

Collective Agreement

Between



ONTARIO

Canadian Federation of Students-Ontario

- and -



Canadian Union of Public Employees - Local 1281

Effective from January 19, 2022 - January 18, 2026

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ARTICLE 1 – DEFINITIONS

1.01 Bargaining Unit

As per Article 4.02 of this Agreement, the Bargaining unit shall refer to all Employees covered under this Agreement, including those on layoff and Contract Employees, but excluding Temporary Employees, Casual Employees and Fee-for-Service Employees.

1.02 Canadian Federation of Students-Ontario

As defined by the Articles of Incorporation and the By-Laws of the Canadian Federation of Students-Ontario.

1.03 Canadian Federation of Students-Ontario Office Location

Head Office is located in Toronto, Ontario.

1.04 Common Law Partner

For the purpose of conferring rights and benefits of this Agreement, a common-law relationship shall be defined as more than twelve (12) consecutive months of cohabitation as a spouse (partner), or with whom the Employee shares a child in common and has cohabitated in a relationship of more than six (6) months.

1.05 Consecutive Contracts

Any employment contract that commences within three (3) months of the expiry of a previous contract in the same employment category.

1.06 Days

For the purposes of calculating time periods in this Agreement, all reference to the term “days” shall refer to a standard business day, which does not include weekends or holidays.

1.07 Dependent Child

Any unmarried child, step-child or common-law child who is under 22 years of age.

1.08 Eastern Ontario

The eastern region of Ontario from Peterborough to Ottawa.

1.09 Employees

Those individuals employed by the Executive Committee of the Canadian Federation of Students-Ontario, as defined in Article 4.02.

1.10 Employer

The Executive Committee of the Canadian Federation of Students-Ontario.

1.11 Employer's Representatives

Three (3) members of the Executive Committee will act as the Employer's representatives on the Union Management Committee, one of which must be designated Staff Relations Designate.

1.12 Employment Year

Based on the anniversary of the date of hiring of each Employee.

1.13 Federation

Canadian Federation of Students, Canadian Federation of Students-Services, Canadian Federation of Students-Ontario.

1.14 Fiscal Year

The fiscal year of the Employer - the period from May 1 to April 30.

1.15 Grievance

A Grievance shall be defined as any difference arising from the interpretation, application or alleged violation of this Agreement or a case where the Employer has acted unjustly or improperly.

1.16 In Writing

For the purposes of this Agreement, the term "in writing" shall refer to a hard-copy letter drafted on organization or union letterhead and signed by the appropriate representative, which may be delivered by email or fax. The parties

agree that electronic signatures are acceptable in accordance with applicable law.

1.17 Layoffs

A reduction in the workforce.

1.18 National Office

The office of the Canadian Federation of Students, located in Ottawa, Ontario.

1.19 National Staff

Employees of the Canadian Federation of Students and the Canadian Federation of Students-Services.

1.20 Ontario Offices

Offices of Canadian Federation of Students-Ontario.

1.21 Ontario Staff

Employees that are included in the Bargaining Unit, as defined in this Agreement.

1.22 Northern Ontario

The northern region of Ontario down to and including Barrie.

1.23 Provincial Office

Provincial or regional offices of the Canadian Federation of Students or any office of a provincial component of the Canadian Federation of Students, outside of Ontario.

1.24 Provincial Staff

Employees of provincial components of the Canadian Federation of Students, excluding the Ontario Component.

1.25 Regular Work Week

Monday through Friday.

1.26 Seniority

The duration of employment with the Employer. Time worked for the Federation as part of a Bargaining Unit in other provincial and national offices of the Federation shall also constitute seniority.

1.27 Shop Steward

One (1) representative of the Bargaining Unit will represent the Union to the Employer and shall be referred to as the Shop Steward. The Shop Steward, or the Union's designate, shall be assumed to be the Employer's point of contact for all purposes of this Agreement.

1.28 Sick Leave

The period of time an Employee is absent from work with full pay because of sickness, disability, quarantine, rehabilitation, accidents for which Worker's Compensation is not payable under the Worker's Compensation Act, or treatment by a health care professional including, but not limited to dentists, physicians, chiropractors and therapists.

1.29 Spouse

For the purposes of conferring rights and benefits of this Agreement, a spouse shall be used to designate a person of the same or opposite sex to whom an Employee is married, or with whom an Employee is living in a common-law relationship.

1.30 Staff Relations Designate

One (1) representative of the Executive Committee or the Executive Director will represent the Employer to the Union and will manage the affairs of the Organisation as defined in Article 3 – Rights of the Employer, and shall be referred to as the Staff Relations Designate in this Agreement. The Staff Relations Designate may, from time to time, appoint a designate to act on their behalf, provided that sufficient notice is given to the Union.

1.31 Union

Canadian Union of Public Employees (CUPE), and its Local 1281, whose sole authorized representatives include the Staff Representative, the President or designate.

1.32 Year

The calendar year – the period from January 1 to December 31 – or twelve (12) months in duration.

ARTICLE 2 – PURPOSE OF THIS AGREEMENT

2.01 Purpose

The purpose of this Collective Agreement is to:

- a) Maintain a harmonious relationship between the Employer and its Employees;
- b) Determine the extent and nature of democratic control of office procedure by those working in the office;
- c) Define clearly the hours at work, rates of pay, and the conditions of work; and
- d) Provide for an amicable method of settling differences which may arise.

2.02 Scope

- a) This Agreement will establish and maintain rates of pay and other forms of remuneration, other working conditions, and conditions of employment, and to provide appropriate procedures for the resolution of grievances during the term of the Agreement.
- b) Both parties shall make every effort to settle issues at the initial levels through constructive consultation and discussion.

2.03 Cooperation

It is recognized by this Agreement that it is the duty of the Employer and the Employees to cooperate fully, individually, and collectively for the advancement of the conditions defined above and to further the interests of the members of the Canadian Federation of Students-Ontario.

ARTICLE 3 – RIGHTS OF THE EMPLOYER

3.01 Staff Relations Designate

From time to time, in accordance with article 1.30, the Employer shall appoint a representative of the Executive committee who will represent the employer to the union and Employees in a manner that is consistent with the term of this Agreement, and in a way that is not arbitrary, discriminatory, or in bad faith. The Staff Relations Designate, or their designate, shall be assumed to be the Union's point of contact for all purposes of this Agreement.

3.02 Employer's Exclusive Function

The Union acknowledges that it is the exclusive function of the Employer to exercise the regular and customary functions of management and to direct the work force, subject to the terms of this Agreement, and without restricting the generality of the foregoing, to:

- a) Discipline, maintain order and efficiency among its Employees;
- b) Make, alter and enforce from time to time reasonable rules, regulations and policies to be observed by its Employees, and before altering any such rules it will consult with the Union and provide an opportunity for making representations regarding such proposed changes;
- c) Hire, direct, promote, retire, evaluate, reclassify, transfer, layoff, suspend, discipline, or discharge for just cause any Employee;
- d) Determine the nature, type and scope of operations and services to be operated, the methodology of extending these services, the kinds and locations of offices, operations, and services to be utilised, the control of such operations and the extension, limitation, curtailment, or cessation of the same, and to determine, and in the interests of efficient operations, the standard of service for each and to provide the necessary resources to achieve such standards.

3.03 Consistency

It is hereby agreed that these functions will be exercised in a manner consistent with, and subject to, the provisions of this Agreement, in a manner that is fair and equitable.

3.04 Orientation of the Executive Committee to the Union

The Union and the Employer will meet with the members of the newly elected Executive Committee at the first meeting of the new term of office for an introduction session with regards to this Agreement and the Union.

ARTICLE 4 – RECOGNITION

4.01 Recognition

The employer recognizes the Union as the sole and exclusive bargaining agent for all its present and future employees, save and except Temporary Employees, Casual employees, and Fee-for-Service Employees as defined in Article 5.05 to 5.07.

4.02 Bargaining Unit

All Employees covered under this Agreement, including those on layoff and Contract employees, but excluding Temporary Employees, Casual Employees, and Fee-For-Service Employees, shall comprise the Bargaining Unit.

4.03 Work of the Bargaining Unit

Persons whose jobs are not in the bargaining unit shall not perform any task which fall under the job descriptions of those in the Bargaining Unit, except in cases mutually agreed upon by the Employer and the Union.

4.04 Shop Steward

The Union shall elect a Shop Steward each year, by and from within the members of the Bargaining unit, as defined in Article 4.02, to assist the Union in representing them to the Employer in a manner that is consistent with the terms of this Agreement, and in a way that is not arbitrary, discriminatory, or in bad faith. The Shop Steward shall be assumed to be the Employer's point of contact in the workplace for the purposes of this Agreement, except where otherwise provided. Where there is no Shop Steward elected or where the Shop Steward requires representation, or a member requests, the CUPE 1281 Staff Representative, the Local President or designate will be appointed to act as the point of contact with the Employer.

4.05 No Other Agreements

No employee shall be required or permitted to make written or verbal agreements with the Employer or its representatives which may conflict with the terms of this Agreement.

ARTICLE 5 – EMPLOYEES

5.01 Job Security

The Employer and the Union share the objective of providing full-time regular employment and job security to the extent that it is possible.

5.02 Commitment to Full-Time, Permanent Work

The Union and the Employer share the objective of providing regular full-time, permanent employment and job security to the extent that it is possible and mutually agreeable. Contract Employees, Temporary Employees, Casual Employees, and Fee-for-Service Employees will not be hired, and contracting-out will not be utilized, so as to result in the displacement or layoff of Bargaining Unit members.

5.03 Permanent Employees

- a) All Permanent Employees shall be members of the Union.
- b) An Employee shall be considered full-time when the Employee is regularly employed for thirty-five (35) hours per week. An Employee working fewer than thirty-five (35) hours per week shall be considered a part-time Employee. Part-time Employees shall receive wage rates on a pro-rated basis according to the number of hours worked.

5.04 Contract Employees

- a) Notwithstanding Article 5.01, the Union recognizes the need for the Employer to hire Contract Employees under certain circumstances. The Employer agrees that such appointments are not substitutes for, or alternatives to, regular employment.
- b) Contract Employees shall be compensated at a Contract Employee rate stipulated in this Agreement and with the consent of the Union, only:
 - i. To Replace a Permanent Employee on leave as defined in Articles 22 and 23; or
 - ii. Where additional work of a project-based nature, not to exceed one (1) year, requires the hiring of an added full-time or part-time Employee; or

- iii. Where the immediate filing of a vacancy is not feasible.
- c) Contract Employees shall be members of the Union and shall receive all the rights and benefits of this Agreement which will be effective from the first day of their contract employment, save and except for:
 - i. Layoff procedures as defined in Article 18, except when the Employee is laid off before the contract expires;
 - ii. Seniority, as defined under Article 16;
 - iii. Consideration for Internal Hiring, as defined under Article 17.04;
 - iv. General Unpaid Leave, as defined in Article 23.16;
 - v. Unpaid Elected Union Leave, as defined in Article 23.18;
 - vi. Unpaid Public Office Leave, as defined in Article 23.19;
 - vii. Overtime Compensation in Payment, as defined in Article 25.14 (c)(ii);
 - viii. Pension Plan contributions, as defined in Article 25.18; or
 - ix. The following Welfare Benefits, as defined in Article 28: 28.05 Eye Exams and Prescription Eye-Care Allowance; 28.06 Dental Allowance; and 28.09 Health and Fitness Incentive.
- d) The hiring for Contract Employees shall be done in accordance with the provisions of this Agreement, as outlined for Article 17.
- e) Where a Contract Employee who has attained the Welfare Benefits, as defined in Article 28, is subsequently hired to a permanent position through the hiring process as defined in Article 17, such benefits will continue uninterrupted.

5.05 Temporary Employees

- a) Notwithstanding Article 5.01, the Union recognizes the need for the Employer to hire Temporary Employees under certain circumstances. The Employer agrees that such appointments are not substitutes for, or alternatives to, permanent employment.
- b) There shall be two classifications for Temporary Employees:
 - i. Class 1 shall be comprised of Temporary Employees whose cumulative work in provincial and/or national offices of the Federation has not exceeded six (6) months.

- ii. Class 2 shall be comprised of Temporary Employees whose cumulative work in provincial and/or national offices of the Federation has exceeded six (6) months.
- c) Temporary Employees shall be compensated at a Temporary Employee rate stipulated in this Agreement and with the consent of the Union, on a full-time or part-time basis, only to:
 - i. Perform additional work of a short-term project-based nature, not exceeding six (6) months; or
 - ii. Perform administrative or archival functions.
- d) Temporary Employees shall not be members of the Union, but shall nonetheless, be covered by the Discharge, Suspension and Discipline provisions of this Agreement laid out in Article 15.
- e) Temporary Employees shall be entitled to receive Child Care Benefits as outlined in Article 25.17.
- f) Class 2 Temporary Employees shall receive the following Welfare Benefits, as defined in Article 28, 28.01 Ontario Health Insurance Plan, 28.02 Extended Health Benefits Plan, 28.03 Dental Benefits Plan, and 28.04 Life and Long-Term Disability Insurance, and 28.07 Canada Pension Plan, with the exception of dependant and/or spousal benefits.
- g) Prior to considering applicants under this Article, the Union and the Employer shall develop a written contract outlining the duties to be performed and the duration of the contract. This contract shall be signed by the Employer, the Temporary Employee, and a representative of the Union, before the commencement of duties.

5.06 Casual Employees

- a) Notwithstanding Article 5.01, the Union recognizes the need for the Employer to hire Casual Employees under certain circumstances. The Employer agrees that such appointments are not substitutes for, or alternatives to, permanent employment.
- b) Casual Employees shall be compensated at an hourly rate stipulated in this Agreement and with the consent of the Union, on a full-time or part-time basis, only to perform duties of a temporary, short-term nature.

- c) A hiring committee shall be established in conformity with Article 17.03 to define the conditions of employment.
- d) Casual Employees shall not be members of the Union and shall not be entitled to benefits under this Agreement, except for Child Care Benefits as outlined in Article 25.17.

5.07 Fee-For-Service Employees

- a) Notwithstanding Article 5.01, the Union recognizes the need for the Employer to hire Fee-for-Service Employees under certain circumstances. The Employer agrees that such appointments are not substitutes for, or alternatives to, permanent employment
- b) Fee-For-Service Employees may be hired at a negotiated rate and with the consent of the Union only to perform duties of a specialized, temporary and short-term project-based nature.
- c) The Employer will work with the Union to undertake a Request for Proposals, and to establish conditions of employment and rate of pay.
- d) Fee-For Service Employees shall not be members of the Union and shall not be entitled to benefits under this Agreement.

5.08 Creation of Permanent Positions

If a Contract Position is to be subsequently made permanent, the Union and the Employer must mutually agree to amend Appendix C Job Descriptions to include such a new position. The process of filling vacancies as defined under Article 17 will then be followed. For the purposes of filing any permanent positions, Contract Employees will not be treated as internal candidates.

5.09 Job Sharing

- a) Upon written request from a member of the bargaining unit, the duties of a regular full-time position may be shared among two (2) or more employees on a part-time basis. The employer shall not unreasonably withhold permission for such job-sharing arrangements.
- b) All written requests for job sharing shall specify the proportion of hours and duties assumed by each employee on job sharing.
- c) Employees on job sharing shall be deemed to be part-time employees under Article 5.03 and will not be excluded from the bargaining unit.

5.10 No Contracting Out

In order to provide job security for the members of the Bargaining Unit, the Employer agrees that all duties or services performed by the Employees shall not be sub-contracted, transferred, leased, assigned, or conveyed, in whole or in part, to any other person, company, or non-unit Employee, without the consent of the Union.

ARTICLE 6 – DISCRIMINATION AND HARASSMENT

6.01 No Discrimination

The Employer agrees that there shall be no discrimination, interference, restriction, harassment, or coercion exercised or practised with respect to any Employee, or applicant for employment, by reason of age, race, creed, colour, place of origin, ethnicity, citizenship, ancestry, native language, political or religious affiliation or, beliefs or activities, sex, sexual preference or orientation, gender, gender identity or orientation, marital status, parental status, family status, number of dependents, place of residence, class, record of offences, except where it relates to a bona fide qualification because of the nature of employment, Acquired Immune Deficiency Syndrome (AIDS), AIDS-related complex (ARC), positive Human Immunodeficiency Virus (HIV) status, disability where it does not prevent the usual performance of the required duties of the position, union membership or activity, nor by reason of the exercise of any of the rights contained in this Agreement.

