

COLLECTIVE AGREEMENT

between

**SYNDICAT DES EMPLOYÉ-E-S DE
SOUTIEN DE L'UNIVERSITÉ
CONCORDIA/ CONCORDIA
UNIVERSITY SUPPORT STAFF UNION**

and

CONCORDIA UNIVERSITY

2023-2026

TABLE OF CONTENTS

ARTICLE 1	PURPOSE OF THE COLLECTIVE AGREEMENT	3
ARTICLE 2	UNION RECOGNITION.....	3
ARTICLE 3	DEFINITION OF TERMS	3
ARTICLE 4	MANAGEMENT RIGHTS AND OBLIGATIONS	6
ARTICLE 5	NON-DISCRIMINATION	6
ARTICLE 6	CIVILITY, HARASSMENT AND SEXUAL HARASSMENT	6
ARTICLE 7	RIGHT TO INFORMATION	9
ARTICLE 8	UNION MEMBERSHIP	10
ARTICLE 9	UNION ACTIVITIES	11
ARTICLE 10	GRIEVANCE AND ARBITRATION PROCEDURE	17
ARTICLE 11	SENIORITY	21
ARTICLE 12	EMPLOYMENT SECURITY AND DISPLACEMENT PROCEDURE	24
ARTICLE 13	LAY-OFF AND RECALL	27
ARTICLE 14	TECHNOLOGICAL CHANGE	29
ARTICLE 15	JOB POSTING, SELECTION, MOVEMENT OF PERSONNEL AND STIPENDS.....	29
ARTICLE 16	HEALTH AND SAFETY.....	34
ARTICLE 17	ACQUIRED RIGHTS	34
ARTICLE 18	SUB-CONTRACTING	34
ARTICLE 19	DISCIPLINARY AND ADMINISTRATIVE MEASURES.....	35
ARTICLE 20	PERSONNEL FILES	35
ARTICLE 21	GENERAL.....	36
ARTICLE 22	HOURS OF WORK AND WORK SCHEDULES	37
ARTICLE 23	OVERTIME.....	39
ARTICLE 24	PREMIUMS	41
ARTICLE 25	HOLIDAYS	42
ARTICLE 26	SOCIAL LEAVES, PERSONAL LEAVES AND DEFERRED SALARY LEAVE.....	42
ARTICLE 27	VACATION.....	48
ARTICLE 28	PARENTAL LEAVE.....	52
ARTICLE 29	LEAVE WITHOUT PAY	62
ARTICLE 30	STUDY LEAVE	63
ARTICLE 31	TRAINING & DEVELOPMENT	64
ARTICLE 32	TUITION WAIVER	65
ARTICLE 33	PUBLIC SERVICE ABSENCES.....	66
ARTICLE 34	UNIVERSITY CLOSING	67
ARTICLE 35	OCCUPATIONAL INJURIES.....	67
ARTICLE 36	SICK LEAVE	68
ARTICLE 37	GROUP INSURANCE AND PENSION PLAN.....	69
ARTICLE 38	CLASSIFICATION AND WAGES	72
ARTICLE 39	TEMPORARY EMPLOYEE	76
ARTICLE 40	AMENDMENTS TO THE COLLECTIVE AGREEMENT	82

ARTICLE 41	APPENDICES AND LETTERS OF AGREEMENT	82
ARTICLE 42	DURATION OF THE COLLECTIVE AGREEMENT AND RETROACTIVITY.....	82
APPENDIX "A"	CLASSIFICATION PLAN	86
APPENDIX "B"	JOB CLASSES	87
APPENDIX "C"	SALARIES	105
APPENDIX "D"	SENIORITY LIST	112
APPENDIX "D"	SENIORITY LIST	115
APPENDIX "E"	CERTIFICATE OF ACCREDITATION	148
APPENDIX "F"	PUBLICATION AND TRANSLATION OF THE COLLECTIVE AGREEMENT.....	152
APPENDIX "G"	EMPLOYMENT EQUITY	153
APPENDIX "H"	DEFERRED SALARY LEAVE.....	154
LETTER OF AGREEMENT # 1	Use of computing facilities.....	159
LETTER OF AGREEMENT # 2	Application of clause 15.04 – educational requirements	160
LETTER OF AGREEMENT #3	162
LETTER OF AGREEMENT #4	164
LETTER OF AGREEMENT #5	165
LETTER OF AGREEMENT #6	168
LETTER OF AGREEMENT #7	170
LETTER OF AGREEMENT #8	173
LETTER OF AGREEMENT #9	175
LETTER OF AGREEMENT #10	178

ARTICLE 1 PURPOSE OF THE COLLECTIVE AGREEMENT

- 1.01 It is the purpose of this collective agreement:
- a) to promote orderly relations between the University, the Union, and all employees covered by this collective agreement in order to ensure equitable and just working conditions;
 - b) to promote the security and welfare of the employees;
 - c) to favour the appropriate mechanisms for the prompt and fair settlement of problems which may develop between the University and the employees covered by this collective agreement.

ARTICLE 2 UNION RECOGNITION

- 2.01 The University recognizes the Union as the sole collective bargaining agent and the only authorized representative for purposes of application and administration of this collective labour agreement for all employees included in the bargaining unit.
- 2.02 The tasks regularly performed by employees covered by the present collective agreement cannot be performed for a period exceeding six (6) months per assignment by persons outside the bargaining unit as defined in the certificate of accreditation.
- 2.03 In order to be valid, all agreements subsequent to the signature of the present agreement among one, several or all of the employees and the University, that modify the present agreement must receive the written approval of the Union.
- 2.04 The present collective agreement applies to all employees covered by the certificate of accreditation issued by the Department of Labour to the Syndicat des employé-e-s de soutien de l'Université Concordia (CSN) Concordia University Support Staff Union (CSN).

The text of the certificate of accreditation appears in Appendix E.

ARTICLE 3 DEFINITION OF TERMS

For the purposes of interpreting the collective agreement, the feminine or the masculine will include the feminine and the masculine to the extent that the context permits.

For the purpose of applying the present collective agreement, the following terms are interpreted as follows:

3.01 **Employee:**

means any person employed by Concordia University who is covered by the certificate of accreditation issued by the ministère du Travail.

3.02 **Probationary Employee:**

means an employee who has not yet completed the probationary period provided in paragraph 11.02 a).

3.03 **Permanent Employee:**

means an employee occupying a position in the staff complement who has successfully completed the probationary period provided in paragraph 11.02 a).

3.04 **Permanent Part-time Employee:**

means the incumbent of a permanent part-time position in the staff complement who has successfully completed the probationary period provided in paragraph 11.02 a) and who regularly works less than thirty-five (35) hours a week.

A permanent part-time employee is entitled to all benefits provided for in this collective agreement on a prorated basis.

3.05 **Temporary Employee:**

means any employee hired for a period equal to or exceeding six (6) consecutive months to fill a position which is temporarily vacated by its incumbent, to meet a work surplus or to serve a function in the frame of a special project.

This employee is laid off and placed on the recall list provided in clause 13.04.

3.06 **Immediate Supervisor:**

means the person representing the employer who constitutes the first level of authority with regard to the employee.

3.07 **Staff Complement:**

means an on-going position funded from the University's operating budget.

3.08 **Vacant Position:**

means any position which has been definitively vacated by its incumbent.

3.09 **Promotion:**

means the movement of an employee from one position to another position in a higher job class, according to the provisions of article 15 of the present collective agreement.

3.10 **Transfer:**

means the movement of an employee from one position to another in the same job class.

3.11 **Demotion:**

means the movement of an employee from one position to another in a lower job class.

3.12 **Union:**

means the Syndicat des employé-e-s de soutien de l'Université Concordia (CSN) Concordia University Support Staff Union (CSN).

3.13 **University:**

means the employer, Concordia University.

3.14 **The Parties:**

means the Union and the University.

3.15 **Spouse:**

means the persons who:

- a) are married or in a civil Union and cohabiting;
- b) being of opposite sex or the same sex, are living together in a de facto Union and are the father and mother or parents of the same child;
- c) are of opposite sex or the same sex and have been living together in a de facto Union for one (1) year or more.

3.16 **Personnel file:**

means the file constituted with regard to an employee's work at the University. This file is kept by the Human Resources Department and constitutes the only official file for the purposes of the present collective agreement.

3.17 **Human Resource Department:**

Designates, according to the context, one of the following units:

- Employment and Organizational Effectiveness;
- Payroll Services;
- Employee and Labour Relations;
- Strategic HR Initiatives, Services and Systems;
- Compensation, Benefits and Pension;

3.18 **Job Profile**

Means the document detailing a position within the bargaining unit. The job profile includes the general description of the position, as well as a detailed description of the duties and responsibilities associated with the position.

ARTICLE 4 MANAGEMENT RIGHTS AND OBLIGATIONS

4.01 The University has the right and the duty to operate and manage effectively in conformity with its rights and obligations, subject to the provisions of this collective agreement.

4.02 The University will take up the cudgels on behalf of any employee held legally responsible for an act carried out in the line of duty and agrees not to institute any claims against the employee on this account.

ARTICLE 5 NON-DISCRIMINATION

5.01 The Union and the University agree that there shall be no discrimination against any employee on the basis of the following reasons: age, health, socioeconomic condition, marital and/or relationship status, kinship, mother tongue, Indigeneity, nationality, gender and gender identity, marital status of parents, appearance, disability including non-apparent disabilities, political beliefs, race, religion or absence of religion, sex, sexuality, or the exercise of any rights conferred by the collective agreement or the law. A preference or an unjust distinction based on one or more of the reasons mentioned above constitutes discrimination in the sense of the present clause.

5.02 Hiring practices, job postings, and employment files used by the University will reflect this position.

ARTICLE 6 CIVILITY, HARASSMENT AND SEXUAL HARASSMENT

6.01 **Civility Statement**

The Parties agree to promote the shared values of civility and respect in order to provide the best possible conditions for teaching and learning, and working for all members of the

University, and to reduce the risk of incivility, harassment and violence.

For greater clarity, civility is defined as all behaviour that helps to maintain mutual respect, collaboration, and courtesy in the workplace. The Parties agree to refrain from all activities harmful to a respectful environment, in any form of communication, including but not limited to, unprofessional conduct; rudeness; shouting or swearing; intimidation; unsolicited and unwelcome conduct, comment, gestures, and actions.

An employee who believes they are subjected to incivility is encouraged to speak with their supervisor or to the person at the next level in the reporting structure or to their Union. The matter may also be brought to the Office of Employee & Labour Relations. In such a case, the Parties will discuss the appropriate resolution process.

6.02 **Harassment**

The Union and the University recognize that every employee is entitled to work in a climate that is free from any form of harassment.

The parties will collaborate to prevent situations of harassment and/or sexual harassment by implementing measures to inform and raise awareness on these issues.

6.03 Harassment is any improper conduct, comment or display directed at an employee that is unwarranted, unsolicited and unwelcome and that might reasonably be expected to cause offense, ridicule, humiliation or that might reasonably be perceived as compromising an employee's right to fair and reasonable work conditions or right to dignity.

6.04 Harassment also includes the abuse of authority or the improper use of power which may undermine an employee's job performance. It may include such acts as intimidation, threats, blackmail, or coercion.

6.05 **Sexual Harassment**

Sexual harassment is any conduct, comment, gesture or physical contact of a sexual nature or implied sexual nature directed at an employee that is unwarranted, unsolicited, and unwelcome and that might reasonably be expected to cause offense, ridicule, humiliation or that might reasonably be perceived as compromising an employee's right to fair and reasonable work conditions, or right to dignity.

6.06 The University has the responsibility to intervene to ensure steps are taken to end any form of harassment that they are aware of, whether there is a complaint or not.

6.07 This article does not restrict the authority of those charged with supervisory responsibilities in such areas as performance evaluation, staff relations and the implementation of disciplinary actions.

6.08 **Procedure to receive and handle complaints:**

The following procedure should not prevent an employee from discussing a complaint with the immediate supervisor.

However, the preceding paragraph does not obligate an employee to meet with the immediate supervisor.

- a) The Union will appoint a member and the University will appoint an individual to receive and address complaints of harassment or sexual harassment.
- b) An employee may lodge a complaint with the Union appointee or the University appointee who will immediately inform the other party.
- c) Complaints must be lodged within two (2) years of the last incidence of harassment.

When the employee is on authorized leave or has lodged a complaint according to the University policy on harassment in effect, this time delay is interrupted and resumes upon the employee's return to work or at the time that the results of the investigation performed by the University are presented to the employee.

- d) In cases where there is a conflict between two (2) members of the Union, the latter will appoint an additional member to act on behalf of the employee against whom the complaint is made.
- e) Upon receipt of the complaint the appointees will decide how to handle the complaint which may include a recommendation to the appropriate authority to remove the employee from their position without loss of salary or privileges. The University must start their investigation within sixty (60) days following the filing of the complaint.
- f) Before submitting the result of their investigation, the investigator will take into consideration whether incivility took place.

Once the results of the investigation have been communicated to the employee(s), the University or the Union may propose conflict resolution or facilitation, as the case may be.

- g) In the event that the employee is not satisfied with the result of the investigation, they have recourse to the grievance procedure in accordance with Article 10. The time delays under the grievance procedure will date from the point the employee is informed, in writing by the appointees, that no solution has been found.

6.09 Both parties agree that confidentiality must be maintained regarding all information concerning a complaint.

6.10 An employee who files a complaint of harassment or sexual harassment which is

subsequently found through the complaint or grievance procedure to have some foundation will not in any way be penalized or suffer reprisals.

The University will withdraw any document relative to a harassment complaint from the employment file of an employee being the object of such complaint when the complaint is found to have no foundation through the complaint or grievance procedure.

- 6.11 The Union appointee, after having informed their immediate supervisor, is entitled to a reasonable length of time without loss of pay to inquire into a complaint or to attend a meeting concerning a complaint.

ARTICLE 7 RIGHT TO INFORMATION

- 7.01 The University provides the Union with an alphabetical listing of employees in the bargaining unit containing the following information:
- a) employee number
 - b) surname and name
 - c) birth date
 - d) gender
 - e) office mailing address, email and telephone number
 - f) years of service and seniority:
 - 1. hire date at the University;
 - 2. rehire date at the University;
 - 3. in the case of a temporary employee, the start and end dates of their contract;
 - 4. hire date in the bargaining unit;
 - g) job class and step
 - h) position (title, position number and department)
 - i) salary
 - j) status: probation, permanent/temporary, full-time/part-time, active/on leave/laid-off.
 - k) home address and telephone number.
- 7.02 The list described in clause 7.01 is available electronically, at any time, in the University's database. Should the list be unavailable due to a system's failure, the University will, at the Union's request, provide said list within five (5) working days.
- 7.03 Upon written request from the Union and after agreement between the Human Resources Department and the Union, the University provides, within ten (10) working days of receiving the request, all requested information which is pertinent to the bargaining unit.

- 7.04 At the Union's request, the University provides it with a list of the members of the Board of Governors, the Electoral College, and the names of persons appointed to a committee formed in accordance with the provisions of the present collective agreement. Any changes made to this list will be submitted within thirty (30) days.
- 7.05 Upon request from the Union, the University will send copies of the following documents:
- a) all updated University policy documents;
 - b) the agenda, minutes and attached documents of any open meeting of the Board of Governors, Senate, Faculty Councils, at the same time as such documents are mailed to their respective members or immediately thereafter in the case of documents distributed at meetings;
 - c) the operating budget of the University approved by the Board of Governors;
 - d) the annual audited statements of the pension plan and the annual actuarial valuation of the pension plan approved by the Benefits Committee and the Board of Governors within ten (10) days of their approval;
 - e) information concerning the operating budget of the University approved by the Board of Governors, and the *Règles budgétaires et calculs des subventions de fonctionnement aux universités du Québec*.
- 7.06 The University provides the Union with lists of office-support employees on contract or time-sheets, paid by the University (excluding research funds). Such lists are to be provided every three (3) months (November, February, May and August).

ARTICLE 8 UNION MEMBERSHIP

- 8.01 Employees who are members of the Union at the date of signature of this collective agreement and employees who become members at a later date must remain members of the Union for the duration of this collective agreement.
- 8.02 a) Each new employee must become a Union member by signing a membership card.
- The Union will arrange for the new employee to sign a membership card.
- b) In the case of new employees, a thirty (30) minute meeting is provided in a convenient, confidential spot between a new employee and their Union representative or in their absence, their replacement.
- The scheduling of this meeting will be agreed with the immediate supervisor. This meeting must take place within twenty (20) working days of the hiring of the new

employee, during working hours.

- 8.03 The University is not required to discharge or to transfer out of the bargaining unit an employee expelled from the Union or whose admission to the Union is refused. However, such an employee will remain subject to Union dues.
- 8.04 The University deducts from each employee's pay cheque in each pay period, an amount equal to the Union dues.
- 8.05 New employees pay Union dues beginning on their date of hire.
- 8.06 Upon notice being received, the University will implement any modification in Union dues no later than ten (10) working days following the end of the pay period in which the notice was received.
- 8.07
- a) Every month, the University sends to the Union Treasurer or their substitute, within a period not exceeding ten (10) working days from the last pay date of the month, the money which has been collected, and an alphabetical list of the names of the employees, the amount deducted from each employee, as well as their department.
 - b) The University indicates on the Relevé 1 slips and on the T4's the Union dues collected from each employee.
- 8.08 All administrative correspondence concerning Union dues will be between the University and the Union Treasurer or their substitute.

ARTICLE 9 UNION ACTIVITIES

- 9.01
- a) The parties recognize Union representatives and their substitutes, up to a maximum of twenty-five (25) representatives. The Union will decide on the distribution of these representatives and will inform the University as provided in paragraph 9.01 c).
 - b) No Union representative leaves their assigned place of work without having made the necessary arrangements with their immediate supervisor. Such consent cannot be withheld without a valid reason.
 - c) The Union informs the University in writing of the names and assignments of the employees elected or named to represent it, be they officers, Union delegates, and/or members of the different committees recognized by the present collective agreement. Thereafter, any change to the said list is sent the same way.
 - d) It is understood that each party may request that an advisor or external representative of its choice be present with the regular representatives at meetings between the parties. The agenda and the names of the participants will be given at

the time that the meeting date is established.

e) **Union representation**

Any Union member can be accompanied by a Union delegate to a meeting with, or when summoned by, a University representative for any matter relating to the interpretation or application of the collective agreement.

f) **Union local and meeting rooms**

The University provides and maintains an office for the exclusive use of the Union furnished with two (2) tables, a desk, chairs, a four-drawer filing cabinet and a computer. The Union is responsible for the monthly telephone charges.

The University shall allow the Union use of meeting rooms free of charge. The rooms shall be reserved according to normal University procedures.

g) **Internal communications**

The University agrees that the Union may use the internal mail service for Union business in accordance with the University policies.

Moreover, the University assigns an internet and email address to the Union, as provided in letter of agreement #1. The University maintains a link to the Union's web site in the alphabetical index of its own web site.

h) **Photocopies**

The University agrees that the Union may obtain a photocopying machine through Printing Services. The Union will be responsible for the monthly charges.

i) Any employee affected by the present article cannot be inconvenienced or suffer any prejudice for their activities.

j) Any meeting with representatives of the University does not incur any loss of pay for the employee concerned.

k) The Union may post, in areas agreed upon by the parties, notice of meetings and other business. Such notices must be clearly identified as coming from the Union.

9.02 **Negotiations Committee**

a) The Union Negotiations Committee is composed of four (4) members named by the Union.

b) In the twelve (12) months preceding the expiry of the collective agreement, the

employees forming the Negotiations Committee may take leave without loss of pay for the purpose of preparing the collective agreement project. These hours and days of leave will be drawn from the bank of hours provided for in clause 9.08.

- c) For each negotiation, conciliation, mediation or arbitration, the Negotiations Committee is liberated without loss of pay for the duration of the meeting. Additionally, in order to prepare for each meeting, the Negotiations Committee can be liberated without loss of pay for the equivalent of fifty percent (50%) of the duration of the preceding meeting.
- d) Members of the Negotiations Committee may, if they so desire, defer to after the signing of the collective agreement, their vacation accumulated in the twelve (12) months preceding the expiry of the collective agreement, as well as those accumulated up until the signing of the collective agreement, to a maximum of ten (10) days.

9.03 **Grievance Committee**

- a) The University agrees to recognize a Union Grievance Committee, composed of three (3) employees.
- b) In order to conduct their inquiry, members of the Grievance Committee, after having informed their immediate supervisor, are entitled to a reasonable length of time without loss of pay, to inquire into each grievance and/or prepare meetings with the University. They have access to that part of the building in which the grievance has allegedly taken place in order that they may conduct an inquiry on location of the circumstances which gave rise to the grievance.
- c) The University agrees to meet the Grievance Committee on request at a time and place agreed to by the parties.

9.04 **Executive Committee**

The eight (8) officers of the Union are granted leave from their duties without loss of pay for the purpose of Union administration. These hours or days will be drawn from the bank provided for in clause 9.08.

9.05 **Union Council**

- a) The Union Council is made up of all the Union representatives in the Union structure.
- b) The employees who are members of the Union Council are entitled to be absent without loss of pay to attend Union meetings. The days and hours used for these ends are taken from the bank provided in paragraph 9.08 a).

Labour Relations Committee

- a) The parties agree that the purpose of the Labour Relations Committee will be to discuss and resolve, if possible, all matters of concern to the two (2) parties.

The parties agree that the Labour Relations Committee will also act as a Health and Safety Committee and will be as such recognized as being formed in virtue of article 82 of the Health and Safety Act and the representatives benefit from all the rights as recognized under Chapter IV and V of said Act.

- b) The Committee consists of six (6) members, three (3) of whom will be nominated by the Union and three (3) by the University.

When issues pertaining to Health and Safety are being discussed, both parties may have their respective Health and Safety representatives present at the meeting.

The committee determines its own rules of procedure as well as the meeting agenda. An account of the issues discussed, as well as the decisions reached or necessary follow-ups, is produced by the committee members.

- c) The Committee does not have the power to alter or amend the Collective Agreement.
- d) The committee meets on a regular basis at least every second month at a time and place agreed to between the parties.

Exceptionally, the committee may meet at the request of either party, at an agreed time and place within ten (10) days of the request.

The University informs the Union, within reasonable delay, of the answer given to its proposals.

- e) When the Committee's attention is drawn to a problem, a Union representative from the committee may verify on site with the employees concerned the working conditions which form the basis of the problem.
- f) Before each Committee meeting, the Union representatives have one (1) hour without loss of pay, to prepare.
- g) A Union representative who attends a meeting of the Labour Relations Committee, or who is liberated under the provisions of paragraphs e) or f) above suffers no loss of pay.
- h) The Parties shall inform one another in writing of the names of their representatives on the Labour Relations Committee as well as any subsequent change.

9.07 **University Health and Safety Committee**

The Union will elect one (1) representative to serve as a member of the University Health and Safety Committee and any other Environmental Health and Safety Committee which may be formed in the future.

The employee who is a member of the University Health and Safety Committee is entitled to be absent without loss of pay to attend committee meetings.

9.08 **Leave for Union activities**

The parties recognize that in order for Union representatives to fulfil their responsibilities towards the employees in the best way possible, leaves for Union activity are necessary, and will be granted as follows:

- a) The University grants the Union a bank of two hundred and twenty-five (225) days of leave for Union activities each year. These days can be taken per hour, per half-day, or per day.
- b) The Union provides the immediate supervisor, with copy to the Human Resources Department, the information concerning leave for Union activities, and this, in principle, at least three (3) working days prior to the absence. In the case of an emergency, and after approval by the immediate supervisor, a union representative can be liberated within a shorter period. The University can't refuse a union liberation unless they have a valid reason.
- c) When the entire allotment of time has been used, the leaves will be without loss of pay, but will be reimbursed by the Union. The Union will reimburse all amounts within thirty (30) days of the agreement between the parties on the amount owed. Such payments will be available to the units from which the leave was granted.
- d) The above-mentioned provisions will apply to any leave for Union activity with the exception of those provided for in clause 9.03, 9.06 and 9.07.

9.09 **Leave for a full-time Union position outside the University**

- a) Upon written notice from the Union, the University grants leave without pay, to not more than one (1) permanent full-time employee for Union service either as an employee, or in an elected position, within the Confédération des syndicats nationaux (CSN) or one of its affiliated bodies.
- b) The notice carries the name of the employee, the nature and length of the absence and must be forwarded to the Human Resources Department, as a rule, thirty (30) days prior to the absence.
- c) The University agrees to grant the leave without pay unless, due to particular

circumstances, it would be impossible to do so without seriously affecting the normal operations of the sector where the employee concerned works.

- d) If the employee who is granted leave holds a non-elective position, they must return to work within twenty-four (24) months of the beginning of their leave, failing which, they will be considered as having resigned from their position.
- e) If the employee on such leave holds an elective position, they receive a leave without pay equal in length to their term of office; this leave without pay may be renewed once, for a total of two (2) terms, in the event of a re-election.
- f) An employee on such leave does not have a right to the benefits of this collective agreement except the pension plan and the group insurance plan to the extent such plans so allow. In such event, the cost of the premiums will be paid entirely by the employee.
- g) The employee granted such leave must give the University a written notice of their intent to return to work at least thirty (30) days before the end of leave. Upon their failure to return to work at the end of the leave provided for in clause 9.09 d) they are considered as having resigned at the beginning of their leave.
- h) Upon their return to work, the University reinstates the employee into the position they occupied at the moment of their departure, or if their position has been abolished, into an equivalent position.
- i) The employee granted leave by virtue of the present clause will continue to accumulate seniority for a maximum of twenty-four (24) months; seniority is thereafter maintained but does not accumulate.

9.10 **Leave for a full-time Union position within the University**

- a) Upon written notice from the Union, the University grants leave without loss of pay to a maximum of two members of the executive at any one time, subject to the terms of the present clause.
- b) The notice includes the name of the employee, the nature and length of the absence and must be forwarded to the Human Resources Department, as a rule, thirty (30) days prior to the absence.
- c) The University agrees to grant the leave without pay unless, due to particular circumstances, it would be impossible to do so without seriously affecting the normal operations of the sector where the employee concerned works.
- d) The period of leave shall be no less than six (6) months and no more than twenty- four (24) months, unless the parties agree in writing to modify the period of leave.

The Union will reimburse the University for the salary paid to the employee(s) excluding days provided for under article 34, as well as the University's portion of the employee's benefits. This reimbursement must be made within thirty (30) working days of being requested, failing which the employee's leave may be cancelled by the University.

- e) An employee on such leave has the right to the benefits of this agreement including the pension plan and the group insurance plan to the extent such plans so allow. In such event, the cost of the premiums will be paid by the employee and the University as per the terms of the current collective agreement.
- f) The employee granted such leave must give the University a written notice of their intent either to return to work at least thirty (30) days before the end of their leave. Upon their failure to return to work at the end of their leave they are considered as having resigned at the beginning of their leave.
- g) Upon their return to work, the University reinstates the employee into the position they occupied at the moment of their departure, or if their position has been abolished, article 12 or 13 applies as is appropriate.
- h) The employee granted leave by virtue of the present article continues to accumulate seniority.
- i) Other leave provisions under this article will not be applicable to an employee granted leave under the present clause.
- j) Upon return from their leave the employee will acquire their entire vacation entitlement for the current year which will be paid by the University as per the terms of article 27.

ARTICLE 10 GRIEVANCE AND ARBITRATION PROCEDURE

- 10.01 The parties agree that a grievance shall be any disagreement respecting the working conditions outlined in this agreement. The parties agree that they will endeavour to settle a grievance as promptly as possible.
- 10.02 Nothing in the present article must be considered as preventing the Union or an employee, accompanied by their Union delegate, from discussing with the University representative, any labour relations problem before resorting to the grievance procedure. The University representative must allow the presence of the Union delegate who accompanies the employee. Notwithstanding the present article, an employee can refuse to be represented by the union in a written notice given to the Union and the University.
- 10.03 A technical error does not invalidate a grievance.

- 10.04 a) A grievance is presented either in French or in English, and contains a summary of the facts written in such a way as to be able to identify the problem raised, as well as the redress sought and, as an indication, the article or articles in the collective agreement which is (are) concerned.
- b) A grievance may be amended as long as the amendment does not alter the nature of the grievance. If the amendment is presented at the hearing, the arbitrator may decide to postpone the hearing in an effort to protect the rights of the parties.
- 10.05 The discussions between the parties concerning a grievance are held between the Grievance Committee and representatives of the University designated for this purpose. Nevertheless, the University representative with whom a grievance is discussed may invite another representative of the University to participate in the discussion.
- 10.06 The employee who files a grievance has a right to be present at all stages of the grievance and arbitration procedure. However, the final settlement of a grievance will take place between the Grievance Committee and the authorized representative of the University.
- 10.07 No employee will suffer loss of pay for any time spent with representatives of the University or with members of the Grievance Committee during regular work hours for the purpose of discussing a grievance. During an arbitration hearing, the members of the Grievance Committee, the grievor, the employee(s) who are implicated or any other employee who serves as a witness are granted leave, without loss of pay, to attend. Any meeting regarding a grievance, between members of the Grievance Committee and the employees implicated in the grievance, will be held in a confidential location.
- The time and reasonable duration of the meeting must be agreed to with the immediate supervisor. Moreover, a period of three (3) hours without loss of pay is granted to employees referred to in the present clause within the two (2) weeks preceding the arbitration hearing.
- 10.08 An employee who files a grievance must not in any way be penalized or inconvenienced as a result.
- 10.09 The Union may file a grievance on behalf of an employee, a group of employees, or all of the employees. In such a case, the Union must conform to the procedure provided in clause 10.10.
- 10.10 For all grievances, the University and the Union agree to conform to the following procedure:
- a) The employee or the Grievance Committee representative files the grievance with the immediate supervisor with a copy to the Human Resources Department (Employee and Labour Relations Unit) within thirty (30) working days of the event which gave

rise to the grievance. In the case where knowledge is acquired after the incident, the grievance must be filed within thirty (30) working days of such knowledge by the employee or the Union.

The burden of proving that knowledge of the incident was acquired subsequently rests with the Union. However, in the case of firing or suspension, the grievance must be submitted within thirty (30) working days of the knowledge of the incident by the employee or the Union.

- b) At the request of either party, a meeting between the University and the Union will take place between the date of filing of the grievance and the date scheduled for arbitration.
- c) The Immediate Supervisor gives their answer in writing to the Grievance Committee within the thirty (30) working days following the receipt of the grievance and sends a copy to the Human Resources Department (Employee and Labour Relations unit) as well as to the concerned employee if they signed the grievance.
- d) Failing agreement, the Union may submit the grievance to arbitration by giving notice to the University (Employee and Labour Relations Unit) of its intention within thirty (30) working days following the expiry of the delay outlined in paragraph 10.10 c).

10.11 **Prescription**

A grievance is deemed to have been settled in favour of one party upon failure of the other party to respond or to proceed to the next step, including arbitration, within the time limits stipulated above, unless it has been mutually agreed in writing to modify them.

10.12 **Arbitration Process**

- a) Unless otherwise agreed to by the parties, all grievances are heard before a single arbitrator as chosen by both parties. If the parties fail to agree on the choice of an arbitrator, either party may ask the ministère du Travail to nominate an arbitrator.
- b) The jurisdiction of the arbitrator is limited to conditions established in the present agreement and in no case does the Arbitrator have the power to add to, subtract from or modify the agreement in any way. The decision of the arbitrator is final and binding on the parties.
- c) In the event of arbitration on disciplinary measures, the arbitrator may uphold the decision of the University or reject it, or render any other decision they judge equitable under the circumstances.

The arbitrator may render any other fair and equitable decision under the circumstances as well as determine, if appropriate, the amount of compensation and/or damages to which an employee unjustly treated may have the right.

- d) The fees and expenses of the arbitrator will be divided equally between the parties, except for a grievance filed under paragraph 15.04 a).

In the case of a grievance filed under paragraph 15.04 a), should the University win, the fees and expenses of the arbitrator will be paid half and half.

In the case of a grievance filed under paragraph 15.04 a), should the Union win, the fees and expenses of the arbitrator will be paid in total by the University.

Furthermore, in such a case, the University will apply the decision within twenty (20) working days.

10.13 In the case of a resignation, the arbitrator may take into account the circumstances surrounding the resignation of an employee, and the validity of the consent.

10.14 **Mediation-arbitration**

- a) At any time and up until the day before the hearing, the parties may agree to proceed with the mediation-arbitration process. Paragraphs 10.11 a) to d) apply, if applicable, with necessary adaptations.

Throughout the process, the parties may engage in discussions and reach an agreement for the resolution of a grievance.

- b) The mediator-arbitrator is an impartial person who assists the parties in finding their own solutions. They act as a resource-person to facilitate the conclusion of an agreement. Their role involves facilitating and guiding exchanges that can help the concerned parties resolve the dispute themselves.
- c) Any agreement is recorded in writing, signed by the parties, and submitted, if the parties consent, to the mediator-arbitrator.
- d) If mediation-arbitration does not lead to a mutually acceptable agreement, the parties acknowledge that the mediator-arbitrator is validly seized of the grievances under the *Labor Code* and has the authority to decide by arbitral award. Before rendering a decision, the mediator-arbitrator must allow the parties and their witnesses, if desired, to be heard.

The parties may also agree on any other alternative method of resolving grievances.

ARTICLE 11 SENIORITY

11.01 Accumulation and acquisition of seniority rights

- a) For the permanent full-time employee, seniority is accumulated on the basis of continuous service as a member of the bargaining unit.
- b) For the permanent part-time employee, seniority is accumulated prorated to the regular hours worked weekly.
- c) In all cases, seniority is acquired for any permanent employee, when they have completed their probationary period, retroactively to the date of hire.
- d) The temporary employee accumulates seniority on the basis of hours worked, or considered as having been worked, subject to clause 11.03, and the time off to which they are entitled.

However, this seniority cannot supersede that of a permanent employee as long as the person has the status of a temporary employee.

- e) The temporary employee who obtains a position in conformity with the present collective agreement is credited with the seniority accumulated as a temporary employee once their probationary period has been completed. However, only seniority accumulated as incumbent in a position in the staff complement can be considered as seniority or active service for purposes of employment security.
- f) Overtime worked by an employee is not considered for the purposes of calculating seniority.

11.02 Probationary and Trial Period**a) Probationary Period**

- i) The probationary period for an employee newly hired is sixty (60) days worked. However, the parties may agree in writing to extend a newly hired employee's probationary period by a maximum of an additional sixty (60) days worked. If the probationary period is prolonged, the University informs the employee before the end of the sixty (60) days worked.

During the probationary period, the new employee will receive appropriate assistance and training in order to facilitate adaptation to their position.

- ii) In the middle of the probationary period, the immediate supervisor will make a written progress report, will remit a copy to the employee and will have a formal

interview with the employee to discuss said report at least two (2) days following its remittance.

- iii) The employee who wishes to include comments on the report will do so within five (5) working days of this interview.
- iv) The final version of the report is sent by the immediate supervisor to Human Resources and a copy given to the employee. Both the employee and the immediate supervisor must sign the final version of the report.
- v) The employee whose services are no longer required during the probationary period is entitled to a written notice of five (5) working days or one (1) week's salary if there is no notice.
- vi) Probationary employees have access to the grievance and arbitration procedure, except in the case of lay-off or dismissal.

b) Trial Period

- i) The trial period for any employee who obtains a promotion or a transfer in accordance with article 15 is of sixty (60) days worked.

A temporary employee who obtains a permanent position is also subject to a trial period. However, a temporary employee who obtains a permanent position, immediately following a temporary assignment within the same position, is not subject to a trial period, provided they have passed their probationary period within that temporary assignment.

- ii) During the trial period, the employee continues to benefit from all rights and privileges of the collective agreement.
- iii) The parties recognize that, during the trial period, the employee is entitled to appropriate assistance and training in order to facilitate adaptation to the new position.
- iv) In the middle of the trial period, the immediate supervisor will make a written progress report, will remit a copy to the employee and will have a formal interview with the employee to discuss said report at least two (2) days following its remittance.
- v) The employee who wishes to include comments on the report will do so within five (5) working days of this interview.
- vi) The final version of the report is sent by the immediate supervisor to Human Resources and a copy given to the employee. Both the employee and the

immediate supervisor must sign the final version of the report.

- vii) 1) If, during the trial period, the employee is incapable of satisfying the normal requirements of the position, the University reinstates said employee in the former position, without prejudice as to rights acquired in the former position. In the case of a grievance, the University has the burden of proving that the employee is incapable of satisfying the normal requirements of the position.
- 2) If within the trial period the employee advises the immediate supervisor in writing that they do not wish to remain in the position, the University reinstates said employee in the former position, without prejudice as to rights acquired in the former position.

