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# Summary of the First Collective Agreement Between McGill Course Lecturers and Instructors Union (MCLIU) and McGill University

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## Hiring Priority and Seniority Points

Hiring priority based on seniority points (Except Practical Music Instructors and Firm Retainers) (article 14.09 a)

- Seniority points starting the first date of hire
  - 39 hours of teaching = 1 point
  - Formula for courses of more or less contact hours = Total number of contact hours multiplied by 1/39

Seniority Points for Conservatory and Practical Music Instructors (article 28.02 and 29.02)

- Seniority points starting the first date of hire
  - Teaching one student in a term = 0.5 point
    - The six-week summer term counts as half a term
  - Teaching one ensemble in a term = 0.5 point

Process for points between September 2011 to date (except for firm retainers) (article 14.03)

- For each hiring unit (HU), the Employer will furnish a preliminary priority points list within 30 days of the signing of the collective agreement that will include:
  - Members whose names appeared on the list that was deposited by the employer at the Labour Board for accreditation of the Union.
  - Members who have been employed since September 2011
- Members will be allowed to verify and request for corrections in points, if any, within 90 days following the signing of the collective agreement.
- No seniority points will be awarded for courses that are taught under firm retainer contract between September 2011 to date. (article: Annex for firm retainers)

**Process for points between the first date of hire to August 2011 (including firm retainers) (article 14.03)**

- Members submit teaching records prior to September 2011 to get seniority points.
  - The following proofs are accepted:
    - Contracts with pay stubs OR
    - Minerva information OR
    - Affidavit OR
    - Letter from their department
- In case of a gap of two years or more in service, points for the period after the gap will be admissible
  - Gap due to medical or otherwise approved leave is exempted from this rule
- A committee (union and McGill) awards points for courses taught prior to August 30, 2011 within 30 days

**Final Seniority Points List (articles 14.03.11 and 14.04)**

- A final, non-contestable list will be established and posted on a secure website within 120 days of the signing of the collective agreement
- Names on the list will appear in decreasing order of seniority points
- The priority points list in each hiring unit will contain the following information:
  - Name of employee
  - First date of hire (in case of a two-year gap in service, the later date of joining)
  - Points acquired in the current academic year
  - Total number of points
  - Course number for which the points are assigned
  - Names of Courses that employee is eligible to teach

**Further ... (article 14.12 and 14.09 b)**

- Accumulation of points during parental and other authorized leave periods
- Maintain seniority points for two years without teaching
- Separate seniority lists for different hiring units
- Ability to have seniority in more than one hiring unit

## Posting and Attribution of Courses

Posting and application (except PTP, IELC/IFLC, Conservatory and Music Practical Instruction courses) (article 15.01, 15.05, 16.01)

- All courses left over from ranked academic staff and visiting faculty are part of the MCLIU pool.
- Posting dates:
  - Fall – June 1<sup>st</sup>
  - Winter – October 1<sup>st</sup>
  - Summer – February 1<sup>st</sup>
    - Courses will remain posted for 15 days
- Application deadline – 5 days after posting period ends
- Hiring units send contracts – within 15 days after the application period
- Employees return signed contract – within 10 days
  - The whole process completes at least 45 days before the start of term

### Example – Posting for Fall 2016

1. Posting period starts – June 1, 2016
2. Posting period ends – June 15, 2016
3. Application deadline – June 20, 2016
4. Deadline for hiring units to send out contracts – July 5, 2016
5. Deadline for instructors to return their signed contracts – July 15, 2016

Round System for Attribution of Courses (except PTP, IELC/IFLC and Practical Music Instruction) (article 15.07 and 15. ••)

- Hiring units will allocate courses in decreasing order of priority points through round system
  - First round - 2 Courses
  - Second round – 1 Course
- Maximum load:
  - 3 Courses per term; and,
  - 7 Courses per year

### Withdrawing a contract (14.14 and 16.13)

- Withdrawing signed contract 15 days before the start of classes will cost 1 seniority point

- 12% indemnity will be paid if employer cancels a contract after sending it to course lecturer

#### **Posting and application for PTP courses (article 26.06)**

- PTP courses will be posted on the following dates:
  - Fall – July 1<sup>st</sup>
  - Winter – November 1<sup>st</sup>
  - Summer – March 1<sup>st</sup>
    - Courses will remain posted for 15 days
- Application deadline – 5 days after posting period ends
- Hiring unit will send signed contracts 4 weeks before the start of classes
- Employee will return signed contract no later than 3 weeks before the start of term

#### **Round system and attribution of courses in Part Time Program (PTP) (article 26.ZZ)**

- Hiring unit will allocate courses in decreasing order of priority points through round system
  - First round – 1 course
  - Second round – 1 course
  - Third round – 1 course
- Maximum load:
  - 3 Courses per term; and,
  - 7 Courses per year

#### **Posting and application for IELC/IFLC courses (26.XX)**

- IELC/IFLC courses will be posted 4 weeks before a session begins
- Application deadline – 3 weeks before a session begins
- Allocation will be sent out 1 week before a session begins
- Employees return signed contracts – 5 days before a session begins

#### **Round system and attribution of courses in IELC/IFLC (article 26.04)**

- Hiring unit will allocate courses in decreasing order of priority points through round system
  - First round – 1 course
- Maximum load:
  - 1 course per session; and,
  - 6 courses per year

### **Supplementary Posting – Period and Process (15.yy)**

- Courses becoming available after the posting dates will be posted for 2 days
- A copy of the posting will be sent to the union
- Members who have already applied for similar courses need not to apply again
- Courses will be allocated in decreasing order of seniority to those who did not receive maximum load.