6.02 Policies, Laws and Regulations

The Union and the Employer agree to observe the provisions of the Employment Standards Act, Ontario Human Rights Code, the Ontario Health and Safety Act, and the Employer's policies and procedures. Any claim by an Employee or the Union pertaining to a violation of the Human Rights Act, or any labour relations legislation may be the subject of a grievance, which will be processed in accordance with the Grievance Procedure.

6.03 No Tests

No employee or applicant for employment shall be required to submit to a blood test, lie-detector test or any other test for illness or drug dependency unless such test is required by law or necessary to protect the health and safety of workers in the workplace.

6.04 Workplace Free of Harassment

The Union and the Employer recognize the right of Employees to work in an environment free from harassment, and agree to take all possible and appropriate action to foster such an environment. Harassment in the workplace includes threats or a pattern of aggressive, or insulting behaviour by a person in the workplace, where the person knows or reasonably ought to know that his or her behaviour is likely to create an intimidating or hostile workplace environment.

Disciplinary action by the Employer is not, in and of itself, harassment.

6.05 No Harassment

- a) The Employer shall not harass employees, prospective Employees or Employee representatives or belittle their work. The Employer agrees that there shall be no form of sexual, gender, racial/ethnic harassment, or any harassment of the types listed in article 6.01, such as:
 - i) Unwelcome remarks, jokes, innuendos, or taunts about a person; or
 - ii) Insulting gestures or practical jokes of a nature which cause awkwardness or embarrassment; or
 - iii) Offensive comments and/or actions which demean, humiliate or threaten an individual or group; or
 - iv) Refusing to talk to, or with, a person by reason of any of the prohibited grounds; or
 - v) Assault; or
 - vi) Reprisal or threat of reprisal against any grievor, witness or any person involved in the investigation of a grievance under this Agreement.

- b) Sexual harassment shall be defined as:
 - i) Unwanted attention of a sexually-oriented nature; or
 - ii) Displaying or distributing pornographic, pin-up pictures, graffiti or other offensive pictures or written material; or
 - iii) Leering (suggestive staring); or
 - iv) Demands for sexual favours or unwanted sexual overtures; or
 - v) Unnecessary physical contact, such as touching, patting or pinching; or
 - vi) Sexual assault;
 - vii) Implied or expressed promise of reward for complying with a sexually-oriented request; or Implied or expressed threat of reprisal, actual reprisal or the denial of opportunity for the refusal to comply with a sexually-oriented request; or;

- viii) Sexually-oriented remarks or behaviour which may reasonably be perceived to create a negative working environment.
- c) Gender harassment shall be defined as an offensive comment and/or action which demeans an individual and/or causes personal humiliation, on the basis of sexual orientation or gender.
- d) Racial/ethnic harassment shall be defined as an offensive comment and/or which demeans an individual and/or causes personal humiliation, on the basis of ethnicity, colour, place of origin, language or accent, or religious affiliation, beliefs or activities.

6.06 Harassment Grievances

- a) Cases of harassment shall be considered as discrimination and shall be eligible to be processed as grievances.
- b) Harassment Grievances will automatically be sent forward to Step 2, as defined in Article 13.03, but the Harassment Grievance Procedure, as defined in Article 13.04, will also apply automatically.
- c) No information relating to the Grievor's personal background, lifestyle, or mode of dress will be admissible during the grievance or arbitration process.

6.07 Performance Harassment

Any work-related or performance complaint expressed in a public forum by an Employer's Representative, a duly elected or appointed member of the Ontario Executive Committee, or an Employee, or that is addressed to anyone other than the Staff Relations Designate, shall also be defined as harassment.

6.08 Personal Harassment

Any complaint not related to work performance or any offensive comment and/or Action that demeans or causes personal humiliation to an Employee that is expressed in a public forum by an Employer's Representative, a duly elected or appointed member of the Executive Committee, or an Employee, or that is addressed to anyone other than the Staff Relations Designate, shall also be defined as harassment.

6.09 Harassment from Ontario Executive Committee Members

Harassment from a member of the Ontario Executive Committee shall be defined as complaints not related to work performance, or as any vexatious comment or

conduct, written or verbal that is known or ought reasonably to be known to be unwelcome. Any complaints about Employees shall be directed to the Employer's Representative or else will be considered harassment.

6.10 Denial of Service

The Employer recognizes the right of Employees to refuse service to individuals who behave belligerently or abusively, in accordance with the following procedures;

- a) Where the actions of any individual pose a threat to the safety and security of any other individual, Employees must take appropriate steps to immediately notify the appropriate authorities.
- b) An Employee who refuses service to an individual must immediately notify the Staff Relations Designate of the incident. The Employee may then choose to refrain from discussing the incident further, until such time as written notice of the incident has been provided in accordance with Articles 6.07 (c) and (d), except where an imminent threat to the safety and security of any individual remains, in which case the Employee will have the right to be accompanied by the Shop Steward for any discussion, or by any other Employee of their choosing where the Shop Steward may not be immediately available.
- c) An Employee who refuses service to an individual must immediately notify the Shop Steward in writing of the incident as soon as reasonably possible, and in all cases within one (1) day following the incident. Such written notice will include the date, time and location of the incident, a full account of the circumstances which lead to a denial of service, and a list of witnesses to the incident where possible.

6.11 Harassment or Sexual Assault Leave

- a) Where an employee is harassed in the workplace or while performing work-related duties, the Employee may receive up to five (5) days leave with pay upon request. In the case of sexual assault harassed in the workplace or while performing work-related duties, the employee may receive up to three (3) months leave with pay upon request. If the Employee is away from their residence at the time of the assault for reasons of employment, the Employer agrees to cover the cost of travel for the immediate return to the Employee's place of residence.
- b) In situations where the employee would normally be required to deal with the alleged harasser, the Employer shall grant an appropriate change of work responsibility, upon request.

6.12 No Barrier to Affirmative Action

Nothing in Article 6 shall be construed as a barrier to the formulation or implementation of any affirmative action plan mutually agreed upon by the Employer and the Union.

ARTICLE 7 – RIGHTS OF EMPLOYEES

7.01 Personal Rights

The rules, regulations, and requirements of employment shall be limited to matters pertaining to the work requirements of each employee. Employees are not required to do personal services for a supervisor which are not connected with the operation of the Employer.

7.02 Political Action

Employees shall have the right to participate in political action called for by the Canadian Labour Congress and its affiliates or subordinate bodies, or any other labour body to which the Union is directly affiliated. Employees shall not suffer a loss of wages as a result of such participation.

7.04 Right to have a Union Representative Present

An Employee shall have the right to have a union representative present at any discussion with the Employer. In addition, the Employer agrees to notify the Employee and Shop Steward in advance of an interview for disciplinary purposes. The Steward shall have the right to have a Canadian Union of Public Employees representative present at any discussion with the Employer.

7.05 Access to Personnel File

An Employee shall have the right to review and photocopy their personnel file and respond in writing to any document contained therein; such reply shall become a part of the permanent record. The Employer shall not be permitted to release information about the Employee without their prior knowledge and consent. It is the duty of the Employer to notify all Employees of the location of personnel files, and to notify the Employees of any additions made to it. The Employer will ensure any Employee request to access their personal file is responded to in a timely manner.

- a) Any complaint, or accusation investigated and found to be unjustified by the Employer shall immediately be removed from the performance file.
- b) No anonymous material shall be contained in an Employee's file or used in any evaluation or other procedure under this Agreement.

7.06 Employee's Right to Participate

Employees have the right to participate in all the Employer's meetings, its subcommittee meetings, its General Meeting plenaries, commissions and committees, and all other CFS-0 meetings with the exception of Executive Committee meetings which deal with contract negotiations, formal grievances, and all matters concerning discipline, discharge and suspension.

ARTICLE 8 – OFFICE PROCEDURES AND REPORTS

8.01 Establishing Office Procedures

The Employer and Employees shall determine the office procedures to be used. Should the parties be unable to reach an agreement on the said procedures, the matter shall be referred to the Union Management Committee for recommendation to the Executive Committee. No change shall be made until the matter is resolved through this process.

8.02 Submission of Timesheets and Reports

- a) All members of the bargaining unit shall obtain approval prior to working overtime. Employee requests for overtime approval shall be made to the Staff Relations Designate, by email, as soon as is reasonably possible and prior to accumulating overtime. Employees will submit timesheets detailing any overtime worked.
- b) All Employees may be asked to submit to the Staff Relations Designate a summary of outstanding work assigned by the Employer and a list of short and long-term priorities. such requests shall not be made in a manner that is arbitrary, dilatory, discriminatory, or in bad faith.

ARTICLE 9 – UNION SECURITY

9.01 Membership in the Union

The Employer agrees that all Employees, as a condition of continuing employment, will become and remain members in good standing of the Union, according to the Constitution and By-laws of the Union, during the life of the Agreement. All future employees of the Employer will as a condition of continued employment become and remain members in good standing in the Union, subject to the provision of Article 16.02 governing the probationary period.

9.02 Representation

- a) The Employer shall provide the Union with a list of its Executive Committee members one (1) of whom shall be the designated Staff Relations Designate. The Union will also inform the Employer of the names of its authorized representatives with whom the Employer may from time-to-time conduct business.
- b) No Employee or group of Employees will represent the Union in any meeting with the employer without proper authorization of the Union.

9.03 Union Dues

- a) The Employer shall deduct from every Employee any dues or assessments levied by the Union or its members. Deductions shall be made from the payroll for every pay period. Deductions made during each calendar month shall be forwarded to the Secretary-Treasurer of the Union, via electronic payment or mail to CUPE 1281, 25 Wood Street, Suite 102, Toronto, Ontario M4Y 2P9, no later than the fifteenth (15th) day of each month following, accompanied by the list of all Employees from whose wages the deductions have been made, including home address, telephone number, email address, salary and any other information required by the Union.
- b) Union dues shall be recorded on the T-4 slip for income tax purposes.

9.04 Union Label

In order to make the general public aware of the benefits of a unionized workplace, the CUPE union label shall be displayed as prominently as possible throughout the office. The recognized union label shall include the designation -CUPE Local 1281- and shall be included in printed materials and the

correspondence prepared by members of the Bargaining Unit. A sign shall be posted in all working premises reading "This is a Union Workplace - CUPE".

9.05 Time for Union Duties

Those Employees who are union officers and/or Committee Members will be entitled to leave their work during working hours in order to carry out their functions under this Agreement, including, but not limited to, the investigation and processing of grievances, attendance at meetings with the Employer, and participation in negotiations and arbitration. Employees must provide the Staff Relations Designate with reasonable notice of such required absences, permission for which the Employer will not reasonably withhold. Time spent by Employees in performing such Union duties will be considered as time worked, but will not be used in the calculation of overtime as defined in Article 25.14.

9.06 Merger and Affiliation Protection

Should the Employer merge, amalgamate, or combine any of its services or functions with another organization, the Employer, through whatever merger agreement might be involved, agrees that all benefits and conditions of employment held by the Employees shall be integrated and shall not be adversely affected.

In such instances, the Employer further agrees to ensure that:

- a) Employees shall be credited with all seniority rights;
- b) All service credits relating to vacation with pay, sick-leave credits and all other benefits shall be recognized.
- c) All work and services presently performed by members of the bargaining unit shall continue to be performed by Bargaining Unit members.
- d) Conditions of employment and wage rates shall not be less than the best provisions in effect under this agreement.
- e) No employees shall suffer loss or employment as a result of the merger.
- f) Preference in location of employment shall be determined on the basis of seniority.
- g) The Employer shall notify the Employee six (6) months in advance of relocation of Federation offices. In the event that the employee is unable to relocate within the six (6) month period, the Employee shall have the right to

work from the Employee's place of residence for an additional six (6) month period.

- h) The Union has the right to participate in all discussions relating to the merger or affiliation.

9.07 Notice to the Union

Where notice or reply to the Union is required in fulfillment of the obligations in any clause of this Collective Agreement, such notice shall be provided in writing to the Shop Steward with a copy to the Staff Representative of CUPE Local 1281 at office@cupe1281.ca and to the President of the CUPE Local 1281 at president@cupe1281.ca.

ARTICLE 10 – THE EMPLOYER AND THE UNION SHALL ACQUAINT NEW EMPLOYEES

10.01 Prospective Employees

The Employer agrees to acquaint prospective employees with the fact that the Union's agreement is in effect, and with the conditions of employment set out in Article 8 of this contract.

10.02 New Employees

The Employer agrees to inform all new Employees that a Union Agreement is in effect and to provide a copy of this Agreement. It is the responsibility of the Employer to inform new Employees of the conditions of employment set out in the Articles dealing with Union Security. It will be the responsibility of the Union to convey to the new Employee all information concerning the benefits of membership in the Union. Notwithstanding the above, the parties recognize the Employer's right and duty to conduct orientation sessions for new Employees upon commencement of employment.

10.03 Introduction to Shop Steward

On commencing employment, the Employer will introduce the new Employee to their Bargaining Unit Shop Steward.

10.04 Advanced Wages

The Employer agrees to advance, upon request, one (1) week's salary to any Permanent or Contract Employee on the day when the Employee commences work with the Federation.

ARTICLE 11 – UNION MANAGEMENT COMMITTEE

11.01 Committee Composition

A Union Management Committee shall consist of three (3) representatives of the Union and three (3) representatives of the Employer. The Staff Relations Designate and the Shop Steward shall be members of this Committee.

11.02 Committee Responsibilities

The responsibilities of the Union Management Committees shall include the following:

- a) Consider constructive criticism of the activities of the Employer and Employees to foster better working relations;
- b) Promote good working conditions;
- c) Develop and maintain accurate job descriptions;
- d) Recommend to the Union and the Employer action with respect to the decisions made by the Committee.

11.03 Scope of Discussions

It is understood that Union Management Committee meetings will not deal with matters, which are properly the subject of collective bargaining or the administration of the Agreement, unless otherwise mutually agreed to by the parties.

11.04 Recommendations to be Written and Signed

Recommendations of the Union Management Committee shall be recorded in writing and signed by the Shop Steward and the Staff Relations Designate or their respective designates.

11.05 Meetings of the Committee

In the event that either party wishes to call a meeting of the Union Management Committee, the meeting shall be held at a time and place fixed by mutual agreement. However, such meetings must be held no later than ten (10) days after the request has been made.

11.06 Time Off For Meetings

All Union Management Committee meetings shall be considered time worked for Union representatives to the Committee who are in the employ of the Employer.

ARTICLE 12 – NEGOTIATIONS, BARGAINING AND CUPE ASSISTANCE

12.01 Negotiating Committees

The Union will be entitled to select a Negotiating Committee of no more than four (4) persons which shall normally include the Shop Steward and member(s) of the bargaining unit, and at least one member of the committee shall be selected by the CUPE Local 1281 Executive to act as the union's designated representative. The union will advise the Employer of the names of the members of this committee at the time it gives notice to bargain to the employer. The Employer will select a negotiating committee of not more than three (3) persons and not less than two (2) persons. The Employer will notify the Union of the names on this committee within five (5) days of the Union's notice to bargain.

12.02 CUPE Assistance

In accordance with the CUPE 1281 By-laws, the Union will have the right to have the assistance of representatives of the Canadian Union of Public Employees when negotiating with the Employer, as part of the Union's negotiating committee. The Union will have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees when dealing with the Employer. Such representatives will have access to the Employer's premises in order to investigate and assist in settlement of grievances as defined in Article 13. Such access will be at a reasonable time on prior notice to the Employer and will not unreasonably interfere with the operation of the Employer's business.

12.03 Time Off for Union Duties

The Employees selected by the Union to represent it on the Negotiating Committee will be entitled to attend all Union/Employer negotiating meetings held within working hours without loss of remuneration.

