

MRFA Policies and Procedures Manual

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I. MRFA Member Benefits

Section 1: Grants (25 April 2014; last amended 24 February 2017)

The MRFA Grants Committee, with the support of the Executive Assistant, is responsible for processing the following funds in accordance with the guidelines and forms approved by the Executive Board and in accordance with the Collective Agreement. The Grants Committee shall report to Academic Affairs annually as required by the Collective Agreement.

Tuition Refunds

In accordance with article 18.2 of the Collective Agreement, the MRFA shall annually allocate \$64,000 in tuition refunds to full time and contract faculty enrolled in credit courses at other institutions. All applicants shall receive funding proportionate to the amount available and the amount of funding requested by all applicants in accordance with the Collective Agreement.

Applications shall be submitted to the Executive Assistant by the deadline specified on the application form (mrfa.net/forms). The Executive Assistant shall ensure completeness and accuracy of all applications, generate a draft allocation chart, and facilitate the work of the Grants Committee in reviewing and approving the Tuition Refunds. Should the funds not cover 100% of eligible requests, the Grants Committee may apply a cap on requests which shall usually be the median times two. A report detailing the allocation of funds shall be submitted annually to Academic Affairs.

Scholarships for Dependents

In accordance with article 16.7 of the Collective Agreement, the MRFA shall annually allocate \$60,000 in scholarships to dependents of tenured, tenurable, continuing, and fixed-term faculty members. All eligible applicants who meet the scholarship criteria shall receive funding proportionate to the amount available and the amount of funding requested by all applicants.

Applications shall be submitted to the Executive Assistant by the deadline specified on the application form (mrfa.net/forms). The Executive Assistant shall ensure completeness and accuracy of all applications, obtain final grades from the Registrar's office, generate a draft allocation chart, and facilitate the work of the Grants Committee in reviewing and approving the allocations.

Student Scholarships

The MRFA shall annually donate \$6,000 to provide six \$1,000 student scholarships. The scholarships shall be awarded annually, as decided by the Grants Committee on the basis of extracurricular activities demonstrating a commitment to campus life, and on the basis of academic achievement.

Contract Service Honorarium

In accordance with article 14.15 of the Collective Agreement, the MRFA shall annually allocate \$20,000 in honoraria to contract faculty for eligible activities. The amount of

each individual honorarium shall be proportionate to the total number of honoraria applied for and the amount of funds available.

Applications shall be received, compiled and reviewed by the Executive Assistant who shall provide a detailed report with recommended allocations to the Grants Committee for review. Should any questions arise, the member or their Chair may be contacted for further information.

Section 2: Gift Policy (14 April 2008; last amended 6 November 2015)

1. In the event the Association becomes aware of a member experiencing severe illness or injury, at the discretion of the President, an appropriate action may be undertaken.
2. 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 gifts shall not exceed \$100.00. The Executive Board is authorized, at its discretion, to award the retirement gift to a member declared redundant.
3. As a token of the MRFA's recognition of valued services, assistance and cooperation, every December the Association will purchase gifts for various departments and staff members as deemed appropriate by the Faculty Centre Coordinator. The value of such gifts shall normally be less than \$50.00 and shall not exceed \$100.00.
4. As a token of the MRFA's recognition of valued services, the Association shall provide a retirement gift to its staff in the amount of \$125.00 per five year period of service up to a maximum gift of \$500.00.

Section 3: MRFA Compassionate Fund (18 December 2008; last amended 2 August 2014)

Emergency Funds

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 adequate 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. Normally, expenditures are permitted up to \$2000.00 per member per fiscal year, to a total maximum expenditure from the fund of \$10,000 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.

Child Care Assistance Funds

In 2014 by resolution of the membership, the Compassionate Fund was extended to provide 60 day interest free loans to members to allow them to accept a spot in a Child Care Centre.

1. The fund shall apply to all cases where a member requests assistance in paying a substantial amount of money within a restricted time limit to secure a spot for their child in a Child Care Centre.
2. Expenditures from this fund are considered loans. Funds shall be provided to members upon a signed agreement stipulating the terms of repayment. Full repayment of the loan is not to exceed 60 days.

