

## **Proposal #1 Emergency Loans**

### Current Language:

NONE - NEW PROVISION

### Proposal:

The cost of living has become increasingly precarious, and workers have become increasingly subject to increased precarity due to the difficulty of maintaining emergency funds or savings funds to deal with sudden and unexpected major expenses. Consequently, the precarity and stability of employees would be greatly improved by having access to interest free loans from the employer to deal with sudden emergency expenses.

### Language:

New Article

Emergency Loans

XX.01

Permanent staff are eligible to receive up to a \$1200 'Emergency Loan' once per fiscal year. This loan is repayable without interest to the employer at a schedule of \$100 per month until repaid, with the repayment being automatically garnished from employee wages until repaid. If the employee resigns or is otherwise terminated they must repay the full balance of the loan or be subject to collection activity.

## **Proposal #2 Telecommunications Benefit**

### Current Language:

NONE - NEW PROVISION

### Proposal:

Since there is an increasing expectation in our work environment that staff be available via home and mobile internet to respond to work issues and to work remotely, the employer should subsidize the cost of home and mobile internet as well as phone service for permanent staff. In total this benefit should represent 50% of monthly costs of an average high speed plan home and mobile plan to represent them being for mixed personal and work use. The 2022 cost guide for telecommunications in Canada [here](#) expects a Level 6 home internet and Mobile Plan (typical high speed but not max end service) to cost a combined \$152.39/month, meaning the employer will provide **\$75 monthly**. No receipts for phone or internet covered will be provided for this reimbursement, it is to be an automatic benefit since it is presumed all staff must have home and mobile internet to serve in their staff roles.

### Language:

New Article

Telecommunications Benefit

XX.01

Staff are entitled to a monthly benefit of \$75 to compensate them for telecommunications costs, since there is an expectation that staff will have home internet access and a mobile phone in order to be available and communicate with their employer.

### **Proposal #3: Housing Mutual Aid Fund**

#### Current Language:

NONE - NEW PROVISION

#### Proposal:

Housing has become increasingly inaccessible, and our staff are more transient as affordable housing becomes more difficult to find. Consequently, we propose a new benefit accessible by staff to pay for security deposits, moving costs or house down payments. This fund is to be treated like a mutual aid fund, with 50/50 contributions from employees and the employer. Staff each contribute \$50 a month and the employer matches, and staff can draw from the fund as needed if a need for housing comes up. Decisions on disbursements are made by consensus from staff and the staff liaison.

This fund would cost the employer \$1800 per year, and each employee \$600 per year, to total \$3600 in contributions per year.

#### Language:

New Article Housing Mutual Aid Fund

XX.01

Staff can access a Housing Mutual Aid Fund that will be administered by the employer. This fund will receive 50/50 contributions from the employer and employees, with each employee mandatorily contributing \$50 each month (to be garnished from monthly wages), with the employer matching each member's contribution, totalling up to \$150 per month. This fund will disburse payments to employees as requested, including notable expenses like moving fees, security deposits, property down payments or other housing expenses deemed appropriate by the consensus of all permanent staff and the staff liaison. The recipients of these disbursements are responsible for any resulting taxes or bank fees.

When a request is made it is to be submitted to the staff liaison, and a decision is to be rendered on the disbursement within five (5) business days via virtual or in-person meeting. In the event a request is denied by a lack of consensus, the staff member may appeal to APIRGs Board of Directors for a final arbitration at a special meeting of the Board.

The fund is not to be withdrawn from for any reason other than disbursement of funds to employees for housing. There shall be no cap to the size of fund or requests on the fund. No employee is entitled to a reimbursement from the fund if they do not draw from the fund during the duration of their employment.

#### **Proposal #4: Successful Fee Campaign Bonus**

Current Language:

NONE - Proposed MOU between NASA and Employer

Proposal:

APIRG staff went above and beyond their typical duties in the last fee campaign that secured APIRGs future funding. Since the employer recognizes this contribution to its long term success, they will compensate staff with a one time bonus in recognition.

