

Collective Agreement

CUPE Local 1281 and
Arts and Science Students'
Union (ASSU), University of
Toronto

May 1, 2021, to April 30, 2026

ARTICLE 1 PURPOSE

The purpose of this Agreement is to maintain a harmonious relationship between the Employer and its Employees; to determine the extent and nature of democratic control of office procedure by those working in the office; to define clearly the hours of work, rates of pay, and conditions of work; to provide for an amicable method of settling differences which may arise; and to promote the mutual interests of the Employer and its Employees, in recognition whereof, the parties hereto covenant and decree as follows:

ARTICLE 2 THE RIGHTS OF THE EMPLOYER

The Union recognizes the rights of the Employer to hire; transfer; lay-off; classify; maintain order, discipline, and efficiency; establish and enforce working rules; and discipline, suspend, or discharge an Employee for just cause and in the manner and to the extent provided in Articles 12 and 13. The Employer agrees to exercise such rights in a fair, reasonable, and equitable manner and in a manner which is consistent with the provisions of this Collective Agreement.

ARTICLE 3 RECOGNITION

The Employer recognizes the Canadian Union of Public Employees and its Local 1281 as the sole and exclusive bargaining agent for all of its Employees.

ARTICLE 4 UNION NOTIFICATION

Where notice or reply to the Union is required in the fulfilment of the requirements of any clause of this Collective Agreement, such notice shall be in writing to the sub-local steward, with a copy to the President of CUPE 1281 at **25 Wood St. Suite 102, Toronto ON, M4Y 2P9**. Any notice which does not meet this requirement shall be deemed to be null and void.

ARTICLE 5 NO DISCRIMINATION OR HARASSMENT

5.01 No Discrimination

The Employer agrees that there shall be no discrimination, interference, restriction, harassment, or coercion exercised or practiced with respect to any Employee or applicant from employment by reason of age, race, creed, colour, national origin, place of origin, ethnic origin, citizenship, ancestry, native language, political or religious affiliation, beliefs or activities, sex, gender, sexual preference or orientation, marital status, family status, parental 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 illnesses, AIDS-related complex (ARC), positive Human Immune Deficiency Virus (HIV) Test, handicap or disability which does not prevent the performance of duties of a position, Union membership or activity, nor by reason of the exercise of any of the rights contained in this Agreement.

5.02 No Harassment

The Employer agrees that there shall be no form of harassment exercised or practised with respect to any bargaining unit member or any applicant seeking to become an Employee, by reason of any of the grounds set forth in Article 5.01

5.02.1 Harassment shall be defined as any vexatious comment or conduct that is known or should reasonably be known to be unwelcome, such as:

- (i) unwelcome remarks, jokes, innuendos, or taunts about a person;
- (ii) insulting gestures or practical jokes of a nature which cause awkwardness or embarrassment;
- (iii) offensive comments and/or actions which demean, humiliate or threaten an individual or group;
- (iv) displaying or distributing pornographic, pin-up pictures, graffiti or other offensive pictures or written material;
- (v) leering (suggestive staring);
- (vi) refusing to talk to, or work with, a person by reason of any of the prohibited grounds;
- (vii) demands for sexual favours or unwanted sexual overtures;
- (viii) unnecessary physical contact, such as touching, patting or pinching;
- (ix) sexual assault;
- (x) physical assault;
- (xi) reprisal or threat of reprisal against any grievor, witness or any person involved in the investigation of a grievance under this Agreement

5.03.1 No Sexual Harassment

The Employer shall take all appropriate steps to ensure that no form of sexual harassment is allowed in the workplace or work related situations. Sexual harassment shall be defined as any unwanted sexual comments, looks, suggestions, physical contact or coercion that the Employee finds objectionable or offensive and that causes the Employee discomfort. Employees who consider themselves to have been sexually harassed shall be entitled to a hearing under the grievance procedure in Article 11.

5.03.2 Harassment from the Employer

Harassment from the Employer shall be defined as any vexatious comment or conduct, written or verbal, that is known or ought reasonably to be known to be unwelcome. Any work-related complaints about Employees shall be directed to the Employer's Representative/ Supervisor.

5.03.3 Personal/Performance Harassment

Any work-related or performance complaint expressed to an Employee or in a public forum, or addressed to anyone other than the Supervisor or Employer's Representative or a member of the Management Committee, whether expressed by the Employer, shall also be defined as personal harassment.

5.04 No Testing

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.

ARTICLE 6 UNION SECURITY

The Employer agrees that all Employees, as a condition of continuing employment, shall become and remain members in good standing of the Union for the life of the Agreement. All future Employees of the Arts and Science Students' Union shall, as a condition of continued employment, become and remain members of the Union within sixty (60) working days of the commencement of employment with the Employer. It shall be the responsibility of the Union to convey to new Employees all information concerning benefits of the Union.

6.02 Employee List

The Employer will provide a list of all bargaining unit members to the Union in writing within one month of their offer of hire and no later than one month of their contract starting. This list shall include the name of Employees, their start date and contact information including phone and home address. The Employee contact list shall be submitted to the Local Union's office via postal mail and via electronic mail to president@cupe1281.ca within the timeline.

ARTICLE 7 CHECK-OFF OF UNION DUES

7.01 Check-Off

The Employer shall deduct from every Employee the amount authorized as Union dues, and assessments, each pay period.

7.02 Deductions

Deductions shall be made from the payroll at the end of each month, and shall be forwarded to the Treasurer of the Union not later than the fifteenth day of each month following, accompanied by a list of all Employees and their home addresses and phone numbers from whose wages the deductions have been made.

7.03 Dues Receipts

At the same time that Income Tax (T-4) slips are made available, the Employer shall type on the amount of Union dues paid by each Union member in the previous year.

ARTICLE 8 THE EMPLOYER AND THE UNION SHALL ACQUAINT NEW EMPLOYEES

8.01 New Employees

The Employer agrees to acquaint new Employees with the fact that a union agreement is in effect, and with the conditions of employment set out in the articles dealing with Union Security (Article 6) and Dues Check-Off (Article 7) of this Agreement.

8.02 Copies of Agreement

On commencing employment, the Employee shall be introduced to the Steward by the Employer, who shall also provide the Employee with a copy of the Collective Agreement.