Section 4: Bereavement Policy (14 April 2008; last amended 2 June 2014)

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, the MRFA shall 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, 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, 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 the Mount Royal Faculty Association Memorial Bursary to be allocated based on financial need, or to another scholarship as deemed appropriate;
 - d. The maximum donation per family shall be \$1500, divided among these categories as appropriate.

II. Representation by the MRFA Executive Board

Section 5: Representation by the Executive Board or Officers (14 April 2008 amended 2 June 2014)

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, and in the MRFA Confidentiality policy. 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 6: Confidentiality (2 June 2014)

In the regular discharge of responsibilities, Officers and employees of the Association will have access to information that is confidential and/or proprietary. As such, all Officers and employees shall, at the commencement of their term of office or employment, sign a copy of the confidentiality agreement included in Appendix II. Signed Confidentiality Statements shall be kept on file in the Association offices.

Section 7: Grievance Process (2 June 2014)

The Officers of the Mount Royal Faculty Association have a duty of fair representation. Conduct toward members and the processing of grievances shall be reasonable, equitable, and carried out in good faith. The Association may not arbitrarily ignore a meritorious grievance or process; however, individual members do not have an absolute right to forward grievances past step one.

III. MRFA Operational Policies

Section 8: Political and Advocacy Activity by the MRFA (14 April 2008; last amended 18 September 2015)

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 relating to post-secondary education, labour relations and employment standards.
4. The MRFA may also, by resolution of the Membership and through the President, 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.
5. Regarding the Development, Approval and Execution of Advocacy Initiatives:
 - a) Development, approval and execution of advocacy goals, campaigns and related initiatives shall be in accordance with the Advocacy Officer and Advocacy Committee articles of the MRFA Bylaws. Release of any external communications related to such campaigns and initiatives shall be in accordance with those Bylaws as well as with the MRFA Communications Policy.

Section 9: Charitable Activity by the MRFA (14 April 2008; amended 2 June 2014)

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, the Executive Board is authorized to sponsor University-related events as deemed appropriate, to a maximum donation of \$500 per event, to an annual maximum of \$1000 in total. Sponsorship amounts over these limits require membership approval.
4. 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 10: Communications Policy (December 3, 2010; last amended 24 February 2017)

- 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 and Twitter,
 - (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, government, and other external organizations and individuals, 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. To effectively accomplish this aim, the MRFA shall produce press releases as deemed necessary.
- 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. Requests to convey members' retirement announcements have standing approval.
- (5) Where an affiliated organization (such as CAUT) 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 sent to Association Members.
 - (a) Monthly New to Use: details the business of the Association in the previous month and provides topical information which may be of interest to Association members.
 - (b) Weekly Newsletter: lists upcoming events that are of general interest to Association members.
- iv) Department Communicators
- (1) In accordance with the Bylaws, the Communications Committee shall annually recommend to the Executive Board the appointment of a member, from each department, to serve as Department Communicator. In formulating the recommendations, the Communications Committee shall consider potential appointees based on level of engagement with the MRFA, attendance history at MRFA meetings, past support for and understanding of MRFA initiatives, and any other criteria deemed relevant. The recommendations shall normally be presented to the Executive Board in May of each year, after the annual MRFA Committee elections have taken place.
 - (2) In accordance with the Bylaws, the Communications Committee shall annually provide the Department Communicators with a list of expectations and duties. These expectations and duties shall include those listed in the Bylaws at a minimum. The Communications Committee, in consultation with the President, may include additional duties in accordance with the mandate of the Communications Committee. The list of expectations and duties shall normally be provided between August 15 and 31.
 - (3) The President and Communications Officer are empowered to determine which messages will be communicated via this medium.
- v) Press Releases
- (1) Purpose: communicating time-sensitive or important information to the media and the general public regarding matters pertaining to Post Secondary Education.
 - (2) The initial draft of a press release may be developed by the MRFA Advocacy Committee or the MRFA Executive Board. As the MRFA's external representative and media liaison, the MRFA President shall be involved in drafting all press releases. The President, in consultation with the Communications Officer, and

with the Advocacy Officer where appropriate, is empowered to determine whether and at what time a press release will be distributed.