Language:

MOU

APIRG recognizes its staff for their work in securing a victory in the last APIRG fee campaign and awards its staff with a one-time \$1000 bonus each for their contributions to the campaign's success.

## **Proposal #5: Food Security Spending Account**

### Current Language:

NONE - NEW PROVISION

### Proposal:

The cost of food has risen dramatically in the last two years and so has APIRGs staff's food insecurity. Consequently, staff should be able to access a stable supply of food supported by grocery store gift cards by the employer to ensure access to food. Staff will be eligible to receive a \$50 gift card monthly to a grocery store of their choice.

### Language:

New Article

Food Security Benefit

XX.01

Staff may request a \$50 per month giftcard to the grocery store of their choice to support their food security and nutritional health. This card may be collected from the office in person, to be distributed by the Operations Director.

**Proposal #6: Transition to Salaried Remuneration**

Current Language:

Wage Grid

See Appendix A of 2019-2020 Collective Agreement, Updated Wage Grid appended here:

<b>Position Hourly</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Operations Director	\$ 28.17	\$ 29.58	\$ 31.06	\$ 32.61	\$ 34.24	\$ 35.95
Outreach Director	\$ 28.17	\$ 29.58	\$ 31.06	\$ 32.61	\$ 34.24	\$ 35.95
Creative Director	\$ 28.17	\$ 29.58	\$ 31.06	\$ 32.61	\$ 34.24	\$ 35.95

Proposal:

Conducting staff pay on an hourly basis has many drawbacks, and consequently most professional non-profit organizations conduct pay based on a regular salary. Notably, hourly pay incurs unnecessary overhead, requiring staff to complete day by day hourly timesheets, and paying our bookkeeper to process these payments wastes hundreds to thousands of dollars of resources annually. Further, moving to a salaried system, staff could equalize their pay across the academic year and summer months, making life less financially precarious for staff at no additional cost to the employer.

With the modification of staff roles and positions changing in the upcoming academic year, we would resolve to sign an MOU committing to adjust staff pay into a salaried wage scale.

Language:

Be it resolved that NASA and APIRG agree to transition to an equalized twice-monthly salaried payment schedule (on the 1st - or next business day - and 15th - or next business day) beginning at the start of the 2024-2025 fiscal year. These new salaries will be based on the average hourly work schedule from the 2023-2024 fiscal year for the three permanent staff positions, to be reviewed and finalized by both parties by the end of the fiscal year. A draft version of this wage scale, subject to final modification and review is amended here to this Memorandum to provide an approximation of the new payment structure:

<b>Position Salary</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Operations Director	\$40,285.14	\$42,299.40	\$44,414.37	\$46,635.09	\$48,966.85	\$51,415.19
Outreach	\$40,285.14	\$42,299.40	\$44,414.37	\$46,635.09	\$48,966.85	\$51,415.19

Director						
Creative Director	\$38,087.77	\$39,992.16	\$41,991.77	\$44,091.36	\$46,295.93	\$48,610.72

This wage grid makes the following assumptions about hours of work:

Position	Hours Per Week Academic Year	Summer Hours	Average Hours Per week
Operations Director	30	20	27.5
Outreach Director	30	20	27.5
Creative Director	28	20	26

It is understood that staff provisions and legal standards, including the right to overtime pay, will be upheld after this change. Overtime notices are to be submitted to the employer by the last business day of each month, with overtime remuneration appended to the subsequent pay period, if any was accrued.

The parties agree that the 2023-2024 Collective Agreement shall be modified in its language across all necessary articles to allow the transition to salaried remuneration by mutual agreement by the end of the 2023-2024 fiscal year.

## **Proposal #7: Adjusting Benefits for Inflation**

### Current Language:

#### Article 36 Employee Wellness

##### 36.01

The Employer will provide a maximum reimbursement of \$300 to each employee on an annual basis for the purpose of a gym membership and the employee's physical well-being. The Staff Liaison will use reasonable and discretion in which items are reimbursed.