ARTICLE 9 LABOUR MANAGEMENT COMMITTEE

At the request of either party, and within ten (10) calendar days of any request, at a time and place agreed to by both parties at the calling of the President of ASSU, a meeting shall be held between representatives of the Employer and the Union, to discuss any questions, excluding grievances, which may arise in connection with office procedures and labour-management relations. All ASSU Executive and all Employees shall be entitled to attend. The time limit fixed on holding such a meeting may be extended by mutual consent of both the Employer and the Union.

ARTICLE 10 COMMITTEES

10.01 Employer's Representative

The Employer shall provide the Union with a list of its Executive Committee members. One individual from the Executive Committee/Employer Group shall be appointed as the Employer's Representative and they will have the final authority to represent the Employer to the Union and Employees, and they shall act in a manner that is consistent with the terms of this Agreement, and is not arbitrary, discriminatory or in bad faith. The Employer's Representative shall be the Union's point of contact for all purposes of this Agreement, except where otherwise explicitly provided herein

10.02 Union Representatives

10.02 a) Union Representation

No Employee or group of Employees will represent the Union in any meeting with the Employer without proper authorization of the Union

10.02 b) Shop Steward

On an annual basis the Union shall appoint a Shop Steward, who has been elected by and from the members of the bargaining unit as defined in Article 6, to represent them to the Employer, in a manner that is consistent with the terms of this Agreement, and is not arbitrary, discriminatory or in bad faith. The Shop Steward shall be assumed to be the Employer's point of contact for all 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, a member of the CUPE 1281 Executive or designated Union representative will be appointed to act as the point of contact with the Employer.

10.02 c) Participation in Union Business

The Union acknowledges that the Union representatives have regular duties to perform on behalf of the Employer and that they will not normally leave such duties without reasonable effort to receive permission from a member of the Executive of the Employer. Such permission shall not be unreasonably withheld. With this understanding, the Employer agrees that the representatives shall not suffer any loss of pay during working hours nor hindrance, coercion, restriction, harassment, or interference with in any way for time spent to administer the Union business concerning this Agreement.

10.03 Bargaining Committees

The Union will be entitled to select a Bargaining Committee of not more than two (2) persons in the sub-local and at least one additional person selected by the CUPE Local 1281 Executive to act as the Union's designated rep. 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) and no less than two (2) representatives of the Arts and Science Students' Union. The Employer will notify the Union of the names on this committee within five business days of the Union's notice to bargain.

10.04 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 11. 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.

10.05 Function of the Bargaining Committee

The Bargaining Committee shall negotiate the terms of the renewal or amendment of this contract, and shall negotiate any proposals for changes to this contract during its duration in accordance with the provisions of Articles 31.01 and 31.02.

10.06 Meeting of Committee

In the event that either party wishes to call a meeting of the committee, the meeting shall be held at a time and place fixed by mutual agreement. However, such meetings must be held not later than ten (10) working days after the request has been given.

10.07 Representative of the Canadian Union of Public Employees

The Union shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees when dealing or negotiating with the Employer. Such representatives shall have access to the Employer's premises in order to investigate and assist in the settlement of grievances as defined in Article 11, Section 1.

10.08 Time Off for Meetings

- (a) With the approval from the Employer, Union meetings can be held during working hours without loss of any and all compensation; however, the scheduling of such meetings during working hours will be avoided if at all possible. The request for meeting shall not be unreasonably denied.
- (b) All Union Management Committee meetings shall be considered time worked for Union representatives to the Committee who are in the employ of the Employer.

10.09 Technical Information

The Employer shall make available to the Union, on request, information required by the Union such as job descriptions, positions in the bargaining unit, job classifications, wage rates, pension and welfare plans, and other technical information and reports, Arts and Science Students' Union Council and Executive minutes (excluding management sessions), records, studies, surveys, manuals, directives or documents.

ARTICLE 11 GRIEVANCES

11.01 Grievance Defined

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

11.01 (A) TYPES OF GRIEVANCES

1. **Individual Grievances:** A grievance, whether initiated by an individual or by the Union, that is confined in scope to a particular Employee.
2. **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 grievance.
3. **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.
4. **Union Grievance:** Where the matter is of specific concern to the Union.

11.02 Grievance Resolution Process

All grievances shall be dealt with in the following manner:

Step One:

- (i) The Union will file a written Notice of Grievance with the Employer's representative within ten (10) business days of the date the incident first occurred, except for a grievance filed under Article 27 (Health and Safety) in which case the Union will have fifteen (15) business days.
- (ii) The Employer's representative will provide the Union with a written response to the Notice of Grievance within ten (10) business days.
- (iii) The Union will seek to settle the dispute with the Employer's representative to the satisfaction of the Grievor, which may include a meeting. The Grievor has the right to be present at this step.
- (iv) 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 Two within ten (10) business days of the issuance of the Employer's response.
- (v) Should no further request or response be brought forward by 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 Two:

- (i) Failing resolution of the grievance under Step One, the Grievor may request a meeting between the Union, the Employee(s), and the Employer's representative to attempt to resolve the matter. This meeting will occur no later than ten (10) business 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 business 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 Three:

Failing resolution of the grievance under Step Two, the grievance will be resolved through the arbitration process as defined under Article 11.03 (Arbitration).

11.03 Arbitration

1. Within ten (10) days of receipt of written notice of the Union's intention to proceed to arbitration, the Union and the Employer shall, by mutual agreement, select a nominee for a Board of Arbitration.
2. The Board of Arbitration shall be composed of one person.
3. Should the Employer and the Union fail to agree to appoint an Arbitrator within the fourteen (14) calendar days, the Minister of Labour of the Province of Ontario will be asked to nominate an Arbitrator.
4. The Arbitrator may determine their own procedure, but shall give full opportunity to all parties to present evidence and make representation to it. They shall hear and determine the grievance and render a decision within sixty (60) days from the time the Arbitrator is appointed.
5. The decision of the Arbitrator shall be binding on both parties.
6. Each of the parties of this Agreement shall jointly bear the expenses of the Arbitrator.

11.04 Time Limits

The time limits may be extended by mutual agreement.

11.05 No Grievance Filed

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

11.06 No Answer

When no answer is given within the time limits specified above, the grieving party shall be entitled to proceed to the next step under Section 11.02.

