

Action Dates 2006-09 Librarians and Archivists Collective Agreement

Source: OFR 080410

When	CA Dates	Action	Article	Clause(s)
July	following receipt of Annual Review Report	Member may provide UL or Dean or designate with written response to Annual Review Report.	<i>Annual Report and Review</i>	3.2
July	by July 1	Annual election of Appointments Committee.	<i>Appointments</i>	6
July	July 1	Effective date for salary increases.	<i>Compensation and Benefits</i>	7
July	July 1 following Member's 65th birthday	Long term disability benefits, basic, optional and dependents life insurance benefits, accidental death and dismemberment insurance benefits cease; new basic life insurance benefits of \$15,000.	<i>Compensation and Benefits</i>	23 a)-b)
July	subsequent to July 1 following Member's 65th birthday	Employer contributions to Member's pension cease when Member's age and years of service total 95.	<i>Compensation and Benefits</i>	23 c)
July	by July 1	Eligible Members may apply for Academic Activity Leave or Study Leave for following calendar year.	<i>Professional Leave</i>	2, 4, 11.1 a)
July	July 1 coincident with or following Member's 65th BD	Deemed Normal Retirement date.	<i>Retirement and Resignation</i>	2
July	by July 1	Annual election of Committee on Promotion and Continuing Appointment.	<i>Promotion & Continuing Appt</i>	4
August	by August 15	Libraries Workload Committee provides draft report to Members and Administrators.	<i>Workload</i>	8
September	within 2 weeks of issue date of draft report	Members and Administrators provide feedback to the Libraries Workload Committee.	<i>Workload</i>	8.1
September	by September 30	Libraries Workload Committee issues final report to Members and Administrators.	<i>Workload</i>	9
November/December	at least once between ARRs	Probationary Members at General Rank meet with supervisor for informal review.	<i>Annual Report and Review</i>	1.1.1
December	end of calendar year in which Member attains age of 69	Employer contributions to Member's pension cease if Member has not already reached 95 factor.	<i>Compensation and Benefits</i>	23 d)
January	by January 1	Eligible Members may apply for Academic Activity Leave or Study Leave for latter half of calendar year.	<i>Professional Leave</i>	2, 4, 11.1 b)
January	by January 31	The UL or Dean, in consultation with the immediate supervisor, review the Member's Promotion and Continuing Appointment File.	<i>Promotion & Continuing Appt</i>	7
January	during the month of January	A Member at Assistant or Associate Rank may request consideration for Promotion.	<i>Promotion & Continuing Appt</i>	7.5
February/March	February 1 to March 31	Members submit receipts for Professional and Travel expense reimbursement to the UL or Dean.	<i>Expense Reimbursement</i>	7
April	by April 1	Members in each Unit meet to review Report of Libraries Workload Committee.	<i>Workload</i>	10
May	by May 1	Each Member submits Annual Report to immediate supervisor.	<i>Annual Report and Review</i>	1
May	at least 2 weeks prior to Annual Review Meeting	Immediate supervisor includes own assessment and provides feedback to Member on goals and objectives for coming Academic Year.	<i>Annual Report and Review</i>	1.4
May	on one week's notice to UL or Dean	Member must provide notice if to be accompanied at Annual Review Meeting by colleague or representative of the Association.	<i>Annual Report and Review</i>	2.4
May	by May 1	Association provides Employer names of Members designated to receive relief time for next Academic Year.	<i>Association Rights</i>	2.3
May	by May 1	Members of each Unit prepare Unit Workload Plan for next academic year; forwards to UL or Dean.	<i>Workload</i>	10.4
June	no later than June 1	Annual Review Meeting occurs.	<i>Annual Report and Review</i>	2.3
June	by June 30	UL or Dean provide written Annual Review Report to Member.	<i>Annual Report and Review</i>	3