AND

#### Article 34 Employee Expenses on Employer Business

##### 34.04

Employees will be eligible to expense up to a maximum of \$1200.00 per fiscal year for use associated with any mode of transportation to get to and from work. Costs can be taken incrementally or in a lump sum, as per the employee's request, once they have submitted their receipt for their associated costs.

### Proposal:

Inflation has had significant impacts over the last 4 years, and consequently staff benefits should be updated to reflect CPI. The language of the Wellness item should be more clear in allowing it to be spent on any health or wellness expenses, as intended.

CPI since the last contract negotiation has been roughly 21%.

### Language:

##### 36.01

The Employer will provide a maximum reimbursement of \$350 to each employee on an annual basis for the purpose of improving the employee's physical well-being. The Staff Liaison will use reasonable and discretion in which items are reimbursed.

AND

##### 34.04

Employees will be eligible to expense up to a maximum of \$1500 per fiscal year for use associated with any mode of transportation to get to and from work. Costs can be taken incrementally or in a lump sum, as per the employee's request, once they have submitted their receipt for their associated costs.

## **Proposal #8: Paid Time Off and Vacation Time**

### Current Language (Articles in their entirety appended):

Article 13 Vacation

Article 14 Inness and Proof of Illness

Article 15 Special Leave

Article 16 Leave Without Pay

Article 17 Religious Observance

### Proposal:

These various leaves track different hours and have different limits, leading to unnecessary tracking burdens and confusion. Additionally, since our other proposals intend a transition to salaried rather than hourly pay, a system that tracks and promotes the quality of employee outcomes rather than quantity of hours worked should be preferred moving forward. Therefore, in the interest of general employee wellness and simplicity, we propose establishing a simple unlimited leave with pay system.

All of these sections will be replaced with one article encompassing these leaves which simply says that staff are eligible for unlimited leave with pay while being permanent employees of APIRG, with notice of any leaves made to the staff liaison.

Staff are required to fulfill the obligations of their roles and their employee contract and protracted leave while failing to fulfill their obligations will result in referral to the disciplinary process outlined in Article 28.

### Language:

Article 13 Paid Leave and Vacation

13.01 Staff are entitled to unlimited leave with pay for the following reasons:

- (a) Vacation
- (b) Illness
- (c) Personal Day/Mental Health Day
- (d) Moving
- (e) Bereavement
- (f) Medical Appointments
- (g) Religious Observances

- (h) Election Days (Provincial, Federal or Municipal)
- (i) Citizenship Hearing

All staff must provide written reports of their days taken for leave with pay to the staff liaison via email for the previous month by the 10th of the subsequent month. These reports must fit one of the reasons for leave listed in this article.

13.02 Staff must take paid leave of at least 20 days per year to ensure they are engaging in healthy work-life balance. Staff may suspend this obligation by providing notice in writing to the staff liaison explaining why they did not take the minimum leave, and establish a plan for taking them in the next fiscal year.

13.03 Staff are required to complete their duties as outlined in their employment contracts and position descriptions. Failure to fulfill these obligations due to prolonged or high paid leaves of absence will result in the referral of the employee to the disciplinary process outlined in Article 28.

## **Proposal #8-1: Staff Vacation Buy-Out**

Current Language: NONE - MOU

Proposal: If Proposal 8 is agreed to, permanent staff that have accrued vacation time over the years should be paid out for their accrued vacation time, since we will no longer be tracking and carrying forward vacation hours.

Since the new leave will be effective for this fiscal year, staff members should be paid out the remaining vacation balance they had at the end of the 2022-2023 fiscal year at their hourly rate at the time this proposal is agreed to.

## **Proposal #9: University Healthcare Access MOU**

### Current Language:

NONE - MOU

### Proposal:

The University of Alberta campus has health resources available for students and staff, most notably the University Health Centre which includes a primary care clinic. APIRG staff currently do not have access to this facility, despite being important contributors to the university community.

Consequently the APIRG Board and Employees should write a joint letter to the University, UASU and the Clinic requesting accommodations be made for our staff to access these services.