11.03 **Accumulation of Seniority Rights**

An employee continues to accumulate their seniority during any absence provided for in this collective agreement, or in the application thereof, or otherwise authorized, for the duration of the absence, with the exception of the following cases:

- a) In the event of a leave of absence without pay provided for in clause 29.01: seniority ceases to accumulate after a period of twelve (12) months and is maintained.
- b) In the event of an absence due to a non-work related accident or illness, seniority ceases to accumulate after a period of twenty-four (24) months and is maintained.
- c) In the event of a lay-off of a temporary employee at the end of the period for which they were recalled or hired: seniority ceases to accumulate and is maintained.
- d) In the case of lay-off of a probationary employee or a permanent employee who does not have employment security: seniority ceases to accumulate and is maintained.
- e) When a member of the bargaining unit takes a position outside the bargaining unit or a management position, seniority ceases to accumulate after six (6) months following such a move and is maintained for another twenty-four (24) months.

11.04 **Loss of Seniority Rights**

An employee loses their seniority rights and their employment is terminated when:

- a) they voluntarily terminate their employment with the University or are considered to have resigned in accordance with paragraphs 9.09 g), 9.10 f) and 28.23;
- b) they are dismissed unless the dismissal is cancelled as a result of the grievance and arbitration procedure;

- c) they are laid off for a period exceeding twenty-four (24) months;
- d) they retire;
- e) they fail to return to work within ten (10) working days following receipt of a registered letter recalling them to work following layoff; this ten (10) day period may be extended by agreement between the parties.

An employee loses their seniority rights:

- f) if they do not return to a position included in the bargaining unit for a period exceeding thirty (30) months following a transfer to a position outside the bargaining unit or to a management position.

11.05 Seniority List

- a) The University makes available to the employees as well as to the Union the seniority list by way of their access to the University's platform.

This list includes the surname and name, the date of hire within the bargaining unit, the department, the position, the job class and the status (on probation, permanent/temporary, full-time/part-time) of the employee, as well as their seniority calculated in accordance with the present article.

This list is periodically updated following the pay dates. The permanent employees and the temporary employees are classified in two separate sections of the list.

- b) Any dispute concerning the seniority of an employee is submitted in writing to the Human Resources Department (Employee and Labour Relations unit). A representative from this unit and the Union representative will discuss any dispute and the University will, if appropriate, make all the necessary corrections to the seniority list within thirty (30) working days. In the case of a persisting disagreement, a grievance may be submitted in accordance with the provisions of article 10. The University is not held responsible for any action taken based on the seniority lists prior to the date of the dispute.

ARTICLE 12 EMPLOYMENT SECURITY AND DISPLACEMENT PROCEDURE

12.01 Employment security

The University assures employment security, within the bargaining unit, for the duration of the present collective agreement, to all permanent employees who have twenty-four (24) months of seniority as the incumbent of a position in the staff complement.

Notwithstanding any other provisions of the collective agreement and subject to clause 19.02, employees benefiting from employment security cannot be laid off, or dismissed

without just cause and therefore will remain in the employ of the University and continue to benefit from all the provisions of the present agreement.

12.02

Displacement Procedure

In the case of abolition of positions in the staff complement, the following procedure applies:

- a) Any employee whose position is to be abolished shall receive advance notice of at least two (2) months. Copy of said notice is sent to the Union.
- b) After discussion with the Union, the University agrees to assign any employee affected by position abolition or a displacement according to the present article, without posting to a vacant position in the same job class as long as they have the qualifications to satisfy the normal requirements of the position;

OR

After discussion with the Union, the University agrees to assign any employee affected by position abolition or a displacement according to the present article, to a vacant position in the immediately lower job class as long as the employee agrees and they satisfy the normal requirements of the position.

- c) The University will provide retraining to allow an employee to occupy a position in the bargaining unit.
- d) If the employee affected by a position abolition cannot be assigned to a vacant position as provided for in paragraphs 12.02 b) and c), this employee may displace an employee in the same job class who has less seniority, as long as they satisfy the normal requirements of the position.
- e) If a displacement in the same job class is not possible, the employee affected by position abolition or a displacement may displace an employee in the immediately lower job class, who has less seniority, as long as they satisfy the normal requirements of the position.
- f) Each employee thus displaced may use their right to displace as outlined above. Any employee displaced shall receive advance notice of twenty (20) working days. This delay may be extended upon agreement between the parties.
- g)
 - i. An employee affected by position abolition or a displacement under the provisions of the present article who is assigned to another position in the staff complement is entitled to a trial period of sixty (60) days worked.
 - ii. During the trial period, the employee continues to benefit from all rights and privileges of the collective agreement.

- iii. The parties recognize that, during the trial period, the employee receives appropriate assistance and training in order to facilitate adaptation to their new position.
 - iv. In the middle of the trial period, the immediate supervisor will make a written progress report, send a copy to the employee and will have a formal interview with the employee to discuss said report at least two (2) days after its submission.
 - v. If, during the trial period, the University considers that the employee is incapable of satisfying the normal requirements of the position, the employee may continue to use the displacement procedure, or, if it is impossible, paragraph h) applies;
 - vi. If issues arise during the trial period, including but not limited to performance and position fit, the matter may be brought to the Labour Relations Committee or discussed, at the latest, seven (7) working days following the request of either Party to meet.
- h) An employee who cannot displace in accordance with the present article, and who does not choose to resign and receive the indemnity provided for in clause 12.03 must accept:
- i) to fill a temporarily vacant position if they meet the normal requirements of the position;
 - ii) to meet a work surplus or undertake a special project;
- i) As long as an employee affected by the provisions of the present article does not become the incumbent of a position in the staff complement, they are considered as having applied for every vacant position in the same job class for which they have the qualifications to meet the normal requirements of the position.

12.03 Severance indemnity

Any employee with employment security affected by the provisions of the present article may, at any moment in the process provided in the present article, choose not to exercise their rights and to resign. In this case, they will benefit from a severance indemnity equivalent to one (1) month of salary per year of seniority up to a maximum of twelve (12) months.

12.04 The employee who, by virtue of the present article, obtains a position in a lower job class, preserves the job class they were in prior to the abolition of their position or displacement. They are considered as having applied for any position in their old job class for which they have the qualifications to meet the normal requirements and, if they obtain such a position in conformity with article 15, they must accept it, failing which they are subject to the provisions of clause 38.15.

ARTICLE 13 LAY-OFF AND RECALL

13.01 Only those employees not covered by clause 12.01 may be laid-off.

13.02 **Lay-off Procedure**

In the case of lay-off, temporary, and probationary employees are laid-off first. If other lay-offs are necessary, permanent employees not having employment security are laid-off, and this in reverse seniority order.

13.03 **Displacement procedure**

a) A permanent employee subject to a lay-off must receive a one (1) month notice, indicating the date of the lay-off. A copy of this notice is simultaneously sent to the Union.

A temporary employee subject to a lay-off must receive a two (2) week notice indicating the date of the lay-off. A copy of this notice is simultaneously sent to the Union.

The University must inform the concerned employee as to whether or not they must work during the notice period.

b) A permanent employee affected by a lay-off may displace a permanent employee in the same job class who has less seniority than them, on the condition that they can satisfy the normal requirements of the position.

c) If a displacement in the same job class is not possible, the permanent employee who is affected by a lay-off may displace an employee in the immediately lower job class having less seniority than them, on the condition that they have the qualifications to satisfy the normal requirements of the position.

d) Each permanent employee thus displaced may displace in the above-mentioned manner.

13.04 **Recall**

a) The recall list includes the names of all permanent and temporary employees laid-off as well as temporary employees who have completed a fixed term contract.

b) Within thirty (30) days following the signing of the collective agreement, the University provides the Union with the recall list of employees covered by this article. Thereafter, this list will be updated and sent to the Union every three (3) months (November, February, May and August).

- c) This list includes:
- name;
 - address;
 - status;
 - telephone numbers (maximum 2), unless the employee disagrees;
 - email address
 - last termination date;
 - accumulated seniority;
 - position title and, failing a title, description of last assignment.
- d) Unless otherwise stipulated, recall to work will be done by email, in which the University must include the Union.
- e) If, within five (5) working days, the employee has not responded to the University, the employer can continue on to the next person on the list, and so on. At all times, the Union is included on all correspondence.

13.05 Recall Procedure

- a) Any permanent employee whose name appears on the recall list is deemed to have applied for any vacant position in the staff complement for which they have the qualifications to satisfy the normal requirements of the position.
- b) An employee who is recalled to a position of a temporary nature is subject to Article 39.
- c) Employees are called back to work in order of seniority, on the condition that they satisfy the normal requirements of the position.
- d) In the event of a recall, employees will provide all documents attesting to their qualifications which do not appear in their employment file.

13.06 The name of an employee who, during a period of twelve (12) consecutive months has not worked according to the provisions of the present collective agreement, or has refused three (3) recalls to work, is removed from the recall list.

13.07 If an employee cannot be reached after three (3) consecutive recall attempts the University sends a letter by messenger to the last known address. If the employee does not confirm their availability in the two (2) weeks following the receipt of the letter, their name is removed from the recall list.

13.08 The Union receives a copy of all letters sent by the University to the employees affected by the present article.

ARTICLE 14 TECHNOLOGICAL CHANGE

14.01 Technological Change:

Means any major change, particularly those which may result in the abolition or creation of one or more positions and/or changes in the requirements of one or more position arising from the introduction of new technology, techniques or equipment which would result in a modification in job class levels.

- 14.02 a) The University will give a written notice to the Union of its intention to introduce technological change, at least three (3) months prior to the expected date of such a change.

 This notice must include:

- i) the nature and goal of the technological change;
 - ii) the expected date of implementation, or the schedule of implementation if such is the case;
 - iii) the names of the employees, and if such is the case, the positions likely to be affected by the technological change;
 - iv) the effect which the technological change is likely to have on the working conditions of the employees affected.
- b) The University must submit the proposed technological changes to the Labour Relations Committee for discussion in order to minimize the impact on the employees and to facilitate their adaptation to the changes.
- c) The University agrees to offer to employees affected by technological change, the necessary training, at the University's expense, to allow them to fulfil their new duties, during work hours and without any loss of rights or advantages, to allow them to fulfill their new duties.

ARTICLE 15 JOB POSTING, SELECTION, MOVEMENT OF PERSONNEL AND STIPENDS

- 15.01 When a position in the staff complement becomes vacant, the University has the choice of filling or abolishing the position or of deferring the posting of the position. If the decision is to fill the position, the University proceeds within a delay not exceeding twenty (20) working days from the date the position became vacant. If the position is to be abolished or if the posting is to be deferred, the University will inform the Union of its decision within the aforementioned delay.

If the posting is deferred, such deferment will be reviewed at the latest six (6) months after its vacancy. The University's decision to post or close the position is subsequently communicated to the Union.

- 15.02 a) When a position in the staff complement is to be filled, the University must post it on the Human Resources Department web site for ten (10) working days.

The posting is sent by email to the employees, and simultaneously to the Union.

An amended posting must be reposted as per the aforementioned procedure with the mention "amended posting".

When postings are sent, a reference must be made to the letter of agreement #2, pertaining to the academic requirements.

- b) The posting includes:
- position title and job class;
 - job profile;
 - the required qualifications;
 - department;
 - title of immediate supervisor;
 - the salary range;
 - work schedule, should it be out of ordinary;
 - posting date and expiry date of the posting;
 - the name of the bargaining unit;

15.03 Employees who wish to apply for the position must do so during the posting period using the University's established recruitment tool.

- 15.04 a) In selecting an employee to fill a position posted in accordance with clause 15.02, the University must grant the position to the candidate who is one of the three (3) most senior candidates and who has the qualifications to satisfy the normal requirements of the position.

The University will remit a list to the Union, containing the names of each candidate, unless said candidate has indicated that they do not wish for their application to be shared.

- b) If none of the candidates in paragraph 15.04 a) have the qualifications to satisfy the normal requirements of the position, the University must grant the position to the candidate who is a probationary employee or a temporary employee, with the most seniority, unless they do not have the qualifications to satisfy the normal requirements of the position. A probationary employee must have the permission of the home department to apply.

- c) If none of the candidates mentioned in paragraphs 15.04 a) and b) satisfy the said conditions, external candidates will be considered as long as those candidates have more qualifications than any employee who has been refused in the above paragraphs. In case of a grievance, the University has burden of proving that the outside candidate has more qualifications.
- d) The University is not obliged to post a vacant position a second time when:
 - i) the vacant position was first filled by a person outside the bargaining unit who decided to leave the position within the first three (3) weeks of their probationary period;
 - ii) the vacant or newly created position is filled by an employee from within the bargaining unit who decided to return to their old position within the first twenty (20) days of their trial period;

The University then proceeds with a second choice among the candidates who applied in accordance with the provisions of clause 15.04.

- e) An employee who applies for a position and who withdraws their application or who refuses the position will not suffer any prejudice concerning any future applications.
- f) In filling a position with an employee from the bargaining unit, the University designates the employee in the twenty (20) working days following the end of the posting period. The Human Resources Department makes the designation verbally, followed by written confirmation with a copy sent simultaneously to the Union. In filling a position by a person outside the bargaining unit, the University advises the Union of the name of the new-hire and the position which they have obtained.
- g) When an employee is promoted or transferred, they are assigned to their new position within the twenty (20) working days following the moment they were designated. The employee receives the salary of the new position when they assume the position or ten (10) working days from the date they were designated, whichever time period is shorter.

15.05 **Temporary assignment**

- a) There is no obligation on the part of the University to fill a position which is temporarily vacated.
- b) If the University decides to fill a temporarily vacant position, the information provided for in paragraph 15.02 b) including the duration of the temporary assignment must be sent electronically to all the employees of the department involved as well as to the Union. The position is posted for a period of five (5) working days.

The position is filled by the most senior permanent employee within the Department who has the qualifications to meet the normal requirements of the position.

This same process may be used to replace the employee chosen for the temporary re-assignment.

- c) Should no employee from within the Department accept the re-assignment or have the qualifications to meet the normal requirements of the position, the position will be posted according to the provisions of clause 15.02 and filled using the procedure provided for in paragraphs 15.04 a) and b).
- d) The home department of the re-assigned employee will only be expected to release the employee for the initial period as indicated on the job posting.
- e) The University gives written notice to the re-assigned employee, with a copy to the Union, stating the length of the temporary assignment, the position to which the employee is re-assigned, the job class, grade and corresponding salary.
- f) At the end of the temporary re-assignment, the employee returns to their former position. In the event of abolition of their position during the temporary assignment, the provisions of the collective agreement shall apply as if the employee had been in their own position at the time of the abolition.
- g) The employee who obtains a temporary assignment is subject to a trial period in accordance with the provisions of paragraph 11.02 b).
- h) The re-assigned employee shall receive the same salary to which they would be entitled if they were filling the position on a permanent on-going basis.

15.06 Stipends

- a) Notwithstanding the posting procedure provided above, the University may offer to divide the duties amongst the employees of the Department and pay them a stipend.
- b) In such a case, the University will inform the employees of the department as well as the Union as to the requested duties, the expected duration of the assignment and the amount of the stipend, paid according to the following calculation:
 - If the employee is performing duties of a position of a grade inferior to their own, the stipend represents three percent (3 %) of the minimum of the salary scale of the inferior grade.
 - If the employee is performing duties of a position of an equal grade as their own, the stipend represents four percent (4 %) of the minimum of the salary scale of their current grade.

- If the employee is performing duties of a position of a grade superior to their own, the stipend represents five percent (5 %) of the minimum of the salary scale of the superior grade.
 - If the employee is performing duties of a position that is superior by two (2) grades or more to their own, the stipend represents eight percent (8%) of the minimum of the salary scale of the superior grade.
- c) These duties are performed on a voluntary basis and upon reception of the University's offer, which confirms the duties to be performed, the expected duration of the assignment, the method of calculation and the amount of the stipend. The employee must state their acceptance in writing, with a copy to the Union, of the terms offered by the University, and of any potential extension.
- d) If at any time during the assignment issues arise in regards to the additional tasks, the Employee is encouraged to speak with their immediate supervisor. If the concerns or issues remain following this discussion, the Union will bring the matter forward to the Labour Relations Committee.
- e) It is understood that stipends are paid for a finite period of time. After six (6) months, the assignment is reviewed by the Department and Human Resources.
- f) It is understood that stipends paid under this Article cover tasks that are regularly performed by members of the bargaining unit.

15.07 Temporary assignments outside the bargaining unit

- a) If an employee accepts a temporary assignment in another bargaining unit, the University informs the Union at the time of the assignment. The following information is also sent to the Union:
- The name of the employee;
 - The title, number and grade of the position held in the CUSSU bargaining unit;
 - The expected start and end dates of the temporary assignment;
 - The title of the position and number of the position, if it exists, of the temporary assignment;
 - Identification of the bargaining unit, association or any other group in which the employee is temporarily assigned.
- b) When an employee temporarily leaves the bargaining unit, the provisions of article 15.05 apply.
- c) In the event that an employee does not return to their position within the delays specified in paragraph 11.04 f), this position then becomes permanently vacant and

the provisions of article 15.01 apply.

15.08 In the case of a grievance concerning this article, the burden of proof rests with the University.

ARTICLE 16 HEALTH AND SAFETY

16.01 The University agrees to respect the appropriate laws and regulations on conditions of health and safety at work.

16.02 The policies and procedures relating to health and safety adopted by the University apply *mutatis mutandis* to all employees.

16.03 The University policies pertaining to health and safety in the workplace are available on the University's website.

The University will inform, within thirty (30) days, all employees as well as the Union, of any revisions to the policies and regulations pertaining to health and safety in the workplace. Each newly hired employee is informed of the existence of these policies and regulations at the time of hiring.

16.04 Any employee or union representative appointed or elected to sit on a Health and Safety committee established as a result of the law is liberated at the Employer's expense or in accordance with the terms of the law or the University's Health and Safety policies.

ARTICLE 17 ACQUIRED RIGHTS

17.01 The University agrees to maintain the rights or advantages not provided or superior to the provisions in the present collective agreement, which some employees enjoy, except if the circumstances that permitted the establishment of these rights and advantages have changed.

ARTICLE 18 SUB-CONTRACTING

18.01 a) The assignment of sub-contracts must not cause lay-off, demotion or reduction of work hours among the employees governed by the collective agreement.

b) As well, in no case can the duties of an abolished position be sub-contracted.

c) The University will favour the creation of new positions rather than sub-contract work of the classes of positions governed by the present collective agreement.

ARTICLE 19 DISCIPLINARY AND ADMINISTRATIVE MEASURES

19.01 Any disciplinary measure must be the subject of a written notice addressed to the employee concerned and stating the reasons for the measure. Such notice must be sent simultaneously to the Union. Only those disciplinary measures of which the employee and the Union have been informed in writing can be used as evidence in arbitration and can appear in the employee's employment file.

Any administrative measure or, any other official letter issued by the University following a meeting to which the employee was summoned to and the Union in attendance, must be in writing and a copy of which issued to the Union.

19.02 Except in the case of the discharge of employees serving a probationary period, for any employee who is discharged, suspended, or given a written warning, the Union may submit their case to the grievance procedure and if necessary to arbitration.

19.03 In all cases of disciplinary measures, the University has the burden of proving that the disciplinary measure was imposed for just and sufficient cause. The arbitrator may confirm or reject the disciplinary measure or render any other decision that they judge equitable under the circumstances.

19.04 In the event that a University representative finds it necessary to summon an employee for disciplinary reasons (written warning, suspension or discharge), the employee must be accompanied by a Union representative, unless they refuse this representation in writing.

When an employee is summoned to a meeting at which a representative from the Employee and Labour Relations office is also present (including, but not limited to, for reasons of an administrative nature, when the employee's position is being abolished, or when putting an end to a probationary period), the employee is accompanied by a Union representative, unless they refuse this representation in writing.

19.05 A suspension does not interrupt the continuous service of an employee.

19.06 No disciplinary measure may be imposed later than fifteen (15) working days after the incident which gave rise to it or of its awareness by the immediate supervisor, unless the parties have agreed in writing to extend the aforementioned time period.

19.07 No confession signed by an employee may be used against them during arbitration unless it is a question of a confession signed in the presence of a Union representative.

ARTICLE 20 PERSONNEL FILES

20.01 An employee has the right to verify, by appointment and with advance notice of at least forty-

eight (48) hours, the contents of their employment file and to add written comments to it and this, in the presence of a representative of the University.

An employee may request a photocopy of any document included in their employment file. The cost of said photocopy will be the current rate posted at the University copy centers.

20.02 Any record of a disciplinary measure is deemed to be removed from the employee's file after a period of twelve (12) months has elapsed without any further disciplinary measure of the same nature.

20.03 An employee can request that their mid-probation or a mid-trial period evaluation be removed from their employment file, once the probationary or the trial period has ended.

The request must be submitted in writing to the Human Resources Department (Employment and Organizational Effectiveness unit).

20.04 Any employee whose grievance is in arbitration may request that a copy of their employment file be forwarded to their Union representative and paid for as per clause 20.01.

ARTICLE 21 GENERAL

21.01 All communications between the Union and the University are made by email.

21.02 **Communications**

a) The University remits to the Union a copy of all regulations that apply to the employees, as soon as they take effect.

b) The University also sends to the Union any other written communiqué issued to more than one employee concerning working conditions, at the same time that it is sent to the employees.

21.03 The University immediately sends by email copies of all resignations to the Union. An employee may retract a resignation from the University on one occasion. This retraction must occur within four (4) working days of submitting the resignation.

21.04 An employee is not required to serve refreshments or perform domestic duties, with the exception of positions P1651/50000635 (Facilities Assistant, Recreation and Athletics) and P5653/50000363 (Facilities Assistant, JMSB Administration) which are excluded from the application of the present article. No employee will be assigned personal work which is not a service required for the University.

It is understood that all administrative and/or logistical procedures pertaining to the efficient functioning of a unit or of operations (for example, room reservations, ordering

refreshments/food in preparation for meetings and coordinating with the catering service) are excluded from the application of the preceding paragraph. Social activities to which the whole team contributes and participates are also excluded from the application of the preceding paragraph.

ARTICLE 22 HOURS OF WORK AND WORK SCHEDULES

22.01 Except for employees subject to a particular work schedule according to clause 22.06, the duration of the regular work week is established at thirty-five (35) hours generally worked between 9:00 and 17:00 from Monday to Friday.

22.02 Employees may, with the approval of their immediate supervisor, choose to work a schedule other than 9:00 to 17:00 on a regular basis.

22.03 All employees are entitled to one (1) fifteen (15) minute rest period without loss of pay for each regular half day of work.

22.04 All employees are entitled to an unpaid meal period of one (1) hour during the regular work day. This meal period is ordinarily taken in the middle of the regular work day.

With the prior approval of the immediate supervisor, an employee may add one (1) or two (2) daily rest periods to the meal period, for a maximum of an additional thirty (30) minutes without loss of pay.

22.05 Employees who, on occasion, wish to exchange their established work schedules must receive prior approval from the immediate supervisor. In this event, the provisions related to overtime do not apply.

22.06 **Particular Work Schedules**

a) The University determines the positions to which particular work schedules apply, it being understood that, subject to service requirements, particular work schedules should be kept to a minimum.

However, any particular work schedule must remain in effect for at least three consecutive calendar months.

b) Employees who are called upon to work particular work schedules are so informed at the beginning of each semester or at the time of hire, promotion or transfer.

c) The duration of the regular work week for an employee on a particular work schedule is generally thirty-five (35) hours.

d) A particular work schedule is offered on a seniority basis to eligible employee(s) (i.e.

one or more targeted positions and/or services). The particular work schedule is offered to the employee with the most seniority within the targeted group. If no employee accepts the particular work schedule, it is then assigned to the employee with the least seniority (within the position or service mentioned).

- e) The University will not introduce a particular work schedule that does not exist at the beginning of the collective agreement without consulting the employees involved and the Union prior to the implementation of such a particular work schedule.

These schedules are presented to the Labour Relations Committee at least thirty (30) days before the expected date of their implementation.

22.07 **Summer hours**

- a) Every year, for a period of ten (10) weeks, from mid-June to mid-August (exact dates to be posted by the Human Resources Department) the length of the regular work week is reduced by three (3) hours without reduction in remuneration.
- b) The reduction of hours is applied on Friday afternoons. The employee thus works consecutively for the first four (4) hours of their workday, without a meal period.
- c) With the agreement of the employee's supervisor, an employee can work an additional hour each day during this period so that the entire day on Friday may be taken off without penalty. This request will be considered based on seniority and operational needs.

- 22.08 a) In the event that an employee is absent, credit will not be given for "banking" of time off for any such days.
- b) However, an employee can bank the summer hours if they are on vacation for five (5) consecutive worked days, which must include a Friday, during the period in which the summer hours are in effect. The banked hours must be expended by May 31st of the following year.

22.09 Departments which must operate with their complete staff complement during summer hours may require that their employees maintain their normal work schedule during this period and take the reduction of hours before or after the summer hours period.

The University posts the summer schedule on the fifteenth (15th) of May at the latest, including services which are maintained and informs the Union at the same time.

22.10 If an employee is unable to take advantage of summer hours as they occur, the unused hours may be banked and then taken at the time agreed upon with the immediate supervisor. Such banked hours should be used up before the end of August, except in special cases or when this is not possible due to the department's workload. In such cases, the banked hours may

be held over. In every case, these banked hours must be liquidated by May 31st of the following year.

ARTICLE 23 OVERTIME

- 23.01 a) Any work performed by an employee outside their regular workday or regular work week as defined in Article 22 is considered overtime if approved in advance by the immediate supervisor.
- b) Except in case of emergency, all overtime is on voluntary basis and an employee may refuse to work after two (2) hours beyond their regular hours.
- c) The parties agree that overtime work must be kept to a minimum.
- d) No employee is allowed to perform more than sixteen (16) consecutive hours of work.
- 23.02 Overtime work is assigned as equitably as possible, on a rotating basis in the service, department or program involved, among the employees who normally perform the duties for which overtime is required.
- 23.03 All overtime work will be compensated in one of the following ways, at the discretion of the immediate supervisor:
- a) time off or remuneration at the rate of one and a half times (150%) the hours worked by the employee outside of the regular work week or performed on the first weekly day off other than a Sunday;
- b) time off or remuneration at the rate of two times (200%) the hours worked by the employee on a statutory holiday (in addition to the postponement of the statutory holiday, or to the payment of the holiday), on a Sunday, or on the second weekly day off;
- c) a meal allowance of thirteen dollars and twenty-two cents (\$13.22) is paid to the employee required to work a minimum of two (2) hours of overtime.

The premium provided for in the present clause is adjusted annually in accordance with the salary percentage increase specified in Appendix C.

	As of June 1, 2023	As of June 1, 2024	As of June 1, 2025
Meal allowance amount	<p>The greater of the two rates:</p> <p>\$13.22</p> <p>Or</p> <p>\$12.61 plus the increase (commonly known as Government Salary Policy (GSP)) provided for in the Règles Budgétaires for the teaching and teaching support grant, for 2023-2024 if greater than 4.8%.</p>	<p>The greater of the two rates:</p> <p>\$13.64</p> <p>Or</p> <p>The June 1, 2023 meal allowance rate plus the increase (commonly known as Government Salary Policy (GSP)) provided for in the Règles Budgétaires for the teaching and teaching support grant, for 2024-2025 if greater than 3.2%.</p>	<p>The greater of the two rates:</p> <p>\$14.05</p> <p>Or</p> <p>The June 1, 2024 meal allowance rate plus the increase (commonly known as Government Salary Policy (GSP)) provided for in the Règles Budgétaires for the teaching and teaching support grant, for 2025-2026 if greater than 3%.</p>

- d) employees who are required to work a minimum of four (4) hours of overtime are entitled to be reimbursed for taxi fares on presentation of a receipt.

23.04 The payment of overtime worked during any given pay period is made at the same time as the regular pay for the following pay period. For annual vacations and at the time of the Christmas break, the payment specified above is delayed one additional pay period.

23.05 The time off outlined in paragraphs 23.03 a) and b) must be taken in the twelve (12) months which follow the period in which the overtime is worked. Any overtime still owed at the end of the twelve (12) month period must be remunerated at the applicable rate.

23.06 An employee working overtime on a weekly day of rest or on a holiday is entitled to the rest periods and the meal break provided in this collective agreement.

23.07 a) An employee who is required to work overtime for a period of two (2) hours or more is entitled to a thirty (30) minute rest/meal period compensated in accordance with the provisions of clause 23.03.

b) For each three (3) hours of overtime worked, the employee is entitled to a twenty (20)

minute rest period compensated in accordance with the provisions of clause 23.03.

23.08 Minimum Compensation for Call Back

The employee who, at the request of the immediate supervisor, returns to work outside of regular working hours, will receive the most advantageous of the following:

- 1) Compensation according to regular overtime norms;
- 2) Compensation of three (3) hours according to regular overtime norms.

ARTICLE 24 PREMIUMS

24.01 Evening premium

An employee for whom half or more of the regular hours of work fall after 15:00 is entitled to a premium of seventy cents (\$0.70) for each hour of actual work after 15:00.

An employee is not entitled to such a premium when they are being paid at the rate provided for overtime. This premium is not added to the basic rate in computing the remuneration for overtime performed. However, this clause does not apply to those employees who have chosen their schedule according to clause 22.02.

24.02 Night premium

An employee for whom half or more of the regular hours of work fall between 23:00 and 09:00 is entitled to a premium of eighty-five cents (\$0.85) for each hour of actual work between 23:00 and 09:00.

An employee is not entitled to such a premium when they are being paid at the rate provided for overtime. This premium is not added to the basic rate in computing the remuneration for overtime performed. However, this clause does not apply to those employees who have chosen their schedule according to clause 22.02.

24.03 Weekend premium

An employee for whom half or more of the regular hours of work fall between 00:00 Saturday and 24:00 Sunday is entitled to a premium of one dollar (\$1.00) for each hour of actual work on Saturday or Sunday.

An employee is not entitled to such a premium when they are being paid at the rate provided for overtime. This premium is not added to the basic rate in computing the remuneration for overtime performed. However, this clause does not apply to those employees who have chosen their schedule according to clause 22.02.

24.04 The premiums provided for in the present article (evening, night and weekend) are adjusted annually in accordance with the salary percentage increase specified in Appendix C.

ARTICLE 25 HOLIDAYS

- 25.01 a) During the fiscal year, the following days are recognized as paid holidays:
- National Holiday
 - Canada Day
 - Labour Day
 - Thanksgiving
 - Christmas Eve
 - Christmas
 - Boxing Day
 - New Year's Eve
 - New Year's
 - The day following New Year's
 - Good Friday
 - Easter Monday
 - National Patriots' Day
- b) The University is normally closed from December 24 until normal opening hours January 3. This period is considered to be worked and paid.
- c) The University agrees to recognize and observe as paid holidays all other days declared to be holidays by the governments.
- 25.02 a) If one of the holidays in clause 25.01 coincides either with an employee's annual vacation, or with one of their weekly days off other than Saturday or Sunday, the employee affected is entitled to a postponement of the holiday to a date agreed upon between them and their immediate supervisor.
- b) If one of the holidays mentioned in clause 25.01 coincides with a Saturday or with a Sunday, the holiday is moved to the preceding or to the following work day.
- 25.03 Employees belonging to a recognized religion have the right to a leave without pay for holidays celebrated by said religion.

ARTICLE 26 SOCIAL LEAVES, PERSONAL LEAVES AND DEFERRED SALARY LEAVE

26.01 All employees are entitled to the following leaves without loss of pay provided the leaves coincide with a day the employee would normally be working.

26.02 In the event of the death of a relative or family member, the employee may ask for a leave

for a limited period of time. Whenever possible, reasons for and notification of such a leave shall be given before departure to the immediate supervisor.

- a) The duration of the bereavement leave shall not exceed five (5) working days. The authorization of such a leave shall not be withheld without a valid reason.
- b) An employee may add to this period accumulated vacation, accumulated overtime by virtue of article 23, and/or a leave without pay not exceeding fifteen (15) working days.

However, in the event that an employee can prove that they have been named as the liquidator of an estate, they may request an additional leave without pay.

- c) If the funeral takes place more than one hundred and sixty (160) kilometers from the residence of an employee, they are entitled to one (1) extra working day, provided they attend the funeral.
- d) An employee may reserve one (1) day of the above days in the event that the burial or cremation occurs at a later date.

26.03 In the event of the marriage of:

- a) the employee:
 - they are entitled to five (5) working days;
- b) a son, a daughter:
 - an employee is entitled to one (1) working day;
- c) the father, mother, grandparents, brother, sister, grandchildren:
 - an employee is entitled to the day of the wedding;
- d) the employee may add to the periods described in paragraphs a) and b), their accumulated vacation entitlements or an equivalent leave without pay.

26.04 When an employee changes the location of their residence, they are entitled to one (1) day of leave for moving. However, they are not entitled to more than one (1) such day per fiscal year. Nevertheless, this restriction does not apply when an employee must move for reasons beyond their control.

26.05 a) In the event that an employee is required for jury duty or to act as a witness in proceedings to which they are not a party, they will not as a consequence suffer any loss of their regular pay during the time that they are required to act in such a capacity. However, the employee must turn over to the University the equivalent of the amount received for the performance of these duties. If this amount is greater than their

regular salary the difference will be returned to them by the University.

- b) The employee called to act as a witness in a case where the University is involved, continues to receive their regular pay and is paid overtime for all hours required of them as a witness outside their regular work day and work week.
- c) In the event an employee must appear before a civil, administrative or penal tribunal in a case in which they are party, they are entitled to a leave without pay, or accumulated vacation, or accumulated overtime.

26.06 When an employee finds it necessary to be absent for one of the reasons specified in this article, they must inform the immediate supervisor of this as soon as possible, and on demand, must present proof or confirmation of these events.

26.07 **Leave for professional appointments**

Permanent full-time employees are entitled to a maximum of twenty-eight (28) hours of leave per year without loss of pay for professional appointments.

Permanent part-time employees are entitled to personal leave pro-rated for hours worked.

This time is not to be used to prolong vacations or any other leave foreseen in the collective agreement with the exception of bereavement leave.

Normally, the employee will advise the immediate supervisor of the need for the leave two (2) days in advance.

Personal leave does not accumulate from year to year (the year being calculated from June 1).

Any time required beyond twenty-eight (28) hours will be without pay.

26.08 **Leave for Family Obligations**

a) For the purposes of paragraphs b) and c), «relative» means, in addition to the employee's spouse, the child, father, mother, brother, sister and grandparents of the employee or the employee's spouse as well as those persons' spouses, their children and their children's spouses.

b) An employee may be absent from work, without pay, for up to ten (10) days per year to fulfill obligations related to the care, health or education of their child or the child of their spouse or because of the state of health of a relative or a person for whom the employee acts as a caregiver, as attested by a professional working in the health and social services sector and governed by the *Professional Code* (chapter c- 26).

Are also considered related to an employee and therefore included in the previous

paragraph a person having acted, or acting, as a foster family for an employee or their spouse, a child for which an employee has acted, or is acting, as a foster family, the tutor or the curator of an employee or the employee's spouse or a person under the tutorship or curatorship of the employee or the employee's spouse, an incapable person who has designated an employee or their spouse as a mandatary, or any other person in respect of whom an employee is entitled to benefits under an Act for the assistance and care the employee provides owing to the person's state of health.

From these ten (10) days, two (2) are taken without loss of pay, and the other remaining are without pay.

These leaves may be divided into days. A day may also be divided into a half-day or into hours with the authorization of the employee's immediate supervisor.

The employee must notify their immediate supervisor as soon as possible and take all reasonable steps within his power to limit the leave and the duration of the leave.

Except for the first two (2) days of leave, the employee may, after agreement with their immediate supervisor, work compensatory hours, in which case the subsequent leaves are without loss of pay.

- c) An employee may be absent from work, without pay, for a period of not more than sixteen (16) weeks over a period of twelve (12) months where they must stay with a relative or person for whom the employee acts as a caregiver, as attested by a professional working in a health and social services sector governed by the *Professional Code* (C-26) because of a serious illness or serious accident.
- d) An employee may be absent from work, without pay, or go on part-time leave without pay, for a maximum period of fifty-two (52) weeks if their minor child suffers from social or emotional development problems, is handicapped or suffers from a long-term illness or if the employee must stay with their child, spouse, the child of their spouse, one of their parents, their brother, sister or one of their grandparents following a serious illness or a serious accident, and who's state of health requires the presence of said employee.

However, if a minor child of the employee has a serious and potentially terminal illness, as attested by a medical certificate, the employee is entitled to an extension of the absence, which shall end at the latest one hundred and four (104) weeks after the beginning thereof.

- e) An employee may be absent from work, without pay, for a period of not more than

one hundred and four (104) weeks by the reason of the death of the employee's minor child or their disappearance, or if the child suffers serious bodily injury caused by a criminal offence that renders the child unable to carry on regular activities.

- f) An employee may be absent from work, without pay, for a period of not more than one hundred and four (104) weeks if the employee's spouse, father, mother and child of full age commits suicide.
- g) An employee may be absent from work, without pay, for a period of not more than twenty-six (26) weeks over a period of twelve (12) months owing to domestic violence or sexual violence of which the employee has been a victim.
- h) An employee can also avail themselves of the other leaves for family obligations provided for in the *Act respecting labour standards*.
- i) During leaves provided for in the present article, the employee accumulates their seniority in accordance with paragraph 11.03 a).
- j) In the case of a leave of more than one (1) month, the employee is entitled to the following benefits, provided that they would normally be entitled to them if they were to have remained at work and that they disburse their portion of the premium or contribution:
 - Life insurance
 - Supplementary life insurance
 - Health insurance
 - Dental Plan
 - Vision Plan
 - Pension Plan

26.09

Emergency Leave

- a) An employee may be absent from work, without pay, for emergencies.
- b) An emergency is an unforeseen or sudden occurrence which requires immediate action and prevents an employee from coming to work such as but not limited to : car failure, a flood, a fire, burglary or extreme weather conditions.
- c) These leaves can be divided into days, half-days, hours or minutes with the authorization of the employee's immediate supervisor.

