

Schedule “B”

Salaries and Economic Benefits applicable to
Academic Staff Members holding
Sessional Appointments

1. Salaries

1.1 A Sessional staff member shall be paid at a salary rate per half-course equivalent, which is at least the following:

	July 1, 2022	April 1, 2023	December 1, 2023*
Base	\$6,338	\$6,417	\$6,513
Step 1	\$6,482	\$6,563	\$6,661
Step 2	\$6,628	\$6,711	\$6,812
Step 3	\$6,771	\$6,856	\$6,958
Step 4	\$6,916	\$7,002	\$7,107
Step 5	\$7,061	\$7,149	\$7,257
Step 6	\$7,206	\$7,296	\$7,406
Step 7	\$7,351	\$7,443	\$7,555

Step rates from July 1, 2019 – June 30, 2020 continue to apply to June 30, 2022.

** An additional 0.5% Gain Sharing increase shall be applied retroactive to December 1, 2023, subject to the following Gain Sharing Formula.*

Alberta's 20-year average (2000-2019) of Real Gross Domestic Product (GDP) is 2.7%. Provided that the "Average of All Private Forecasts for Alberta's Real GDP" for 2023 Calendar Year is at or above 2.7% as of February of 2024, then an additional 0.5% will be added to wages retroactively effective on December 1, 2023.

"Average of All Private Forecasts for Alberta's Real GDP" for 2023 Calendar Year would be a simple average of Alberta's Real GDP for 2023 across the following independent forecasting institutions:

- *Conference Board of Canada*
- *Stokes Economics*
- *BMO Capital markets*
- *CIBC World Markets*
- *Laurentian Bank*
- *National Bank*
- *RBC Royal Bank*
- *Scotiabank*
- *TD Bank*

The most recent publicly available forecast for Alberta's Real GDP for 2023 would be sourced from each institution at the time the pay-out determination would be made in February 2024.

A 1.25% increase shall apply to sessional staff members who have been, as of March 31, 2023, paid a salary rate above the minimum amount at each step.

A 1.5% increase shall apply to sessional staff members who have been, as of November 30, 2023, paid a salary rate above the minimum amount at each step.

An additional retroactive 0.5% Gain Sharing increase shall apply to sessional staff members who have been, as of November 30, 2023, paid a salary rate above the minimum amount at each step, provided the terms of the above Gain Sharing Formula are met.

- 1.2 A Sessional staff member's salary shall be the salary rate multiplied by the number of half-course equivalents which comprise the full extent of the Sessional staff member's duties.
- 1.3 The salary rates indicated in Clause 1.1 are the minimum amounts only; higher salaries may be paid.
- 1.4 The salary rate determined in accordance with Clauses 1.1 and 1.2 may be reduced in cases where a Sessional staff member is appointed to teach a very small class as follows:
 - a) 2 students = 2/3 of the normal rate;
 - b) 1 student = 1/3 of the normal rate.
- 1.5 A Sessional staff member shall not be paid less than they received for teaching the same course or courses offered by the same Department or faculty (in non-departmentalized faculties) in a previous year.

2. Step Increases

- 2.1 The salary of a Sessional staff member whose appointment continues or is renewed, shall be increased at intervals not exceeding the completion of eight (8) half-course equivalents, subject to satisfactory performance of duties, by at least \$130 per half-course equivalent.
- 2.2 The maximum number of step increases is five (5).
- 2.3 The letter of appointment shall indicate the step from base to 5.

3. Paid Holidays

- 3.1 Sessional staff member shall not be required to work, and shall receive pay at their regular rate whether or not they work, on any day which is designated by the Governors as a paid holiday. The days so designated shall consist of at least the following:

New Year's Day	August Civic Holiday
Alberta Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

3 designated work days between Christmas Day and New Year's Day

3.2 The foregoing paid holidays shall be observed on dates established by the Governors, consistent with the University's academic calendar and the dates of observance applicable to other University employee groups.