12.04 Exchange of Information

In order to facilitate collective bargaining the parties agree to share all information, data, reports, save only those privileged communications passing between the Employer and its Industrial Relations Counsel and/or its Executive Committee and between the Union and its Industrial Relations Counsel and/or its members. Such information may include the following list of items which is offered here as being merely illustrative: job descriptions, positions in the Bargaining Unit, current wage rates, pension and welfare plans, technical

information relating to comparative wage surveys, cost of living, other economic indicators, budget data, and other reports, records, studies, surveys, manuals, directives or documents required for the purpose of exercising any part of this Agreement.

ARTICLE 13 – GRIEVANCES

13.01 Types of Grievances:

- a) Individual Grievance: A grievance, whether initiated by an individual or by the Union, that is confined in scope to a particular Employee.
- b) Group Grievance: Where the matter is of concern to a group of Employees or where several individual grievances, after being consolidated at some stage, are brought forward as one (1) grievance.
- c) Policy Grievance: Where either Party disputes the general application, interpretation, or alleged violation of an Article of this Agreement, where the matter of concern is not specifically confined in scope to any particular Employee.

13.02 Stages for Commencement of Procedure of Grievances

- a) The procedure for settling individual and group grievances shall start at Step 1.
- b) Grievances related to discrimination and harassment, as defined in Article 6 of this Agreement, shall automatically start at Step 2 and the provisions of the Harassment Grievance Procedure, as defined in Article 13.04, shall also apply.
- c) Policy grievances shall automatically start at Step 3.

13.03 Grievance Procedure

A Grievance shall be dealt with in the following manner:

Step 1 Written notice of Grievance

- i) The Union shall file a written Notice of Grievance form with the Staff Relations Designate within ten (10) days of the date the incident first occurred, except for a grievance under Article 6 – No Discrimination or Harassment, in which case the Grievor shall have fifteen (15) days.
- ii) The Notice of Grievance shall state the details and nature of the grievance and specify the provisions of the Agreement that have been violated, as well as the remedy sought.

- iii) The Staff Relations Designate will provide the Union with a written response to the Notice of Grievance within ten (10) days.
- iv) The Union's representative will seek to settle the dispute with the Staff Relations Designate to the satisfaction of the Grievor, which may include a meeting. The Grievor has a right to be present at this step.
- v) Failing the resolution of the grievance to the mutual satisfaction of the Union and the Employer, either party may request an escalation of the resolution to Step Two (2) within ten (10) days of the issuance of the Employer's response.
- vi) Should no further request or response be brought forward by the Grievor or the Union within ten (10) days of the Employer's response being issued or a meeting taking place, the matter will be considered to be resolved to the mutual satisfaction of the parties, and no further action will be expected or required.

Step 2 Grievance Meeting

- i) Failing resolution of the grievance under Step One (1), the Grievor may request a meeting between the Union and the Staff Relations Designate to attempt to resolve the matter. This meeting will occur no later than ten (10) days following the request.
- ii) Failing resolution of the grievance to the mutual satisfaction of the Union and the Employer, either may request an escalation of the resolution process to Step Three after ten (10) days following the last meeting attended by all parties.
- iii) Should no further request or response be brought forward by the Grievor or the Union within sixty (60) days following the last meeting attended by all parties, the matter will be considered to be resolved to the mutual satisfaction of the parties, and no further action will be expected or required.

Step 3 Presentation to Ontario Executive Committee

Failing settlement under Step 2, the Union's representative may submit the grievance and present the Employee's case to the Ontario Executive Committee. The Staff Relations Designate will communicate the decision of the Ontario Executive Committee within five (5) days.

Step 4 Arbitration

Failing resolution of the grievance under Step Three (3), the grievance will be resolved through the arbitration process as defined under Article 14 – Arbitration.

13.04 Harassment Grievance Procedure

a) Handling of Harassment Grievances

- i) An Employee who alleges they have been subject to discrimination or harassed may submit a grievance under the grievance procedure. All grievances filed alleging a violation of Article 6 shall be submitted in writing by the Union or Shop Steward within twenty (20) working days of the alleged incident.
- ii) The parties agree that the Union may rely on incidents which occur more than fifteen (15) working days – up to sixty (60) working days prior to the filing of the grievance if the earlier incidents form part of a pattern of harassing conduct.
- iii) When a grievance involving harassment and discrimination has been filed the Union may request that contact with the alleged harasser be discontinued during the period of investigation. Upon such a request, the Staff Relations Designate shall ensure such separation. Where separation occurs, the Employee with the grievance shall suffer no penalty or interference in their working conditions. Should separation impact the work of another Bargaining Unit member, the separation shall not be considered disciplinary action nor will it be the basis for a grievance.
- iv) Within ten (10) working days of receipt of the grievance the Staff Relations Designate shall convene a meeting with the Union. The Employer must respond in writing within ten (10) working days of the meeting on a resolution to the grievance.
- v) Where the alleged harasser is a member of the Bargaining Unit, they shall be given a leave (with pay) during the period of investigation and grievance resolution.
- vi) The grievor shall receive a report with the results from the investigation in a timely manner. The report may exclude some content of the investigation in cases of confidentiality issues.
- vii) Where the alleged harasser is the Staff Relations Designate or one of the Employer's Representatives, an alternate member of the Ontario Executive Committee of the Canadian Federation of Students-Ontario,

that is mutually agreed to by the Union and the Employer's Representatives, will take the alleged harasser's place, for the purposes of dealing with the grievance.

b) Investigation of Harassment Complaint

- i) If an Employee feels they have been harassed and notifies the Employer, the Employer shall conduct an investigation regardless of whether a grievance has been filed. The Employee or Employees involved shall be entitled to representation by the Union.
- ii) The Employer and the Union shall appoint an agreed-upon neutral third party to handle the investigation who would have the authority to recommend discipline.
- iii) The investigation process shall take no longer than fourteen (14) working days unless otherwise agreed upon by the Employer and the Union.
- iv) Upon completion of the investigation, the Employer shall decide what action shall be taken and the Employee and the Union shall be informed of the decision within five (5) working days following the receipt of the decision of the Investigator.
- v) Where possible proceedings and results shall be kept in the strictest confidence.

c) Counselling During Investigation

The grievor shall be offered counselling and/or leave (with pay) during the investigation and grievance resolution.

13.05 Replies In Writing

Replies to grievances shall be in writing at all stages. Where a grievance is denied, the reply shall include reasons for denying the grievance.

13.06 Time Limits May Be Extended

The time limits may be extended by mutual agreement.

13.07 Grievances Not To Be Discussed

After a grievance has been initiated by the Union, the Employer shall not discuss the grievance with the Grievor without an additional representative of the Union being present.

13.08 No Contact Between Grievor and Respondent

In cases of an individual grievance where an employee is grieving an individual member of the Ontario Executive Committee, with whom the Employee would normally be required to work, the Employer shall, upon request, ensure that no contact between the Grievor and the Grievor shall occur. This may include, but not be limited to, a reasonable change of work responsibilities.

13.09 Time Off For Grievances

An Employee shall be permitted the necessary time off without loss of pay or benefits to attend to the adjustment of a grievance and may be present at any stage in the grievance procedure if so requested by either party.

13.10 Precedent

If the Union, an Employee, or group of Employees, choose not to grieve a particular situation or to withdraw at any stage, such action or lack of action shall be entirely without prejudice.

ARTICLE 14 – ARBITRATION

14.01 The Arbitrator

The arbitrator is to be governed by the following provisions:

- a) The Arbitrator shall hear and determine the subject of the grievance and shall issue a decision which is final and binding upon the Parties and upon any Employee or Employer affected by it.
- b) The Arbitrator shall determine their own procedures, but shall give full opportunity to all parties to present evidence and make representations.
- c) The Arbitrator shall not have the power to alter or amend any of the provisions of this Agreement.
- d) The Parties and the Arbitrator shall have access to the Employer's premises to view working conditions, machinery, or operations which may be relevant to the resolution of the grievance.
- e) The Arbitrator shall have the power to amend a grievance, modify penalties, and relieve against non-compliance with time-limits, or any other technicality or irregularity.
- f) The Arbitrator shall have jurisdiction to determine whether a grievance is grievable.

14.02 Original Grounds

The Employer shall not introduce into the arbitration procedure any documentation or arguments other than those used to reject the grievance.

14.03 Union and Employer to Meet

Two (2) representatives of the Employer and two (2) representatives of the Union shall meet within five (5) working days of notification of the intent to proceed to arbitration, for the purpose of selecting a single Arbitrator.

14.04 Arbitration Hearing In Ninety (90) Days

Where a single arbitrator has been agreed upon by both representatives, the arbitrator shall be requested in writing, by the party requesting the arbitration, to set a place, time and date for the hearing within ninety days of such request.

14.05 Arbitrator Does Not Accept

Where a single Arbitrator does not accept the request to arbitrate, or is unable to set a hearing date within the ninety (90) days stipulated, two (2) representatives shall meet within five (5) working days to select another Arbitrator.

14.06 No Agreement on Arbitrator

Where the representatives are unable to agree on a single Arbitrator within five (5) days of meeting for that purpose, or where two (2) Arbitrators have been selected but declined or were unable to set a date within the ninety (90) days specified, either party shall make a request, in writing, to the Union that they appoint an arbitrator.

14.07 Both Parties Agree to Pay

The parties shall jointly and equally bear the expenses and fees of the arbitrator.

14.08 Clarification of Decision

Should parties disagree as to the meaning of the decision of the Arbitrator either party may apply within fifteen (15) days to clarify the decision.

14.09 Time Limits May Be Extended

The time limits may be extended by mutual agreement.

ARTICLE 15 – DISCHARGE, SUSPENSION AND DISCIPLINE

15.01 Employer to Prove Just Cause

The Employer shall not discipline or discharge an Employee unless there is just cause. In any grievance over disciplinary action, the burden of proof of just cause lies with the Employer.

15.02 Progressive Discipline

- a) The Employer accepts and gives effect to the principle of progressive discipline by adopting the procedures set forth below. The Employer shall not impose any discipline until the Employee has been made aware of the situation requiring correction, the standard required and has been given reasonable opportunity to improve.
- b) Failure of the Employer to conform to the provisions of this clause shall render the discipline or discharge null and void.

15.03 Verbal Warnings and Direction

For the purposes of this clause, verbal warnings or directions shall not be interpreted as formal discipline.

15.04 Discipline and Discharge Procedure

Step 1 – Notice of Meeting

Prior to any consideration of discipline, the Employer shall notify the Employee and the Union, in writing, and schedule a meeting to be held within five (5) days. The notice shall state the reasons for consideration of discipline. Such a meeting shall be attended by the Employee involved, the Union representative and two (2) representatives of the Employer, one (1) of whom shall be the Staff Relations Designate. If the Employer decides that the complaint is without grounds, or decides not to pursue the matter, the Notice of Meeting and all other relevant documentation concerning the meeting shall be destroyed.

Step 2 – Letter of Warning

If the complaint is not abandoned or otherwise resolved as a result of the meeting referred to in Step 1, the Employer may, within ten (10) days of the meeting, issue

a letter of warning to the Employee and to the Union. The letter of warning shall state that disciplinary action may be imposed, in accordance with the procedure set out in this Article, within a given date to be determined by the Employer. Such date shall give the Employee reasonable opportunity to correct the problem(s) stated in the original notice.

The Employee shall have the right to respond to the letter of warning. Any reply by the Employee shall become part of the Employee's record. The Employer may not rely upon or use any written warning against an Employee for any purpose unless this clause is first complied with.

Step 3 – Notification of Action

The Employer may implement disciplinary action three (3) months after issuing the letter of warning if the problem is not corrected. The Employer shall advise the Employee and the Union, in writing, of the disciplinary action to be taken and the reasons for such action.

15.05 Records

The record of any disciplinary action and any matters forming the basis of, or raised during, such a disciplinary action shall not be referred to or used against an Employee, and any material related to such matters shall be destroyed after a fifteen (15) month period during which no further directly related offence occurs. Failure to grieve previous discipline, or to pursue such a grievance to arbitration, shall not be considered to be an admission that such discipline was for just cause.

15.06 Original Grounds

The Employer shall not discipline an employee for any reason other than those contained in the notice set out in Step 1.

15.07 Unjust Suspension or Discharge

- a) An employee considered by the Union to be wrongfully or unjustly discharged or suspended shall be entitled to a hearing commencing at Step 2 of the Grievance Procedure outlined in Article 13.
- b) An employee who is reinstated as a result of the grievance procedure or arbitration shall suffer no loss of seniority or wages.

15.08 Justification for Immediate Disciplinary Action

Notwithstanding the above, where an Employee is in immediate danger to themselves or others, the Employer reserves the right to discipline an Employee for just cause, without first having such meeting, or issuing a warning or adverse report.

ARTICLE 16 – SENIORITY

16.01 Application of Seniority

Seniority shall determine, within the Bargaining Unit, priority for appointments to vacant and new positions, layoff and recall, vacation scheduling and any other rights or benefits to which seniority applies in this Agreement.

16.02 Probationary Evaluation

- a) An Employee shall be considered a Permanent Employee after the Employee has completed a probationary period commencing on the date that the Employee has commenced work and expiring six (6) months after the commencement of work.
- b) During the fourth (4th) month of the probationary period, the Employer shall conduct an evaluation of the Employee's performance. Based on this evaluation, the Employer may choose to extend the probation period for an additional two (2) months. The evaluation process and decision to extend probation is subject to the Grievance Procedure, Article 13.
- c) The probationary period shall be automatically waived for all Permanent Employees who have worked as a Contract Employee for longer than four (4) consecutive months, and hired within three (3) months of the commencement of their employment as a Permanent Employee
- d) The Probationary period shall be automatically waived for all Permanent Employees who have worked as a permanent employee in a Bargaining Unit in any other provincial or national office of the Federation within three (3) months of the commencement of their employment as a Permanent Employee.
- e) During the probationary period, the employee will be entitled to all rights and benefits of this Agreement except as otherwise stated. After completion of the probationary period, seniority will be effective from the original date of hire. Probationary Employees may be discharged at any time during the probationary period, subject to the Employer acting responsibly, fairly, equitably, non-discriminatorily, and in good faith.

16.03 Seniority List

The Employer shall maintain a seniority list showing the classification and the date upon which employment commenced. An up-to-date seniority list shall be sent to the Union and posted on all bulletin boards in January of each year.

16.04 Seniority Steps

For the purpose of calculating the wage scale, vacation allowance or pension plan contributions, all Permanent Employees shall progress through the following Seniority Steps, based on their years of employment:

Seniority Steps	
Employment Year	Seniority Step
Years 1 and 2	Step 1
Year 3	Step 2
Years 4 and 5	Step 3
Years 6 to 9	Step 4
Years 10 to 14	Step 5
Years 15 and above	Step 6

16.05 Employee on Layoff

An employee on layoff shall retain the achieved level of seniority at the time of layoff.

16.06 Contract Employees

- a) A contract employee shall not have seniority. However, if within three (3) months of termination of the contracted employment the Contract Employee becomes a Permanent Employee, seniority shall be effective from the first date of hire for the last contract, or the previous consecutive contract, whichever is longer.
- b) The probationary period shall be automatically waived in any such circumstances.

16.07 Accrual of Seniority on Leave

Seniority shall continue to accrue for any Employee, on all but the following types of leave:

- a) Unpaid Elected Union Leave;

- b) Unpaid Public Office Leave;
- c) Unpaid Incarceration Leave; and
- d) General Unpaid Leave.

Seniority shall remain at its achieved level for Employees on the above types of leaves.

16.08 Loss of Seniority

An employee shall lose seniority only when:

- a) Voluntarily terminated, or
- b) Discharged and not reinstated under the terms of Sections 15.04 and 15.06,
or
- c) Laid off and not recalled after one (1) year on the recall list under Articles 18.

ARTICLE 17 – STAFF CHANGES

17.01 Job Postings

When a job vacancy occurs or new positions are created, the Employer shall give the Union ten (10) days notice to ensure that Employees are aware of the position and may apply for the position. Internal hiring may be waived by mutual agreement. No outside advertising of any vacancy shall be placed until the applications of present Union members have been fully processed. All Employees on layoff shall be contacted by phone to be notified of the posting. In addition, copies of all notices shall be sent by mail to Employees on layoff and to the Union. Notices to Employees who reside outside the Toronto area shall be sent by registered mail. It shall be the responsibility of the Employee to keep the Employer informed of the Employee's current address.

