at the University of King's College.
- c. The Union and the Employer have carriage of all grievances. The Employer will deal with no other party save the Union with respect to a grievance and vice-versa.
- d. The parties agree to make available all such information as may be necessary to provide for an open, fair, and expeditious process, subject to privacy limitations.
- e. No technical irregularity resulting from clerical, typographical, or technological error in the writing or submitting of a grievance will prevent a grievance from being heard and judged on its merits.
- f. Nothing in this article shall limit the parties from seeking informal or alternative resolution to disputes.

### **18.2 Types of Grievances**

- a. An individual grievance is a grievance filed by the Union on behalf of a Member.

- b. A group grievance is a grievance filed by the Union on behalf of two or more Members.
- c. A Union grievance is a grievance filed by the Union on a matter of general policy or general application which affects the interests of the Union or its Members.
- d. A University grievance is a grievance filed against a decision or action of the Union.

### **18.3 Timelines**

- a. All grievances must be filed within twenty (20) days of the date of the incident or within twenty (20) days of the date of the Union or the University becoming aware of the incident, whichever is later. In the case of a series of incidents giving rise to a grievance, the grievance must be filed within twenty (20) days of the date of the latest incident or within twenty (20) days of the date of the Union becoming aware of the latest incident, whichever is later.
- b. The timelines specified in this Article may be extended by mutual agreement of the parties, in writing. Moreover, an arbitrator has the power to waive time limits on any reasonable grounds.
- c. In the event the Employer fails to respond to a grievance within the timelines specified in this Article, and where no extension of the timelines exists, the Union may forward the grievance to the next step as if a negative reply had been received.
- d. Where the Union or the University has not taken an action on a grievance in the time limits specified in this article, the grievance shall be deemed to have been withdrawn or settled as the case may be.

### **18.4 Step One**

- a. The Union shall file a grievance initially with the Director of the FYP or, in the case of a Member in another department or program, with the head of that department or program.
- b. The grievance will specify the matter(s) in dispute, the Article(s) alleged to have been violated, and the remedy sought.
- c. No later than twenty (20) days from receipt of the grievance, the Director of the FYP or their designate or other head as the case may be, will meet with the Union representative and the affected employee(s). The parties shall make every reasonable attempt to resolve the grievance.
- d. If the grievance is resolved, any settlement will be in writing and signed by both parties.

- e. If the grievance is not resolved, the Director of the FYP or their designate or other head as the case may be, will convey to the Union in writing the reasons for denial of the grievance, no later than ten (10) days after the meeting specified in 18.4c.

#### **18.5 Step Two**

- a. Failing a resolution at Step One, the grievance may be submitted to the Vice President within twenty (20) days of receiving the letter of denial. The submission will be in writing and will include a copy of the original grievance and the Step One response.
- b. No later than twenty (20) days from the receipt of the grievance, the Vice President or their designate will meet with the Union representative and the affected employee(s). The parties shall make every reasonable attempt to resolve the grievance.
- c. If the grievance is resolved, any settlement will be in writing and signed by both parties.
- d. If the grievance is not resolved, the Vice President or their designate will convey to the Union in writing the reasons for denial of the grievance, no later than twenty (20) days after the meeting specified in 18.5c.
- e. Union grievances and grievances related to harassment or dismissal will be filed initially at Step Two.

#### **18.6 Arbitration**

- a. Failing a resolution at Step Two, the Union may give notice in writing of its intention to submit the matter in dispute to an arbitrator. Such notice must be given to the Employer no later than ten (10) days from receipt of the Step Two letter of denial.
- b. Notwithstanding notice having been served of the Union's intention to proceed to arbitration, the parties may engage the services of a certified mediator to resolve the dispute by mutual consent prior to proceeding to an arbitration of the grievance.
- c. Upon referral of the grievance to arbitration, none of the information exchanged during without prejudice discussions in the context of the Step One and Step Two meetings can be brought forward as evidence in any subsequent arbitration.
- d. The parties shall choose a single arbitrator from the current *Minister's List of Arbitrators*, as updated from time to time. Should the parties fail to agree upon an arbitrator within ten (10) days of the notice given in 18.6a, the parties shall request that the Minister appoint an arbitrator.
- e. The arbitrator has the duty and power to adjudicate all matters in dispute and to award such remedies as they deem appropriate insofar as they are

not inconsistent with this Collective Agreement. The arbitrator has the authority to set aside the decision of the Employer, if appropriate, and to substitute a decision the arbitrator deems fair and reasonable.