- d) The employee who avails themselves of an emergency leave must notify their immediate supervisor as soon as possible but no later than thirty (30) minutes following the start of the employee's regular work day, stating the expected duration and the reason for the absence.
- e) The hours of leave must be worked within a period agreed upon between the employee and the immediate supervisor with the approval of the latter as to the work to be done and the duration.
- f) The hours worked as per the present clause will not be considered overtime as defined in article 23.
- g) If compensatory time cannot be done, and with the immediate supervisor's approval, an employee may compensate for an emergency leave by using vacation or personal leave.

26.10

Deferred Salary Leave

- a) Deferred salary leave is intended to provide employees with an opportunity to benefit from a leave with salary.

The University views deferred salary leave as beneficial to the employee and to the University.

- b) Requests for a deferred salary leave will be subject to the ability of the respective department to accommodate the leave. However, granting will only be withheld in exceptional circumstances.
- c) The deferred salary leave will be for not less than six (6) consecutive months and will not exceed twelve (12) consecutive months.

Employees who benefit from a deferred salary leave must return to work for a period equal to that of the leave.

- d) An employee may apply in writing to participate in the Deferred Salary Leave Plan (DSLPL) to the immediate supervisor with a copy to the Employee and Labour Relations unit of the Human Resources Department at least three (3) months prior to the date at which the employee wishes to commence participation in the DSLPL.
- e) Approval or refusal of a deferred salary leave will be provided by the immediate supervisor with a copy to the Employee and Labour Relations Unit within five (5) weeks of the date the application was received. If the leave is granted, the employee receives the necessary information related to the procedure to follow (including, but not limited to, the opening of the account with the trustee). If the University refuses to grant such a leave, it will provide the reasons for its refusal to the employee with a

copy to the Union.

- f) Participation of an employee in the DSLP is subject to the signing of a contract as provided for in Appendix H.
- g) This contract must be signed by the employee and returned to the Compensation, Benefits and Pension unit of the Human Resources Department four (4) weeks prior to the date that the deferral period is to commence.

The Compensation Benefits and Pension unit of the Human Resources Department will forward a copy of the signed contract to the appropriate immediate supervisor and to the Union.

Upon signing the contract, the employee will become a participating employee. Failing to sign the contract the employee will be deemed to have withdrawn their application to participate in the deferred salary leave plan.

- h) The duration of the leave and the percentage of salary paid while participating in the plan (contract) may be one of the following:

DURATION OF LEAVE	DURATION OF PARTICIPATION IN THE PLAN (CONTRACT			
	2 years	3 years	4 years	5 years
6 months	75.00%	83.33%	87.50%	90.00%
7 months	70.80%	80.56%	85.42%	88.33%
8 months	66.67%	77.78%	83.33%	86.67%
9 months		75.00%	81.25%	85.00%
10 months		72.22%	79.15%	83.33%
11 months		69.44%	77.08%	81.67%
12 months		66.67%	75.00%	80.00%

ARTICLE 27 VACATION

27.01 All employees are entitled to paid vacation on the basis of their seniority, in accordance with vacation entitlements determined as of June 1 of each year.

Subject to article 27.12, the University determines the vacation schedule, taking into account the employee's seniority, the preference expressed by said employees and operational needs.

27.02 During the twelve (12) months which follow June 1 of the current year, all employees are

entitled to paid annual vacations, the duration of which is determined as follows:

- a) the employee with less than one (1) year of seniority on June 1 of the current year is entitled to one and two-thirds (1 2/3) days for each month worked in the University from her/his date of hire to a maximum of twenty (20) working days;
- b) the employee having one (1) year and less than five (5) years of seniority on June 1 of the current year is entitled to twenty (20) paid working days as vacation;
- c) the employee having five (5) years or more of seniority on June 1 of the current year is entitled to twenty-two (22) paid working days of vacation;
- d) the employee having twenty-one (21) years or more of seniority on June 1 of the current year is entitled to twenty-five (25) paid working days of vacation.

Part-time employees are entitled to vacation on a pro-rated basis.

27.03 For the purpose of calculating annual vacations, employees hired between the first and fifteenth day of the month inclusively, are considered as having been hired on the first of the month.

27.04 **Upon termination of employment:**

- a) The employee who has not taken her their entire vacation entitlement during the fiscal year preceding June 1 receives an indemnity which is equal to the number of vacation days to which they were entitled.
- b)
 - i) The employee entitled to twenty (20) days of vacation, taking into account vacation days already taken, is entitled to a vacation indemnity equal to eight percent (8%) of the wages earned between June 1st of the current year and their date of departure.
 - ii) The employee entitled to twenty-two (22) days of vacation, taking into account vacation days already taken, is entitled to a vacation indemnity equal to eight point eight percent (8.8%) of the wages earned between June first of the current year and their date of departure, depending on their vacation entitlement.
 - iii) The employee entitled to twenty-five (25) days of vacation, taking into account vacation days already taken, is entitled to a vacation indemnity equal to ten percent (10%) of total wages earned between June 1 of the current year and their date of departure.

27.05 An employee who, during any one year, has been absent from work for one or other of the following reasons accumulates vacation credits as follows:

Illness:

An employee absent from work by virtue of the provisions of Article 36 accumulates vacation credits during the first four (4) consecutive months of their absence.

Industrial accident or occupational disease:

An employee absent from work by virtue of the provisions of Article 35 accumulates vacation credits during the first twelve (12) consecutive months of absence.

Maternity, paternity and parental leaves:

An employee accumulates vacation credits during maternity and paternity leaves and, in the case of an adoption, during the first seventeen (17) weeks of their parental leave, whichever the case.

Lay-Off:

An employee's vacation entitlement is prorated to the number of months worked.

Leave without pay exceeding one (1) month:

An employee's vacation entitlement is prorated to the number of months worked.

27.06 Before their departure for vacation, an employee receives for the vacation period to which they are entitled, a remuneration equivalent to their regular rate of pay in effect at the time they take their vacation, by separate cheque, provided they so request at least ten (10) days prior the departure on vacation, after approval of the immediate supervisor.

If the status of an employee has been modified during the year the necessary adjustments to the vacation pay will be made, prorated to the number of weeks worked full-time and part-time.

27.07 In the event of the death of an employee, the University will give their accumulated vacation pay to the beneficiaries or legal heirs.

27.08 a) An employee unable to take their annual vacation at the scheduled time due to illness, accident or occupational injury occurring before the beginning of their vacation period may defer their annual vacation to a later date. However, they must notify their immediate supervisor as soon as possible prior to the date set for the beginning of their vacation period. Upon their return to work, the employee must work out a new vacation period with their immediate supervisor.

b) An employee hospitalized as a result of illness or an accident which occurs during their vacation may defer the balance of their annual vacation to a later date agreed upon with their immediate supervisor.

- c) An employee who, on June 1 of a given year, is disabled for a period less than twelve (12) months and who has not taken all of their vacation entitlement from the previous year because of the disability, benefits from a deferment of the balance of their vacation entitlement, either to the end of the disability, or to another time after agreement with their supervisor.
- d) An employee who, on June 1 of a given year, has been disabled for twelve (12) months or more receives a vacation indemnity equal to the number of vacation days to which they are entitled.

27.09 Except with the permission of the immediate supervisor, the annual vacation entitlements must be taken during the fiscal year in which they are due.

27.10 An employee may take their vacation entitlement in a consecutive manner. However, they may divide them into as many calendar weeks as they wish. Furthermore, they may divide two (2) weeks into ten (10) vacation days or, with the approval of their supervisor, into smaller increments.

27.11 An employee may prolong their vacation with a leave without pay, after agreement with their immediate supervisor as to the dates, provided that the service requirements of the sector are respected.

However, the total duration of the annual vacation taken (consecutively or not) and of the extension may not exceed six (6) weeks within any one fiscal year.

- 27.12 a) The employee who wishes to schedule their annual vacation must inform their immediate supervisor of the chosen vacation period no later than May 1st of each year.
- b) The immediate supervisor plans vacation within their department according to the seniority of employees having indicated their chosen vacation period and service requirements. This plan is posted on May 15th.
- c) The employee whose vacation period is not established prior to May 15th or who wishes to modify their vacation period may not choose a period already chosen by another employee regardless of seniority, unless service requirements so allow.
- d) After May 15th, subject to the provisions of paragraph c), vacation is granted in the order in which the requests are made to the immediate supervisor. However, when more than one request is presented to the immediate supervisor on the same day and for the same dates, seniority will prevail when service requirements so allow.

27.13 The annual vacation entitlement must be taken during the fiscal year in which it is due. However, with the permission of the immediate supervisor, an employee may carry two (2) weeks' vacation from one year to the next, and this for two (2) consecutive years.

This accumulated vacation must be taken at the latest in the third year. In such a case, the total duration of the annual vacation (taken consecutively or not) must not exceed nine (9) weeks within any one fiscal year.

In the case of an employee participating in the Deferred Salary Leave Plan, they will be allowed to carry over three (3) weeks' vacation to the year in which they return from their leave.

ARTICLE 28 PARENTAL LEAVE

PREAMBLE

Unless specifically mentioned, all leaves provided in the present Article 28 are without pay.

The present article does not grant an employee any benefit, monetary or non- monetary, which she or he would not have had, is she/he had remained at work.

Section I: Maternity Leave

- 28.01 a) A pregnant employee is entitled to a maternity leave of eighteen (18) weeks duration, which subject to clause 28.04 must be consecutive.
- b) An employee who becomes pregnant while benefiting from a leave provided in the present article is also entitled to maternity leave and the indemnities provided in section V of the present article 28.
- c) An employee who gives birth to a stillborn child after the beginning of the twentieth (20th) week preceding the due date is also entitled to such maternity leave.
- 28.02 The distribution of the maternity leave before and after the birth is at the employee's discretion and includes the date of delivery. However, the leave can start as soon as the beginning of the 16th week preceding the date of birth and ends no later than twenty (20) weeks after the week of birth.
- 28.03 If the birth occurs after the due date, the employee is entitled to an extension of her maternity leave for the length of time the birth is overdue, unless she has at least two (2) weeks of maternity leave left after the birth.
- 28.04 A maternity leave can be split, interrupted or extended in accordance with the conditions provided in section V of the present article 28.
- 28.05 During the maternity leave and the extensions provided in clause 28.03 and in section V of the present article 28, the employee can defer a maximum of four (4) weeks of annual

vacation. The employee must notify the University in writing of the date of such deferral no later than two (2) weeks before the expiry of said maternity leave. If vacation is not deferred, the University must pay the vacation indemnity at the end of the collective agreement year during which the vacation is due.

- 28.06 The maternity leave may be for a period less than eighteen (18) weeks. If the Employee returns to work within the two (2) weeks following birth, she must, at the University's request, submit a medical certificate confirming that she is sufficiently recovered to resume work.

Section II: Special Leaves

28.07 Provisional assignment

- a) An employee may request a provisional assignment to another position with the same job class or to a position with a different job class, in the following cases:
- 1) she is pregnant and her working conditions expose her or her unborn child to infectious diseases or to physical dangers;
 - 2) her working conditions involve dangers for the child whom she is breast-feeding.

The employee must present a medical certificate to this effect as soon as possible. The employee so assigned retains the rights and privileges of her regular position.

If the assignment is not carried out immediately, the employee is entitled to a special leave to begin immediately. Unless a provisional reassignment arises afterward to cancel this special leave, the special leave terminates for the pregnant employee, on the date of the birth, and for the employee of his breast-feeding, at the end of the breast-feeding period.

During the special leave provided by the preceding paragraph, in regards to her indemnity, the employee is subject to the provisions of the Health and Safety Law on preventative measures for the pregnant or breast-feeding employees.

However, upon written request, the University pays the employee an advance on the indemnity to be received, based on the expected payments. If the CNESST pays the expected indemnity, the reimbursement of the advance is done from the indemnity received from the CNESST.

However, if the CNESST rejects the claim by the employee who is unable to work, she is entitled to a leave as provided in the following paragraph b). If the Tribunal administratif du travail renders a decision in favour of the employee, she must reimburse the sums paid as sick leave.

As soon as the University receives a request for preventive reassignment, it will immediately inform the Union and cite the name of the employee and the reasons for the request.

Should an employee other than the employee requesting to be temporarily reassigned agree, their position may be exchanged for that of the pregnant employee for the duration of the temporary reassignment, subject to University's approval. This provision will apply only when both employees meet the normal requirements of the task.

The employee thus reassigned to another position and the employee who agrees to take this employee's position maintains all rights and privileges pertaining to their respective regular position.

b) Other Special Leaves

An employee is entitled to a special leave in the following circumstances:

- 1) when a complication in the pregnancy or a risk of miscarriage, caused by the pregnancy and requiring a work stoppage, the employee is entitled to a special maternity leave upon presentation of a medical certificate prescribing the duration of this leave, and attesting the existing risk and the due date; this leave is then considered as the maternity leave provided in clause 28.01, starting on the beginning of the fourth (4th) week preceding the due date.
- 2) upon presentation of a medical certificate prescribing the duration of the leave, when an interruption of pregnancy occurs before the beginning of the twentieth (20th) week before the due date. The leave duration is at least three (3) consecutive weeks.
- 3) for visits with a health care professional related to the pregnancy, up to a maximum of four (4) working days that can be taken in half-days, without loss of salary.

During the special leaves granted under this section, the employee receives the benefits provided in clause 28.25, insofar as she is normally entitled to them and also in clause 28.27. The employee covered by clause 28.07 b) may also avail herself of the benefits from the sick leave plan or the long term disability plan, whichever the case may be.

Section III: Birth, adoption and paternity leaves

28.08 Birth or adoption leaves

- a) The employee whose spouse gives birth or who adopts a child is entitled to a leave, without loss of salary, of a maximum duration of five (5) working days. The leave can be split into days upon the employee's request and must be taken between the beginning of the delivery or, in the case of an adoption (for instance, Banque Mixte program, international or regular adoption) between the date that the child is placed in the employee's care, and the fifteenth (15th) day following the child or mother's arrival at the father or mother's residence. However, one (1) out of those five (5) days can be deferred for the purpose of a religious celebration related to the birth or for the civil registration of the child.

When an employee's spouse suffers an interruption of pregnancy as of the twentieth (20th) week of pregnancy, the employee is also entitled to a leave of a maximum duration of five (5) working days, of which two (2) days are paid. This leave can be split into days upon the employee's request and must be taken within fifteen (15) days of the interruption of pregnancy.

- b) The employee may defer one week's vacation if the birth or the interruption of pregnancy occurs during his annual vacation. The employee must inform the University in writing.

28.09 The employee who travels outside Quebec to adopt a child is entitled, upon written request to the University if possible two (2) weeks in advance, to a leave with pay for the time necessary for such travel.

28.10 Paternity leave

The employee whose spouse gives birth is entitled to a paternity leave of a maximum period of five (5) consecutive weeks for the birth of his child. This leave must be taken not sooner than the week of the delivery and must end not later than seventy-eight (78) weeks after the child's birth.

The employee whose spouse dies receives the balance of her eighteen (18) weeks of maternity leave and benefits from the rights and privileges pertaining to such leave.

Section IV: Parental leave

- 28.11 a) A parental leave of a maximum duration of two (2) years is granted to the employee following the end of the maternity leave or paternity leave, or, in the context of an

adoption process, following the day that the child arrives at their residence.

- b) An employee whose parental leave's expected duration is less than two (2) years can, only once, ask the University for an extension of their parental leave up to the maximum provided in paragraph a), by submitting a written request at least thirty (30) days prior to the expected date of their return to work.
- c) During this leave, the employee can, if they submit a request to the University at least thirty (30) days in advance, modify their full-time parental leave into a part-time parental leave or vice-versa. The employee can avail themselves from this provision only once.
- d) In the case of a part-time parental leave, the request must specify the schedule desired by the employee. In case of a disagreement with the University as to the schedule, the employee is entitled to a maximum of two (2) and a half (1/2) days per week or the equivalent. Failing agreement on the distribution of these days, the University determines the schedule.
- e) The employee who wishes to return to work before the scheduled date must give a written notice of at least twenty-one (21) days prior to their return to work.
- f) The employee who does not avail themselves of the leave provided in the preceding paragraphs can benefit, after the birth or the adoption of their child, from a leave of a maximum duration of sixty-five (65) consecutive weeks, which starts at the moment decided by the employee but not later than one (1) year following the birth of the child or, in case of an adoption, one (1) year after the child was placed in their care.

Section V: Splitting, interruption or extension of maternity, paternity or parental leave

28.12 A maternity, paternity or parental leave can be divided into weeks or interrupted, upon the employee's request, in the following circumstances:

- a) the employee's child is hospitalized, in which case the employee can, after agreement with the University, return to work for the duration of the hospitalization;
- b) if the employee is sick or has suffered an accident;
- c) if the employee must be present with their child, spouse, the child of their spouse, father, mother, spouse of their father or mother, brother, sister, or one of their grandparents because of a serious illness or a serious accident;
- d) The period provided for in c) above can be extended in the following cases:

- i) up to one hundred and four (104) weeks, when the employee must stay with their child who has a potentially fatal illness;
 - ii) up to one hundred and four (104) weeks, when the employee must stay with their minor child who has suffered a serious bodily injury during or resulting directly from a criminal offence that renders the child unable to carry on regular activities.
- e) Up to a maximum of one hundred and four (104) weeks, if the employee's minor child has disappeared. If the child is found within twelve (12) months of the disappearance, that period shall end on the eleventh (11th) day that follows the day on which the child is found;
 - f) Up to a maximum of one hundred and four (104) weeks, if the employee's spouse or child commits suicide;
 - g) Up to a maximum of one hundred and four (104) weeks if the death of the employee's spouse or child occurs during or results directly from a criminal offence.

The employee resumes their maternity, paternity or parental leave when the event which gave rise to the splitting or interruption of said leave comes to an end. When the leave starts again, the University resumes the payment of the supplemental indemnity to which the employee would have been entitled to if they had not availed themselves of such a division or interruption.

28.13 The employee who, before the end of their maternity, paternity or parental leave, submits a written notice to the University accompanied by a medical certificate attesting that the health of their child or, in the case of a maternity leave that her own health so warrants it, is entitled to an extension of the leave for the duration prescribed on the medical certificate.

28.14 The provisions of this section shall not serve to extend the period of parental leave beyond one-hundred and four (104) weeks.

Section VI: Supplementary allowance to the Quebec Parental Insurance Plan (QPIP) or the Employment Insurance Program (EI)

28.15 The benefits provided for in this section are paid only as a supplement to the benefits of the Quebec Parental Insurance Plan or, in the cases that follow, as benefits during a maternity leave or supplementary maternity leave for which the Plan does not provide any benefits.

28.16 Employees eligible to QPIP

- a) The employee who, following a request for QPIP benefits, receives such benefits, is entitled to receive :

i) **During her maternity leave:**

A supplementary allowance equal to the difference between ninety-three (93%) of her weekly salary and the benefits received from QPIP, for a maximum period of eighteen (18) weeks;

ii) **During his paternity leave:**

A supplementary allowance equal to the difference between ninety-three (93%) of his weekly salary and the benefits received from QPIP, for a maximum period of five (5) consecutive weeks;

iii) **During her or his parental leave:**

A supplementary allowance equal to the difference between ninety-three percent (93%) of their regular weekly salary and the benefits received, for a maximum duration of thirty-two (32) weeks or, in the case of an adoption, for a maximum duration of thirty-seven (37) weeks.

- b) The total of the amounts received by the employee during their maternity, paternity or parental leave in QPIP benefits and in wages cannot exceed ninety-three percent (93%) of their regular weekly base salary paid by the University and, if applicable, by any other employer.
- c) When the QPIP benefits are interrupted for any reason provided in section V, the payment of the supplementary allowance ceases, and resumes once the QPIP benefits are being paid again.
- d) The employee eligible for a maternity leave will also be eligible to an additional period of two (2) weeks of maternity leave to be taken at the end of the period covered by QPIP. During this two (2) week period, the employee will receive an allowance equivalent to 93% of her regular weekly salary. The employees benefiting from this additional maternity leave will be eligible to these two (2) weeks of leave in addition to the leave provided in section IV. These two (2) weeks will not be taken into account for the calculation of the parental leave, which is of a maximum duration of two (2) years.

28.17

Employee not eligible for QPIP but eligible to Employment Insurance

The employee who, because they reside outside of Quebec, is not eligible for QPIP benefits but receives maternity leave or parental leave employment-insurance benefits, receives a supplementary allowance as follows:

i) **During a maternity leave :**

For each week of the waiting period: an allowance equal to 93% of her regular weekly

salary.

For the fifteen following weeks: an allowance equal to the difference between 93% of her regular weekly salary and the benefits received.

ii) **During a parental or adoption leave:**

an allowance equal to the difference between 93% of their regular weekly salary and the benefits received for a maximum of thirty-five (35) weeks.

28.18 **Maternity or parental leave - Employee not eligible for QPIP or Employment Insurance benefits**

The employee not eligible to QPIP or Employment Insurance benefits is excluded from any other compensation.

However, the employee who has accumulated twenty (20) weeks of service is entitled, for ten (10) weeks, to an allowance equal to ninety-three percent (93%) of their regular weekly salary.

28.19 **Miscellaneous**

- a) No allowance shall be paid during a paid vacation period.
- b) The first installment of the allowance is paid, to the extent possible, in the first pay period following receipt by the University of the decision notice and calculation statement from Emploi et Solidarité sociale Québec. The subsequent payments are made each payroll period.
- c) The regular weekly salary of the permanent part-time employee is the average of their regular weekly salary of the twenty (20) weeks preceding this leave. If, during this period, the employee has received benefits based on a percentage of their regular salary, it is understood that for the purpose of calculating their regular salary, it refers to regular salary from which such benefits were established.

If during this period of twenty (20) weeks, the pay scales are adjusted, the adjusted salary is considered to be the regular weekly salary. If, however, the maternity leave includes the date of the adjustment of the salary scales, the regular weekly salary is calculated from that date according to the salary scale adjustment applicable to it.

- d) Any period during which the employee on special leave provided in clause 28.07 does not receive any CNESST allowances is excluded from the calculation of her base weekly salary.

28.20 If the granting of a leave is limited to only one spouse, this restriction is applicable if the other spouse is also an employee of the public, parapublic or university sector.

28.21 The payments relating to differed wages or separation indemnities will not be reduced nor increased by the payment of indemnities provided in the present article 28.

Section VII: Notice

28.22 The Employee who requests a maternity, paternity or parental leave notifies the University in writing at least two (2) weeks before their departure. This notice shall specify the intended date of departure and return to work.

For the maternity leave, the notice must be accompanied by a medical certificate attesting the pregnancy and specifying the due date. The time limit regarding the presentation of this notice may be less if a medical certificate attests that the Employee must leave her job sooner than expected. In case of an unforeseen event, the Employee is exempted from the formality of the notice if she provides the University with a medical certificate attesting that she had to leave her job without delay.

For the paternity or parental leave, the notice shall be accompanied by a supporting document attesting the birth or adoption, whichever the case.

28.23 At least four (4) weeks before the end of the maternity or parental leave, the University must send the Employee a notice indicating the anticipated end date of said leave. The Employee to whom the University has sent such a notice must report to work upon conclusion of the leave.

The Employee who does not comply with the preceding paragraph is considered to be on leave without pay for a maximum of four (4) weeks. At the end of this period, the Employee who has not reported back to work is considered to have resigned.

Section VIII: Benefits

28.24 During the maternity, paternity and parental leave, the employee is entitled, provided that they are normally entitled to them and that they pay their share of the premiums or contributions, to the following benefits:

- salary insurance;
- life insurance;
- supplementary life insurance;
- health insurance;
- accumulation of vacation as provided in article 27.05;

- pension plan
- accumulation of seniority;
- accumulation of experience;
- the right to apply for a posted position and to obtain it in accordance with the provisions of the collective agreement as if the employee were at work.

28.25 The University pays its share of the collective insurance premiums or its share of pension plan contributions for a maximum of seventy (70) weeks. Thereafter, an employee who wishes to continue to participate to those benefit plans, insofar as the plans allow it, must pay the totality of the premiums or contributions.

28.26 Upon their return, the employee reintegrates their position or the position obtained by posting during their leave. In the event that the position has been abolished, or if they have been displaced due to the application of article 12 or 13, the employee can avail themselves, upon their return to work, of all the rights and privileges provided in the collective agreement.

The employee covered by clause 28.07 b) can also benefit from the short-term disability leave or from the long term disability plan, as appropriate.

28.27 a) Subject to article 38, the step increase policy will be maintained for the duration of this collective agreement for the duration of the leave provided in article 28.

b) During a part-time leave with or without pay of more than twelve (12) weeks, an employee retains their eligibility to the benefits provided in articles 36 and 37 if they become disabled or unable to return to work due to a sickness or an injury other than a work related injury, after submitting a written request to end their leave with or without pay as provided in clause 28.11 e).

c) In the cases provided in paragraph b), the employee must submit a medical certificate to the University attesting the date of onset of their disability, their inability to come back to work and the expected date of return to work and of the end of their disability. The University reserves the right to have the employee examined by another doctor.

28.28 The employee can take their deferred annual vacation immediately before their parental leave, as long as there is no discontinuity with her maternity leave or his parental leave, whichever the case.

For purpose of this paragraph, all leaves accumulated pursuant to article 27 before the maternity or paternity leave are added to the deferred annual vacation.

ARTICLE 29 LEAVE WITHOUT PAY

29.01 An employee with the equivalent of two (2) years or more of full time service and who wishes to obtain a leave without pay must make a written request to their immediate supervisor. The University will not refuse such a leave without valid reason.

An employee can also avail themselves of a leave without pay for the reasons set out in article 26.08 b) and c), in accordance with the provisions of article 26.08.

29.02 The duration of a leave without pay generally does not exceed twelve (12) months. The leave may be extended with the consent of the University. If the leave without pay is extended, the University must inform the Union and indicate the expected date of return.

29.03 A written request for a leave without pay must be submitted to the immediate supervisor no later than three (3) months before the beginning of the said leave. The University must respond in writing, to the employee and to the Union, within two (2) weeks of receipt of the request.

However, an immediate supervisor may agree to reduce the period of time within which a request for leave may be made.

29.04 If an employee fails to return to work at the end of said leave without having received authorization to prolong this leave, except in the case of an emergency situation, they are considered as having resigned retroactive to the date of the beginning of the leave.

29.05 After agreement between the parties an employee may put an end to the leave without pay before the anticipated date of return.

29.06 Upon their return, the University reintegrates the employee with all of their rights into the position they occupied at the beginning of the leave, or if their position has been abolished article 12 or 13 applies, as is appropriate.

29.07 Unless there is an agreement or provision to the contrary, an employee on leave without pay does not benefit from the advantages provided in the present collective agreement. They continue to benefit from the pension and insurance plans should these plans so permit, on condition that they pay the entire cost.

29.08 **Part-time leave**

a) The leaves without pay provided in clause 29.01 can be part-time according to the same conditions. In this case, the employee's working conditions and/or benefits will be applied on a prorated basis to the number of paid hours with the exception of seniority which is accumulated as if the employee were at work full-time.

b) The University and the employee agree on the arrangement of the part-time leave,

which will not exceed three (3) days a week. The Union is informed of the arrangement as soon as possible.

- c) The permanent part-time employee is not entitled to a part-time leave without pay.
- d) During a part-time leave, the employee's remuneration is prorated to time worked. For benefits, the University and the employee agree to contribute as if working on a full-time basis. In calculating benefits, the employee on part-time leave is considered as working full-time.

ARTICLE 30 STUDY LEAVE

30.01 Study leave

- a) Study leave is intended to provide employees with the opportunity to pursue undergraduate or graduate study, or professional training which will increase or broaden the competence of the employee.
- b) Employees who have completed two (2) years of permanent service with the University will be eligible for study leave.
- c) The parties view study leave as beneficial to employees and to the University. Consequently, granting study leaves will not be unreasonably withheld. Nonetheless a study leave will be subject to the ability of the respective department to accommodate same.

30.02 a) Written application for a study leave will be made to the immediate supervisor with a copy to the Human Resources Department six (6) months prior to the date at which the leave is to commence. A copy of the application is forwarded to the Union by the Human Resources Department.

- b) Applications for study leave must state:
 - i) the specific reason for the leave including proof of acceptance into an accredited program when available;
 - ii) the specific period of leave;
 - iii) the percentage of work reduction requested.

30.03 Generally, a study leave will not exceed twenty-four (24) months. However, a study leave may be extended once as well as separated into parts, coinciding with academic terms not to exceed three (3) calendar years.

30.04 Normally a study leave will not involve continuous absence from normal duties and

responsibilities in excess of fifty percent (50%). However, a study leave may be requested for a full-time absence. In such a case, the provisions in article 29.07 apply.

30.05 An employee's remuneration during a study leave will be calculated according to the following formula:

PERCENTAGE WORK	PERCENTAGE SALARY
50%	60%
60%	67.5%
70%	75%
80%	82.5%
90%	90%

30.06 An employee's annual base salary, while on leave, will be computed on the basis of the employee's standard hours of work. All relevant salary adjustments will be applied to this base salary. The actual salary paid will be prorated in accordance with the above table.

30.07 Eligible employees who participate in the University benefit plans will continue to do so during their leave. Pension, Life Insurance and Long Term Disability benefits, as well as University and employee contributions, will be calculated using the employee's base salary.

30.08 Vacation entitlement for an employee on study leave will be pro-rated to percentage of time worked.

30.09 Approval or refusal of study leave will be provided in writing by the immediate supervisor with a copy to Human Resources, within six (6) weeks of the date the application was received. Approval letters will include all agreed to conditions; refusal letter will include reasons for the refusal. A copy of any approval or refusal letter is simultaneously sent to the Union.

30.10 The University will provide statistics on study leave applications to the Union each year in January, April and August.

30.11 The permanent part-time employee is not entitled to a study leave.

ARTICLE 31 TRAINING & DEVELOPMENT

31.01 The parties recognize the advantages deriving from the training offered by the University to the employees in view of improving their knowledge and skills, and acquiring new ones.

All employees who wish to follow training sessions, offered by the University, which are related to their duties, must make a request forwarded to the immediate supervisor. The University will not refuse such a request without valid reason.

The employee who follows these sessions during regular work hours does not suffer any loss of salary.

- 31.02
- a) The University recognizes that knowledge of French and English is desirable and agrees to assist employees in receiving adequate instruction.
 - b) An employee who wishes to take French or English language credit courses offered by the University during regular working hours may do so without loss of pay, provided that a request is made in advance to their immediate supervisor. The granting of such a request will not be unreasonably withheld.
 - c) An employee who wishes to take French or English language non-credit courses offered by the Center for Continuing Education of the University may do so without loss of regular pay. In such a case, the employee pays the tuition fees and the University reimburses on presentation of proof that the course was completed. The granting of such a request will not be unreasonably withheld.
 - d) The University agrees that any general policy related to French or English language courses offered by the University which provide superior advantages and benefits to those included herein shall also apply to the employees.

ARTICLE 32 TUITION WAIVER

- 32.01 Permanent employees and their dependents accepted in and registered for courses given by the University are exempt from the tuition fees for credit courses at the Undergraduate or Graduate rate established for "Canadian and other Students with Permanent Residence (Landed Immigrant) Status". For permanent part-time employees the exemption is prorated to hours worked.
- 32.02 The expression "courses given by the University" refers to all credit courses included in the regular curriculum as well as those offered through eConcordia.
- 32.03 For the purpose of this article, the term "dependents" means:
- a) a spouse as defined in clause 3.15;
 - b) the child/children, that is to say any child of the employee, of their spouse, or of both, whether they are financially dependent or not on the employee.

- 32.04 The following persons are also entitled to a tuition waiver:
- a) an employee who has retired from the University;
 - b) the spouse and the financially dependent children of an employee who has retired from the University, or of an employee who died while in the employ of the University.
- 32.05 Except as provided in clause 32.04, the tuition waiver applies to the employee and their dependents only for the duration of their permanent employment in the University. This right ceases at the moment the employee terminates their employment in the University, and in such an event the employee becomes responsible as of that date for a pro-rated amount of the tuition fees that had been waived.
- When an employee is laid off, the waiver of tuition remains in effect for the duration of the courses where the tuition has already been waived.
- Employees who at the time of hiring are registered for a course or courses given by the University will receive an exemption from the tuition fees prorated to the date of hire.
- 32.06 All rules and regulations of the University applicable to students apply also to employees and their dependents without exception.
- 32.07 An employee who, in order to complete a program leading to a University degree, must take the course that is not offered outside their regular working hours, may take the course during their hours of work, provided that a request is made in advance to their immediate supervisor and that an agreement is reached with them concerning the redistribution of their hours of work.

ARTICLE 33 PUBLIC SERVICE ABSENCES

- 33.01 Any permanent employee standing for election to a municipal council, a school board, a hospital board, or a local centre for community services (CLSC), is entitled to a leave without pay not exceeding thirty-five (35) working days. The employee may take their accumulated vacation entitlement within these thirty-five (35) days.
- 33.02 Any permanent employee elected in a municipal election (full-time mandate), provincial or federal election is granted a leave without pay for the duration of their first term of office. The University agrees to reintegrate the employee upon their return to work into a position equivalent to the one they held before their leave.
- 33.03 An employee who wishes to participate in the organization of an electoral campaign may, after agreement with the University, use their accumulated vacation entitlement or a leave without pay.

33.04 An employee elected to a school board, a municipal council, a hospital board, or a local centre for community services (CLSC) is entitled to a leave without pay for meetings or official activities of their function.

In such cases a written request containing the employee's name, the nature of the absence, and the probable duration of the absence must be given to the immediate supervisor as a general rule at least five (5) working days prior to the date of the beginning of the leave.

33.05 Upon their return, the University reintegrates the employee into the position they held at the time of their departure, or into an equivalent position.

ARTICLE 34 UNIVERSITY CLOSING

34.01 In the event that the President declares the University closed for any reason or in the event that the majority of non-teaching staff is not required to work during a given period, no employee will suffer loss of pay. Moreover, any employee whose presence is required, will receive, subject to express provisions of the present agreement, in addition to their regular salary for time worked, the equivalent in paid leave.

ARTICLE 35 OCCUPATIONAL INJURIES

35.01 An employee who is victim of an accident or has contracted an occupational disease shall report this to their immediate supervisor before voluntarily leaving the workplace, and, if necessary, must consult a health service provider as soon as possible following the occurrence. Any injury, accident or near-miss must be reported via the University's website.

35.02 When an employee is absent from work as a result of an occupational injury as defined by law, the University will pay the employee their regular weekly salary for a period of four (4) calendar months following the beginning of the absence. If the absence exceeds four (4) months the University will continue to pay the equivalent of the indemnity paid by the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) and this for the two (2) years following the beginning of the absence. Thereafter, indemnity is undertaken by the CNESST. The terms of the present clause will remain in effect until the CNESST establishes that:

- either the employee is able to return to work; or
- that the employee is suffering from a permanent disability, partial or total, preventing them from returning to work.

The employee benefits from salary progression to which they are entitled according to the dates and period as per the terms of this collective agreement.

- 35.03
- a) The employee who remains incapable of doing their job because of occupational injury and is deemed capable of doing another job is entitled to the first such position which becomes available.
 - b) If such a position is not available, the Union, the University and the CNESST will meet and discuss a retraining program for the employee concerned in accordance with the law.
 - c) The employee who reintegrates their position or an equivalent position is entitled to receive the salary and benefits at the same rate and conditions which would have applied had they not been absent.

The employee who takes another job is entitled to receive the salary and benefits associated with the position, taking into account accumulated seniority and service.

35.04 Upon their return to work, the University reintegrates the employee into the position they occupied at the moment of their departure, or if their position has been abolished or posted, into an equivalent position. However, positions left open as the result of an occupational injury for a period not exceeding twenty-four (24) months are not considered vacant positions.

35.05 When an employee who suffered an occupational injury returns to work, the University pays their net salary for each day or part of a day when the employee must be absent from work in order to receive care or undergo a medical exam related to their injury or to fulfil an activity within the framework of an individualized rehabilitation program.

The University requests from the CNESST reimbursement of the salary paid by virtue of the preceding paragraph, except when the employee is absent from work to undergo a medical exam required by the University.

35.06 As for the rest, the parties are subject to the provisions of the Law on Work Accidents and Occupational Injuries.

ARTICLE 36 SICK LEAVE

36.01 The purpose of the sick leave program is to compensate for the loss of earnings of any employee who is not able to perform the normal duties because of sickness, or accident other than an occupational injury.

The cost of the program is defrayed entirely by the University.