17.02 Information in Postings

Job postings shall include the following: nature of position, qualifications, required knowledge and educational skills, wage or salary rate, and any other hiring criteria as determined by the Employer in consultation with the Union. All job postings shall state that the position is unionized with CUPE Local 1281 and carry the following text:

“The Canadian Federation of Students-Ontario is an employment equity employer. Applications from all qualified candidates are welcome; in particular, applications are encouraged from racialized people, First Nations, Inuit, Métis, people with disabilities, neurodiverse, queer and trans people, and women.”

17.03 Hiring Committee

A Hiring Committee will be appointed for the purposes of undertaking the hiring process for any vacancy that exists. The Hiring Committee will consist of one (1) member from the Bargaining Unit or in exceptional circumstances appointed by the Union's Executive, and two (2) members appointed by the Employer. The Employer will notify the Union of the creation of the Hiring Committee, following which both the Union and the Employer will have five (5) days to appoint their respective members(s).

17.04 Internal Hiring

- a) Permanent Employees shall be preferred for all open positions. Where more than one (1) qualified employee applies for any given position, the position shall be awarded to the applicant with the greatest seniority.
- b) No new Employees shall be hired unless and until all Employees on layoff, who are qualified and willing to do the job, have had ten (10) days of notice to apply. Accordingly, the recall process as defined in Article 16 must be satisfied prior to undertaking any internal transfer or hiring process. Notice will be deemed to be waived where the Union informs the Employer that there are no internal candidates.
- c) A Permanent employee who is the successful applicant for the vacant position shall complete a two (2) month trial period. If the Employee is not satisfied during the trial period, the Employee may return to their former position, after ten (10) days notice. Any other Employee transferred as a rearrangement of positions may also return to their former position. In the event that an external person is hired to fill a position left vacant through internal hiring, this new Employee will be informed of the possibility of being displaced.

17.05 External Hiring

- a) Where no Permanent Employee is appointed to an open position, a Hiring Committee shall conduct a hiring process in order to make a recommendation.
- b) Recommendations of the Hiring Committee shall be dealt with as follows:

Step 1 – Approval or Reconsideration

The Employer's Representatives shall either approve a recommendation of the Hiring Committee or direct the Hiring Committee to reconsider its recommendation.

Step 2 – Approval or Rejection

With respect to any further recommendation of the Hiring Committee arising out of Step 1, the Employer's Representatives shall either approve this recommendation or reject it and reopen the hiring process.

17.05 Union Notification

The Union shall be notified of all hiring, transfers, layoffs, recalls and termination of employment, in writing.

17.06 Training Period

The Employer shall ensure that a training period of four (4) weeks is provided for all new full-time Employees, to ensure proper introduction to the skills and techniques of the position as outlined by the current job description(s) and familiarise themselves with the operations of the Federation.

ARTICLE 18 – LAYOFFS/RECALLS

18.01 Layoff Limitations

There shall be no reduction in the workforce without a corresponding reduction in work required.

18.02 Discussion of Layoffs

If a reduction of staff or hours is under consideration, the Employer shall call a Union-Management meeting to discuss the proposed layoff.

18.03 Layoffs According to Seniority

Employees shall be laid off in reverse order of their seniority as defined in Article 1.26. An employee whose position is to be terminated by the layoff process, or whose position is to be reduced in hours, shall have the right to displace or "bump" any employee with less seniority, and shall be given a reasonable training period at the Employer's expense to acquire the necessary knowledge and skills.

18.04 All Efforts to be Made to Reinstate

If an employee who is to be terminated by the layoff process is unwilling or unable to bump, the Employee will be laid off and placed on the appropriate recall list for a period of no more than one (1) year. The Employer shall have made every effort to relocate the laid-off Employee in another position.

18.05 Notification of Layoffs

The Employer shall notify Employees who are laid off six (6) months before the layoff is to be effective, unless the Employee was hired externally as a result of the internal hiring process outlined in Article 17.04. If work is not available, the Employee shall be paid in lieu of work.

18.06 Health and Dental Benefits Plans to Continue

The Employer agrees to pay the full coverage of Extended Health, Dental and Life and Long-Term Disability Benefits Plans, as defined in Article 28.02 through 28.04, for Employees while they are on layoff, except in the case in which an Employee on layoff finds comparable benefits through alternate employment.

18.07 Employer to Pay Relocation Costs

In the event that an employee who relocated to assume employment is laid off after less than 12 (12) months employment, the Employer will pay, within two months of the actual layoff, all reasonable relocation expenses that the employee may have incurred to assume employment.

18.08 Access to Vacancies

All Employees who have been laid off shall have access to all vacancies through the internal hiring process, with all the rights of Permanent Employees.

18.09 Right to Refuse

An Employee on layoff who elects not to apply for a position other than the position from which the Employee was laid off shall not be deemed to have forfeited any other right accorded to the Employee by this Agreement.

18.10 Recall

- a) Where a vacancy occurs in any position following a reduction of personnel as a result of layoff, the Employee shall retain seniority in accordance with Article 16. The employee so affected will be offered the opportunity to fill the vacant position, subject to the conditions set forth in Article 16.03. Recall shall be on the basis of seniority.
- b) Employees being recalled shall be notified in writing, by registered mail, at least one (1) month in advance of the date of the recall. The Employee shall notify the Employer, in writing, of the Employer's intention to return to work within ten (10) days of receiving the recall notice. It shall be the responsibility of the Employee to keep the Employer informed of the Employee's current address and phone number.
- c) Employees on layoff who refuse to be recalled, or who fail to respond to a notice of recall, shall be deemed to have voluntarily terminated their employment and will cease being a member of the Bargaining Unit, and will forfeit all ensuing benefits.

18.11 Rehiring Limit

The Employer will be required to make a decision whether to rehire an Employee on layoff within one (1) year of the effective date of the layoff. One (1) year following layoff, the Employee's employment with the Canadian Federation of

Students-Ontario will cease, and no further benefits or payments will be due.

18.12 Recall Order

The Employer will recall Employees in the order of their seniority, provided they are qualified to do the work.

18.13 Right to Vacation Pay

An Employee on layoff may request, at their option, payment in credit of accrued vacation days. Such payment will be issued on the next regular payday for all Employees, provided the request is made at least five (5) days in advance. Employees on layoff will not accrue any additional vacation days from the date of layoff.

ARTICLE 19 – STRIKES AND LOCKOUTS

19.01 No Strikes or Lockouts

For the duration of this Agreement, there will be no strikes or lockouts by the Employees covered by this Agreement, except as outlined in the Ontario Labour Relations Act.

19.02 Third-Party Pickets

In the event that a legal strike and picket line of a third-party affects access to the Employer's premises or goods received by an Employer:

- a) The Employees covered by this Agreement will have the right to refuse to handle goods for an employer where a strike or lockout is in effect or to cross such a picket line, without pay, provided the individual Employee has given the Employer twenty-four (24) hours' notice.
- b) Failure to cross such a picket line by Employees will not be considered a violation of the Agreement, nor will it be grounds for disciplinary action. The Employer shall make reasonable accommodation for alternative work arrangements. It is understood that loss of pay will be incurred as a result of duties not performed and this will not be considered to be discipline.
- c) These provisions will hold except where the Employer shut down operations in support of a strike.
- d) The Employer agrees that it shall not request, require, or direct members of the Bargaining Unit to perform work resulting from a strike that would have been carried out by those persons on strike.

ARTICLE 20 – HOLIDAYS

20.01 Paid Holidays

Employees shall receive all Federal, Provincial, and municipal holidays applicable to the Employee's region. In addition, the following shall be paid holidays:

- December 24
- The week between December 25 and January 1
- Three (3) floating holidays for religious or cultural observances chosen at the Employee's discretion. Employees may elect an equivalent number of other holidays in place of statutory holidays in order to accommodate religious, cultural or personal observances. Such holidays shall be taken at the Employee's discretion. Employees shall give the Employer ten (10) days' notice of their intention to take equivalent holidays.
- In addition, the following days shall constitute paid holidays for all Employees: International Women's Day (March 8), International Labour Day (May 1), National Day of Truth and Reconciliation (September 30) and the National Day of Remembrance and Action on Violence Against Women (December 6). If any of the above-mentioned holidays fall on a Saturday or Sunday, then the first working day following will be a holiday. If any of these holidays fall during an Employee's vacation period, then she shall be entitled to an extra day of vacation.

20.02 Holidays Occurring on Weekends

In the event that a holiday occurs on a Saturday or Sunday, the Monday following shall be considered the holiday, except where the Saturday or Sunday falls within the December 24 to December 31 period. These holidays may be taken at the Employee's discretion.

20.03 Holidays Occurring on Vacation

If the holiday falls within the vacation period assigned to or chosen by an Employee, the Employee shall, in addition to their regular pay, also receive an extra day's vacation in lieu of such holidays.

ARTICLE 21 – VACATIONS

21.01 Annual Paid Vacation

- a) Permanent and Contract Employees shall be entitled to annual vacations with pay on the following basis:

Vacation Allowance		
Step	Employment Year	Annual Vacation Allowance
Step 1	Year 1	Two (2) weeks*
Step 2	Years 2 and 3	Three (3) weeks
Step 3	Years 4 and 5	Four (4) weeks
Step 4	Years 6 to 9	Five (5) weeks
Steps 5 and 6	Years 10 and above	Six (6) weeks

*This vacation may, upon request, be taken before completion of the first year of employment.

- b) A schedule of all vacation requests that are longer than three (3) consecutive days, and that fall during the period from June 1 to September 1, shall be submitted to the Employer by the end of the last full week in April. In addition, any request for more than three (3) consecutive days of vacation shall be submitted to the Employer a minimum of four (4) weeks in advance of the requested time off.
- c) Priority in approval of vacation requests will be granted in accordance with the Preference in Vacation provisions in Article 21.03 of this Agreement, but no request for vacation shall be unreasonably denied.
- d) Approved requests shall be subject to change upon mutual consent of the Employer and the Employee.

21.02 Vacation Not Taken

Vacation not taken before the end of the year of entitlement shall be added to the vacation period of the subsequent year up to a maximum of two (2) weeks.

21.03 Preference in Vacations

Vacations shall be granted first on the following preferential order:

- a) On the basis of seniority among those Employees having children who attended school during the preceding Spring; and

- b) On the basis of seniority among those who did not have children attending school in the preceding Spring, if such vacation is requested during the months of July and August.

The Employer and Employees shall coordinate the vacation schedule.

21.04 Unbroken Vacation Period

An Employee shall be entitled to receive the Employee's vacation in an unbroken period unless otherwise mutually agreed upon between the Employee and the Employer.

21.05 Split Vacations

An employee may take vacations in split periods.

21.06 Illness During Vacation

Sick leave will be substituted for vacation where it can be established by the employee that during the Employee's vacation the Employee was sick or disabled, exposed to a contagious disease, under examination or treatment by a physician, chiropractor, dentist or therapist.

ARTICLE 22 – SICK LEAVE PROVISIONS

22.01 Annual Paid Sick Leave

- a) An Employee shall earn twelve (12) days of sick leave per Employment Year at the rate of one (1) day for every month an Employee is employed.
- b) Where no one other than the Employee can provide for the needs of an ill family member, an Employee shall earn an additional twelve (12) days of Family Illness Sick Leave at the rate of one (1) day per month to provide for the needs during an illness of an immediate member of the Employee's family as defined in Article 23.04.
- c) Employees shall also be entitled to an additional twenty-four (24) hours per Employment Year of paid time off for medical appointments, above and beyond the appointments taken on sick leave time.

22.02 Proof of Illness

An Employee may be required to produce a certificate from a physician for any illness in excess of three (3) working days, certifying that the Employee was unable to carry out the Employer's duties due to illness.

22.03 Sick Leave Accrual

Employees may carry forward unused sick leave days from year to year to a maximum of sixty (60) days. There shall be no payouts of sick leave credits accumulated at the time of lay-off, discharge, resignation or retirement.

22.04 Sick Leave Usage

One (1) sick leave day will be deducted from an Employee's accrued total, for all normal working days – exclusive of holidays as defined under Article 20 – that an Employee is absent from work for the purposes and reasons defined under Article 1.28. Where an employee attended work for any part of a regular working day, 0.5 of a sick leave day will be deducted.

22.05 Sick Leave Notification

Employees will take all reasonable steps possible to notify the Staff Relations Designate of their impending absence, prior to the start of the workday, or as soon as is known where a health situation will necessitate an anticipated

extended absence. For the purposes of Article 22, telephone conversations, voice mail or e-mail, will be accepted forms of notification.

22.06 Retention of Sick Leave Entitlement

When an Employee is given Leave of Absence as defined under Article 23, or is laid off as defined under Article 18, such Employee will retain the sick leave accrued prior to leave or layoff upon return to work.

22.07 Sick Leave Without Pay

Sick leave without pay shall be granted to an Employee who does not qualify for sick leave with pay until such time as the long-term disability provision outlined in Article 28.04 Life and Long-Term Disability Benefits Plan comes into effect. An Employee who qualifies for long-term disability payments shall be granted such leave until they are able to return to their job.

ARTICLE 23 – LEAVE OF ABSENCE

23.01 Retention of Benefits – Paid Leave

While exercising any paid leave as defined in Article 23, Employees shall maintain all rights, protections and benefits prescribed to them within this Agreement.

23.02 Retention of Benefits – Unpaid Leave

While exercising any unpaid leave as defined under Article 23, for a period greater than one (1) month, Employees shall maintain all rights protections and benefits prescribed to them within this Agreement, with the exception of Vacation Not Taken as defined in Article 21.02, Sick Leave Accrual as defined in Article 22.03, and Welfare Benefits as defined under Article 28. However, the Employee may request to make direct payment to maintain Extended Health, Dental, and Life and Long-Term Disability Benefits Plans, as defined in Articles 28.02 through 28.04.

23.03 Retention of Seniority

In no case shall any Leave on the part of an Employee, as defined under Article 23, result in a loss of seniority to the Employee.

23.04 Paid Bereavement Leave

Employees will be granted Bereavement Leave with full pay, as follows:

- a) Ten (10) days in the case of death of a child, dependent, spouse, sibling, or parent.
- b) Five (5) days in the case of death of a grand-parent, in-law, second-degree relative who has been residing in the same household or close friend.
- c) In cases where the Employee is compelled to travel to attend to the death of a relative in excess of five hundred (500) kilometres one-way from their primary place of residence, the Employee will be granted an additional two (2) days leave.
- d) No other reasonable request shall be denied.

23.05 Paid Medical Care Leave

Employees shall be allowed a leave of six (6) days per annum in order to engage in personal preventive medical and dental care. On request, Employees may be required to show proof of medical or dental care for the duration of their absence from work.

23.06 Paid Mental Health Days

An Employee shall earn one and a half (1.5) Mental Health days per month to be taken at the discretion of the Employee to attend to the Employee's mental health. Mental Health Days shall accumulate to a maximum of five (5) days.

23.07 Paid Compulsory Quarantine Leave

An Employee who must submit to compulsory quarantine shall be entitled to fifteen (15) days paid leave of absence.

23.08 Maternity and Adoption Leave

- a) A pregnant Employee who wishes to continue working during the period of pregnancy shall not be denied the right to do so.
- b) No Employee shall be severed or lose benefits because of Maternity and Adoption Leave. Seniority, vacation entitlements, and sick leave credits shall continue to accrue. Medical and dental plans, and child-care benefits shall be maintained.
- c) Employees eligible to receive Employment Insurance benefits pursuant to the Employment Insurance Act, shall be paid a maternity leave allowance in accordance with the Supplementary Employment Benefit Plan. The Employee shall pay the difference between Employment Insurance benefits and ninety-five percent of regular earnings for the period of time the Employee has qualified for benefits, on a regular pay schedule.
- d) Employees who are not eligible for Employment Insurance benefits, and who have been employed for a period of at least twenty (20) weeks, will be granted Maternity and Adoption Leave with full pay for thirty (30) weeks.
- e) The Maternity and Adoption Leave Period shall be determined at the discretion of the Employee. Employees shall give at least ten (10) days notice of the start of Maternity and Adoption Leave and one (1) month notice of the date the leave is to end. Employees may also be granted an additional two (2) years unpaid Maternity and Adoption Leave without loss of seniority.