Our staff recognize that these accommodations may not be possible and do not hold the employer responsible for the outcome of these requests.

## **Proposal #10: RRSP In Lieu of Pension**

### Current Language:

#### Article 24 RRSP In Lieu of Pension

24.01 The Employer will match any contributions made by a regular employee to a Registered Retirement Savings Plan to a maximum of \$100.00 per month from their date of hire, and will increase the contribution by \$5.00 each subsequent year of employment effective November 1 of said year, subject to the following provisions

- (a) The employee will submit, upon request, documentation certifying their participation in the plan.
- (b) If an employee ceases to contribute to the plan, or withdraws from it, the Employer Will not contribute to the plan until the employee resumes payments.

### Proposal:

This benefit should be updated to require no documentation proving the contribution to an RRSP, and should not require that any such contributions be made. It should enable staff to contribute to an RRSP, not mandate contributions.

### Language:

#### Article 24 RRSP in Lieu of Pension

24.01 The Employer will provide a \$100 monthly benefit made to permanent employees to enable those employees to contribute to a RRSP. No documentation shall be required from the employee of the contributions being made to an RRSP.

## **Proposal #11: Investigate Costs and Options for Pensions**

### Current Language:

#### Article 24 RRSP In Lieu of Pension

24.01 The Employer will match any contributions made by a regular employee to a Registered Retirement Savings Plan to a maximum of \$100.00 per month from their date of hire, and will increase the contribution by \$5.00 each subsequent year of employment effective November 1 of said year, subject to the following provisions

- (a) The employee will submit, upon request, documentation certifying their participation in the plan.
- (b) If an employee ceases to contribute to the plan, or withdraws from it, the Employer Will not contribute to the plan until the employee resumes payments.

### Proposal:

Employees and the Employer should investigate long-term pension options for staff, and draft up a proposal with details for a proposed pension plan to be considered as part of the next round of collective bargaining. The employer and employees are agreed that if a reasonable pension plan is available from the ASEBP or others, that we should transition our RRSP program to a pension program.

## **Proposal #12: Severance Pay**

### Current Language:

#### Definition

20.01 Layoff means the discontinuation of a position due to lack of work or reduction or discontinuance of a service or services. A layoff may be short term with a definite return to work date or it may be of a permanent nature. A short-term layoff will not exceed 4 months in duration.

#### Short-Term Layoff

#### 20.02

- (a) Where a short-term layoff is necessary, the Employer will provide the Union and the affected employee(s) with no less than 14 calendar days' notice of its intent, outlining the reasons the layoff is required. The Notice will specify the date the layoff will commence and will include a return to work date.
- (b) For recurring employees, the Employer will ensure the employee(s) receives written confirmation of the commencement of their inactive period at least one month prior to that period commencing. This confirmation will also include a return to work date.

20.03 In the event of a layoff a permanent nature, the Employer will provide 21 calendar days' notice in writing to the Union of its intent, outlining the reasons layoff is being considered and disclosing the extent of the issue. Wherever possible, the matter will be discussed in detail with the Union in an attempt to resolve the issues and avoid employee reductions.

20.04 Affected employees will be provided with at least 21 calendar days' notice of layoff.

20.05 Where the affected employee is the least senior employee in the bargaining unit, upon receipt of written notice of layoff the employee will be provided 14 calendar days to choose one of the following options:

- (a) To receive severance pay on the basis of 4 weeks' pay per year of service to a maximum of 52 weeks. Upon receipt of the severance pay the employment relationship will be terminated.
- (b) To be laid off and receive recall rights for a period not to exceed 24 months.

20.06 Where the affected employee is not the least senior employee in the bargaining unit, upon receipt of written notice of layoff the employee will be provided 7 calendar days to choose one of the following options:

- (a) To bump any less senior employee, provided the person exercising this right is qualified to perform the work of the less senior employee. In assessing those qualifications, it is recognized that orientation or training of up to 2 months may be required. This right to bump includes the right to bump up within the bargaining unit.
- (b) To receive severance pay on the basis of 4 weeks' pay per year of service to a maximum of 52 weeks. Upon receipt of the severance pay the employment relationship will be terminated.
- (c) To be laid off and receive recall rights for a period not to exceed 24 months.