36.02 a) An employee who is disabled due to illness or injury is entitled to paid sick leave for periods of up to four (4) months. After four (4) months, the employee will be protected

by the provisions on the Long Term Disability (LTD) Insurance Plan, as per clause 37.01.

- b) The employee suffering from a serious illness and requiring visits to health professionals for treatment may, upon presentation of a medical certificate attesting to the number of days necessary for treatment and the ensuing rest, use the days provided in paragraph 36.02 a) to this effect.
- c) Successive periods of disability due to a relapse and separated by a return to work of three (3) months or less are deemed to be the same period of disability, which is to say that salary is paid for a maximum period of four (4) months.

Successive periods of disability for unrelated causes (new disabilities) are also deemed to be part of the same period of disability if they are separated by a return to work of one (1) month or less.

- d) For any absence due to a prolonged sick leave, the University reserves the right to require a medical certificate at any time during or following such an absence.

36.03 For any absence the employee is responsible for advising their immediate supervisor as soon as possible.

36.04 As a rule, employees are not required to submit a medical certificate for absence of five (5) consecutive working days or less. However, the University reserves the right to request a medical certificate at any time in cases of recurring absences of any duration and also to have an employee examined by another physician.

36.05 Upon receipt of a Medical Certificate from the employee's Attending Physician attesting to the fact that the employee is able to perform their normal duties, the University will reintegrate the employee into the position they occupied at the commencement of the sick leave if they return within 3 years from the beginning of their absence, or else article 12 or 13 applies as is appropriate. Positions left open as a result of an absence due to an illness or injury covered by this article are not considered vacant positions, until the incumbent has been absent for three (3) years or more.

ARTICLE 37 GROUP INSURANCE AND PENSION PLAN

37.01 Employees covered by this collective agreement are eligible for the University benefits program, in accordance with the conditions stipulated therein are entitled, in particular, to participate in the following plans:

- a) employee pension plan;
- b) health insurance;
- c) dental care insurance
- d) vision care insurance
- e) long term disability insurance;

- f) basic life insurance;
- g) accidental death and dismemberment insurance;
- h) optional life insurance;
- i) optional dependant life insurance;
- j) group RRSP.

However, part-time permanent employees are entitled to long-term disability insurance, as stipulated in articles 36 and 37, only if they work twenty-one (21) hours or more per week.

37.02 Retiree benefits

- a) Continued participation in the Concordia University Health Plan;
- b) Library privileges;
- c) Tuition waiver, as provided in article 32;

37.03 Normal retirement

An employee is eligible for their full University pension as of the first of the month, which coincides with or follows their sixty-fifth (65th) birthday.

37.04 Early retirement

An employee aged fifty-five (55) or more is eligible to take early retirement as of the first of the month, which coincides with or follows their birthday, subject to a notice of at least three (3) months to their immediate supervisor and the Human resources department.

37.05 Early retirement with retirement allowance

In addition to their early retirement pension, a permanent employee who has completed fifteen (15) years of service and who is at least fifty-five (55) years old, is eligible to receive a lump sum, calculated as a percentage of their annual base salary in effect on the day preceding their date of retirement. The amounts are determined as follows:

AGE AT THE TIME OF RETIREMENT	PERCENTAGE OF ANNUAL BASE SALARY
55 to 60 inclusive	100%
61	80%
62	60%
63	40%
64	20%

- a) Five (5) employees may benefit from the provisions of this article per collective agreement year, which extends from June 1st to May 31st. However, if less than five (5) employees benefit from this provision during a given collective agreement year, the unused early retirement allowances may be deferred to the following collective agreement year, for an absolute maximum of ten (10) employees per collective agreement year.
- b) Requests for early retirement with retirement allowance must be received by the Pension and Benefits unit of the Human Resources Department between June 1st and November 30th, inclusively, for a retirement date intended for the following collective agreement year.
- c) To submit their request, a permanent employee must be at least fifty-five (55) years old and have completed a minimum of fifteen (15) years of service. However, a request by a permanent employee who is at least fifty-four (54) years old and who has completed at least fourteen (14) years of service will be considered if they meet all of the eligibility criteria at the intended early retirement date.
- d) Requests submitted during a collective agreement year are only valid for a retirement intended for the following collective agreement year. If a request is refused by the University or if the employee withdraws their request, they will be responsible for submitting a new request for a subsequent year.
- e) Requests for early retirement with retirement allowance are granted to the candidates with the most seniority. If two candidates have the same seniority date, the older employee between the two is given priority.
- f) An employee who has submitted a request will be notified in writing of the acceptance or refusal of their request by December 15th at the latest. This notice will also include the standing of their request among the applications received. A copy of the notice will be sent simultaneously to the Union.
- g) An employee whose request is accepted must confirm their retirement date by the following February 1st, at the latest.
- h) If an employee withdraws their request or does not confirm their retirement date within the established delays, the early retirement with retirement allowance is offered to the next candidate, in order of seniority. The offer is made in writing within the five (5) working days following February 1st, with a copy to the Union at the same time. The latter employee must in turn confirm their retirement date in writing, by April 30th at the latest.
- i) An employee who has confirmed their retirement date must retire on that date. However, if unforeseen events arise between the date of confirmation of the retirement date and the actual retirement date (such as, but not limited to: an illness

or a disability sustained by the employee, the death of the employee's spouse, a divorce or separation), the employee may decide not to retire. In such a case, the provisions set out in paragraphs a) and d) apply and the provisions set out in paragraph h) do not apply. The Union is informed of the employee's decision.

- j) The University remits to the Union a list of the employees who have confirmed their intention to retire, by June 1st of each year of the collective agreement.
- k) An employee benefiting from the severance indemnity as provided in clause 12.03 cannot also benefit from the lump sum as provided in the present article.

ARTICLE 38 CLASSIFICATION AND WAGES

38.01 Employees are paid on Friday, every two (2) weeks. Should a pay day fall on a Statutory Holiday, the pay day will be the preceding working day.

38.02 In the event of a permanent termination of employment, the University remits at the time of departure, to the employee who has made the request in sufficient time to allow at least eleven (11) working days for processing the termination of employment, and providing the effective date of termination coincides with the regular biweekly payroll run, all salaries and vacation indemnities due to them. Settlement options in respect of termination benefits under the Pension Plan will be forwarded within sixty (60) days from the date of termination.

- 38.03
- a) The parties agree that salary scales in Appendix C and the mechanisms provided in the present article and in Appendix B apply to all employees.
 - b) Modified salary scales must be posted within five (5) working days of their modification, and remain posted until the next modification.

38.04 **Job evaluation procedure**

- a) When the immediate supervisor and/or the employee believes that the duties of the employee's position no longer correspond with the job profile for the position, a revised job profile may be submitted to the Human Resources Department so as to have the position re-evaluated, by following the three (3) steps outlined below:

- i) Developing the job profile

The immediate supervisor and the employee meet, within one (1) month after the request for revision, to establish a job profile whilst encouraging the exchange of information. The result of this step is a job profile that includes a narrative description of the duties, which is submitted to the Compensation unit of the Human Resources Department, with a copy to the Union, within ten (10) days.

In case of a disagreement between the immediate supervisor and the employee, the immediate supervisor determines the final content of the job profile to be submitted to the Compensation unit of the Human Resources Department. The employee may add the comments that they deem are appropriate.

ii) Job evaluation questionnaire (JEP)

The employee fills out the questionnaire with the participation of their immediate supervisor, as the case may be. If there are more specific questions, the employee may refer to the Compensation unit of the Human Resources Department for answers to their questions.

The immediate supervisor reviews the questionnaire and signs it. The employee countersigns the questionnaire. The employee and/or the immediate supervisor note any disagreement or comment on the questionnaire. The completed questionnaire is sent to the Compensation unit of the Human Resources Department.

A representative of the Compensation unit simultaneously communicates with the employee and their immediate supervisor in case of a problem or if a clarification on an answer or comment is needed. This communication can be verbal or written. Should a meeting be necessary, a representative of the Compensation unit, a representative of the Union, the immediate supervisor and the employee meet, at the latest, within twenty (20) working days of the initial communication.

In any case, a disagreement relating to a response on the questionnaire between an employee and their immediate supervisor is settled by the Compensation unit of the Human Resources Department in compliance with internal equity and well-established principles pertaining to job evaluation. Any change made by the Compensation unit to a response on the questionnaire is noted on the questionnaire.

Any modification to the questionnaire is done before submitting the questionnaire for data processing. A copy of the completed questionnaire, including the comments by the employee, their immediate supervisor and/or by the Compensation unit of the Human Resources Department, is sent to the Union within ten (10) days.

iii) Result of the re-evaluation

The result obtained by the Compensation unit of the Human Resources Department following the processing of the data is communicated in writing to the employee, their immediate supervisor and to the Union within ten (10) days.

In the case that the modified job profile is put into practice for the employee, a copy of this modified description is sent to the Union.

- a) The entire procedure for evaluation or re-evaluation must normally be completed by the University within the six (6) months following the initial meeting between the employee and their immediate supervisor on the subject of the job profile as described in paragraph a) above. In no event shall the delay be longer than twelve (12) months.
- b) If the job class of the position is upgraded, the salary of the employee concerned is adjusted retroactively to the date of reception of the request for revaluation by the Human Resources Department as described in paragraph a) above.
- c) If the job class of the position is downgraded, the employee holding the position continues to be paid according to the salary scale which applied to the position before the re-evaluation and is entitled to all of the step and salary increases as if the position had not been re-evaluated. The present applies as long as the employee remains the incumbent of the position.

38.05 Determination of the job class during the life of this collective agreement

- a) As of their hiring, the employee will be assigned to a position and remunerated in accordance with the job class of that position. The salary to which the employee is entitled is determined in accordance with the formula used to determine salaries.
- b) In all cases, the nature of work, the characteristics and requirements of the job as outlined in the job profile and the job evaluation questionnaire will determine its job class.
- c) At hiring, the University will write to the employee with a copy to the Union confirming the position to which the employee has been assigned along with its job class and the step upon which the employee has been placed. The University will provide the employee with a job profile which includes a narrative job description. A copy of this document is also sent to the Union.

38.06 Job Profiles, Narrative Job Descriptions and Classification

- a) When an employee changes positions, the University will provide the employee with the job profile and narrative description of the position to which the employee is being assigned, as well as their job class and step. The Union will be informed at the same

time.

- b) If the ability of an employee to fulfill their functions is affected by a change in their narrative job description, the University agrees to give that employee a supervised and directed training period of sixty (60) days.

38.07 a) The salary step of each employee newly hired to a position will be determined according to the job class of the position to which they have been assigned, as described in clause 38.05, taking into account the education and experience required by the position as well as the education and experience of the employee.

- b) The step will correspond to one (1) completed year of recognized experience.

- c) A person who possesses only the minimum qualifications (education and experience) for the job to which they are assigned will be hired at the first step of the job class in question.

- d) However, an employee who possesses more than the minimum qualifications (education and experience) will be granted one (1) step per additional year of education and/or experience deemed valid and relevant to the duties of the position.

38.08 The period of time spent in a step will be one (1) year and each step will correspond to one (1) year of experience.

38.09 The advancement in step will be on June 1st, each year, or for the employee hired between March 1st and May 31st, the first advancement in step will be on June 1st of the year following the date of hire.

38.10 One (1) additional step will be granted on the advancement date as per clause 38.09 when the employee has acquired sufficient credits to qualify for one complete year of studies, provided these studies are deemed relevant to the functions of the position to which they have been assigned or to the advancement of their career within the University.

38.11 A change in job class, a promotion, a transfer or a demotion will not affect the date of the advancement in step.

38.12 When an employee is transferred from one position to another, with the same job class, they will suffer no loss in salary.

38.13 An employee promoted to a position in a higher job class, or whose position is upgraded to a higher job class receives from the date of the promotion or re-evaluation, the following, as the case may be:

- a) For a promotion to one (1) higher job class: an increase of five percent (5%). If the increase places the salary between two steps, the salary is increased to the next higher step.

- b) For a promotion to two (2) higher job classes: an increase of eight percent (8%). If the increase places the salary between two (2) steps, it is set to the closest step. If the increase places the salary exactly between two (2) steps, it is increased to the next higher step.
- c) For a promotion to three (3) higher job classes or more: an increase of twelve percent (12%). If the increase places the salary between two (2) steps, it is set to the closest step. If the increase places the salary exactly between two (2) steps, it is increased to the next higher step.

In any event, the employee may not be paid less than the first step of the job class obtained through promotion or evaluation.

- 38.14 When an employee transfers to a job with a lower job class, they receive subject to the provisions of paragraph 15.04 g), the step which results in a reduction representing the difference between the first two (2) steps of the salary scale of the job to which they have been assigned; if the reduction places the salary between two (2) steps, it is set to the immediately higher step.
- 38.15 An employee assigned to a position with a lower job class as a result of the application of Article 35 will not suffer any reduction in salary. Their salary is maintained until such time as the salary scale reaches the same level.
- 38.16 In case of disagreement in the application of the present article, the case may be submitted to the grievance and arbitration procedure as provided in article 10.

ARTICLE 39 TEMPORARY EMPLOYEE

39.01 The collective agreement will apply to temporary employees in the following manner:

- Article 1 Purpose of the agreement**
The entire article applies.
- Article 2 Union recognition**
The entire article applies.
- Article 3 Definition of terms**
The entire article applies.
- Article 4 Management Rights and Obligations**
The entire article applies.
- Article 5 Non-Discrimination**

The entire article applies.

Article 6 Civility, Harassment and Sexual Harassment

The entire article applies.

Article 7 Right to Information

The entire article applies.

Article 8 Union Membership and Check-off

The entire article applies.

Article 9 Union Activities

The article applies except for clause 9.09.

Article 10 Grievance and arbitration procedure

Temporary employees have access to the grievance and arbitration procedure except in the case of lay-off and firing during their probation period.

Article 11 Seniority

This article does not apply except for 11.01 d), e) and f); 11.02 a) ii) iii), iv) and v); 11.02 b) iv), v); 11.03 c); 11.04 and 11.05.

Temporary employees are subject to a probationary period of sixty (60) days worked from their first hire date.

Subsequently, if a temporary employee obtains another temporary position, they are subject to a trial period of sixty (60) days worked. During this trial period, if the employee fails to meet the normal requirements of the position, they are laid-off and their name is placed on the recall list as provided in article 13. In the event that the employee fails a second time during another trial period, the employment relationship is severed.

Article 12 Employment security and displacement procedure

This article does not apply.

Article 13 Lay-off and Recall

The entire article applies.

Article 14 Technological Change

The entire article applies.

Article 15 Job Posting, Selection, Movement of Personnel and Premiums

The entire article applies.

- Article 16 Health and Safety**
The entire article applies.
- Article 17 Acquired rights**
This article does not apply.
- Article 18 Sub-Contracting**
This article does not apply.
- Article 19 Disciplinary and Administrative Measures**
The entire article applies.
- Article 20 Personnel files**
The article applies except for clause 20.03. Temporary employees will receive an evaluation prior to being laid-off.
- Article 21 General**
The entire article applies.
- Article 22 Hours of Work and Work Schedules**
The schedules of temporary employees are established by the University. A temporary employee hired to replace a permanent employee will normally work the hours of the employee they are replacing.
- Article 23 Overtime**
The temporary employee may agree to extend their hours to thirty- five (35) hours. These hours shall not be considered as overtime and are remunerated at the regular hourly rate. Hours worked beyond thirty-five hours are considered as overtime.
- Article 24 Premiums**
This entire article applies.
- Article 25 Holidays**
The article applies. The temporary employee will be paid any of the holidays described in clause 25.01 which occur during the period for which the temporary employee has been hired.
- Article 26 Social Leaves, Personal Leaves and Deferred Salary Leave**
Clauses 26.01, 26.02, 26.04, 26.05, 26.06, 26.08 and 26.09 apply. The rest of the article does not apply.
- Article 27 Vacation**
- a) The temporary employee will receive, upon leaving the University,

any vacation pay to which they are entitled. Vacation pay is eight per cent (8%).

- b) For the temporary employee whose duration of employment exceeds twelve (12) months, the following clauses and paragraphs apply: 27.03, 27.07, 27.08 a) and b), 27.10 and 27.12.
- c) A temporary employee who obtains a permanent position in accordance with the provisions of article 15 retains any accumulated vacation that has not yet been taken. The immediate supervisor of the employee informs the Human Resources Department of the number of vacation days not yet taken prior to their transfer.
- d) For the purpose of paragraphs b) and c) above, vacation is calculated as follows: one day and two-thirds ($1 \frac{2}{3}$) for each month worked to a maximum of twenty (20) working days.

Article 28 Parental Leave

A pregnant temporary employee with less than two (2) years of continuous active service is entitled to an unpaid maternity leave of twenty (20) weeks. This leave shall not extend beyond the termination date of the employee's current contract.

After the birth or adoption of the employee's child, a temporary employee with less than two (2) years of continuous active service, is entitled to a leave without pay of up to thirty-four (34) continuous weeks, starting at the moment which the employee decides, but ending no later than one (1) year after the birth, or in the case of adoption, one (1) year after the child is placed in the employee's care. This leave shall not extend beyond the termination date of the employee's current contract.

A temporary employee with at least two (2) years of continuous active service at the date of application is entitled to the maternity leave and parental leaves described in Article 28. Such leave shall not extend beyond the termination date of the temporary employee's current contract.

Notwithstanding the foregoing, this entitlement is not intended to confer any benefit, monetary or non-monetary, which the employee would not have had if they had remained at work.

Article 29 Leave without pay

This article does not apply.

- Article 30 Study Leave**
This article does not apply.
- Article 31 Training & Development**
The entire article applies.
- Article 32 Tuition Waiver**
This article does not apply.
- Article 33 Public Service Leaves**
This article does not apply.
- Article 34 University Closing**
The article applies. The temporary employee will be paid for any closings which occur during the period for which the temporary employee has been hired.
- Article 35 Occupational Injuries**
The University will pay a temporary employee who is absent from work as a result of an occupational injury as defined by the law, ninety (90%) of net salary for the fourteen (14) first calendar days following their first day of absence. Thereafter, the employee is reimbursed directly by the CNESST.
- As for the rest, the temporary employee and the University are subject to the provisions of the *Act Respecting Industrial Accidents and Occupational Diseases*.
- Article 36 Sick Leave**
Temporary employees shall be protected by a salary insurance program. The purpose of the salary insurance program is to compensate for the loss of earnings of any temporary employee who is not able to perform normal duties because of illness or accident other than an occupational injury.
- The cost of the program is equally shared by the temporary employee and the University.
- A temporary employee who becomes disabled due to illness or injury, at any time when their contract is in effect, shall be entitled to paid sick leave for a period of up to one (1) month, paid at the equivalent rate the temporary employee would have received had the temporary employee remained at work.
- Temporary employees receiving paid sick leave may be required to provide

a medical certificate attesting their inability to work.

When disability continues for more than one (1) month, the temporary employee shall be protected by the provisions of the salary insurance program.

Salary insurance payments shall be equal to sixty-six and 2/3 percent (66 2/3%) of the rate the temporary employee would have received had the temporary employee remained at work.

Salary insurance payments shall be made for the duration of the contract in effect at the moment the disability occurred or until the temporary employee returns to work, whichever occurs earlier.

The University shall deduct from each pay, in equal amounts, the temporary employee's portion of the salary insurance premium.

The salary insurance program applies as long as the disability begins at the "earliest" with the effective date of the temporary employee's contract.

The temporary employee who is to be absent due to illness or injury shall inform their immediate supervisor or in the latter's absence, their designated replacement of the absence.

The University will provide the Union with a copy of the salary insurance policy.

Article 37 Group Insurance and Pension Plan

Temporary employees are entitled to participate in the Pension Plan in accordance with the rules and regulations set out in the supplemental Pension Plans Act of Quebec.

Temporary employees are not entitled to participate in the Group Insurance Plans.

Article 38 Classification and Wages

The entire article applies.

Article 39 Temporary Employees

The entire article applies.

Article 40 Amendments to the Collective Agreement

The entire article applies.

Article 41 Appendices and Letters of Agreement

The entire article applies.

Article 42 Duration of the Collective Agreement and Retroactivity

The entire article applies.

ARTICLE 40 AMENDMENTS TO THE COLLECTIVE AGREEMENT

40.01 In the event that the parties mutually agree to amend any of the provisions of the collective agreement, such amendments will be incorporated into a letter of agreement and will be filed in accordance with Article 72 of the *Labour Code*.

ARTICLE 41 APPENDICES AND LETTERS OF AGREEMENT

41.01 All appendices and all letters of agreement form an integral part of the collective agreement.

ARTICLE 42 DURATION OF THE COLLECTIVE AGREEMENT AND RETROACTIVITY

42.01 The collective agreement becomes effective on the day of its signature and remains in effect until May 31, 2026. It has no retroactive effect except where expressly provided.

42.02 Notwithstanding clause 42.01, the collective agreement remains in effect until the signing of a new collective agreement.

42.03 **Retroactivity**

- a) The salary scales provided in Appendix "C" for the period from June 1, 2023 to May 31, 2026 apply retroactively to June 1, 2023.
- b) The salary increases are paid retroactively to the employees in the employ of the University on the date of signature of the collective agreement, as well as to the employees having retired between June 1, 2023 and the date of signature of the collective agreement. The retroactive payments are made within sixty (60) working days of the signing of the collective agreement.

- c) Any employee having left the University between June 1, 2023 and the date of signature is eligible to the retroactive payment upon written request addressed to the Human Resources Department within ninety (90) days of the latter date. In the event that the employee is deceased, the request is made by his estate and the amounts due are paid to the estate.

- d) Pension payments for employees having retired between June 1, 2023 and the date of signature of the collective agreement are recalculated to include the salary increases described above.


IN WITNESS THEREOF, the parties have signed in Montreal, province of Quebec, on this 6th day of March 2025.

For Concordia University

For the Syndicat des employé-e-s de soutien de l'Université Concordia (CSN) Concordia University Support Staff Union (CSN)



Dr. Graham Carr
President & Vice-Chancellor



Ms. Donna Fasciano
President



Mr. Michael Di Grappa
Vice-President, Services and Sustainability



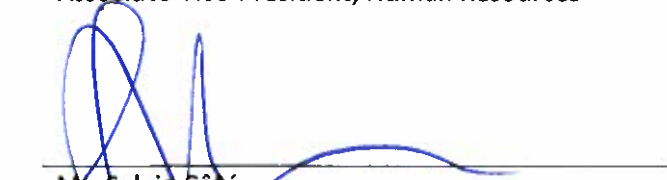
Mr. David Babcock
Negotiation Committee Member



Ms. Carolina Willsher
Associate Vice-President, Human Resources



Ms. Jennifer Muir
Negotiation Committee Member



Ms. Sylvie Côté
Executive Director, Employee and Labour Relations, Human Resources



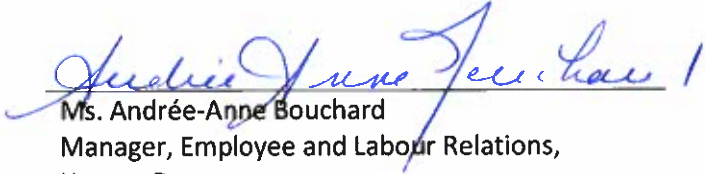
Ms. Jennifer Sray
Negotiation Committee Member



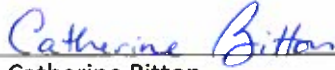
Mr. Brad Skog
Principal Director, Annual Giving, University Advancement



Ms. Zineb Bencheikh
Director of Administration, Gina Cody School of
Engineering and Computer Science



Ms. Andrée-Anne Bouchard
Manager, Employee and Labour Relations,
Human Resources



Ms. Catherine Bitton
Advisor, Employee and Labour Relations, Human
Resources

APPENDIX "A" CLASSIFICATION PLAN

The Job Evaluation Plan (JEP) questionnaire, as well as any modification to the said questionnaire are an integral part of the collective agreement.

Should the parties agree in writing to modify the Job Evaluation Plan (JEP) or the classification plan during the life of the collective agreement, such agreement shall not constitute a reopening of the present collective agreement.

APPENDIX “B” JOB CLASSES

As at November 5, 2024

Position Code	Previous Position Code	Position Title	Department	Pay Grade
50000686	P2073A	Attendant, Animal Care	Animal Care Facility	GR02
50013555		Assistant, Animal Care	Animal Care Facility	GR03
50000687	P3661A	Mail Clerk	Transport, Mail and Distribution Services	GR04
50000688	P3662A	Mail Clerk	Transport, Mail and Distribution Services	GR04
50000689	P3666A	Mail Clerk	Transport, Mail and Distribution Services	GR04
50000690	P4484	Mail Clerk	Transport, Mail and Distribution Services	GR04
50000363	P5653	Assistant, Facilities	Faculty Administration and Operations	GR05
50000697	P3660A	Senior Mail Clerk	Transport, Mail and Distribution Services	GR05
50000412		Assistant, Documentation and Scanning	Documentation and Scanning	GR06
50000414		Assistant, Documentation and Scanning	Documentation and Scanning	GR06
50000415		Assistant, Documentation and Scanning	Documentation and Scanning	GR06
50000416		Assistant, Documentation and Scanning	Documentation and Scanning	GR06
50000417		Assistant, Documentation and Scanning	Documentation and Scanning	GR06
50000698	P1888	Clerk, Depot	Communication Studies	GR06
50000699	P5818	Clerk, Depot	Mel Hoppenheim School of Cinema	GR06
50000700	P1935	Clerk, Records Management	Office of the University Secretariat	GR06
50000701	P5803	Clerk, Records Management	Records Management and Archives	GR06
50020155	C5669	Clerk, Records Management	Office of the University Secretariat	GR06

50000367	P1829	Assistant, Executive Training Program	John Molson Executive Center LLL	GR07
50000368	P1841	Assistant, Data Processing	Gift Accounting and Gift Processing	GR07
50001016		Representative, Customer Support	Print Services	GR07
50000075	P5091A	Assistant, Accounts Payable and Travel Desk	Accounts Payable	GR08
50000369	P1941	Office Assistant	Office of the Provost and Vice-President Academic	GR08
50000370	P1951	Administrative Assistant, Indigenous Directions Office	Indigenous Directions	GR08
50000372	P1873	Student Engagement Assistant	Dean of Students Office	GR08
50000377	P4994	Administrative Assistant	Office of Research	GR08
50000378	P1816	Assistant, Operations	Institute for Cooperative Education	GR08
50000379	P1794	Office Assistant	Office of the Provost and Vice-President Academic	GR08
50000380	P2460A	Assistant, Program	Studio Arts	GR08
50000381	P4946	Administrative Assistant	Office of Research	GR08
50000429	P5606	Booking Coordinator, Service Desk and Training	Service Desk and Training	GR08
50000678	P1664	Assistant Buyer, Central Chemical Stores	FAS Academic Facilities	GR08
50000708	P4850	Assistant, Accounts Payable and Travel Desk	Accounts Payable	GR08
50000713	P4927	Assistant, Accounts Payable and Travel Desk	Accounts Payable	GR08
50000714		Administrative Assistant, Contracts and Procurement	Administration Services, Instructional and Information Technology Services	GR08
50000715		Administrative Assistant, Telephony and Receivables	Administration Services, Instructional and Information Technology Services	GR08
50000716	P4931	Assistant, Accounts Payable and Travel Desk	Accounts Payable	GR08
50000798	P1866	Booking and Support Coordinator	Event Services Administration	GR08
50000802	P4865	Coordinator, Support	Parking	GR08
50001013	P4974	Coordinator, Dprint Customer Service	Print Services	GR08
50001023	P2427B	Department Assistant	Art Education	GR08
50001024	P5622	Department Assistant	Art History	GR08

50001025	P2491A	Department Assistant	Creative Arts Therapies	GR08
50001026	P2450B	Department Assistant	Design and Computation Arts	GR08
50001027	P2434A	Department Assistant	Mel Hoppenheim School of Cinema	GR08
50001028	P2773	Department Assistant	Mel Hoppenheim School of Cinema	GR08
50001031	P5564	Department Assistant	Performing Arts	GR08
50001032	P5565	Department Assistant	Performing Arts	GR08
50001033	P2291D	Department Assistant	Supply Chain and Business Technology Management	GR08
50001034	P2598B	Department Assistant	Finance	GR08
50001035	P2243C	Department Assistant	Accountancy	GR08
50001036	P4394	Department Assistant	Otsenhákta Student Centre	GR08
50001037	P5707	Department Assistant	Office of Rights and Responsibilities	GR08
50001038		Department Assistant	Concordia International	GR08
50001039	P4771	Department and Travel Assistant	Administration, Recreation and Athletics	GR08
50001040	P1608	Department Assistant, Management	Management	GR08
50001045	P5171C	Assistant, Department and Employee Services	HR Administration, HRIS and Projects	GR08
50001050	P2032B	Department Assistant	English	GR08
50010900	P5936	Department Assistant	Administration, Environmental Health and Safety	GR08
50010901		Coordinator, Customer Service	Card Office	GR08
50010926	P5887	Coordinator, Lease and Rentals	Leasing and Services	GR08
50013190		Department Assistant	Office of the Provost and Vice-President Academic	GR08
50013400	P5935	Assistant, Sustainability Engagement	Sustainability, Environmental Health and Safety	GR08
50020145	P7017	Administrative Assistant, Faculty Relations	Faculty Relations	GR08
50020281		Assistant, Data Reporting	Institute for Cooperative Education	GR08
50020473		Department Assistant	Dean of Students Office	GR08
50020476		Assistant, Accounts Payable and Travel Desk	Accounts Payable	GR08

50020521		Assistant, Pension and Benefits	Benefits And Pension	GR08
50020860		Assistant, Business Operations	Parking	GR08
50021068		Department Assistant	Chemical and Materials Engineering	GR08
50021363		Assistant, Office	Multi Faith and Spirituality Centre	GR08
50000076	P5085B	Coordinator, Travel Card and Reimbursement Services	Accounts Payable	GR09
50000366		Administrative Coordinator, Graduate and Professional Skills	Graduate Studies	GR09
50000395		Assistant, Administrative and Financial	Residences - Administration	GR09
50000397	P5392	Administrative Coordinator, Alumni Relations	Alumni Relations Operations	GR09
50000440		Coordinator, Graduate Services	Mathematics and Statistics	GR09
50000463		Administrative Assistant	Campus Wellness and Support Services	GR09
50000516		Coordinator, Student Support	Birks Student Service Center	GR09
50000576	P1884	Program Assistant Fine Arts Interdisciplinary Studies Courses	Office of the Dean, Faculty of Fine Arts	GR09
50000577	P1921	Administrative Assistant, MBA and Graduate Programs In Business Administration	MBA Program	GR09
50000578	P2813A	Administrative Assistant	MBA Program	GR09
50000579	P5846	Assistant, Administrative and Financial	General Administration, Concordia Continuing Education	GR09
50000581	P5872	Assistant, Payroll	Payroll Services	GR09
50000582	P1681	Administrative Assistant, Masters Research Programs	MSc and MSCM Programs	GR09
50000583	P1694	Administrative Assistant, PHD Programs	PhD in Business Administration	GR09
50000585	P5541	Administrative Assistant	Office of the Dean, Faculty of Fine Arts	GR09
50000587	P2775D	Administrative Assistant	Executive MBA Programme	GR09
50000588	P1730	Administrative Assistant	Goodman Institute of Investment Management	GR09
50000589	P2755A	Administrative Assistant	Co-Op Programs	GR09
50000592	P2445	Editorial Assistant	Art History	GR09

50000593	P1597	Assistant, Graduate Program	Concordia Institute for Information Systems Engineering	GR09
50000594	P1809	Scheduling Assistant	FAS Student Academic Services	GR09
50000595	P5562	Assistant to Associate Dean Graduate	Office of the Dean, Gina Cody School of Engineering and Computer Science	GR09
50000596	P1600	Assistant to the Associate Dean	Associate Dean Professional Graduate Programs	GR09
50000597	P4944	Assistant to the Associate Vice-President	Office of the Vice-President, Research and Graduate Studies	GR09
50000598	P2240A	Assistant to the Principal	Liberal Arts College	GR09
50000599	P2234A	Assistant to the Principal and Graduate Program	School of Community and Public Affairs	GR09
50000600	P2238A	Assistant to the Principal	Simone de Beauvoir Institute	GR09
50000602	P5710	Assistant, Records Management	Records Management and Archives	GR09
50000603	P4635	Assistant, Employment	Employment And Organizational Effectiveness	GR09
50000604		Assistant, Employee Services	HR Administration, HRIS and Projects	GR09
50000607		Assistant, Employee Services	HR Administration, HRIS and Projects	GR09
50000609	P1727	Administrative Assistant, Undergraduate Programs	Undergraduate Programs	GR09
50000679		Assistant Buyer	Procurement Services	GR09
50000680	P5807	Assistant Buyer	Procurement Services	GR09
50000681	P5808	Assistant Buyer	Procurement Services	GR09
50000682	P5775	Buyer and Estimator, Print Material	Print Services	GR09
50000703		Coordinator, Budget	Budgets and Contracts	GR09
50000741	P4407A	Coordinator, Statistics and Collections	Student Accounts Services	GR09
50000742	P4409A	Coordinator, Bank Reconciliations and Electronic Payment Services	Student Accounts Services	GR09
50000796	P4908	Coordinator, Enrolment Services Events	Administration Office Management	GR09
50000801		Coordinator, Booking administration and system support	Event Services Administration	GR09
50000917	P2413B	Program Coordinator	Computer Science and Software Engineering	GR09

50000920		Assistant, Employee Services	HR Administration, HRIS and Projects	GR09
50000930	P4398A	Office and Social Events Coordinator	International Students Office	GR09
50000931	P1864	Coordinator, Residence Life Admissions	Residences - Administration	GR09
50000932	P5878	Administrative Coordinator	Property Management	GR09
50000933	P5876	Administrative Coordinator	Strategic Planning and Development	GR09
50000934	P5875	Administrative Coordinator	Project Management	GR09
50000935	P5877	Administrative Coordinator	Administrative Services, Facilities Management	GR09
50000939	P5631A	Coordinator, Executive Training Programs	John Molson Executive Center LLL	GR09
50000940	P5464	Coordinator, Graduate Admissions	Graduate Recruitment and Admissions	GR09
50000942	P4776	Exams Coordinator	Exams Administration	GR09
50000943	P4832	Exams Coordinator	Exams Administration	GR09
50000944	P4833	Exams Coordinator	Exams Administration	GR09
50000945	P4787	Exams Coordinator, ACSD	Access Centre for Students with Disabilities	GR09
50000946	P2338C	Coordinator, Graduate Program	Electrical and Computer Engineering	GR09
50000947	P2911B	Coordinator, Graduate Program	Electrical and Computer Engineering	GR09
50000948	P1598	Coordinator, Graduate Program	Concordia Institute for Information Systems Engineering	GR09
50000949	P2362D	Coordinator, Graduate Program	Mechanical, Industrial and Aerospace Engineering	GR09
50000950	P2363D	Coordinator, Graduate Program	Mechanical, Industrial and Aerospace Engineering	GR09
50000951	P2503C	Coordinator, Thesis	Graduate Studies	GR09
50000952	P1534A	Coordinator, Translation Services	Translation	GR09
50001022	P1943	Administrative Coordinator	Institute for Cooperative Education	GR09
50001029		Coordinator, Undergraduate Services	Studio Arts	GR09
50001030		Coordinator, Administrative Services	Studio Arts	GR09
50001043	P4788	Administrative Assistant	Campus Wellness and Support Services	GR09
50001046		Administrative Coordinator to the CFO	Office of the Vice-President, Financial Services	GR09

50001497	P2984A	Officer, Gift Processing	Gift Accounting and Gift Processing	GR09
50001498	P2987A	Officer, Gift Processing	Gift Accounting and Gift Processing	GR09
50010911		Coordinator, Administrative Services	Leasing and Services	GR09
50010913		Operations Assistant, Residence Life	Residences - Administration	GR09
50010919		Coordinator, Administrative Services	Leasing and Services	GR09
50010920		Coordinator, Budget	Budgets and Contracts	GR09
50013145	P5942	Coordinator, Office and Events Logistics - Student Recruitment	Welcome Centre	GR09
50013200	P5938	Coordinator, Graduate Program	Computer Science and Software Engineering	GR09
50013238	P5953	Operations Assistant, Residence Life	Residences - Grey Nuns	GR09
50013344	P5995	Administrative Assistant	Office of the Dean, Faculty of Fine Arts	GR09
50013421	P7021	Assistant, Employee Services	HR Administration, HRIS and Projects	GR09
50013498	P7031	Assistant, Employee Services	HR Administration, HRIS and Projects	GR09
50020116		Assistant, Employee Services	HR Administration, HRIS and Projects	GR09
50020205		Coordinator, Programs	Chemical and Materials Engineering	GR09
50020224		Coordinator, Student Support	Birks Student Service Center	GR09
50020311		Coordinator, Student Support	Birks Student Service Center	GR09
50020312		Assistant, Archives and Digital Preservation	Records Management and Archives	GR09
50020313		Administrative Assistant	Office of the Dean, Faculty of Fine Arts	GR09
50020496		Administrative Coordinator	Student Success Centre	GR09
50021000		Administrative Assistant, Treasury Governance	Office of the Treasurer	GR09
50000586	P5567	Administrative Coordinator	Office of the Dean, Gina Cody School of Engineering and Computer Science	GR10
50000591		Executive Secretary to the Dean	School of Health	GR10
50000610	P1849	Executive Secretary to the Dean	Office of the Dean, John Molson School of Business	GR10
50000611	P1976	Assistant, Immigration and Inclusion	Faculty Development and Inclusion	GR10