- f. The arbitrator does not have the authority to alter, modify, or amend the Collective Agreement in any way.
- g. All arbitration expenses will be shared by both parties equally, subject to the award of costs by the arbitrator as part of the remedy.

## **ARTICLE 19 - PRIVACY**

### **19.1 Personal Communications and Files**

- a. The parties agree that Members have a right to privacy in their personal and professional communications and files, subject to Dalhousie University policy on Information Technology and provincial and federal legislation as applicable.
- b. A Member's office will not be subject to search or entry without advance notice and written consent, except for cleaning, in cases of real and immediate threat to the safety of the Member or others, for the purpose of addressing facilities issues including but not limited to flooding or electrical problems, or when subject to a search by law enforcement agencies acting under the order of a court of appropriate jurisdiction. The Union will be copied on all notices to this effect.

### **19.2 Surveillance**

- a. The parties recognize that the safety of employees, staff, students, and the general public may require the violation of individual privacy through the installation of surveillance devices in public access areas of the campus such as parking lots and garages, walkways, building entrances, exits, and hallways. Any area subject to such surveillance must be identified by a posted notice to that effect. The University will advise the Union of the installation and purpose of surveillance devices which are not signed save in those cases where for limited periods of time as part of a strategy to protect the safety of persons or property on campus (especially if that is done at the request of the police).
- b. The parties agree that the purpose of surveillance is to protect the safety of individuals and university property. In all other cases, information obtained through devices installed for surveillance purposes shall not be used to monitor or discipline a Member for teaching performance.

### **19.3 Membership Files**

- a. For the purposes of this Sub-Article, files are defined as:

- i. records of teaching materials collected, prepared, or maintained by a Member, including teaching evaluations conducted on that Member;
  - ii. records relating to a Member's service activities in any form, including but not limited to administrative duties and participation on committees; and
  - iii. all other records relating to the Member's performance while employed in the bargaining unit.
- b. At any time during a Member's employment in the bargaining unit, that Member retains the right to access their files when requested. Members shall additionally not be denied the right to copies of their files, when requested.
- c. Upon termination of a Member's employment for any reason, for a period of one (1) year, the Employer shall permit access by the former Member or that Member's legally authorized representative to the Member's files, in any form, for removing, destroying, purging, or any other purpose.
- d. After termination of a Member's employment for any reason, if the Member chooses to apply for another position at the University of King's College, the Employer may not consult the files pertaining to the Member's previous employment within the bargaining unit unless the Member provides these files as part of their application.
- e. Notwithstanding the foregoing sections of this sub-article, all access rights to a Member's file are subject to the exceptions and limitations contained in the Nova Scotia *Freedom of Information and Protection of Privacy Act*.

## **ARTICLE 20 - INTELLECTUAL PROPERTY AND COPYRIGHT**

- 20.1 Members shall retain ownership of and hold the copyrights to all materials exclusively created by them unless they have agreed otherwise. These materials shall not include those examinations, tests, and assignments that are collaboratively designed in accordance with the team-taught character of the FYP. Copies of lecture and tutorial materials (but not speaker's notes), in appropriate form, shall not be withheld from the student when a request is made in response to the Employer's legal duty to accommodate that student.
- 20.2 Members are sole copyright holders in their own lectures. The Employer shall not record, publish, or broadcast lectures or tutorials without authorization of the Member(s) concerned.

## **ARTICLE 21 - HEALTH AND SAFETY**

The Employer agrees to provide and maintain a safe and healthy work environment for Members in accordance with the Nova Scotia *Occupational Health and Safety Act*. The Employer agrees to foster the awareness of the importance of safety on campus and to provide the education necessary to perform activities and duties safely.