11.07 Union Grievances

The Union and its representatives shall have the right to originate grievances on behalf of an Employee, a group of Employees, or the Union, and to seek adjustment with the Employer in the manner provided for in this Article.

ARTICLE 12 DISCHARGE, SUSPENSION, AND DISCIPLINE

12.01 Just Cause

The Employer shall not discipline or discharge any Employee unless there is just and sufficient cause. The Employer shall not suspend an Employee for longer than three (3) working days.

12.02 Warning

The Employer has the responsibility to warn an Employee and the Union in writing that an act or omission has occurred which, if repeated, could lead to discipline or dismissal. The Employer also has the responsibility to specify in writing the required standard or expected standard with regard to the act, omission, or required standard. The Employee shall be given a reasonable amount of time to bring her/his work up to specified standard. The date shall be determined by the Employer.

If the act or omission has recurred, or continues to occur, the Employer shall deliver a second written warning that discipline or dismissal may follow not to be delivered sooner than two weeks from the date of the first warning. Discharge shall not be imposed until seven (7) calendar days have elapsed following the second written warning.

Employees who consider themselves to be wrongfully or unjustly warned shall be entitled to a hearing under the grievance procedure as outlined under Article 11 of this agreement. In grievance procedures, including arbitration, pertaining to any discipline, the Employer shall be limited to the grounds as originally notified under this clause.

Failure to conform with the provision of this Article shall render the discipline null and void, unless the Employee is a danger to themselves and/or others.

12.03 Suspension Procedure

An Employee may be suspended but only on just cause, and with written reasons provided to the Employee and the Union, and only on the authority of the Employer after consultation with the Union. Prior to the imposition of any suspension, an Employee shall be notified at a meeting with the Employer of the reason(s) or such action. The Employee shall be accompanied by a Union representative. Such a meeting shall be held as soon as possible after the Employer requests such a meeting. In addition to and notwithstanding all of the provisions of this Article, the Employer shall not impose any discipline until the Employee has been given a reasonable opportunity to correct the situation complained of.

12.04 Discharge Procedure

An Employee who has completed their probationary period may be dismissed but only for just cause, and with two (2) weeks written notice to the Employee and the Union, and only on the authority of the

Employer after the matter has been discussed with the Union. The Employee shall also be provided with the reason(s) for their dismissal in writing at the time of the notice. When an Employee is discharged, the Union shall be advised promptly by the Employer.

12.05 Discipline Subject to Grievance Procedure

Employees who consider themselves to be wrongfully or unjustly dismissed, suspended or disciplined shall be entitled to a hearing under the grievance procedure in Article 11. In grievances of disciplinary action, the burden of proof of just and sufficient cause lies upon the Employer.

12.06 Use of Past Discipline

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 at any time after twelve (12) months following such an action, provided that no related disciplinary action has occurred during such a twelve (12) month period. 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.

12.07 Unjust Discharge or Suspension

Should it be found, upon investigation, that an Employee has been unjustly suspended or discharged, such Employee shall be immediately reinstated, in their former position, without loss of seniority, and shall be compensated for all time lost in an amount equal to their earnings during the pay period next preceding such discharge and suspension, or by any other arrangement or compensation which is just and equitable in the opinion of the parties or in the opinion of the Arbitration Board, if the matter is referred to such a Board.

12.08 Picket Lines

An Employee covered by this Agreement shall have the right to refuse to cross a picket line. In the event that any Employee in any University of Toronto building engages in a legal picket line around the building, Employees covered by this Agreement shall have the right to refuse to cross such a picket line. Failure to cross a legal picket line shall not be considered a violation of this Agreement, nor shall it be grounds for disciplinary action. The Employee shall not be paid for any time not worked as a result of not crossing such a picket line unless they have received prior written approval from the Employer.

In the event of an illegal strike or illegal picket line that is not authorized by the union or the Employees involved, the Employer and the Union shall consult on whether to require the crossing of the picket line.

ARTICLE 13 SENIORITY

13.01 Seniority Defined

Seniority is defined as the length of service in the bargaining unit.

13.02 Seniority Lists

The Employer shall maintain a seniority list showing the classification and the date upon which service commenced. An up-to-date seniority list shall be sent, when requested, to the Union.

13.03 Probationary Employees

Newly-hired Employees shall be considered to be on a probationary basis for a period of sixty (60) working days from the date of hiring. During the probationary period, Employees shall be allowed the rights and privileges of this Agreement, except with respect to discharge where this provision will apply. During the probationary period, Employees shall be given training, orientation, and full information regarding the requirements of the position.

The employment of these Employees may be terminated at any time during the probationary period provided that the Employer shall not act arbitrarily, unfairly, or in bad faith in doing so. A grievance may be filed where the Union claims a violation of this clause or discrimination as noted in Article 5 with respect to the termination. Probationary Employees and the Union shall be given one (1) week's written notice of the Employer's intention to discharge such an Employee. After completion of the probationary period, seniority shall be effective from the original date of employment.

13.04 Loss of Seniority

An Employee shall not lose seniority rights if they are absent from work because of sickness, accident, lay-off, leave of absence, or sabbatical approved by the Employer in writing. An Employee shall only lose seniority in the event:

1. They are discharged for just cause and is not reinstated through the grievance procedure.
2. They resign.
3. They are absent from work in excess of five (5) consecutive working days without notifying the Employer, unless such notice was not reasonably possible.
4. They fail to return to work within five (5) working days following a lay-off after being notified by registered mail to do so, unless through sickness or other just cause. It shall be the responsibility of the Employee to keep the Employer informed of their current address.
5. They are laid off for a period longer than one year.

13.05 Accumulation of Seniority

Seniority shall accumulate and is deemed to have accumulated during absence from work due to sick leave, lay-offs, holidays, vacations, leaves of absence and sabbaticals granted under all clauses herein except that seniority shall not accumulate and shall not be deemed to accumulate, during leaves of absence granted under clauses 22.10.

ARTICLE 14 HIRING, PROMOTIONS AND STAFF CHANGES

14.01 Job Positions

When a job vacancy occurs, or new positions are created, the Employer shall notify the Union in writing and post notices of the position in the Employer's office for a minimum of one (1) week in order that all members will know about the position and be able to make written applications thereof

14.02 Information in Postings

Such notice shall contain the following: nature of positions; qualifications; required knowledge and education; skills; wages or salary rate or range; and any other hiring criteria as determined by the Employer in consultation with the Union. These qualifications may not be established in a discriminatory manner according to Article 5.