50000612	P5822	Assistant, Pension	Benefits And Pension	GR10
50000613	P1982	Academic Governance Assistant	Graduate Studies	GR10
50000614	P4449A	Administrative Assistant	Campus Safety and Prevention Services	GR10
50000615	P5737	Assistant, Budget	Office of the Dean, Faculty of Fine Arts	GR10
50000619	P5738	Assistant, Budget	Administrative Services	GR10
50000620	P2007B	Financial Assistant	Office of the Dean, Faculty of Arts and Science	GR10
50000622	P1564	Legal Assistant	Legal Services	GR10
50000623	P2267A	Assistant to the Associate Dean	Undergraduate Programs	GR10
50000624	P2718A	Assistant to the Associate Dean, Research	Office of the Dean, Faculty of Arts and Science	GR10
50000625	P2681A	Assistant to the Associate Dean	FAS Academic Facilities	GR10
50000626	P1652	Assistant to the Code Administrator	Office of the Dean, Faculty of Arts and Science	GR10
50000627	P2778	Executive Secretary to the Dean	Office of the Dean, Faculty of Arts and Science	GR10
50000628	P5415	Executive Secretary to the Dean	Office of the Dean, Gina Cody School of Engineering and Computer Science	GR10
50000629	P5520A	Executive Secretary to the Associate Vice-President for Professional Education and Valorisation du Français	Lifelong Learning	GR10
50000630	P4978	Legal Assistant	Legal Services	GR10
50000631	P1835	Administrative Assistant	Office of the Vice-President, University Advancement	GR10
50000632	P4991	Assistant, Pension	Benefits And Pension	GR10
50000633	P2420A	Executive Secretary to the Dean	Office of the Dean, Faculty of Fine Arts	GR10
50000634	P5623	Executive Secretary to the Dean	Graduate Studies	GR10
50000635	P1651	Assistant, Facilities	Operational Units, Recreation and Athletics	GR10
50000636	P2717B	Assistant, Academic Programs	FAS Academic Programs	GR10
50000637	P1584	Assistant, External Awards and Bursary	Financial Aid and Awards	GR10
50000745	P5257B	Coordinator, Student Accounts Reporting	Student Accounts Services	GR10
50000746	P3472B	Expeditor	Procurement Services	GR10
50000922		Coordinator, Benefits	Benefits And Pension	GR10

50000923	P2956	Coordinator, Academic Programs	Classics, Modern Languages and Linguistics	GR10
50000925	P1953	Coordinator, Mentorship and Volunteer	Institute for Cooperative Education	GR10
50000926	P1918	Coordinator, Conference Center and Food Services	Event Services Administration	GR10
50000927	P1938	Event Coordinator	Event Services Administration	GR10
50000928	P1939	Event Coordinator	Event Services Administration	GR10
50000953	P2505B	Coordinator, SIP	Graduate Studies	GR10
50000954	P5851	Coordinator, Movable Asset	Internal Experts	GR10
50000955	P4926	Coordinator, Research Administration	Office of the Dean, Faculty of Fine Arts	GR10
50000956	P4044D	Administrative Coordinator	Administration Services, Instructional and Information Technology Services	GR10
50000957	P3883B	Administrative Coordinator	Ellen Art Gallery	GR10
50000958	P4892	Booking Coordinator, Cinemas	Cinemas and Events	GR10
50000959	P4488B	Coordinator, Business Operations	Parking	GR10
50000960	P1594	Events Coordinator	Event Management	GR10
50000961	P1595	Events Coordinator	Event Management	GR10
50000962	P4116C	Editorial Coordinator	Innovation in Teaching and Learning	GR10
50000963	P1689	Events Coordinator	Operational Units, Recreation and Athletics	GR10
50000964	P4548A	Events Coordinator	Event Services Administration	GR10
50000965	P4735	Events Coordinator	Event Services Administration	GR10
50000966	P1770	Office and Events, Coordinator	Centre for Teaching and Learning	GR10
50000967		Coordinator, Facilities	School of Health	GR10
50000968	P2308D	Coordinator, Operations Facilities	Office of the Dean, Gina Cody School of Engineering and Computer Science	GR10
50000969	P1631	Coordinator, Special Projects and Events Planning	Office of the Dean, John Molson School of Business	GR10
50000970	P5630	Coordinator, Visual Collections Repository Moving Image	Office of the Dean, Faculty of Fine Arts	GR10

50000971		Coordinator, Onboarding and Employment	Employment And Organizational Effectiveness	GR10
50000974	P2751B	Coordinator, Academic Programs	Classics, Modern Languages and Linguistics	GR10
50000975	P2633C	Coordinator, Academic Programs	Office of the Dean, Gina Cody School of Engineering and Computer Science	GR10
50000977	P1798	Coordinator, Admission and Registration	Office of the Dean, Gina Cody School of Engineering and Computer Science	GR10
50000978	P2741A	Graduate Program Coordinator	Education	GR10
50001500		Officer, Event Analysis	Campus Safety and Prevention Services	GR10
50001501		Officer, Event Analysis	Campus Safety and Prevention Services	GR10
50001502	P5107C	Financial Officer	Research and Restricted Financial Management	GR10
50001503	P1557	Financial Officer	Research and Restricted Financial Management	GR10
50001506	P5777	Financial Officer	Research and Restricted Financial Management	GR10
50001532		Officer, Campus Safety - Operations	Campus Safety and Prevention Services	GR10
50001533		Officer, Campus Safety - Operations	Campus Safety and Prevention Services	GR10
50013219	P5975	Assistant to the Associate Dean, Student Academic Services	FAS Student Academic Services	GR10
50013392		Coordinator, Marketing and Business Development Projects	General Administration, Concordia Continuing Education	GR10
50013414	P7024	Financial Officer	Office of the Provost and Vice-President Academic	GR10
50013500	P7040	Financial Officer, Research	Research and Restricted Financial Management	GR10
50013501	P7041	Financial Officer	Research and Restricted Financial Management	GR10
50013502	P7042	Financial Officer	Research and Restricted Financial Management	GR10
50013503	P7043	Financial Officer	Research and Restricted Financial Management	GR10
50020185		Financial Officer	Research and Restricted Financial Management	GR10
50020588		Accounting Assistant, Benefits and Investment Portfolios	Office of the Treasurer	GR10

50020643		Financial Assistant	Hospitality Administration	GR10
50021001		Events Coordinator	Event Services Administration	GR10
50021442		Administrative Coordinator	Office of the Dean, John Molson School of Business	GR10
50000702	P1843	Service Assistant Accounts Receivable	General Accounting	PE100-7
50013217	P5976	Service Assistant, Accounting Services	General Accounting	PE100-7
50000391	P1912	Administrative Assistant	Graduate Diploma in Chartered Professional Accountancy (CPA)	PE115-8
50000392	P5873	Administrative Assistant, Property Management	Operations - Loyola	PE115-8
50000393	P1448A	Administrative Assistant	President Administrative Services	PE115-8
50000394	P2443B	Administrative Assistant	Student Affairs	PE115-8
50000396	P1787	Administrative Assistant, Applied Psychology Centre	Psychology	PE115-8
50001041	P2597B	Department Assistant	Marketing	PE115-8
50001044	P5736	Administrative Assistant	Records Management and Archives	PE115-8
50010930	P5879	Administrative Assistant	Operations - SGW 1	PE115-8
50013203	P5880	Administrative Assistant	Prog., Opt. & Ext. Contracts	PE115-8
50000398	P1914	Assistant, Admissions	Documentation and Scanning	PE130-7
50000399	P4536	Assistant, Admissions	Documentation and Scanning	PE130-7
50000400	P2499A	Assistant, Admissions	Documentation and Scanning	PE130-7
50000401	P2504A	Assistant, Admissions	Documentation and Scanning	PE130-7
50000402	P2506A	Assistant, Admissions	Documentation and Scanning	PE130-7
50000403	P4532	Assistant, Admissions	Documentation and Scanning	PE130-7
50000404	P4533	Assistant, Admissions	Documentation and Scanning	PE130-7
50000405	P4534	Assistant, Admissions	Documentation and Scanning	PE130-7
50000406	P4535	Assistant, Admissions	Documentation and Scanning	PE130-7
50000407	P2501A	Assistant, Admission	Documentation and Scanning	PE130-7

50003224	P4677	Admissions Assistant	Documentation and Scanning	PE130-7
50020642		Assistant, Admissions	Documentation and Scanning	PE130-7
50000639	P2056C	Assistant to the Chair and Graduate Program Assistant	Philosophy	PE160-9
50000640	P1948	Assistant to the Chair and Graduate Program Assistant	Theological Studies	PE160-9
50000641	P2135A	Administrative Secretary to the Chair	Religions and Cultures	PE160-9
50000642	P2035A	Assistant to the Chair and Creative Writing Program	English	PE160-9
50000643	P2138B	Assistant to the Chair	Sociology and Anthropology	PE160-9
50000645	P2185D	Assistant to the Chair	Health, Kinesiology and Applied Physiology	PE160-9
50000646	P5519	Assistant to the Chair	Mathematics and Statistics	PE160-9
50000647	P5618	Assistant to the Chair	Physics	PE160-9
50000648	P1613	Assistant to the Chair	Political Science	PE160-9
50000649	P1839	Assistant to the Chair	Psychology	PE160-9
50000650	P5711	Assistant to the Chair	Electrical and Computer Engineering	PE160-9
50000651	P2411A	Assistant to the Chair	Computer Science and Software Engineering	PE160-9
50000652	P2702B	Assistant to the Chair	Building, Civil and Environmental Engineering	PE160-9
50000653	P2966	Assistant to the Chair	Mechanical, Industrial and Aerospace Engineering	PE160-9
50000654	P2046B	Assistant to the Chair and Graduate Program Assistant	History	PE160-9
50003244	P1995	Assistant to the Chair	Education	PE160-9
50000656	P1975	Assistant to the Director	Office of the Dean, Faculty of Arts and Science	PE180-9
50000657	P5559	Assistant to the Director	Concordia Institute for Information Systems Engineering	PE180-9
50000658	P1630	Assistant to the Director	Mechanical, Industrial and Aerospace Engineering	PE180-9
50000660	P1548A	Assistant, Board and Senate Administration	Office of the University Secretariat	PE182-10
50000661	P4786	Assistant to the Director	Admission Administration	PE182-10

50000662	P4852	Assistant to the Director	Administration, Environmental Health and Safety	PE182-10
50000663	P2083A	Assistant to the Principal	School of Irish Studies	PE182-10
50000410	P4782	Assistant, Transcript	Transcripts	PE194-5
50000411	P4783	Assistant, Transcript	Transcripts	PE194-5
50000487	P1668	Assistant, Health Services	Campus Wellness and Support Services	PE196-7
50000504	P3817A	Assistant, Health Services	Campus Wellness and Support Services	PE196-7
50000505	P3824A	Assistant, Health Services	Campus Wellness and Support Services	PE196-7
50000506	P4369A	Assistant, Health Services	Campus Wellness and Support Services	PE196-7
50000507	P4518A	Assistant, Health Services	Campus Wellness and Support Services	PE196-7
50000508	P4555	Assistant, Health Services	Campus Wellness and Support Services	PE196-7
50000509	P4571	Assistant, Health Services	Campus Wellness and Support Services	PE196-7
50000512	P1642	Representative, Student Support	Birks Student Service Center	PE196-7
50000513	P1670	Representative, Student Support	Birks Student Service Center	PE196-7
50000514	P4129	Representative, Student Support	Birks Student Service Center	PE196-7
50000515	P4136	Representative, Student Support	Birks Student Service Center	PE196-7
50000517	P4179	Representative, Student Support	Birks Student Service Center	PE196-7
50000518	P4242	Representative, Student Support	Birks Student Service Center	PE196-7
50000519	P4250	Representative, Student Support	Birks Student Service Center	PE196-7
50000520	P4251A	Representative, Student Support	Birks Student Service Center	PE196-7
50000521	P4259	Representative, Student Support	Birks Student Service Center	PE196-7
50000522	P4426	Representative, Student Support	Birks Student Service Center	PE196-7
50000524	P4526	Representative, Student Support	Birks Student Service Center	PE196-7
50000709		Representative, Student Support	Birks Student Service Center	PE196-7
50000712		Representative, Student Support	Birks Student Service Center	PE196-7
50013136	P5959	Representative, Student Support	Birks Student Service Center	PE196-7
50013248		Representative, Student Support	Birks Student Service Center	PE196-7

50000418	P1903	Administrative Assistant, Co-Op Education	Institute for Cooperative Education	PE207-7
50000419	P1643	Administrative Assistant, Co-Op Education	Institute for Cooperative Education	PE207-7
50000420	P4792	Assistant, Department Service Team	Data Control Service Teams	PE207-7
50000421	P5774	Assistant , Office Of The Dean	Graduate Studies	PE207-7
50000422	P5513A	Assistant, Research Grants	Office of Research	PE207-7
50000423	P1463	Assistant, Event Registration	Event Management	PE207-7
50000534	P3808C	Assistant, Administrative and Events	Career and Planning Services	PE207-7
50001042	P2141B	Department Assistant	Sociology and Anthropology	PE207-7
50001048	P2212A	Department Assistant	Mathematics and Statistics	PE207-7
50013222		Department Assistant	Campus Safety and Prevention Services	PE207-7
50020278		Service Assistant, Sexual Assault Resource Centre	Sexual Assault Resource Centre	PE207-7
50020391		Department Assistant	Campus Safety and Prevention Services	PE207-7
50020495		Department Assistant	Office Of The Associate Vice-President, Finance and Controller	PE207-7
50000424	P5545	Office Assistant	Computer Science and Software Engineering	PE225-7
50000425	P2339B	Office Assistant	Electrical and Computer Engineering	PE225-7
50000426	P2954	Office Assistant	Concordia Institute for Information Systems Engineering	PE225-7
50000427	P2724A	Office Assistant	Building, Civil and Environmental Engineering	PE225-7
50000428	P2361A	Office Assistant	Mechanical, Industrial and Aerospace Engineering	PE225-7
50000431	P5841	Assistant, Graduate Program	Health, Kinesiology and Applied Physiology	PE236-8
50000432	P2899B	Assistant, Undergraduate Program	Philosophy	PE236-8
50000433	P1732	Assistant, Graduate Program	Applied Human Sciences	PE236-8
50000434	P2171A	Assistant, Graduate Program	Biology	PE236-8
50000435	P2201B	Assistant, Graduate Program	Chemistry and Biochemistry	PE236-8
50000436	P4439	Assistant, Graduate Program	Economics	PE236-8
50000437	P2096B	Assistant, Graduate Program	Education	PE236-8

50000438	P2033A	Assistant, Graduate Program	English	PE236-8
50000439	P1793	Assistant, Graduate Program	Journalism	PE236-8
50000441	P2113C	Assistant, Graduate Program	Political Science	PE236-8
50000442	P2123A	Assistant, Graduate Program	Psychology	PE236-8
50000443	P2136A	Assistant, Graduate Program	Religions and Cultures	PE236-8
50000444	P2142B	Assistant, Graduate Program	Sociology and Anthropology	PE236-8
50000445	P2704A	Assistant, Program	Building, Civil and Environmental Engineering	PE236-8
50000446	P2109B	Assistant, Program	Geography, Planning & Environment	PE236-8
50000447	P2412B	Assistant, Program	Computer Science and Software Engineering	PE236-8
50000448	P2337C	Assistant, Program	Electrical and Computer Engineering	PE236-8
50000449	P2695B	Assistant, Program	Building, Civil and Environmental Engineering	PE236-8
50000450	P2358C	Assistant, Program	Mechanical, Industrial and Aerospace Engineering	PE236-8
50000451	P2909	Assistant, Undergraduate Program	Sociology and Anthropology	PE236-8
50000452	P2713B	Assistant, Undergraduate Program	Applied Human Sciences	PE236-8
50000453	P2172A	Assistant, Undergraduate Program	Biology	PE236-8
50000454	P1820	Assistant, Undergraduate Program	Communication Studies	PE236-8
50000455	P1740	Assistant, Undergraduate Program	Education	PE236-8
50000456	P1741	Assistant, Undergraduate Program	Education	PE236-8
50000457	P2045C	Assistant, Undergraduate Program	History	PE236-8
50000458	P2213A	Assistant, Undergraduate Program	Mathematics and Statistics	PE236-8
50000459	P1614	Assistant, Undergraduate Program	Political Science	PE236-8
50000460	P2121A	Assistant, Undergraduate Program	Psychology	PE236-8
50000461	P5587	Assistant, Graduate Program	Geography, Planning & Environment	PE236-8
50000462	P2085B	Assistant, Undergraduate Program	Economics	PE236-8
50000483		Undergraduate Program Assistant	Psychology	PE236-8
50000655	P2067B	Undergraduate Program Assistant	Journalism	PE236-8
50001047	P2199A	Assistant, Undergraduate Program	Chemistry and Biochemistry	PE236-8

50013251	P5939	Assistant, Program	Computer Science and Software Engineering	PE236-8
50013391	P7000	Assistant, Program	Mechanical, Industrial and Aerospace Engineering	PE236-8
50021069	P2412B	Assistant, Program	Computer Science and Software Engineering	PE236-8
50000464	P1990	Assistant, Undergraduate Service Team	Data Control Service Teams	PE247-7
50000465	P1788	Assistant, Undergraduate Service Team	Data Control Service Teams	PE247-7
50000466	P4084B	Assistant, Undergraduate Service Team	Data Control Service Teams	PE247-7
50000467	P4095B	Assistant, Undergraduate Service Team	Data Control Service Teams	PE247-7
50000468	P4104B	Assistant, Undergraduate Service Team	Data Control Service Teams	PE247-7
50000469	P4115B	Assistant, Undergraduate Service Team	Data Control Service Teams	PE247-7
50000470	P4773	Assistant, Graduate Service Team	Data Control Service Teams	PE247-7
50000471	P4774	Assistant, Graduate Service Team	Data Control Service Teams	PE247-7
50000472	P4775	Assistant, Graduate Service Team	Data Control Service Teams	PE247-7
50000473	P4082B	Assistant, Undergraduate Service Team	Data Control Service Teams	PE247-7
50000474	P4092A	Senior Assistant, Undergraduate Service Team	Data Control Service Teams	PE248-8
50000475	P4113B	Senior Assistant, Undergraduate Service Team	Data Control Service Teams	PE248-8
50000476	P4195A	Senior Assistant, Undergraduate and Graduate Service Team	Data Control Service Teams	PE248-8
50000477	P5477	Assistant, Records Management	Advancement Information Systems	PE248-8
50000478	P5480	Assistant, Records Management	Advancement Information Systems	PE248-8
50000479	P1804	Service Assistant	Geography, Planning & Environment	PE254-5
50000430	P3839B	Service Assistant	Campus Wellness and Support Services	PE255-6
50000481	P2763A	Service Assistant	Office of the Dean, Faculty of Arts and Science	PE255-6
50000482	P2752A	Service Assistant	Classics, Modern Languages and Linguistics	PE255-6
50000485	P4564A	Service Assistant	Multi Faith and Spirituality Centre	PE255-6
50000486	P3974A	Service Assistant	International Students Office	PE255-6
50000488	P4791	Service Assistant	Campus Wellness and Support Services	PE255-6

50000489	P4869	Service Assistant	Campus Wellness and Support Services	PE255-6
50020861		Service Assistant	Mel Hoppenheim School of Cinema	PE255-6
50000491	P5319A	Department Assistant	Office of the Vice-President, University Advancement	PE256-7
50001051	P2710A	Department Assistant	Career Management Services	PE256-7
50000492	P4322A	Service Assistant	Administrative Services	PE260-5
50000365	P1738	Assistant, Student Recruitment	Welcome Centre	PE261-6
50000408		Service and Office Assistant	Administration Office Management	PE261-6
50000409		Service and Office Assistant	Administration Office Management	PE261-6
50000493	P1882	Service Assistant	Economics	PE261-6
50000494	P1937	Service Assistant, Student Academic Services	Undergraduate Programs	PE261-6
50000495	P5842	Service Assistant	Institute for Cooperative Education	PE261-6
50000496	P1877	Assistant, Student Recruitment	Welcome Centre	PE261-6
50000500	P2667A	Service Assistant	MBA Program	PE261-6
50000501	P1733	Service Assistant	Health, Kinesiology and Applied Physiology	PE261-6
50000502	P1604	Service Assistant	Office of the Dean, Gina Cody School of Engineering and Computer Science	PE261-6
50000503	P3804B	Service Assistant	Student Success Centre	PE261-6
50000511	P4507	Service Assistant	Financial Aid and Awards	PE261-6
50000525	P4470A	Service and Office Assistant	Administration Office Management	PE261-6
50000527		Service Assistant	School of Health	PE261-6
50000530	P4780	Service Assistant	Student Success Centre	PE261-6
50000531	P5639	Service Assistant	Graduate Studies	PE261-6
50000535	P1646	Student Recruitment Assistant	Welcome Centre	PE261-6
50001052	P4679	Department Assistant	Government Reporting	PE261-6
50001512		Service Assistant	Administration Services, Instructional and Information Technology Services	PE261-6

50001513		Service Assistant	Administration Services, Instructional and Information Technology Services	PE261-6
50001514		Service Assistant	Administration Services, Instructional and Information Technology Services	PE261-6
50003230	P1987	Service Assistant	Political Science	PE261-6
50013201		Service Assistant	School of Health	PE261-6
50000499	P3932	Assistant, Service Center	Leasing and Services	PE262-7
50000529	P3933	Assistant, Service Center	Leasing and Services	PE262-7
50000532		Assistant, Service Center	Leasing and Services	PE262-7
50000533	P4990	Assistant, Service Centre	Leasing and Services	PE262-7
50000536	P2040C	Service Assistant	Études Françaises	PE262-7
50000537	P5768	Service Assistant	General Administration, Concordia Continuing Education	PE262-7
50000538	P5770	Service Assistant	General Administration, Concordia Continuing Education	PE262-7
50000539	P4778	Service Assistant	Dean of Students Office	PE262-7
50000541	P5767	Service Assistant (CCE)	General Administration, Concordia Continuing Education	PE262-7
50000542	P5769	Service Assistant (CCE)	General Administration, Concordia Continuing Education	PE262-7
50000543	P5615	Assistant, Student Academic Services	FAS Student Academic Services	PE262-7
50000896	P3290B	Coordinator, Switchboard Service	Administration Services, Instructional and Information Technology Services	PE262-7
50010916	P5897	Service Assistant, Language Testing Centre (CCE)	Language Test Centre	PE262-7
50010951		Service Coordinator	School of Health	PE262-7

A) Salary increases

Effective June 1, 2023: The salary rates and scales are increased by four point eight percent (4.8%) or the increase (commonly known as Government Salary Policy (GSP)) provided for in the Règles Budgétaires for the teaching and teaching support grant, for 2023-2024, whichever is the greater.

Effective June 1, 2024: The salary rates and scales are increased by three point two percent (3.2%) or the increase (commonly known as Government Salary Policy (GSP)) provided for in the Règles Budgétaires for the teaching and teaching support grant, for 2024-2025, whichever is the greater.

Effective June 1, 2025: The salary rates and scales are increased by three percent (3.0%) or the increase (commonly known as Government Salary Policy (GSP)) provided for in the Règles Budgétaires for the teaching and teaching support grant, for 2025-2026, whichever is the greater.

B) Employees beyond the rate or beyond the scale

If the hourly salary rate of an employee exceeds the maximum rate of their job class, the employee receives an increase paid as follows:

i) entirely as a lump sum payment if their hourly rate exceeds the maximum of their job class;

or

ii) in part as an increase to their rate of pay and in part as a lump sum payment, if the increased maximum of the scale for their job class is greater than their rate of pay; in such cases, the employee's rate of pay is increased by the percentage required to bring it to the maximum of the scale for their job class; the difference between, on the one hand, the percentage increase applied to the maximum of the job class and, on the other hand, the percentage increase applied to their rate of pay is paid to the employee as a lump sum.

The lump sums provided herein are calculated on the employee's rate of pay prior to the salary increase and they are distributed on each pay, prorated for the regular paid hours for the period in question.

Notwithstanding paragraphs A) and B), should the Quebec government salary policy treat differently the compensation for employees whose salary rates exceed the maximum for their job class, the government salary policy shall apply.

C) Classification of employees by job class and step

The salary calculation as well as all modifications of the formula are an integral part of the collective agreement.

D) SALARY SCALES

JUNE 1, 2023 (4.8%)

STEPS										
4.80%	1	2	3	4	5	6	7	8	9	10
GR01	\$ 18.48	\$ 19.22	\$ 20.06	\$ 20.90	\$ 21.76	\$ -	\$ -	\$ -	\$ -	\$ -
GR02	\$ 19.92	\$ 20.57	\$ 21.20	\$ 21.88	\$ 22.62	\$ 23.36	\$ -	\$ -	\$ -	\$ -
GR03	\$ 21.37	\$ 22.04	\$ 22.59	\$ 23.19	\$ 23.79	\$ 24.46	\$ 25.09	\$ -	\$ -	\$ -
GR04	\$ 22.96	\$ 23.55	\$ 24.23	\$ 24.91	\$ 25.54	\$ 26.36	\$ 27.01	\$ -	\$ -	\$ -
GR05	\$ 24.43	\$ 25.03	\$ 25.60	\$ 26.36	\$ 26.93	\$ 27.56	\$ 28.32	\$ 29.03	\$ -	\$ -
GR06	\$ 26.20	\$ 26.87	\$ 27.52	\$ 28.24	\$ 28.94	\$ 29.65	\$ 30.44	\$ 31.22	\$ -	\$ -
GR07	\$ 28.32	\$ 29.03	\$ 29.75	\$ 30.51	\$ 31.27	\$ 32.02	\$ 32.85	\$ 33.68	\$ -	\$ -
GR08	\$ 30.17	\$ 30.90	\$ 31.65	\$ 32.35	\$ 33.15	\$ 33.89	\$ 34.71	\$ 35.49	\$ 36.31	\$ -
GR09	\$ 32.61	\$ 33.35	\$ 34.16	\$ 35.00	\$ 35.77	\$ 36.66	\$ 37.42	\$ 38.36	\$ 39.23	\$ -
GR10	\$ 35.22	\$ 35.99	\$ 36.90	\$ 37.74	\$ 38.64	\$ 39.55	\$ 40.45	\$ 41.39	\$ 42.41	\$ -
GR11	\$ 37.52	\$ 38.41	\$ 39.23	\$ 40.07	\$ 41.03	\$ 41.90	\$ 42.87	\$ 43.80	\$ 44.77	\$ 45.72
GR12	\$ 40.53	\$ 41.42	\$ 42.32	\$ 43.26	\$ 44.24	\$ 45.23	\$ 46.17	\$ 47.29	\$ 48.32	\$ 49.44

JUNE 1, 2024 (3.2%)

STEPS										
3.20%	1	2	3	4	5	6	7	8	9	10
GR01	\$ 19.07	\$ 19.84	\$ 20.70	\$ 21.57	\$ 22.46	\$ -	\$ -	\$ -	\$ -	\$ -
GR02	\$ 20.56	\$ 21.23	\$ 21.88	\$ 22.58	\$ 23.34	\$ 24.11	\$ -	\$ -	\$ -	\$ -
GR03	\$ 22.05	\$ 22.75	\$ 23.31	\$ 23.93	\$ 24.55	\$ 25.24	\$ 25.89	\$ -	\$ -	\$ -
GR04	\$ 23.69	\$ 24.30	\$ 25.01	\$ 25.71	\$ 26.36	\$ 27.20	\$ 27.87	\$ -	\$ -	\$ -
GR05	\$ 25.21	\$ 25.83	\$ 26.42	\$ 27.20	\$ 27.79	\$ 28.44	\$ 29.23	\$ 29.96	\$ -	\$ -
GR06	\$ 27.04	\$ 27.73	\$ 28.40	\$ 29.14	\$ 29.87	\$ 30.60	\$ 31.41	\$ 32.22	\$ -	\$ -
GR07	\$ 29.23	\$ 29.96	\$ 30.70	\$ 31.49	\$ 32.27	\$ 33.04	\$ 33.90	\$ 34.76	\$ -	\$ -
GR08	\$ 31.14	\$ 31.89	\$ 32.66	\$ 33.39	\$ 34.21	\$ 34.97	\$ 35.82	\$ 36.63	\$ 37.47	\$ -
GR09	\$ 33.65	\$ 34.42	\$ 35.25	\$ 36.12	\$ 36.91	\$ 37.83	\$ 38.62	\$ 39.59	\$ 40.49	\$ -
GR10	\$ 36.35	\$ 37.14	\$ 38.08	\$ 38.95	\$ 39.88	\$ 40.82	\$ 41.74	\$ 42.71	\$ 43.77	\$ -
GR11	\$ 38.72	\$ 39.64	\$ 40.49	\$ 41.35	\$ 42.34	\$ 43.24	\$ 44.24	\$ 45.20	\$ 46.20	\$ 47.18
GR12	\$ 41.83	\$ 42.75	\$ 43.67	\$ 44.64	\$ 45.66	\$ 46.68	\$ 47.65	\$ 48.80	\$ 49.87	\$ 51.02

JUNE 1, 2025 (3.0%)

STEPS										
3.00%	1	2	3	4	5	6	7	8	9	10
GR01	\$ 19.64	\$ 20.44	\$ 21.32	\$ 22.22	\$ 23.13	\$ -	\$ -	\$ -	\$ -	\$ -
GR02	\$ 21.18	\$ 21.87	\$ 22.54	\$ 23.26	\$ 24.04	\$ 24.83	\$ -	\$ -	\$ -	\$ -
GR03	\$ 22.71	\$ 23.43	\$ 24.01	\$ 24.65	\$ 25.29	\$ 26.00	\$ 26.67	\$ -	\$ -	\$ -
GR04	\$ 24.40	\$ 25.03	\$ 25.76	\$ 26.48	\$ 27.15	\$ 28.02	\$ 28.71	\$ -	\$ -	\$ -
GR05	\$ 25.97	\$ 26.60	\$ 27.21	\$ 28.02	\$ 28.62	\$ 29.29	\$ 30.11	\$ 30.86	\$ -	\$ -
GR06	\$ 27.85	\$ 28.56	\$ 29.25	\$ 30.01	\$ 30.77	\$ 31.52	\$ 32.35	\$ 33.19	\$ -	\$ -
GR07	\$ 30.11	\$ 30.86	\$ 31.62	\$ 32.43	\$ 33.24	\$ 34.03	\$ 34.92	\$ 35.80	\$ -	\$ -
GR08	\$ 32.07	\$ 32.85	\$ 33.64	\$ 34.39	\$ 35.24	\$ 36.02	\$ 36.89	\$ 37.73	\$ 38.59	\$ -
GR09	\$ 34.66	\$ 35.45	\$ 36.31	\$ 37.20	\$ 38.02	\$ 38.96	\$ 39.78	\$ 40.78	\$ 41.70	\$ -
GR10	\$ 37.44	\$ 38.25	\$ 39.22	\$ 40.12	\$ 41.08	\$ 42.04	\$ 42.99	\$ 43.99	\$ 45.08	\$ -
GR11	\$ 39.88	\$ 40.83	\$ 41.70	\$ 42.59	\$ 43.61	\$ 44.54	\$ 45.57	\$ 46.56	\$ 47.59	\$ 48.60
GR12	\$ 43.08	\$ 44.03	\$ 44.98	\$ 45.98	\$ 47.03	\$ 48.08	\$ 49.08	\$ 50.26	\$ 51.37	\$ 52.55

PAY EQUITY ADJUSTED SALARY SCALES
The following salary scales are shown for information purposes only

JUNE 1, 2023 (4.8%)

PE CLASSES	STEP									Grade
	1	2	3	4	5	6	7	8	9	
14A-PE192	\$ 24.97	\$ 25.64	\$ 26.34	\$ 27.00	\$ 27.66	\$ 28.33	\$ 29.02	\$ 29.68	\$ -	5
14A-PE194	\$ 24.97	\$ 25.64	\$ 26.34	\$ 27.00	\$ 27.66	\$ 28.33	\$ 29.02	\$ 29.68	\$ -	5
14A-PE254	\$ 24.97	\$ 25.64	\$ 26.34	\$ 27.00	\$ 27.66	\$ 28.33	\$ 29.02	\$ 29.68	\$ -	5
14A-PE260	\$ 24.97	\$ 25.64	\$ 26.34	\$ 27.00	\$ 27.66	\$ 28.33	\$ 29.02	\$ 29.68	\$ -	5
14A-PE244	\$ 28.55	\$ 29.22	\$ 29.94	\$ 30.73	\$ 31.46	\$ 32.28	\$ 33.10	\$ 33.89	\$ -	6
14A-PE255	\$ 28.55	\$ 29.22	\$ 29.94	\$ 30.73	\$ 31.46	\$ 32.28	\$ 33.10	\$ 33.89	\$ -	6
14A-PE261	\$ 28.55	\$ 29.22	\$ 29.94	\$ 30.73	\$ 31.46	\$ 32.28	\$ 33.10	\$ 33.89	\$ -	6
14A-PE275	\$ 28.55	\$ 29.22	\$ 29.94	\$ 30.73	\$ 31.46	\$ 32.28	\$ 33.10	\$ 33.89	\$ -	6
14A-PE100	\$ 28.55	\$ 29.22	\$ 29.94	\$ 30.73	\$ 31.46	\$ 32.28	\$ 33.10	\$ 33.89	\$ -	7
14A-PE196	\$ 28.55	\$ 29.22	\$ 29.94	\$ 30.73	\$ 31.46	\$ 32.28	\$ 33.10	\$ 33.89	\$ -	7
14A-PE200	\$ 28.55	\$ 29.22	\$ 29.94	\$ 30.73	\$ 31.46	\$ 32.28	\$ 33.10	\$ 33.89	\$ -	7
14A-PE207	\$ 28.55	\$ 29.22	\$ 29.94	\$ 30.73	\$ 31.46	\$ 32.28	\$ 33.10	\$ 33.89	\$ -	7
14A-PE225	\$ 28.55	\$ 29.22	\$ 29.94	\$ 30.73	\$ 31.46	\$ 32.28	\$ 33.10	\$ 33.89	\$ -	7
14A-PE235	\$ 28.55	\$ 29.22	\$ 29.94	\$ 30.73	\$ 31.46	\$ 32.28	\$ 33.10	\$ 33.89	\$ -	7
14A-PE247	\$ 28.55	\$ 29.22	\$ 29.94	\$ 30.73	\$ 31.46	\$ 32.28	\$ 33.10	\$ 33.89	\$ -	7
14A-PE256	\$ 28.55	\$ 29.22	\$ 29.94	\$ 30.73	\$ 31.46	\$ 32.28	\$ 33.10	\$ 33.89	\$ -	7
14A-PE270	\$ 28.55	\$ 29.22	\$ 29.94	\$ 30.73	\$ 31.46	\$ 32.28	\$ 33.10	\$ 33.89	\$ -	7
14A-PE130	\$ 32.32	\$ 33.21	\$ 34.08	\$ 34.96	\$ 35.82	\$ 36.72	\$ 37.57	\$ 38.46	\$ -	7
14A-PE262	\$ 32.32	\$ 33.21	\$ 34.08	\$ 34.96	\$ 35.82	\$ 36.72	\$ 37.57	\$ 38.46	\$ -	7
14A-PE115	\$ 31.83	\$ 32.60	\$ 33.35	\$ 34.14	\$ 34.95	\$ 35.75	\$ 36.62	\$ 37.41	\$ 38.29	8
14A-PE236	\$ 32.32	\$ 33.10	\$ 33.85	\$ 34.63	\$ 35.38	\$ 36.14	\$ 36.93	\$ 37.69	\$ 38.46	8
14A-PE248	\$ 35.65	\$ 36.49	\$ 37.32	\$ 38.18	\$ 39.13	\$ 39.99	\$ 41.01	\$ 41.91	\$ 42.87	8
14A-PE160	\$ 35.65	\$ 36.49	\$ 37.32	\$ 38.18	\$ 39.13	\$ 39.99	\$ 41.01	\$ 41.91	\$ 42.87	9
14A-PE180	\$ 35.65	\$ 36.49	\$ 37.32	\$ 38.18	\$ 39.13	\$ 39.99	\$ 41.01	\$ 41.91	\$ 42.87	9
14A-PE175	\$ 35.65	\$ 36.49	\$ 37.32	\$ 38.18	\$ 39.13	\$ 39.99	\$ 41.01	\$ 41.91	\$ 42.87	10
14A-PE182	\$ 35.65	\$ 36.49	\$ 37.32	\$ 38.18	\$ 39.13	\$ 39.99	\$ 41.01	\$ 41.91	\$ 42.87	10

