



MRFA Policies and Procedures Manual
22 May 2012

Section 1: Staffing (11 September 2006; amended 20 April 2011)

1.1 The President of the Association shall:

1. Be the sole line manager of Association staff.
2. Make all appointments of staff, in consultation with the Executive Board.
3. Be responsible for conducting annual performance reviews and such other performance reviews as required by the Executive Board.
4. Conduct such reviews on the basis of position descriptions approved by the Executive Board in consultation with staff working in those positions, and on the basis of clear performance expectations established by the Executive Board and communicated in a timely manner to staff.
5. Conduct such reviews in a formative spirit, using best practices recommended by Association counsel, Human Resources professionals, the Executive Board and other resources as appropriate.
6. Report confidentially to the Executive Board on the results of performance reviews.
7. Carry out any resolutions of the Executive Board on staffing matters.
8. Report to the Executive Board any relevant information conveyed by Association staff on contractual, employment or workplace environment matters.
9. Ensure that the work of Association staff is directed only by the President or, where delegated by the President, the Vice-President, Negotiations on negotiations matters, the Treasurer on financial matters, or the Communications Officer on communications matters.
10. Preserve the confidentiality of personal information or personnel matters brought forward by staff.
11. Protect staff from any reprisals or recriminations arising out of reports of misconduct or misappropriation by staff or faculty.

1.2 The Executive Board of the Association shall:

1. Ensure appropriate representation for Association staff at least on a par with the representation that the MRFA provides for its own members, either through a labour organization duly designated to represent staff, or through another independent mechanism.
2. Establish position descriptions and performance expectations and communicate these to staff in a timely manner.
3. Determine position classifications and pay grids for Association staff based on the Mount Royal Support Staff Association Collective Agreement.
4. Ensure that the ethics and non-discrimination protections offered to faculty by the MRFA Bylaws, the Collective Agreement, University and Association policies, and legislation, are applied to MRFA staff.
5. Ensure that employee benefits accruing to full-time faculty under the Collective Agreement or University or Association policies are available to Association staff.

6. Approve the initial grid step placement of newly hired staff.
7. Advise the President of concerns related to staff performance.
8. Receive reports from the President on staff performance and on contractual, employment and workplace environment matters and make recommendations to address these.
9. Advise the President on how best to acknowledge and reward exceptional performance, and on formative remediation strategies where staff performance is below expectations.
10. Preserve the confidentiality of personal information or personnel matters brought forward by staff.
11. Protect staff from any reprisals or recriminations arising out of reports of misconduct or misappropriation by staff or faculty.

1.3 The Staff of the Association shall:

1. Advise the President when difficulties arise with performance expectations, timelines for activities, contractual or workplace environment issues.
2. Notify the President of anticipated or unexpected absences from work.
3. Refer to the President any instance of inappropriate conduct by staff or by faculty toward staff; any serious instance of confusion or conflict over responsibilities; and any instance where someone other than the President or appropriate delegate attempts to direct the work of staff.
4. Report to the President and Executive Board, without fear of reprisal or recrimination, any misconduct or misappropriation of Association funds or assets.
5. Abide by relevant policies, bylaws, and other facilities requirements including the lease agreement.
6. Maintain regular working hours during the business hours of the Association, normally between 8:30 and 4:30, although these hours may be varied by agreement of the President. Notwithstanding these regular working hours, staff offices may be closed to members and others when time and concentration require it.
7. Protect the confidentiality of such information as may arise in the course of Association business, including protecting the confidentiality and identity of faculty meeting with the President, Executive Board or Ethics committee.

1.4 The Staff of the Association shall be compensated as follows:

Pay Grid

1. Staff positions shall be assigned a pay grid in the Mount Royal Support Staff Association classification system. The Executive Board may seek the advice of the classification committee in Human Resources, but must make the final determination itself because there are no comparable support staff positions in the university. The pay grids currently assigned are:
 - a. Executive Assistant: pay grid 24
 - b. Faculty Centre Coordinator: unassigned as yet
2. Prior experience may be considered in an employee's initial grid step placement. The maximum initial placement shall be Step 4.
3. Staff shall receive general increases negotiated by the MRSSA, normally on July 1.