- 21.1 In accordance with *the Occupational Health and Safety Act*, Members may refuse to do any act where they have reasonable grounds to believe that the act is likely to endanger the employees' health or safety or the health or safety of any other person.
- 21.2 No Member shall be laid off, have their employment terminated, or be disciplined for refusing to work where the Member has adhered to the procedures for refusing to work as outlined in the *Occupational Health and Safety Act*.
- 21.3 The parties recognize that acts or threats of physical violence in the workplace constitute a health and safety issue.
- 21.4 The Union will have the right to raise issues and concerns through the appropriate representative on the University of King's College Occupational Health and Safety Committee.

## **ARTICLE 22 - LEGAL LIABILITY**

The Employer shall indemnify and save harmless all Members of the bargaining unit from legal liability and all actions, causes of action, claims or demands whatsoever arising out of any occurrence during the course of or performed pursuant to and within the scope of their employment, save and except in the case of gross negligence or willful misconduct.

## **ARTICLE 23 - SUCCESSOR RIGHTS**

This clause shall apply in the event of the sale, expansion, extension, amalgamation, consolidation, merger or transfer of academic units or institutions, hereafter referred to as "succession".

- 23.1 All existing contracts will be honoured.
- 23.2 In the event of a succession, the employees who are eligible for membership in the bargaining unit represented by the Union shall immediately become Members of the successor bargaining unit.
- 23.3 In those cases where there is no successor bargaining unit under the *Nova Scotia Trade Union Act*, there shall be no succession unless the successor employer agrees to recognize the continuation of the existing bargaining unit.
- 23.4 In the case of a succession the terms and conditions of the present Collective Agreement shall remain in force until a new Collective Agreement between the successor employer and the Union takes effect.

## **ARTICLE 24 - STRIKES AND LOCKOUTS**

There will be no strike or lockout declared during the term of this Collective Agreement.



## **ARTICLE 25 - DURATION**

- 25.1 This Agreement will continue in full force and effect until June 30, 2019.
- 25.2 Where notice to bargain the Collective Agreement has been given, the parties agree to commence negotiations within twenty (20) working days of said notice. The parties may extend this time period by mutual agreement.
- 25.3 If negotiations fail to produce a renewal of this Collective Agreement prior to its expiry date, the terms and conditions of this Agreement will continue in full force and effect until a new Agreement is concluded or until all proceedings prescribed by the *Nova Scotia Trade Union Act* have been completed.

**Letter of Intent #1**

The UKCTA is committed to amicable resolutions of potential grievances. The Union shall counsel its Members regarding available venues for informal resolutions to potential grievances.

It is understood that, prior to filing a grievance, the Union will first make an effort to address the issue informally with the Employer or its appropriate representative. The parties recognize that this step may not be appropriate in all cases.

**Letter of Intent #2**

This letter confirms that the Employer recognizes the importance of providing the Members of the UKCTA with private office space as per 14.1.j. and that the Employer will undertake demonstrable efforts towards realizing this goal.

**Letter of Intent #3**

The Employer respects the concerns of the Union about the governance of curricular matters as expressed by Faculty Fellows and Senior Fellows in the Humanities. Governance for the FYP is set out in the Green Book. The FYP Director agrees to work with Fellows to better integrate them into the governance of the FYP as set out in the Green Book.

**Letter of Intent #4**

The Union and the Employer agree that the Union's observance of meetings of the Board of Governors requires that they be notified of the schedule of meetings, receive meeting materials in advance, and have access to the minutes from prior meetings.

Signed in Halifax NS this 12<sup>th</sup> day of April, 2017.