14.03 No Outside Advertising

No outside advertising for additional Employees shall be made until present Employees have had reasonable opportunity to apply.

14.04 Hiring

In the event that a job vacancy or new position is not filled by a present Employee, a committee shall be established to hire for the position. It shall be composed of four (4) members representing the Employer and one (1) member representing the Union. All members shall have full participation in the selection process.

ARTICLE 15 LAY-OFFS AND RECALLS

15.01 No New Employees

No new Employees shall be hired until Employees who have been laid off for less than twelve (12) months and not yet employed to their satisfaction elsewhere in a similar position have been given opportunity of re-employment, as outlined in Article 14.

15.02 Lay-off

The Employer shall notify the Employee who is to be laid off, as well as the Union, at least twenty-five (25) working days before the lay-off is to be effective. If the Employee has not had the opportunity to work twenty-five (25) full days after notice of layoff, they shall be paid in lieu of work that part of the twenty-five (25) days in which work was not available.

15.03 Severance Pay

An Employee who is laid off for more than six (6) months or who is laid off with no recall date is entitled to severance pay, except in the case of voluntary resignation or termination for gross misconduct. All severance pay shall be on the basis of six (6) weeks' pay, at the regular rate of the position last occupied, plus one (1) week's pay for every year of employment completed.

15.04 Continuation of Benefits

The Employer agrees to pay coverage of the group insurance extended health and dental plans for up to twelve (12) months following being laid off. In the event of a longer lay-off, Employees so affected will be given the right to continue this coverage through direct payments.

ARTICLE 16 HOURS OF WORK

16.01 Regular Daily Hours

For all full-time Employees covered by this Agreement, forty (40) hours shall constitute a work week. The regular work week shall consist of five (5) eight-hour days, Monday to Friday inclusive. A work day shall consist of eight (8) hours including a one-hour lunch break, the time of which shall be determined by the Employer in consultation with the Employee.

16.02 Employee Log Books

All Employees shall complete their daily record of employment in the log book provided by the Employer. All entries shall be made within seven (7) calendar days of day worked or of time taken off.

16.03 Summer Work Week

During the period between May 15 and August 31, the summer work week for the office staff shall be four (4) days per week (Monday to Thursday). The Employer and Union acknowledge that there will be times during the summer period where staff are required to work on Fridays. Requests to work on Friday, as needed by the Employer, will be made with as much reasonable notice as possible, and not be unreasonably denied by the Employees. These hours worked will not be counted as overtime. Under the summer work schedule, Employees will not face any reduction in their gross salaries.

ARTICLE 17 OVERTIME

17.01 Overtime Defined

Those hours in excess of the regular/average weekly hours, as defined in Article 16, or on a holiday, shall be considered overtime.

17.02 Compensation for Overtime

In all cases, time off shall compensate for overtime work. The number of hours off shall be equal to the number of hours of overtime worked. The hours which the Employee shall take off shall be mutually agreed upon by the Employer and the Employee concerned.

17.03 Assignment of Overtime

All overtime will be assigned by mutual agreement between the Employer and the Employee concerned in advance of the overtime work where possible. The log entries for the overtime work shall include purpose and shall be initialed by the Employer. Any overtime accrued shall be paid out upon termination of employment.

17.04 Notification of Overtime

Employees shall inform the Employer of the number of hours of overtime worked each week. This information shall be recorded in the Employee log book.

ARTICLE 18 HOLIDAYS

18.01 Holidays

The Employee shall be given the following paid holidays: Christmas Eve Day; Christmas Day; New Year's Day; Family day Good Friday; Victoria Day; Canada Day; the week between Christmas and New Year's Day; Labour Day; Thanksgiving Day; and Civic Holidays. And any other days which are declared and proclaimed as statutory holidays by the Federal Government or the Ontario Government and any holidays declared by the University of Toronto.

18.02 Christmas/Reading Week Holidays

The Employees shall be entitled to additional week(s) of holidays, with pay, at the Christmas break and one (1) week during Reading Week (as defined by the University) and Fall Reading Week (as defined by the University).

18.03 Holidays on Weekends

In the event that a holiday occurs on a Saturday or Sunday, the Monday following shall normally be considered the holiday.

However, another day may be substituted, subject to mutual agreement between the Employer and Employee concerned.

18.04 Holidays on Vacation

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

18.05 Religious/Cultural Holidays

An Employee may take up to five (5) days per year for religious and/or cultural reasons with no loss of pay or seniority. The Employee shall provide the Employer in writing, at least one (1) week prior the day(s) taken, with the purpose and days taken.

Unused days shall not be compensated for nor shall the unused days be carried over from year to year.

ARTICLE 19 VACATIONS

19.01 Vacation Provisions

Full-time Employees shall be entitled to annual vacations with pay on the following basis:

- (a) In the first year of employment, Employees shall be entitled to an annual paid vacation of two (2) weeks. This vacation may, however, only normally be taken after six (6) months of continuous employment.
- (b) In the second year to, and including the fourth year of, employment, Employees shall be entitled to an annual paid vacation of three (3) weeks.
- (c) In the fifth year to, and including the ninth year of, employment, Employees shall be entitled to an annual paid vacation of four (4) weeks.
- (d) In the tenth year to, and including the fourteenth year of, employment, Employees shall be entitled to an annual paid vacation of five (5) weeks.
- (e) In the fifteenth year to, and including the nineteenth year of, employment, Employees shall be entitled to an annual paid vacation of six (6) weeks.
- (f) In the twentieth year of employment, and in each following year, Employees shall be entitled to either annual paid vacation of seven (7) weeks or annual paid vacation of six (6) weeks plus a bonus equal to 2% of the Employee's annual gross salary.

19.02 Vacation Schedules

Vacation schedules shall be mutually agreed upon by the Employer and the Employee each year and shall not be changed unless mutually agreed to by the Employee concerned and the Employer. The Employer shall not unreasonably deny any request. Where agreement cannot be reached, the Employer reserves the right to set vacation schedules giving full consideration to the needs and desires of the Employee.