Grid and Long Service Increments

1. The anniversary date for grid and long service increments shall be either July 1 or January 1, whichever is closest to the date of commencement of employment.
2. An employee's salary shall be increased annually by one increment until Step 7 is reached.
3. The long service increment LSI 1 shall be paid after eight years of service to the Association.

4. The long service increment LSI 2 shall be paid after ten years of service to the Association.
5. Staff shall be paid an in lieu of pension contributions amount calculated using the LAPP Employer Contribution Rates. This amount shall consist of a percentage of salary up to the YMPE (Year's Maximum Pensionable Earnings level determined by the Canada Pension Plan) and a different percentage of salary over the YMPE. The amount shall be paid semi-monthly and shall be recalculated whenever the figures used by LAPP are changed.
6. The in lieu of pension amount shall be reported to Payroll as salary so that it is included in the LTD eligible amount.

Benefits

1. Employees shall receive reimbursement of costs for:
 - a. an annual individual membership at Mount Royal Recreation;
 - b. an annual Mount Royal University parking pass; and
 - c. training, upgrading or professional development identified as appropriate or necessary by mutual agreement of the employee and the Association.
2. Employees may participate in the following university employee benefits programs under the same payment terms as specified for full-time faculty in the Collective Agreement between the MRFA and the Board of Governors:
 - a. life insurance, including accidental death and dismemberment;
 - b. long term disability insurance;
 - c. dental care; and
 - d. extended health care, including an \$835 Health Spending Account annually.
3. Employees shall be entitled to supplemental unemployment benefits during temporary work stoppages related to extraordinary closure of the Faculty Centre as described in the Supplemental Unemployment Benefit Program addendum.
4. Employees shall be entitled to the following leaves:
 - a. Vacation Leave: Paid annual vacation leave from 15 June to 14 August, or a total of 45 days annually if taken at another time by mutual consent of the employee and the Association. At termination, the employee's vacation leave entitlement shall be pro-rated and any accrued vacation entitlement shall be paid to the employee, or the employee shall refund the Association for any vacation leave taken in excess of the entitlement.
 - b. Other Leaves: Parental leave, maternity leave, adoption leave, childbirth leave, illness leave, and compassionate leave with pay in accordance with the provisions of the Collective Agreement between the MRFA and the Board of Governors.
 - c. Paid Holidays: Paid holidays normally granted to employees of Mount Royal University in accordance with the Collective Agreement between the MRFA and the Board of Governors.
 - d. Family Emergency Leave: Up to ten (10) working days annually, with permission of the President of the Association, for unforeseen emergencies related to caring for family members.
5. Travel and Subsistence Expenses: The employee is eligible for reimbursement for travel and subsistence expenses required during travel authorized by the Association. The rate and manner shall be as prescribed by the Mount Royal University Relocation Expense Policy.

Leaving bonus

1. A bonus to augment the regular in lieu of pension amount shall be paid at the rate of \$650 per year of service to any employee who has worked full-time for the Association for at least two years.

Section 2: Representation by the Executive Board or Officers (14 April 2008)