20.07 An employee bumped as a result of the application of clause 20.06 (a) will have clause 20.06 applied to them as if they had been the original affected employee. In this case, the notice in clause 20.04 will be reduced to 14 calendar days.

20.08 An employee choosing option 20.05 (b) or 20.06 (c) will have recall rights to any positions that may become available for which the employee is qualified. In assessing those qualifications, it is recognized that orientation or training of up to 2 months may be required. Recall rights are retained until the employee rejects one offer of recall which is of the same status and salary as the position from which they were laid off.

20.09 In the event of a vacancy, the Employer will notify laid off employees in order of seniority. This notification will first be attempted by telephone but will be confirmed in writing, delivered electronically or by courier. The most senior qualified employee will be first recalled.

20.10 An employee who is recalled within the first 6 months of layoff will earn service and seniority for the period of layoff.

20.11 An employee, with 5 years or more of service, who elects to terminate the employment relationship pursuant to clauses 20.05 (a) or 20.06 (b) will receive a \$1,000 retraining allowance.

Proposal:

To add a specific article describing what is to happen to staff in the event of our loss of our DFU funding representing the additional anxieties and difficulty of losing a fee election and employment.

Language:

New Sub-Article

20.12 In the event of APIRG losing its DFU funding after failing a plebiscite and referendum in a row, current permanent staff will not have any of the previous options in this article and will instead have the following options:

- (a) Accept severance of 6 weeks plus 6 weeks per year of service up to a maximum of 52 weeks and be terminated with no right of refusal or return after a period of three months of normal employment to commence the dissolution of the organization and services.
- (b) After a period of 3 months of normal employment to commence the dissolution of the organization, accept 6 weeks of severance and a right of refusal to accept a return to their position if funding from any other source may allow the organization to resume operation within a 5 year period.

## **Proposal #13: Work from Home**

### Current Language:

NONE - NEW PROVISION

### Proposal:

Our practice since the COVID-19 pandemic and subsequent shifts in work-life culture and the workplace has been to allow for staff to work from home while ensuring we have appropriate staffing hours in place to keep our office open in person. This practice ought to be codified in our collective agreement.

### Language:

New Article Work From Home

XX.01

Staff are permitted to conduct their work duties from home and may work from home or the APIRG office as much as desired by that employee, subject to article XX.02

XX.02

The APIRG office will maintain normal hours of operation during the academic term as determined by the APIRG Board of Directors, and the Staff Liaison, in order to provide services. Employees are required to work in the office enough to fulfill their share of keeping the office operational in proportion to their share of total employee work hours.

For example: If the permanent employee works 30 hours per week, and the employer employs 100 weekly work hours across all staff, that employee is expected to be in the office for 30% of all operational hours.

Staff and the staff liaison will work together to develop a fair and balanced office schedule that will allow all employees to spend at a minimum half of their work hours working from home, if desired, and to ensure APIRG can fulfill their operational hours.

XX.03

In the event of a public health pandemic, or other emergency that would create an unsafe work environment, APIRG will endeavor to close their office and allow staff to work from home until such a time as returning to the office is safe.

XX.04

In the summer months (outside the Fall and Winter Academic terms) the office will have reduced operational hours to be determined by staff in consensus with the staff liaison.

XX.05

This article may be suspended in its entirety during event series (including AWOL, A Week of Liberation) or Fee Campaign periods.

## **Proposal #14: Temporary Staff Benefits**

### Current Language:

None

### Proposal:

Temporary and casual staff are currently not entitled to any benefits. We propose to extend Transportation Benefits and Wellness Benefits for temporary and casual staff.

### Language:

The benefit will be calculated proportionally to the length of the employment contract, based off of the established benefit for full time staff. The Transportation benefit will be \$125/month for each month of employment. The Wellness benefit will be \$30/month for each month of employment.