JUNE 1, 2024 (3.2%)

PE CLASSES	STEP									Grade
	1	2	3	4	5	6	7	8	9	
14A-PE192	\$ 25.77	\$ 26.46	\$ 27.18	\$ 27.86	\$ 28.55	\$ 29.24	\$ 29.95	\$ 30.63	\$ -	5
14A-PE194	\$ 25.77	\$ 26.46	\$ 27.18	\$ 27.86	\$ 28.55	\$ 29.24	\$ 29.95	\$ 30.63	\$ -	5
14A-PE254	\$ 25.77	\$ 26.46	\$ 27.18	\$ 27.86	\$ 28.55	\$ 29.24	\$ 29.95	\$ 30.63	\$ -	5
14A-PE260	\$ 25.77	\$ 26.46	\$ 27.18	\$ 27.86	\$ 28.55	\$ 29.24	\$ 29.95	\$ 30.63	\$ -	5
14A-PE244	\$ 29.46	\$ 30.16	\$ 30.90	\$ 31.71	\$ 32.47	\$ 33.31	\$ 34.16	\$ 34.97	\$ -	6
14A-PE255	\$ 29.46	\$ 30.16	\$ 30.90	\$ 31.71	\$ 32.47	\$ 33.31	\$ 34.16	\$ 34.97	\$ -	6
14A-PE261	\$ 29.46	\$ 30.16	\$ 30.90	\$ 31.71	\$ 32.47	\$ 33.31	\$ 34.16	\$ 34.97	\$ -	6
14A-PE275	\$ 29.46	\$ 30.16	\$ 30.90	\$ 31.71	\$ 32.47	\$ 33.31	\$ 34.16	\$ 34.97	\$ -	6
14A-PE100	\$ 29.46	\$ 30.16	\$ 30.90	\$ 31.71	\$ 32.47	\$ 33.31	\$ 34.16	\$ 34.97	\$ -	7
14A-PE196	\$ 29.46	\$ 30.16	\$ 30.90	\$ 31.71	\$ 32.47	\$ 33.31	\$ 34.16	\$ 34.97	\$ -	7
14A-PE200	\$ 29.46	\$ 30.16	\$ 30.90	\$ 31.71	\$ 32.47	\$ 33.31	\$ 34.16	\$ 34.97	\$ -	7
14A-PE207	\$ 29.46	\$ 30.16	\$ 30.90	\$ 31.71	\$ 32.47	\$ 33.31	\$ 34.16	\$ 34.97	\$ -	7
14A-PE225	\$ 29.46	\$ 30.16	\$ 30.90	\$ 31.71	\$ 32.47	\$ 33.31	\$ 34.16	\$ 34.97	\$ -	7
14A-PE235	\$ 29.46	\$ 30.16	\$ 30.90	\$ 31.71	\$ 32.47	\$ 33.31	\$ 34.16	\$ 34.97	\$ -	7
14A-PE247	\$ 29.46	\$ 30.16	\$ 30.90	\$ 31.71	\$ 32.47	\$ 33.31	\$ 34.16	\$ 34.97	\$ -	7
14A-PE256	\$ 29.46	\$ 30.16	\$ 30.90	\$ 31.71	\$ 32.47	\$ 33.31	\$ 34.16	\$ 34.97	\$ -	7
14A-PE270	\$ 29.46	\$ 30.16	\$ 30.90	\$ 31.71	\$ 32.47	\$ 33.31	\$ 34.16	\$ 34.97	\$ -	7
14A-PE130	\$ 33.35	\$ 34.27	\$ 35.17	\$ 36.08	\$ 36.97	\$ 37.90	\$ 38.77	\$ 39.69	\$ -	7
14A-PE262	\$ 33.35	\$ 34.27	\$ 35.17	\$ 36.08	\$ 36.97	\$ 37.90	\$ 38.77	\$ 39.69	\$ -	7
14A-PE115	\$ 32.85	\$ 33.64	\$ 34.42	\$ 35.23	\$ 36.07	\$ 36.89	\$ 37.79	\$ 38.61	\$ 39.52	8
14A-PE236	\$ 33.35	\$ 34.16	\$ 34.93	\$ 35.74	\$ 36.51	\$ 37.30	\$ 38.11	\$ 38.90	\$ 39.69	8
14A-PE248	\$ 36.79	\$ 37.66	\$ 38.51	\$ 39.40	\$ 40.38	\$ 41.27	\$ 42.32	\$ 43.25	\$ 44.24	8
14A-PE160	\$ 36.79	\$ 37.66	\$ 38.51	\$ 39.40	\$ 40.38	\$ 41.27	\$ 42.32	\$ 43.25	\$ 44.24	9
14A-PE180	\$ 36.79	\$ 37.66	\$ 38.51	\$ 39.40	\$ 40.38	\$ 41.27	\$ 42.32	\$ 43.25	\$ 44.24	9
14A-PE175	\$ 36.79	\$ 37.66	\$ 38.51	\$ 39.40	\$ 40.38	\$ 41.27	\$ 42.32	\$ 43.25	\$ 44.24	10
14A-PE182	\$ 36.79	\$ 37.66	\$ 38.51	\$ 39.40	\$ 40.38	\$ 41.27	\$ 42.32	\$ 43.25	\$ 44.24	10

JUNE 1, 2025 (3.0%)

PE CLASSES	STEP									Grade
	1	2	3	4	5	6	7	8	9	
14A-PE192	\$ 26.54	\$ 27.25	\$ 28.00	\$ 28.70	\$ 29.41	\$ 30.12	\$ 30.85	\$ 31.55	\$ -	5
14A-PE194	\$ 26.54	\$ 27.25	\$ 28.00	\$ 28.70	\$ 29.41	\$ 30.12	\$ 30.85	\$ 31.55	\$ -	5
14A-PE254	\$ 26.54	\$ 27.25	\$ 28.00	\$ 28.70	\$ 29.41	\$ 30.12	\$ 30.85	\$ 31.55	\$ -	5
14A-PE260	\$ 26.54	\$ 27.25	\$ 28.00	\$ 28.70	\$ 29.41	\$ 30.12	\$ 30.85	\$ 31.55	\$ -	5
14A-PE244	\$ 30.34	\$ 31.06	\$ 31.83	\$ 32.66	\$ 33.44	\$ 34.31	\$ 35.18	\$ 36.02	\$ -	6
14A-PE255	\$ 30.34	\$ 31.06	\$ 31.83	\$ 32.66	\$ 33.44	\$ 34.31	\$ 35.18	\$ 36.02	\$ -	6
14A-PE261	\$ 30.34	\$ 31.06	\$ 31.83	\$ 32.66	\$ 33.44	\$ 34.31	\$ 35.18	\$ 36.02	\$ -	6
14A-PE275	\$ 30.34	\$ 31.06	\$ 31.83	\$ 32.66	\$ 33.44	\$ 34.31	\$ 35.18	\$ 36.02	\$ -	6
14A-PE100	\$ 30.34	\$ 31.06	\$ 31.83	\$ 32.66	\$ 33.44	\$ 34.31	\$ 35.18	\$ 36.02	\$ -	7
14A-PE196	\$ 30.34	\$ 31.06	\$ 31.83	\$ 32.66	\$ 33.44	\$ 34.31	\$ 35.18	\$ 36.02	\$ -	7
14A-PE200	\$ 30.34	\$ 31.06	\$ 31.83	\$ 32.66	\$ 33.44	\$ 34.31	\$ 35.18	\$ 36.02	\$ -	7
14A-PE207	\$ 30.34	\$ 31.06	\$ 31.83	\$ 32.66	\$ 33.44	\$ 34.31	\$ 35.18	\$ 36.02	\$ -	7
14A-PE225	\$ 30.34	\$ 31.06	\$ 31.83	\$ 32.66	\$ 33.44	\$ 34.31	\$ 35.18	\$ 36.02	\$ -	7
14A-PE235	\$ 30.34	\$ 31.06	\$ 31.83	\$ 32.66	\$ 33.44	\$ 34.31	\$ 35.18	\$ 36.02	\$ -	7
14A-PE247	\$ 30.34	\$ 31.06	\$ 31.83	\$ 32.66	\$ 33.44	\$ 34.31	\$ 35.18	\$ 36.02	\$ -	7
14A-PE256	\$ 30.34	\$ 31.06	\$ 31.83	\$ 32.66	\$ 33.44	\$ 34.31	\$ 35.18	\$ 36.02	\$ -	7
14A-PE270	\$ 30.34	\$ 31.06	\$ 31.83	\$ 32.66	\$ 33.44	\$ 34.31	\$ 35.18	\$ 36.02	\$ -	7
14A-PE130	\$ 34.35	\$ 35.30	\$ 36.23	\$ 37.16	\$ 38.08	\$ 39.04	\$ 39.93	\$ 40.88	\$ -	7
14A-PE262	\$ 34.35	\$ 35.30	\$ 36.23	\$ 37.16	\$ 38.08	\$ 39.04	\$ 39.93	\$ 40.88	\$ -	7
14A-PE115	\$ 33.84	\$ 34.65	\$ 35.45	\$ 36.29	\$ 37.15	\$ 38.00	\$ 38.92	\$ 39.77	\$ 40.71	8
14A-PE236	\$ 34.35	\$ 35.18	\$ 35.98	\$ 36.81	\$ 37.61	\$ 38.42	\$ 39.25	\$ 40.07	\$ 40.88	8
14A-PE248	\$ 37.89	\$ 38.79	\$ 39.67	\$ 40.58	\$ 41.59	\$ 42.51	\$ 43.59	\$ 44.55	\$ 45.57	8
14A-PE160	\$ 37.89	\$ 38.79	\$ 39.67	\$ 40.58	\$ 41.59	\$ 42.51	\$ 43.59	\$ 44.55	\$ 45.57	9
14A-PE180	\$ 37.89	\$ 38.79	\$ 39.67	\$ 40.58	\$ 41.59	\$ 42.51	\$ 43.59	\$ 44.55	\$ 45.57	9
14A-PE175	\$ 37.89	\$ 38.79	\$ 39.67	\$ 40.58	\$ 41.59	\$ 42.51	\$ 43.59	\$ 44.55	\$ 45.57	10
14A-PE182	\$ 37.89	\$ 38.79	\$ 39.67	\$ 40.58	\$ 41.59	\$ 42.51	\$ 43.59	\$ 44.55	\$ 45.57	10

APPENDIX “D” SENIORITY LIST

As at November 5, 2024

Temporary Employees

Seniority Date within the bargaining unit (MMDDYY)	First Name	Last Name	Grade or Pay Equity Grade	Position title	Department	Employment Status	Seniority Hours
12/23/2019	Akhil	Papneja	GR08	Assistant, Pension and Benefits	Benefits And Pension	Full-time	8834
8/16/2021	Silvia	Sorbelli	GR09	Assistant Buyer	Procurement Services	Full-time	4725
4/25/2022	Ludyvine	Kodjane	GR08	Office Assistant, Equity and Black Perspectives Office	Office of the Provost and Vice-President Academic	Full-time	3017
8/8/2022	F M Anim	Hossain	GR09	Administrative Coordinator, Graduate and Professional Skills	Graduate Studies	Full-time	4109
9/12/2022	Ghada	Halabi	GR08	Coordinator, Lease and Rentals	Leasing and Services	Full-time	3920
2/13/2023	Eddel-Quinn	Kilingi	PE207-7	Assistant, Event Registration	Event Management	Full-time	1995
4/3/2023	Aaliyah	Crawford	GR08	Department Assistant	Creative Arts Therapies	Full-time	1960
5/1/2023	Mary Amala	Thykootathil	PE262-7	Service Assistant	General Administration, Concordia Continuing Education	Full-time	2779

5/1/2023	Eva Jane	Mustard	PE196-7	Representative, Student Support	Birks Student Service Center	Full-time	2779
5/23/2023	Vanessa	Anania	PE261-6	Service Assistant	Economics	Full-time	2667
11/6/2023	Karen	Ounsworth	GR09	Exams Coordinator	Exams Administration	Full-time	1834
11/6/2023	Ricardo	Vazquez Guy	GR10	Event Coordinator	Event Services Administration	Full-time	1834
3/6/2024	Syed Abdul Rafay	Ali	GR10	Financial Officer	Research and Restricted Financial Management	Full-time	1225
3/25/2024	Odile	Djiezion	GR09	Administrative Coordinator	Property Management	Full-time	1134
4/2/2024	Mona	Nooh	PE207-7	Assistant, Event Registration	Event Management	Full-time	1092
4/22/2024	Alisa	Makusheva	GR08	Department Assistant	Chemical and Materials Engineering	Full-time	994
4/29/2024	Ana Paula	Silva-Reyes	PE255-6	Service Assistant	Campus Wellness and Support Services	Part-time	511
4/29/2024	Modeste Freddie	Kpomegbe	PE255-6	Service Assistant	Campus Wellness and Support Services	Full-time	959
5/21/2024	Natasha	Fisher	GR06	Clerk, Records Management	Office of the University Secretariat	Full-time	847
7/22/2024	Michelle	Arseneault	PE236-8	Assistant, Graduate Program	Journalism	Full-time	539
8/19/2024	Elizabeth	Lefevre	PE196-7	Assistant, Health Services	Campus Wellness and Support Services	Full-time	399
10/21/2024	Rachel	Wilcoxson	PE236-8	Assistant, Graduate Program	Political Science	Full-time	84

10/25/2024	Justin	Vales	GR10	Officer, Campus Safety - Operations	Campus Safety and Prevention Services	Full-time	56
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APPENDIX "D" SENIORITY LIST

As at November 5, 2024

Permanent Employees

Seniority Date within the bargaining unit	First Name	Last Name	Grade or Pay Equity Grade	Position title	Department	Employment Status	Seniority Hours
9/22/1977	Murielle	Salari	GR10	Assistant to the Associate Dean	Undergraduate Programs	Full-time	86058
10/23/1978	Angela	Alleyne	PE160-9	Assistant to the Chair and Creative Writing Program	English	Full-time	81385
6/18/1979	Mary	Melnyk	GR09	Assistant, Accounts Payable and Travel Desk	Accounts Payable	Full-time	82922
1/28/1980	Eldon	Hill	GR04	Mail Clerk	Transport, Mail and Distribution Services	Full-time	82482.2
6/25/1980	Dorothy	Bathelt			Benefits And Pension	Full-time	31983
6/29/1981	Judith	Robinson	PE194-5		Procurement Services	Full-time	77420
4/23/1984	Cynthia	Foster	GR10	Editorial Coordinator	Innovation in Teaching and Learning	Full-time	69447
6/1/1984	Donna	Whittaker	PE160-9	Assistant to the Chair and Graduate Program Assistant	History	Full-time	73825
1/19/1987	Matina	Skalkogiannis	PE182-10	Assistant to the Principal	School of Irish Studies	Full-time	59400
3/30/1987	Jose	Medeiros	GR06	Assistant, Office Support	Administration Office Management	Full-time	68698

5/25/1987	Belinda	Bowes	GR09	Assistant to the Principal	Simone de Beauvoir Institute	Full-time	68418
9/8/1987	Donatina	Fasciano	PE182-10	Coordinator, Onboarding and Employment	Employment And Organizational Effectiveness	Full-time	67718
11/2/1987	Maureen	Kennedy	GR08	Assistant, Program	Studio Arts	Full-time	67613
7/25/1988	Lori	Dupuis	GR10	Assistant to the Associate Dean, Research	Office of the Dean, Faculty of Arts and Science	Full-time	66188
8/1/1988	Darlene	Dubiel	GR10	Coordinator, SIP	Graduate Studies	Full-time	66143
8/8/1988	Elizabeth	Fradette	PE160-9	Assistant to the Chair	Health, Kinesiology and Applied Physiology	Full-time	66214.5
8/8/1988	Janet	Corrigan	GR08	Department and Travel Assistant	Administration, Recreation and Athletics	Full-time	66213
8/15/1988	Silvana	Novembre	GR10	Coordinator, Academic Programs	Classics, Modern Languages and Linguistics	Full-time	66052
10/3/1988	Tina	Papp	GR06		Benefits And Pension	Full-time	26579
11/28/1988	Leonie	Morris	PE236-8	Assistant, Undergraduate Program	Biology	Full-time	65639
10/9/1989	Luisa	Frazzetto	GR10	Coordinator, Operations Facilities	Office of the Dean	Full-time	64036
2/19/1990	Jason	Price	GR02	Attendant, Animal Care	Animal Care Facility	Full-time	60726
5/7/1990	Rory	O'Neill	GR04	Mail Clerk	Transport, Mail and Distribution Services	Full-time	63502
5/28/1990	Maria	Pazula	PE194-5	Assistant, Office Support	Administration Office Management	Full-time	62909
7/23/1990	Munit	Merid	PE160-9	Administrative Secretary	Religions and	Full-time	62573

				to the Chair	Cultures		
11/14/1990	Arthur	Kazakian	PE261-6	Service Assistant	MBA Program	Full-time	62055
7/2/1991	Mary	Appezato	PE160-9	Assistant to the Chair	Sociology and Anthropology	Full-time	60812
7/2/1991	Therese	Nachaty	GR09	Administrative Coordinator	Space and Development	Full-time	59629
5/4/1992	Helene	Medeiros	PE236-8	Assistant, Undergraduate Program	History	Full-time	59311
5/23/1992	Kelly	Nolan	GR09	Administrative Assistant, Masters Research Programs	MSc and MSCM Programs	Full-time	58773
7/27/1992	Ida	Giannelli	GR09	Assistant, Employment	Employment And Organizational Effectiveness	Full-time	58597
11/2/1992	Brenda	Dionne	GR09	Editorial Assistant	Art History	Part-time	38391.2
4/5/1993	Caroline	Jeuris	GR10	Executive Secretary to the Dean	Office of the Dean	Full-time	57442
6/21/1993	Maria	Barreca	GR10	Administrative Coordinator	Administration Services, Instructional and Information Technology Services	Full-time	57036
5/16/1994	Luc	Fillion	GR10	Officer, Event Analysis	Campus Safety and Prevention Services	Full-time	49551
7/11/1994	Louise	Paquette			Benefits And Pension	Part-time	37487
9/26/1994	Heather	Pearson	PE248-8	Assistant, Department Service Team	Data Control Service Teams	Part-time	43473.6
11/1/1995	Leslie	Hosein	GR09	Coordinator, Graduate Program	Mechanical, Industrial and Aerospace Engineering	Full-time	48114.5
2/5/1996	Janice	Bissonnette	GR05		Benefits And	Full-time	40607

					Pension		
2/5/1996	Leslie Ann	Hughes	GR10	Coordinator, Mentorship and Volunteer	Institute for Cooperative Education	Full-time	52494.5
6/1/1997	Laurie	Lea-Jones			Benefits And Pension	Full-time	31731
6/9/1997	Sandra	Ciampini	PE130-7	Assistant, Admissions	Documentation and Scanning	Full-time	49361
6/9/1997	Matilde	Ranaldi	GR10	Assistant, Budget	Office of the Dean, Faculty of Fine Arts	Full-time	47222
6/9/1997	Lisa	Claybourn	GR09	Coordinator, Bank Reconciliations and Electronic Payment Services	Student Accounts Services	Full-time	48794
6/23/1997	David	Tavares	PE260-5	Service Assistant	Administrative Services	Full-time	49437
3/2/1998	Leandro	Cuzzocrea	PE207-7	Assistant, Research Grants	Office of Research	Full-time	48643
3/2/1998	Michael	Kennedy	PE196-7	Representative, Student Support	Birks Student Service Center	Full-time	48573
6/29/1998	Marion	Whyte	PE236-8	Assistant, Undergraduate Program	Education	Full-time	48139
8/7/1998	Mary	Tsakalis	PE180-9	Assistant to the Director	Mechanical, Industrial and Aerospace Engineering	Full-time	47523
10/5/1998	Svetlana	Belkin-Tseitlina	PE261-6	Service Assistant	Health, Kinesiology and Applied Physiology	Full-time	42279
1/4/1999	Jennifer	Srey	PE236-8	Assistant, Graduate Program	Geography, Planning & Environment	Full-time	46376
3/29/1999	Kathryn	Rawlings	PE236-8	Assistant, Undergraduate	Political Science	Full-time	42602.88

				Program			
7/5/1999	Kathleen	Mcaleese	GR08	Department Assistant	Design and Computation Arts	Full-time	46193
8/16/1999	Deborah	Walker	PE236-8	Assistant, Program	Building, Civil and Environmental Engineering	Full-time	43713.09
9/7/1999	Sophie	Genereux-Beaudry	GR09	Coordinator, Undergraduate Services	Studio Arts	Full-time	45906
9/27/1999	Lisa	Parrillo	PE262-7	Coordinator, Switchboard Service	Administration Services, Instructional and Information Technology Services	Full-time	39193
10/6/1999	Olga	Vega De Mitrotti	GR09	Operations Assistant, Residence Life	Residences - Grey Nuns	Full-time	45619
10/13/1999	Terry	Provost	PE236-8	Assistant, Undergraduate Program	Sociology and Anthropology	Full-time	39812.8
11/8/1999	Charlene	Wald	GR09	Coordinator, Graduate Program	Mechanical, Industrial and Aerospace Engineering	Full-time	45654
11/29/1999	Damian	Gleason	GR10	Coordinator, Student Accounts Reporting	Student Accounts Services	Full-time	45465
1/1/2000	Mary	Tzanetakos	PE160-9	Assistant to the Chair	Computer Science and Software Engineering	Full-time	38742
4/3/2000	Eve	Girard	PE236-8	Assistant, Graduate Program	Sociology and Anthropology	Full-time	42574
5/1/2000	Kim	Dyer	PE100-7	Service Assistant Accounts Receivable	General Accounting	Full-time	44632
7/31/2000	Carlos	Jaen	PE262-7	Service Assistant (CCE)	General Administration, Concordia Continuing Education	Full-time	44233

9/5/2000	Marilyn	Malofy	PE236-8	Assistant, Program	Geography, Planning & Environment	Full-time	44093
10/15/2000	Sandra	Scribner	GR09	Coordinator, Travel Card and Reimbursement Services	Accounts Payable	Full-time	42007
10/15/2000	Derek	Page	GR05	Senior Mail Clerk	Transport, Mail and Distribution Services	Full-time	42544
11/20/2000	Debra	Sztulman	GR09	Administrative Assistant	Executive MBA Programme	Full-time	43743
12/11/2000	Susan	Cartman			Benefits And Pension	Full-time	30863
2/26/2001	Guido	Canale	PE130-7	Assistant, Admissions	Documentation and Scanning	Full-time	43274
3/12/2001	Lois-Ann	Jaworski	PE207-7	Department Assistant	Campus Safety and Prevention Services	Full-time	45619
3/12/2001	Sabrina	Poirier	PE236-8	Assistant, Program	Mechanical, Industrial and Aerospace Engineering	Full-time	43043
9/10/2001	Kaushika	Patel	PE247-7	Assistant, Undergraduate Service Team	Data Control Service Teams	Full-time	42049
11/5/2001	Nadine	Wright	GR10	Graduate Program Coordinator	Education	Full-time	42000
11/5/2001	Marie-Anne	Cheong Youne	PE160-9	Assistant to the Chair	Physics	Full-time	40159
12/3/2001	Elizabeth	Montesano	PE236-8	Assistant, Undergraduate Program	Chemistry and Biochemistry	Full-time	38668
1/9/2002	Brigitte	Girard	GR10	Financial Officer	Research and Restricted Financial Management	Full-time	43470
1/28/2002	Laurel	Leduc	GR10	Coordinator, Admission and Registration	Office of the Dean, Gina Cody School	Full-time	37587

					of Engineering and Computer Science		
2/11/2002	Maria	Mosquera	GR09	Administrative Assistant, PHD Programs	PhD in Business Administration	Full-time	41433
3/12/2002	Brigitte	Brown	GR09	Scheduling Assistant	Student Academic Services	Full-time	40124
3/25/2002	Alison	Parsons	PE160-9	Assistant to the Chair	Building, Civil and Environmental Engineering	Full-time	41293
4/15/2002	David	Baker	PE262-7	Service Assistant	Dean of Students Office	Full-time	41160
6/3/2002	Ana-Maria	Melo	PE261-6	Service Assistant	Administration Services, Instructional and Information Technology Services	Full-time	40796
7/22/2002	Chardin	Dumay	GR10	Officer, Campus Safety - Operations	Campus Safety and Prevention Services	Full-time	39322
8/12/2002	Michael	Jordan	GR10	Academic Governance Assistant	Graduate Studies	Full-time	40526
9/9/2002	Susey	Tse	GR09	Coordinator, Enrolment Services Events	Administration Office Management	Full-time	40383
10/7/2002	Fanny	Dagenais	PE248-8	Senior Assistant, Undergraduate and Graduate Service Team	Data Control Service Teams	Full-time	40190
10/7/2002	Amanda	Wood	PE182-10	Assistant to the Director	Admission Administration	Full-time	34153
1/20/2003	Tammy Leiko	Root	PE196-7	Assistant, Health Services	Campus Wellness and Support Services	Full-time	38192
1/20/2003	Karl	Stamp	PE236-8	Assistant, Graduate Program	Health, Kinesiology and	Full-time	39687

					Applied Physiology		
5/7/2003	Kelly	Pingel	PE236-8	Assistant, Graduate Program	Biology	Full-time	39014.5
5/26/2003	Stuart	O'Driscoll	GR07	Representative, Customer Support	Print Services	Full-time	39914
6/1/2003	Vidya	Khan	PE207-7	Department Assistant	Campus Safety and Prevention Services	Full-time	39614
6/2/2003	Veronica	Jacobo Gutierrez	PE180-9	Assistant to the Director	Office of the Dean, Faculty of Arts and Science	Full-time	39116
8/1/2003	Hirut Guta	Adugna	PE225-7	Office Assistant	Computer Science and Software Engineering	Full-time	38038
8/18/2003	Linda	Taylor	GR10	Assistant, External Awards and Bursary	Financial Aid and Awards	Full-time	38703
8/18/2003	Keith	Chapdelaine	GR04	Mail Clerk	Transport, Mail and Distribution Services	Full-time	39013.6
11/17/2003	Theresa	Sarazin-Wadey	GR09	Coordinator, Graduate Admissions	Graduate Recruitment and Admissions	Full-time	38283
4/13/2004	Rosa	Gullo	PE182-10	Assistant to the Director	Administration, Environmental Health and Safety	Full-time	37513
4/19/2004	Mireille	Wahba	GR09	Coordinator, Graduate Program	Concordia Institute for Information Systems Engineering	Full-time	37443
5/3/2004	Lilia	Pernatozzi	PE180-9	Assistant to the Director	Concordia Institute for Information Systems Engineering	Full-time	37443

6/7/2004	Neil	Starkey	GR10	Expeditor	Procurement Services	Full-time	37233
7/26/2004	Julie	Dawson	PE130-7	Assistant, Admissions	Documentation and Scanning	Full-time	33000
9/6/2004	Kenny	Ng	PE130-7	Assistant, Admissions	Documentation and Scanning	Full-time	36764
11/8/2004	Vicki	Tow	GR09	Program Coordinator	Computer Science and Software Engineering	Full-time	40390
11/29/2004	Lisa	Williamson	PE196-7	Administrative Clerk	Administration Services, Instructional and Information Technology Services	Full-time	36414
2/21/2005	Colleen	Smith	PE248-8	Senior Assistant, Undergraduate Service Team	Data Control Service Teams	Full-time	33838
5/30/2005	Judy	Thykootathil	PE207-7	Department Assistant	Mathematics and Statistics	Full-time	34826.4
8/17/2005	Rosette	Elkeslassi	GR10	Administrative Coordinator	Ellen Art Gallery	Full-time	29841
1/9/2006	Khoba	Sysavane	PE262-7	Assistant, Service Center	Leasing & Services	Full-time	25687
2/20/2006	Bin Sabine	Xia	GR10	Assistant to the Associate Vice-President	Office of the Vice-President, Research and Graduate Studies	Full-time	34051
3/1/2006	Michel	Erkic	PE196-7	Representative, Student Support	Birks Student Service Center	Full-time	34104
3/27/2006	Karrwright	Lee	GR08	Department Assistant	Administration, Environmental Health and Safety	Full-time	33978
4/17/2006	Adrienne	Willott	PE130-7	Admissiions Assistant	Documentation and Scanning	Full-time	37352

5/1/2006	Monika	Sari	GR09	Officer, Gift Processing	Gift Accounting and Gift Processing	Full-time	33845
8/7/2006	James	Saunders	PE247-7	Assistant, Undergraduate Service Team	Data Control Service Teams	Full-time	33313
9/1/2006	Xiao	Li	GR10	Assistant, Budget	Faculty Administration and Operations	Full-time	32239
9/18/2006	Natalie	Charles	PE225-7	Office Assistant	Mechanical, Industrial and Aerospace Engineering	Full-time	32963
9/18/2006	Aliya	Ahmed	GR09	Coordinator, Executive Training Programs	JOHN MOLSON EXECUTIVE CENTER LLL	Full-time	33087.6
10/18/2006	Jian	Jiao	GR08	Assistant, Gift Processing	Gift Accounting and Gift Processing	Full-time	32830
10/30/2006	Cheryl	Costello	GR10	Assistant to the Associate Dean, Student Academic Services	Student Academic Services	Full-time	38528
11/6/2006	Delfine	Lambert	GR09	Office and Social Events Coordinator	International Students Office	Full-time	32613
12/11/2006	Christine	Durrant	PE130-7	Assistant, Admissions	Documentation and Scanning	Full-time	30586
1/3/2007	Alia	Abd El-Hakim	GR08	Booking Coordinator, Service Desk and Training	Service Desk and Training	Full-time	32543
1/3/2007	Nerissa	Gore	GR08	Coordinator, Support	Commercial Operations Administration	Full-time	32543
1/3/2007	Rhonda	Binsley	GR09	Coordinator, Office and Events Logistics - Student Recruitment	Welcome Centre	Full-time	30695
2/26/2007	Rebecca	Hadida	PE207-7	Department Assistant	Sociology and Anthropology	Full-time	32277

4/10/2007	Irina	Castillo	GR07	Assistant, Executive Training Program	John Molson Executive Center LLL	Full-time	24931
4/25/2007	Kelly	Mullins	PE248-8	Assistant, Records Management	Advancement Information Systems	Full-time	31990
5/22/2007	Layla	Benyakhlef	PE248-8	Assistant, Records Management	Advancement Information Systems	Full-time	31885
5/22/2007	Bo-Kyung	Kim	PE248-8	Department Assistant	Otsenhákta Student Centre	Full-time	31892
6/1/2007	Elnaz	Mohammadi-Aghdami	PE236-8	Assistant, Program	Building, Civil and Environmental Engineering	Full-time	31794
6/18/2007	Christina Marie	Souliere	GR09	Coordinator, Booking and administration system support	Event Services Administration	Full-time	31580
8/13/2007	Mary	Marciniak	PE247-7	Assistant, Graduate Service Team	Data Control Service Teams	Full-time	29235
8/20/2007	Diane	Harrison	GR09	Officer, Gift Processing	Gift Accounting and Gift Processing	Full-time	31440
10/15/2007	Stephen	Stanislas	PE236-8	Assistant, Undergraduate Program	Applied Human Sciences	Full-time	30838
10/15/2007	Jennifer	St-Onge	PE196-7	Representative, Student Support	Birks Student Service Center	Full-time	27872
11/5/2007	Noro	Ranoarivony	GR09	Coordinator, Translation Services	Translation	Part-time	30985
11/12/2007	Catherine	Goniotakis	PE262-7	Assistant, Service Center	Leasing Services &	Full-time	30950
11/26/2007	Sita	Zarrabian	GR09	Assistant to the Principal	Liberal Arts College	Full-time	30936
12/4/2007	Sabrina	Sinanis	GR09	Program Assistant Fine Arts Interdisciplinary Studies Courses	Office of the Dean, Faculty of Fine Arts	Full-time	27942.8

12/7/2007	Nicoletta	Pasquino	GR08	Department Assistant	Art Education	Full-time	30880
12/10/2007	Christabell	Moyo	GR09	Administrative Assistant	MBA Program	Full-time	30744
2/4/2008	Sarah	Loubiri	GR10	Coordinator, Academic Programs	Office of the Dean	Full-time	29480
2/11/2008	Sasha	Byer	PE247-7	Assistant, Graduate Service Team	Data Control Service Teams	Full-time	20794
2/15/2008	Persefoni	Liaros	PE196-7	Assistant, Support Clerk	Administration Services, Instructional and Information Technology Services	Full-time	30292
2/18/2008	Sandra	Woywod-Page	GR10	Coordinator, Academic Programs	Classics, Modern Languages and Linguistics	Full-time	30380
2/18/2008	Amanda	Christensen	GR10	Financial Officer	Research and Restricted Financial Management	Full-time	25182.5
2/29/2008	Sonika	Edwards	PE261-6	Service Assistant	Administration Services, Instructional and Information Technology Services	Full-time	28364
8/4/2008	Rania	Attir	GR10	Assistant to the Code Administrator	Office of the Dean, Faculty of Arts and Science	Full-time	29645
8/7/2008	Beverley	Benderoff	PE115-8	Department Assistant	Marketing	Full-time	29673
9/29/2008	Lorraine	Dagenais	GR10	Assistant, Budget	Administrative Services	Full-time	29351
10/6/2008	Catherine	Sarrazin	GR08	Department Assistant	Accountancy	Full-time	29344
1/15/2009	Jennifer	Muir	GR10	Executive Secretary to the Dean	Office of the Dean, Faculty of Arts and Science	Full-time	28798

5/1/2009	Sheri	Bernier	PE236-8	Assistant, Undergraduate Program	Education	Full-time	28336
6/1/2009	Gregory	Hannah	PE261-6	Service Assistant	Office of the Dean, Gina Cody School of Engineering and Computer Science	Full-time	26933
6/1/2009	Steve	Hirst	PE236-8	Assistant, Graduate Program	Political Science	Full-time	26629
6/1/2009	Silvana	Pasquarelli	GR09	Assistant, Graduate Program	Concordia Institute for Information Systems Engineering	Full-time	28154
7/20/2009	Julia	Ferrato	GR10	Financial Assistant	Office of the Dean, Faculty of Arts and Science	Full-time	22309
8/18/2009	Leonard	Posner	GR08	Assistant Buyer, Central Chemical Stores	FAS Academic Facilities	Full-time	27734
9/7/2009	Melissa	Clidas	GR09	Administrative Coordinator	Institute for Cooperative Education	Full-time	27524
9/28/2009	Kimberley	Breux	PE160-9	Assistant to the Chair	Psychology	Full-time	27594
10/12/2009	Olivier	Le Blanc	GR10	Assistant, Pension	Benefits And Pension	Full-time	27314
10/26/2009	Marcella	Di Claudio	PE236-8	Assistant, Undergraduate Program	Communication Studies	Full-time	27384
11/9/2009	Deborah	Mack-Taillon	PE130-7	Assistant, Admissions	Documentation and Scanning	Full-time	29127
11/9/2009	Lisa	Crittenden	GR09	Coordinator, Student Support	Birks Student Service Center	Full-time	23604
1/25/2010	Karen Ruth	Holder	PE236-8	Assistant, Undergraduate Program	Psychology	Full-time	29625.8
3/8/2010	Marisa	Ward	GR10	Administrative Coordinator	Office of the Dean	Full-time	23212

10/4/2010	Claudio	Ciampanelli	PE256-7	Department Assistant	Career Management Services	Full-time	25739
10/20/2010	Virginia	Gerald	PE115-8	Administrative Assistant	Graduate Diploma in Chartered Professional Accountancy (CPA)	Full-time	25620
11/8/2010	Joanne	Svendsen	PE115-8	Administrative Assistant, Applied Psychology Centre	Psychology	Full-time	24353
5/16/2011	Aneil	Mehta	PE196-7	Representative, Student Support	Birks Student Service Center	Full-time	24619
7/4/2011	Cindy	Whitehill	GR10	Financial Assistant	Office of the Dean	Full-time	24304
8/17/2011	Natalie	Burnett	GR08	Administrative Assistant	Office of Research	Full-time	23149
8/22/2011	Giuseppina	Tagliavore	GR08	Assistant, Accounts Payable and Travel Desk	Accounts Payable	Full-time	24129
9/6/2011	Eileen	O'Reilly	PE247-7	Assistant, Undergraduate Service Team	Data Control Service Teams	Full-time	23800
1/3/2012	Samantha	Hamer	GR09	Administrative Assistant	Goodman Institute of Investment Management	Full-time	23457
1/11/2012	Kinga	Wielich	GR09	Assistant, Administrative and Financial	General Administration	Full-time	23394
3/12/2012	Linda	Lavigne	PE261-6	Service Assistant	School of Health	Full-time	18634
4/30/2012	Alexandra	Karnezis	GR10	Executive Secretary to the Dean	Office of the Dean, Office of the Dean, John Molson School of Business	Full-time	22344
5/1/2012	Genevieve	Alloi	PE196-7	Representative, Student Support	Birks Student Service Center	Full-time	18914
5/14/2012	Bridget	Flynn	GR09	Administrative Assistant, Undergraduate Programs	Undergraduate Programs	Full-time	20624.5
6/18/2012	Martine	Cimon	PE261-6	Department Assistant	Government	Full-time	22246

