

Letter of Understanding Transition of Auxiliary Hourly Employees to Auxiliary Salary or Regular

The Parties recognize that the Collective Agreement has not been correctly applied and as such the University will ensure it will hire into the appropriate employee types at the inception of the employee's contract and will educate departments to support this. The parties agree that the following process will be adhered to accordingly.

Terms as agreed to

1. If an auxiliary hourly employee works irregular, intermittent or less than 0.4 FTE in one position they will remain auxiliary hourly employees and receive benefits under 23.12* of the current collective agreement.
2. If an auxiliary hourly employee works irregular, intermittent (ie. not regular hours) but the combination of total hours is greater than 0.4 FTE but not more than 0.4 in one position then they will be eligible for benefits under 23.12*
3. Auxiliary Salary employees must maintain a minimum threshold of 0.4 FTE scheduled regular hours every pay period. Hours in excess of the regularly scheduled 0.4 FTE would be reported each pay period and are able to fluctuate. Benefits under Article 23.13* will be based on the regular scheduled hours only.

To determine the FTE when an employee has fluctuating hours in excess of their regular scheduled hours, a review of the hours worked in the last 12 months needs to be conducted. The regular part time FTE will be established based upon the minimum regular hours worked (ie if an employee never works less than a 0.5 FTE on a regular basis the FTE will be established as 0.5). This review should be made whenever an extension to employment decision is made, or if requested by the employee or the Union – to a maximum of once per year.

Agreed Process

Departments will be encouraged to closely scrutinize their hiring of casuals and complete the Casual Employee Decision Tree (attached) to determine the correct employee type for their position

Review of casual employee contract history at 1000 hours or 7 months of employment

- When a casual employee, working the hours of a regular employee as defined in clause 2.02 of the collective agreement, i.e. 0.4 FTE or more in one position, accumulates 1000 hours of service in one or more concurrent positions or 7 months of employment, an audit will be conducted by Human Resources.

* In the new 2016–2019 Collective Agreement Article 23 has been changed to Article 21.

Department Actions at 1000 hours or 7 months

1. Current Contract will not be Extended:

Should it be determined that the work will not continue past the current contract end date the employee will remain casual or move to auxiliary hourly if during the current contract they accrue 1707 hours.

2. Current Contract will be Extended:

Current contract and extension = 16 months or more

Should it be determined that the current contract and extension together will be 16 months or more in duration:

- a) At the time of the review the position type will move to Auxiliary Salary or Regular depending on the circumstances
- b) The Job Fact Sheet will be created
- c) The position will be evaluated
- d) The position will be posted
- e) The incumbent will be notified that they will be required to apply for the position to remain in it beyond the end of the contract. Note: If the employee is in the position by way of a competition, there is no requirement to post.

Current contract and extension less than 16 months

If the current contract and the extension **together** will be more than 12 but less than 16 months, the incumbent will move to auxiliary salary immediately for the remainder of the contract. Items b) - e) above are not applicable in this situation.

This Letter has been agreed to by the following parties:



Dan Charlton
Director HR Consulting
University of Alberta



Date



Nancy Furlong
Director of Operations
Non Academic Staff Association (NASA)



Date



Elizabeth Johannson
President
Non Academic Staff Association (NASA)



Date

