

### Release Time and Payment in Lieu Policy

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5	January 31, 2025	Release Time and Payment in Lieu Policy (July 2021)
Policy Approver	Policy Owner	Policy Contact
Board of Directors	Policy & Governance Committee	UWOFA Vice-President
Last Reviewed	Next Review Date	Required Reviewers
January 2025	January 2027	Policy & Governance Committee UWOFA Treasurer

1. In most situations, the expectation is that a Member's work done on behalf of the Association will be done as part of the Service component of the Member's Workload. However, the Association recognizes that some Members may take on responsibilities that require an increase in their Service component. It also recognizes that some Members do not have such a component. The former should be addressed through the purchase by the Association of release time and the latter should be addressed through payment to the Member in lieu of release time.
  
2. Release time should be used by full-time faculty Members and librarian and archivist Members for an Alternative Workload with an appropriate increase in the Service component. If this is not possible, for instance due to retirement or resignation, then the Board of Directors shall consider paying the Member in lieu of release time up to the value of 1.0 full course equivalents (FCEs). Release time should be used in the academic year or years in which the work for the Association is done and, in any event, must be used within five years of the end of the academic year in which it was accrued.
  
3. All release time and payment in lieu, either under this policy or as specifically provided for under a Collective Agreement, must be approved by the Executive Committee and ratified by the Board of Directors. Release time and payment in lieu may be approved beyond the situations listed and in excess of the minimums required by this policy.
  
4. As part of the budget process, the Treasurer shall indicate all release time and payment in lieu.

#### **Full-time Faculty Members**

5. A full-time faculty Member who undertakes and fulfills the three-year commitment to serve as Vice-President, President and Past President shall receive total release time of at least two times their normal annual teaching load.
  
6. A full-time faculty Member who serves as Treasurer or Secretary shall receive release time equivalent to at least 0.5 FCEs per academic year.

7. A full-time faculty Member who serves as Grievance Officer or Associate Grievance Officer shall receive adequate release time to ensure that teaching commitments do not interfere with the Member's ability to properly perform their role. The release time shall be equivalent to at least 1.5 FCEs per academic year for the Grievance Officer and 0.75 FCEs per academic year for the Associate Grievance Officer.
8. A full-time faculty Member who serves as Joint Committee Co-Chair shall receive release time equivalent to at least 1.0 FCEs per academic year.
9. A full-time faculty Member who serves as Mobilization Chair or Communications Chair shall receive release time equivalent to at least 1.0 FCEs per academic year.
10. A full-time faculty Member who serves on a Negotiating Committee shall receive adequate release time to ensure that teaching commitments do not interfere with the Member's availability to participate in preparation for negotiations and to serve on the committee. The release time shall be equivalent to at least 0.5 FCEs.  
A full-time faculty Member who serves as Chief Negotiator or Deputy Chief Negotiator shall receive additional release time equivalent to at least 1.0 FCEs for the Chief Negotiator and equivalent to at least 0.5 FCEs for the Deputy Chief Negotiator.
11. A full-time faculty Member who serves as co-Chair of the Strike Action Committee shall receive release time equivalent to at least 0.5 FCE.

### **Librarians and Archivists**

12. A librarian or archivist Member who undertakes and fulfills the three-year commitment to be Vice-President, President and Past President shall receive total release time from their Professional Practice and Academic Activity for at least the equivalent of one year.
13. A librarian or archivist Member who serves as Treasurer or Secretary shall receive release time equivalent to at least 10% of their Professional Practice and Academic Activity per academic year.
14. A librarian or archivist Member who serves as Grievance Officer or Associate Grievance Officer shall receive adequate release time to ensure they are available to properly perform their role. The release time shall be at least 30% of the Member's Professional Practice and Academic Activity per academic year for the Grievance Officer and at least 15% of the Member's Professional Practice and Academic Activity per academic year for the Associate Grievance Officer.
15. A librarian or archivist Member who serves as Joint Committee Co-Chair shall receive release time equivalent to at least 20% to their Professional Practice and Academic Activity per academic year.
16. A librarian or archivist Member who serves as Mobilization Chair or as Communications Chair shall receive release time equivalent to at least 20% of their Professional Practice and Academic Activity per academic year.

17. A librarian or archivist Member who serves on a Negotiating Committee shall receive adequate release time to ensure they are available to participate in preparation for negotiations and to serve on the committee. The release time shall be at least 10% of their Professional Practice and Academic Activity.  
A librarian or archivist Member who serves as Chief Negotiator or Deputy Chief Negotiator shall receive additional release time equivalent to at least 20% of their Professional Practice and Academic Activity for the Chief Negotiator and equivalent to at least 10% of their Professional Practice and Academic Activity for the Deputy Chief Negotiator.
18. A librarian or archivist Member who serves as co-Chair of the Strike Action Committee shall receive release time equivalent to at least 10% of their Professional Practice and Academic Activity.

### **Part-time Members**

19. Part-time Members entitled to payment in lieu of release time shall be paid through the University payroll system. T4 or T4A slips shall be issued to the Member for this payment. Statutory deductions shall be taken as required by law and the Faculty Collective Agreement.
20. A part-time Member who undertakes and fulfills the three-year commitment to be Vice-President, President and Past President shall be paid at least 80% of the annual floor salary for an Associate Professor. This compensation shall be paid over the three years.
21. A part-time Member who serves as Treasurer or Secretary shall be paid at least the value of 0.5 FCEs per academic year.
22. A part-time Member who serves as Grievance Officer shall be paid at least the value of 1.5 FCEs per academic year. A part-time Member who serves as Associate Grievance Officer shall be paid at least the value of 0.75 FCEs per academic year.  
A part-time Member who otherwise serves on the Grievance Committee shall be paid at least the value of 0.5 FCEs per academic year.
23. A part-time faculty Member who serves as Joint Committee Co-Chair shall be paid at least the value of 1.0 FCEs per academic year.
24. A part-time Member who serves as Mobilization Chair or Communications Chair shall be paid at least the value of 1.0 FCEs per academic year.
25. A part-time Member who serves on a Negotiating Committee shall be paid at least the value of 0.5 FCEs. A part-time Member who otherwise serves on a Collective Bargaining Committee shall be paid at least 0.25 FCEs. A part-time Member who serves as Chief Negotiator or Deputy Chief Negotiator shall in addition be paid at least the value of 1.0 FCEs for the Chief Negotiator and at least the value of 0.5 FCEs for the Deputy Chief Negotiator.

26. A part-time Member who serves as co-Chair of the Strike Action Committee shall be paid at least the value of 0.5 FCEs.
27. A part-time Member who serves as a Member of the Board of Directors but not as an officer shall be paid at least the value of 0.25 FCEs per academic year. This amount shall be multiplied by 1.5 if that Member serves on the Executive Committee.
28. A part-time Member who chairs or co-chairs an Association committee or Joint Working Group mandated by the collective agreement other than as a result of holding another Association position shall be paid at least the value of 0.125 FCEs per academic year. A part-time Member who otherwise serves on an Association committee or Joint Working Group mandated by the collective agreement shall be paid at least the value of 0.05 FCEs per academic year.
29. All references to the value of FCEs refer to the rate indicated in the Faculty Collective Agreement for Members with a Standing Appointment, regardless of the part-time Member's appointment status.