1. The Executive Board is bound by a duty of fair representation to all members.
2. In circumstances where more than one member or group is party to a matter requiring representation, the Executive Board shall make all reasonable efforts to represent each individual or group effectively and in confidence.
3. Any Regular Member of the Association has the right to meet with an officer of the Association or to attend a meeting of the Executive Board and bring forward an item for discussion or requested action. Both the attending member and the Executive Board remain bound by confidentiality requirements as defined in the Committee Accountability and the Ethics bylaws of the MRFA. In particular:
 - The Executive Board may not itself communicate information about confidential member or personnel issues to a member attending;
 - Members are prohibited under the Ethics bylaws from disclosing confidences except as required by law or by the consent of the Association. An officer of the Association may give such consent as required to exercise the duty of representation and advise members on their rights, responsibilities and appropriate courses of action;
 - An officer or the Executive Board may elect not to hear a confidence and instead refer the matter to another individual or body properly constituted to deal with the substance of the issue;
 - Officers receiving such confidences whether from a member or through the Executive Board are bound by absolute confidentiality, except that information may be disclosed to the Executive Board or its members if appropriate or necessary in its collective capacity to represent the membership effectively;
 - Policy and process questions which do not directly breach personal confidences may be considered by the Executive Board in an advisory capacity, or may be referred to other appropriate committees or officers of the Association or the University.
4. Based on legal advice, the capacity of the Executive Board to decide an issue with fairness and under due process is not compromised by its having heard confidential details previously, and it is up to individual members of the Executive Board to determine whether they can make an objective decision in the circumstances.

Section 3: Political Activity by the MRFA (14 April 2008)

1. The MRFA is a non-partisan organization. Except by resolution of the Membership, it may not endorse a particular candidate or party.
2. The right of individual members of the Association to express political views or offer endorsements is in no way restricted by the Association, and in fact the Association has a duty to defend the free speech and academic freedoms of the members.
3. The MRFA, through the President, may always express non-partisan political views on matters touching on post-secondary education.
4. The Association may also, at the direction of the membership, express non-partisan political views on education, community development, social justice and other related

issues in light of the role of education in enhancing a community of citizens and improving society as a whole.

Section 4: Bereavement Policies (14 April 2008; amended 3 November 2008)

1. On the death of a faculty member or immediate family member, the MRFA may send condolences and provide a floral tribute or other memorial tribute of equivalent value in an amount not to exceed \$150.00, with this amount to be reviewed from time to time by the Treasurer.
2. On the death of a faculty member or partner, the MRFA will make a memorial scholarship contribution of one of the following forms:
 - a. In the event there are one or more minor children of the faculty member or partner, a donation of \$1500 will be made to an existing or new RESP;
 - b. In the event there are children of post-secondary age of the faculty member or partner, a donation of \$1500 will be made to a bursary;
 - c. Otherwise, a donation of \$1500 will be made to the Mount Royal Foundation to endow a Mount Royal Faculty Association Memorial Bursary to be allocated based on financial need;
 - d. The maximum donation per family shall be \$1500, divided among these categories as appropriate.

Section 5: Retiree Policy (14 April 2008)

1. As a token of the MRFA's recognition of valued service, on the retirement of a Regular Member the Association shall provide a gift to be identified by that member. The value of such gift shall not exceed \$100.00, with this amount to be reviewed from time to time by the Treasurer.

Section 6: Charitable Activity by the MRFA (14 April 2008)

1. The MRFA does not collectively endorse any particular charitable group or activity.
2. The MRFA will not normally contribute to any particular charitable group or activity.
3. However, when the MRFA provides a memorial tribute, a retirement gift or other gift in recognition of the contributions of a Member, these may be designated to a registered charity by the recipient or family.

Section 7: MRFA Compassionate Emergency Fund (18 December 2008; amended 22 May 2012)

In 2005 by resolution of the membership, the MRFA created an emergency support fund to support members facing an extraordinary financial crisis. This policy formalizes the operation of the fund.

1. The fund shall not normally apply to cases where the regular remuneration or benefits are inadequate for a member's emergency expenses. Rather, the fund is to be used when there is an unexpected change in remuneration or when an extraordinary financial crisis arises. Without limiting the discretion to determine individual cases,

applications to the fund may be based on bereavement; sudden or serious injury or illness of a member or immediate family member leading to extraordinary costs or a disruption in income; a sudden or unanticipated change of residence; sudden or unanticipated change in employment status.