(3) The MRFA shall maintain a media contact list to be used for the distribution of press releases.

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.
- iv) Only current and retired Regular Members of the Association shall be permitted membership in the MRFA's closed Facebook Group. Those on management assignments at any post-secondary institution will be removed from the Facebook group for the duration of the appointment and may request to be added back to the group when the appointment is concluded.

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.

Section 11: Voting Policy (2 June 2014)

The aim of the MRFA's voting policy is to ensure the anonymity of our members, transparency in the process and engender confidence in the results of all MRFA elections and ratifications.

1. Executive Board Elections

Voting for Executive Board positions shall only take place during an AGM or a Special Meeting by paper ballot only, except for advance online polling allowed for the position of Contract Member Representative, by contract members.

i. Candidates Forum

- A candidates forum shall be held either at the beginning of the meeting or at a separate forum prior to the meeting.

ii. Voting

- The Chief Returning Officer (CRO), or designate, shall invite candidates to appoint scrutineers who shall be involved in the collection, verification and counting of ballots.
- Upon appointment or refusal of scrutineers the meeting shall be recessed until all members present have voted.
- Each voting station will be operated by two faculty members comprised primarily of members of the Nominations Committee with the assistance of others, if applicable.

- Each member shall vote at an applicable voting station, by last name, their names shall be crossed off of the eligible voter list and they shall sign a form indicating receipt of their ballot.
- iii. Vote Counting
- Once all members present at the meeting have cast their ballot, the members responsible for each voting station, the scrutineers, if any, and the CRO shall collect all ballot boxes and count the votes in a nearby meeting/classroom.
 - The total vote count is to be cross checked with the total number of voters. Should there be a discrepancy between the two numbers all votes shall be recounted.
 - In the case of a tie, the CRO's ballot shall be opened and counted to break the tie (MRFA Bylaws article 12.1.10).
- iv. Announcement of Results and Destruction of ballots
- At the meeting, the CRO shall announce the successful candidates and make a motion that the ballots be destroyed.

2. Committee Elections

Voting for MRFA Committee positions shall be done online or by paper ballot in the faculty centre, and it shall take place on two consecutive working days from 9:00 – 5:00 to follow the AGM. The precise dates of voting are to be determined at the AGM.

i. Campaign Statements

- All candidates for MRFA committees must submit a campaign statement prior to commencement of voting.

ii. Voting

- At the AGM, following the close of committee nominations, the CRO, or designate, shall invite candidates to appoint scrutineers who shall be involved in the collection, verification and counting all ballots.
- Online ballots shall be emailed to all eligible voting members at 9:00am on the day of commencement of voting. Online ballots shall be linked to unique voter IDs and passwords.
 - Each eligible voter shall only be able to vote online once.
 - Ballots cast online can only be viewed by the voter by logging in to the voting account with the same username and password: this enables voters to confirm their ballot has been recorded correctly.
 - Online voting results are only reported in aggregate to the election administrator.
 - Online voting shall be open continuously from the commencement to the close of the voting period.
- Paper balloting shall be available in the faculty centre and shall be coordinated by the election administrator who has access to the online voting software.
 - Each member shall vote in the Faculty Centre, their names shall be crossed off of the eligible voter list and they shall sign a form indicating receipt of their ballot.
 - Each ballot shall put into a sealed and numbered envelope before being deposited in ballot box.
 - Prior to the close of online voting, the election administrator shall:
 - Cross check paper voters with the online voters. Should a member have voted online their paper ballot shall be void

and will be removed from the paper ballots. The member may be subject to applicable provisions in the MRFA's Ethics Bylaws.