3.3 A Sessional staff member shall be excused from their regular duties and responsibilities without loss of salary or benefits for half a day during the period of Stampede, provided arrangements satisfactory to the academic staff member's Dean or administrative equivalent are made. However, no entitlement in respect to the Stampede holiday shall apply to any Sessional staff member who is on vacation, sick time, Workers' Compensation, or any other leave during the period of the Stampede.

4. Sick Time

Where the total duration of an appointment is greater than six (6) consecutive months, and the extent of duties is six (6) half-course equivalents or more, the Governors shall provide paid sick time as follows:

4.1 Casual Illness

a) Casual illness, which is an illness causing a Sessional staff member to be absent from work for ten (10) consecutive work days or less, is a Departmental matter.

b) A Sessional staff member who is not otherwise absent from duty, and who is prevented from performing his/her regular duties and responsibilities as a result of the illness of his/her spouse or dependent children, shall be permitted to utilize one (1) work day of casual illness entitlement for the purpose of making arrangements for the care of the person who is ill. This provision may be used on not more than three (3) occasions in each year of employment.

c) Sessional staff member shall advise their Department Head or equivalent as soon as possible when absent from work due to casual illness.

d) During a period of casual illness, a Sessional staff member will be entitled to full salary and benefits.

4.2 After ten (10) consecutive work days of casual illness, in lieu of regular salary, the Sessional staff member shall be entitled to receive sick pay at the rate of \$1,000 per month or 50% of the Sessional staff member's normal salary (whichever is greater) for the duration of the illness, or for the duration of the appointment, or to a maximum of six (6) months, whichever first occurs.

4.3 A Sessional staff member whose appointment is less than six (6) consecutive months and/or the extent of duties is less than six (6) HCE, shall be provided up to ten (10) days of paid casual illness.

5. Payment In Lieu of Benefits

Sessional staff members shall receive pay in lieu of benefits in the amount of 4% of salary, added to each salary payment.

6. Payment In Lieu of Vacation

Sessional staff members shall receive pay in lieu of vacation entitlement in the amount of 4% of salary, added to each salary payment.

7. Professional Expense Reimbursement

7.1 The Governors shall provide reimbursement of eligible expenses to a maximum of \$175 per half-course equivalent of duties, not to exceed \$1,750 per academic year, to all Sessional staff members.

7.2 Unspent Professional Expense Reimbursement can be carried forward to any Sessional appointment in the same academic year.

7.3 Unspent Professional Expense Reimbursement from the current academic year may be carried forward into the next academic year if the Sessional staff member receives a subsequent appointment in that year.

7.4 Sessional staff members may submit Professional Expense Reimbursement claims for eligible expenses incurred up to three (3) months in advance of the commencement of their contract and up to three (3) months after the end of their contract, so long as these expenses were incurred in relation to fulfilling their current or upcoming Sessional contract.

8. Cancellation Fee

8.1 The cancellation fee referred to in Article 23, Clause 23.10, shall be \$500 per half-course equivalent.

8.2 The cancellation fee shall only apply to that portion of the duties, which were scheduled to coincide with the commencement of the appointment term, and shall not apply to duties which were scheduled at a later date in the appointment term.

9. Universities Academic Pension Plan (UAPP)

9.1 The Parties have agreed to participate in the Universities Academic Pension Plan (hereinafter referred to as “the UAPP”) established by the Universities Academic Pension Plan Sponsorship and Trust Agreement, including the Plan Text (hereinafter referred to as “the Sponsorship and Trust Agreement”).

9.2 With respect to the contribution rates established by the Board of Trustees of the UAPP, the Governors will pay 50% for each Sessional staff member who is eligible to participate in the UAPP and each Sessional staff member in the UAPP will pay 50%.

9.3 In the event of a conflict between the Sponsorship and Trust Agreement and the Collective Agreement, the terms of the Sponsorship and Trust Agreement shall prevail.

9.4 Except for disputes over the payment of contributions required pursuant to 9.2, the Grievance and Arbitration provisions in Article 24 of the Collective Agreement do not apply to the UAPP and no action respecting the UAPP or any disputes relating to the UAPP will be the subject of grievance and arbitration under the Collective Agreement. All disputes between the Governors and the Association or the staff member will be resolved by the procedure specified pursuant to the Sponsorship and Trust Agreement or by applicable law.