- f) If an Employee is terminated or laid off after the Employee's return from Maternity and Adoption leave before the Employee is eligible for full Employment Insurance Benefits, the Employer agrees to make up the number of weeks necessary to ensure full eligibility.

23.09 Parental Leave

Employees eligible to receive Employment Insurance benefits pursuant to the Employment Insurance Act shall be paid a parental leave allowance in accordance with the Supplementary Employment Benefit Plan. The Employer shall pay the difference between Employment Insurance benefits and ninety-five percent (95%) of regular earnings for the period of time the employee has qualified for benefits. If this period of time is less than ten (10) weeks, the Employee shall receive regular earnings for the remainder of the ten (10) weeks.

Employees who are not eligible for Employment Insurance benefits, and who have been employed for a period of at least twenty (20) weeks, will be granted parental leave with full pay for ten (10) weeks.

The Employer recognizes the right of an Employee to parental leave who is the guardian or is in the process of becoming the guardian of a child through adoption or foster care.

23.10 Post-Natal Leave

On the occasion of the birth of a child, the child's parent who is not taking a Pregnancy Leave shall be entitled to a leave with no loss of compensation and benefits of up to seven (7) Days to be taken within four (4) weeks of the birth.

23.11 Personal Leave

The Employer agrees to grant each Employee personal paid leave without loss of seniority for the following reasons

Employee's Marriage or commitment ceremony	Five (5) days
Marriage or commitment ceremony of next of kin	Two (2) days
Legal separation or divorce	Five (5) days
Serious household or domestic emergency	Five (5) days
Household move	Two (2) days

Child-care and other child-related responsibilities	Five (5) days
Canadian Citizenship leave	One (1) day
Graduation of next of kin	Two (2) days
Leave for court appearance	One (1) day
Leave for exams or registration as required by an educational institution	One (1) day

No other reasonable request shall be denied. The above will be cumulative where circumstances coincide.

23.12 Paid Election Leave

Employees will be allowed, Election Leave with full pay, four (4) consecutive hours off before the closing of polls in any federal, provincial or municipal election or referendum.

23.13 Paid Judicial Leave

Employees will be granted Judicial Leave to serve as a juror or witness in any court of law, during which period the Employee will receive the difference between their normal earnings and the payment received for such service - excluding payment for travel, meals or reimbursement for other expenses. Accordingly, the Employee will present proof of service and the amount of pay received within ten (10) days of receipt of such payment.

23.14 Paid Union Leave

- a) The Employer agrees to grant representatives of the Union temporary paid leave of absence from their employment in order to carry out negotiations pertaining to anything in this Agreement with the Employer, and to attend to other responsibilities of the Union.
- b) Employees shall be granted paid leave of absence to attend Union functions. Bargaining Unit meetings shall, whenever possible, be coordinated with Federation activities which allow non-Toronto-based staff to attend. However, in the event this is not possible, non-Toronto-based staff shall be entitled to travel costs and per diem payment by the Employer for attendance of monthly Union meetings.
- c) Time spent at such meetings will not be used in the calculation of overtime as defined in Article 25.14.

23.15 Paid Incarceration Leave

- a) If an Employee is incarcerated as a result of taking actions as directed by the Employer, the Employer agrees to grant paid leave of absence without loss of seniority or benefits for the duration of incarceration.
- b) The Employer will pay all fines levied on Employees by criminal courts as a result of such actions by the Employee.
- c) It is agreed the Employees have the right to refuse to undertake any action, which the Employee reasonably expects, could result in a fine or incarceration.

23.16 General Unpaid Leave

- a) Employees will be granted General Unpaid Leave upon one (1) month notice being provided, for up to one (1) year.
- b) Such leave can only be extended by mutual agreement between the Employee and Employer.
- c) Any Employee on General Unpaid Leave for a period longer than one month shall be required to contact the employer directly or through a Union representative after the expiry of two-thirds (2/3) and prior to the expiry of three-quarters (3/4) of their leave in order to confirm the Employee's intention to return to work and to make the appropriate arrangements for the Employee's reintegration into the workplace.
- d) Should this confirmation be received in accordance with the above provisions, the Employee shall return to their position upon completion of unpaid leave and be reinstated at their previous level of seniority.
- e) Should this confirmation not be received within the required time-frame, and without prior discussion with the Employer's Representative, the position will be deemed vacant and the Employer will post for a permanent position, in accordance with the hiring process outlined in this Agreement, to commence at the end of the Employee's leave period.
- f) Leave requested outside of the notice period should not be unduly denied. No request for general unpaid leave shall be unreasonably denied.

23.17 Unpaid Personal Leave

- a) Employees will be granted Personal Leave, upon five (5) days notice being provided, for up to five (5) days per Employment Year, for personal reasons.
- b) The Employer will not unreasonably refuse such personal requests.

23.18 Unpaid Elected Union Leave

- a) Any Employee who is elected to a full-time position with the Union, or anybody with which the Union is affiliated, shall be granted a leave of absence without loss of seniority by the Employer for a period of up to one (1) year. Such leave shall be renewed each year on request during the Employer's term of office.
- b) Upon request, any Employee who is elected to the Union's Local executive committee and who requires unpaid leave to perform the part-time duties of that office shall be granted unpaid leave.

23.19 Unpaid Public Office Leave

Any Employee who is elected to a full-time position of public office, with the Municipal, Provincial, or Federal governments, shall be granted a leave of absence without loss of seniority by the Employer for a period of up to one (1) year. Such leave shall be renewed each year on request during the Employee's term of office.

23.20 Unpaid Incarceration Leave

In the event that an Employee is accused of an offence which requires a court appearance, the Employee shall be entitled to a paid leave of absence without loss of seniority or benefits. In the event that the Employee is jailed awaiting a court appearance, the Employee shall be entitled to an automatic leave without pay but without loss of seniority or benefits. If an Employee is found guilty and sentenced, the Employee shall receive a leave of absence without pay, seniority or benefits for the period of incarceration. If the period of incarceration exceeds one (1) year, the Employee shall be placed on the recall list upon release.

23.21 Gender Affirmation Surgery Leave

An employee who provides a certificate from a certified medical practitioner confirming that the employee requires a leave of absence to undergo the medical procedure(s) related to a gender affirming surgery, shall be granted up to two (2) months of paid leave. If Federal or Provincial legislation is introduced to cover paid leave benefits for a gender affirming surgery, the employer will pay the employee a top-up to such a claim.

ARTICLE 24 – TRAINING AND PROFESSIONAL DEVELOPMENT

24.01 General Rules

The following shall apply to all educational leave:

- a) Whenever the Employer becomes aware of a potential opportunity for educational leave for any member of the Bargaining Unit, the Employer will make a reasonable effort to inform the member(s) of the Bargaining Unit through the Shop Steward.
- b) The Employer and the Union shall determine whether an educational program is beneficial to both the Employer and the Employee. Such programs shall include, but not be limited to:
 - i) Health and safety programs
 - ii) The conferences and general meetings of organizations concerned with the policy, economics, social organization or practice of education
 - iii) Courses, conferences and meetings relevant to the Federation
 - iv) Bilingualism (French or English)
 - v) Drivers' education training

24.02 Job Development and Training

If an Employee wishes to attend a course, seminar, or other educational program that is beneficial to the Employer and the Employee involved:

- a) Instruction time and time spent writing the examination shall count as time worked.
- b) The Employer shall pay the Employee's tuition fees and any related costs of attending the course.
- c) The Employer shall authorize the Employee to discuss the program or course with other Employees at meetings scheduled during working hours.

24.03 Training Programs

In the event that the Employer should introduce new methods or machines which require new or greater skills than those possessed by Employees under the present methods of operation; or in the event that the Employer requires Employees to learn skills, methods or machines not previously required, such Employees shall, at the expense of the Employer, be given a minimum period,

not to exceed one (1) year, during which they may perfect or acquire the skills necessitated by the new methods of operation. There shall be no change in wage or salary rates during the training period of any such Employee and no reduction in pay upon being reclassified in the new position.

24.04 Additional Training

Should the introduction of new methods of operation create the need for the perfection or acquisition of skills requiring a training period longer than one (1) year, the additional training time shall be subject to discussion between the Employer and the Union.

24.05 Professional Development and Employee Education

The Employer agrees to grant all Employees up to three (3) days per Employment Year, plus reasonable travel time, to attend a staff development session organized by the Union. The Employer shall also pay for the cost of such a conference, to a limit of \$1000.00.

24.06 Personal Development

If an Employee wishes to take, at any accredited institution, a course which is not related to the Employee's work:

- a) The Employer shall grant leave without pay to attend the course and any examinations in it.
- b) The Employee shall have the right to reschedule their work hours to accommodate course time.

24.07 Leave for International Exchange

Where prior permission has been obtained from the Employer, an Employee shall be granted a maximum of ten (10) days leave to attend international conferences and/or staff exchanges sponsored by employers of like nature. The Employee shall suffer no loss of pay or seniority for time so spent.

ARTICLE 25 – PAYMENT OF WAGES AND ALLOWANCES

25.01 Pay Days

The Employer shall pay salaries and wages every two (2) weeks in accordance with Schedule I of this Agreement. On each payday, each Employee shall be provided with an itemized statement of the Employee's wages and deductions.

25.02 Non-hierarchical Workplace

Within the office, all work performed is perceived as being of equal value. There shall be no discrimination between workers in the matter of pay or conditions except in regard to seniority and other items specifically stated within this Agreement.

25.03 Part-time Employment

Subject to Article 5.02, Part-Time Employees shall receive the conditions of employment and prerequisites specified in this Agreement for full coverage of the plans specified in Articles 28.02 through 28.04.

25.04 Pay in Advance of Vacation

Employees may, upon giving a least five (5) days' notice, receive any cheque which may fall due during the period of their vacation, up to five (5) days prior to the commencement of their vacation.

25.05 Mileage Allowance

Mileage rates paid to employees using their own automobiles for the Employer's business shall be as follows:

- a) Fifty-eight cents (\$0.58) per kilometre, adjusted as per Article 25.11; and
- b) The Employer shall pay the difference in auto insurance premium for an Employee who elects to use their own automobile for employment purposes.

As a condition of employment, the Employer does not require anyone to own a car. When transportation is required, the employee may elect to use their car at the approved mileage rate.

25.06 Digital Allowance

Employees will be eligible for reimbursement for the monthly expense of any personally held cellular telephone with voice mail, text messaging, and/or data transferring, and service that is used for work-related business (and provided as a contact number), including long-distance calls, or overages and/or additional

approved expenses on a home internet account as a result of remote work, to a maximum of two hundred (\$200) dollars per month. In the event that exceptional circumstances may require an Employee to exceed the maximum, the Employee shall request approval by email for extra reimbursement from the Employer prior to incurring additional costs.

When circumstances allow, an Employee may submit a written request to perform some or all of their duties from home. No request shall be unreasonably denied.

- a) While the COVID-19 Pandemic remains, Employees may choose to work from home until they feel safe to return to the office.
- b) Monthly home internet access service fees incurred by an Employee up to a maximum of \$100.00 per month shall be included as an eligible reimbursement expense.

25.07 Night Travel Allowance

When an Employee is called into work between 10:00 p.m. and 7:00 a.m., or if an overtime or work period ends during this time, taxi service to and from the home of the Employee shall be provided by the Employer.

25.08 Fees and Membership Dues

The Employer shall pay the full cost of all fees and/or membership dues of Associations, Societies, Libraries and other organizations incurred by Employees in the exercise of their duties and functions. Such payments shall be subject to the approval of the Union-Management Committee and upon written notification and explanation.

25.09 Educational Allowance

The Employer shall pay the full cost of any course of instruction required by the Employer for Employees to better qualify themselves to perform their jobs. Course time, and time spent writing examinations, shall be considered time worked.

25.10 Bonding

When the terms of the position necessitate, an Employee, as a condition of employment, must be bondable except by mutual consent by Employer and Employee. Employees shall be bonded at the expense of the Employer.

25.11 Cost of Living Allowance

- a) The Employer shall adjust wages, per diem and mileage allowances in accordance with increases in the cost of living, based on the Consumer Price Index as published by Statistics Canada for the Toronto Region;
- b) The adjustment shall be made on an annual basis and shall take effect on March 1.
- c) The base for calculation shall be the indexed based on the average for the preceding year.
- d) In the event that the Consumer Price Index becomes unavailable in its present form or changes are made in its calculation, the provisions in this Article shall be subject to renegotiation. Any settlement shall be made retroactively to the date the present provision ceases to apply. In case of disagreement, the matter will be submitted to a single Arbitrator to be appointed by mutual consent of the Union and the Employer.

25.12 Dependency Allowance

The Employer shall provide for Employees an allowance for any new/additional dependent(s) for up to six (6) months after an Employee becomes the primary guardian or custodian for such a dependent(s).

25.13 Travel Expenses and Allowances

a) Per Diems

- i) Per diems shall be provided to all Employees engaged in the following activities held outside the Greater Toronto Area:
 - a. Overnight field trips/travel approved by the Employer;
 - b. Conferences and meetings not organized by the Federation, where required by the Employer; and
 - c. Union sub-local meetings for staff not based in Toronto.
- ii) Where lunch and dinner are provided, a half per diem shall be provided.
- iii) Where meals are not provided, and hours worked (including travel time) exceed 8 hours in a working day, a full per-diem shall be provided.

b) Travel Expenses

- i) All travel costs incurred on Federation business are to be paid by the Employer. The mode of transportation will be decided by mutual agreement between the Employer and the Employee.

- ii) The Employer agrees to reimburse employees for all travel expenses and per diems as submitted.
- iii) The Employer will advance an amount for anticipated expenses and per diems upon request.

c) Employees May Use Hotels For Overnight Trips

Employees have the right to stay in a hotel while on overnight field trips and for Executive Committee meetings for non-Toronto-based staff, if no other accommodation is deemed acceptable by the Employee.

25.14 Overtime

a) Definition of Overtime:

- i) Overtime shall be defined as all authorized time worked above and beyond a thirty-five (35) hour workweek;
- ii) For the purposes of this clause, a week commences at 12:01 a.m. on Monday and ends at midnight Sunday.

b) Compensation for Overtime:

- i) All hours of work in excess of thirty-five (35) hours per week, but not more than forty-four (44) hours in a workweek, shall be compensated at the rate of one (1) hour off per hour worked. All hours of work in excess of forty-four (44) hours shall be compensated at the rate of one and one half (1 & ½) hours off per hour worked.
- ii) For purposes of overtime, the thirty-five (35) hour workweek shall not include hours not worked in lieu of overtime pay, but shall include all other time off as defined in this agreement.

c) Compensation to be in Time off:

- i) All Employees are required to take time off in lieu of overtime pay. Such time off will be scheduled by mutual consent between the Employer and the Union. Under exceptional circumstances only, and at the request of either party, overtime pay may be provided to an Employee.
- ii) All Employees are required to take their overtime in time off within the fiscal year it is accrued, and time off in lieu shall be a maximum of three consecutive weeks at any one time.
- iii) Notwithstanding Article 25.14 C ii, an Employee may carry over up to two (2) weeks of lieu time into the next fiscal year.
- iv) Employees shall request to submit their requests for time off to the Employer ten (10) days prior if they would like to take more than five (5)

consecutive days from their over time bank hours. The Employer shall not unreasonably deny such requests.

d) All Employees have the right to refuse overtime.

25.15 No Loss of Accrued Overtime and Vacation Payments

Upon termination of employment, the Employer shall pay to the Employee all accrued paid vacation time and any accrued overtime owing to the Employee. Such payment shall be made at the approved rate of pay effective immediately prior to terminating employment.

25.16 Moving Expenses

The Employer agrees to pay up to \$2,000 towards the cost of household moving expenses, for which receipts are provided, that are incurred by an Employee as a result of transfers of place of employment for the Federation, if the transfer is greater than thirty-five (35) kilometres.