19.03 Vacation Pay

Employees who are laid off or lose their seniority prior to the taking of their annual vacation shall nonetheless be paid their vacation pay entitlement on the following basis:

- (a) In the first year of employment, Employees shall be entitled to vacation pay of 4% of the wages of the Employee since the date of employment.
- (b) In the second year of employment to, and including the fourth year, Employees shall be entitled to vacation pay of 6% of the wages of the Employee since the preceding anniversary of the date of employment.
- (c) In the fifth year to, and including the ninth year, of employment, Employees shall be entitled to vacation pay of 8% of the wages of the Employee since the preceding anniversary of the date of employment.
- (d) In the tenth year of employment, and in each following year, Employees shall be entitled to vacation pay of 10% of the wages the Employee since the preceding anniversary of the date of employment.

19.04 Illness During Vacation

Sick leave shall be substituted for vacation where it can be medically certified that an illness or accident occurred while the Employee was on vacation.

19.05 Vacation Entitlement - Carryover from the Previous Year

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 three (3) weeks unless otherwise agreed by the Employer in writing.

ARTICLE 20 WELLNESS LEAVE PROVISION

20.01 Wellness Leave Defined

Sickness, mental health needs, or disability resulting from an accident, shall not be sufficient cause for discharge. Upon recovery, the employee shall receive their former position, without any loss of seniority. Wellness leave means the period of time an employee is absent from work with full pay by virtue of being sick, incapacitated or disabled, exposed to contagious disease, or under examination or treatment by a physician, chiropractor, or dentist or because of an accident for which compensation is not payable under the Workers' Compensation Act.

20.02 Annual Paid Wellness Leave

Eighteen (18) days paid wellness leave per year shall be granted to full-time employees at a rate of one and a half (1½) day for every month that the employee is employed.

20.03 Accumulation of Wellness Leave

The unused portion of an employee's wellness leave shall accrue for their future benefits up to a maximum of twenty (20) working days.

20.04 Illness in the Family

Where no other than the employee can provide for the needs during illness of a member of their immediate family (as defined in Article 22.03) an employee shall be entitled to use a maximum of five (5) accumulated wellness leave days per illness for this purpose.

20.05 Proof of Illness

Employees may be required to produce a certificate from a medical practitioner for any illness in excess of three (3) days, certifying that they was unable to carry out their duties due to illness. In cases which necessitate absence from work, the Employer shall be notified as soon as possible.

20.06 Extension of Wellness Leave Credits

Employees who have exhausted their wellness leave credits shall be allowed an extension of their wellness leave equal to one (1) working day for each month of their employment, up to a maximum of ten (10) working days. Upon their return to work, employees shall repay the extension of wellness leave in full at the rate of one-half (½) of their monthly accumulation.

20.07 Wellness Leave Without Pay

Wellness leave without pay shall be granted to an employee if they are ill and do not qualify for wellness leave with pay or are unable to return to work at a termination of the period for which wellness leave with pay is granted.

20.08 Compulsory Quarantine

Wages or salary for time lost due to compulsory quarantine up to fifteen (15) working days shall be chargeable to wellness leave.

20.09 Payment for Unused Wellness Leave on Termination

Unused wellness leave accrued to the employee's credit shall be paid at half the regular rate of pay to the employee on April 30th of each subsequent year, if the employee so requests, or at the time at which the employee loses their seniority rights

ARTICLE 21 SABBATICAL LEAVE

Full-time Employees shall be entitled to take up to one (1) full year sabbatical leave for every seven (7) years of employment if all of the following conditions have been satisfied:

- (a) the Employee has signed onto the plan, and
- (b) the Employee has been employed by ASSU for a minimum of five (5) years, and
- (c) sixty (60) days advance written notice of leave dates have been submitted to the employer

The sabbatical leave can be taken in whole or in parts. Normally no partial leave shall be shorter than three (3) months, unless agreed to, in advance, by both parties. An exception shall be for an Employee who has an outstanding balance of leave of less than three (3) months remaining. Should an Employee wish to change the return date while on leave, notice shall be submitted to the employer, in writing, no less than sixty (60) days prior to the original return date. This time restriction may be waived upon mutual agreement of both parties.

When an Employee signs on to the plan, 14.3% of the Employee's gross wage shall be deducted and placed in the respective Employee's sabbatical account.

Shall an Employee permanently cease employment then her sabbatical account shall be disposed of as follows:

- (a) if a positive balance exists in the Employee's account, the Employee shall receive the balance of the account, minus standard Employee deductions, within one (1) year of leaving employment.
- (b) if a negative balance exists in the Employee's account, the Employee shall reimburse the employer the balance of the account within one (1) year of leaving employment. The schedule of payments shall be mutually agreed to, in writing, by both parties.

Deductions will cease when the Employee's sabbatical account reaches the equivalent of the Employee's current annual salary.

All interest and/or charges derived from the sabbatical accounts shall be credited to and/or paid by the employer.

ARTICLE 22 LEAVE OF ABSENCE

22.01 For Union Business

Employees shall have the right to leave their employment temporarily in order to carry on negotiations with the Employer, or to process a grievance under this Collective Agreement, with no loss of pay for time so spent.

The Employer acknowledges that Employees serving as officers of CUPE 1281 may have regular duties to perform on behalf of the Union to process CUPE 1281 grievances and conduct negotiations not under this Collective Agreement, attend Local Executive meetings, and attend to other legitimate matters pertaining to the function of the Union. Permission for an Employee's temporary absence to attend such duties shall not be unreasonably withheld by the Employer. Such time spent shall be subtracted from accumulated overtime hours or shall be made up by working an equal number of hours.

Employees shall also have the right to leave their employment temporarily in order to attend the annual CUPE 1281 Annual General Meeting, with no loss of pay for time spent. Should other general membership meetings of CUPE 1281 occur, Employees shall be entitled to leave their employment temporarily with pay in order to attend such meetings, to a limit of three (3) such meetings per year.

22.02 Union Conventions

Leave of absence with pay and without loss of seniority shall be granted upon request by the Employer to Employees elected to represent the Union at any Union related function, as provided in this Agreement, including CLC, OFL, and MTLC conventions and seminars. Such a leave of absence is to be confined to the actual duration of the Convention or Educational Seminar and the necessary travelling time. Such time shall not exceed a total of ten (10) working days in the bargaining unit per year. Permission of leave shall not be unreasonably withheld by the Employer.