2. Expenditures are permitted up to \$2000.00 per member per fiscal year, to a total maximum expenditure from the fund of \$20,000 per year. Expenditures from the fund beyond these maximums in a given year must be approved by the MRFA membership. Expenditures beyond \$2000.00 per member per fiscal year must be supported by evidence of an unexpected change in remuneration or an extraordinary financial crisis.
3. Emergency allocations shall be made, subject to the limits above, on a recommendation of any member of the Executive Board attesting to an unexpected change in remuneration or an extraordinary financial crisis, by collective decision of the President and any two Signing Officers of the Association. Participants in the decision will maintain the confidentiality of the member requesting support.
4. MRFA Regular Members and those former members on whose behalf the Executive Board elects to continue to act will be eligible for consideration for this fund. A Regular Member on leave without pay would be eligible for consideration.
5. This fund is not a replacement for the normal assistance provided from government or other agencies. The Association may refer individuals to the appropriate agencies for assistance.
6. Expenditures from this fund are not considered loans. However, should a recipient wish to make a future donation to this fund, this will be accepted.
7. The President shall make an annual report to the Executive Board each May on expenditures made from this fund.

Section 8: Guest Access to the Faculty Centre (23 April 2009)

1. Maintaining a membership and guest policy is a requirement of the Faculty Centre Liquor Licence under the Alberta Gaming and Liquor Act.
2. Members are responsible for the conduct of their guests. Members shall normally be present with their guests in the Faculty Centre.
3. Members are asked to be sensitive to the fact that the Faculty Centre is primarily a meeting and social space for credit faculty, some of whom may be uncomfortable sharing that space with current Mount Royal students, particularly during Attitude Adjustment and other social functions. As per the Bylaws, student guests require the approval of any member of the Executive Board or of the Executive Board for larger groups.

Section 9: Faculty Centre Rentals (8 February 2010)

1. Centre Rental
 - a. Aims
 - i. The Faculty Centre is a Mount Royal University facility leased to the MRFA primarily for exclusive use by the Association and its members. The Centre is the Association's venue for social and professional interaction. Use of the Centre by others is a limited privilege and must be authorized by the Association. Faculty Centre bookings are made through the Faculty

Centre Coordinator in accordance with the current guidelines and fee schedule established by the Association.

b. Principles

- i. Operating procedures and user guidelines may be suspended by the Executive Board to accommodate extenuating circumstances or special occasions.
- ii. The goal of the Faculty Centre will be to operate primarily on a cost recovery basis and to generate enough profit to cover expenses related to insurance, food, beverages, maintenance, renovations, furnishings, etc.
- iii. In all cases, the Centre's operation must conform to the intent of the lease agreement between the MRFA and the MRU Board of Governors.

c. Booking Access and Priority

- i. Bookings for the Faculty Centre shall be on a first come, first-served basis, with the proviso that Regular Members have priority use of the facility and especially the common area during regular hours: 7:30 a.m. to 4:00 p.m. Monday - Thursday and 7 a.m.- 7 p.m. Fridays, 15 August to 14 June. The Faculty Centre is closed and unavailable for any bookings during the faculty vacation period.
- ii. All Regular Members of the Association in good standing are entitled to book the Centre and/or its meeting rooms at no cost for meetings or other events that are related to the University, or for private events (within or outside regular hours) not requiring food or bar service or other MRFA staff support.
- iii. The Faculty Centre may be reserved by Associate Members, Honorary Members, Social Members and Members Emeriti at no cost for meetings or other events that are related to the University and occur during regular business hours.
- iv. Any Association member, or individual from the Mount Royal community at the discretion of the Faculty Centre Coordinator, may book the Faculty Centre for meetings or events outside regular hours, including any event requiring food or drink service or MRFA staff support, at the rental rates and service costs outlined in this policy.
- v. Students and student groups may not book or use the Centre.
- vi. Any booking requiring MRFA staff support is accepted at the discretion of the Faculty Centre Coordinator and the President considering the need to maintain the regular functions of the Faculty Centre and the MRFA.
- vii. During any booking, either a Member or MRFA staff must be present and responsible for the use of the Faculty Centre.