25.17 Child Care Benefits

The Employer shall pay Permanent Employees' child care costs for children 0-16 years, for attendance at Canadian Federation of Students-Ontario general meetings, lobby sessions, executive committee meetings, executive or staff retreats, Union sub-local meetings or for any other meeting or conference required by the Employer, upon presentation of a duly filed Federation expense form up to the amounts indicated in the following schedule:

- up to eight (8) to ten (10) hour child care service: up to a maximum of \$80.00 per child, per day
- up to twenty-four (24) hour child care service: up to a maximum of \$120.00 per child, per day

The Employer shall not be responsible for supplying or arranging site-accessible child care for Employees attending Federation meetings or events.

25.18 Pension Plan

The Employer agrees to make the following annual pension plan contributions for all Permanent Employees:

Pension Plan Contributions		
Step	Employment Year	Annual Pension Plan Contribution
Steps 1 and 2	Year 1 to 3	Two percent (2%)
Step 3	Years 4 and 5	Four percent (4%)
Step 4	Years 6 to 9	Six percent (6%)

Step 5	Years 10 to 14	Eight percent (8%)
Step 6	Years 15 and above	Ten percent (10%)

ARTICLE 26 – SEVERANCE PAY

26.01 Cessation of Operations

If, as a result of the Employer ceasing all or part of the operations, or if by reason of any change in operating methods, the Employer is unable to provide comparable work for a displaced Employee, the Employee will be given notice of termination in accordance with the Employment Standards Act (Section 40) and subject to the provisions under Article 18.

26.02 Severance Pay

If notice of termination is given under Article 26.01, the Employee shall be given six months' notice and severance pay on the basis of six (6) weeks' pay, at the Employee's regular rate of pay plus one (1) week's pay for every year of employment to a maximum of six (6) years.

ARTICLE 27 – JOB DESCRIPTIONS

27.01 Job Descriptions

The Employer agrees to work with the Union to provide to the Union job descriptions for all positions included under Articles 5.03 and 5.04, which is mutually agreed upon, such descriptions will be included in Appendix C which shall form a part of this Agreement, and which will be recognized by the Union and the Employer as the job descriptions.

27.02 Changes in Job Descriptions

When a job description is changed, modified, or newly created, with the consent of the Union, such job description will immediately be appended to this Agreement, and will include the date it was appended.

ARTICLE 28 – WELFARE BENEFITS

28.01 Ontario Health Insurance Plan

The Employer will pay one hundred percent (100%) of the cost of the Ontario Health Insurance Plan for all Employees, as paid through Employer Health Tax premiums.

28.02 Extended Health Benefits Plan

The Employer will cause to be maintained an Extended Health Benefits Plan, and shall pay one hundred percent (100%) of premiums associated with such plan for all Permanent and Contract Employees, after four (4) months of consecutive work, and their dependents and/or spouse, and for all Class 2 Temporary Employees, subject to the approval of the insuring company.

The parties agree that should equivalent or higher coverage be obtained from the same or other insurers at the same or lower premium rate, they will begin negotiations to substitute this alternate plan for the existing coverage under this Article. No material change shall occur except by mutual agreement between the Union and the Employer.

28.03 Dental Benefits Plan

The Employer will cause to be maintained a Dental Benefits Plan, and shall pay one hundred percent (100%) of premiums associated with such plan for all Permanent and Contract Employees, after four (4) months of consecutive work, and their dependents and/or spouse, and for all Class 2 Temporary Employees, subject to the approval of the insuring company.

The parties agree that should equivalent or higher coverage be obtained from the same or other insurers at the same or lower premium rate, they will begin negotiations to substitute this alternate plan for the existing coverage under this Article. No change shall occur except by mutual agreement between the Union and the Employer.

28.04 Life and Long-Term Disability Benefits Plan

The Employer will cause to be maintained Long-Term Disability, Accidental Death and Dismemberments, and Life Insurance, and shall pay one hundred percent (100%) of premiums associated with such plan for all Permanent and Contract Employees, after four (4) months of consecutive work, and their dependents and/or spouse, and for all Class 2 Temporary Employees, subject to the approval of the insuring company.

The parties agree that should equivalent or higher coverage be obtained from the same or other insurers at the same or lower premium rate, they will begin negotiations to substitute this alternate plan for the existing coverage under this Article. No change shall occur except by mutual agreement between the Union and the Employer.

28.05 Eye Exams and Prescription Eye-Care Allowance

- a) After four (4) months of consecutive work, the Employer will provide all Permanent Employees with compensation to cover all eye-exam costs not covered by provincial and group insurance plans.
- b) After four (4) months of consecutive work, the Employer will provide all Permanent Employees with a Prescription Eye-Care Allowance towards the cost of any services provided by an optometrist or ophthalmologist, or towards the costs of prescribed eye-care, such as eyeglasses, optical sunglasses, or contact lenses. Such allowance may be utilised for the goods and services defined above for an Employee, and their dependants and/or spouse, and shall not exceed four hundred dollars (\$400) in a twenty-four (24) month period, will be issued no later than the next regular payday following receipt(s) being submitted for reimbursement. To claim this Prescription Eye-Care Allowance the Employee must first exhaust the eye care benefit provided under the Employer's benefit plan.

28.06 Dental Allowance

After four (4) months of consecutive work, the Employer will provide all Permanent Employees with Dental Allowance towards the cost of any major restorative surgery, periodontics, implants, bridges, crowns, or other dental surgery or services provided for an Employee, or their dependants and/or spouse, that is not covered under the Dental Insurance Plan. Such allowance shall not exceed two thousand dollars (\$2,000) per Employment Year.

28.07 Canada Pension Plan

The Employer agrees to pay the Employer's cost of the Canada Pension Plan, the remainder to be deducted from the biweekly payroll of the Employee.

28.08 Supplementation of Compensation Award

An Employee prevented from performing their regular work with the Employer on account of an occupational accident that occurs while working with the Employer, and is recognised by the Worker's Compensation Act, shall receive from the Employer the difference between the amount payable by the Worker's Compensation Board and the Employee's regular salary as long as the Employee continues employed by the Employer.

28.09 Health, Fitness and Wellness Incentive

After four (4) months of consecutive work, the employer will provide a subsidy to all Permanent Employees for the annual cost of membership in an athletic or recreational club or facility or sports' league, or subscription, or wellness activity, upon the presentation of a receipt to the Employer, in the following amounts:

- a) Three quarters (3/4) of membership cost, or
- b) Four hundred and fifty dollars (\$450), whichever is less, or
- c) Purchase of fitness, health or wellness equipment and/or materials for the employee's use.
- d) Receipts shall be required for this reimbursement.

There shall be a limit of one (1) subsidy per Employee eligible for subsidy per Employment Year. The Employer shall be responsible for ensuring that subsidies granted under this clause shall be used to promote the health, fitness and wellness of Employees.

ARTICLE 29 – SAFETY AND HEALTH

29.01 All Reasonable Provisions to be Made

The Employer shall:

- a) Make all reasonable provisions for the safety and health of Employees during the working hours, and the Union may, from time to time, bring to the attention of the Employer any suggestions in this regard, and also any other suggested improvements regarding conditions of work; and
- b) Within three (3) months of the signing of this Collective Agreement, bring all work locations into conformity with Workplace Hazardous Materials Information System (WHMIS) requirements.

29.02 Health and Safety Committee

In conformity with the Occupational Health and Safety Act, the Employer will form a Health and Safety Committee comprised of two representatives of the Employer and two representatives of the Union that will oversee the following:

- a) Institute proper training procedures for all employees, including first aid procedures and conflict avoidance; and
- b) Employer compliance with Workplace Hazardous Materials Information System (WHMIS) requirements.

29.03 Emergency/First Aid Training

The Employer will make available to a sufficient number of Employees the opportunity to attend a properly accredited Emergency/First Aid Course. Time spent attending this course will be considered as time worked, and the Employer will assume all costs, if any, of this course.

29.04 Computer Stations

No Employee shall be required to work at a computer station for more than two (2) hours without a fifteen (15) minute break.

ARTICLE 30 – TECHNOLOGICAL CHANGES

30.01 No Dismissal

No Permanent Employee shall be dismissed by the Employer because of technological change. An Employee who is displaced from their job by virtue of technological change will suffer no reduction in normal earnings and will be given full opportunity to fill other vacancies according to seniority.

30.02 No New Employees

No additional Employees shall be hired by the Employer until the Employee already working or on layoff shall be notified of the proposed technological change and allowed a training period to acquire the necessary knowledge or skills for retaining their employment.

ARTICLE 31 – PRESENT CONDITIONS AND BENEFITS

31.03 Maintenance of Benefits and Conditions

All rights, benefits, privileges and working conditions which Employees now enjoy, receive or possess as Employees of the Employer shall continue to be enjoyed or possessed insofar as they are consistent with this Agreement and must be modified by mutual agreement between the Employer and the Union.

ARTICLE 32 – COPIES OF AGREEMENT

32.01 Provision of Copies of the Collective Agreement

The Employer shall provide copies of this Agreement to all members of the Bargaining Unit.

ARTICLE 33 – TERM OF AGREEMENT

33.01 Duration

a) Length of Agreement

This Agreement shall be binding and remain in effect from January 19, 2022 - January 18, 2026. Any change deemed necessary may be made by mutual agreement at any time during the existence of this agreement.

b) Agreement to Continue after Expiration Date

Failing agreement by January 18, 2026, this agreement and all its terms shall continue in force until a new agreement is executed.

33.02 Retroactivity

All changes in the new Agreement shall be adjusted retroactively unless otherwise specified.

In Witness whereof, the Parties hereto have caused this Agreement to be signed by the duly authorized representatives in Metropolitan Toronto this June 6, 2022.

For the Employer:

Mitra Yakubi

Mitra Yakubi
Chairperson, CFS-Ontario

Rawan Habib

Rawan Habib
Executive Director, Organizing,
CFS-Ontario

For the Union:

Alannah Fricker

Alannah Fricker
Administrative Coordinator / Assistant
Staff Representative, CUPE 1281

Michael Butler

Michael Butler
Co-Chief Steward, CUPE 1281

SCHEDULE I – WAGE RATES

S1.01 Permanent Employees: Full-Time

Permanent Employees working on a full-time basis shall be entitled to the following salary:

a) The following base rate, depending on Seniority:

PERMANENT EMPLOYEE BASE SALARY SCALE		
Step	Employment Year	Yearly Base Salary (\$)
Step 1	Years 1 and 2	\$66,000
Step 2	Year 3	2% increase
Step 3	Years 4 and 5	4 % increase
Step 4	Years 6 to 9	6 % increase
Step 5	Years 10 to 14	8% increase
Step 6	Years 15 and above	10% increase

b) A Consumer Price Index (See Article 25.11) increase will be applied to all fulltime employee salaries to a maximum of 2.5%, applied on February 1 each year.

S1.02 Permanent Employees: Part-Time

Permanent Employees working on a part-time basis shall be entitled to hourly wages as determined by the following method: full-time salary rate divided by seventy (70) hours.

S1.03 Contract Employees

Contract Employees shall be entitled to the following salary:

A base rate equal to the rate for Permanent Employees

S1.04 Temporary Employees

a) Class 1 Temporary Employees shall be entitled to the following hourly wages:

- i) Base rate for 2022-2023 – \$23.25 per hour
- ii) Annual increase to take effect on March 1 of each year – \$0.25 per hour

b) Class 2 Temporary Employees shall be entitled to the following hourly wages:

- i) Base rate for 2022-2023 – \$25.25 per hour

- ii) Annual increase to take effect on March 1 of each year – \$0.25 per hour

S1.05 Casual Employees

Casual Employees shall be entitled to the following hourly wages:

- a) Base rate for 2022-2023 – \$19.00 per hour
- b) Annual increase to take effect on March 1 of each year – \$0.25 per hour

SCHEDULE 2 – DEPENDANTS

S2.01 Proof of Dependency

The Employer may require a statement of employment and earnings, accompanied by pay slips, for any claimed dependant in a given quarter.

S2.02 Calculation of Dependency Allowance

- a) The dependency allowance shall be calculated into each pay cheque.
- b) An Employee must claim for dependency allowance no later than three (3) months after the end of the period for which the allowance is claimed.
- c) An Employee who becomes guardian or custodian to any new/additional dependent(s) shall receive an allowance in addition to the base salary equal to eight per cent (8%) of the Employee's salary.

APPENDIX A – PER DIEMS

The following base per diem rates shall apply:

Base full-day per diem for 2022-2023 – \$56.08

Base half-day travel day per diem for 2022-2023 – \$28.04

Annual increases in per diem rates will be applied based on Cost of Living Allowance as per Article 25.11.

APPENDIX B – SENIORITY LIST

At the time of the signing of this Agreement, the Seniority List was as follows:

Employee	Start Date/Seniority
Alice Wu	August 3, 2011
Kayla Weiler	May 6, 2019
Moe Alqasem	November 30, 2020
Romina Avila	December 7, 2020
Michael Butler	January 11, 2021
Sabika Zaidi	January 15, 2021
Juliana Salsa	February 2, 2022
Isobel Mcdonald	February 7, 2022
Gagneet Kaur	February 10, 2022
Andrew Kesik	February 10, 2022

APPENDIX C – JOB DESCRIPTIONS

Campaigns and Communications Coordinator (CC) – 1 Position

CC.01 Position

The Campaigns and Government Relations Coordinator shall be responsible to perform the duties and responsibilities as outlined in CC.03 and CC.04, as amended by the Federation from time to time.

CC.02 Supervision

The Campaigns and Communications Coordinator shall report directly to, and perform such duties in consultation with, the Staff Relations Designate or their designate. For the purposes of reporting absence, lateness, and requesting time off the Campaigns and Communications Coordinator shall seek approval from the Staff Relations Designate or their designate.

CC.03 Duties

The Campaigns and Communications Coordinator shall use their best efforts at all times to promote the best interests of the Canadian Federation of Students–Ontario, the Canadian Federation of Students, and the Canadian Federation of Students–Services and all of the services, programmes and events of each organization. The Campaigns and Communications Coordinator shall not disclose the Federation’s private affairs or confidential information, or use or allow anyone to use such information for their own purposes or those of any other individual or organization.

CC.04 Responsibilities

Subject to the direction of the Staff Relations Designate, the Campaigns and Communications Coordinator shall assist the Ontario Executive Committee in accomplishing the objectives established by the Federation’s membership through the fulfillment of the following responsibilities to the best of the Employee’s abilities:

- 1) Campaigns Planning & Development
 - a) Providing advice and guidance on matters relating to campaign;
 - b) Facilitating the determination of campaign goals, strategies and tactics, developing campaign materials, and overseeing the implementation of campaign plans; and
 - c) Overseeing the development and coordination of campaigns that promote the diverse needs and interests of Federation members, as determined by the membership of the Federation.

- 2) Campaign Implementation & Membership Mobilization
 - a) Developing plans for the implementation of the Federation's campaigns strategy;
 - b) Developing and overseeing the production of campaign materials;
 - c) Maintaining on-going contact with the Federation's fieldwork staff in order to monitor progress of the Federation's campaign implementation at member local campuses;
 - d) Developing, coordinating and overseeing the implementation of media relations strategies, as they related to Federation campaigns and communications.
- 3) Media Relations
 - a) Providing advice and guidance on matters relating to communications and media relations
 - b) Developing contacts and maintaining ongoing relations with mainstream, community, campus media to ensure that they are aware of Federation's activities
 - c) Monitoring and analyzing coverage of the Federation and issues of interest in the mainstream, community and campus media;
 - d) Assisting in the preparation and distribution of media releases;
 - e) Organizing and coordinating media events and conferences of the Federation;
 - f) With the other staff, coordinating and overseeing the implementation of media relations strategies, as they relate to Federation campaigns and government relations; and
 - g) Maintaining an awareness of events relative to post-secondary education and students.
- 4) Communications and Promotion of the Federation
 - a) Overseeing the development and coordination strategy to ensure the Federation's effective and inclusive communication with its membership through various different media;
 - b) Developing and maintaining the Federation's Ontario content for the Handbook and Dayplanner and Website; and
 - c) Developing internal communication protocols.
- 5) Coalition and Solidarity Work
 - a) Coordinating the Federation's solidarity and coalition work, including facilitating and overseeing the implementation of campaigns and initiatives that are jointly undertaken with coalition partners and other social justice organizations; and
 - b) Assisting and coordinating the Federation's coalition work and general collaboration within the social justice movement, with the labour

movement, and with other organizations that share common aims and objectives of the Federation.