- Remaining paper ballots shall be entered, at random, to the online voting system. If applicable, scrutineers may confirm that paper ballots are properly entered into the online system.
 - In the case of a tie, the CRO's ballot shall be opened and counted to break the tie (MRFA Bylaws article 12.1.10).
 - iii. Vote Counting
 - The online voting system shall generate voting results upon the close of the voting period.
 - iv. Announcement of Results and Destruction of Ballots
 - Only the candidates who are elected shall be declared: vote counts shall not be released under any circumstance.
 - The CRO shall move, at the next General Meeting, that ballots be destroyed.
3. Ratification of Agreements
- i. Determination of voting procedures

At the Special or Extraordinary Meeting called to discuss the terms of settlement, the Ratification Meeting, members present have the authority to determine the method of voting.
 - ii. Paper Balloting at the Meeting

Such voting shall follow the same process as described above for Executive Board Elections.
 - iii. Show of Hands at the Meeting

The number, but not the names, of members who vote shall be recorded in the minutes for the Ratification Meeting.
 - iv. Online Voting with Optional Paper Balloting

Such voting shall follow the same process as described above for Committee voting.

Section 12: Ethical Purchasing Policy

The Association shall manage its monetary resources and purchases in an ethical and transparent manner. All purchasing shall be done in accordance with the Association's Bylaws. Wherever possible and without causing undue hardship, the Association shall make its purchases from companies and organizations which support union environments, promote the social good, and environmental sustainability.

Section 13: Travel Expense Policy

Travel and conference related expenses will only be paid by the Association if it is directly related to the work of the MRFA Executive Board or its Standing Committees. By resolution of the Executive Board, expenses related to the following events have standing approval under this policy, additional conferences or events require approval by the Executive Board:

- CAUT Council Meetings
- CAUT Forum for Chief Negotiators
- CAUT Forum for Presidents
- CAUT Forum for Senior Grievance Officers
- CAUT Western Regional Conference

- CAUT Workshop for New Activists
- Travel to Edmonton pertaining to government relations
- Travel within Calgary pertaining to government relations and legal counsel

Individuals seeking reimbursement for expenses incurred while travelling on MRFA business must submit an Expense Claim Form (Appendix III) and receipts: receipts are required for all expenses other than mileage, per diems and private accommodations, if applicable. A separate Expense Claim Form is to be submitted for each event attended or trip taken on MRFA business. Expense Claim Forms must be submitted no later than 45 calendar days after the event for which the expenses are being claimed. Expenses in addition to those detailed below are not reimbursed unless they are authorized in advance by the Treasurer.

To be eligible for reimbursement, all purchases need to be made in accordance with the MRFA's Ethical Purchasing Policy.

1. Transportation

i. Air Travel

Airplane tickets are to be booked in advance to take advantage of any special fares which may be available. The MRFA shall pay for pre-selection of seats and up to one checked bag. Fees charged for overweight bags and extra bags will not be reimbursed. In-flight food will be reimbursed if the flight duration is over 2 hours.

ii. Ground Travel

The MRFA shall reimburse expenses incurred for all types of public transit and taxis: receipts required. If a member uses their own vehicle while traveling on MRFA related business, they shall be reimbursed at the rate of \$0.55/km. Mileage paid by the MRFA shall not exceed the lowest airfare available at the time of the event. The MRFA shall not normally pay for rental vehicles unless it is authorized in advance by the Treasurer.

2. Accommodation

Commercial overnight accommodation is reimbursed at the single room rate for those nights reasonably necessary to attend meetings/events or carry out MRFA business. Accommodations shall normally be at the location of the meeting/event, but may also be at the most reasonable accommodation in the immediate vicinity or in private accommodations. An allowance equal to half of the conference hotel rate shall be paid to the member per night when private accommodation is arranged. The Association shall also reimburse the cost of access to wireless internet if applicable.

3. Meals and Incidentals

The Association will compensate members in an amount up to \$85.00 per day for meals and incidentals upon submission of receipts. This is intended to cover Breakfast (\$15.00), Lunch (\$15.00), Dinner (\$40.00), and incidentals (\$15.00).

4. Childcare

The MRFA shall provide reimbursement of expenses over and above regular day to day costs associated with providing care for dependents while members are away on MRFA business: receipts required.