2. Faculty Centre Rates (Per Event)

- a. For bookings/rentals over \$50.00, a \$75.00 non refundable deposit will be collected in advance.
- b. The rental fee includes use of the sound system, meeting rooms, fireplace, and non-exclusive use of the patio. Clients and their guests are expected to
 - i. Protect the security of the Faculty Centre including following any directions related to Campus Security
 - ii. Respect the staff of the Association, their time, and their other (primary) commitments

- iii. Respect the property of the Association and the University, including returning the Faculty Centre to its condition prior to use.

3. Food and Bar Service

a. Liquor:

- i. An MRFA employee with Alberta Service Intervention Certification must be present if liquor is being served.
- ii. Based on legislation there must be food served if liquor is being served; therefore, there will be a nominal \$25.00 fee for incidental snacks (e.g. chips, popcorn, etc.) that are provided with the liquor service if no other food is served under catering costs.
- iii. All liquor served must be purchased by the Faculty Centre Coordinator. The coordinator will need 48 hours' notice, and the liquor must be paid for in cash. Any liquor that is left over remains in the Centre: it may be locked up for future use.

b. Food:

- i. For food prices contact the faculty centre coordinator.

c. General use

i. Liability

- 1. The person(s) hosting the event are liable for any damages incurred.

ii. Services provided

- 1. Buffet catering, liquor service and light clean-up. Table service and bussing are not provided.
- 2. Catering and/or Liquor service:
 - a. \$40.00 per hour (including prep time) for MRFA staff time.
 - b. Food is charged at cost. Beverages are charged according to the posted prices in the Faculty Centre.
 - c. See MRFA room booking form for any additional regulations on Faculty Centre use.
 - d. For MRFA functions, food and beverage provision will be determined by the Executive or appropriate MRFA committee in consultation with the Faculty Centre Coordinator.

4. Rental and Service Fees

	Regular Hours	After Hours and/or No Service	Staff Service**	Snacks***
Regular Member	No cost	No cost	\$40.00 per hour	\$25.00
Other Member	No cost	\$50.00	\$40.00 per hour	\$25.00
Community booking	Not Available	\$195.00*	\$40.00 per hour	\$25.00

*an MRFA member or MRFA employee must be present. An MRFA employee will be paid at the rate in column four.

**the client will pay this rate also for any additional staff required.

***See item 3.a.2

Section 10: Communications Policy (December 3, 2010; amended 22 May 2012)

a) Aims

- i) The aim of MRFA communications with members is to facilitate the exchange of appropriate information related to the activities and responsibilities of the Association.
 - (1) The primary communications channels are:
 - (a) The MRFA website and other online media such as Facebook,
 - (b) Weekly and monthly MRFA newsletters,
 - (c) Email as necessary to communicate time-sensitive or important information,
 - (d) and Department Communicators.
- ii) The aim of MRFA communications with the administration of the University is to express and defend the views and values of the Association in a clear, firm, principled and respectful way.
- iii) The aim of MRFA communications with other Associations or professional bodies is to represent the views and values of the Association, to engage in mutual growth and education, and to ask and offer mutual support as necessary.
- iv) The aim of MRFA communications with the media is to express with clarity the views and values of the Association on matters which affect the interests and rights of the Association (as both a labour and professional organization of faculty), or the interests of the University and post-secondary education more broadly.

b) Authority

- i) The Membership by resolution may direct the Executive Board or its Officers to convey particular messages.
- ii) The Executive Board may direct the President or other Officer to convey particular messages.
- iii) The President is authorized to speak on behalf of the Association in any relevant context, and to represent an Association position or view, subject to direction from the Executive Board or membership.
- iv) The Executive Board may authorize Officers or other individuals to speak on behalf of the Association, and to represent an Association position or view.
- v) On difficult or controversial issues that may be divisive among the membership, Association positions or views must be determined and communicated advisedly, with significant consultation with members.
- vi) Chairs of Association committees or their designees may speak on behalf of their committees and represent their committee's views.