22.03 Bereavement Leave

Employees shall be granted five (5) regularly scheduled consecutive work days without loss of salary or wages in the case of the death or serious illness of a parent, in-law, spouse, common-law marriage partner of at least six (6) months' standing, sibling, child, grandparent. Where the burial occurs outside the province, such leave shall include, as well, reasonable unpaid travelling time, not to exceed seven (7) days.

22.04 Medical Care Leave

Full-time Employees shall be allowed a leave of 5 days with pay per annum in order to engage in personal preventative 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. Advance notice of appointments shall be given to the Employer.

22.05 Maternity Leave

Normally only after three (3) months of employment and upon written request at least one month in advance, a leave of absence of up to one (1) year shall be granted for maternity or adoption leave. In the case of maternity leave, such leave may be taken at any time within six (6) months before and twelve (12) months after the birth of the child.

In respect of the period of maternity or adoption leave, the Employer shall make payments to the Employee as follows:

1. For the first two (2) weeks, payments equivalent to their regular weekly wage;
2. For up to fifteen (15) additional weeks during which they are eligible to receive Employment Insurance (E.I.) benefits, the Employer shall top up the payments equivalent to 95% their regular weekly wage;
3. Should the Employee be ineligible to receive E.I. benefits during the period of their maternity or adoption leave, the Employee shall receive 95% of their regular weekly wage for fifteen (15) weeks.

22.06 Parental Leave

In the event that the spouse, or cohabitant of at least six (6) months, gives birth, the Employer agrees to grant up to three (3) months leave of absence to that Employee to commence on the date of birth. Three (3) weeks of such leave of absence shall be with pay and benefits. A request for such leave shall be in writing at least one (1) month in advance of the expected date of birth. Parental leave shall normally only be given after three (3) months employment.

22.07 Family Leave

Employees shall be allowed leave of absence with pay and without loss of seniority for the following reasons:

<u>Reason</u>	<u>Leave of Absence</u>
Employee's marriage	3 working days
Marriage of Employee's child, brother, sister, or parents	The day of the wedding
Serious flood or fire in one's home	Up to 3 days
Moving one's household	Maximum of 1 day per year

22.08 Time Off for Elections

Employees shall be allowed four (4) consecutive hours off before the closing of polls in any federal, provincial, or municipal election or referendum without deduction from normal daily pay.

22.09 Jury or Court Witness Duty

The Employer shall grant leave of absence without loss of regular pay or seniority to an Employee who serves as a juror or witness in any court. The Employer shall pay the Employee the difference between their normal earnings and the payment they receive for jury service and court witness duty, excluding payment for travelling, meals or other expenses, to ensure that the Employee will receive, in total, monies equivalent to eight (8) hours of straight time pay at their regular wage rate for those days they would actually have been at work during their services as a juror or witness. The Employee shall present proof of service and the amount of money received.

22.10 General Leave

The Employer may grant, after one month's notice of request in writing provided by an Employee, leave of absence without pay for a period of up to one year to the Employee. Any person who is absent with written permission shall not be considered laid off. Such leave may, by mutual agreement, be extended. An Employee granted such a leave of absence must give the Employer one (1) month's written notice of request to return and shall be returned on terms no less favourable than those enjoyed previous to such leave, with previous seniority maintained, and at the prevailing rate of pay.

22.11 Emergency Leave

In the event of a bone fide emergency not covered elsewhere in this Agreement, leaves with pay of up to three (3) days per year shall be granted upon request.

22.12 Continuation of Benefits

The Employer agrees to pay coverage of the group insurance extended health and dental plans for up to twelve (12) months for any Employee who has been granted general unpaid leave. In the event of a longer leave, Employees so affected will be given the right to continue this coverage through direct payments.

ARTICLE 23 PAYMENT OF WAGES AND ALLOWANCES

23.01 Pay Day

The Employer shall pay salaries and wages bi-weekly.

23.02 Cost of Living Adjustments

In order to protect the living standards of the members of the bargaining unit, the Employer agrees to increase the wage schedule in this agreement by the full increase in the Consumer Price Index, as defined by Statistics Canada, for the City of Toronto, quarterly on October 1st, January 1st, April 1st, and July 1st of each year.

23.03 Pension Plan

For each permanent full-time Employee the Employer shall deduct 5% of her/his gross wage to be deposited monthly in a Registered Retirement Savings Plan for the Employee at a financial institution of the Employee's choice. At the same time the Employer shall also deposit an equal amount. After ten (10)

continuous years of full-time employment the Employer's deposit to Employees' monthly RRSP shall increase to 6% of her/his gross wage, and after fifteen (15) years of continuous service the Employer's deposit to Employees' monthly RRSP shall increase to 7% with the understanding that there is no additional increase thereafter.

Upon permanently leaving the employ of the Arts and Science Students' Union the Employee shall retain full control of their plan.

23.04 Vacation Pay

Employees may, upon giving at least three (3) days' notice, receive on the last office day preceding commencement of their annual vacation any cheque which may fall due during the period of the vacation.

23.05 Transportation Benefit Program

The Employer shall reimburse on a monthly basis each Employee up to 50% of the price of the monthly cost of using the TTC in Toronto. Where an Employee does not use the TTC, the reimbursement shall be provided for transportation costs on one or more public transit systems (e.g., GO Transit, Mississauga Transit) and/or the cost of parking on campus.

23.06 Mileage Allowance

While the Employer does not require any Employee to own a car as a condition of employment, where an Employee agrees to use a private automobile for the purposes of the Employer's business upon approval of the Employer, the Employee will be compensated at the rate of \$0.59 per kilometer, plus receipted parking. Such compensation may be altered by mutual agreement between the Employer and Employee. Employees are assumed to be solely responsible for the vehicles they operate in such situations, and as such will NOT be reimbursed for parking tickets or other traffic infractions or fines.

23.07 Night Travel Allowance

When an Employee is called in to work between 9:00 p.m. and 6:00 a.m. and/or if an overtime or work period ends during this time, reasonable transportation to and/or from the home of the Employee shall be provided by the Employer if requested.

23.08 Food Allowance

Employees who work past 7 pm (in the office or to attend meetings/workshops/seminars/ events) shall receive a reimbursable food allowance of up to \$10 if food is not already supplied. Receipts must be provided within 3 business days for reimbursement.

