

NOTE: Schedules A & B of the July 1, 2019 to June 30, 2020 Collective Agreement between the Faculty Association of the University of Calgary and the Governors of the University of Calgary have been updated in this document to reflect salary scales adjusted for the 1.7% retroactive increase awarded by Arbitrator Sims in his award dated July 21, 2020 and pursuant to the Letter of Understanding: Wage Re-Opener for 2019.

Schedule "B"

Salaries and Economic Benefits applicable to
Academic Staff Members holding
Sessional Appointments

1. Salaries

1.1 A Sessional appointee shall be paid at a salary rate per half-course equivalent, which is at least the following:

Base	\$6,338
Step 1	\$6,482
Step 2	\$6,628
Step 3	\$6,771
Step 4	\$6,916
Step 5	\$7,061

Subject to the Letter of Understanding: Wage Re-Opener for 2019, there will not be an across-the-board increase for sessional appointees who have been, as of June 30, 2019, paid a salary rate above the minimum amount at each step.

1.2 A Sessional appointee's salary shall be the salary rate multiplied by the number of half-course equivalents which comprise the full extent of the Sessional appointee's duties.

1.3 The salary rates indicated in Clause 1.1 are the minimum amounts only; higher salaries may be paid.

1.4 The salary rate determined in accordance with Clauses 1.1 and 1.2 may be reduced in cases where a Sessional appointee 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 A Sessional appointee shall not be paid less than he or she received for teaching the same course or courses offered by the same Department or faculty (in non-departmentalized faculties) in a previous year.

2. Step Increases

2.1 The salary of a Sessional appointee whose appointment continues or is renewed, shall be increased at intervals not exceeding the completion of eight (8) half-course equivalents, subject to satisfactory performance of duties, by at least \$130 per half-course equivalent.

2.2 The maximum number of step increases is five (5).

2.3 The letter of appointment shall indicate the step from base to 5.

3. Paid Holidays

3.1 Sessional appointees 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	Labour Day
Alberta Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
August Civic Holiday	3 designated work days between Christmas Day and New Year's Day

Easter Monday will also be a day so designated beginning in the year 2020.

3.2 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.

3.3 A Sessional appointee shall be excused from his/her 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 Sessional appointee who is on vacation, sick time, Workers' Compensation, or any other leave during the period of the Stampede.

4. Sick Time

Where the total duration of an appointment is greater than six (6) consecutive months, and the extent of duties is six (6) half-course equivalents or more, the Governors shall provide paid sick time as follows:

4.1 Casual Illness

- a) Casual illness, which is an illness causing a Sessional appointee to be absent from work for five (5) consecutive work days or less, is a Departmental matter.
- b) A Sessional appointee who is not otherwise absent from duty, and who is prevented from performing his/her regular duties and responsibilities as a result of the illness of his/her spouse or dependent children, shall be

permitted to utilize one (1) work 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.

c) Sessional appointees shall advise their Department Head or equivalent as soon as possible when absent from work due to casual illness.

d) During a period of casual illness, a Sessional appointee will be entitled to full salary and benefits.

4.2 After five (5) consecutive work days of casual illness, in lieu of regular salary, the Sessional appointee shall be entitled to receive sick pay at the rate of \$1,000 per month for the duration of the illness, or for the duration of the appointment, or to a maximum of six (6) months, whichever first occurs.

4.3 A Sessional Appointee whose appointment is less than six (6) consecutive months and/or the extent of duties is less than six (6) HCE, shall be provided up to three (3) days of paid casual illness.

5. Payment In Lieu of Benefits

Sessional appointees shall receive pay in lieu of benefits in the amount of 4% of salary, added to each salary payment.

6. Payment In Lieu of Vacation

Sessional appointees shall receive pay in lieu of vacation entitlement in the amount of 4% of salary, added to each salary payment.

7. Professional Expense Reimbursement

7.1 The Governors shall provide reimbursement of eligible expenses to a maximum of \$175 per half-course equivalent of duties, not to exceed \$1,750 per academic year, to all Sessional appointees.

7.2 Unspent Professional Expense Reimbursement can be carried forward to any Sessional appointment in the same academic year.

7.3 Unspent Professional Expense Reimbursement from the current academic year may be carried forward into the next academic year if the Sessional Appointee receives a subsequent appointment in that year.

8. Cancellation Fee

8.1 The cancellation fee referred to in Article 23, Clause 23.10, shall be \$500 per half-course equivalent.

8.2 The cancellation fee shall only apply to that portion of the duties, which were scheduled to coincide with the commencement of the appointment term, and shall not apply to duties which were scheduled at a later date in the appointment term.