For the Union

Kait Pinder  
K. Pinder

For the Employer

William Lehey  
J. Maney

**APPENDIX A**

**CLASSIFICATIONS AND SALARY**

	<b>July 1, 2016 - June 30, 2017</b>	<b>July 1, 2017 - June 30, 2018</b>	<b>July 1, 2018 - June 30, 2019</b>
	1.75%	1.75%	1.75%
FF1-1	44,456	45,347	46,256
FF1-2	45,963 3%	46,884 3%	47,824 3%
FF1-3	47,472 3%	48,424 3%	49,395 3%
FF2-1	48,096	49,060	50,043
FF2-2	49,626 3%	50,621 3%	51,636 3%
FF2-3	51,155 3%	52,180 3%	53,226 3%
SF1-1	61,796	63,035	64,298
SF1-2	63,816 3%	65,095 3%	66,400 3%

FF – Faculty Fellow in the Humanities

SF - Senior Fellow in the Humanities

1 - Masters

2 - PhD

The salary rate for Members outside the FYP will be set prior to posting by agreement between the Employer and the Union.

**SCHEDULE A**

**The University of King's College  
Summary of Benefit Plans as of April 01, 2017**

This information has been prepared to provide a summary of the features of the benefit plans at the time of the Collective Agreement being signed. All rights under this program as governed by the provisions of the master policy and by applicable law. This information is updated annually in April. Contact the Human Resources & Compensation Officer for current information.

Mandatory Benefit Plans			
Benefit Plan	Coverage	Premium Share	Monthly Rate
Basic Group Life Insurance (Manulife Financial) Policy No. G0031694	3x annual salary, max. \$300,000, until age 70 or retirement, whichever is earlier	100% paid by University	\$0.173/\$1,000 of coverage
Long Term Disability Insurance (Manulife Financial) Policy No. G0031694	6 mos. regular monthly salary, then 60% of regular monthly salary until 65 or retirement, whichever is earlier	100% paid by employee	0.994% of monthly salary
Survivor Income Benefit Insurance (Manulife Financial) Policy No. G0031694	25% monthly salary, max. \$1,389 monthly. Until age 65 or retirement, whichever is earlier	91% paid by University, 9% paid by employee	0.249% of monthly salary
Medical Insurance (Medavie Blue Cross) Policy No. 2182-000 Policy No. 2182-001 (Retirees)	100% of Tier I drugs less dispensing fee, 60% of Tier II drugs; 80% extended benefits; 100% until age 65	60% paid by University, 40% paid by employee  100% by retiree	Family – \$153.49 Single – \$53.34  Retiree Family – \$138.67 Retiree Single – \$59.54
Accidental Death & Dismemberment Insurance (SSQ Insurance) Policy No. 1PX50	3x annual salary, max. \$300,000, until age 70 or retirement, whichever is earlier	100% paid by University	\$0.012/\$1,000 of coverage
Travel Insurance (SSQ Insurance) Policy No. 1PX40	Emergency out-of-province (incl. international) coverage against injury and sickness. No age restriction as long as they are active employee	60% paid by University, 40% paid by employee  100% by retiree	Family – \$7.62 Single – \$3.81  Retiree Family – \$17.94 Retiree Single – \$9.80

Voluntary Benefit Plans			
Benefit Plan	Coverage	Premium Share	Monthly Rate
Optional Group Life (Manulife Financial) Policy No. G0031694	Units of \$10,000, max. \$200,000. Until age 65 or retirement, whichever is earlier	100% paid by employee	Dependent on age and smoking status
Voluntary Accidental (SSQ Insurance) Policy 1PX45	Units of \$10,000, max. \$300,000 until age 70	100% paid by employee	Dependent on age and smoking status
Voluntary Dental (Medavie Blue Cross) Policy No. 2182-000 (S)with ortho (9)no ortho	100% basic, 90% endodontic /periodontic, 70% major. Ortho 50% of the eligible expense to a max lifetime of \$3,000 – until age 70	50% paid by University, 50% paid by employee  100% by retiree	Family (ortho) – \$123.28 Single (ortho) - \$54.74  Family – \$110.63 Single – \$49.12

Pension Plan			
Pension Plan	Pension Benefit	Employee Cost	University Cost
Public Service Superannuation Pension Plan (PSSP)	1.3% of earnings up to YMPE + 2.0 % of earnings above YMPE	8.4% > YMPE of \$55,300 10.9% < YMPE To maximum \$165,077 (Amounts are for Calendar Year 2017)	100% of Employee Cost

Prepared by Human Resources & Compensation Officer April 2017