c) Distribution

- i) E-mail
 - (1) Purpose: communicating time-sensitive or important information as determined by the President and Communications Officer of the Association.
 - (2) Faculty distribution lists and contact information are gathered and prepared by the Association solely for the purpose of facilitating the Association's communication with members. As a FOIP consideration, such information must be gathered with regard to the privacy of members, and distribution lists are reserved for the exclusive use of the Association for authorized communications with members. The Association does not provide direct access to its distribution lists.

- (3) The Association shall distribute announcements of events sponsored by its standing committees to the membership when requested. There shall normally be a maximum of one announcement and one reminder per event.
 - (4) Members may request that particular messages be conveyed by the Association. The President and Communications Officer are empowered to determine whether such requests should be honoured, considering the relevance to the membership or the Association's activities, and which communication channel shall be used to disseminate the information.
 - (5) Where an affiliated organization (such as ACIFA) requires contact information for the provision of services to MRFA members, such organizations may be granted access to the information at the President's discretion.
- ii) Website and other online media
- (1) The purpose of the website is to communicate and archive all information pertaining to the Association that would be of interest to the membership. This includes, but is not limited to, Association bylaws, policies and forms, committee business and events, meeting minutes, reports and contact information. Moreover, the website and other online media are means to communicate targeted information or general interest information, such as event and University announcements, Professional Development opportunities, and/or external information relevant to Association members.
 - (2) Members may request that particular messages be put on the website or other online media. The President and Communications Officer are empowered to determine whether such requests should be honoured.
- iii) Newsletters
- (1) Newsletters are emailed to Association Members.
 - (a) Monthly Report: details the business of the Association in the previous month.
 - (b) Weekly Bulletin: lists upcoming events that are of general interest to Association members.
- iv) Department Communicators
- (1) On a voluntary basis, a member of each academic unit will convey information from the Association to their colleagues and report back to the Association with input from their colleagues.
 - (2) In accordance with the Bylaws, the Communications Committee shall request annually that each academic unit appoint a department communicator and may seek volunteers where necessary.
 - (3) The President and Communications Officer are empowered to determine which messages will be communicated via this medium.
- d) Entitlement to Communications
- i) Social and Honorary Members and other appropriate individuals or associations are entitled to receive Association information related to social activities.
 - ii) Regular Members, Associate Members and Members Emeriti are entitled to receive Association information related to social and professional development activities and services of the Association.
 - iii) Regular Members are further entitled to receive Association information related to any statutory role of the Association, including bargaining, financial statements, and other business to be considered by the Association.

e) Position Papers

- i) The Executive Board may from time to time develop Position or White Papers or other correspondence related to the Association's activities. The Executive Board may advance and publish these as Association positions for the MRFA, the University or external audiences as appropriate, with due consideration for consultation with Regular Members.

Appendix 1
The MRFA and the
Post-Secondary Learning Act

Academic staff associations

85(1) The Lieutenant Governor in Council shall by order establish an academic staff association for each public post-secondary institution other than the Banff Centre.

(2) Each academic staff association is a corporation with the name given to it by the Lieutenant Governor in Council and consists of the academic staff members of the public post-secondary institution.

(3) Each academic staff association shall have the exclusive authority, on behalf of the academic staff members, to negotiate and enter into an agreement with the board of the public post-secondary institution.

Academic staff association executive

86(1) The business and affairs of an academic staff association shall be managed by an executive, the members of which shall be elected by the academic staff members.