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June		UL or Dean arranges for Alternative Workloads for Members provided with release time.	<i>Association Rights</i>	2.4
June	by June 1	Annual election of Libraries Workload Committee.	<i>Workload</i>	4
June		PAIs submitted no later than June 10 to Office of UL for forwarding to HR Compensation by June 13.		
annually		Employment Equity Committee prepares and submits an annual report to the Employer and the Association.	<i>Employment Equity</i>	10 e)
at any time	after completion of 6 months	New Probationary hires submit Annual Report to immediate supervisor unless anniversary occurs between March 1 and April 30.	<i>Annual Report and Review</i>	1.1
at any time	within 10 working days of negotiations	Appointments Committee provides report on recommended candidate to Employer.	<i>Appointments</i>	8.5 f)
at any time		Member will have probationary period extended for period equal to the Court Leave taken if Court Leave was ≥ 1 month.	<i>Court Leave</i>	3.1
at any time	within 30 days of end of Court Leave	Member may apply in writing with reasons to the UL or Dean requesting extension to Probationary Period beyond the period equal to the Court Leave.	<i>Court Leave</i>	3.2
at any time		Continuing Appointment Members may apply for Deferred Salary Leave.	<i>Deferred Salary Leave</i>	5
at any time		Discipline measures may be taken by the Employer; subsequent timelines, depending on measures taken, apply.	<i>Discipline</i>	see Article
at any time		Action may be taken by Employer upon receipt of complaints for discrimination and/or harassment; subsequent timelines, depending on procedures followed, apply.	<i>Discrimination & Harassment</i>	see Article
at any time		Probationary and Continuing Members may apply for Education Assistance.	<i>Education Assistance</i>	2
at any time		Continuing Members may apply for Education Leave.	<i>Education Leave</i>	2
at any time	as soon as decision to campaign has been made	Member may request Elected Public Office Leave for maximum of 25 days with pay.	<i>Elected Public Office Leave</i>	1
at any time	by end of first working day after Member becomes	Member may request Reduced Responsibility arrangement.	<i>Elected Public Office Leave</i>	1.1
at any time	upon election to full-time public office	Member granted Elected Public Office Leave without salary or benefits for duration of public office term.	<i>Elected Public Office Leave</i>	3
at any time		Continuing Members may apply for Exchange Leave.	<i>Exchange Leave</i>	2
at any time	at any time of the year	Members with eligible Professional and Travel expenses in excess of \$500 may submit claims.	<i>Expense Reimbursement</i>	7
at any time		The Association may lodge grievances against the Employer on behalf of Member(s); subsequent timelines, depending on process followed, apply.	<i>Grievance and Arbitration</i>	see Article
at any time		Members may be absent from work for Compassionate Leave, Sick Leave, Long Term Disability.	<i>Income Security</i>	see Article
at any time		Outcomes of Member's activity may be protectable; many timelines apply.	<i>Intellectual Property</i>	see Article
at any time	at least 6 months before proposed leave	Continuing Members may apply for Leave of Absence.	<i>Leave of Absence</i>	1, 7
at any time	with 2 days notice	Member may examine his/her Official File.	<i>Official File</i>	3
at any time	with 3 months notice	Pregnant Members must notify UL or Dean, in writing, of upcoming Pregnancy Leave; does not apply in certain unforeseen circumstances.	<i>Pregnancy & ParentalAdoption</i>	1.1
at any time	at earliest opportunity	Member must notify UL or Dean, in writing, of upcoming Parental/Adoption Leave.	<i>Pregnancy & ParentalAdoption</i>	3
at any time	following Pregnancy, Parental, Adoption Leave	Probationary Members may request extension of 1 year to probationary period if Leave was at least 24 weeks.	<i>Pregnancy & ParentalAdoption</i>	7

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at any time	at least 6 months before	A Member may apply to the UL or Dean for a Reduced Responsibility arrangement.	<i>Reduced Responsibility</i>	3, 3.1
at any time	with 3 months notice	A Member may resign by giving 3 months notice in writing to the UL or Dean.	<i>Retirement and Resignation</i>	1

This document is for summary reference purposes only. Please refer to the 2006-09 Librarians and Archivists Collective Agreement for full text. Should any part of this document conflict with the Collective Agreement, the Collective Agreement will prevail.