					Reporting		
9/17/2012	Charlene	Pommerehnke	GR06	Clerk, Depot	Mel Hoppenheim School of Cinema	Full-time	19362
11/5/2012	Sabrina	Catalogna	GR08	Student Engagement Assistant	Dean of Students Office	Full-time	21854
11/19/2012	Christopher	Walker	PE248-8	Assistant, Records Management	Advancement Information Systems	Full-time	21847
12/3/2012	Carmen	Taranto	GR10	Financial Officer	Research Funds	Full-time	19180
1/7/2013	Allison	Waldman	GR10	Events Coordinator	Event Management	Full-time	21504
1/7/2013	Irit	Gur	GR10	Events Coordinator	Event Management	Full-time	21469
2/11/2013	Alexandre	Smith	GR10	Coordinator, Facilities	School of Health	Full-time	21434
3/11/2013	Mandi	Morgan	GR10	Booking Coordinator, Cinemas	Cinemas and Events	Full-time	21259
3/25/2013	Athanasios	Sidiras	PE196-7	Representative, Student Support	Birks Student Service Center	Full-time	21154
4/29/2013	Colleen	Mullin	GR06	Assistant, Documentation and Scanning	Documentation and Scanning	Full-time	23807
4/29/2013	Katherine	Scribner	GR08	Department Assistant	Performing Arts	Full-time	21070
5/13/2013	Jesinthia	Bynoe	GR09	Exams Coordinator	Exams Administration	Full-time	20944
6/3/2013	John William	Stuart	GR06	Assistant, Documentation and Scanning	Documentation and Scanning	Full-time	22729
9/1/2013	Chantal	Sampson	GR10	Coordinator, Benefits	Benefits And Pension	Full-time	19971
9/30/2013	Leonida	Jacinto	GR10	Events Coordinator	RA: Operational Units	Full-time	20244
11/1/2013	Karin	Sutter	PE247-7	Assistant, Undergraduate Service Team	Data Control Service Teams	Part-time	17545
11/4/2013	Rima	Baroudi	PE236-8		Benefits And Pension	Full-time	14756

11/4/2013	Alyssa	Browning	GR08	Department Assistant	Creative Arts Therapies	Full-time	20104
11/7/2013	Kathleen	Glustein	PE236-8	Undergraduate Program Assistant	Journalism	Full-time	20048
12/16/2013	Andrea	Jakob	GR10	Assistant, Academic Programs	Academic Programs	Full-time	19880
1/6/2014	Valerie	Bolduc	GR10	Administrative Assistant	Administration, Security	Full-time	19859
2/1/2014	Katherine	Matthews-Riel	PE236-8	Assistant, Program	Computer Science and Software Engineering	Full-time	16499
2/5/2014	Elyse	Murphy	GR09	Administrative Assistant	Office of the Dean	Full-time	19453
3/10/2014	Kathy	Antonopoulos	PE196-7	Representative, Student Support	Birks Student Service Center	Full-time	19474
3/24/2014	Joye	Ngozi	GR09	Assistant to the Principal and Graduate Program	School of Community and Public Affairs	Full-time	15827
5/5/2014	Kiyanna	Faustin	GR09	Administrative Assistant	Co-Op Programs	Full-time	18984
6/1/2014	Donna	Wilson-Elsby	GR06	Assistant, Documentation and Scanning	Documentation and Scanning	Full-time	19054
6/2/2014	Joanne	Downs	PE160-9	Assistant to the Chair	Political Science	Full-time	19054
6/25/2014	Donna	Craven	GR10	Assistant to the Associate Dean	Academic Facilities	Full-time	16366
8/25/2014	Amanda	Maruca	GR08	Assistant, Accounts Payable and Travel Desk	Accounts Payable	Full-time	18634
9/2/2014	Sraddha	Bista	GR08	Department Assistant	Office of Rights and Responsibilities	Full-time	15393
9/22/2014	Benoit	Murdaca	GR06	Clerk, Depot	Communication Studies	Full-time	17030.6
10/14/2014	Nelson	Sauveur	GR10	Assistant, Pension	Benefits And Pension	Full-time	18382
10/15/2014	Spyridoula	Athanasatos	GR09	Assistant, Employee Services	HR Administration,	Full-time	18375

					HRIS and Projects		
10/27/2014	Jennifer	Cressey	GR09	Administrative Assistant	Office of the Dean, Faculty of Fine Arts	Full-time	18291
2/16/2015	Rosslon	Ollivierre	PE196-7	Representative, Student Support	Birks Student Service Center	Full-time	17759
3/23/2015	David	Babcock	GR08	Coordinator, Dprint Customer Service	Print and Card Services Administration	Full-time	17374
4/20/2015	Candice	Tarnowski	PE115-8	Administrative Assistant	Records Management and Archives	Full-time	17421.25
8/3/2015	Nathalie	Blais	GR10	Financial Officer	Office of the Provost and Vice- President Academic	Full-time	16877
8/17/2015	Samantha	Singh	GR09	Coordinator, Graduate Program	Computer Science and Software Engineering	Full-time	16849
10/26/2015	Kareema	Cobran	PE194-5	Assistant, Transcript	Transcripts	Full-time	16464
11/2/2015	Beata Urszula	Tararuj	GR09	Coordinator, Graduate Program	Electrical and Computer Engineering	Full-time	16331
12/7/2015	Stavroula	Karigiannis	GR09	Representative, Student Support	Birks Student Service Center	Full-time	18214
12/14/2015	Jennifer	Teggin	GR09	Coordinator, Office and Events Logistics - Student Recruitment	Welcome Centre	Full-time	16184
1/5/2016	Anne-Marie	Bush	GR09	Assistant to Associate Dean Graduate	Office of the Dean, Gina Cody School of Engineering and Computer Science	Full-time	16114
1/25/2016	Kristin	Tedd	PE160-9	Assistant to the Chair	Electrical and Computer Engineering	Full-time	16002

2/15/2016	Juliana	Ruscito	PE130-7	Assistant, Admissions	Documentation and Scanning	Full-time	15711.5
5/9/2016	Ryan	Mccrory	GR09	Coordinator, Administrative Services	Leasing and Services	Full-time	15519
5/16/2016	Mircea	Mandache	PE236-8	Assistant, Graduate Program	Journalism	Full-time	14976
5/18/2016	Shevawn	Shattler	PE196-7	Assistant, Health Services	Campus Wellness and Support Services	Full-time	15435
7/25/2016	Armando	Viviani	GR08	Assistant, Accounts Payable and Travel Desk	Accounts Payable	Full-time	15099
7/25/2016	Deborah	Dayan	GR10	Executive Secretary to the Associate Vice-President for Professional Education and Valorisation du Français	Lifelong Learning	Full-time	15134
8/8/2016	Rita	Goudreau	GR08	Coordinator, Customer Service	Card Office	Full-time	14994
9/6/2016	Amanda	Vincelette	PE130-7	Assistant, Admission	Documentation and Scanning	Full-time	14882
10/11/2016	Stephanie	Anzovino			Office Of The Associate Vice-President, Finance and Controller	Full-time	10146.85
10/11/2016	Amanda	Trotto	PE130-7	Assistant, Admissions	Documentation and Scanning	Full-time	14742
10/24/2016	Daniela	Ferrer	GR09	Coordinator, Thesis	Graduate Studies	Full-time	13419
10/31/2016	Diana	Ruzic	GR10	Coordinator, Benefits	Benefits And Pension	Full-time	12215
12/5/2016	Mary Kathleen	O'Neill	GR08	Assistant, Operations	Institute for Cooperative Education	Full-time	14469
12/12/2016	Deborah	Simon	GR08	Assistant, Office	Multi Faith and	Full-time	14364

					Spirituality Centre		
12/19/2016	Dana	Lacroix	PE275-6	Switchboard Operator and Receptionist	Administration Services, Instructional and Information Technology Services	Full-time	14399
12/19/2016	Kristopher	Mcgilvray	PE236-8	Assistant, Graduate Program	Sociology and Anthropology	Full-time	14322
1/9/2017	Cristina	Barbu	GR08	Administrative Assistant, Graduate and Professional Skills	Graduate Studies	Full-time	10955
4/24/2017	Emma	Moss Brender	PE160-9	Assistant to the Chair and Graduate Program Assistant	Philosophy	Full-time	13734
5/15/2017	Alexandre	Rousseau	GR10	Coordinator, Business Operations	Parking	Full-time	13594
6/19/2017	Andre	Dubois	GR08	Department Assistant	Mel Hoppenheim School of Cinema	Full-time	13454
7/10/2017	Debra	Arless	GR09	Administrative Coordinator	Student Success Centre	Full-time	13384
7/31/2017	Faith	Howard	GR09	Assistant, Employee Services	HR Administration, HRIS and Projects	Full-time	13139
8/14/2017	Victor	Zampino	GR09	Exams Coordinator, ACSD	Access Centre for Students with Disabilities	Full-time	13209
8/21/2017	Charlotte	Leger	GR10	Legal Assistant	Legal Services	Full-time	13174
8/28/2017	Tracy	Hamilton	PE130-7	Assistant, Admissions	Documentation and Scanning	Full-time	13139
8/28/2017	Magella	Skerritt	PE255-6	Service Assistant	Mel Hoppenheim School of Cinema	Full-time	13139
9/4/2017	Vilis	Klaise	PE247-7	Assistant, Graduate Service Team	Data Control Service Teams	Full-time	13104
9/5/2017	Lee Ann	Smith	GR09	Exams Coordinator	Exams	Full-time	13097

					Administration		
9/18/2017	Selva	Balasingam	PE115-8	Administrative Assistant	Student Affairs	Full-time	13034
9/18/2017	Assunta	De Stefano	PE160-9	Assistant to the Chair	Mechanical, Industrial and Aerospace Engineering	Full-time	13034
9/20/2017	Mathieu	Lavoie	GR10	Coordinator, Conference Center and Food Services	Event Services Administration	Full-time	13020
9/25/2017	Gabriella	Pedicelli	GR09	Coordinator, Student Support	Birks Student Service Center	Full-time	12999
10/2/2017	Panagiota	Menegakis	GR08	Department Assistant, Management	Management	Full-time	12964
11/6/2017	Olivier	Bisaillon-Lemay	GR09	Assistant, Archives and Digital Preservation	Records Management and Archives	Full-time	12754
11/20/2017	Melissa	Faisal	PE236-8	Assistant, Undergraduate Program	Economics	Full-time	12719
11/27/2017	Marina	Polosa	GR10	Coordinator, Research Administration	Office of the Dean	Full-time	12684
12/1/2017	Erin	Clahane	GR09	Assistant Buyer	Procurement Services	Full-time	12656
12/1/2017	Marall	Sarimazi	GR09	Assistant Buyer	Procurement Services	Full-time	12656
12/4/2017	Vanessa	Petrillo	PE262-7	Assistant, Service Center	Leasing and Services	Full-time	12544
1/15/2018	Mariya	Georgieva	GR10	Event Coordinator	Event Services Administration	Full-time	12439
3/5/2018	Cheryl	Anderson	GR09	Administrative Coordinator	Project Management	Full-time	12194
3/26/2018	Kathleen	O'Keefe	GR09	Administrative Coordinator, Alumni Relations	Alumni Relations Operations	Full-time	10345.3
5/28/2018	Monica	Oviedo	PE248-8	Senior Assistant,	Data Control	Full-time	11774

				Undergraduate Service Team	Service Teams		
6/25/2018	Jennifer	Tracey	PE196-7	Representative, Student Support	Birks Student Service Center	Full-time	11193
8/2/2018	Shannon	Collins	PE196-7	Representative, Student Support	Birks Student Service Center	Full-time	11291
8/13/2018	Jason	Mitchell	PE261-6	Service Assistant	Student Success Centre	Full-time	9380
8/20/2018	Isa	Biasini	PE255-6	Service Assistant	Campus Wellness and Support Services	Full-time	11207
8/22/2018	Karine	Moody	PE262-7	Assistant, Student Academic Services	FAS Student Academic Services	Full-time	12012
9/17/2018	Kim	Dagenais	GR10	Legal Assistant	Legal Services	Full-time	11214
10/1/2018	Elham	Farsad	PE262-7	Service Assistant	General Administration, Concordia Continuing Education	Full-time	11144
10/22/2018	Nadia	Vani	PE236-8	Assistant, Graduate Program	Chemistry and Biochemistry	Full-time	11039
10/22/2018	Toby	Wesenberg	GR09	Coordinator, Technology Services	Customer Service and Operations Development	Full-time	8435
10/29/2018	Carly	Carruthers	PE236-8	Assistant, Program	Computer Science and Software Engineering	Full-time	10955
11/19/2018	Angela	Torino	PE261-6	Service Assistant	Institute for Cooperative Education	Full-time	10864
11/19/2018	Shanika	Taylor-Haughton	GR09	Administrative Assistant	Campus Wellness and Support Services	Full-time	10899
11/19/2018	Nikolas	Romero Serra			Études Françaises	Full-time	10899

11/19/2018	Christopher	Straub	GR09	Operations Assistant, Residence Life	Residences - Administration	Full-time	10864
12/3/2018	Larissa	Dutil	GR10	Administrative Coordinator	Ellen Art Gallery	Full-time	10801
1/3/2019	Stephanie	Croteau	GR10	Event Coordinator	Event Services Administration	Full-time	10668
1/28/2019	Amy	Allen	GR09	Assistant, Records Management	Records Management and Archives	Full-time	10619
2/25/2019	Anastasia	Rebelos	PE262-7	Service Assistant (CCE)	General Administration, Concordia Continuing Education	Full-time	10409
3/25/2019	Bobbie-Lise	Casey	GR09	Administrative Coordinator to the CFO	Office of the Vice- President, Financial Services	Full-time	10255
4/15/2019	Susan	Davis	PE261-6	Service Assistant, Student Academic Services	Undergraduate Programs	Full-time	10164
4/29/2019	Edouard	Goldner	PE196-7	Representative, Student Support	Birks Student Service Center	Full-time	10059
4/29/2019	Linh	Bui	GR09	Coordinator, Statistics and Collections	Student Accounts Services	Full-time	10094
4/29/2019	Yannic	Stevenson	PE207-7	Administrative Assistant, Co-Op Education	Institute for Cooperative Education	Full-time	10094
5/13/2019	Alexandra	Maranger	PE196-7	Representative, Student Support	Birks Student Service Center	Full-time	10024
5/27/2019	Kenneth	Mayer	GR05	Assistant, Facilities	Faculty Administration and Operations	Part-time	6028.5
6/3/2019	Hossam	Haddad	PE194-5	Assistant, Transcript	Transcripts	Full-time	9884
6/3/2019	Stephanie	Bradley	GR10	Coordinator, Movable Asset	Internal Experts	Full-time	9919

6/10/2019	Ivan	Priet-Maheo	PE261-6	Student Recruitment Assistant	Welcome Centre	Full-time	9954
6/24/2019	Thuy Linh	Tran	PE160-9	Assistant to the Chair	Psychology	Full-time	7994
7/9/2019	Gabriel	Desjardins	GR08	Department Assistant	Studio Arts	Full-time	6825
7/15/2019	Gulzat	Temirova	PE236-8	Assistant, Program	Electrical and Computer Engineering	Full-time	9709
8/5/2019	Marie-Christine	Lavoie	PE207-7	Administrative Assistant, Co-Op Education	Institute for Cooperative Education	Full-time	4662
8/19/2019	Amanda	Rosen	PE255-6	Service Assistant	Psychology	Full-time	9534
8/26/2019	Sofia	Ambri	PE247-7	Assistant, Undergraduate Service Team	Data Control Service Teams	Full-time	9429
8/26/2019	Jessica	Forcione	GR09	Administrative Assistant	Campus Wellness and Support Services	Full-time	9499
9/3/2019	Stephanie	Capparelli	GR09	Assistant Buyer	Procurement Services	Full-time	9422
10/16/2019	Candace	Mooers	PE160-9	Assistant to the Chair and Graduate Program Assistant	Philosophy	Full-time	9240
10/21/2019	Fiona	Donovan	GR09	Coordinator, residence Life Admissions	Residences - Administration	Full-time	9219
10/28/2019	Raphael	Estevao	GR04	Mail Clerk	Transport, Mail and Distribution Services	Full-time	9647.2
11/4/2019	Aysegul	Subutay Tinay	GR10	Assistant, Immigration and Inclusion	Faculty Development and Inclusion	Full-time	9149
11/11/2019	Elena	Castiglione	PE225-7	Office Assistant	Building, Civil and Environmental Engineering	Full-time	16947
11/11/2019	Jill	Kinaschuk	PE255-6	Service Assistant	Classics, Modern Languages and Linguistics	Full-time	9114

2/10/2020	Chiara	Montpetit	GR08	Department Assistant	Art History	Full-time	8659
2/10/2020	Katherine	Belloso	GR10	Executive Secretary to the Dean	Graduate Studies	Full-time	8379
2/17/2020	Amira	Hassan	PE262-7	Service Assistant, Language Testing Centre (CCE)	Language Test Centre	Full-time	8624
2/24/2020	Suha	Abou-Sharkh	PE262-7	Service Assistant	General Administration, Concordia Continuing Education	Full-time	9849
2/24/2020	Ian	Lu	GR08	Coordinator, Lease and Rentals	Leasing and Services	Full-time	8589
3/2/2020	Katherine	Howard	GR09	Assistant, Academic Staff	Faculty Development and Inclusion	Full-time	5950
3/16/2020	Anastasia	Koronis	GR10	Financial Officer	Research and Restricted Financial Management	Full-time	8484
6/1/2020	Anthoula Eva	Mantis	GR10	Executive Secretary to the Dean	School of Health	Full-time	8099
6/8/2020	Samantha	Nesterenko	GR08	Assistant, Project Management Contracts	Budgets and contracts	Full-time	6664
6/22/2020	Olga	Tudos Onu	GR06	Clerk, Records Management	Office of the University Secretariat	Full-time	7994
8/17/2020	Kelly	Routly	PE236-8	Assistant, Graduate Program	Economics	Full-time	7714
11/9/2020	Bertha	Cabral Magalhaes	GR09	Administrative Assistant, PHD Programs	PhD in Business Administration	Full-time	7294
11/16/2020	Jennifer	Biberkraut	GR08	Assistant, Budget Support	Budgets and contracts	Full-time	7259
12/14/2020	Hao	Peng	PE261-6	Service Assistant	Student Success Centre	Full-time	7084

1/11/2021	Michelle	Sarrazin	GR08	Department Assistant	Supply Chain and Business Technology Management	Full-time	6979
3/8/2021	Anastasia	Nesterenko	GR10	Financial Officer	Research and Restricted Financial Management	Full-time	9499
3/22/2021	Stephanie	Kroll	GR08	Assistant, Data Reporting	Institute for Cooperative Education	Full-time	6629
4/26/2021	Maggie	Hallam	GR08	Department Assistant	Mel Hoppenheim School of Cinema	Full-time	6433
5/17/2021	Lindsay	Deliva	GR08	Assistant, Business Operations	Parking	Full-time	6349
5/31/2021	Jennifer	Solomon	GR10	Executive Secretary to the Associate Vice-President, LLL and Executive Director	General Administration	Full-time	6314
5/31/2021	Elena	Udvud	GR08	Office Assistant	Office of the Provost and Vice-President Academic	Full-time	8694
7/12/2021	Batoul	Al-Sinan	PE115-8	Administrative Assistant	Graduate Diploma in Chartered Professional Accountancy (CPA)	Full-time	6069
7/12/2021	Erika	Pettorelli	PE261-6	Service Assistant	Financial Aid and Awards	Full-time	4529
7/19/2021	Kelly	Hall	GR10	Coordinator, Special Projects and Events Planning	Office of the Dean	Full-time	6034
8/4/2021	Natallia	Lapko	PE236-8	Assistant, Program	Computer Science and Software Engineering	Full-time	5950

8/9/2021	Souha	Abou El-Naaj	PE262-7	Assistant, Service Centre	Leasing and Services	Full-time	5929
8/23/2021	Yazmet	Madariaga-Sanchez	GR09	Assistant to the Associate Dean	Associate Dean Professional Graduate Programs	Full-time	5859
9/7/2021	Johanna	Mongraw	GR09	Administrative Assistant	Office of the Dean, Faculty of Fine Arts	Full-time	5754
9/7/2021	Natalia	Morales	PE261-6	Assistant, Student Recruitment	Welcome Centre	Full-time	5782
9/13/2021	Geraldine	Belloso	GR10	Officer, Event Analysis	Campus Safety and Prevention Services	Full-time	5754
9/20/2021	Victoria	Palmer	PE236-8	Assistant, Undergraduate Program	Baseline Data Conversion Department	Full-time	1834
9/27/2021	Baasje	Huys	GR10	Financial Research Officer,	Research and Restricted Financial Management	Full-time	4760
10/1/2021	Alisa	Tenenbaum	GR09	Coordinator, Budget	Budgets and contracts	Full-time	5656
10/19/2021	Olivier	Godin	GR03	Assistant, Animal Care	Animal Facility Care	Full-time	5572
10/25/2021	Olga	Shestakova	PE236-8	Assistant, Graduate Program	Education	Full-time	5544
10/25/2021	Rosemary	Elman	GR09	Coordinator, Administrative Services	Leasing and Services	Full-time	5544
11/1/2021	Carolina	Nguyen	GR10	Financial Officer	Research and Restricted Financial Management	Full-time	5509
11/1/2021	Hardial	Rosner	GR09	Administrative Coordinator	Property Management	Full-time	4690

11/1/2021	Cameron	Dohmen-Clermont	PE236-8	Assistant, Graduate Program	Psychology	Full-time	5509
11/1/2021	Sofia	Afonso	PE115-8	Administrative Assistant	President Administrative Services	Full-time	3080
11/22/2021	Julie	Klucinskas	GR10	Coordinator, Marketing and Business Development Projects	General Administration, Concordia Continuing Education	Full-time	5404
11/25/2021	Cassandra	Carriere	PE160-9	Assistant to the Chair	Education	Full-time	5383
11/29/2021	Thomas	McGurk	PE254-5	Service Assistant	Geography, Planning & Environment	Full-time	5728.59
12/20/2021	Emelie	Lozier	PE196-7	Assistant, Health Services	Campus Wellness and Support Services	Full-time	5264
1/6/2022	Gabriella	Criniti	GR10	Events Coordinator	Event Services Administration	Full-time	5173
1/6/2022	Yong Joo	Hong	PE207-7	Assistant, Office Of The Dean	Graduate Studies	Full-time	5173
1/10/2022	Selina-Josie	Leone	PE160-9	Assistant to the Chair	Mathematics and Statistics	Full-time	5159
1/10/2022	Laurie	Kerr	GR09	Assistant, Employee Services	HR Administration, HRIS and Projects	Full-time	5159
1/10/2022	Argyro-Sylvie	Dramilarakis	PE196-7	Representative, Student Support	Birks Student Service Center	Full-time	5159
1/17/2022	Alana	Mota	GR10	Events Coordinator	Event Services Administration	Full-time	5124
1/24/2022	Min	Zhou	GR10	Financial Officer	Restricted Funds	Full-time	3689
1/24/2022	Christina	Bassila	PE236-8	Assistant, Program	Computer Science and Software Engineering	Full-time	5145
1/24/2022	Peter	Sullivan	PE262-7	Service Coordinator	School of Health	Full-time	4599

1/31/2022	Angela	Continisio	GR08	Administrative Assistant	Office of Research	Full-time	5054
2/9/2022	Victoria	Aimar	GR09	Coordinator, Administrative Services	Studio Arts	Full-time	5005
2/28/2022	Robyn	Burchell	PE196-7	Assistant, Health Services	Campus Wellness and Support Services	Full-time	4914
3/14/2022	Karine	Eigenmann	GR09	Administrative Coordinator	Administrative Services, Facilities Management	Full-time	4844
3/21/2022	Katrina	Cavezza	PE130-7	Assistant, Admissions	Documentation and Scanning	Full-time	4809
4/4/2022	Christian	Favreau	GR08	Assistant, Sustainability Engagement	Sustainability, Environmental Health and Safety	Full-time	4739
4/5/2022	Marian	Pinsky	PE207-7	Assistant, Administrative and Events	Career and Planning Services	Full-time	4732
4/21/2022	Caroline	Leamon	PE182-10	Assistant, Board and Senate Administration	Office of the University Secretariat	Full-time	4648
5/2/2022	Silvia	Chung	PE100-7	Service Assistant, Accounting Services	General Accounting	Full-time	4599
5/2/2022	Andreea	Constantinescu	PE115-8	Administrative Assistant	President Administrative Services	Full-time	4599
5/24/2022	Kristen	Lagua	GR08	Office Assistant	Office of the Provost and Vice- President Academic	Full-time	4487
5/25/2022	Antonios	Daskalakis	GR09	Coordinator, Programs	Chemical Materials and Engineering	Full-time	4480
6/6/2022	Stephanie	Viau	GR09	Assistant, Payroll	Employee Services And Payroll	Full-time	3367

6/6/2022	Jessica	Guadagno	GR09	Assistant, Employee Services	HR Administration, HRIS and Projects	Full-time	4424
6/13/2022	Domenica	Barreca	PE261-6	Service Assistant	Economics	Full-time	4389
6/13/2022	Jaime	Leblanc	PE196-7	Representative, Student Support	Birks Student Service Center	Full-time	4389
6/13/2022	Mary	Solana	GR08	Assistant, Accounts Payable and Travel Desk	Accounts Payable	Full-time	4389
7/11/2022	Ben	Browning	PE115-8	Administrative Assistant, Property Management	Operations - Loyola	Full-time	4249
7/11/2022	Tahmid Nazib	Ahmed	GR10	Accounting Assistant, Benefits and Investment Portfolios	Office of the Treasurer	Full-time	4249
7/25/2022	Alison	Meldrum	PE247-7	Assistant, Undergraduate Service Team	Data Control Service Teams	Full-time	4179
8/1/2022	Elizabeth	Burgess	PE236-8	Assistant, Graduate Program	English	Full-time	4144
8/1/2022	Ka Kay Daisy	Chung	GR08	Administrative Assistant, Faculty Relations	Faculty Relations	Full-time	4144
8/2/2022	Bonnie	Janicki	PE236-8	Assistant, Undergraduate Program	Mathematics and Statistics	Full-time	4137
8/22/2022	William	Boyer	GR10	Officer, Campus Safety - Operations	Campus Safety and Prevention Services	Full-time	4039
8/25/2022	Brianna	Thicke	GR10	Events Coordinator	Event Services Administration	Full-time	4018
9/6/2022	Lam Phuc Doan	Nguyen	PE255-6	Service Assistant	International Students Office	Full-time	3962
10/10/2022	Kamilah	Williams	PE196-7	Assistant, Health Services	Campus Wellness and Support Services	Full-time	3794
10/11/2022	José Alfredo	Castellanos Higuera	GR09	Exams Coordinator	Exams Administration	Full-time	3787
10/31/2022	Krzysztof	Kmiecik	GR10	Assistant, Facilities	Operational Units,	Full-time	3689

					Recreation and Athletics		
11/7/2022	Laura Sanziana	Oproiu	PE225-7	Office Assistant	Concordia Institute for Information Systems Engineering	Full-time	3654
11/7/2022	Scott	Royle	PE160-9	Assistant to the Chair and Graduate Program Assistant	Theological Studies	Full-time	3654
11/14/2022	Nadia	Conte	GR10	Administrative Coordinator	Office of the Dean, Gina Cody School of Engineering and Computer Science	Full-time	3619
11/14/2022	Vanessa	Pizzichemi	PE236-8	Assistant, Graduate Program	Journalism	Full-time	3619
11/21/2022	David	Kapusta	PE261-6	Service Assistant	School of Health	Part-time	2150.4
11/21/2022	Zeba	Asghar	PE247-7	Assistant, Undergraduate Service Team	Data Control Service Teams	Full-time	3584
11/21/2022	Elvyra	Simkute Constantin	PE225-7	Office Assistant	Electrical and Computer Engineering	Full-time	3584
11/21/2022	Emilie	Albert-Toth	GR10	Office and Events, Coordinator	Centre for Teaching and Learning	Full-time	3584
12/5/2022	Abigail	Candelora	PE236-8	Assistant, Graduate Program	Applied Human Sciences	Part-time	2811.2
12/5/2022	Audrey	Veilleux	GR09	Coordinator, Graduate Program	Electrical and Computer Engineering	Full-time	3514
12/12/2022	Lauren	Lawton-Kruse	PE255-6	Service Assistant	Office of the Dean, Faculty of Arts and Science	Full-time	3479
1/9/2023	Pierrette	Manege	PE261-6	Service Assistant	Financial Aid and Awards	Full-time	3339

1/9/2023	Vanessa	Guercio	PE207-7	Administrative Assistant, Co-Op Education	Institute for Cooperative Education	Full-time	3339
1/16/2023	Nathalie	Levesque- Gignac	PE207-7	Department Assistant	Office Of The Associate Vice- President, Finance and Controller	Full-time	3304
1/30/2023	Brittany	Dohmen- Clermont	PE255-6	Service Assistant	Campus Wellness and Support Services	Full-time	3234
2/13/2023	Julia	Clark-Combott	GR08	Department Assistant	English	Full-time	3164
2/27/2023	Daniel	Amico	GR08	Department Assistant	Dean of Students Office	Full-time	3094
2/27/2023	Reihane	Karimian Sichani	GR10	Coordinator, Academic Programs	Office of the Dean, Gina Cody School of Engineering and Computer Science	Full-time	3094
3/13/2023	Rowan	Somerville	GR10	Assistant to the Associate Dean	FAS Academic Facilities	Full-time	3024
3/20/2023	Stephany	Joseph	GR10	Financial Officer	Research and Restricted Financial Management	Full-time	2989
3/27/2023	Megan	Christofferson	PE115-8	Administrative Assistant	Operations - SGW 1	Full-time	2954
3/27/2023	Vinicius	Cruz Ratis de Souza	GR10	Financial Officer	Research and Restricted Financial Management	Full-time	2954
4/3/2023	Sindi	Mico	GR09	Assistant, Payroll	Payroll Services	Full-time	2919
4/10/2023	Farhad	Tahmasebi	GR09	Administrative Assistant, MBA and Graduate Programs In Business Administration	MBA Program	Full-time	2884

5/1/2023	Erica	Bussières	GR10	Assistant to the Associate Dean	FAS Academic Facilities	Full-time	2779
5/8/2023	Albin Karl	Lebel Viens	GR08	Department Assistant	Performing Arts	Full-time	2744
5/15/2023	Jessica	Rozon	PE261-6	Assistant, Student Center	Welcome Centre	Full-time	2709
6/14/2023	Jeremy	Lemieux	GR10	Financial Officer, Research	Research and Restricted Financial Management	Full-time	2555
6/19/2023	Amanda	McBain	PE207-7	Service Assistant, Sexual Assault Resource Centre	Sexual Assault Resource Centre	Full-time	2534
7/3/2023	Cherry Marie	Dulnuan	GR10	Financial Assistant	Hospitality Administration	Full-time	2464
7/10/2023	Thais	Vidal Fetka e Silva	GR10	Executive Secretary to the Dean	Office of the Dean, Gina Cody School of Engineering and Computer Science	Full-time	2429
8/14/2023	Aimée	St. Hilaire	GR08	Booking and Support Coordinator	Event Services Administration	Full-time	2254
1/8/2024	Rena Marla	Abraham	GR09	Assistant, Administrative and Financial	Residences - Administration	Full-time	1519
2/12/2024	Abigail	Rosenberg	GR06	Assistant, Documentation and Scanning	Documentation and Scanning	Full-time	1344
2/26/2024	Carmelina	Buffone	GR09	Coordinator, Graduate Services	Mathematics and Statistics	Full-time	1274
2/26/2024	Jennifer	Mayer	GR09	Assistant, Employee Services	HR Administration, HRIS and Projects	Full-time	1274
4/15/2024	Mehrnaz	Mirzaei	GR06	Assistant, Documentation and Scanning	Documentation and Scanning	Full-time	1029
5/6/2024	Michael	Currivan	GR08	Department Assistant	Finance	Full-time	924
5/6/2024	Linda	Imrazene	GR08	Assistant, Department and Employee Services	HR Administration, HRIS and Projects	Full-time	924

5/27/2024	Marie-Michelle	Duval-Martin	GR10	Executive Secretary to the Dean	Graduate Studies	Full-time	819
6/3/2024	Samantha	Treglia	PE255-6	Service Assistant	Campus Wellness and Support Services	Full-time	784
7/1/2024	Vanessa	Afonso	GR08	Department Assistant	Concordia International	Full-time	644
7/15/2024	Amanda	Durnin	GR09	Buyer and Estimator, Print Material	Print Services	Full-time	574
8/26/2024	Haley	Prescott	PE261-6	Service Assistant	Graduate Studies	Full-time	364
9/9/2024	Athena	Tentopoulos	PE115-8	Administrative Assistant	President Administrative Services	Full-time	294

APPENDIX "E" CERTIFICATE OF ACCREDITATION

BUREAU DU COMMISSAIRE
GÉNÉRAL DU TRAVAIL

DOSSIER: AM9011S078
 AM9007S070
 AM8712S333
 AM8711S746
 AM8711S747
CAS: CM9011S239

Montréal, le 11 juin 1991.

PRÉSIDENT:

LE COMMISSAIRE GÉNÉRAL DU TRAVAIL

J. Marcel LORRAIN

SYNDICAT DES EMPLOYE-E-S DE SOUTIEN DE L'UNIVERSITE CONCORDIA
(CSN)
CONCORDIA UNIVERSITY SUPPORT STAFF UNION (CSN)
1601, rue Delorimier, Montréal, Québec

-et-

SYNDICAT DES EMPLOYE-E-S PROFESSIONNELS-LE-S DE L'UNIVERSITE
CONCORDIA (CSN) CONCORDIA UNIVERSITY PROFESSIONAL
EMPLOYEES' UNION (CSN)
1601, rue Delorimier, Montréal, Québec

INTERVENANT DE PREMIÈRE PART

-et-

SYNDICAT CANADIEN DES OFFICIERS DE MARINE MARCHANDE
S.M.A.N.
AFL-CIO CLC-FTQ
9670, rue Notre-Dame est, Montréal, Québec

INTERVENANT DE DEUXIÈME PART

-et-

VANIER LIBRARY ASSOCIATION OF NON-PROFESSIONAL EMPLOYEES
5275, West Broadway, Montréal, Québec

INTERVENANT DE TROISIÈME PART

-et-

NATIONAL UNION OF SIR GEORGE WILLIAMS UNIVERSITY'S EMPLOYEES
(CNTU)
1601, rue Delorimier, Montréal, Québec

INTERVENANT DE QUATRIÈME PART

-et-

CONCORDIA UNIVERSITY UNION OF SUPPORT STAFF TECHNICAL
SECTOR (CSN)
1601, rue Delorimier, Montréal, Québec

INTERVENANT DE CINQUIÈME PART

-et-

CONCORDIA UNIVERSITY
1455, boul. de Maisonneuve ouest
Montréal, Québec

INTIMÉE

PROCUREURE DU REQUERANT:

Mme Monique Lauzière

PROCUREUR DE L'INTERVENANT DE PREMIERE PART:

Me Giovanni Mancini

PROCUREUR DE L'INTERVENANT DE DEUXIEME PART:

Me Paul Dion

PROCUREUR DE L'INTERVENANT DE QUATRIEME PART:

Me Hélène Del Vecchio

PROCUREUR DE L'INTERVENANT DE CINQUIEME PART:

Me Hélène Del Vecchio

PROCUREUR DE L'INTIMÉE:

Me Richard A. Beaulieu

DÉCISION

En date du 22 novembre 1990, le syndicat requérant déposait au Bureau du commissaire général du travail une requête en accréditation visant un groupe de salariés de l'intimée.

Assigné à ce dossier le 21 mars 1991, le soussigné convoquait les parties à une audition qui devait être tenue à Montréal le 6 mai 1991 et remise, de consentement, au 29 mai 1991.

Or, lors de l'audition du 29 mai 1991, les intervenants qui avaient formulé des objections à la présente requête ont retiré cette opposition. De plus, le syndicat requérant et l'Université intimée se sont entendus sur la description de l'unité appropriée se réservant toutefois des droits sur un groupe imposant de salariés de façon à ce qu'un commissaire du travail détermine le statut de ces salariés.

Tout en réservant les droits des parties sur l'administration d'une preuve relative au statut des salariés dont les noms apparaissent au dossier, le soussigné réalise que, quelle que soit l'issue des décisions sur le statut de ces salariés, le syndicat requérant était majoritaire à la date du dépôt de sa requête.

Il y a donc lieu dans les circonstances d'accréditer le syndicat requérant tout en réservant le droit des parties à administrer la preuve pertinente quant au statut des salariés dont les postes sont litigieux, liste qui apparaît au dossier.