Note: *Appendix A4 of the UAPP plan text, Sessional academic staff members are required to join the UAPP when:*

A.4.03(1)(b) An Employee who is employed on a temporary basis shall become a Member of the plan when:

(i) the Employee has contiguous terms of appointments (without any break between the appointments) which total at least two years; and

(ii) the Employee has earned in respect of the Employee’s employment with the University of Calgary at least 35% of the YMPE in each of the two consecutive calendar years immediately prior to the date the Employee has met the condition in clause (i) above;

10. Sessional Travel Fund

10.1 Each Contract Year (i.e. July 1 to June 30), the Governors shall provide the Association with \$30,000 to be awarded to sessional academic staff for travel expenses related to their academic work, or expenses related to attending conferences whether or not travel is involved. The nature of the travel or conference must be relevant to the sessional staff member’s current or expected work at the University of Calgary.

10.1.1 For the 2022/23 year, the Governors shall additionally provide the Association with the unexpended amounts from the 2019/20, 2020/21, and 2021/22 Contract Years.

- 10.2 The Association shall establish a committee to review applications and select the recipients. At their sole discretion, the Governors may appoint a non-voting representative to the committee who shall be provided all of the same materials as the other members of the committee.
- 10.3 Sessional staff members are eligible to apply for reimbursement from the Sessional Travel Fund if they have held a sessional contract within the last five years and:
- a) they are or will be holding a sessional contract at the time the expenses are incurred; or
 - b) they expect to return to an academic position at the University of Calgary within the next year.

Priority shall be given to those sessional staff members whose primary employment is with the University of Calgary and those who do not have other sources of funding for travel or conference attendance.

- 10.4 The Association shall not use the sessional travel funds for any purpose other than the provision of funding to sessional staff members, consistent with this Article. Unexpended funds may be carried forward to the following year. The Association shall make a full accounting of all expenditures under the fund to the Governors on an annual basis in October.
- 10.5 The Association's Board of Directors shall establish appropriate policies and provisions to ensure adequate advertising, an appropriate application process, timely decisions, and such other matters as they deem appropriate consistent with this Article.
- 10.6 Reimbursement from the Sessional Travel Fund is intended to be a non-taxable benefit to Sessionals. The Association shall ensure such reimbursement to Sessionals is supported by appropriate documentation and in accordance with the Income Tax Act and applicable CRA Guidelines.

Letter of Understanding: Musicians One-on-One Instruction

The Parties acknowledge that certain music courses require one-on-one instruction.

The Provisions of this Memorandum of Agreement shall apply to Sessional staff members who provide one-on-one musical instruction, "the Musicians", notwithstanding the provisions in Article 23 and Schedule B.

1. The extent of duties shall be determined on the basis of the following formula: six (6) students, each with a one-hour lesson per week for one term (13 weeks) shall be the equivalent of one half-course (1.0 HCE).
2. The extent of duties shall determine the Step Increases, Professional Expense Reimbursement, and any other applicable terms of the Collective Agreement except determination of salary.
3. The salary rate for the Sessional Musicians shall be determined on the basis of the following formula: # of students x 13 one-hour lessons x rate per hour.
4. The minimum salary rate shall be:

Minimum Salary Rate

July 1, 2022	April 1, 2023	December 1, 2023*
\$81.25 per hour	\$82.27 per hour	\$83.50 per hour

**An additional 0.5% increase shall be applied retroactive to December 1, 2023 provided the terms of the Gain Sharing Formula outlined in Schedule "B", Article 1.1 are met.*

5. Attendance of the Sessional Musicians at recitals or other performances as required by their assigned duties shall be compensated in addition to, and at the same hourly rate as, the one-on-one instruction.
6. The Sessional Musicians shall also be paid amounts equivalent to 4% of salary in lieu of vacation and 4% of salary in lieu of benefits.