6) Federation Meetings and Events

- a) Attending and assisting with Ontario Executive Committee Meetings, General Meetings, and events, as required;
- b) Acting as a resource person for Campaigns Sub-Committee during Ontario General Meetings;
- c) Developing the Federation's draft Campaigns Guide for the consideration of the membership; and
- d) Assisting with report writing and editing on areas relevant to this job description.

7) General

- a) Engaging in collective office work including, but not limited to the following:
 - i) Answering of telephones;
 - ii) Phone and electronic mail communication with members and the general public;
 - iii) Contacting Ontario Executive Committee members;
 - iv) Attending office meetings;
 - v) Familiarization with current events;
 - vi) Preparation of written communication;
 - vii) Report writing;
 - viii) Purchasing of office supplies;
 - ix) Coordination of mail-outs; and
 - x) Member local support work.
- b) Working collectively with other Federation staff;
- c) As directed from time to time, assisting other staff with their duties; and
- d) Performing additional duties as assigned by the Staff Relations Designate or their designate.

Digital Media and Graphic Design (DMGD) – 1 position

DMGD.01 Position

The Digital Media and Graphic Design Coordinator shall be responsible to perform the duties and responsibilities as outlined in DMGD.03 and DMGD.04.

DMGD.02 Supervision

The Digital Media and Graphic Design Coordinator shall report directly to, and perform such duties in consultation with, the Staff Relations Designate or their designate. For the purposes of reporting absence, lateness, and requesting time off the Digital Media and Graphic Design Coordinator shall seek approval from the Staff Relations Designate or their designate.

DMGD.03 Duties

The Graphics and Membership Communications Coordinator shall work primarily from the Head Office.

The Graphics and Membership Communications Coordinator shall use their best efforts at all times to promote the best interests of the Canadian Federation of Students-Ontario, The Canadian Federation of Students, and the Canadian Federation of Students-Services and all of the campaigns, services, organization and events of each organization. The Graphics and Membership Communications Coordinator shall not disclose the Federation's private affairs or confidential information, or use or allow anyone to use such information for their own purposes or those of any other individual or organization.

DMGD.04 Responsibilities

Subject to the direction of the Staff Relations Designate or their designate, the Graphics and Membership Communications Coordinator shall assist the Ontario Executive Committee in accomplishing the objectives established by the Federation's membership through the fulfillment of the following responsibilities to the best of the Employee's abilities:

1) Graphic Design

Overseeing the development of the graphic design, presentation and promotion of Federation events, campaigns, and services and the branding of the Federation, in print and online, by:

- a) Designing printed materials and any electronic versions of such materials, for Federation projects, services, outreach, promotions, publications, campaigns and events;
- b) Coordinating the production of printed materials for the Federation, including electronic versions of such materials;

- c) Establishing an appropriate production schedule and associated deadlines, for print and online materials;
 - d) Developing the overall look, graphic elements and best-suited size/type style for materials for services, projects, publications, campaigns, and events;
 - e) Recommending the media best suited to produce desired visual effect and the most appropriate vehicle for communication;
 - f) Developing the graphical organizational identity through branding and contributing to the development of guidelines for the use of the Federation's logos and fonts, and to the development of any associated style guides; and
 - g) Developing and ensuring all Federation materials in print and online are AODA compliant.
- 2) Digital Promotion of the Federation
- a) Advising the development and coordination of an online communications strategy to ensure the Federation's effective and inclusive communication with its members through social media;
 - b) Maintaining and implementing a protocol for Federation social media etiquette;
 - c) Developing and maintaining the Federation's Ontario content on Federation's website;
 - d) Managing and maintaining the Federation's websites, online presence; and
 - e) Managing all aspects of the Federation's branding and promotion.
- 3) Membership Development
- a) Maintaining regular communication with students' unions;
 - b) Assisting with logistical aspects of campus visits to students' unions; and
 - c) Assisting with membership presentations to students' unions.
- 4) Federation Meetings and Events
- a) Attending and assisting with Ontario Executive Committee Meeting, Ontario Skills Development Symposium and Ontario General Meetings and, as required, other meetings and events of the Federation;
 - b) Assisting in the design and layout of all meeting or event-related materials;
 - c) Acting as a resource person for a Sub-Committee during Ontario General Meetings; and
 - d) Assisting with report writing and editing on areas relevant to this job description.

5) General

- a) Engaging in collective office work including, but not limited to the following:
 - i) Answering of telephones;
 - ii) Phone and electronic mail communication with members and the general public;
 - iii) Contacting Ontario Executive Committee members;
 - iv) Participating in office meetings;
 - v) Familiarisation with current events;
 - vi) Preparation of written communication;
 - vii) Report writing;
 - viii) Coordination of mail-outs; and
 - ix) Member local support work.
- b) Working collectively with the other Federation staff;
- c) Meeting regularly with other Federation staff in order to provide updates on important events, facilitate reporting in the field, and to assist with the coordination of campaigns field work, field assignments, field placements, and campus visits;
- d) Assisting with the production of the text and content of promotional, outreach and advocacy materials that relate the Federation's work;
- e) Assisting the organizing staff with the Federation's coalition work and general collaboration within the social justice movement, with the labour movement, and with other organizations that share common aims and objectives of the Federation;
- f) As directed from time to time, assisting other Federation staff with their duties; and
- g) Perform additional duties as assigned by the Staff Relations Designate.

Fieldworker(s) (FW) – 4-6 positions

FW.01 Position

The Fieldworker(s) shall be responsible to perform the duties and responsibilities as outlined in ORG.03 and ORG.04.

FW.02 Supervision

The Fieldworker(s) shall report directly to, and perform such duties in consultation with, the Staff Relations Designate or their designate. For the purposes of reporting absence, lateness, and requesting time off the Field Worker shall seek approval from the Staff Relations Designate or their designate.

FW.03 Duties

The Fieldworker(s) shall work primarily from the Head Office.

The Fieldworker(s) shall use their best efforts at all times to promote the best interests of the Canadian Federation of Students-Ontario, The Canadian Federation of Students, and the Canadian Federation of Students-Services and all of the campaigns, services, organization and events of each organization. The Organizer(s) shall not disclose the Federation's private affairs or confidential information, or use or allow anyone to use such information for their own purposes or those of any other individual or organization.

FW.04 Responsibilities

Subject to the direction of the Staff Relations Designate, the Fieldworker(s) shall assist the Ontario Executive Committee in accomplishing the objectives established by the Federation's membership through the fulfillment of the following responsibilities to the best of the Employee's abilities:

- 1) Membership Awareness and Promotion
 - a) Helping to advance the interests and policies of the Federation on member campuses;
 - b) Facilitating the development of promotion objectives and outreach strategies that relate to the priorities of the Federation;
 - c) Developing slogans, themes and the creative conceptualization of promotional, outreach and advocacy materials that relate the Federation's work;
 - d) Assisting with the production of the text and content of promotional, outreach and advocacy materials that relate the Federation's work;
 - e) Assisting with the planning and implementation of Federation campaigns and services on member local campuses;

- f) Developing, coordinating and overseeing the implementation of member local outreach strategies that promote membership awareness, involvement, and diversity;
- g) Developing, coordinating and overseeing the implementation of strategies for membership development and recruitment, as well as non-member outreach strategies;
- h) Coordinating membership presentations to students' unions and non-members students' unions;
- i) Coordinating and overseeing all logistical aspects of campus visits to students' unions and non-member students' unions; and
- j) Coordinating and overseeing all aspects of planning, preparation and coordination of membership referenda.

2) Member Local Outreach and Support

- a) Maintaining regular communication with students' unions;
- b) With other Federation staff, responding to membership-related issues and concerns identified by students' unions;
- c) Liaising actively with representatives in campus students' unions in order to coordinate and facilitate the implementation of campaigns outreach strategies, as requested;
- d) As requested, and with other Federation staff, providing support to students' unions on the development and implementation of locally directed and determined campaigns and services; and
- e) As requested, and with other Federation staff, providing support to students' unions on internal matters pertaining to organizational operations, bylaws and policy development, and membership outreach.

3) Organizational Development

- a) With Federation staff, assisting with the development and implementation of: operating policy, procedures, annual goals, long-range plans, and objectives for the Federation;
- b) With the Internal Coordinator, assisting with the orientation of incoming Ontario Executive Committee members and all new staff on all aspects of member-driven representation and advocacy, including but not limited to students' union rights and responsibilities, democratic structures of the Federation, and the history of the student movement in Canada; and
- c) With the Internal Coordinator, assisting with regular communication with members of the Ontario Executive Committee, including the coordination of phone-arounds, mail-outs, and other tasks deemed necessary for effective executive communication.

4) Caucus and Council of Constituency Affairs

- a) Advising and assisting the maintenance and improvement of the Federation's responsiveness to, advocacy for, and representation of caucus and constituency group issues;

- b) Developing, coordinating and overseeing the implementation of outreach and representation strategies that pertain to caucus and constituency group students; and
- c) Resourcing and supporting the work, campaigns, and events of the caucuses and constituency groups.

5) Campaigns Planning & Development

- a) Providing advice and guidance on matters relating to campaigns of the Federation;
- b) Facilitating the determination of campaign goals, strategies and tactics, developing campaign materials, and overseeing the implementation of campaign plans;
- c) Overseeing the development and coordination of campaigns that promote the diverse needs and interests of Federation members, as determined by the membership of the Federation;
- d) Developing plans for the implementation of the Federation's Campaigns Strategy;
- e) Assisting with the coordination of the design and production of all campaign materials;
- f) Maintaining on-going contact with other organizing or fieldwork staff in order to monitor progress of the Federation's campaign implementation at member local campuses;
- g) Advising and assisting in the maintenance and improvement of the Federation's responsiveness to, advocacy for, and representation of its membership;
- h) Developing, coordinating and overseeing the implementation of constituency work that promotes membership involvement, advocacy, diversity, and solidarity; and
- i) Coordinating the Federation's solidarity and coalition work, including facilitating and overseeing the implementation of campaigns and initiatives that are jointly undertaken with coalition partners and other social justice organizations.

6) Federation Meetings and Events

- a) Attending and assisting with Ontario Executive Committee Meeting, Ontario Skills Development Symposium and Ontario General Meetings and, as required, other meetings and events of the Federation;
- b) Acting as a resource person for a Sub-Committee during Ontario General Meetings;
- c) Assisting in the coordination of invitees, guests, speakers and presenters at the Ontario General Meetings and events; and
- d) Assisting with report writing and editing on areas relevant to this job description.

7) General

- a) Engaging in collective office work including, but not limited to the following:
 - i) Answering of telephones;
 - ii) Phone and electronic mail communication with members and the general public;
 - iii) Contacting Ontario Executive Committee members;
 - iv) Participating in office meetings;
 - v) Familiarisation with current events;
 - vi) Preparation of written communication;
 - vii) Report writing;
 - viii) Coordination of mail-outs; and
 - ix) Member local support work.
- b) Working collectively with the other Federation staff.
- c) Meeting regularly with other Federation staff in order to provide updates on important events, facilitate reporting in the field, and to assist with the coordination of campaigns field work, field assignments, field placements, and campus visits;
- d) As directed from time to time, assisting other Federation staff with their duties; and
- e) Perform addition to duties as assigned by the Staff Relations Designate.

Financial Coordinator – 1 position

FC.01 Position

The Financial Coordinator shall be responsible to perform the duties and responsibilities as outlined in FC.03 and FC.04.

FC.02 Supervision

The Financial Coordinator reports directly to, and performs such duties in consultation with, the Staff Relations Designate or their designate. For the purposes of reporting absence, lateness, and requesting time off the Financial Coordinator shall seek approval from the Staff Relations Designate or their designate.

FC.03 Duties

The Financial Coordinator shall work primarily from the Head Office.

The Financial Coordinator shall use their best efforts at all times to promote the best interests of the Canadian Federation of Students-Ontario, The Canadian Federation of Students, and the Canadian Federation of Students-Services and all of the campaigns, services, organization and events of each organization. The Financial Coordinator shall not disclose the Federation's private affairs or confidential information, or use or allow anyone to use such information for their own purposes or those of any other individual or organization.

FC.04 Responsibilities

Subject to the direction of the Staff Relations Designate, the Office Coordinator shall assist the Ontario Executive Committee in accomplishing the objectives established by the Federation's membership through the fulfillment of the following responsibilities to the best of the Employee's abilities:

- 1) Budgeting, Planning and Internal Controls
 - a) Facilitating and overseeing the maintenance of the financial records of the organization in collaboration with bookkeeping staff;
 - b) Overseeing the preparation of the budget and financial reports for presentation to general meetings and Ontario Executive Committee meetings;
 - c) Developing financial control protocols, accountability measures, and effective procedures to ensure adequate record keeping and reporting of the Federation's financial information;
 - d) Acting as one of the signing officers of the Federation;
 - e) Communicating regularly with the Federation's financial institutions with respect to all financial matters, including loans outstanding, changes in signing authority, and special arrangements;
 - f) Maintaining regular communication with the member locals with respect to membership fee collection and adjustment, outstanding invoices, and other financial matters;

- g) With other Federation staff, providing guidance on maintaining and improving financial and services operations to ensure the long-term viability of the Federation.

2) Federation Meetings and Events

- a) Attending and assisting with Ontario Executive Committee Meeting, Ontario Skills Development Symposium and Ontario General Meetings and, as required, other meetings and events of the Federation;
- b) Overseeing and coordinating all financial logistical aspects of Ontario Executive Committee meetings and Ontario General Meetings of the Federation;
- c) Maintaining records of delegate fees and invoices for receivables for all meetings and events of the Federation;
- d) Acting as a resource person for the Budget Sub-Committee during Ontario General Meetings;
- e) Assisting with report writing and editing on areas relevant to this job description.

3) Membership Development

- a) Maintaining regular communication with students' unions;
- b) Assisting with logistical aspects of campus visits to students' unions; and
- c) Assisting with membership presentations to students' unions.

4) General

- a) Engaging in collective office work including, but not limited to the following:
 - i) Answering of telephones;
 - ii) Phone and electronic mail communication with members and the general public;
 - iii) Contacting Ontario Executive Committee members;
 - iv) Participating in office meetings;
 - v) Familiarisation with current events;
 - vi) Preparation of written communication;
 - vii) Report writing;
 - viii) Coordination of mail-outs; and
 - ix) Member local support work.
- b) Working collectively with the other Federation staff;
- c) Assisting with the production of the text and content of promotional, outreach and advocacy materials that relate the Federation's work;
- d) Assisting the organizing staff with the Federation's coalition work and general collaboration within the social justice movement, with the labour

movement, and with other organizations that share common aims and objectives of the Federation;

- e) As directed from time to time, assisting other Federation staff with their duties; and
- f) Perform additional duties as assigned by the Staff Relations Designate.

Government Relations and Policy Coordinator (GRP) -1 position

GRP.01 Position

The Government Relations and Policy Coordinator shall be responsible to perform the duties and responsibilities as outlined in GRP.03 and GRP.04.

GRP.02 Supervision

The Government Relations and Policy Coordinator shall report directly to, and perform such duties in consultation with, the Staff Relations Designate or their designate. For the purposes of reporting absence, lateness, and requesting time off the Media and Government Relations Coordinator shall seek approval from the Staff Relations Designate or their designate.

GRP.03 Duties

The Government Relations and Policy Coordinator shall work primarily from the Head Office.

The Government Relations and Policy Coordinator shall use their best efforts at all times to promote the best interests of the Canadian Federation of Students-Ontario, The Canadian Federation of Students, and the Canadian Federation of Students-Services and all of the campaigns, services, organization and events of each organization. The Government Relations and Policy Coordinator shall not disclose the Federation's private affairs or confidential information, or use or allow anyone to use such information for their own purposes or those of any other individual or organization.