9. Universities Academic Pension Plan (UAPP)

9.1 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”).

9.2 With respect to the contribution rates established by the Board of Trustees of the UAPP, the Governors will pay 50% for each Sessional appointee who is eligible to participate in the UAPP and each Sessional appointee in the UAPP will pay 50%.

9.3 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.

9.4 Except for disputes over the payment of contributions required pursuant to 9.2, 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.

Note: *Appendix A4 of the UAPP plan text, Sessional appointees are required to join the UAPP when:
A.4.03(1)(b) An Employee who is employed on a temporary basis shall become a Member of the plan when:*

(i) *the Employee has contiguous terms of appointments (without any break between the appointments) which total at least two years; and*

(ii) *the Employee has earned in respect of the Employee’s employment with the University of Calgary at least 35% of the YMPE in each of the two consecutive calendar years immediately prior to the date the Employee has met the condition in clause (i) above;*

10. Sessional Travel Fund
- 10.1 Each academic year, a Sessional Travel Fund Committee will distribute a Sessional Travel Fund (“Fund”) of thirty thousand dollars (\$30,000.00) amongst eligible Sessional appointees to reimburse certain travel expenses per this Article.
- 10.2 By September 30 of each year, the Governors and the Association shall form a Sessional Travel Fund Committee (“Committee”) to make all decisions with respect to the fund. Decisions will be made according to the majority vote of the Committee.
- 10.3 The Committee shall be composed of the Deputy Provost or their delegate and two (2) representatives each of the Governors and of the Association. A quorum shall be two (2) members, with one (1) representative of each Party.
- 10.4 The Committee will be Chaired by the Deputy Provost or their delegate. The Chair shall be responsible for circulating the agenda and the notices. The Deputy Provost or their delegate shall participate in the review and discussion about each of the applications and shall only vote in the case of a tie.
- 10.5 The objectives of the Committee shall be:
- a) To establish procedures and criteria, following the terms of this article;
 - b) To receive and review applications from eligible Sessional appointees;
 - c) To decide which eligible Sessional appointees will receive reimbursement from the Fund.
- 10.6 Sessional appointees are eligible to apply for reimbursement from the Sessional Travel Fund if;
- a) they presently hold a Sessional appointment and have graduated with a terminal degree within the past year, or
 - b) they presently hold a Sessional appointment and have taught seven (7) half-course equivalents in the past five (5) academic years at the University of Calgary.
- 10.7 Sessional appointees who apply for reimbursement from the Fund must present to the Committee their original receipts for costs related to the Sessional appointee’s travel. The date of the receipt must be between six (6) months prior to the beginning of the Sessional appointment and six (6) months after the end of the Sessional appointment. The travel must relate to their field of study during their recent PhD program (if their eligibility arises through article 10.6 (a) above), or to their specific department or equivalent at the University of Calgary if their eligibility arises through Article 10.6 (b) above).
- 10.8 Notwithstanding anything else in this Article, Sessional appointees are not eligible to receive reimbursement from the Fund if they do not have a good record of performance or conduct in their previous appointments.
- 10.9 The maximum amount of reimbursement that each Sessional appointee can receive from the Fund is one thousand five hundred dollars (\$1,500.00).

- 10.10 The Committee shall meet at least twice per academic year; meeting once in each of the Fall and Winter terms.
- 10.11 The committee shall not have the power to add to or modify the terms of this Agreement, but may recommend possible additions or modifications.

Letter of Understanding: Musicians One-on-One Instruction

The Parties acknowledge that certain music courses require one-on-one instruction.

The Provisions of this Memorandum of Agreement shall apply to Sessional appointees who provide one-on-one musical instruction, "the Musicians", notwithstanding the provisions in Article 23 and Schedule B.

1. The extent of duties shall be determined on the basis of the following formula: six (6) students, each with a one-hour lesson per week for one term (13 weeks) shall be the equivalent of one half-course (1.0 HCE).
2. The extent of duties shall determine the Step Increases, Professional Expense Reimbursement, and any other applicable terms of the Collective Agreement except determination of salary.
3. The salary rate for the Sessional Musicians shall be determined on the basis of the following formula: # of students x 13 one-hour lessons x rate per hour.
4. The minimum salary rate shall be:

Minimum Salary Rate
\$81.25 per hour

5. Attendance of the Sessional Musicians at recitals or other performances as required by their assigned duties shall be compensated in addition to, and at the same hourly rate as, the one-on-one instruction.
6. The Sessional Musicians shall also be paid amounts equivalent to 4% of salary in lieu of vacation and 4% of salary in lieu of benefits.