5. Other

iii. Telephone: Actual cost of calls while away on MRFA-related business is reimbursed: phone bill required.

iv. Hospitality: Hospitality expenses and tips are normally reimbursed: receipts required for tips.

v. Other expenses: Actual cost of other expenses that would not normally be incurred, such as parking, is reimbursed: receipts required. Other expenses may be subject to approval.

Section 14: Disposal of Goods

Scope

This policy deals with the disposal of MRFA property, with an emphasis on items of a reusable nature or with significant value. Items covered under this policy include, but are not limited to, furniture, artwork, computers, appliances, equipment and other physical items in the Faculty Centre. This policy shall not apply to items valued at less than \$50.

Estimation of Value

When an item is identified for potential disposal, the appropriate MRFA staff member shall estimate its value. The Faculty Centre Management Committee may revise this estimate.

Disposal Approval

- Disposal of items valued at up to \$100 shall not require approval.
- Disposal of items valued over \$100 and up to \$500 requires Faculty Centre Management Committee approval.
- Disposal of items valued over \$500 requires a recommendation by the Faculty Centre Management Committee and approval by the Executive Board.

Disposal Process

Consideration shall first be given to donation and/or reuse of an item. Where appropriate, the item shall be offered to each of the following, in order:

- MRFA Regular Members on a first-come, first-served basis;
- MRFA Staff on a first-come, first-served basis;
- Charitable organizations, where appropriate.

Failing donation or reuse, final disposal shall be via recycling whenever possible.

In exceptional circumstances, either the Faculty Centre Management Committee or the Executive Board may consider the sale of an item.

IV. Faculty Centre Policies

Section 15: 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 MRFA Members, 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 16: Faculty Centre Rentals (8 February 2010 - revised 24 May 2017)

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.
 - ii. No contents of the faculty centre nor any MRFA property stored in adjacent areas shall be lent out nor rented for use off site.
 - 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. Any Association member, at the discretion of the Faculty Centre Coordinator, may book the Faculty Centre for meetings or events outside regular hours. Any booking made during regular hours shall be considered with regards to maintaining the regular functions of the MRFA and the workload of the Faculty Centre Coordinator. All bookings in the Faculty Centre shall be subject to the rental rates and service costs outlined in this policy.
 - ii. Bookings for the Faculty Centre shall be on a first come, first-served basis, with the proviso that MRFA meetings and events have priority use of the

facility during regular hours: 7:30 a.m. to 4:00 p.m. Monday - Thursday and 7 a.m.- 7 p.m. Fridays. The Faculty Centre is closed and unavailable for any bookings June 15 – August 14 and December 21 – January 3.

- iii. 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 Association or in their capacity as academic staff, or for private events (within or outside regular hours) not requiring food or bar service or other MRFA staff support. Bookings not related to the Association or members' roles as academic staff require an extension of the Association's liability insurance coverage: such bookings shall only be confirmed after coverage has been obtained by the Association.
- iv. 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.
- v. Students and student groups may not book the Centre and will only be permitted into the centre in accordance with Section 15.3.
- vi. During any booking, either a Member or MRFA staff must be present and responsible for the use of the Faculty Centre. Faculty Centre Bookings include use of the sound system, meeting rooms, fireplace, and non-exclusive use of the patio. Clients and their guests are expected to
 1. Protect the security of the Faculty Centre including following any directions related to Campus Security
 2. Respect the staff of the Association, their time, and their other (primary) commitments
 3. Respect the property of the Association and the University, including returning the Faculty Centre to its condition prior to use.

2. Faculty Centre Rates

a. Billing

- i. The MRFA will provide a quote in advance for all bookings requiring food and/or service. Bookings will not be confirmed nor will any food or service be provided till the MRFA receives written acceptance and confirmation of the quote as provided.
- ii. Invoices may be paid by FOAP, Cash or Cheque. If paying by FOAP, the signed invoice, with the debit FOAP and attendance list provided, must be returned to the MRFA within two weeks of the event.

b. Liquor Service:

- i. An MRFA employee with Alberta Service Intervention Certification must be present if liquor is being served. Only members serving in their capacity as members of the Social Events Committee are permitted to assist in liquor service.
- 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.
- 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.