(2) The academic staff association shall, with the approval of the academic staff members, make bylaws governing its affairs, and those bylaws shall contain provisions governing at least the following matters:

- (a) the election of members of the executive of the academic staff association;
- (b) the number of persons and the officers of which the executive is to consist, and their duties, powers and remuneration;
- (c) the calling of general and special meetings of the academic staff association and of the executive;
- (d) the conduct of business at the meetings referred to in clause (c), including the number constituting a quorum at a meeting and the method of voting;
- (e) the charging of membership fees and the amount of those fees;
- (f) the acquisition, management and disposition of property of the academic staff association;
- (g) the audit of accounts;
- (h) the manner of making, altering and rescinding bylaws;
- (i) the preparation and custody of
 - (i) minutes of meetings of the academic staff association and of the executive, and
 - (ii) books and records of the academic staff association;
- (j) the time and place at which the minutes, books and records of the academic staff association may be inspected by members.



Faculty Centre Operations Manual
Staffing Policies and Procedures
Addendum: Supplemental Unemployment Benefit (SUB) Program
26 May 2010

Background

Whereas the standard Contract of Employment between the Mount Royal Faculty Association (the Association) and its staff (the Employees) provides for the Association as the employer to offer specific named benefits to the Employees including recreation, parking and training allowances, and provision of or contributions to a group life plan, long-term disability plan, dental plan, extended health plan, and Alberta Health Insurance Plan;

And whereas the Executive Board of the Mount Royal Faculty Association is duly authorized under the Association's bylaws to act for the overall governance, direction, business and all affairs of the Association;

And whereas the Executive Board has agreed by resolution to extend employee benefits to include access through the federal Employment Insurance program to the Supplemental Unemployment Benefit (SUB) Program during temporary stoppage of work related to extraordinary closure of its place of business, the Mount Royal Faculty Centre (the Centre);

The Executive Board of the Association hereby extends its employee benefits program in policy to include access to the SUB Program during temporary work stoppages related to extraordinary closure of the Centre.

Supplemental Unemployment Benefit Plan

1. Employees Covered: All full-time staff of the Association who sign the standard contract of employment, including but not limited to the Executive Assistant and Faculty Centre Coordinator, shall be covered by the SUB Plan.
2. Types of Unemployment: The plan is limited to temporary work stoppages related to extraordinary closure of the Centre, defined as a closure not associated with the regular cycle of the academic year and vacations at Mount Royal College, necessitated by termination or change in the Centre lease, internal renovations, relocation or construction of new facilities, temporary suspension of Centre services, or financial exigency.
3. Employment Insurance: On notification of temporary stoppage of work, the employee must apply for, be in receipt of, and show evidence to the Association of Employment Insurance benefits to qualify for supplemental payments from the Association.

4. Waiting Period: The Association agrees to provide SUB payments equal to 95% of the Employee's normal weekly earnings while the Employee is serving the two-week EI waiting period.
5. SUB Payments: The Association agrees to provide payments supplemental to EI benefits to protect the level of income at 95% of the Employee's normal weekly earnings during temporary stoppages of work. The Employee will provide evidence of the level of regular EI payments and the Association will then calculate the supplemental payment and issue it during the next regular pay period.
6. Benefit Duration: Supplemental payments under the SUB plan will be made for a maximum of 12 weeks.
7. Plan Duration: The Association's SUB plan shall be in force from 15 June 2010 until 14 June 2015.
8. Financing: Payments shall be made from the general revenues of the Association through the normal payroll process. The Association shall keep a separate record of all SUB payments made to Employees.
9. Other Remuneration: Neither the Association's nor the Employee's participation in the SUB plan shall reduce nor increase entitlement to regular remuneration, leave or vacation entitlements, severance or deferred payments, or any other benefit entitlement provided by the Association. The Association shall continue to make employer contributions to Employee benefits or make equivalent payment related to the employee's own purchase of bridging benefits during temporary stoppage of work.
10. Notice of Change: Written notice of any change to the plan shall be given to Human Resources Development Canada within 30 days after the effective date of the change.

Dr Gerry Cross
President, Mount Royal Faculty Association

Date