

## Release Time Policy

Work done on behalf of the Association is considered to be part of the Service component of a Member's Workload. This is acknowledged in both the faculty (*Academic Responsibilities of Members*, clause 6) and librarians and archivists (*Responsibilities of Members*, clause 5) Collective Agreements. The Association further recognizes that Members may take on additional responsibilities that may require (for faculty) a reduction in teaching or equivalent research load or (for librarians and archivists) release time from either their Professional Practice or Academic Activity. In these situations, the Association shall endeavour to allocate adequate release time to ensure that all Members have an equal opportunity to participate in the work of the Association. It is recommended that full-time Members who have received release time request an Alternative Workload with the proportion of Service to other Responsibilities adjusted.

As part of the budget process, the Treasurer shall present a release time proposal to the Executive Committee for approval. In reviewing this proposal, the Executive Committee shall consider that all Members' contributions to the work of the Association are valued, and that faculty Members with higher teaching loads may require an additional reduction in their teaching. The Executive Committee shall present the approved proposal to the Board of Directors for ratification.

1. A full-time faculty Member who undertakes and fulfills the three-year commitment to be Vice-President, President, and Past President shall be allotted a total release for this commitment of two times the normal annual teaching load. This release time shall be used at the Member's discretion during the three years, with any remaining release time to be banked and taken within five years of the completion of the three-year presidential commitment.
2. A full-time faculty Member who serves on a negotiating team shall receive adequate release time to ensure that teaching commitments shall not interfere with the Member's availability to participate in preparation for negotiations and for serving on a negotiating team. The release time shall be equivalent to at least one half-course per academic year.
3. A full-time faculty Member who serves as Grievance Officer shall receive adequate release time to ensure that teaching commitments shall not interfere with the Member's ability to properly perform this role. The release time shall be equivalent to at least three half-courses per academic year.

Part-time Members who provide service to the Association shall receive payment through the University payroll system in lieu of teaching release. T4 or T4A slips shall be issued to the Member for this payment. Statutory deductions shall be taken as required by law and the Collective Agreement.

4. A part-time faculty Member who undertakes and fulfills the three-year commitment to be Vice-President, President and Past President shall be compensated for this commitment in the amount of 80% of the floor salary for an Assistant Professor. Compensation shall be paid over the three years.
5. A part-time faculty Member who serves on the Grievance committee shall receive payment for at least one half-course per academic year. The rate shall be that indicated in the faculty Collective Agreement for Members with Preferred Status.
6. A part-time faculty Member who serves as a Member of the Board of Directors and who does not otherwise receive payment in lieu of release time shall receive an honorarium of \$500 per academic year.
7. A part-time faculty Member who chairs an Association committee and who does not otherwise receive payment in lieu of release time shall receive an honorarium of \$250 per academic year.

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Release time for librarian and archivist Members shall be commensurate with that of full-time faculty Members. For example, if a full-time faculty Member receives a reallocation of 20% of their normal workload, then a librarian and archivist Member providing similar service to the Association shall also receive a reallocation of 20% of their normal workload.

8. A librarian and archivist Member who undertakes and fulfills the three-year commitment to be Vice-President, President and Past President shall receive a total release from their Professional Practice and Academic Activity for the equivalent of one year. This release shall be used at the Member's discretion during the three years, with any remaining release time to be banked and taken within five years of the completion of the three-year presidential commitment.
9. A librarian and archivist Member who serves on a negotiating team shall receive adequate release time to ensure the Member shall be available to participate in preparation for negotiations and for serving on a negotiating team. The release time shall be at least 10% of the Member's Professional Practice and/or Academic Activity per academic year.
10. A librarian and archivist Member who serves as Grievance Officer shall receive adequate release time to ensure the Member shall be available to properly perform this role. The release time shall be at least 30% of the Member's Professional Practice and/or Academic Activity per academic year.

Payment in lieu of release time shall be made through the University payroll system with relevant statutory deductions and shall occur only in the following circumstances:

- To part-time Members as indicted in clauses 4 and 5.
- To full-time Members who leave their position at the University due to retirement or resignation.
- To full-time Members who are on a leave from their position at the University due to illness.
- To full-time Members who are unable to obtain an Alternative Workload agreement with the University.

Full-time Members shall make every effort to take the release time allotted them. Full-time Members shall not receive payment in excess of the value of one full-course at the rate for Members with Preferred Status under any circumstances.

Approved:

Board of Directors – February 5, 2016