- c. Food Service:
 - i. For food prices contact the faculty centre coordinator. Food is provided at cost: preparation, service and cleaning are charged separately.

- d. General use
 - i. Liability
 - 1. The person(s) hosting the event are liable for any damages incurred.
 - ii. Services provided include buffet catering, liquor service, set up and light clean-up. Table service and bussing are not provided.
 - 1. \$40.00 per hour (including procurement and prep time) for MRFA staff time when scheduled outside regular work hours. \$100.00 per hour (including prep time) for work scheduled on Holidays. Note: events booked during regular hours may still be subject to service fees due to procurement and preparation and other workload factors which occur outside regular hours.
 - 2. Food is charged at cost. Beverages are charged according to the posted prices in the Faculty Centre.
 - 3. See MRFA room booking form for any additional regulations on Faculty Centre use.
 - 4. For MRFA functions, food and beverage provision will be determined by the Faculty Centre Coordinator in consultation with MRFA committees as appropriate.

3. Faculty Centre Rental and Service Fees

	Regular Hours	After Hours	Staff Service ²	Snacks ³
Member Booking ¹	No cost	No cost	\$40.00 per hour ⁴	\$25.00

¹an MRFA member or MRFA employee must be present. An MRFA employee will be paid at the rate in column four.

²the member booking the services will pay this rate for all time required to procure and prepare food, set up, host and/or clean up from events scheduled outside the regular work hours of the Faculty Centre Coordinator or which otherwise impact the regular work of the Faculty Centre Coordinator. Also, for any additional staff required.

³See item 2.b.ii.

⁴ Service will be charged at the rate of \$40.00 per hour regular pay. On Holidays the Fee for Service shall be double time and a half: \$100.00 per hour.

V. Staffing

Section 17: Staffing (11 September 2006; last amended May 2017)

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, in June, 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 as stipulated in staff contracts. These hours may be varied by agreement of the President and staff member.
 - a. Notwithstanding these regular working hours, staff offices may be closed to members and others when time and concentration require it.
 - b. Staff shall record overtime required for the completion of responsibilities as stipulated in staff contracts. With accumulated overtime, staff may take time in lieu when workload permits, and submit monthly reports to the President. When taking time in lieu greater than two hours staff must have agreement of the President.
 - c. Staff shall not accumulate overtime in excess of four working days.
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:

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: pay grid step 16
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.
4. Staff working overtime providing catering and/or bar service shall be paid \$40.00/hour. Catering and/or bar service on Holidays shall be compensated at double time and a half: \$100.00/ hour.

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. Additional compensation, in the amount of 152.08, per pay period shall be provided to staff in lieu of being members of a defined benefits plan, such as LAPP.
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;
 - c. training, upgrading or professional development identified as appropriate or necessary by mutual agreement of the employee and the Association; and
 - d. tuition for successfully completed credit and non-credit courses at Mount Royal University. These requests shall not normally be refused.
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 administered by the Association.
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 Travel and Expense Policy 820-1, with the exception of the mileage rate which the Association shall reimburse at the rate of \$0.55 per kilometre.

MRFA Policy Against Abusive Conduct (10 May 2017)