- VU la requête du 22 novembre 1990;
- VU l'accord du requérant et de l'intimée sur la description de l'unité appropriée;
- VU que les intervenants ont retiré toute opposition dans les présentes instances sauf pour ce qui a trait au statut de certains salariés dont les noms apparaissent au dossier;
- VU les dispositions du Code du travail;
- après étude du dossier, de la preuve et d'avoir sur le tout délibéré;

POUR CES MOTIFS, LE SOUSSIGNÉ

- 1- RÉSERVE le droit des parties quant à l'administration d'une preuve relative au statut des personnes dont les noms apparaissent au dossier, liste sur laquelle les parties se sont entendues.
- 2- ACCRÉDITE LE SYNDICAT DES EMPLOYÉ-E-S DE SOUTIEN DE L'UNIVERSITÉ CONCORDIA (CSN)
CONCORDIA UNIVERSITY SUPPORT STAFF UNION (CSN)

pour représenter:

"Toutes les employées et tous les employés de soutien, salarié-es au sens du Code du travail dont le salaire émerge au budget de fonctionnement de l'Université à l'exclusion de:

- celles et ceux déjà assujettis à une autre unité d'accréditation;
- celles et ceux exerçant des fonctions de professionnel-les;
- celles et ceux des auxiliaires d'enseignement comprenant les démonstrateurs, les surveillants d'examens, les moniteurs, les correcteurs;
- celles et ceux sous octroi de subvention;
- celles et ceux rémunérés selon des feuilles de temps;
- les professeur-e-s, les étudiant-e-s et les stagiaires;
- celles et ceux des assistants des résidences;
- celles et ceux occupant un emploi à caractère temporaire, surnuméraire ou occasionnel, emploi n'excédant pas six (6) mois consécutifs;
- celles et ceux sous contrat pour une période n'excédant pas six (6) mois consécutifs;
- la secrétaire du recteur, du vice-recteur académique, du vice-recteur relations institutionnelles et finance, du vice-recteur services, du secrétaire-général, du directeur des ressources humaines, du vice-recteur associé relations institutionnelles et finance, du vice-recteur associé services, du conseiller juridique, du gérant des services d'emploi, du gérant des relations de travail et l'assistant des relations de travail."

DE

CONCORDIA UNIVERSITY
1455, boul. de Maisonneuve ouest
Montréal, Québec
H3G 1M8

Établissements visés:

Tous les établissements de l'employeur.

ML/sg

Signature

J. Marcel LORRAIN
Commissaire du travail

APPENDIX "F" PUBLICATION AND TRANSLATION OF THE COLLECTIVE AGREEMENT

The University will remit fifty (50) bilingual copies of the collective agreement within two (2) months following its signature. This two (2) month period excludes any delays independent of the will of the representatives of the University.

The Union may request additional copies at no charge.

The University informs each new employee of the electronic address hosting the electronic version of the Collective Agreement.

APPENDIX "G" EMPLOYMENT EQUITY

The University is committed to employment equity and to act upon the problem of under-representation of women, aboriginal peoples, visible minorities and persons with disabilities.

The University is also committed to a working environment which is free of systemic discrimination and in which the values of equity, non-discrimination and diversity are fostered and promoted.

It is the goal of the University to achieve a workforce which represents and reflects the many groups in our society. To achieve this, the Human Resources department and the Union will take a proactive approach to the formulation of policies, programmes and goals that support the recruitment, selection, promotion and retention of the under-represented groups and employees.

1. DEFINITIONS

- 1.01 **Deferred salary leave plan (hereafter referred to as “DSLPL”):** plan meant to allow an employee to finance a leave of absence by deferring part of their salary, in accordance with existing tax rules. The employee thus has a portion of their salary withheld for a predetermined period so that they may later benefit from a paid leave. The DSLPL is not intended to provide retirement income nor to defer income tax. The DSLPL consists of a contribution period by the employee accompanied by a leave period.
- 1.02 **Contribution period:** a period of two (2) to five (5) consecutive years during which the eligible employee contributes a portion of their salary to the plan ahead of their leave period.
- 1.03 **Deferred salary:** the percentage of the annual salary that the eligible employee, in agreement with the University, has agreed to withhold and save during each year of the contribution period.
- 1.04 **Earnings:** the gross annual salary received from the University by the eligible employee in a plan year.
- 1.05 **Eligible employee:** any employee who is covered by the provisions of the collective agreement between the University and the Concordia University Support Staff Union.
- 1.06 **Fund:** a trust fund established pursuant to a trust agreement with the Trustee, into which the deferred salary is paid by the University and from which payments are made to eligible employees during their leave period, in accordance with the terms of the DSLPL.
- 1.07 **Leave period:** the period following the contribution period, during which a participating employee is on a leave of absence authorized by the University.
- 1.08 **Collective agreement:** the existing collective agreement between the University and the Concordia University Support Staff Union.
- 1.09 **Participating employee:** an eligible employee whose request to participate in the DSLPL has been accepted.
- 1.10 **Participating plan year:** a period of six (6) to twelve (12) consecutive months.
- 1.11 **Trustee:** the Royal Trust or another trust company incorporated under the applicable legislation.

2. COLLECTIVE AGREEMENT

2.01 All provisions relating to the deferred salary leave contained in the collective agreement reached between Concordia University and the Concordia University Support Staff Union, as per the text in effect at the time of signing of the present agreement, are deemed to be a part of the present agreement.

3. DEFERRED SALARY

3.01 During the contribution period, the University withholds on each pay the percentage of the annual salary, as agreed to between the employee and the University, so as to entrust such amount with the trustee responsible for the fund.

4. INCOME TAX

4.01 During the contribution period, the University will make the required deductions from the earnings paid to the participating employee.

4.02 During the leave, monies paid to a participating employee will be taxable and subject to the required deductions.

5. WITHDRAWAL

5.01 A participating employee who, during their contribution period:

- a) ceases to be employed by the University;
- b) is not working because of an extended maternity leave, a work accident, a long-term disability leave or other authorized leave;
- c) retires or;
- d) dies;

is deemed to no longer belong to the DSLP effective on the cessation of employment, leave, retirement or death.

5.02 Participating employees may withdraw from the DSLP at any time during the contribution period upon one (1) month's prior written notice to the Compensation, Benefits and Pension unit of the Human Resources Department.

5.03 Upon withdrawal, according to 5.01 or 5.02, the participating employee, or in the case of the employee's death, their estate, will receive within thirty (30) days of the withdrawal or

reception of the withdrawal notice, whichever is the case, the total sum in their account in the trust fund. Any such sum is subject to the required deductions.

6. POSTPONEMENT OF A LEAVE

- 6.01 Under exceptional circumstances, the University may request that a participating employee entitled to leave defer the leave from the agreed date. The University will so notify the employee in writing at least six (6) months prior to the expected start date of the leave, stating the reasons for its request. The University cannot request that a participant postpone their leave without a valid reason. The University must also reimburse the employee any non-refundable deposit that they made towards enrolment in an education institution. For this purpose, the participant will provide the Compensation, Benefits and Pension unit of the Human Resources Department the official receipts from the institution to support her claim.
- 6.02 A participating employee may request to defer their leave. To this end, they must submit a written request to the Compensation, Benefits and Pension unit of the Human Resources Department at least six (6) months prior to the date of the start of the leave. The University may accept requests with shorter notice at its discretion.
- 6.03 In the case of maternity leave during the contribution period, participation in the DSLP is suspended for a maximum of twenty (20) weeks.

7. BENEFITS

- 7.01 During the leave, the participating employee:
- a) is not eligible to benefit from the short-term disability plan or from the long term disability plan during the leave period;
 - b) can continue to participate in the life insurance and health insurance plans, however the participating employee must pay the required premiums and contributions, including those that would normally have been paid by the University, subject to the terms and conditions of these plans.
 - c) can continue to accumulate recognized service for the purposes of the Concordia University Pension Plan, providing that they pay all of the required contributions to the University, including the portion that would normally have been paid by the University during this time;
 - d) can apply on a position posted within the three (3) months preceding their return to work.
- 7.02 The contributions and premiums payable by the participating employee so that they may maintain their participation in the different benefits provided in paragraph 7.01 are deducted

from the payments made to the participating employee by the University during their leave.

- 7.03 In the event that the amounts paid during the leave are insufficient to allow for the withholding at source of the contributions to the Concordia University Pension Plan or to the applicable benefits plans, the participating employee must pay the contributions or premiums in advance to the University, at the start of each trimester of the leave period.
- 7.04 The participating employee must notify the Compensation, Benefits and Pension unit of the Human Resources Department, at least one (1) month prior to the start of their leave, of their intention to maintain or not to maintain their participation in the different benefits specified in paragraph 7.01, whichever the case.

8. RETURN TO WORK

- 8.01 The employee agrees to return to work following their leave, for a period that is at least equivalent the length of the leave.
- 8.02 The participating employee's return to work is done in accordance with the provisions of the collective agreement.

9. SENIORITY

Seniority is accumulated in accordance with the dispositions of article 11.03 a) of the collective agreement.

10. DURATION OF THE CONTRACT

- 10.01 The present contract will come into force on _____ and expires on _____.
- 10.02 The contribution period begins on _____ and comes to an end on _____.
- 10.03 The length of the is _____, namely, from _____ to _____.
- 10.04 The percentage of the salary paid is of _____%.

11. REMUNERATION DURING THE LEAVE

11.01 During their leave, the participating employee will receive all of the amounts credited to the Fund, in equal installments allocated every two (2) weeks, in accordance with the methods normally in use at the University.

IN WITNESS THEREOF, the Parties signed, in Montreal, province of Quebec, on the _____ of the month of _____, 20____.

Concordia University

Participating employee

BETWEEN

CONCORDIA UNIVERSITY

AND

CONCORDIA UNIVERSITY SUPPORT STAFF UNION (CSN)

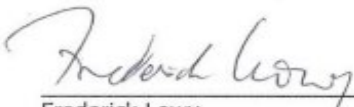
The parties agree to the following concerning the use of Concordia Computing Facilities by the Concordia University Support Staff Union (CSN);

1. The University agrees to provide the Union, at the Union's cost, with a connection to the Concordia Computing Facilities as well as with one electronic mail account for the exclusive use of the Union.
2. The connection shall be made in accordance with the University's specifications.
3. The University makes no warranty, expressed or implied, regarding the resources and facilities provided or their fitness for any particular purpose.
4. The Union shall be responsible for the conduct of its members in using the electronic mail account.
5. In order to protect the integrity of the facilities against accidents, failures or improper use, the University reserves the right to limit, restrict or terminate the access of any user to these facilities, or the access of any host or equipment to the network, and to inspect, copy, remove or otherwise alter any data, file, or system resources.
6. Use of the Concordia Computing Facilities by the Union shall be in accordance with the policy on Computing Facilities.

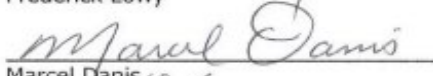
IN WITNESS THEREOF, the parties have signed in Montreal, province of Quebec, on this 3rd day of July, 2000.

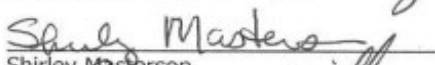
Concordia University

Concordia University Support Staff Union (C.S.N)

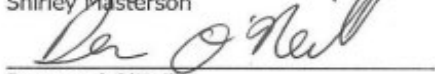

Frederick Lowy


Lisa Montgomery


Marcel Danis


Shirley Masterson


Kathleen O'Connell


Desmond O'Neill


C. Lynne Prendergast


Di-Anne Robin


Gillies Bourgeois


Ruth Harvey (CSN)

The parties agree to the following:

- 1) This Agreement modifies the application of clause 15.04. It refers to situations where a candidate for a position may not meet the educational requirements described in the job posting;
- 2) Permanent employees may apply and be considered for positions requiring academic credentials superior to the ones they hold provided they are within three (3) years (full-time) of fulfilling the educational requirements for the specific diploma or attestation. The University will continue to recognize nine (9) completed university credits as equivalent to an attestation of collegial studies (ACS), eighteen (18) completed university credits as a two-year diploma of collegial studies (General-DEC) and twenty-seven (27) completed university credits as a three-year diploma of collegial studies (Professional-DEC);
- 3) If the employee obtains the position, the appointment will be conditional on the employee successfully completing the following courses within a five (5)-year period:

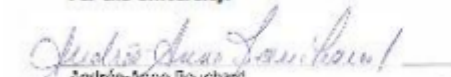
Three (3) courses, of up to one-hundred thirty-five (135) hours related to the responsibilities of the position as determined by the employee, the supervisor and Human Resources.

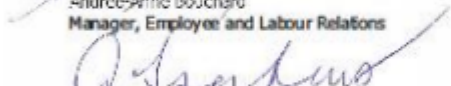
If the employee has the equivalent of any of these courses, as determined by Human Resources, then she will not need to take these particular courses.
- 4) Upon appointment, the employee and the Union will sign an agreement that confirms the conditional nature of the appointment and provides, should the conditions not be fulfilled, for a reduction in one (1) salary step for each course not successfully completed. As well, an employee who benefits from this agreement must complete the three (3) courses before being able to apply for another position in accordance with article 15 whereby she would need to benefit once again from this agreement;
- 5) Notwithstanding paragraph 2 of this agreement, an employee with employment security whose position is abolished will be deemed to hold the normal educational level of any vacant position in the same job class;
- 6) An employee applying for a position at the same job class as their current position will be deemed to have the normal educational requirements for that job class;
- 7) Requirements for language and computer proficiency levels, as well as specialized training or the educational requirements specifically for legal and medical secretaries and security agents are not governed by this agreement;

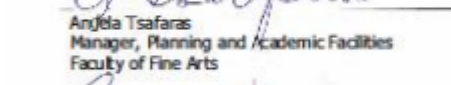
- 8) The University will provide liberation time without loss of pay to the employee to attend these courses and will assume the full cost of the courses;
- 9) Employees eligible under this agreement can, in anticipation of applying for a position within bargaining unit, obtain liberation time without loss of pay to attend courses as required by said position. The employee will not be denied time off to participate in the courses selected under paragraph 3 of the present Agreement;
- 10) Any diploma, certificate, or degree such as those obtained prior to the establishments of CEGEPS in Québec (1967), non-credit courses in professional schools, professional diplomas, or degrees obtained outside Québec or Canada will continue to be examined by Human Resources and be evaluated for educational equivalencies;
- 11) This agreement will also apply to permanent employees who, as a result of a job re-evaluation, have the job class of their position modified but do not meet the educational requirements associated with the new job class;
- 12) In such cases of job re-evaluation, the employee and the Union will receive notification of the new job class in writing;
- 13) The notification will state that, as the result of the job re-evaluation, the employee will have to comply with paragraph 3) above.


In witness whereof, this letter of agreement was renewed on the 16th day of December 2019

For the University:


 André-Arno Bouchard
 Manager, Employee and Labour Relations


 Anjela Tsafaras
 Manager, Planning and Academic Facilities
 Faculty of Fine Arts


 Caroline Baril
 Director, Office of the Provost and Vice-
 President, Academic Affairs


 Stephanie Rowe
 Advisor, Employee and Labour Relations

For the Union:


 Donna Fasciano
 President


 Jennifer Srey
 Union representative


 Derek Page
 Union representative


 Filomena De Gennaro
 Union representative

LETTER OF AGREEMENT #3

BETWEEN

CONCORDIA UNIVERSITY (hereinafter designated "the University")

AND

THE CONCORDIA UNIVERSITY SUPPORT STAFF UNION (CSN) (hereinafter designated "the Union")

WHEREAS the current practice that aims to inform the incumbents of positions of the existence of a grievance on the recruitment process having resulted in their nomination for said positions;

WHEREAS the Union's request to formalize this practice by introducing a clause to this effect in the collective agreement;

WHEREAS the current Human Resources Information System does not allow for the adequate identification of this information;


WHEREAS a new Human Resources Information System will be implemented;


THE PARTIES HAVE AGREED TO THE FOLLOWING:

- 1) When a grievance is filed prior to the nomination of an employee or of a candidate from outside of the bargaining unit in said position, the Human Resources department informs him/her via the letter of appointment or earlier, depending on the date that the grievance was filed;
- 2) When a grievance is filed after an employee has been awarded the position, the Employee and Labour Relations unit informs the incumbent of the fact that the recruitment process having resulted in his/her nomination is being challenged;
- 3) In both of the above cases, the Union receives a copy of the correspondence sent to the employees;
- 4) The discussions with regard to the integration of this practice into the collective agreement are deferred to the following round of negotiations.

In witness whereof, this letter of agreement was renewed on the 16th day of December 2019

For the University:



André-Arno Douchard
Manager, Employee and Labour Relations


Anjela Tsafaras
Manager, Planning and Academic Facilities
Faculty of Fine Arts


Caroline Baril
Director, Office of the Provost and Vice
President, Academic Affairs


Stephanie Rowe
Advisor, Employee and Labour Relations

For the Union:


Donna Hespiano
President


Jennifer Sney
Union representative


Derek Page
Union representative


Filomena De Gennaro
Union representative

LETTER OF AGREEMENT #4

BETWEEN **Concordia University ("the University")**

AND **The Concordia University Support Staff Union – CSN ("CUSSU")**

collectively "the Parties"

WHEREAS the Collective Bargaining Guiding Principles presented to CUSSU on June 20, 2018;

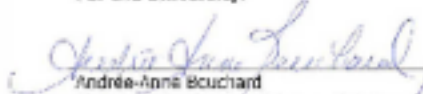
WHEREAS the Parties' willingness to abide by these guiding principles during subsequent negotiations;

The parties agree to the following:

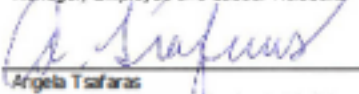
1. The preamble forms an integral part of the present letter of agreement;
2. The Union sends the Notice to bargain provided for under article 52 of the Labour Code to the University twelve (12) months prior to the expiration of the Collective Agreement;
3. The University commits to establish a calendar of meetings within 60 days of the reception of the Notice to bargain provided for in the preceding paragraph;

In witness whereof, the authorized representatives of the Parties have signed in Montreal on the 16th day of December 2019.

For the University:




Andree-Anne Eouchar
Manager, Employee and Labour Relations



Angela Tsifaras
Manager, Planning and Academic Facilities
Faculty of Fine Arts




Caroline Ruel
Director, Office of the Provost and Vice-
President, Academic Affairs



Stephanie Rowe
Advisor, Employee and Labour Relations

For the Union:




Donna Fasolino
President



Jennifer Siro
Union representative



Derek Page
Union representative



Flomena De Gennaro
Union representative

**LETTER OF AGREEMENT
on Flexible Work Arrangements and Gradual Retirement**

BETWEEN

Concordia University
Hereinafter "The University"

AND

Syndicat des employé-e-s de soutien de l'Université Concordia (CSN) Concordia University Support Staff Union
(CSN)
Hereinafter "The Union"

Collectively "The Parties"

WHEREAS the parties had discussions regarding the possibility of flexible work arrangements during the negotiations to renew the 2021-2023 Collective Agreement;

WHEREAS the parties also had discussions surrounding gradual retirement during the negotiations to renew the 2021-2023 Collective Agreement;

WHEREAS the parties recognize the benefits to be gained from providing employees with the opportunity to benefit from a flexible work arrangement or from gradual retirement;

The Parties agree to the following:

1. The preamble forms an integral part of this Letter of Agreement;

Reduced Work Week

2. An employee may request a flexible work arrangement to reduce their schedule to a four-day (4) work week, representing twenty-eight (28) hours per week;
3. A request for a flexible work arrangement must be submitted in writing to the immediate supervisor for approval, at least three (3) months prior to the start date of the reduced work schedule. The request is assessed by the immediate supervisor based on the operational needs of the unit, the feasibility and the nature of the position;
4. Should there be, within the same department, multiple applications for a flexible work arrangement, the schedules shall be distributed, provided that the request has been approved in accordance with paragraph 3 and to the extent that service requirements allow, taking into consideration the seniority of the employees;

5. If the flexible work arrangement is approved by the immediate supervisor, the parties will meet to discuss the modalities applicable to this arrangement which will be subject to a separate letter of agreement;

Flexible Work Arrangement during the Summer Schedule

6. For the period during which the University's Summer Schedule is in effect, an employee may request a flexible work arrangement to work four (4) workdays of eight (8) hours each from Monday to Thursday;
7. A request for a flexible work arrangement during the Summer Schedule must be submitted, to the immediate supervisor, at least four (4) weeks prior to the first Friday as of which the Summer Hours are in effect. The request is assessed by the immediate supervisor based on the operational needs of the unit, feasibility and the nature of the position;
8. Should there be, within the same department, multiple applications for a flexible work arrangement during the Summer period, the schedules shall be distributed, provided that the request has been approved in accordance with paragraph 7 and that the service requirements allow, taking into consideration the seniority of the employee(s);

Gradual Retirement

9. An employee who is at least fifty-five (55) years of age, and with a minimum of ten (10) years of seniority, may ask to take gradual retirement over a maximum of two (2) years;
10. A request for gradual retirement must be submitted in writing to the immediate supervisor at least three (3) months prior to the start date of the gradual retirement. The request is assessed by the immediate supervisor, according to the operational needs of the department. Should there be multiple applications for gradual retirement within the same department, seniority prevails;
11. The request for gradual retirement is accompanied by a written commitment from the employee that they will retire at the end of their gradual retirement;
12. The University will not be required to replace (e.g. with a temporary employee) an employee on gradual retirement during the day(s) when the employee is absent;
13. The employee benefiting from gradual retirement can reduce their workweek by seven (7) or fourteen (14) hours. During the period of gradual retirement, the employee will receive the wages for hours worked. The other conditions of employment provided for in the Collective Agreement will be prorated based on the number of hours worked;
14. An employee who benefits from gradual retirement cannot, at the expiry of their gradual retirement, benefit from clauses 37.04 (Early retirement) and 37.05 (Early retirement with retirement allowance) of the collective agreement;
15. The present Letter of Agreement is in force as of the signature of the Collective Agreement and expires on May 31, 2026;

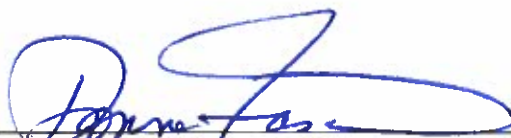
In witness hereof, the parties have signed in the City of Montreal on the 6th day of March 2025.

For Concordia University

For the Syndicat des employé-e-s de soutien de l'Université Concordia (CSN)
Concordia University Support Staff Union (CSN)



Mr. Brad Skog
Principal Director, Annual Giving,
University Advancement



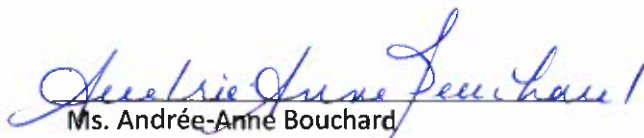
Ms. Donna Fasciano
President



Ms. Zineb Bencheikh
Director of Administration, Gina Cody
School of Engineering and Computer
Science



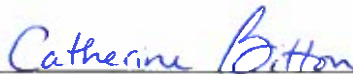
Mr. David Babcock
Negotiation Committee Member



Ms. Andrée-Anne Bouchard
Manager, Employee and Labour Relations,
Human Resources



Ms. Jennifer Muir
Negotiation Committee Member



Ms. Catherine Bitton
Advisor, Employee and Labour Relations,
Human Resources



Ms. Jennifer Grey
Negotiation Committee Member

LETTER OF AGREEMENT #6

BETWEEN**THE CONCORDIA UNIVERSITY SUPPORT STAFF UNION
(CUSSU)****AND****CONCORDIA UNIVERSITY**

WHEREAS the pay equity exercise was completed in March 2011;

WHEREAS the employer is required to conduct pay equity maintenance in 2016;

WHEREAS both parties recognize the principles arising from pay equity;

WHEREAS both parties aim to ensure the fair treatment of promotions within the bargaining unit, regardless of the initial position;

WHEREAS the classification system includes the questionnaire, the classification plan, and the weighting.

WHEREAS the existing article 38.14;

THE PARTIES HAVE AGREED TO THE FOLLOWING:

- 1) To form a joint committee for the revision of the classification system, at the latest three (3) months following the signing of the collective agreement;
- 2) The committee will consist of six (6) individuals, which is to say, three (3) individuals from each of the parties;
- 3) It is understood that at least two (2) representatives for the Union will be employees of the University;
- 4) It is also understood that on an exceptional basis, either of the parties may invite an external resource person to be present at a committee meeting, upon reasonable notice sent to the other party;
- 5) Generally speaking, the committee will hold its meetings on a monthly basis. The liberation hours for the Union representatives, so that they may attend said meetings, will not be deducted from the bank provided for in article 9.08;
- 6) The committee's mandate is to reflect on the existing classification system (JEP) as well as the salary structures currently in place;

- 7) The committee can, for instance, recommend a process that would result in a single salary structure which complies with the results of the pay equity exercise;
- 8) The committee can suggest the inclusion of the proposed modifications to the classification system (the job evaluation tool) in the collective agreement;
- 9) The committee will evaluate the costs associated with the implementation of these recommendations;
- 10) Each party will need to obtain the approval of their respective principles with respect to the recommendations to be presented by the committee;
- 11) Once the recommendations are presented by the committee, the University will discuss with the Union as to the schedule;
- 12) In case of a disagreement between the parties as to the recommendations, it is understood that the discussions will be resumed during the next round of collective bargaining between the University and the Union.

The committee will be diligent with regard to the achievement of its work and agree to submit its recommendations within eighteen (18) months following the implementation of said committee.

In witness whereof, this letter of agreement was renewed on the 16th day of December 2019

<p>For the University:</p> <p> André-Anne Bouchard Manager, Employee and Labour Relations</p> <p> Andjela Tsafaras Manager, Planning and Academic Facilities Faculty of Fine Arts</p> <p> Caroline Baril Director, Office of the Provost and Vice- President, Academic Affairs</p> <p> Stephanie Rowe Advisor, Employee and Labour Relations</p>	<p>For the Union:</p> <p> Donna Casciano President</p> <p> Jennifer Sney Union representative</p> <p> Derek Page Union representative</p> <p> Filomena De Cannaro Union representative</p>
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LETTER OF AGREEMENT #7

**LETTER OF AGREEMENT # 7
On Flexible Hybrid Work**

Between

Concordia University
(hereinafter the “University”)

And

Syndicat des employé-e-s de soutien de l’Université Concordia (CSN) Concordia University Support Staff Union
(CSN)
(hereinafter the “Union”)

Collectively the “Parties”

- WHEREAS** the University wishes to offer different conciliation options, including remote work, to its employees in order to promote their well-being and work-life balance;
- WHEREAS** the revised *Flexible Hybrid Work Guidelines* dated, June 1, 2023, provide different modalities regarding hybrid work;
- WHEREAS** hybrid work is not suitable for all the positions included in the bargaining unit due to the nature of these positions;
- CONSIDERING** that the teaching and research mission of the University, the operational requirements, the student experience and the University’s vision regarding the academic and work environment it wishes to offer remain the main parameters to determine the types of work arrangements;
- WHEREAS** Hybrid work is a privilege and cannot be considered as an acquired right;
- WHEREAS** the use of technologies in the context of work as well as remote work facilitate communication between employees and their immediate supervisor;
- WHEREAS** this ease in communication can lead to expectations of responses that go beyond the normal framework of work;
- CONSIDERING** the discussions that took place between the Parties during the renewal of the 2021-2023 Collective Agreement.

The parties agree as follows:

1. The preamble forms an integral part of this Letter of Agreement;
2. The University undertakes to consult with the Union before renewing, substantially modifying, or withdrawing the Flexible Hybrid Work Guidelines, all within a minimum period of thirty (30) working days prior to any renewal, modification, or withdrawal;
3. If the University substantially modifies or withdraws the *Flexible Hybrid Work Guidelines*, it must notify the Union in writing of its decision at least thirty (30) working days prior to any substantial modification or withdrawal. This notice must specify the reasons justifying its decision;
4. For the purposes of this agreement, a substantial modification means a significant change, notably to eligibility criteria or the rules surrounding the approval and termination process of a hybrid work agreement or which have direct repercussions on employees;
5. Following the notification in paragraph 3, the parties must meet no later than seven (7) working days to discuss the substantial modifications or the withdrawal of the *Flexible Hybrid Work Guidelines*;
6. It is understood that this commitment to consultation undertaken by the University shall not be construed as a waiver of its unilateral right to determine the terms and conditions of remote work;
7. The University retains full management rights regarding the right of employees to perform their work remotely and/or in hybrid mode;
8. When an employee is released for union work, they work at a location determined by the Union;
9. If an employee is released for union work on a day when they would normally work remotely, they may move their remote work day with the agreement of their immediate supervisor;
10. In the case where an employee benefits from a remote work agreement, Article 34.01 does not apply;
11. The Parties acknowledge the right to disconnect, notably by respecting the normal working hours of employees unless overtime has been previously authorized or the position requires sporadic presence outside of the established schedule. It is understood that the employee is not required to use their personal cell phone for work purposes;
12. The present Letter of Agreement is in force as of the signature of the Collective Agreement and expires on May 31, 2026.

In witness hereof, the parties have signed in the City of Montreal on the 6th day of March 2025.

For Concordia University

For the Syndicat des employé-e-s de soutien de l'Université Concordia (CSN)
Concordia University Support Staff Union (CSN)



Mr. Brad Skog
Principal Director, Annual Giving,
University Advancement



Ms. Donna Fasciano
President



Ms. Zineb Bencheikh
Director of Administration, Gina Cody
School of Engineering and Computer
Science



Mr. David Babcock
Negotiation Committee Member



Ms. Andrée-Anne Bouchard
Manager, Employee and Labour Relations,
Human Resources



Ms. Jennifer Muir
Negotiation Committee Member



Ms. Catherine Bitton
Advisor, Employee and Labour Relations,
Human Resources



Ms. Jennifer Grey
Negotiation Committee Member

LETTER OF AGREEMENT #8

LETTER OF AGREEMENT

On the Reconsideration of the Union Affiliation of a Position

BETWEEN

Concordia University
Hereinafter "The University"

AND

Syndicat des employé-e-s de soutien de l'Université Concordia (CSN) Concordia University Support Staff Union
(CSN)
Hereinafter "The Union"

Collectively the "Parties"

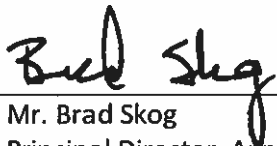
The Parties agree to the following:

1. The Union shall be notified of any transfer or movement of a bargaining unit position to another bargaining unit or Association.
2. The University notifies the Union in writing of the rationale behind the anticipated change of union affiliation.
3. Within fifteen (15) working days of receiving the notification in paragraph 2 above, the Union can request a meeting to discuss the elements justifying the movement of a bargaining unit position to another bargaining unit or Association.
4. Pursuant to this meeting and within a reasonable delay, the University notifies the Union in writing of its decision and the reasons supporting the change in affiliation.
5. Nothing in this present Agreement shall be interpreted as limiting the right of the Union to contest the University's decision in regards to the affiliation of a position or an employee in the bargaining unit through a motion under section 39 of the *Labour Code*.

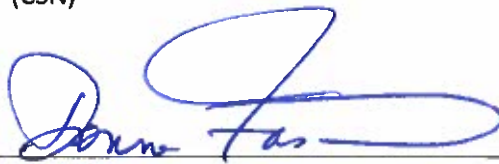
In witness hereof, the parties have signed in the City of Montreal on the 6th day of March 2025.

For Concordia University

For the Syndicat des employé-e-s de soutien de l'Université Concordia (CSN) Concordia University Support Staff Union (CSN)



Mr. Brad Skog
Principal Director, Annual Giving,
University Advancement



Ms. Donna Fasciano
President



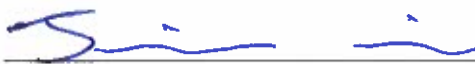
Ms. Zineb Bencheikh
Director of Administration, Gina Cody
School of Engineering and Computer
Science



Mr. David Babcock
Negotiation Committee Member



Ms. Andrée-Anne Bouchard
Manager, Employee and Labour Relations,
Human Resources



Ms. Jennifer Muir
Negotiation Committee Member



Ms. Catherine Bitton
Advisor, Employee and Labour Relations,
Human Resources



Ms. Jennifer Srey
Negotiation Committee Member

LETTER OF AGREEMENT

BETWEEN

Concordia University
Hereinafter "The University"

AND

Syndicat des employé-e-s de soutien de l'Université Concordia (CSN) Concordia University Support Staff Union
(CSN)
Hereinafter "The Union"

Collectively the "Parties"

WHEREAS discussions were held during the current round of bargaining in regards to casual clerical assignments;

WHEREAS the intention of the Parties to discuss and find amicable solutions to the following grievances:

- 2024-16
- 2024-1
- 2024-2
- 2024-3
- 2024-4
- 2024-5
- 2024-6
- 2024-7
- 2023-09
- 2023-11
- 2023-13
- 2023-14
- 2022-44
- 2022-45
- 2022-46
- 2022-47
- 2022-48
- 2021-3
- 2021-4
- 2020-7
- 2020-9
- 2020-10
- 2020-11

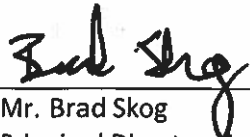
- 2020-12
- 2020-15
- 2020-16
- 2020-17
- 2020-28
- 2020-29
- 2020-30
- 2020-31
- 2019-21
- 2019-28
- 2019-29

The Parties agree, without prejudice or precedent, to the following:

1. From the signing of this letter of agreement, the Parties shall meet every four (4) to six (6) weeks, and according to an established schedule, to discuss and attempt to settle the grievances referred to above;
2. If, as at October 1st 2025, the Parties are not successful in resolving one (1) or more of the grievances mentioned above, the Union will inform the University of the outcome of said grievances;
3. Failing an agreement on one or more grievances as at October 1st 2025, the Parties can jointly request pre arbitration mediation (*Médiation préarbitrale*) with the Ministry of Labour. The Parties will agree beforehand which grievance or grievances will form part of the request;
4. The request for pre arbitration mediation does not prevent the Union from proceeding to arbitration as per Article 10 of the Collective Agreement;
5. Notwithstanding this Agreement, the Parties maintain their right to raise any arguments, either in fact or in law, including prescription, in the event of a hearing of any of the grievances referred to above.

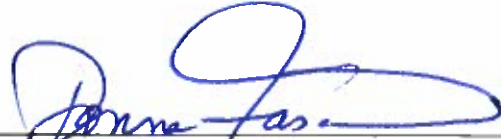
In witness hereof, the parties have signed in the City of Montreal on the 6th day of March 2025.

For Concordia University



Mr. Brad Skog
Principal Director, Annual Giving,
University Advancement

For the Syndicat des employé-e-s de soutien de l'Université Concordia (CSN)
Concordia University Support Staff Union (CSN)



Ms. Donna Fasciano
President



Ms. Eneb Bencheikh
Director of Administration, Gina Cody
School of Engineering and Computer
Science



Mr. David Babcock
Negotiation Committee Member



Ms. Andrée-Anne Bouchard
Manager, Employee and Labour Relations,
Human Resources



Ms. Jennifer Muir
Negotiation Committee Member



Ms. Catherine Bitton
Advisor, Employee and Labour Relations,
Human Resources



Ms. Jennifer Grey
Negotiation Committee Member

LETTER OF AGREEMENT #10

Between: Concordia University (hereinafter the "University")

And: Syndicat des employé-e-s de soutien de l'Université Concordia (CSN) Concordia University Support Staff Union (CSN) (hereinafter the "Union")

Together: "the Parties"

Subject: Bank of hours of leave for Project UNITY & MyLabourRelations

Considering the discussions between the Parties during the renewal of the 2021-2023 Collective Agreement;

Whereas the University implemented its integrated information system for Human Resources (HR), Financial, and Procurement services (UNITY) on November 21, 2021;

Whereas the Human Resources Department is in the process of implementing the My Labour Relations solution, comprising various modules for grievances or complaints, liberation requests, seniority details and other related items;

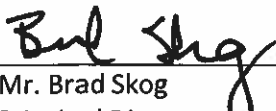
The parties agree to the following:

1. The preamble forms an integral part of this Letter of Agreement;
2. As of September 1, 2024, the University will provide an additional annual bank of leave of two hundred and ten (210) hours, without possibility of carry-over, to account for liberation time needed as a result of 'Project UNITY' and 'My Labour Relations' related questions;
3. The present Letter of Agreement is in force as of the signature of the Collective Agreement and expires on May 31, 2026.


In witness hereof, the parties have signed in the City of Montreal on the 6th day of March 2025.

For Concordia University


For the Syndicat des employé-e-s de soutien de l'Université Concordia (CSN)
Concordia University Support Staff Union (CSN)



Mr. Brad Skog
Principal Director, Annual Giving,
University Advancement

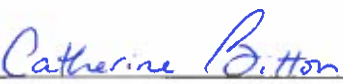

Ms. Donna Fasciano
President


Ms. Zineb Bencheikh
Director of Administration, Gina Cody
School of Engineering and Computer
Science


Mr. David Babcock
Negotiation Committee Member


Ms. Andrée-Anne Bouchard
Manager, Employee and Labour Relations,
Human Resources


Ms. Jennifer Muir
Negotiation Committee Member


Ms. Catherine Bitton
Advisor, Employee and Labour Relations,
Human Resources


Ms. Jennifer Srey
Negotiation Committee Member