GRP.04 Responsibilities

Subject to the direction of the Staff Relations Designate, the Government Relations and Policy Coordinator shall assist the Ontario Executive Committee in accomplishing the objectives established by the Federation's membership through the fulfillment of the following responsibilities to the best of the Employee's abilities:

- 1) Government Relations
 - a) Maintaining ongoing relations with government, government agencies, and quasi-government agencies, as they relate to the campaigns objectives of the Federation;
 - b) Coordinating meetings between Federation representatives and appropriate government officials, bureaucrats and Queen's Park staff;
 - c) Distributing information to the appropriate government officials, bureaucrats and Queen's Park staff;
 - d) Attending appropriate meetings of the Legislature, including committee hearings, etc.;

- e) Monitoring and analyzing Ontario government announcements and legislative developments;
- f) With the assistance of the Federation's research staff, overseeing the development and presentation of Federation submissions to government;
- g) With the assistance of the Federation's research and communications staff, developing responses to government policy; and
- h) With the Federation's research and communications staff, overseeing the submission of freedom of information requests.

2) Lobbying and Government Meetings

- a) Coordinating meetings between Federation representatives and Members of Provincial Parliament, Ministry officials and other government representatives in areas of interest to students;
- b) Coordinating a schedule of such meetings with representatives of the Federation and its students' unions;
- c) Overseeing the production of all preparatory materials and government relations documents to serve as the basis for lobby meetings, aimed at informing targeted decision-makers about the issues and priorities of the Federation;
- d) Producing a lobby guide and coordinating relevant training for student representatives participating in lobby conferences;
- e) Assisting in all practical and administrative aspects of hosting the Federation's provincial lobby meetings and conferences and providing assistance in coordinating the participation of Ontario student representatives in the Federation's national lobby meetings and conferences; and
- f) Coordinating necessary follow-up after all government meetings.

3) Policy and Education

- a) With the Federation's research and communications staff, assisting with the development of the Federation's issues policy;
- b) Preparing and delivering presentations to members, coalition partners, and other interested parties, on Federation government relations priorities, post-secondary education, and student-related issues;
- c) Assisting the Federation's research staff with the development of research papers, background documents, fact sheets, briefing notes, etc;
- d) Acting as a resource for the Ontario Executive Committee and students' unions in matters pertaining to policy development;
- e) Coordinating and assisting other staff with the development of government submissions, issues backgrounders, briefing notes, etc;
- f) Implementing and maintaining internal protocol for content development and editing; and

coordination of campaigns field work, field assignments, field placements, and campus visits;

- d) Assisting with the production of the text and content of promotional, outreach and advocacy materials that relate the Federation's work;
- e) Assisting the organizing staff with the Federation's coalition work and general collaboration within the social justice movement, with the labour movement, and with other organizations that share common aims and objectives of the Federation;
- f) As directed from time to time, assisting other Federation staff with their duties; and
- g) Perform additional duties as assigned by the Staff Relations Designate or their designate.

Internal Coordinator – 1 position

IC.01 Position

The Internal Coordinator shall be responsible to perform the duties and responsibilities as outlined in IC.03 and IC.04.

IC.02 Supervision

The Internal Coordinator reports directly to, and performs such duties in consultation with, the Staff Relations Designate or their designate. For the purposes of reporting absence, lateness, and requesting time off the Internal Coordinator shall seek approval from the Staff Relations Designate or their designate.

IC.03 Duties

The Internal Coordinator shall work primarily from the Head Office.

The Internal Coordinator shall use their best efforts at all times to promote the best interests of the Canadian Federation of Students-Ontario, The Canadian Federation of Students, and the Canadian Federation of Students-Services and all of the campaigns, services, organization and events of each organization. The Internal Coordinator shall not disclose the Federation's private affairs or confidential information, or use or allow anyone to use such information for their own purposes or those of any other individual or organization.

IC.04 Responsibilities

Subject to the direction of the Staff Relations Designate, the Office Coordinator shall assist the Ontario Executive Committee in accomplishing the objectives established by the Federation's membership through the fulfillment of the following responsibilities to the best of the Employee's abilities:

- 1) Internal and Resource Coordination
 - a) Assisting the Staff Relations Designate or their designate with the development of a weekly action plan for the office and the preparation of an agenda for weekly office meetings;
 - b) Overseeing the coordination and maintenance of the Federation's Toronto Office;
 - c) With the Staff Relations Designate or designate, maintaining the official documents of the Federation, including but not limited to the constitution and bylaws, operational policies, and issues policies;
 - d) Managing the Federation's files and general records, including but not limited to maintaining up-to-date contact information for members of the Ontario Executive Committee; and
 - e) Maintaining records dealing with leases, contracts and administrative agreements.

- 2) Office Coordination
 - a) Assisting the Staff Relations Designates or their designate with the orientation of permanent employees and the ongoing coordination of office work;
 - b) Facilitating and coordinating orientation, training and supervision of all Contract, Temporary, and Casual employees and volunteers, in consultation with the Staff Relations Designate or their designate; and
 - c) Updating the Staff Relations Designate or designate on the status of work performed in an effort to make decisions on resource allocation.
- 3) Organizational Development
 - a) Providing advice and oversight on compliance with the Federation's bylaws, operational policies, and rules of order;
 - b) With other Federation staff, assisting with the development of Federation's Operational Policy;
 - c) With other Federation staff, providing advice on, and oversight over, compliance with all applicable laws and government regulations, including but not limited to the submission of all corporate filings and the maintenance of non-financial compliance with the Corporations Act; and
 - d) As requested and with organizing staff, assisting students' unions with orientation, consultation and training on operating a member-driven not-for-profit organization, students' union rights and responsibilities, democratic structures and policy.
- 4) Ontario Executive Committee Coordination and Training
 - a) Assisting with the orientation of incoming Ontario Executive Committee members on all aspects of a member-driven, non-profit, non-share capital corporation, with particular focus on transparency, accountability, fiscal management, legal obligation and fiduciary responsibility;
 - b) With other Federation staff, preparing and distributing an orientation package for all new Ontario Executive Committee members;
 - c) With organizing staff, preparing and distributing material and information necessary for the proper deliberations of the Ontario Executive Committee; and
 - d) With organizing staff, overseeing and coordinating regular communication with members of the Ontario Executive Committee, including the coordination of phone-arounds, mail-outs, and other tasks deemed necessary for effective executive communication.
- 5) Federation Meetings and Events
 - a) Attending and assisting with Ontario Executive Committee Meeting, Ontario Skill Development Symposium and Ontario General Meetings and, as required, other meetings and events of the Federation;
 - b) With other Federation staff, overseeing the coordination of registration at Ontario General Meetings and events;

- c) With other Federation staff, coordinating of travel and accessibility accommodations at Federation meetings and events;
 - d) Overseeing all non-financial logistical aspects of Ontario Executive Committee meetings of the Federation, including but not limited to notifications, room bookings, accommodations, catering, transportation, materials development and production;
 - e) Acting as a resource person for a Sub-Committee during Ontario General Meetings; and
 - f) Assisting with report writing and editing on areas relevant to this job description.
- 6) Membership Development
- a) Maintaining regular communication with students' unions;
 - b) Assisting with logistical aspects of campus visits to students' unions; and
 - c) Assisting with membership presentations to students' unions.
- 7) General
- a) Engaging in collective office work including, but not limited to the following:
 - i) Answering of telephones;
 - ii) Phone and electronic mail communication with members and the general public;
 - iii) Contacting Ontario Executive Committee members;
 - iv) Participating in office meetings;
 - v) Familiarization with current events;
 - vi) Preparation of written communication;
 - vii) Report writing;
 - viii) Coordination of mail-outs; and
 - ix) Member local support work.
 - b) Working collectively with the other Federation staff;
 - c) Assisting with the production of the text and content of promotional, outreach and advocacy materials that relate the Federation's work;
 - d) Assisting the organizing staff with the Federation's coalition work and general collaboration within the social justice movement, with the labour movement, and with other organizations that share common aims and objectives of the Federation;
 - e) As directed from time to time, assisting other Federation staff with their duties; and
 - f) Perform additional duties as assigned by the Staff Relations Designate.

Researcher (RES) – 1 position

RES.01 Position

The Researcher shall be responsible to perform the duties and responsibilities as outlined in RES.03 and RES.04.

RES.02 Supervision

The Researcher shall report directly to, and perform such duties in consultation with, the Staff Relations Designate or their designate. For the purposes of reporting absence, lateness, and requesting time off the Researcher shall seek approval from the Staff Relations Designate of their designate.

RES.03 Duties

The Researcher shall work primarily from the Head Office.

The Researcher shall use their best efforts at all times to promote the best interests of the Canadian Federation of Students-Ontario, The Canadian Federation of Students, and the Canadian Federation of Students-Services and all of the campaigns, services, organization and events of each organization. The Researcher shall not disclose the Federation's private affairs or confidential information, or use or allow anyone to use such information for their own purposes or those of any other individual or organization.

RES.04 Responsibilities

Subject to the direction of the Staff Relations Designate, the Researcher shall assist the Ontario Executive Committee in accomplishing the objectives established by the Federation's membership through the fulfillment of the following responsibilities to the best of the Employee's abilities:

- 1) Research and Writing
 - a) Producing timely research acting jointly with Federation campaigns;
 - b) Producing research charting trends in public policy and economic policy that influence post-secondary education policy;
 - c) Updating on a regular basis fact sheets, backgrounders, etc. that are in outreach circulation;
 - d) Producing research that places Ontario post-secondary education in a Canadian and an international context with qualitative analysis of Canada's performance;
 - e) Monitoring and analyzing current research trends, scholarly publishing, and public reports, as they pertain to post-secondary education and student issues;
 - f) With other Federation staff, overseeing the submission of Freedom of Information requests;

- g) Planning and submitting requests for custom data sets from relevant organizations;
 - h) Assisting other Federation staff with the development of Federation presentations and submissions to government; and
 - i) With the assistance of other Federation staff, overseeing the development of research papers, background documents, fact sheets, briefing notes, etc.
 - j) Conducting research on groups, organizations, and initiatives that relate to the work of the Federation.
- 2) Information Management and Distribution
- a) Maintaining an annotated bibliography of current research;
 - b) Liaising with other provincial organizations producing research necessary to build the internal research capacity of the Federation;
 - c) Maintaining the Federation's research files; and
 - d) Coordinating membership information requests and media requests for research, providing materials and other resources to students' unions and provincial components.
- 3) Policy and Education
- a) With other Federation staff, assisting with the development of the Federation's issues policy;
 - b) Preparing and delivering presentations to members, coalition partners, and other interested parties, on Federation research priorities, post-secondary education, and student-related issues;
 - c) Providing the Ontario Executive Committee with regular updates and analysis on public policy trends in post-secondary education;
 - d) Acting as a resource for the Ontario Executive Committee and students' unions on matters pertaining to Federation research; and
 - e) Providing information on the work of other organizations and research projects that are of relevance to the Federation.
- 4) Membership Development
- a) Maintaining regular communication with students' unions;
 - b) Assisting with logistical aspects of campus visits to students' unions; and
 - c) Assisting with membership presentations to students' unions.
- 5) Federation Meetings and Events
- a) Attending and assisting with Ontario Executive Committee Meeting and Ontario General Meetings and, as required, other meetings and events of the Federation;
 - b) Acting as a resource person for a Sub-Committee during Ontario General Meetings; and

- c) Assisting with report writing and editing on areas relevant to this job description.

6) General

- a) Engaging in collective office work including, but not limited to the following:
 - i) Answering of telephones;
 - ii) Phone and electronic mail communication with members and the general public;
 - iii) Contacting Ontario Executive Committee members;
 - iv) Participating in office meetings;
 - v) Familiarization with current events;
 - vi) Preparation of written communication;
 - vii) Report writing;
 - viii) Coordination of mail-outs; and
 - ix) Member local support work.
- b) Working collectively with the other Federation staff;
- c) Meeting regularly with other Federation staff in order to provide updates on important events, facilitate reporting in the field, and to assist with the coordination of campaigns field work, field assignments, field placements, and campus visits;
- d) Assisting with the production of the text and content of promotional, outreach and advocacy materials that relate the Federation's work;
- e) Assisting the organizing staff with the Federation's coalition work and general collaboration within the social justice movement, with the labour movement, and with other organizations that share common aims and objectives of the Federation;
- f) As directed from time to time, assisting other Federation staff with their duties; and
- g) Perform additional duties as assigned by the Staff Relations Designate.

Services Coordinator (SRV) – 1 position

SRV.01 Position

The Services Coordinator shall be responsible to perform the duties and responsibilities as outlined in SRV.03 and SRV.04.

SRV.02 Supervision

The Services Coordinator shall report directly to, and perform such duties in consultation with, the Staff Relations Designate or their designate. For the purposes of reporting absence, lateness, and requesting time off the Services Coordinator shall seek approval from the Staff Relations Designate or their designate.

SRV.03 Duties

The Services Coordinator shall work primarily from the Head Office.

The Services Coordinator shall use their best efforts at all times to promote the best interests of the Canadian Federation of Students-Ontario, The Canadian Federation of Students, and the Canadian Federation of Students-Services and all of the campaigns, services, organization and events of each organization. The Services Coordinator shall not disclose the Federation's private affairs or confidential information, or use or allow anyone to use such information for their own purposes or those of any other individual or organization.

SRV.04 Responsibilities

Subject to the direction of the Staff Relations Designate or their designate, the Services Coordinator shall assist the Ontario Executive Committee in accomplishing the objectives established by the Federation's membership through the fulfillment of the following responsibilities to the best of the Employee's abilities:

- 1) Service and Programs Management
 - a) Overseeing and coordinating the ethical purchasing network among participating Ontario locals and other interested Ontario organizations;
 - b) Facilitating the handbook and dayplanner order forms, editing and formatting participating member local content and coordinating the delivery of the planners.
 - c) Coordinating and overseeing relevant training, providing all relevant materials and supervising the Brand Ambassadors and ensuring all discounts are uploaded and solicitors paid;
 - d) Coordinating and providing training for ISIC issuing;
 - e) Coordinating, arranging and facilitating ISIC tabling and record keeping of completed ISIC application forms; and

- f) Providing input for updating service related content on social media and various federation websites.
- 2) International Student Identity Card (ISIC) Coordination, Tracking and Management
- With Ontario and National staff:
- a) Managing and maintaining ISIC records, cards, cameras, printers, and supplies;
 - b) Coordinating on-campus ISIC distribution, including the scheduling of ISIC tabling; and
 - c) Overseeing ISIC printer installation, maintenance, repair and replacement.
- 3) Membership Development
- a) Maintaining regular communication with students' unions;
 - b) Assisting with logistical aspects of campus visits to students' unions; and
 - c) Assisting with membership presentations to students' unions.
- 4) Federation Meetings and Events
- a) Attending and assisting with Ontario Executive Committee Meeting, Ontario Skills Development Symposium and Ontario General Meetings and, as required, other meetings and events of the Federation;
 - b) Acting as a resource person for the Organizational, Services and Development Sub-Committee during Ontario General Meetings; and
 - c) Assisting with report writing and editing on areas relevant to this job description.
- 5) General
- a) Engaging in collective office work including, but not limited to the following:
 - i) Answering of telephones;
 - ii) Phone and electronic mail communication with members and the general public;
 - iii) Contacting Ontario Executive Committee members;
 - iv) Participating in office meetings;
 - v) Familiarisation with current events;
 - vi) Preparation of written communication;
 - vii) Report writing;
 - viii) Coordination of mail-outs; and
 - ix) Member local support work.
 - b) Working collectively with the other Federation staff;
 - c) Meeting regularly with other Federation staff in order to provide updates on important events, facilitate reporting in the field, and to assist with the

coordination of campaigns field work, field assignments, field placements, and campus visits;

- d) Assisting with the production of the text and content of promotional, outreach and advocacy materials that relate the Federation's work;
- e) Assisting the organizing staff with the Federation's coalition work and general collaboration within the social justice movement, with the labour movement, and with other organizations that share common aims and objectives of the Federation;
- f) As directed from time to time, assisting other Federation staff with their duties; and
- g) Perform additional duties as assigned by the Staff Relations Designate.