23.09 Accident During Workday

If a sudden accident prevents an Employee from completing their work day, they shall nevertheless be paid for the balance of their normal daily hours. Accident reports are to be supplied by the Employer and completed by the Employee.

ARTICLE 24 JOB CLASSIFICATION AND RECLASSIFICATION

24.01 Job Descriptions

Job descriptions are set out in Appendix I and form a part of this Agreement. They shall not be changed, nor shall new regular duties beyond those specified be added to an Employee's job, without the agreement of the Union. No new job descriptions or job classifications containing duties similar to those currently performed by Employees in the bargaining unit may be created without the agreement of the Union.

24.02 Restrictions on Contracting Out

In order to provide job security for the members of the bargaining unit, the Employer agrees that all work 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, except by mutual agreement and without prejudice.

ARTICLE 25 HEALTH CARE PROVISIONS

25.01 Health Care Benefits Package

The Employer shall pay the entire cost of the premiums of the following plans which shall be provided through the Graduate Students' Union group plan.

If the current health plan package does not include life insurance each Employee, after six (6) consecutive months of employment, shall be eligible to receive a maximum of \$500. per year for the purchase of personal life insurance.

The Union reserves the right to amend Art. 25.01 if there is a better plan during the course of this agreement. Enrolment to the new plan shall be in agreement between the Employer and the Union.

25.02 Health Care for Spouse/Dependents

The Employer shall pay the entire cost of premiums through Manulife Financial or current provider for their spouse and any all dependents upon request of the Employee after six (6) months of employment.

25.03 Post-retirement Benefits

The Employer shall provide post-retirement benefits to an Employee who has reached their 60th birthday and has a minimum of 30 years employment in the workplace. The Employee is entitled to all paid health and dental benefits included in the Collective Agreement above and beyond what the government covers.

25.04 Provincial Health Tax

The Employer agrees to pay the full Provincial Health Tax for each Employee after six (6) months of continuous employment.

ARTICLE 26 EMPLOYEE EDUCATION/FITNESS ALLOWANCE

The Employer shall reimburse for courses or fitness memberships, for a full-time Employee who has completed one full year of employment. The maximum payment for each Employee shall be \$1,970 per year.

ARTICLE 27 HEALTH AND SAFETY

27.01 Co-operation on Health and Safety

The Union and the Employer shall co-operate in establishing rules and practices which promote an occupational environment which will enhance the physiological and psychological conditions of Employees and which will provide protection from factors adverse to Employees' health and safety. It is mutually agreed that both parties hereto will co-operate to the fullest possible extent in the prevention of accidents and the promotion of safety and health. For this, the Employer shall make all reasonable provision for the safety and health of Employees during working hours and the Union may from time to time bring to the attention of the Employer, any suggestions in this regard.

27.02 Right to Refuse

No Employee shall be discharged, penalized or disciplined for refusing to work on a job or to operate any equipment which they believe that it would be unsafe or unhealthy to themselves, an unborn child or where it would be contrary to the applicable federal, provincial or municipal health and safety legislation or regulations. There shall be no loss of pay or seniority during the period of refusal or until such time as the matter has been settled between the Union and the Employer.

27.03 Work Hours During Refurbishing

No Employee shall be required to work in the event of painting or refurbishing the facility that is creating an unpleasant work environment without approved air purifying equipment installed and appropriate ventilation.

27.04 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 time worked and the Employer will assume all costs, if any, of this course. After approval from the Employer's Representative, Employees can take first aid training at the Employer's expense. Time spent attending the training will be considered time worked.

27.05 Early Departure Due to Weather

The Employer agrees to permit Employees to depart for home within one hour of a severe winter or rain storm warning as announced by Environment Canada, ensuring that Employees have adequate time to arrive home safely before the storm.

27.06 Snow Day

Where the University of Toronto declares a Snow Day, no Employee shall be required to work from the office. Where an Employee's child's/children's school(s) declare(s) a Snow Day, that Employee shall not be required to work from the office. Notice must be given to the Employer as soon as reasonably possible.

ARTICLE 28 TECHNOLOGICAL AND OTHER CHANGES

In the event that the Employer introduces new methods or machines which require new or greater skills than are possessed by an Employee under the present methods of operation, the Employee shall, at the expense of the Employer, be given a minimum period, not to exceed one year, during which they may perfect or acquire the skills necessitated by the new methods or operation. The level of pay set during the Agreement and there shall be no reduction in pay upon being reclassified.

ARTICLE 29 GENERAL CONDITIONS

29.01 Union Label

In order that the general student body shall be aware of the benefits of a unionized student service, the CUPE union label shall be displayed as prominently as possible throughout the service. The recognized Union Label shall include the designation "cupe 1281" and, at the Employee's option, this designation shall be placed on all stenography typed and/or prepared by a member of the Union. This designation shall be placed below the signatory initials on such correspondence.

29.02 Education on the Job

In order to promote an understanding of trade unionism, the employer shall permit a representative of the local union to address the Council at least once a year. The time, place, and format of such presentation shall be mutually agreed upon.

Furthermore, the employer shall permit the local union to place or display, in the office, one type of literature (books, magazines, pamphlets, posters, etc.) dealing with trade unionism and industrial relations. Also, the employer shall allow the local union to create a file in the office for the purpose of providing additional information on trade unionism and industrial relations for those who might seek such information.

29.03 Letter of Reference

On termination of employment for any reason, or at the request of an Employee, the Employer shall provide a letter of reference within two (2) weeks of request.

ARTICLE 30 COPIES OF AGREEMENT

The Union and the Employer desire every Employee to be familiar with the provisions of this Agreement, their rights and duties under it. For this reason, the Employer shall provide each bargaining unit Employee, CUPE 1281 and CUPE with a copy of the Agreement at no cost within thirty (30) days of ratification.

ARTICLE 31 TERMS OF AGREEMENT

31.01 Duration

This agreement, including Appendices I and II, shall be binding and remain in effect from May 1, 2021 to April 30, 2026.

31.02 Changes of Agreement

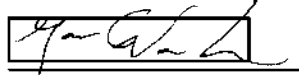
Any changes deemed necessary in this Agreement may be made by mutual agreement at any time during the duration of this Agreement subject to the ratification procedure (Article 10.09).