1. The Mount Royal Faculty Association is committed to ensuring that the Faculty Centre and its offices as well as all MRFA events are free of harassment and discrimination. Harassing or discriminatory behaviour undermines an individual's right to participate fully and equally in the work of MRFA as well as undermines the purposes and goals of our Association.
2. Neither discrimination nor harassment will be tolerated.
 - a. Harassment is any vexatious comment or conduct against someone that is known or ought reasonably to be known to be unwelcome. It includes harassment on the prohibited grounds identified under provincial human rights codes, as well as sexual, psychological and personal harassment.
 - b. Discrimination is the act of treating an individual or group differently, unfairly and usually to their detriment, because of their racial or ethnic origin, religion or belief, disability, age, sex, sexual orientation, other personal characteristics, or any protected grounds under Alberta Human Rights Legislation.
3. If an MRFA staff member believes they are being harassed or discriminated against in the conduct of MRFA business, they are encouraged to seek resolution by the following means.
 - a. Make clear to the person, if possible, that they do not welcome the behaviour. They can do so either on their own, verbally or in writing, or with the assistance of another party. Also, indicate that they will take further action if the behaviour continues.
 - b. If the behaviour persists or if they feel uncomfortable approaching the person, they are to contact the MRFA President who will investigate the matter. Should the MRFA President be the subject of the complaint, the Vice-President and Senior Grievance Officer, or other member of the Executive Board to be determined by the Executive Board, will investigate the matter.
4. The investigation of each incident will be handled confidentially and expeditiously, with particular sensitivity for the complainant.
5. Resolution of substantiated allegations of discrimination and/or harassment may include, but not be limited to, apology, reprimand and, possibly, referral to relevant Mount Royal University Policies.
6. Where an instance of discrimination or harassment is referred to the appropriate University policy, the MRFA President shall provide a written report to all parties involved and to the Executive Board.
7. Vexatious claims of harassment and/or discrimination are themselves infractions of this policy.

Appendix I: 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;
 - iii. the time and place at which the minutes, books and records of the academic staff association may be inspected by members.

Appendix II: Confidentiality Statement

MRFA Confidentiality Agreement

Purpose	This agreement documents the responsibilities of members of the Mount Royal Faculty Association Executive Board and staff to protect the confidentiality of MRFA business and to disclose any business or personal relationship that may present a conflict of interest. It extends the Confidentiality Article of the MRFA Bylaws.
Date	August 23, 2013

Confidentiality and Conflict of Interest Disclosure Statement for Mount Royal Faculty Association Executive Board and Staff Members

I realize that I will gain access to information that is confidential and/or proprietary during the time that I serve on the MRFA Executive Board or as an employee of the MRFA. This includes, but is not limited to, information regarding grievances, discussions pertaining to particular individuals, performance evaluations of MRFA staff, consultations with the Negotiating Committee as outlined in Article 10.2.6 of the Bylaws, discussions about Mount Royal University business with university administrators, and all matters on the agenda of the in camera section of an MRFA Executive Board meeting. The in camera section of an Executive Board meeting is wholly confidential, and discussion of matters not in this section, in other meetings, and outside of meetings may involve confidential information.

Minutes of Executive Board meetings, exclusive of the in camera section, are approved by the Executive Board and posted publicly on the MRFA website. The MRFA Executive Assistant prepares more extensive transcripts of meetings, which are private to the Executive Board, but not necessarily confidential.

Since confidential information is involved in the business of the MRFA, and because the MRFA has the obligation to protect such information, I agree that I will not use, relay, publish or disclose such information during or subsequent to my participation in, or employment by, the MRFA, except to the extent that it becomes publicly available or is otherwise lawfully obtained from third parties outside the scope of this agreement.

I agree to abide by the ruling of the MRFA President when I am unsure whether certain information should be considered confidential,

Furthermore, I understand that I have an obligation to disclose and appropriately manage any potential, perceived or actual competing interest or conflict of interest as defined by Article 9.5.3 of the Collective Agreement and the university's Conflict of Interest Policy, POL 960-15, as they would apply to the business of the MRFA.

For a member of the MRFA Executive Board, disclosure of confidential information would be a breach of Article 16.2.2.3 of the Ethics Bylaws and could be grounds for removal from office under Article 13.3.3.3. For an employee of the MRFA, disclosure of confidential information could be cause for discipline.

I hereby certify that I have read, understand and agree to abide by this agreement, the documents it refers to, the MRFA Bylaws, and the MRFA Policies and Procedures Manual.

Name

Position

Signature

Date

Appendix III: MRFA Reimbursement Form



MRFA Reimbursement Form

Name: _____
The name the reimbursement should be payable to

Date: _____
Date of request for reimbursement

Function: _____

Function Date: _____

Total Amount: _____

Breakdown of Expenses:

Mailing address
(if applicable): _____

RECEIPTS REQUIRED

For Office Use only

Account: _____

Additional Information:



**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.

President, Mount Royal Faculty Association

Date