### **Application procedure for Practical Instruction in School of Music (article 28.03, 28.04)**

- Members must submit their workload availability once a year by May 1
- Regular ongoing positions will be posted on a one-time basis
- Contracts for full academic year without teaching load (# of students and/or ensembles) will be sent out by July 15 each year
- Employees return signed contracts – July 31

### **Round system and attribution of Practical Instruction in Schulich School of Music (article 28.05, 28.06 and 28.10)**

- McGill students who have expressed a preference for a particular teacher and small ensembles will be allocated as per student preference and instructor's assent.
- Marianopolis students and McGill students without a preference will be allocated through round system in decreasing order of priority points:
  - First round – 1 student
  - Second round – 1 student
  - Third round – 1 student; and so on
    - Round system continues until employees reach to their maximum load
- Maximum load:
  - 12 students per term (including up to 3 ensembles)

### **Application procedure for Practical Instruction in Conservatory of Music (article 29.04-05)**

- Members must submit their workload availability by
  - August 1<sup>st</sup> – Fall term
  - November 1<sup>st</sup> – Winter term
  - February 1<sup>st</sup> – Spring term
  - May 1<sup>st</sup> – Summer term
- Regular ongoing positions will be posted on a one-time basis
- Contracts to employees for academic year without teaching load – August 20
- Employees return signed contracts – August 30

**Round system and attribution of Practical Instruction in Conservatory of Music (article 29.06, 29.07, 29.08 and 29.09)**

- Students who have expressed a preference for a particular teacher will be allocated as per student preference and instructor's assent.
- A student referred by an instructor will be allocated to the instructor
- Returning students will automatically be allocated to the same instructors except if there is a request of change.
- All other students without a preference will be allocated through round system in decreasing order of priority points:
  - First round – 1 student
  - Second round – 1 student
  - Third round – 1 student; and so on
    - Round system will continue until there are no more students left for attribution

**Reserve Courses and Graduate Student employees (article 15.04)**

- 15% courses are reserved for graduate students, post-doctoral employees, adjunct professors and retired professors.
- Reserve courses are not subject to posting.
- Members receiving courses from reserve pool will not be eligible for accumulation of seniority points.
- Graduate students may receive courses through regular posting or reserve pool.
- Members receiving courses from reserve pool enjoy all the benefits negotiated (except points).

**Additional Tasks (other than teaching and instruction) (article 12.04)**

- Separate contract for additional tasks
- Tasks include but are not limited to:
  - Revision of a student's marks
  - Revision of marks of a student of other instructors
  - Development or revision of academic program
  - Entry level test development, supervision and marking
  - Pedagogical assistance to other employees

### Leaves and Benefits (article 33, 34 and 35)

#### **Sick and emergency leave**

- Up to 21 days of paid medical leave
- Emergency leave with pay

#### **Marriage, bereavement and jury leave**

- Marriage leave – 1 day paid, 4 days without pay
- Up to 5 days of paid bereavement leave
- Paid jury leave, if related to McGill
- Unpaid jury leave, other than McGill

#### **Family or parental and Maternity leave**

- Family or parental leave as per Labour Standards Act article 79.7 – 79.13
- Maternity and Paternity leave with indemnity – As per McGill's policy for Members of the Academic Staff

#### **Pension Plan**

- Access to Simplified Pension Plan (SPP)

### Salary (article 36 and Annexes)

- Retroactive pay increase
- Minimum salary for a 3-credit course by January 2018 will be \$ 8200
- A total of ~ 14% pay increase over a period of 2 years and 4 months.
  - January 2015 – 5.5%
  - September 2016 – 2.6%
  - September 2017 – 2.6%
  - January 2018 – 2.6%

#### **Salary for Intensive English Courses**

- In September 2015, salary for Intensive English courses will be raised by another 370 dollars.
  - The gap between salaries in IELC and IFLC will not increase from 200 dollars throughout the period of the collective agreement.

### **Salary for practical instruction in the Conservatory and Schulich School of Music**

- Minimum salary for Practical Music Instruction in Schulich School of Music will be 79.17 dollars per hour starting January 2015
- Minimum salary for graduate students for practical instruction will be 47.50 dollars per hour starting January 2015
- Minimum salary in Conservatory of Music for individual lessons will be 28.32 dollars per hour starting January 2015

### **Salary for additional tasks**

- Minimum salary for additional tasks will be 50.67 dollars per hour starting January 2015

### **Professional Development Fund (article 20)**

- Access and eligibility for professional development fund
- Application may not be refused without a just cause
- Unjust refusal is grievable through grievance procedure

### **Duration of the Collective Agreement (article 11)**

- The collective agreement is valid for three years from the date of its signature
- The collective agreement will continue to remain in force until new agreement is signed

## **Other subjects included in the Collective Agreement**

- **Non-discrimination and academic liberty (article 3)**
- **Union representation, rights and recognition (article 6, 7)**
- **Grievance procedure with deadlines for employer (article 9)**
- **Intellectual property rights (article 21)**
  - Materials created by an employee during her service at McGill may be used but her name and professional title will always be mentioned on the material
- **Protection against harassment, sexual harassment and bullying (article 22)**
- **Health and Safety (article 23)**
- **Progressive disciplinary procedure (article 24)**