31.03 Notice of Changes

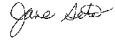
Either party desiring to propose changes to the Agreement shall, no earlier than ninety (90) days prior to the termination date, give notice in writing to the other party of the changes proposed. Within ten (10) working days of receipt of such notice by one party, the other party shall enter into negotiations for a new Agreement.

In witness whereof, the parties hereto have cause this Agreement to be signed by it's duly authorized representative in City of Toronto this 30th day of August, 2021.

For the Union



Gavin Nowlan (Steward, Bargaining Committee)



Jane Seto (Bargaining Committee)

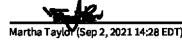


Saira Chhibber
CUPE 1281 Staff Representative
(Bargaining Committee)

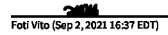
For the Employer



Ikran Jama (President, Bargaining Committee)


Martha Taylor (Sep 2, 2021 14:28 EDT)

Martha Taylor (Bargaining Committee)


Foti Vito (Sep 2, 2021 16:37 EDT)

Foti Vito (Bargaining Committee)

Appendix I

Schedule "A" Wages and Salaries

Executive Coordinator:

- As of May 1, 2021 the starting salary is \$2,511.40 per two (2) week pay period.

Administrative Officer/PUM Coordinator:

- As of May 1, 2021 the starting salary is (\$1,660.74) per two (2) week pay period.

Student Advisor:

- As of May 1, 2021, the starting salary is (\$1,413.46) per two (2) week pay period.

Schedule of salary increase:

The current wages for the Executive Coordinator, the Administrative Officer/PUM Coordinator and the Student Advisor shall be increased at the following rate: 0 % for the first two years and then 1.5% for each subsequent year of the Collective Agreement.

Seniority list of Employees, including their start date:

Jane Seto, Executive Coordinator

Start date: January 22, 1990

Yoko Minoda, Administrative Officer/PUM Coordinator

Start date: September 7, 2010

Gavin Nowlan, Student Advisor

Start date: September 4, 2012

Appendix II

Job Descriptions

The Employer shall be responsible for establishing priorities with respect to the duties of the Employees as outlined in the following.

Executive Coordinator

Directly responsible to the Executive and shall provide leadership, guidance to assist the performance of their duties.

Responsible for the daily management of the office.

Advise and assist the Executive in maintaining and improving the Union's responsiveness to, advocacy for, and representation of its membership.

Work with the Executive to develop and implement policy, procedures, and long-range plans; annual goals and objectives; community services; campaigns; skills development; communications and promotional strategies; events; and out-reach programmes.

Direct, oversee and maintain all financial matters, including but not limited to budgeting, financial statements, banking, payroll, auditing, accounting and managing the Union's investment portfolio. Develop financial control protocols and accountability measures.

Responsible for the overall management and payment of all ASSU awards, bursaries and grants.

Advise the Executive, Council, and its subcommittees, and shall be a non-voting member of these bodies.

Assist with, direct, oversee, oversee design and act as a resource for production of promotional materials.

Responsible for initiating and coordinating Faculty-wide initiatives with the Dean's Office, the Faculty Registrar's Office and any other UofT offices that will enhance the undergraduate student experience.

Assist with orientation of incoming Executive and new staff members.

Represent ASSU on UofT committees as delegated by the Executive.

Maintain records/files on all ASSU Course Unions and organize training and provide governance advice to Course Unions. Is the primary staff liaison between ASSU and Course Unions.

Assist the Executive in planning and implementation of all ASSU Events.

Supervise staff to ensure work tasks are completed on schedule, and standards and policies are adhered to.

Provide information and advice to students regarding the rules, regulations and procedures outlined in the Faculty's *Academic Handbook, Calendar, etc;*

Assist Executive in bringing students' concerns to the attention of the Registrar, Dean, and Vice- and Associate Deans as appropriate.

Assist in the organization and co-ordination of campaigns, and also to compile the necessary related research as required by the Executive.

Administrative Office/PUM Coordinator

Responsible for all duties as directed by the Executive under the supervision of the Executive Coordinator.

Responsible for the maintenance and overall coordination of Project: Universal Minds.

Work with the Executive to develop and implement policy, procedures, and long-term plans; annual goals and objectives; community services; campaigns; skills development; communications and promotional strategies; events; and out-reach programs.

Assist the Executive in the formation, development, and continuation of Course Unions within the department and academic programmes of the Faculty of Arts and Science.

Responsible for all minutes of the Executive and Council.

Responsible for the day-to-day liaison and continuity among Course Unions and between the Course Unions and the Executive.

Responsible for the creation of the monthly ASSU e-newsletter.

Oversee the maintenance of the ASSU test bank and preparation of test packages for sale.

Assist the Executives and Student Advisor in the day to day office responsibilities as well as training new incoming Executives in the basic office procedures.

Responsible for communication via the ASSU e-mail account.

Help maintain and update the ASSU website, social media accounts, and ASSU boards.

Provide information and advice to students regarding the rules, regulations, and procedures outlined in the Faculty's *Academic Handbook, Calendar, etc.*

Assist the Executive in planning and implementation of all ASSU events.

Assist in the organization and co-ordination of campaigns, and also to compile the necessary related research as required by the Executive.

Maintain cleanliness and safety of the office.

Assist in the maintenance of photocopiers, printers, and fax machines.

Student Advisor

Responsible for general office reception.

Assist with training incoming Executives.

Be the Executive's first point of contact for general information and advice regarding University infrastructure, policies, on-going campaigns, and office routines.

Provide information and advice on Faculty Policies and current academic regulations to Executives.

Work with the Executive to develop and implement policy, procedures, and long-term plans; annual goals and objectives; community services; campaigns; skills development; communications and promotional strategies; events; and out-reach programs.

Provide initial counseling to students seeking advice and guidance on academic issues.

Assist students with determining the best resources available to them when inquiring about help navigating academic or personal concerns.

If requested, act on behalf of students in communication with the Executive, Instructors, Departments, University Service offices, or the Faculty.

Working with the Executive Coordinator, identify academic policy or practice arising from student concerns that need to be directly addressed by the Faculty.

Help create and keep updated as needs be, the ASSU academic handbook, as directed by the Executive Co-ordinator.

Primarily responsible for updating the ASSU website and other on-line communication tools.

Responsible for all minutes of the Executive and Council meetings in the absence of the Administrative Officer/PUM Coordinator.